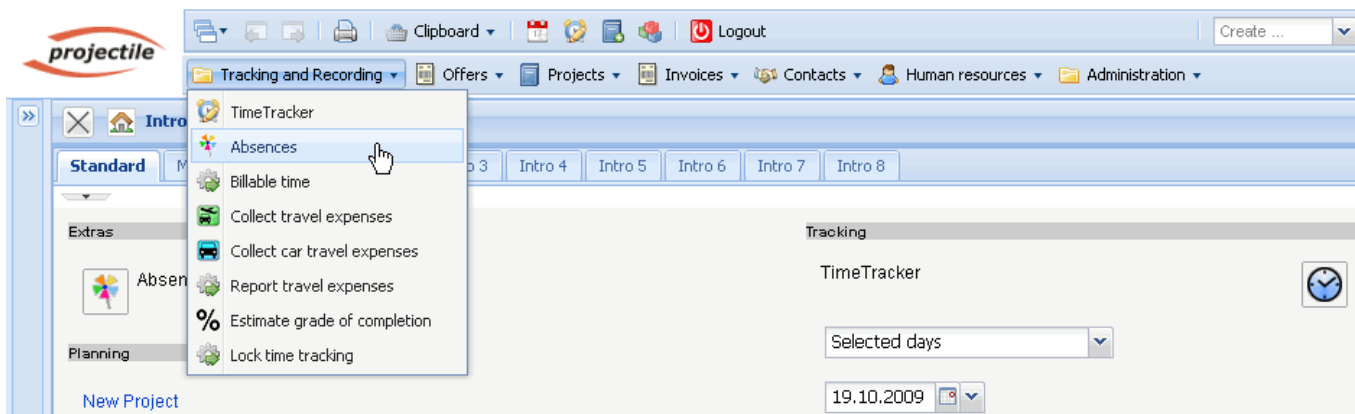


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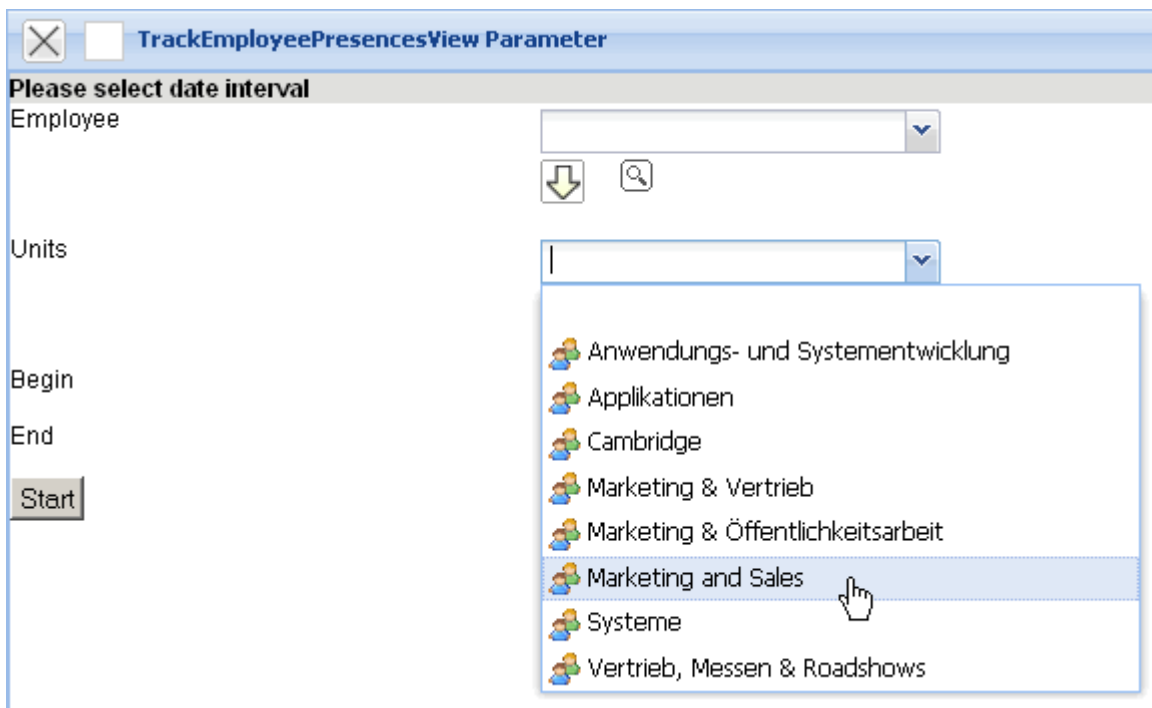
# 4.08.02 Recording Absences

## Central Absence Recording

The absences can also be centrally recorded in the document [working times/absence](#) or by using the functionality "Tracking and Recording ⇒ Absences".



Here, first the employee/employees or the unit (all employees of the location or of the department) and the period of time are selected.



In the example the attendance recording for all the employees of the unit Marketing and Sales for the period of time 01.10.2009 to 31.10.2009 is opened.

TrackEmployeePresencesView Parameter

**Please select date interval**

Employee  ▼

Units  ▼

Marketing and Sales

Begin  ▼

End  ▼

TrackEmployeePresencesView

Employee	Timothy Jones	Conner Jane	Tate Adam
Th 01.10.2009	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Fr 02.10.2009	Holiday	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Sa 03.10.2009			
Su 04.10.2009			
Mo 05.10.2009	On this day something else was tracked		
Tu 06.10.2009	On this day something else was tracked		
We 07.10.2009	Holiday	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Th 08.10.2009	On this day something else was tracked		
Fr 09.10.2009	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Sa 10.10.2009			
Su 11.10.2009			
Mo 12.10.2009	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Tu 13.10.2009	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
We 14.10.2009	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Employee</b>	<b>Timothy Jones</b>	<b>Conner Jane</b>	<b>Tate Adam</b>

In the component all the defined absences and blocked days are displayed. The blocked days are days, for which the employee has already recorded the time or for which a time-recording is no more permitted.

In the example two weeks of holiday for the employee Timothy Jones (from 02.10.2009 - 07.10.2009) are defined.

TrackEmployeePresencesView			
Preview	Reset	Save	Close
Employee	Timothy Jones	Conner Jane	Tate Adam
Th 01.10.2009	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fr 02.10.2009	Holiday	<input type="text"/>	<input type="text"/>
Sa 03.10.2009	On this day something else was tracked		<input type="text"/>
Su 04.10.2009			<input type="text"/>
Mo 05.10.2009	On this day something else was tracked	Holiday	<input type="text"/>
Tu 06.10.2009	On this day something else was tracked	Holiday	<input type="text"/>
We 07.10.2009	Holiday	Holiday	<input type="text"/>
Th 08.10.2009	On this day something else was tracked	Holiday	<input type="text"/>
Fr 09.10.2009	<input type="text"/>	Holiday	<input type="text"/>
Sa 10.10.2009	On this day something else was tracked		<input type="text"/>
Su 11.10.2009			<input type="text"/>
Mo 12.10.2009	<input type="text"/>	Holiday	<input type="text"/>
Tu 13.10.2009	<input type="text"/>	Holiday	<input type="text"/>
We 14.10.2009	<input type="text"/>	Holiday	<input type="text"/>
Employee	Timothy Jones	Conner Jane	Tate Adam
Th 15.10.2009	<input type="text"/>	Holiday	<input type="text"/>
Fr 16.10.2009	<input type="text"/>	Holiday	<input type="text"/>

After saving all changes are transferred in the system.

Save	
Conner Jane	
<input type="text"/>	
<input type="text"/>	
On this day something else was tracked	
Holiday	
Holiday	
Holiday	
Holiday	
Holiday	
On this day something else was tracked	
Holiday	
Holiday	
Holiday	
Conner Jane	
Holiday	
Holiday	

In the next example the holiday of the employee Jane Conner from 05.10.2009 to 14.10.2009 are

entered...

TrackEmployeePresencesView		
Preview	Reset	Save
Employee	Timothy Jones	Conner Jane
Th 01.10.2009	Holiday	
Fr 02.10.2009	Holiday	
Sa 03.10.2009		
Su 04.10.2009		
Mo 05.10.2009	On this day something else was tracked	Holiday
Tu 06.10.2009	On this day something else was tracked	Holiday
We 07.10.2009	Holiday	Holiday
Th 08.10.2009	On this day something else was tracked	Holiday
Fr 09.10.2009		Holiday
Sa 10.10.2009		
Su 11.10.2009		
Mo 12.10.2009		Holiday
Tu 13.10.2009		Holiday
We 14.10.2009		Holiday
Employee	Timothy Jones	Conner Jane
Th 15.10.2009		
Fr 16.10.2009	Holiday End	

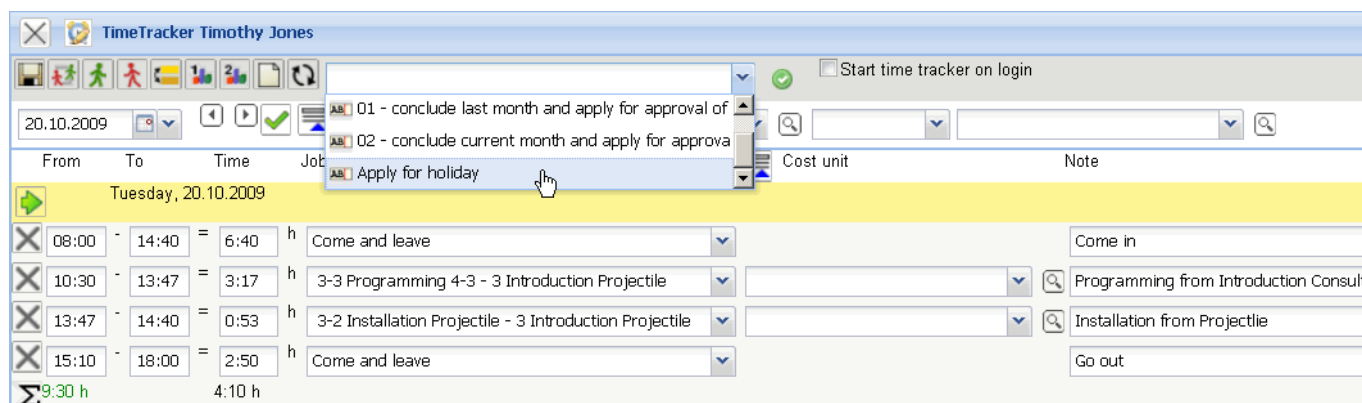
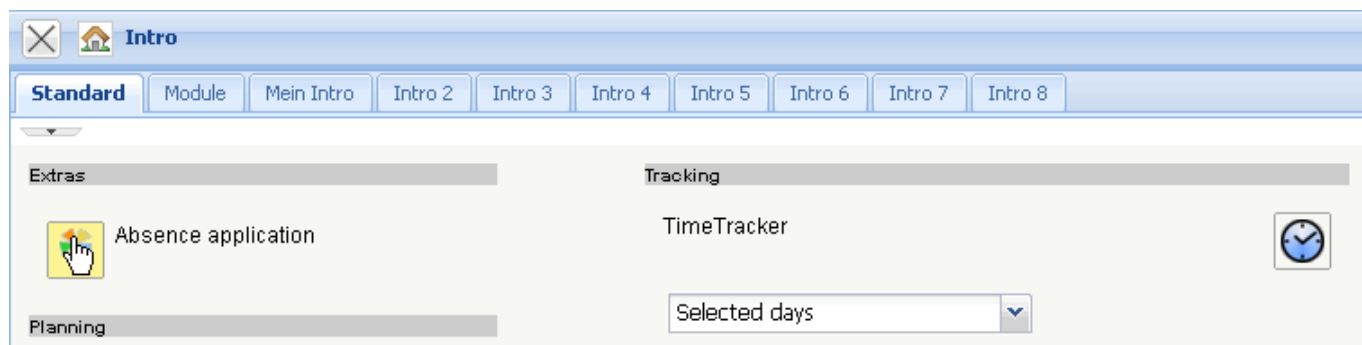
... and then the holiday from 16.10.2009 bis 30.10.2009 ...

Fr 16.10.2009	Clear
Sa 17.10.2009	
Su 18.10.2009	
Mo 19.10.2009	
Tu 20.10.2009	On this day something else was tracked
We 21.10.2009	
Th 22.10.2009	
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	Clear End

... is cleared.

## Applying for Absences

If the employees have to register their own holiday, the functionality “Absence Application” can be used. This functionality works analog to recording absences, but it will not allow any options/choices by the employee or the unit.



**Note:** The absences can be also recorded in the work area, in the module attendance/absences or in TimeTracker.

In the TimeTracker different Workflows for handling of time can be applied (period-end closing, application for holidays...). The following example shows the implementation of a holiday application. After performing the action in the TimeTracker...

**Absence application**

Application for Holiday

600 + 20.10.2009 20.04.2010

2009			2010													
Oct.	November	December	January				February				March				April	
			1	2	3	4	5	6	7	8	9					

Tate Adam (Holiday)  
Tate Adam (SpareTimeCompensation)

Scheduled AppliedFor Confirmed Denied BankHoliday

Rest Holidays: 0 Days  
Applied-for Holidays: 0 Days  
DeltaTime: 0 Days  
AppliedNextYear: 0 Days

Choose Absence: Holiday  
Comment: [Empty]

Apply for Absence: [Empty] - [Empty] [Apply]

Remove Absence: [Empty] - [Empty] [Remove]

...a dialog for holiday application opens. Here the user can apply for absences (free time compensation, holiday and special leave). The user can also cancel applied or approved absences.

In the following example the employee Adam Tate applies for a holiday from 10.11.2009 until 24.11.2009.

**Absence application**

Application for Holiday

600    20.10.2009    20.04.2010

2009			2010												
Oct.	November	December	January				February			March			April		
			1	2	3	4	5	6	7	8	9				
Tate Adam (Holiday)															
Tate Adam (SpareTimeCompensation)															

Scheduled AppliedFor Confirmed Denied BankHoliday

Rest Holidays: 0 Days    Applied-for Holidays: 0 Days    DeltaTime: 0 Days    AppliedNextYear: 0 Days

Choose Absence: Holiday    Comment:

Apply for Absence: 10.11.2009 - 24.11.2009   

After confirming the application...

**Please confirm application for Holiday: 10.11.2009 - 24.11.2009**

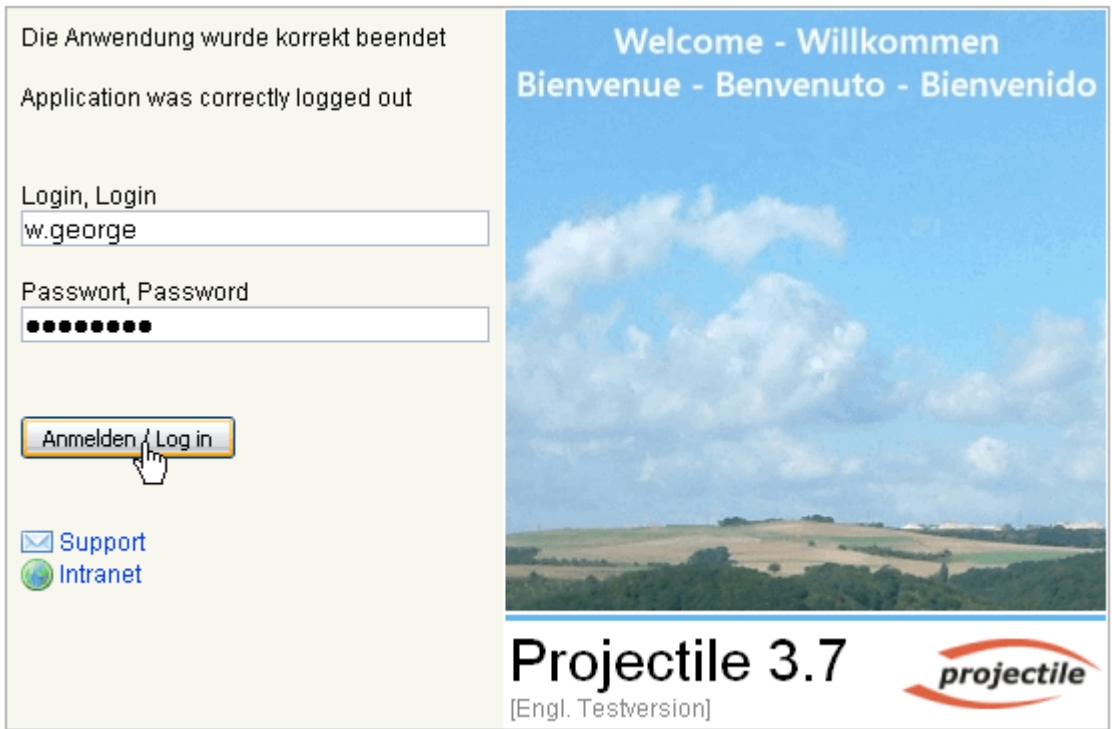
...the applied holiday is visualized...

600    20.10.2009    20.04.2010

2009			2010												
Oct.	November	December	January				February			March			April		
			1	2	3	4	5	6	7	8	9				
Tate Adam (Holiday)															
Tate Adam (SpareTimeCompensation)															

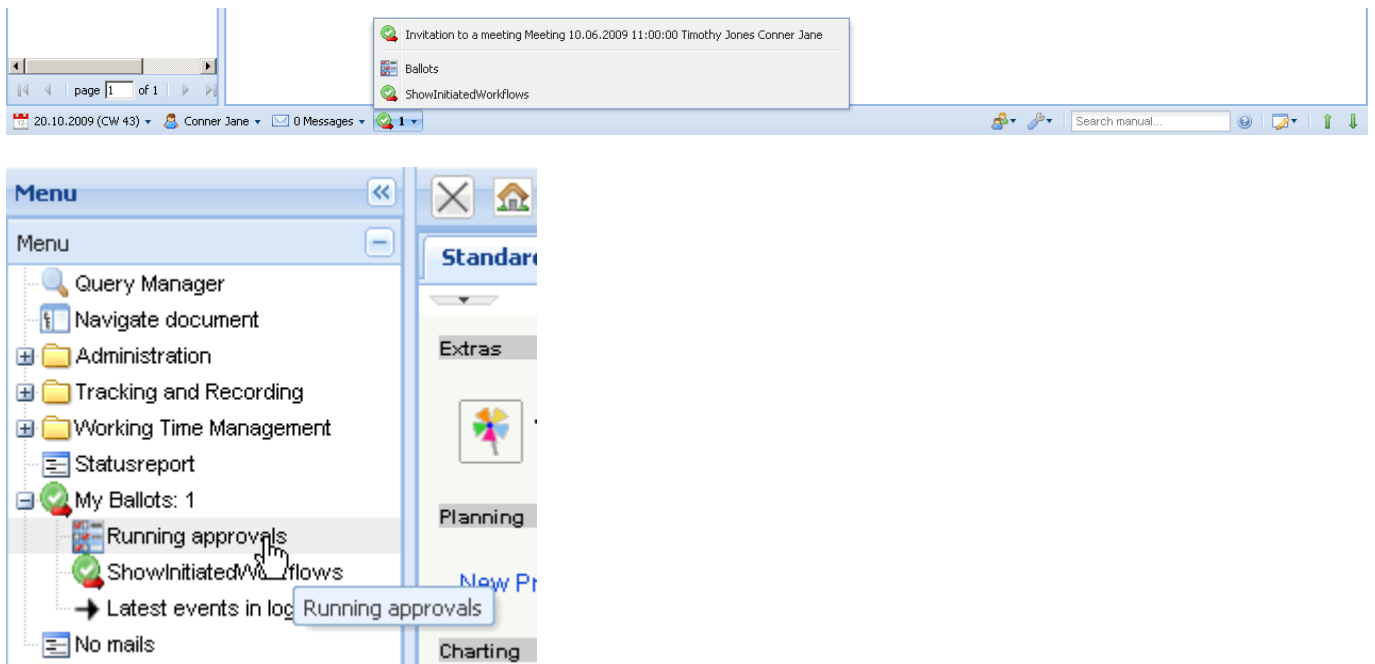
Scheduled AppliedFor Confirmed Denied BankHoliday

...and the supervisor (manager, human resources manager, the project and the unit manager) receives an internal message. In the example the unit manager of the applicant (George Williams) ...



... is informed and receives a vote.

The employee is informed about the voting through an internal message.



In the Workflow-Engine in the menu voting (Running approval)...



**Please vote and give a comment**

Unitleiter  
Comment:

Employee Tate Adam -

Start 10.11.2009

End 24.11.2009

Presence Holiday

Days applied-for 11 d

Remaining Holidays after approval -11 d

---

**Vote**

Comment

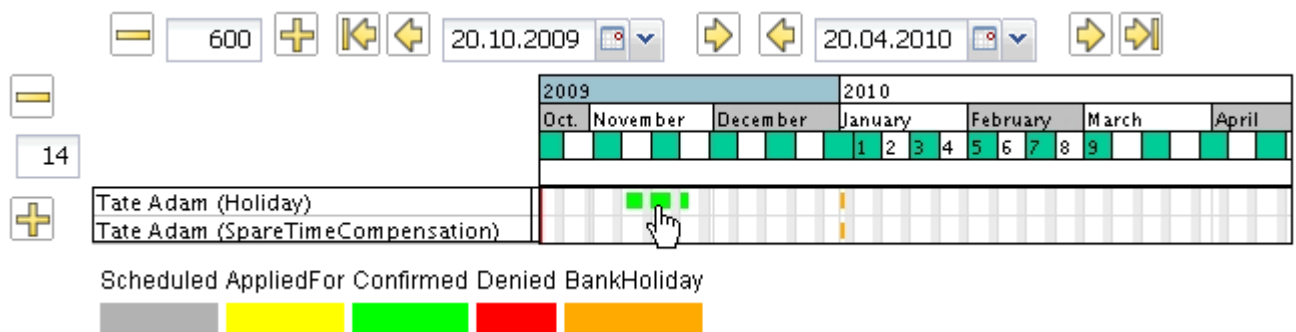
No comment

Agree
Disagree

...the holiday can be confirmed or denied.

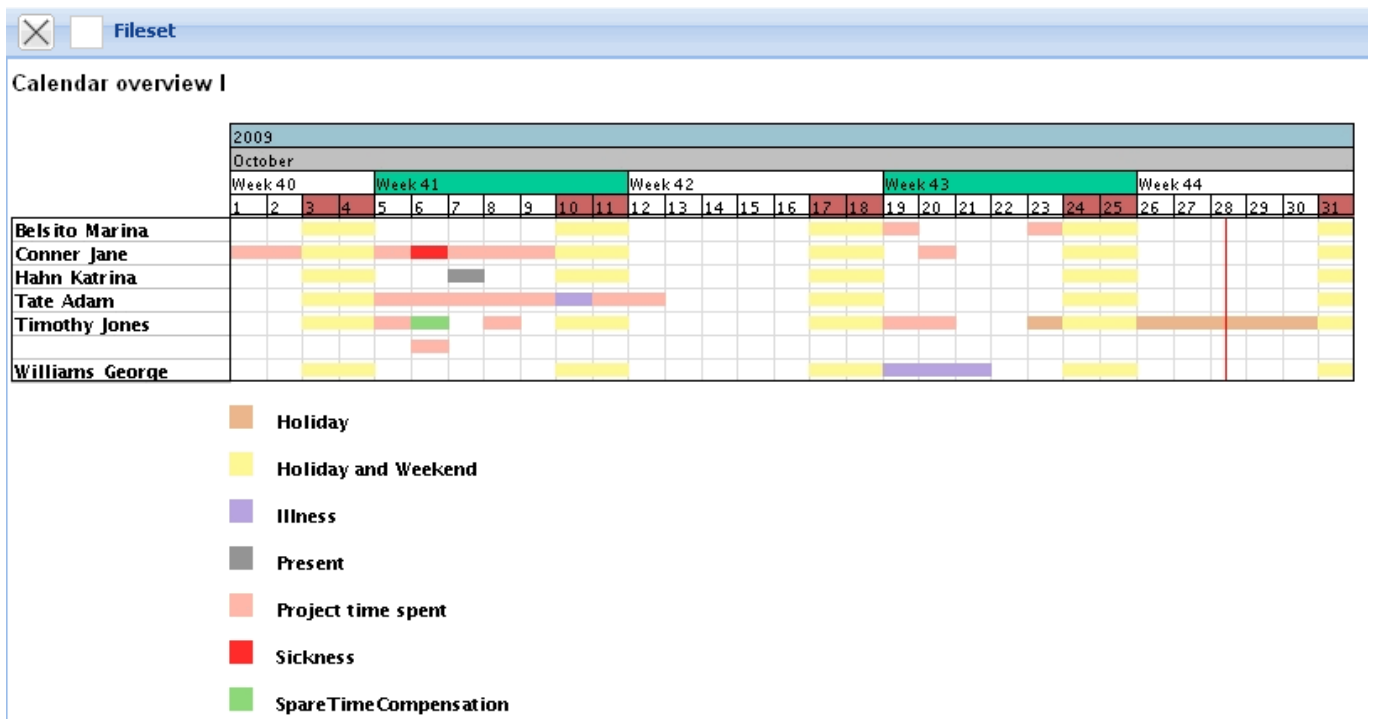
The applicant gets a message about the voting from the system.

In connection with the voting results the holiday is displayed graphically in the absence application of the TimeTracker as holiday or as denied holiday.

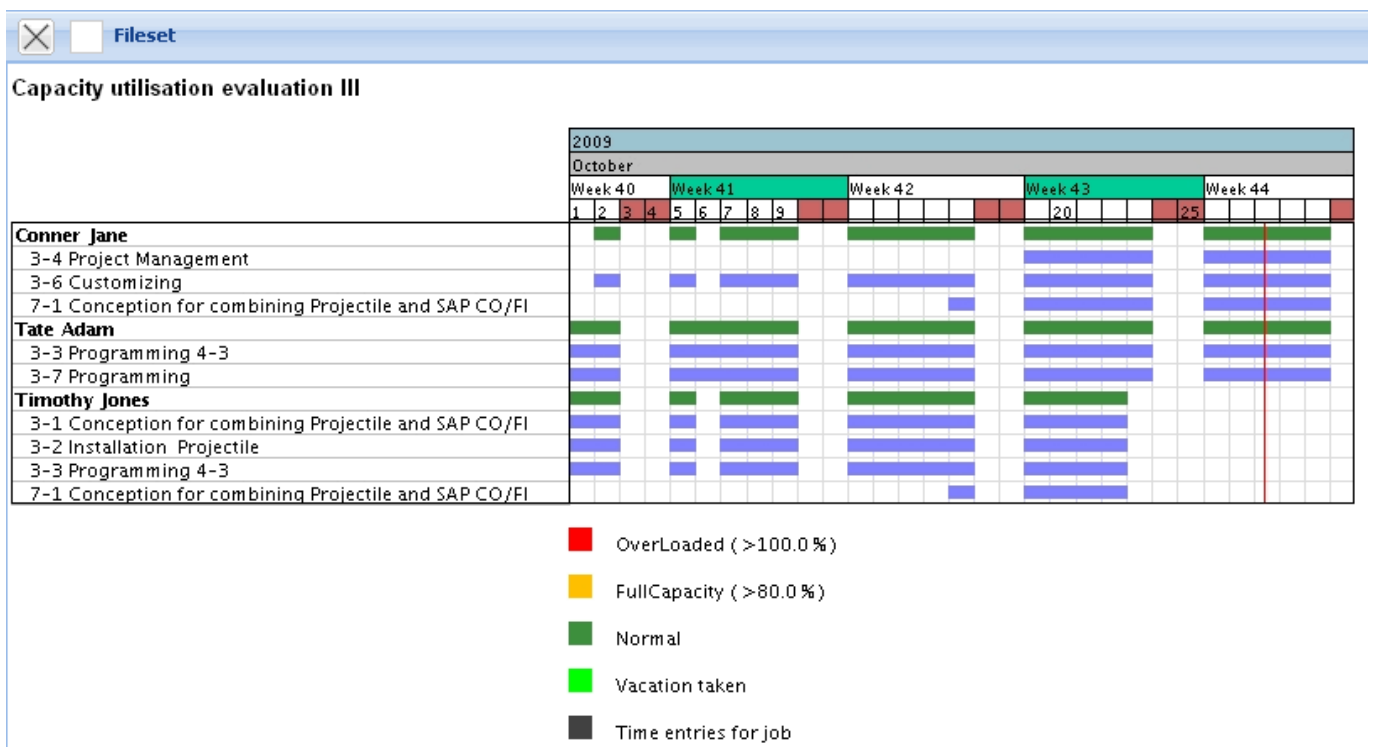


## Charts

The calendar overview displays the attendance/absence of selected employees from freely defined time spans (see also Charts).



**Note:** The absences in the system are the basis for the complete resource management. In all the resource charts (here capacity overview III) and with suggestions the planned absence of the employees will be considered.



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