

Time Base

General

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](#)¹
 - *overview of own master data and account values (balance, vacation, sick days)*
- [Journal](#)²
 - *overview of attendance/absence times in current and past months*
- [Calendar](#)³
 - *overview of absences such as vacation, sick leave, special vacation, etc.*
- [Group calendar](#)⁴
 - *overview of absences, e.g. holidays, sick leave, special leave, etc. for the entire group (department)*
- [Attendance list](#)⁵
 - *overview of currently present / absent colleagues / employees in the company*

Requests⁶

- [Sick note](#)⁷ *(for colleagues)*
The reason for absence is automatically continued until the employee logs in again.
- [Time Corrections](#)⁸
 - *Positive: Present, off-site work, doctor's visit, various absences, teleworking*

- *Negative: Present (e.g.: subsequent booking of a lunch break)*
- [Deletion of working times](#)⁹
 - *Delete incorrect attendance times from the system (e.g. post pause later)*
- [Absences](#)¹⁰
 - *Vacation paid, time compensation, business trip, seminar, sick with continued pay*
- [Cancellation of absences](#)¹¹
 - *Delete incorrect absence times from the system (for example, move vacation)*
- [Special absenteeism](#)¹²
 - *Special paid vacation, cure, nursing leave*
- [§20 AZG special cases](#)¹³
- *Special requests (This chapter is still in progress.)*
- *Request for business trip (This chapter is still in progress.)*
- *Holiday (This chapter is still in progress.)*
 - *Request for crediting unvaluated working time*

Workflow Management

- [Open tasks](#)¹⁴
- [Open requests](#)¹⁵
- Archive for [Completed ToDos](#)¹⁶ and [Finished Requests](#)¹⁷

Administration

- [Organigram](#)¹⁸
 - *structure of the company, persons / groups within the company move*
- [Employee administration](#)¹⁹
 - *master data, group membership, role assignment, time models*
- [Manage groups / departments](#)²⁰
 - *hierarchical structure, loose groups, role assignment, person assignment*
- [Role management](#)²¹
 - *assignment of roles to supervisors / personnel to persons / groups*
- [Switch user](#)²²
- [Time correction client](#)²³
 - *monthly and daily view for correction of times - only available for owners of the role "Personnel"!*
- [Absence time client](#)²⁴
 - *entry of absence times over one or more days*

Options

- [Change password](#)²⁵
- [Settings](#)²⁶
 - *mail notification, deputy regulation, language*

1. </daisy/personalwolke-default/5869-dsy.html?language=4>

2. </daisy/personalwolke-default/5872-dsy.html?language=4>

3. /daisy/personalwolke-default/5870-dsy.html?language=4
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