

# Time Professional

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## General

The **Time Professional** Account offers the possibility to view **reports** for the evaluation of relevant data compared to the Time-Base Account.

**Standard employees** have the possibility to **book**, use the menu items under **Info** as well as **requests**, **Workflow Management** and **Options**.

In addition to the possibilities of the standard employee, **management employees** have the menu item **Management** and the menu item **Reports** for various evaluations concerning the company / the employees.

In addition to the possibilities of the **standard employee**, **admin employees** have 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 Exceptional 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**
  - *Organigramm*<sup>15</sup> (structure of the company, persons / groups within the company move)
  - *Mitarbeiterverwaltung*<sup>16</sup> Employee administration (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 users*<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 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)
- **Management**
  - *Kontenauswertung*<sup>24</sup> Account evaluation (balance, sick days, remaining holidays, consumed holidays, travel days, training days)
  - *Kalenderübersicht*<sup>25</sup> Calendar overview (monthly/weekly overview of the calendars of all employees - absences, planned absences, etc.)
  - *Jahreskalender*<sup>26</sup> Annual calendar (graphically displayed representation of the entire year with absences & planned absences)
  - *Statistik*<sup>27</sup> Statistics (evaluation of sick days, holidays taken and attendance)
- **Reports**
  - *Urlaubsfilter*<sup>28</sup> Vacation filter (>5 days) (list of employees with >5 vacation days)
  - *Buchungsliste*<sup>29</sup> Booking list (overview of presence/absence of selected employees/groups)
  - *Auswertung Anträge*<sup>30</sup> Evaluation of applications (overview of the (selected) applications that are currently managed in the system)
  - *10h Überschreitung*<sup>31</sup> 10h overrun (overview of employees who have exceeded the maximum daily working time of 10 hours)
  - *50h Überschreitung*<sup>32</sup> 50h overrun (overview of employees who have exceeded the maximum weekly working time of 50 hours)

1. /daisy/webdesk-manual-admin/5869-dsy.html?language=4
2. /daisy/webdesk-manual-admin/5872-dsy.html?language=4
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