

# Time Professional

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## 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](#)<sup>1</sup> (overview of own master data and account values (balance, vacation, sick days))
  - [Journal](#)<sup>2</sup> (overview of attendance/absence times in current and past months)
  - [Calendar](#)<sup>3</sup> (overview of absences such as vacation, sick leave, special vacation, etc.)
  - [Group calendar](#)<sup>4</sup> (overview of absences, e.g. holidays, sick leave, special leave, etc. for the entire group (department))
  - [Attendance list](#)<sup>5</sup> (overview of currently present / absent colleagues / employees in the company)
- Requests
  - [Time correction](#)<sup>6</sup>
    - Positive: Present, off-site work, doctor's visit, various absences, teleworking
    - Negative: Present (e.g.: subsequent booking of a lunch break)
  - [Cancellation time correction](#)<sup>7</sup>
    - Delete incorrect attendance times from the system (e.g. post pause later)
  - [Absence time](#)<sup>8</sup>
    - Vacation paid, time compensation, business trip, seminar, sick with continued pay
  - [Cancellation Absence time](#)<sup>9</sup>
    - Delete incorrect absence times from the system (for example, move vacation)

- [Special absence time](#)<sup>10</sup>
  - *Special paid vacation, cure, nursing leave*
- [Illness notification](#)<sup>11</sup> (for colleagues)
  - *Reason for absence is automatically continued until the employee logs in again.*
- [§20 AZG Exceptional cases](#)<sup>12</sup>
  - *Request for crediting unvaluated working time*
- **Workflow Management**
  - [Open tasks](#)<sup>13</sup> / *archive of completed tasks (for managers for approval, rejection, review)*
  - [Open Requests](#)<sup>14</sup> / *archive of completed applications (for employees to see an overview of their own applications)*
- **Administration**
  - [Organigramm](#)<sup>15</sup> (*structure of the company, persons / groups within the company move*)
  - [Mitarbeiterverwaltung](#)<sup>16</sup> *Employee administration (master data, group membership, role assignment, time models)*
  - [Manage groups / departments](#)<sup>17</sup> / (*hierarchical structure, loose groups, role assignment, person assignment*)
  - [Role management](#)<sup>18</sup> (*assignment of roles to supervisors / personnel to persons / groups*)
  - [Switch users](#)<sup>19</sup>
  - [Time correction client](#)<sup>20</sup> (*monthly and daily view for correction of times*) - *only available for owners of the role "Personnel"!*
  - [Absence client](#)<sup>21</sup> (*entry of absence times over one or more days*)
- **Options**
  - [Change Password](#)<sup>22</sup>
  - [Settings](#)<sup>23</sup> (*mail notification, deputy regulation, language*)
- **Management**
  - [Kontenauswertung](#)<sup>24</sup> *Account evaluation (balance, sick days, remaining holidays, consumed holidays, travel days, training days)*
  - [Kalenderübersicht](#)<sup>25</sup> *Calendar overview (monthly/weekly overview of the calendars of all employees - absences, planned absences, etc.)*
  - [Jahreskalender](#)<sup>26</sup> *Annual calendar (graphically displayed representation of the entire year with absences & planned absences)*
  - [Statistik](#)<sup>27</sup> *Statistics (evaluation of sick days, holidays taken and attendance)*
- **Reports**
  - [Urlaubsfilter](#)<sup>28</sup> *Vacation filter (>5 days) (list of employees with >5 vacation days)*
  - [Buchungsliste](#)<sup>29</sup> *Booking list (overview of presence/absence of selected employees/groups)*
  - [Auswertung Anträge](#)<sup>30</sup> *Evaluation of applications (overview of the (selected) applications that are currently managed in the system)*
  - [10h Überschreitung](#)<sup>31</sup> *10h overrun (overview of employees who have exceeded the maximum daily working time of 10 hours)*
  - [50h Überschreitung](#)<sup>32</sup> *50h overrun (overview of employees who have exceeded the maximum weekly working time of 50 hours)*

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