

# Time Base

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## General

**Standard employees** have the possibility:

- to **book** attendances and absences
- use the menu items
  - **Info**
  - **Requests**
  - **Workflow Management**
  - **Options**

**Management employees** have the possibilities of the standard employee and additionally

- the menu item **Management**
- the menu item **Reports** for various evaluations concerning the company / the employees

**Admin employees** have the possibilities of the standard employee and additionally

- the menu item **Administration** to perform administrative tasks concerning the company / the employees.

Of course, one or more employees can also be assigned the management and administration ability at the same time.

**Workflows are controlled** by freely assigning the **roles** of supervisors and personnel to individual employees and/or groups.

*The functions in detail:*

## Booking

### Info

- [Master data / accounts](#)<sup>1</sup>
  - *overview of own master data and account values (balance, vacation, sick days)*
- [Journal](#)<sup>2</sup>
  - *overview of attendance/absence times in current and past months*
- [Calendar](#)<sup>3</sup>
  - *overview of absences such as vacation, sick leave, special vacation, etc.*
- [Group calendar](#)<sup>4</sup>
  - *overview of absences, e.g. holidays, sick leave, special leave, etc. for the entire group (department)*
- [Attendance list](#)<sup>5</sup>
  - *overview of currently present / absent colleagues / employees in the company*

### Requests

- [Time correction](#)<sup>6</sup>
  - *Positive: Present, off-site work, doctor's visit, various absences, teleworking*
  - *Negative: Present (e.g.: subsequent booking of a lunch break)*
- [Cancellation time correction](#)<sup>7</sup>

- *Delete incorrect attendance times from the system (e.g. post pause later)*
- [Absence time](#)<sup>8</sup>
  - *Vacation paid, time compensation, business trip, seminar, sick with continued pay*
- [Cancellation absence time](#)<sup>9</sup>
  - *Delete incorrect absence times from the system (for example, move vacation)*
- [Special absence time](#)<sup>10</sup>
  - *Special paid vacation, cure, nursing leave*
- [Illness notification](#)<sup>11</sup> (for colleagues)
  - *Reason for absence is automatically continued until the employee logs in again.*
- [§20 AZG Special cases](#)<sup>12</sup>
  - *Request for crediting unvaluated working time*

## Workflow Management

- [Open tasks](#)<sup>13</sup>
  - *archive of completed tasks (for managers for approval, rejection, review)*
- [Open requests](#)<sup>14</sup>
  - *archive of completed applications (for employees to see an overview of their own applications)*

## Administration

- [Organigram](#)<sup>15</sup>
  - *structure of the company, persons / groups within the company move*
- [Employee administration](#)<sup>16</sup>
  - *master data, group membership, role assignment, time models*
- [Manage groups / departments](#)<sup>17</sup>
  - *hierarchical structure, loose groups, role assignment, person assignment*
- [Role management](#)<sup>18</sup>
  - *assignment of roles to supervisors / personnel to persons / groups*
- [Switch user](#)<sup>19</sup>
- [Time correction client](#)<sup>20</sup>
  - *monthly and daily view for correction of times - only available for owners of the role "Personnel"!*
- [Absence time client](#)<sup>21</sup>
  - *entry of absence times over one or more days*

## Options

- [Change password](#)<sup>22</sup>
- [Settings](#)<sup>23</sup>
  - *mail notification, deputy regulation, language*

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