Form Type "Follow-up Absence Reason"

The "Sick note" request is used to populate, in addition to an absence record entry for a specific day, the field "Follow-up absence reason" in the master record of the Time & Attendance system. This causes the reported absence reason to be carried forward until the next booking.
The request is mostly used for reporting sick leave by colleagues. The form is fundamentally designed so that the report can be made both for oneself and for other persons.

Settings

Absence Reasons

As with the other forms, the corresponding absence reasons are configured here.

Absence Reason Settings

- **Delete all existing booking intervals in the period of the absence**
  If the parameter is activated, all existing booking intervals in the period of the absence are deleted when the absence reason is entered. Further absence reason settings (Half-day, Fill up to daily target time) are not available for this form type.

Validation

- **Validate in the past**
  If this check box is activated, it is checked whether the start time of the follow-up absence reason lies within a specified time span in the past. The time span is determined with the parameters Days, Months, Years.

Special

- **Suppress current user in person selection for follow-up absence reason**
  If this parameter is activated, the person processing the request is not shown in the selection list (Sick note for ...).
- **Suppress display of absence reason**
  For the **absence processes** (absence, sick note, ...), the parameter "**Suppress display of absence reason**" can be activated > if the parameter is checked, the absence reason is not displayed in the request (user view). If the parameter is deactivated, the user can select the absence reason via the context menu (e.g., sick with continued pay, sick without continued pay).
- **Optional correction remark text**
  This parameter enables filtering for special events by IF6020 in absence processes (absence, sick note...).
  Example: creating a statistic on how many persons were reported healthy or sick on a day > enter a character string (e.g., EK = end of illness for healthy reports or K = illness) > the correction remark is transferred to the IF6020 correction remark, which enables filtering.

Links

User view[1]

Felder

Name	Wert
Modul	Time & Attendance (ta)

Webdesk Actionname	absenceEntryMultiDay
Artefakt-Typ	Prozess

1. /daisy/webdesk-manual-admin/90-dsy.html?language=4