

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

- *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
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