

Absences

The absence form is intended as a vehicle to enter planned (part / full-time) absence reasons into the time system, in accordance with the defined workflow process.

an activated deputy settlement demands for the nomination of a colleague (deputy), who will act in place during the absence period.

The deputy will receive all application forms (ToDos), which guarantees, that all assigned duties (ToDos) will be transferred and completed.

- **From - until date**
Duration of the intended absence
- **Absence reason**
Select the respective absence reason (holidays, special leave, compensatory time, ...)
- **Mode of absence reasons**
Select the respective mode: half- or full day
- **Replenish target time**
This parameter will replenish the absence-time to the target time (relevant for allocation in the time management, e.g. at seminars)
- **Comment**
Enter a comment (containing ev. usefull information for the person next in process)

Urlaubsantrag

Von-Datum:

Bis-Datum:

Fehlgrund:

Fehlgrundmodus:

☐ auf Sollzeit ergänzen

Bemerkung:

Verwenden Sie dieses Formular um eine Fehlzeit in der Zukunft zu planen!

Der Antrag wird von Ihrem Vorgesetzten genehmigt!

The personal calendar may be a usefull help, just like the group calendar. Both can provide an overview over the absence-planning within your team.

To hide the calendar, click on the "Hide calendar" button.

You can start the form either directly, by a click on the "Start process" button, or save it as a draft for further editings, by clicking on the "Save as draft" button.

For detailed description of handling, please see chapter >> Application Forms.

As long as the process is in progress (status not approved), the absence reason will be entered into the system, but marked in red colour.

Mai							DH	DH
Juni								

After the approval, the absence reason is marked in blue colour, all other relevant data (e.g. remaining vacation, planned vacation) will be updated.

Monat	01	02	03	04	05	06
Jänner		U	U	U	U	
Februar						
März	U	U	U			DR

A click on the U- symbol provides detailed information concering the absence.

Here you find the examples for a not yet approved (left side), and an already approved absence application (right):

Info	
Tageskalender 11.09.2006: Weiss, Florian	
Fehlgründe	
 ganzer Tag	Urlaub bezahlt (ungenehmigt) Antrag liegt bei: Weiss Florian Dauer: von 11.09.2006 bis 12.09.2006 Bemerkung:Urlaub

Info	
Tageskalender 24.08.2006: Weiss, Florian	
Fehlgründe	
 ganzer Tag	Urlaub bezahlt (genehmigt) Antrag genehmigt von: System Administrator Dauer: von 21.08.2006 bis 25.08.2006 Bemerkung:Urlaub

Links

[Konfiguration für den Administrator¹](#)

1. [/daisy/webdesk-manual-en/1000-dsy.html](#)