Form Type "Permission"

This form can be used to set or remove daily permissions in the Time & Attendance system.

This enables the user, for example, to retroactively request **overtime**, **work outside core hours**, **break deduction**, or the activation / deactivation of the **10-hour cap**.

Settings

Daily Permissions

- **Interval**
  If this check box is activated, a period (from/to) can be entered in the form. If it is not activated, only a single day can be specified! When the interval is activated, the date default (see below) is deactivated and "Date value editable" is permanently activated.
- **Permission selectable by user**
  This parameter only makes sense with several permissions; if a check mark is set here, the user can select the desired permission from several permissions. If the parameter is not checked, all permissions are selected for the user. Activating the parameter makes no sense with only one permission.
- **Description text**
  Text that should appear in the output form
- **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; useful, e.g., for deactivating a 10-hour cap or the like.
- **Delete**
  To delete a permission, activate the Delete check box and then click the "Delete" button; 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".

Validation

- **Validate in the past / Validate in the future**
  If the respective check box is activated, it is checked whether the date lies within the time span in the past or future specified with Days, Months, Years.
- **Validate today**
  If this check box is activated, a request for today is not allowed ("Request for today not allowed!").

If "Date value editable" (see Date defaults) is not checked, the date check is omitted, since the user cannot change the date.

When validating in the **future**, it must be noted whether the specified field in which the permission is to be written also exists as a rescheduling record in the rescheduling file (PPlan). This check is performed once by Workflow HR Systems GmbH, in the case of non-standard field requirements, and if necessary for extensions.
It is also important here that the new version of the PPlan is used.

If a permission is set in the 6020 system, a correction remark is written analogously to the time correction.

Display of Account Values

In this tab, account values are stored that should appear in the request. Per row, the **account**, the **label**, and the **display** (industrial minutes or normal minutes) are specified. Zero values can be hidden by checking the check box "**Hide 0 values**".

Date Defaults

This parameter determines the date defaults in the request. The date field in the request can be prefilled with the following defaults:

- Fill date with today's date (default)
- Prefill date with yesterday
- Prefill date with the last day of the previous month
- Prefill date with the last day of the previous quarter
- Prefill date with 01.01. of the current calendar year
- Prefill date with the 1st of the current calendar month

If the parameter "**Date value editable**" is checked, the date can be edited by the user.
If it is not checked, the date value cannot be changed by the user.

Links

User view[1]

1. /daisy/webdesk-manual-en/user/79-dsy/88-dsy.html