Absences

The absence form is intended as a vehicle to enter planned (part / full-time) absence reasons into the time system, in accordance with the defined work-flow process.

An activated deputy settlement demands for the nomination of a colleague (deputy), who will act in place during the absence period.
The deputy will receive all application forms (To Dos), which guarantees, that all assigned duties (To Dos) will be transferred and completed.

- **From - until date**
  Duration of the intended absence (at most 5 years in the future; the administrator can restrict the allowed range further)
- **Absence reason**
  Select the respective absence reason (holidays, special leave, compensatory time, ...)
- **Mode of absence reasons**
  Select the respective mode: half- or full day
- **Replenish target time**
  This parameter will replenish the absence-time to the target time (relevant for allocation in the time management, e.g. at seminars)
- **Comment**
  Enter a comment (containing ev. useful information for the person next in process)

Depending on the configuration, the form additionally shows the **Calculation of vacation consumption** (or **Calculation of entitlement and consumption** for other absence reasons with an entitlement): current remaining vacation, approved and unapproved vacation days, vacation days of this request and the available days after approval.

The personal calendar may be a useful help, just like the group calendar. Both can provide an overview over the absence-planning within your team.
To hide the calendar, click on the "Hide calendar" button.

You can start the form either directly, by a click on the "Start process" button, or save it as a draft for further editing, by clicking on the "Save as draft" button.
For detailed description of handling, please see chapter > Requests.

As long as the process is in progress (status not approved), the absence reason will be entered into the system, but marked in red colour.
After the approval, the absence reason is marked in blue colour, all other relevant data (e.g. remaining vacation, planned vacation) will be updated.

A click on the U- symbol provides detailed information concerning the absence, both for a not yet approved and for an already approved absence application.

Links

Konfiguration für den Administrator[1]

1. /daisy/webdesk-manual-admin/1000-dsy.html?language=4