Personal Information Portal

Master Data / Accounts

By querying the personal master data / accounts, the user can retrieve their master data from Time & Attendance and see the balances of the most important time tracking accounts at a glance. The query is made for a specific reference date (daily, weekly, and annual working hours). The data can also be exported directly from the web portal to PDF or Excel.

Monthly Journal

The monthly journal contains the most important time information for a month. The accounts in the current month are displayed in columns up to today, with each day corresponding to one row in the journal. Past or future months can be viewed using the paging function.

With the help of a **context menu**, the journal can be **linked** to other actions. For example, a link to a time correction or an absence form can be created in the monthly journal. This allows the user to click directly from the journal into the corresponding form (right mouse click).

There is also the option (configuration option "Show absent without excuse") to display a note "**Absent without excuse**" in the journal on days on which no booking took place and no absence is planned.
The note is only displayed on days with a target time greater than 0 and where neither bookings nor actual times exist. On days off of a part-time employee (target time 0), the note therefore does not appear.

Calendar

The calendar is used for **planning** and as an **overview** of absence reasons (**full-day and half-day absences, business trips,** training, ...) for the current year.
Requested and approved absence reasons are displayed in blue; absence reasons not yet approved appear in red. Past years can also be viewed using the paging function.

If the **Calendaring module** is available in Webdesk (add-on module), **appointments** from the **groupware system** (e.g., Lotus Notes, among others) can also be displayed in the annual calendar. They appear as small blue triangles, which signal that there is an appointment on the day in question. Clicking on it displays the appointment.

For **data protection reasons**, it may happen that certain absence reasons should not be displayed in the calendar. In this case, it is possible to hide or **anonymize** certain **absence reasons**. If an absence reason is hidden (configuration), it (or the absence reason abbreviation) is not displayed in the calendar. With anonymization, certain absence reasons (such as illness, etc.) can be overlaid with a generic absence reason.