Illness Report

This form allows you to deliver an illness report for a colleague.

Select the name of the respective colleague from the list (For), enter the from date, write a comment and click on the Start process button.
After starting the process, the absence reason is inserted immediately into the time-system. The period of sickness will be terminated by his/her next time booking.

Depending on the parametrization of the work-flow, various persons (e.g. the HR-department, supervisor, ...) can receive an information note about the sickness.

Links

Konfiguration für den Administrator[1]

1. /daisy/webdesk-manual-admin/1002-dsy.html?language=4