

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 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**
 - *Organigramm*¹⁵ *(structure of the company, persons / groups within the company move)*
 - *Mitarbeiterverwaltung*¹⁶ *Employee administration (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)*
 - *Switch users*¹⁹
 - *Time correction client*²⁰ *(monthly and daily view for correction of times) - only available for owners of the role "Personnel"!*
 - *Absence client*²¹ *(entry of absence times over one or more days)*
- **Options**
 - *Change Password*²²
 - *Settings*²³ *(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/6025-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
9. /daisy/personalwolke-default/6858-dsy.html?language=4
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11. /daisy/personalwolke-default/5892-dsy.html?language=4
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31. /daisy/personalwolke-default/6880-dsy.html?language=4
32. /daisy/personalwolke-default/6881-dsy.html?language=4