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 (it must not lie in the future), select the absence reason (unless this field is hidden), 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