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2.06.01 Absence Entries

Absence entries (vacation, illness, business trips, ...) are used for working time administration and resource management. Especiallly, longer absences should be recorded to the system, so the prognosis in the resource management (see also chapter [2.5.4 Capacity Chart](#)) has a solid basis.

Tip: For more on this subject see chapter [4.3.6 Working Time Recording](#).

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.

Preview	Reset	Save	Close
Employee	Conner Jane	Timothy Jones	Williams George
Fr 16.10.2009			
Sa 17.10.2009			
Su 18.10.2009			
Mo 19.10.2009	Holiday		Illness
Tu 20.10.2009	Holiday		Illness
We 21.10.2009	Holiday		Illness
Th 22.10.2009	Holiday		
Fr 23.10.2009		Holiday	
Sa 24.10.2009			
Su 25.10.2009			
Mo 26.10.2009		Holiday	
Tu 27.10.2009		Holiday	
We 28.10.2009		Holiday	
Th 29.10.2009		Holiday	
Fr 30.10.2009		Holiday	
Sa 31.10.2009			
Preview	Reset	Save	Close

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Last update: 2019/10/25 14:09

