# Form Type "Absence"

The absence request is used to plan full-day or half-day absences in the future (with a closed time interval from/to). Typical absence reasons for this are, for example, vacation, time off in lieu, or special leave.

As an additional option, a colleague can be included in the workflow as the first approval instance. This allows a subject-matter substitute to be "asked" in the workflow, for the duration of the absence, whether they agree to act as the substitute at the given time.

More detailed information on the parameters in the tabs "**General**" and "**Workflow steps**" and "**Absence reasons**" can be found in the menu item Processes.

## Settings

### Absence Reasons

In this tab, the required absence reasons are determined.
To add a new absence reason, click "Add" and select the desired absence reason from the context menu. The absence reasons are ordered using the arrow keys.
If an absence reason is to be deleted, click the Delete icon in the row of this absence reason, and finally Save.

### Absence Reason Settings

- **Half-day**
  If this parameter is checked, half-day absences can also be created
- **Fill up to daily target time**
  If the parameter is activated, 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).
- **Delete all existing booking intervals in the period of the absence**
  If the parameter is activated, all existing booking intervals in the period of the absence are deleted when the absence is entered.

### Validation

Validation is used to restrict the checking period in which a certain process lies (in the past or future, depending on the form type).

- **Validate in the past / in the future**
  If this check box is activated, it is checked whether the period of the absence request lies within a specified time span (in the past or in the future).
  The time span is determined with the parameters Days, Months, Years.

### Daily Permissions

This parameter only makes sense in certain constellations, e.g., when permissions are to be entered along with certain absence reasons.

Example: for a time-off-in-lieu request, the Time & Attendance system checks with a defined account whether enough hours are available. If not, an irregularity is set. With the permission in the process, this irregularity is deactivated.

- **Description text**
  The text entered here appears in the form, e.g., "Overtime"
- **Name**
  Name of the daily value or permission that is set in the Time & Attendance system for the day in question.
- **Value**

Enter the value J or N
If **J** is entered > the daily permission is set in the IF6020
If **N** is entered > the permission request can be used to remove the permission in the IF6020

- **Delete**
  Permissions that are not needed can be deleted again using the Delete check box. Then Save.
- **Add**
  If you want to add another permission, click the "Add" button and fill in the fields for the description text, name, and value. Then "Save" or "Save & Close".

More detailed information on daily permissions can be found in the chapter Form Type "Permission"

## Special

- **Suppress display of absence reason**
  If only **one absence reason** is specified in the absence or follow-up absence reason requests (e.g., for the absence request "Vacation"), it can be hidden in the request form. By checking the parameter "**Suppress display of absence reason**", this absence reason is automatically output in the request, and the user no longer has to click it.
- **Optional correction remark text**
  This parameter makes it possible, for absence or follow-up absence reason processes, to filter for special events using IF6020 evaluation mechanisms. For example, a statistic can be created on how many persons have vacation on this day.

**Vacation consumption**

- **Show vacation consumption calculation**
  If the parameter is checked (default: not checked), a calculation of the vacation consumption is displayed in the request (e.g., current remaining vacation balance, approved and unapproved vacation days, vacation days from this request, vacation days available after approval). The following parameters only take effect if this calculation is activated.
- **Hide calculation for these processor roles**
  The calculation is not displayed for the workflow roles selected here.
- **Consequence of insufficient remaining vacation for a vacation request**
  With the value **VALIDATION_ERROR**, the request cannot be started if the vacation entitlement is not sufficient. With an empty value (default) as well as with INFO_MESSAGE or ESCALATION_STEP, the start of the request is not prevented.
- **Check mode**
  **ABSOLUTE** (default, also with an empty value): check against the absolute vacation entitlement.
  **ALIQUOTE**: check against the prorated entitlement (vacation earned proportionally per month instead of the entire entitlement at the start of the vacation year). In both cases, future entitlements and already planned vacation are taken into account.
- **Take unapproved requests into account?**
  If the parameter is checked, requests for vacation that have not yet been approved are also included in the calculation and check (default: not checked).

**Entitlement and consumption for other absence reasons**

- **Show absence reason consumption**
  If the parameter is checked (default: not checked), a calculation of entitlement and consumption for the selected absence reason is displayed in the request (e.g., for special leave whose entitlement is kept in a separate account). The following parameters only take effect if this calculation is activated.
- **Take unapproved requests with the same absence reason into account?**
  Requests with the same absence reason that have not yet been approved are included in the calculation.
- **Consequence of insufficient entitlement for absence consumption**
  With the value **VALIDATION_ERROR**, the request cannot be started if the entitlement is not sufficient; with an empty value, only the calculation is displayed.

- **Addition mode**
  Point in time at which the recurring entitlement is added: **MONTHLY** (with the start of the next month) or **YEARLY** (as of January 1). The value ENTRY_DATE, which is also offered, is currently not supported.
- **Accounting mode**
  **ADDITION**: the recurring entitlement is added to the open entitlement. **RESETTING**: the entitlement is reset to the recurring entitlement on the reference date.
- **Recurring entitlement in person field**
  Person field of Time & Attendance that contains the recurring entitlement.
- **Current entitlement in account**
  Account of Time & Attendance that contains the currently open entitlement.

The description for the tabs "**Context menu", "Mail", "Help"** can be found in the menu item **Processes**.

### Links

User view[1]

## Felder

| Name | Wert |
|---|---|
| Modul | Time & Attendance (ta) |
| Webdesk Actionname | absenceEntry |
| Artefakt-Typ | Prozess |

1. /daisy/webdesk-manual-en/user/79-dsy/86-dsy.html