Management Lists

With the **management lists**, a specific target group (supervisors, HR department, other role holders) receives selected information about their employees or about a defined group of persons. This information is displayed according to the role definition and the area of responsibility / viewing permission.

Possible examples of management lists:

- **Lists** - e.g., account lists, booking lists, etc.
- **Filters** - e.g., vacation filters, balance filters, absences, etc.
- **Statistics** - for example, overtime statistics or the like.

  Lists: the lists allow a compilation of various time accounts as of a reference date or (if configured) for a period from - to.
  In the account lists, a wide variety of accounts can be combined (daily, monthly, annual accounts), or thematically grouped lists can be created. Possible examples would be: account list, booking list, and others. An **account list** creates an overview of various time accounts as of a reference date or for a period. A **booking list** enables a department-specific query of the booking journal for a specific day.

  Filters: with the filters, the account lists can additionally be filtered by certain criteria, for example if certain values fall below or exceed a threshold. With the help of a **vacation filter**, for example, unplanned vacation entitlements can be output, which makes it clear where vacation planning is necessary. A **balance filter** could be used to track the utilization of employees, and so on.
  With **additional filters**, the **user** can determine the criteria by which to filter, or set the values in these filters as needed.

  Statistics: a statistic provides an overview of defined time accounts within a year (calendar year, last 12 months, or an additionally configurable observation period), and can thus, for example, trace the development of certain values. The overtime statistics can be used as a practical example of a statistic. They provide an overview of the development of the balance or overtime within the year. This makes it possible, for example, to check how many overtime hours were paid out per month. In this way, the supervisor also has the option to monitor the accounts of their employees.

If the appropriate permission is granted, the supervisor can jump directly from the lists into the respective monthly journals of the employees to get an even more detailed overview.

Employee Lists

Similar to the management lists, lists can also be created for the employee, offering an extended overview of relevant time accounts, statistics, or the like.