# Module Time & Attendance

In the **Webdesk EWP Time & Attendance module**, every user can view their current and historical **time bookings**, including the **time accounts** derived from them (daily, weekly, and annual working hours), online at any time. The data can also be exported to PDF or Excel. This eliminates the administrative work in the HR office of generating proof of working time for employees. At the same time, it lastingly improves the service quality of HR.

Interflex IF6020, Interflex IF6040, or the Webdesk time evaluation can be connected as the time and attendance system.

To map employee-driven change processes in **Time & Attendance** (time corrections, absence requests, account corrections, ...), the **Workflow module**[1] is used internally.

With Webdesk EWP, new Time & Attendance workflows can be set up within a few minutes. With predefined process forms for the integrated workflow engine, processes related to absence management or time corrections (e.g., for forgotten bookings) can easily be brought online. With a few clicks, the role-based approval workflow is defined, along with the details of the request type (e.g., which absence reasons can be corrected). It must then be ensured that the supervisor relationships are correctly stored in the Webdesk master data (i.e., who is whose supervisor, or who is the head of which organizational unit).
When creating a process flow, you can choose from 7 form types:

- Absence (e.g., vacation request, time off in lieu, ...)
- Collective absence request (allows requesting absences for multiple days with just one request form)
- Account correction (allows the correction of a specific account)
- Time correction (allows creating a time correction for a specific day)
- Collective time correction (allows creating a time correction for multiple days with just one request form)
- Follow-up absence reason (e.g., sick note of a colleague)
- Permission (e.g., granting an overtime permission)

The link to the **Groupware module**[2] is an extension of the Time & Attendance module.
Certain parameters in the Time & Attendance module only work once the GW module is in use, such as the **Freebusy display**.
The **GW service** module (GW = Groupware) provides an interface between Webdesk and a specific groupware service. Currently, connections to Lotus Notes/Domino, Microsoft Exchange, Microsoft 365 (Office 365), Zimbra, and GroupWise are supported.

The **absence reasons** required for the workflows and for groupware are created in the Time & Attendance system (e.g., IF6020) and are created in Webdesk as text modules via the job "getAbsenceTextModules" (Get Absence Text Modules).

This module contains the following actions that can be used by the user:

| Name |
|---|
| Absences |
| Account Lists |
| Annual Group Calendar |
| Anwesenheitstableau |
| Booking Functionality |
| Bookings and Corrections |
| Buchungen und Korrekturen |
| Buchungs-Funktionalität |

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|---|
| Calendar |
| Configuring Action Configurations |
| Context Menu |
| Fehlzeiten |
| Gruppenkalender |
| Jahres-Gruppenkalender |
| Kalender |
| Konfiguration der Aktionskonfigurationen |
| Kontenlisten |
| KontextMenü |
| Master Data / Accounts |
| Monatsjournal |
| Personal Appointment Calendar |
| Persönlicher Terminkalender |
| Praktisches zu Konfigurationen |
| Stammdaten / Konten |
| Stammdaten / Kontenstände |
| Statistics |
| Statistiken |

1. /daisy/webdesk-manual-en/admin/2674-dsy.html
2. /daisy/webdesk-manual-en/admin/2678-dsy.html