

Time Base

General

Standard employees have the possibility to **book**, use the menu items under **Info** as well as **requests**, **Workflow Management** and **Options**.

In addition to the possibilities of the standard employee, **management employees** have the menu item **Management** and the menu item **Reports** for various evaluations concerning the company / the employees.

In addition to the possibilities of the **standard employee**, **admin employees** have 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

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

Requests

- [Zeitkorrektur](#)⁶ time correction
 - *Positive: Present, off-site work, doctor's visit, various absences, teleworking*
 - *Negative: Present (e.g.: subsequent booking of a lunch break)*
- [Storno Zeitkorrektur](#)⁷ Cancellation time correction
 - *Delete incorrect attendance times from the system (e.g. post pause later)*
- [Fehlzeit](#)⁸ Absence time
 - *Vacation paid, time compensation, business trip, seminar, sick with continued pay*
- [Fehlzeit Storno](#)⁹ Cancellation Absence time
 - *Delete incorrect absence times from the system (for example, move vacation)*
- [Sonderfehlzeit](#)¹⁰ special absence time
 - *Special paid vacation, cure, nursing leave*
- [Krankmeldung](#)¹¹ (für Kollegen) Illness notification (for colleagues)
 - *Reason for absence is automatically continued until the employee logs in again.*
- [§20 AZG Außergewöhnliche Fälle](#)¹² §20 AZG Exceptional cases

- *Request for crediting unvaluated working time*

Workflow Management

- *Offene Aufgaben*¹³ *Open tasks / archive of completed tasks (for managers for approval, rejection, review)*
- *Offene Anträge*¹⁴ *Open applications / archive of completed applications (for employees to see an overview of their own applications)*

Administration

- *Organigramm*¹⁵ *Organigram (structure of the company, persons / groups within the company move)*
- *Mitarbeiterverwaltung*¹⁶ *Employee administration (master data, group membership, role assignment, time models)*
- *Gruppen / Abteilungen verwalten*¹⁷ *Manage groups / departments (hierarchical structure, loose groups, role assignment, person assignment)*
- *Rollenverwaltung*¹⁸ *Role management (assignment of roles to supervisors / personnel to persons / groups)*
- *Benutzer umschalten*¹⁹ *Toggle users*
- *Zeitkorrektur-Client*²⁰ *Time correction client (monthly and daily view for correction of times) - only available for owners of the role "Personnel"!*
- *Fehlzeit- Client*²¹ *Absence time client (entry of absence times over one or more days)*
- **Options**
 - *Passwort ändern*²² *Change password*
 - *Einstellungen*²³ *Settings (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
4. /daisy/personalwolke-default/5873-dsy.html?language=4
5. /daisy/personalwolke-default/5874-dsy.html?language=4
6. /daisy/personalwolke-default/5875-dsy.html?language=4
7. /daisy/personalwolke-default/5883-dsy.html?language=4
8. /daisy/personalwolke-default/5876-dsy.html?language=4
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