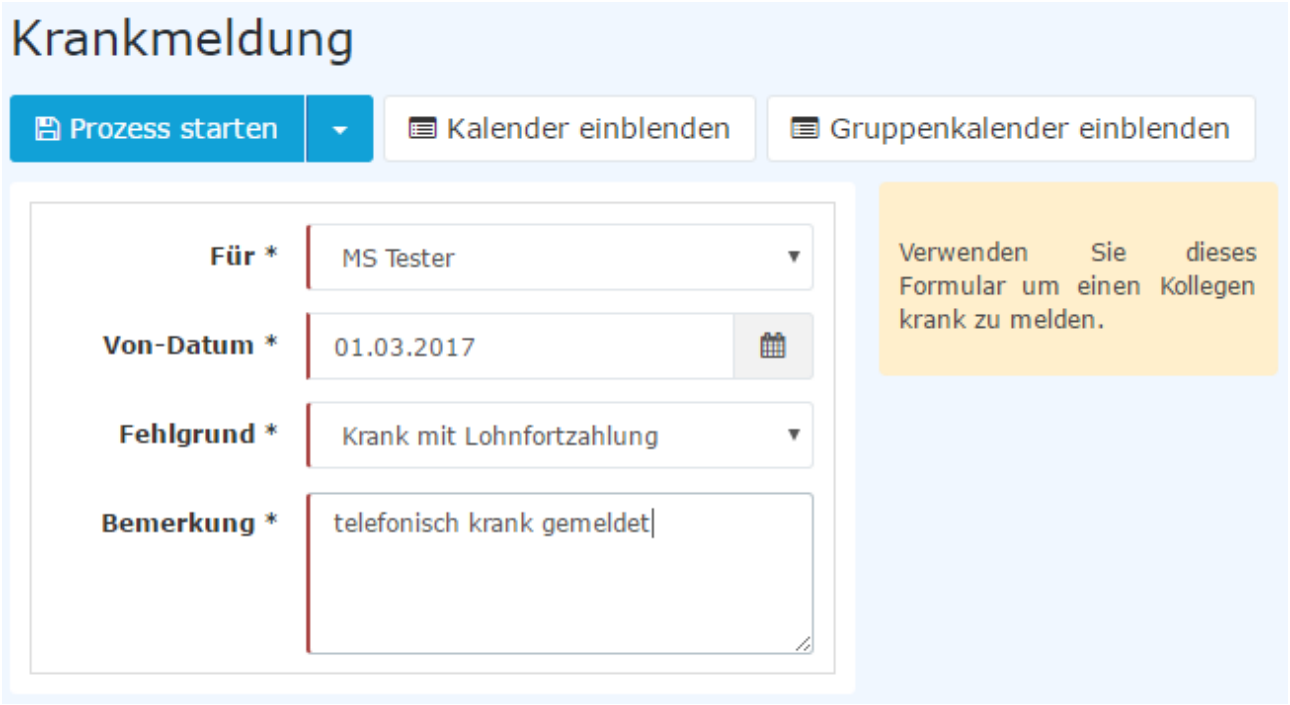
Sick Report

With the **Sick Report** form, a colleague can be reported sick.

You can select the name of the team colleague from the list, and you also need to specify the start date of the illness (it must not be in the future) and, unless the field is hidden, select the absence reason. After the sick report is saved, the absence reason Illness is entered immediately for the reported employee and is only canceled by his or her next time booking.

Depending on the configuration, different departments in the company receive this request for **information** (example: review by the HR department, supervisor, etc.).



The process can be started immediately. You will find a detailed description in the chapter **Requests**.

Links

Configuration for the administrator[1]

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