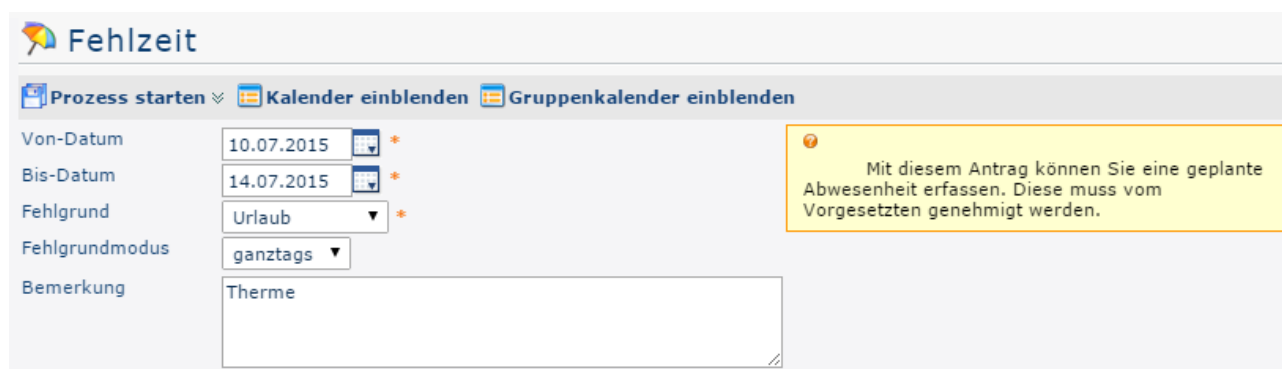# Absence time

General

> **NOTIZ**
>
> Please note the notes under **Behaviour of the Reasons** for Absence concerning Whole Day Reason for Absence and Booking on the Same Day!

The **Absence request** is used to enter planned half-day and full-day reasons in the time management system in compliance with a defined approval path.

- **From - To Date**
- Duration of planned absence time
- **Reason for absence**
  Selection of the reason for the absence (vacation, time compensation, business trip, seminar, sick)
- **Absence mode**
  Here you can select full day or half day.
- **Comment**
  Input of possible comments (possibly useful information for subsequent editors)

As support, the user can **show his calendar** to get an overview of his own annual planning. Furthermore, the **group calendar** can also be displayed, which provides an overview of the planned absences within the department.
The calendar / group calendar can be hidden again by clicking on the button "**Hide calendar**" / "**Hide group calendar**".

After starting the process, you will be forwarded to the Open Applications overview where you can see all your open applications sorted chronologically by the time they were created (for more information, see Open Requests Offene Anträge[1]).

Behaviour of the Reasons

If a booking is made on a day on which a full-day error reason is entered, the following error reasons are not deleted:

- Vacation

- Time compensation
- Seminar

The following reasons are deleted and only the entry appears in the journal:

- Sick
- Business trip

Examples:

- Vacation on 02.07.2015 and booking from 08:00-10:00 - both the reason for the error and the booking are displayed in the journal:

The vacation day on 02.07.2015 remains despite the booking from 08:00 - 10:00 (2 hours). The balance is increased by 2 hours (see Balance 01.07. and 02.07.).

- Sick on 01.07.2015

Anschließend Buchung von 08:00 - 10:00

By booking 08:00 - 10:00, the error reason Sick is deleted. This also affects the balance (since the target time of 07:42 was not reached, the balance is reduced accordingly).

Approval process

Applicant --> *Manager* for approval

Things to know

As long as the absences request is on its way (status Unauthorized), the reason for the absence is already entered in red in the calendar.

Once an application has been approved, the reason for the absence appears in blue on the relevant days and all work-relevant data is updated (for example, remaining leave or planned leave).
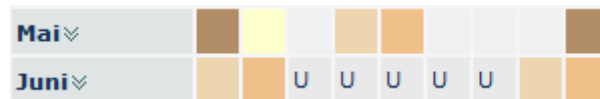
Click on the U field in the calendar to obtain detailed information on the request (examples of an unapproved and approved absences request):

Felder

Name	Wert
Modul	Time & Attendance (ta)
Webdesk Actionname	Fehlzeit
Artefakt-Typ	Action

1. /daisy/personalwolke-default/5878-dsy.html?language=4