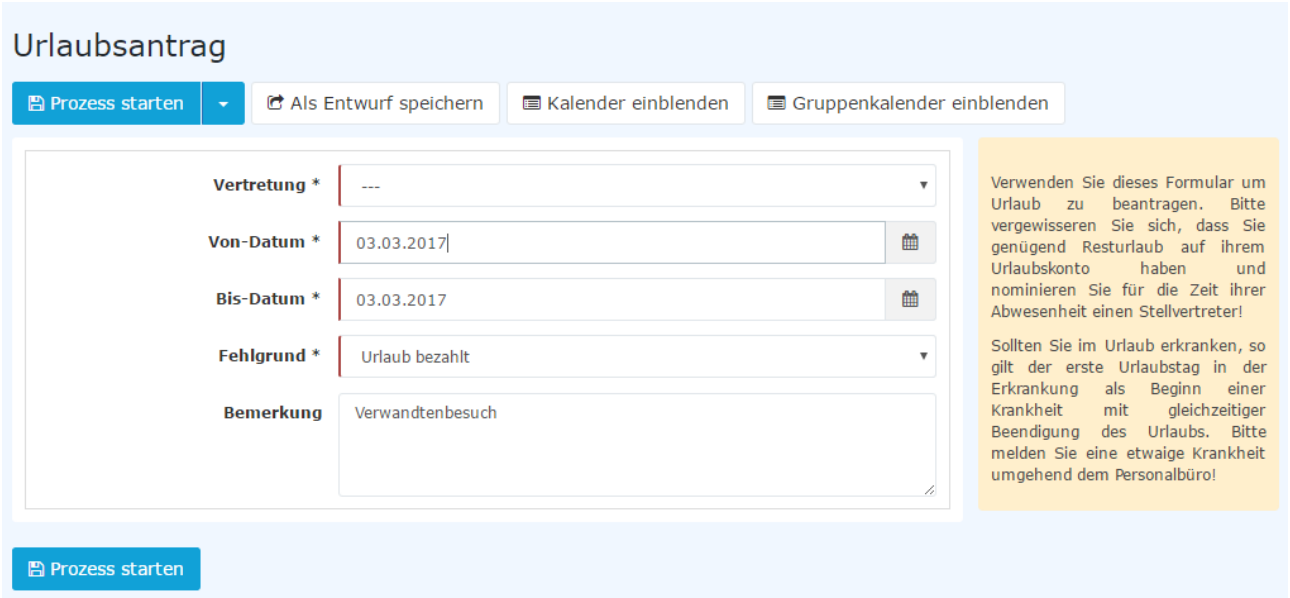
Absence

The **absence request** is used to enter planned half-day and full-day absence reasons into the Time & Attendance system, in compliance with a defined approval procedure.

If a **deputy arrangement** is activated (administrator), a colleague must be selected who takes over as deputy during the absence. This colleague receives the request for review. This ensures that a colleague's tasks are taken over during his or her absence.

- **From - To date**
  Duration of the planned absence (at most 5 years in the future; the permitted period can be restricted further by the administrator)
- **Absence reason**
  Selection of the absence reason (vacation, caregiver leave, special leave, time off in lieu...)
- **Absence reason mode**
  here you can select full day or half day
- **Supplement to target time**
  if this box is checked, the absence is supplemented up to the target time
  (this parameter is relevant for the accounting in Time & Attendance, among other things also for seminars)
- **Comment**
  Entry of possible comments (possibly useful information for subsequent processors)

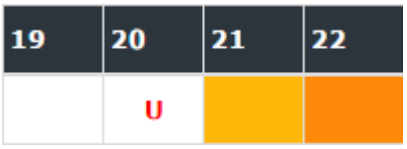
Depending on the configuration, the form additionally shows the **calculation of vacation consumption** (or **calculation of entitlement and consumption** for other absence reasons with entitlement): current remaining vacation balance, approved and not yet approved vacation days, vacation days from this request, and the vacation days available after approval.



As a support, the user can **show the calendar** to get an overview of his or her own annual planning.
The **group calendar** can also be shown, which provides an overview of the planned absences within the department.
The calendar/group calendar can be hidden again by clicking the "**Hide calendar**"/"**Hide group calendar**" button.

The absence process can either be started immediately or saved as a draft. You will find a detailed description in the chapter **Application Forms**.

As long as the absence request is in progress (status unapproved), the absence reason is already entered in red in the calendar.

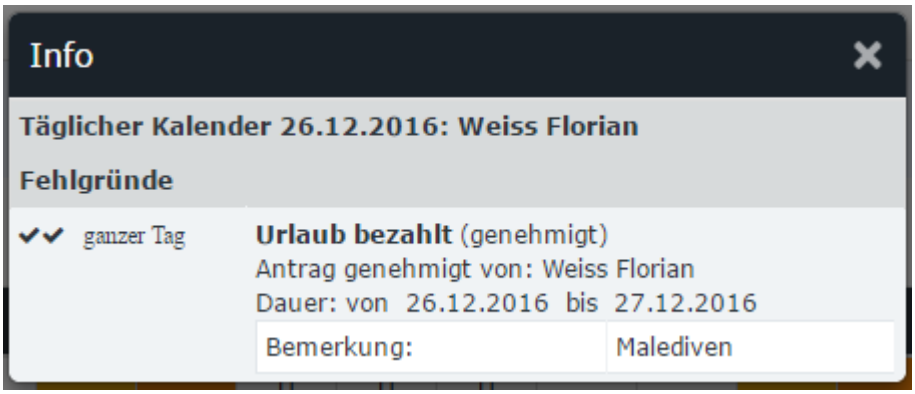


After a request has been approved, the absence reason appears in blue on the respective days and all work-relevant data is updated (e.g., remaining vacation or planned vacation).



Clicking the "U field" in the calendar provides detailed information on the request (examples of an unapproved and an approved absence request):





Links

Configuration for the administrator[1]

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