Where can I find vacation data?

Information on your own vacation allowance

Every user can find details such as the number of available vacation days under Master data / Accounts[1] in the menu.
The vacation allowance is affected by vacation requests (vacation request[2] or absence request[3]) and by the cancellation of such requests (absence cancellation[4]).

Information on the vacation accounts of other employees

As an admin or in the "HR" role, you can find data in the following functions:

- Correction-Client # Day view[5]: corrections to vacation accounts are also made here, e.g. for aliquoting in the year of joining
- Reports # Annual accounts # Vacation[6]: here you will find various vacation accounts as of a reference date for all employees or a subgroup of them. Querying individual persons is also possible.
- Reports # Statistics # Vacation[7]: for each person, you can track the development of vacation accounts over the course of a selected year

Which changes are possible?

- Changes to the vacation allowance, the assignment date, possible tiering, parameters for aliquoting, etc. are generally made under Person/Settings/Time tracking/Vacation.
- Corrections to the remaining vacation allowance available to a person for the current year are made in the Correction-Client # Day view[8].
- Corrections to absences, e.g. if approved vacation could not be fully taken because of illness during the vacation, are made in the Absence Client[9].

1. /daisy/webdesk-manual-admin/5869-dsy.html?language=4
2. /daisy/webdesk-manual-admin/10099-dsy.html?language=4
3. /daisy/webdesk-manual-admin/5876-dsy.html?language=4
4. /daisy/webdesk-manual-admin/6858-dsy.html?language=4
5. /daisy/webdesk-manual-admin/6190-dsy.html?language=4
6. /daisy/webdesk-manual-admin/10726-dsy.html?language=4
7. /daisy/webdesk-manual-admin/10752-dsy.html?language=4
8. /daisy/webdesk-manual-admin/6190-dsy.html?language=4
9. /daisy/webdesk-manual-admin/6152-dsy.html?language=4