

# 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

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

### Requests

- *Zeitkorrektur*<sup>6</sup> time correction
  - *Positive: Present, off-site work, doctor's visit, various absences, teleworking*
  - *Negative: Present (e.g.: subsequent booking of a lunch break)*
- *Storno Zeitkorrektur*<sup>7</sup> Cancellation time correction
  - *Delete incorrect attendance times from the system (e.g. post pause later)*
- *Fehlzeit*<sup>8</sup> Absence time
  - *Vacation paid, time compensation, business trip, seminar, sick with continued pay*

- **Fehlzeit Storno**<sup>9</sup> Cancellation Absence time
  - *Delete incorrect absence times from the system (for example, move vacation)*
- **Sonderfehlzeit**<sup>10</sup> special absence time
  - *Special paid vacation, cure, nursing leave*
- **Krankmeldung**<sup>11</sup> (für Kollegen) Illness notification (for colleagues)
  - *Reason for absence is automatically continued until the employee logs in again.*
- **§20 AZG Außergewöhnliche Fälle**<sup>12</sup> §20 AZG Exceptional cases
  - *Request for crediting unvaluated working time*

## Workflow Management

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

## Administration

- **Organigramm**<sup>15</sup> Organigram (structure of the company, persons / groups within the company move)
- **Mitarbeiterverwaltung**<sup>16</sup> Employee administration (master data, group membership, role assignment, time models)
- **Gruppen / Abteilungen verwalten**<sup>17</sup> Manage groups / departments (hierarchical structure, loose groups, role assignment, person assignment)
- **Rollenverwaltung**<sup>18</sup> Role management (assignment of roles to supervisors / personnel to persons / groups)
- **Benutzer umschalten**<sup>19</sup> Toggle users
- **Zeitkorrektur-Client**<sup>20</sup> Time correction client (monthly and daily view for correction of times) - only available for owners of the role "Personnel"!
- **Fehlzeit- Client**<sup>21</sup> Absence time client (entry of absence times over one or more days)

## Options

- **Passwort ändern**<sup>22</sup> Change password
- **Einstellungen**<sup>23</sup> Settings (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
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5. /daisy/webdesk-manual-admin/5874-dsy.html?language=4
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