

Time Base

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

Requests⁶

- [Sick note](#)⁷ (for colleagues)
The reason for absence is automatically continued until the employee logs in again.
- [Time Corrections](#)⁸
 - *Positive: Present, off-site work, doctor's visit, various absences, teleworking*

- *Negative: Present (e.g.: subsequent booking of a lunch break)*
- [Deletion of working times](#)⁹
 - *Delete incorrect attendance times from the system (e.g. post pause later)*
- [Absences](#)¹⁰
 - *Vacation paid, time compensation, business trip, seminar, sick with continued pay*
- [Cancellation of absences](#)¹¹
 - *Delete incorrect absence times from the system (for example, move vacation)*
- [Special absenteeism](#)¹²
 - *Special paid vacation, cure, nursing leave*
- [§20 AZG special cases](#)¹³
- *Special requests (This chapter is still in progress.)*
- *Request for business trip (This chapter is still in progress.)*
- *Holiday (This chapter is still in progress.)*
 - *Request for crediting unvaluated working time*

Workflow Management

- [Open tasks](#)¹⁴
 - *archive of completed tasks (for managers for approval, rejection, review)*
- [Open requests](#)¹⁵
 - *archive of completed applications (for employees to see an overview of their own applications)*

Administration

- [Organigram](#)¹⁶
 - *structure of the company, persons / groups within the company move*
- [Employee administration](#)¹⁷
 - *master data, group membership, role assignment, time models*
- [Manage groups / departments](#)¹⁸
 - *hierarchical structure, loose groups, role assignment, person assignment*
- [Role management](#)¹⁹
 - *assignment of roles to supervisors / personnel to persons / groups*
- [Switch user](#)²⁰
- [Time correction client](#)²¹
 - *monthly and daily view for correction of times - only available for owners of the role "Personnel"!*
- [Absence time client](#)²²
 - *entry of absence times over one or more days*

Options

- [Change password](#)²³
- [Settings](#)²⁴
 - *mail notification, deputy regulation, language*

1. /daisy/webdesk-manual-admin/5869-dsy.html?language=4
2. /daisy/webdesk-manual-admin/5872-dsy.html?language=4
3. /daisy/webdesk-manual-admin/5870-dsy.html?language=4
4. /daisy/webdesk-manual-admin/5873-dsy.html?language=4
5. /daisy/webdesk-manual-admin/5874-dsy.html?language=4
6. /daisy/webdesk-manual-admin/10091-dsy.html?language=4
7. /daisy/webdesk-manual-admin/5892-dsy.html?language=4
8. <https://extranet.workflow.at/daisy/personalwolke-admin/5875-dsy.html?language=4>
9. <https://extranet.workflow.at/daisy/personalwolke-admin/5883-dsy.html?language=4>
10. <https://extranet.workflow.at/daisy/personalwolke-admin/5876-dsy.html?language=4>
11. <https://extranet.workflow.at/daisy/personalwolke-admin/6858-dsy.html?language=4>
12. <https://extranet.workflow.at/daisy/personalwolke-admin/5882-dsy.html?language=4>
13. <https://extranet.workflow.at/daisy/personalwolke-admin/6873-dsy.html?language=4>
14. /daisy/webdesk-manual-admin/5877-dsy.html?language=4
15. /daisy/webdesk-manual-admin/5878-dsy.html?language=4
16. /daisy/webdesk-manual-admin/5881-dsy.html?language=4
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20. /daisy/webdesk-manual-admin/5887-dsy.html?language=4
21. /daisy/webdesk-manual-admin/6372-dsy.html?language=4
22. /daisy/webdesk-manual-admin/6152-dsy.html?language=4
23. /daisy/webdesk-manual-admin/5888-dsy.html?language=4
24. /daisy/webdesk-manual-admin/5889-dsy.html?language=4