

Time Professional

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**, 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)*
- **Management**
 - *Kontenauswertung*²⁴ *Account evaluation (balance, sick days, remaining holidays, consumed holidays, travel days, training days)*
 - *Kalenderübersicht*²⁵ *Calendar overview (monthly/weekly overview of the calendars of all employees - absences, planned absences, etc.)*
 - *Jahreskalender*²⁶ *Annual calendar (graphically displayed representation of the entire year with absences & planned absences)*
 - *Statistik*²⁷ *Statistics (evaluation of sick days, holidays taken and attendance)*
- **Reports**
 - *Urlaubsfilter*²⁸ *Vacation filter (>5 days) (list of employees with >5 vacation days)*
 - *Buchungsliste*²⁹ *Booking list (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)*

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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5. /daisy/personalwolke-default/5874-dsy.html?language=4

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