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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.

The screenshot shows a web application window titled "TrackEmployeePresencesView". It contains a table with three columns for employees: Conner Jane, Timothy Jones, and Williams George. The rows represent dates from Friday, 16.10.2009, to Saturday, 31.10.2009. Each cell in the table contains a dropdown menu for selecting an absence type. For example, on 19.10.2009, Conner Jane has "Holiday" selected, Timothy Jones has an empty dropdown, and Williams George has "Illness" selected. The interface includes buttons for "Preview", "Reset", "Save", and "Close" at the top and bottom of the table.

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