

General

The **Time Professional** Account offers the possibility to view **reports** for the evaluation of relevant data compared to the Time-Base Account.

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

Requests

- [Time correction](#)⁶
 - Positive: Present, off-site work, doctor's visit, various absences, teleworking

- *Negative: Present (e.g.: subsequent booking of a lunch break)*
- [Cancellation time correction](#)⁷
 - *Delete incorrect attendance times from the system (e.g. post pause later)*
- [Absence time](#)⁸
 - *Vacation paid, time compensation, business trip, seminar, sick with continued pay*
- [Cancellation absence time](#)⁹
 - *Delete incorrect absence times from the system (for example, move vacation)*
- [Special absence time](#)¹⁰
 - *Special paid vacation, cure, nursing leave*
- [Illness notification](#)¹¹ (for colleagues)
 - *Reason for absence is automatically continued until the employee logs in again.*
- [§20 AZG Exceptional cases](#)¹²
 - *Request for crediting unvaluated working time*

Workflow Management

- [Open tasks](#)¹³
 - *archive of completed tasks (for managers for approval, rejection, review)*
- [Open requests](#)¹⁴
 - *archive of completed applications (for employees to see an overview of their own applications)*

Administration

- [Organigram](#)¹⁵
 - *structure of the company, persons / groups within the company move*
- [Employee administration](#)¹⁶
 - *master data, group membership, role assignment, time models*
- [Manage groups / departments](#)¹⁷
 - *hierarchical structure, loose groups, role assignment, person assignment*
- [Role management](#)¹⁸
 - *assignment of roles to supervisors / personnel to persons / groups*
- [Toggle user](#)¹⁹
- [Time correction client](#)²⁰
 - *monthly and daily view for correction of times - only available for owners of the role "Personnel"!*
- [Absence time client](#)²¹
 - *entry of absence times over one or more days*

Options

- [Change password](#)²²
- [Settings](#)²³
 - *mail notification, deputy regulation, language*

Management

- [Account evaluation](#)²⁴
 - *balance, sick days, remaining holidays, consumed holidays, travel days, training days*
- [Calendar overview](#)²⁵
 - *monthly/weekly overview of the calendars of all employees - absences, planned absences, etc.*
- [Annual calendar](#)²⁶
 - *graphically displayed representation of the entire year with absences & planned absences*
- [Statistics](#)²⁷
 - *evaluation of sick days, holidays taken and attendance*

Reports

- [Vacation filter](#)²⁸
- *list of employees with >5 vacation days*
- [Booking list](#)²⁹
 - *overview of presence/absence of selected employees/groups*
- [Auswertung Anträge](#)³⁰ *Evaluation of applications (overview of the (selected) applications that are currently managed in the system)*
- [10h Überschreitung](#)³¹ *10h overrun (overview of employees who have exceeded the maximum daily working time of 10 hours)*
- [50h Überschreitung](#)³² *50h overrun (overview of employees who have exceeded the maximum weekly working time of 50 hours)*

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