Absence client

Input screen

With the absence client, absences that extend over one or more days can be entered in a simple manner.

First, the input screen for selecting a person opens.

The desired employee can be selected by typing the name in the "Person" field.

Entering the name displays a list of employees with matching first/last names, from which the desired employee can be conveniently selected. As soon as the name entered is unique, their name is entered in the field automatically (without any interaction with the mouse).

Alternatively, the desired employee can be selected by clicking the button with 3 horizontal dots:

Clicking the arrow keys lets you page through the available persons and years.

After the employee is selected, the correction screen opens.

Correction screen

The following fields must be filled in:

- **Start of absence** - the start of the correction booking
- **End of absence** - the end of the correction booking
- **Absence reason** - the absence reason to be booked for the selected period
- **Half day** - Is it a half-day absence reason?
- **Comment** - comment on the booking (optional)

Below you will find a brief explanation of the most common absence reasons:

Absence reason no.	Absence reason name	(S) By the hour / (GT) Full day / (HT) Half day	Examples of this absence reason
0	Present	(HT) / (GT)	Worked that day but forgot to book.
1	Paid vacation	(HT) / (GT)	e.g., summer vacation, winter vacation, etc.
2	Unpaid special leave	(HT) / (GT)	
3	Paid special leave	(HT) / (GT)	Marriage, birth, bereavement, change of residence
4	Sick with continued pay	(HT) / (GT)	Sick note from the doctor
5	Sick without continued pay	(HT) / (GT)	

7	Time off in lieu	(HT) / (GT)	Reduction of flextime balance
8	Business trip	(HT) / (GT)	e.g., 2-day business trip from Vienna to Innsbruck for a customer visit or 1-day business trip from Vienna to St. Pölten for a sales meeting
10	Parental leave	(HT) / (GT)	Pregnancy
12	Care leave	(HT) / (GT)	e.g., necessary care of a child / partner living in the same household you can find more information here[1]
13	Basic military/alternative service	(HT) / (GT)	Federal Armed Forces / civilian service
15	Various absences	(HT) / (GT)	Catch-all absence reason for all absences not covered by one of the other absence reasons.
16	Unvalued absence	(HT) / (GT)	
17	Spa treatment	(HT) / (GT)	e.g., spa stay after a longer illness, etc.
20	Home office	(HT) / (GT)	e.g., working from home

After selecting the start and end of the absence, the selected period is highlighted in the calendar:

Clicking **Save** enters the correction in the system.

View

When you open the absence client for this employee again, an abbreviation of the absence reason is entered on the edited days. In addition, you can use the "v" button on the respective calendar day to view any comment.

The correction client[2] shows the following view:

Here too, the comment can be viewed by clicking the speech bubble in the C(omment) column

This is the view the employee has in their personal journal[3]:

Here the information can be found under the

icon.

1. https://www.help.gv.at/Portal.Node/hlpd/public/content/37/Seite.370201.html
2. /daisy/webdesk-manual-admin/6189-dsy.html?language=4

3. /daisy/webdesk-manual-admin/5872-dsy.html?language=4