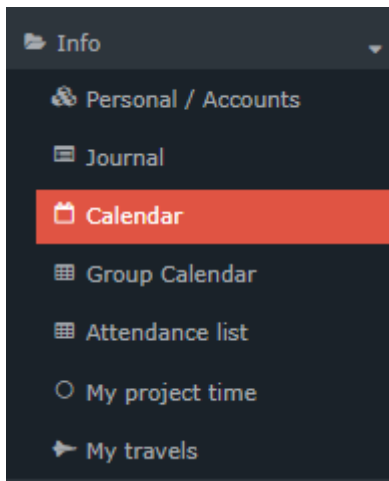


Calendar

General



The **absence calendar** is used for planning and overview of full-day and half-day absence reasons (holiday, training, illness, ...).

The screenshot shows a web interface for an absence calendar for the year 2023. It features a grid with months on the left and days of the month (01-31) on the top. The grid cells are color-coded: light blue for the current day, yellow for Saturdays, orange for Sundays, and green for public holidays. Absences are indicated by letters: 'V' for vacation, 'SL' for sick leave, 'CO' for company events, 'HO' for holidays, and 'BT' for business trips. Some cells are empty, indicating no absence for that day. Navigation buttons for 'Print', 'PDF', and 'Excel' are visible in the top right corner of the calendar view.

Colour coding:

- black font: approved absences
- red font: approvals still open
- Light blue cell: the current day
- Yellow cell: Saturdays
- Orange cell: Sundays
- Green cell: public holiday according to the public holiday calendar set for the employee

E.g. as long as an absence / special absence request is in progress (status unapproved), the absence is already entered in red in the calendar.

A close-up view of a portion of the calendar grid. It shows a sequence of cells: a yellow cell (Saturday), an orange cell (Sunday), and three white cells, each containing a red 'V' symbol, representing unapproved vacation days. The grid is bordered by light gray lines.

After a request has been approved, the absence appears in black on the days concerned. All work-relevant data is updated (e.g. remaining leave or planned leave).

	V	V	V

Functions

Selection of the year

The arrow buttons can be used to scroll forward or backward one year. Alternatively, a year selection is possible via the drop-down list.

Calendar							
< 2023 >							
Month	01	02	03	04	05	06	07
January							
February							
March							

Switch to the Journal

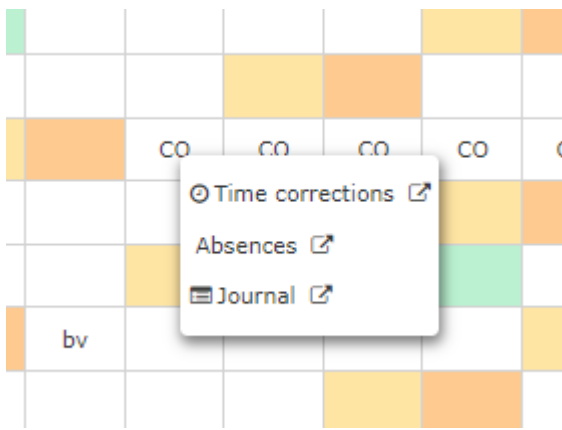
By clicking the v-button in the month field, you can switch to the monthly journal of the same month.

January						
February						
March						
April						S
May						V
June						V
July						V

Switch to correction options

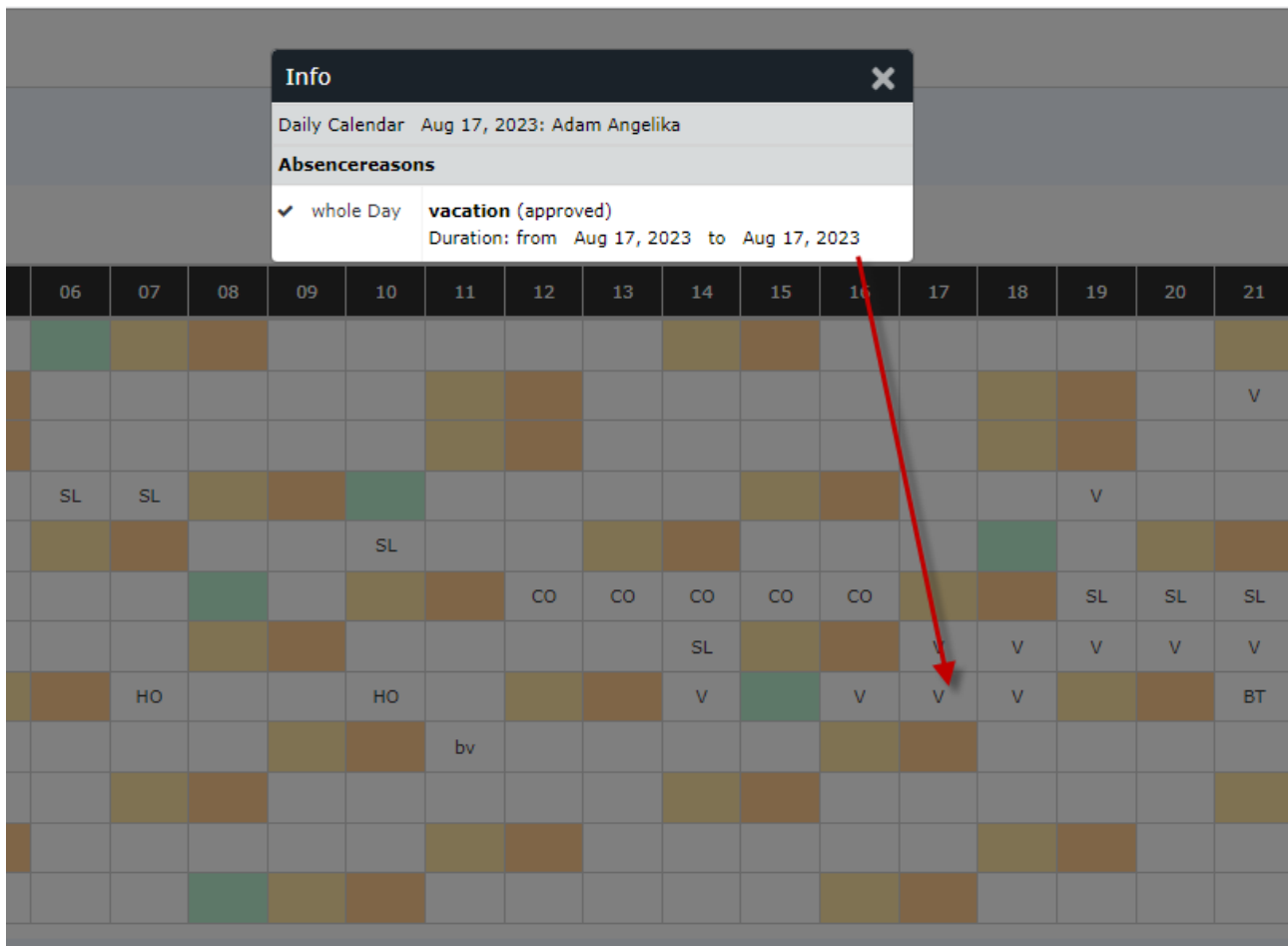
Right-clicking in a day field opens a selection list that leads to

- Time correction request
- Time off request
- Switch to the monthly journal



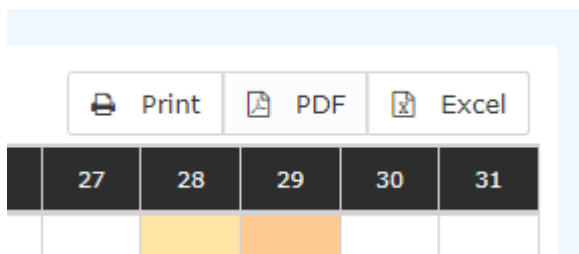
Daily information

Clicking on a window (left click) opens an info window that shows, for example, the status of miss reasons.



Print/Export

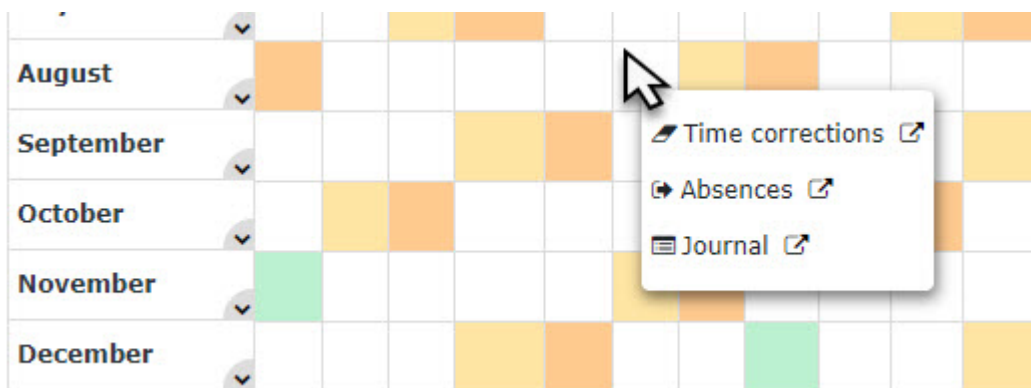
The calendar view can also be exported as a PDF or Excel file or prepared for printing. The corresponding symbols are located in the upper right corner.



Practical functions

By clicking on the **double arrow** below / next to the date entry, a menu can be opened to directly display the journal for the relevant month.

It is also possible to **right-click** in the corresponding cell of the calendar to make a time correction/absence request for the selected day or to open the journal for the selected month.



The calendar view can also be exported as PDF or Excel or prepared for printing. The corresponding symbols (Print, PDF, Excel) are located in the upper right corner.