Absence

NOTIZ

Note: This chapter describes the standard form of this function. The function you use may differ from what is described here due to a client-specific design of the process.

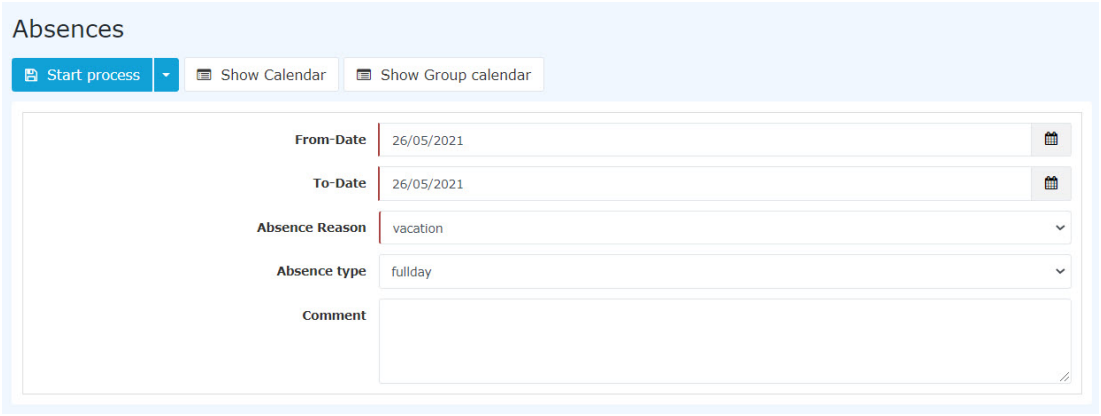
General

NOTIZ

Please observe the notes under **Behavior of absence reasons** [1]regarding full-day absence reasons and bookings on the same day!

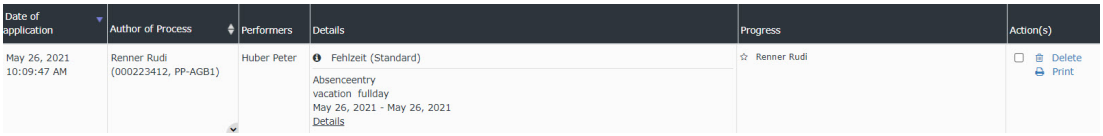
The **absence request** is used to enter planned half-day and full-day absence reasons into the time management system, following a defined approval path.

- **From - To date**
  Duration of the planned absence
- **Absence reason**
  Selection of the absence reason (vacation, time off in lieu, business trip, seminar, sick)
- **Absence mode**
  Here you can select full day or half day.
- **Comment**
  Entry of possible comments (possibly useful information for subsequent processors)



For support, the user can **show their calendar**[2] to get an overview of their own annual planning.
The **group calendar**[3] can also be shown, which provides an overview of the planned absences within the department.
The calendar / group calendar can be hidden again by clicking the "**Hide calendar**" / "**Hide group calendar**" button.

After starting the process, you are forwarded to the **Open requests** overview, where you see all your own open requests sorted chronologically by the time they were created (for more information see Open requests[4]).



Behavior of absence reasons

If a booking is made on a day on which a full-day absence reason is entered, the following absence reasons are *not* deleted:

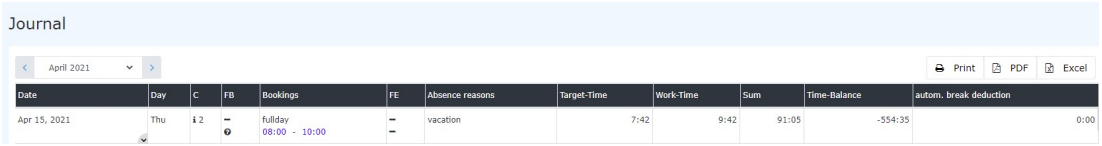
- Vacation
- Time off in lieu
- Seminar

The following absence reasons *are* deleted, and only the booking appears in the journal:

- Sick
- Business trip

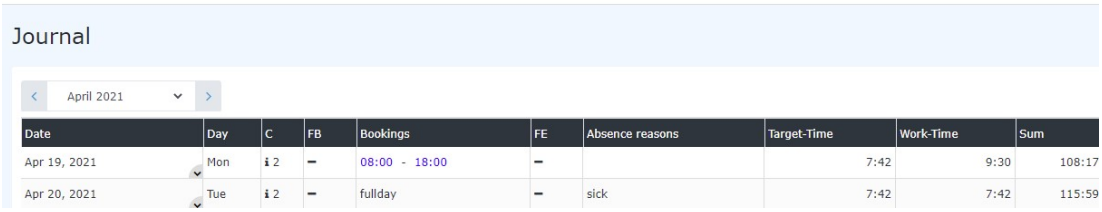
Examples:

- Vacation on 04/15/2021 and a booking from 08:00-10:00 - both the absence reason and the booking are displayed in the journal:



The vacation day on 04/15/2021 remains despite the booking from 08:00 - 10:00 (2 hours). The actual time is increased by 2 hours.

- Sick on 04/20/2021



Followed by a booking from 08:00 - 10:00



The booking from 08:00 - 10:00 deletes the absence reason Sick. This also affects the total (since the actual time of 07:42 was not reached, the total is reduced accordingly).

Approval process

By **default**, the request is forwarded from the requester to the supervisor for approval. However, depending on your organization's specifications, a different approval path may be provided, i.e., a different person is addressed in the workflow.

Good to know

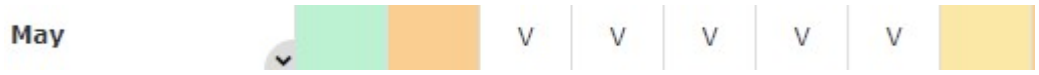
As long as the absence request is in progress (= unapproved), the absence reason is already entered in red in the calendar.



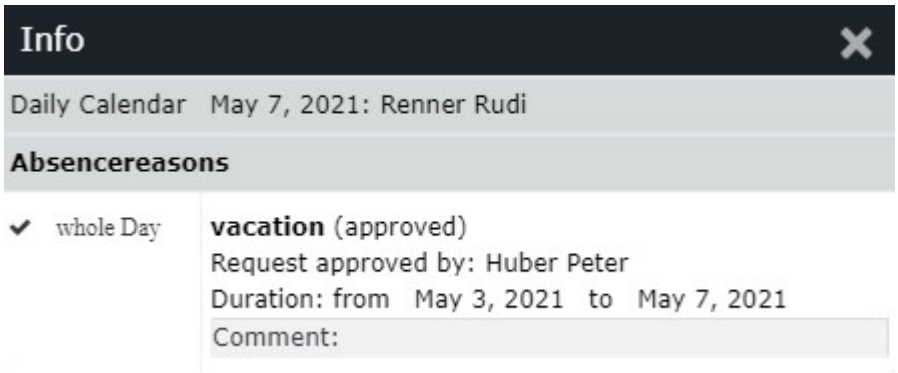
Clicking the "**U**" in the calendar shows detailed information about the *unapproved* request:



Once a request has been approved, the absence reason appears in black on the relevant days, and all work-relevant data is updated (e.g., remaining vacation or scheduled vacation).



Clicking the "**U**" in the calendar shows detailed information about the *approved* request:



Absence reasons

HERE[5] you will find a list of all abbreviations available by default.

Felder

Name	Wert
Modul	Time & Attendance (ta)
Webdesk Actionname	Fehlzeit
Artefakt-Typ	Action

1. /daisy/webdesk-manual-admin/5870-dsy.html?language=4
2. /daisy/webdesk-manual-admin/5873-dsy.html?language=4
3. /daisy/webdesk-manual-admin/5878-dsy.html?language=4
4. /daisy/webdesk-manual-admin/10775-dsy.html?language=4