General

Webdesk EWP is a portal for employees and supervisors that lets them look up the personnel data relevant to them in the areas of **Time & Attendance, travel management and project time tracking** online and change it in a controlled manner via *workflow processes*. At the same time, the system ensures that the user is only given the information and data of other persons that he or she needs because of his or her position in the company (e.g., as a manager).

Every Webdesk user can look up his or her time and travel data online using a wide variety of views and functions.

Supervisors can use special views to access the time and travel data of the employees who report to them organizationally.

Requests make it possible to request changes in Time & Attendance for oneself: e.g., time corrections, vacation, authorizations, etc. The requests are processed in the background by defined workflows.

Depending on the request type, supervisors, persons responsible for trust-based working time, or the HR department must approve a request before the requested change (e.g., vacation) is entered into the Time & Attendance system.