# Preface

Webdesk EWP, combined with the module Time & Attendance, provides a window into the time management system. It allocates all necessary information and data for the user, in accordance with his/her position in the company.

Different overviews and functions support the Webdesk user to retrieve his/her own time management data.

The management has various possibilities to monitor the time management data of the employees, in accordance with the authorization rules.

Using the various application forms, the user can request modifications in the time management system, such as time-corrections, holidays, overtime-authorisations etc. The requests (application forms) are processed via defined workflows.

Depending on the form of application, the requests have to be authorised by the management, persons in charge for trust-based working time or the HR-department, bevor the changes (e.g. holidays...) are entered into the time management system.