

# Time Professional

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## General

The **Time Professional** Account offers the possibility to view **reports** for the evaluation of relevant data compared to the Time-Base Account.

**Standard employees** have the possibility

- to book attendances and absences
- use the menu items
  - Info
  - Requests
  - Workflow Management
  - Options

**Management employees** have the possibilities of the standard employee and additionally

- the menu item Management
- the menu item Reports for various evaluations concerning the company / the employees

**Admin employees** have the possibilities of the standard employee and additionally

- the menu item **Administration** to perform administrative tasks concerning the company / the employees.

Of course, one or more employees can also be assigned the management and administration ability at the same time.

**Workflows are controlled** by freely assigning the **roles** of supervisors and personnel to individual employees and/or groups.

*The functions in detail:*

- Booking
- Info
  - [Master data / accounts](#)<sup>1</sup> (overview of own master data and account values (balance, vacation, sick days))
  - [Journal](#)<sup>2</sup> (overview of attendance/absence times in current and past months)
  - [Calendar](#)<sup>3</sup> (overview of absences such as vacation, sick leave, special vacation, etc.)
  - [Group calendar](#)<sup>4</sup> (overview of absences, e.g. holidays, sick leave, special leave, etc. for the entire group (department))
  - [Attendance list](#)<sup>5</sup> (overview of currently present / absent colleagues / employees in the company)
- Requests
  - [Time correction](#)<sup>6</sup>
    - Positive: Present, off-site work, doctor's visit, various absences, teleworking
    - Negative: Present (e.g.: subsequent booking of a lunch break)
  - [Cancellation time correction](#)<sup>7</sup>
    - Delete incorrect attendance times from the system (e.g. post pause later)
  - [Absence time](#)<sup>8</sup>
    - Vacation paid, time compensation, business trip, seminar, sick with continued pay
  - [Cancellation Absence time](#)<sup>9</sup>

- *Delete incorrect absence times from the system (for example, move vacation)*
- **Special absence time**<sup>10</sup>
  - *Special paid vacation, cure, nursing leave*
- **Illness notification**<sup>11</sup> *(for colleagues)*
  - *Reason for absence is automatically continued until the employee logs in again.*
- **§20 AZG Exceptional cases**<sup>12</sup>
  - *Request for crediting unvaluated working time*
- **Workflow Management**
  - *Open tasks*<sup>13</sup> / *archive of completed tasks (for managers for approval, rejection, review)*
  - *Open Requests*<sup>14</sup> / *archive of completed applications (for employees to see an overview of their own applications)*
- **Administration**
  - *Organigramm*<sup>15</sup> *(structure of the company, persons / groups within the company move)*
  - *Mitarbeiterverwaltung*<sup>16</sup> *Employee administration (master data, group membership, role assignment, time models)*
  - *Manage groups / departments*<sup>17</sup> / *(hierarchical structure, loose groups, role assignment, person assignment)*
  - *Role management*<sup>18</sup> *(assignment of roles to supervisors / personnel to persons / groups)*
  - *Switch users*<sup>19</sup>
  - *Time correction client*<sup>20</sup> *(monthly and daily view for correction of times) - only available for owners of the role "Personnel"!*
  - *Absence client*<sup>21</sup> *(entry of absence times over one or more days)*
- **Options**
  - *Change Password*<sup>22</sup>
  - *Settings*<sup>23</sup> *(mail notification, deputy regulation, language)*
- **Management**
  - *Kontenauswertung*<sup>24</sup> *Account evaluation (balance, sick days, remaining holidays, consumed holidays, travel days, training days)*
  - *Kalenderübersicht*<sup>25</sup> *Calendar overview (monthly/weekly overview of the calendars of all employees - absences, planned absences, etc.)*
  - *Jahreskalender*<sup>26</sup> *Annual calendar (graphically displayed representation of the entire year with absences & planned absences)*
  - *Statistik*<sup>27</sup> *Statistics (evaluation of sick days, holidays taken and attendance)*
- **Reports**
  - *Urlaubsfilter*<sup>28</sup> *Vacation filter (>5 days) (list of employees with >5 vacation days)*
  - *Buchungsliste*<sup>29</sup> *Booking list (overview of presence/absence of selected employees/groups)*
  - *Auswertung Anträge*<sup>30</sup> *Evaluation of applications (overview of the (selected) applications that are currently managed in the system)*
  - *10h Überschreitung*<sup>31</sup> *10h overrun (overview of employees who have exceeded the maximum daily working time of 10 hours)*
  - *50h Überschreitung*<sup>32</sup> *50h overrun (overview of employees who have exceeded the maximum weekly working time of 50 hours)*

1. /daisy/personalwolke-default-en/Time-Base/9978-dsy/ta\_showPersonalData.cact.html
2. /daisy/personalwolke-default-en/Time-Base/9978-dsy/ta\_getJournal.cact.html
3. /daisy/personalwolke-default-en/Time-Base/10313-dsy/ta\_getOrgCalendar\$Base.cact.html
4. /daisy/personalwolke-default-en/Time-Base/9978-dsy/ta\_getGroupCalendar.cact.html
5. /daisy/personalwolke-default-en/Time-Base/9978-dsy/ta\_getAttendanceTableau.cact.html
6. /daisy/personalwolke-default-en/Time-Base/10091-dsy/StdZeitkorrektur.proc.html
7. /daisy/personalwolke-default-en/Time-Base/10091-dsy/StdStornoZeitkorrektur.proc.html
8. /daisy/personalwolke-default-en/Time-Base/10091-dsy/Fehlzeit.proc.html
9. /daisy/personalwolke-default-en/Time-Base/10091-dsy/FehlzeitStorno.proc.html
10. /daisy/personalwolke-default-en/Time-Base/10091-dsy/Sonderfehlzeit.proc.html
11. /daisy/personalwolke-default-en/Time-Base/10091-dsy/Krankmeldung.proc.html
12. /daisy/personalwolke-default-en/Time-Base/10091-dsy/AntragDeaktivierungKappung.proc.html
13. /daisy/personalwolke-default-en/Time-Base/10064-dsy/wf\_getMyToDos.act.html
14. /daisy/personalwolke-default-en/Time-Base/10064-dsy/wf\_getMyOpenRequests.act.html
15. /daisy/personalwolke-default-en/Time-Base/10473-dsy/po\_orgBuilder.act.html
16. /daisy/personalwolke-default-en/Time-Base/10473-dsy/5885-dsy.html
17. /daisy/personalwolke-default-en/Time-Base/10473-dsy/Groups.html
18. /daisy/personalwolke-default-en/Time-Base/10473-dsy/po\_showRoles.act.html
19. /daisy/personalwolke-default-en/6124-dsy/5887-dsy.html
20. /daisy/personalwolke-default-en/Time-Base/6201-dsy/ta\_correctionClient\$Prof.cact.html
21. /daisy/personalwolke-default-en/Time-Base/10473-dsy/9874-dsy/ta\_absenceClient.cact.html
22. /daisy/personalwolke-default-en/5888-dsy.html
23. /daisy/personalwolke-default-en/6124-dsy/5889-dsy.html
24. /daisy/personalwolke-default-en/Time-Base/10313-dsy/ta\_getOrgJournal\$Base.cact.html
25. /daisy/personalwolke-default-en/Time-Base/10313-dsy/ta\_getOrgCalendar\$Base.cact.html
26. /daisy/personalwolke-default-en/Time-Base/10313-dsy/ta\_getOrgCalendarYearly\$Base.cact.html
27. /daisy/personalwolke-default-en/Time-Base/10313-dsy/ta\_getStatistic\$Base.cact.html
28. /daisy/personalwolke-default-en/Time-Base/6201-dsy/10385-dsy/ta\_getOrgJournalWithFilter.cact.html
29. /daisy/personalwolke-default-en/Time-Base/6201-dsy/10385-dsy/ta\_getOrgJournal.cact.html
30. /daisy/personalwolke-default-en/Time-Base/6201-dsy/10385-dsy/wf\_getOrgProcessInstancesProf.cact.html
31. /daisy/personalwolke-default-en/Time-Base/6201-dsy/10385-dsy/ta\_getOrgJournalWithFilter\$10h.cact.html
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