Rebooking

For every employee who has the option to rebook something, the system generates a request for an account correction (e.g., overtime) every month. The employee receives a request on the specified date, which can be edited.

- Menu item Workflow --> open requests
- Employee clicks edit
- fills in the hours (number of overtime hours that are to be compensated as such; minimum and maximum amounts are predefined according to the configuration)
- adds a comment
- Save

The employee must now forward the request. The request is then forwarded according to the intended workflow to the next role (e.g., supervisor, HR department).

The supervisor does not receive the forwarded request in his or her task view (Workflow --> open tasks), but in a separate view that is named according to the company (in this example it is Rebooking_VZ).

In this view, the employees' requests are displayed in a list. The desired request date is selected via the **Select request date** field; depending on the configuration, a **group** can additionally be chosen, and in the **Requests** field you can choose between all, only open, or only completed requests.

- The hours can be corrected directly in the list in the **approved** column (within the displayed minimum and maximum amount) --> **Save**. The supervisor can also leave the request unedited.
- Depending on the configuration, the buttons **Show open requests** (fetches all requests until your own role is next in line for processing) and **Release requests** (saves the values and approves all displayed open requests) are also available.
- After a certain time (the duration is determined by the administrator), the request is forwarded to the next role. This role can edit the request just like the supervisor or leave it as is.
- After the prescribed period has expired, the hours are entered in the system.
- If set up this way in the process definition, the employee receives information about the processed request.