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# 2.06.01 Absence Entries

Absence entries (vacation, illness, business trips, ...) are used for working time administration and resource management. Especially, longer absences should be recorded to the system, so the prognosis in the resource management (see also chapter [2.5.04 Capacity Chart](#)) has a solid basis.

**Note:** The option "Employee Absences" is identical to the described function, but can only be used by the logged on user. This option is used if the employee enters his/her own absences.

TrackEmployeePresencesView			
Preview	Reset	Save	Close
Employee	Carter Simon	Sommer Chris	Miles Sarah
Su 01.04.2012			
Mo 02.04.2012			
Tu 03.04.2012			
We 04.04.2012			
Th 05.04.2012			
Fr 06.04.2012			
Sa 07.04.2012			
Su 08.04.2012			
Mo 09.04.2012	Holiday		Sickness
Tu 10.04.2012	Holiday		Sickness
We 11.04.2012	Holiday		Sickness
Th 12.04.2012	Holiday		
Fr 13.04.2012		Holiday	
Sa 14.04.2012			
Su 15.04.2012			
Mo 16.04.2012		Holiday	
Tu 17.04.2012		Holiday	
We 18.04.2012		Holiday	
Th 19.04.2012		Holiday	
Fr 20.04.2012		Holiday	
Sa 21.04.2012			
Su 22.04.2012			
Mo 23.04.2012			
Tu 24.04.2012			
We 25.04.2012			
Th 26.04.2012			
Fr 27.04.2012			
Sa 28.04.2012			
Su 29.04.2012			
Mo 30.04.2012			
Preview	Reset	Save	Close

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