Workflows in the T&A Module

A **workflow** determines the flow of a process (request) as well as the persons (roles) who are to take part in this process (e.g., supervisor, HR department, etc.).

The design and definition of a **workflow flow** is done via defined **standard form types** that contain certain data.
For process design, 7 form types are available:

- **Absence** [1]
  This form type can be used to map, for example, a vacation request or a time-off-in-lieu request
- **Collective absence request**
  This form type allows a request with several absence entries at once
- **Follow-up absence reason**
  [2]This form type allows mapping a sick note by a colleague
- **Time correction**
  [3]This form type allows the design of a time correction
- **Collective time correction**
  [4]This form type allows the design of a process for several time corrections at once (with different dates)
- **Permission** [5]
  This form type can be used, for example, to configure an overtime permission
- **Account correction**
  [6]This form type can be used to configure the correction of a specific account

Automatic system emails

- **6-hour email**
  After about 6 hours of work, the user is reminded that a break would be advisable.
- **Maximum working time email (formerly "10-hour email")**
  Shortly before the daily or weekly maximum working time stored in the Time & Attendance system is reached, the user is notified by email. The remaining time until the maximum working time is reached can also be specified. This email is sent by the job checkMaxWorkingTime[7] (daily or weekly mode, lead time configurable via "Threshold in hours").

1. /daisy/webdesk-manual-admin/1000-dsy.html?language=4
2. /daisy/webdesk-manual-admin/1002-dsy.html?language=4
3. /daisy/webdesk-manual-admin/999-dsy.html?language=4
4. /daisy/webdesk-manual-admin/2445-dsy.html?language=4
5. /daisy/webdesk-manual-admin/1001-dsy.html?language=4
6. /daisy/webdesk-manual-admin/1579-dsy.html?language=4
7. /daisy/webdesk-manual-admin/6281-dsy.html?language=4