4.08.2 Recording Absences

Central Absence Recording

The absences can also be centrally recorded in the document attendance/absence or by using the functionality "Tracking and Recording \Rightarrow 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.

TrackEmployeePresencesView Para	imeter
Please select date interval	
Employee	*
	₽ (2)
Units	
_ .	Anwendungs- und Systementwicklung
Begin	📌 Applikationen
End	🝰 Cambridge
Start	🝰 Marketing & Vertrieb
	📣 Marketing & Öffentlichkeitsarbeit
	🝰 Marketing and Sales ுந
	A Systeme
	🝰 Vertrieb, Messen & Roadshows

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.

1/10

Last
update:
2019/10/25
14:09

TrackEmployeePres	encesView Parameter
Please select date interval	
Employee	*
	U
Units	v
	↓ ≥ × ∛ b 4
	🗖 📣 🗥 Marketing and Sales
Begin	01.10.2009 💽 🗸
End	31.10.2009 🖃 🗸
Start	

	ackemployeerresencestiew				
Preview	Reset	Save		Close	
Employee	Timothy Jones	Conner Jane		Tate Adam	
L					
Th 01.10.20		×	~		*
Fr 02.10.20	Holiday	×	~		•
Sa 03.10.20	109				
Su 04.10.20	109				
Mo 05.10.20	109 On this day something else was tra	icked	~		~
Tu 06.10.20	09 On this day something else was tra	icked	~		•
We 07.10.20	109 Holiday	×	~		~
Th 08.10.20	09 On this day something else was tra	icked	~		~
Fr 09.10.20	09	×	~		•
Sa 10.10.20	109				
Su 11.10.20	109				
Mo 12.10.20		×	~		~
Tu 13.10.20		×	~		•
VVe 14.10.20	.09	*	~		*
Employe	e Timothy Jones	Conner Jane		Tate Adam	

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.

Trac	kEmployeePresencesView		
Preview	Reset	Save	Close
Employee	Timothy Jones	Conner Jane	Tate Adam
Th 01.10.2009	~	~	~
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	Tate Adam
Th 15.10.2009	*	Holiday 👻	*
Fr 16.10.2009	~	Holiday 💙	~

After saving all changes are transferred in the system.

Save	
Conner Jane	
	*
	~
Holiday	~
Holiday	~
Holiday	*
Holiday	*
Holiday	*
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...

X	Trackl	EmployeePresencesView		
Pr	eview	Reset	Save	
Em	ployee	Timothy Jones	Cotoner Jane	
Th	01.10.2009	Holiday 💙		~
Fr	02.10.2009	Holiday 🗸		~
Sa Su	03.10.2009 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 Su	10.10.2009 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	v		*
Fr	16.10.2009	Holiday End		~

 \ldots and then the holiday from 16.10.2009 bis 30.10.2009 \ldots

Fr	16.10.2009	Clear	~
Sa Su Mo	17.10.2009 18.10.2009 19.10.2009		~
Tu	20.10.2009	On this day something else was tra	acke
We	21.10.2009		×
Th	22.10.2009		~
Fr	23.10.2009	Holiday	~
Sa Su	24.10.2009 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.

🗙 🔝 Intro			
Standard Module Mein Intro Intro 2	Intro 3 Intro 4 Intro 5 Intro 6	Intro 7 Intro 8	
Extras	Tracking		
Absence application	TimeTracker		\bigotimes
Planning	Selected days	~	
🔀 🔯 TimeTracker Timothy Jones			
₩ ★ ★ 二 10 20	🔽 🥥 🔲 St	art time tracker on login	
20.10.2009	month and apply for approval of A	•	▼ Q
From To Time Job	Line Cost unit	1	Note
Tuesday, 20.10.2009			
08:00 - 14:40 = 6:40 ^h Come and leave	~		Come in
10:30 - 13:47 = 3:17 h 3-3 Programming 4-3 -	3 Introduction Projectile 🗸	▼ Q	Programming from Introduction Consult
13:47 - 14:40 = 0:53 h 3-2 Installation Projectile	e - 3 Introduction Projectile 👻	¥ Q	Installation from Projectlie
15:10 - 18:00 = 2:50 h Come and leave	~		Go out
∑ ^{9:30 h} 4:10 h			

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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
e 600 🕂 🕅 🗘 20.10.2009 🔤 🗸 🔷 20.04.2010 🔤 🗸 Ņ
2009 2010 Oct. November December January February March April 14 1 2 3 4 5 6 7 8 9 1 1 1 2 3 4 5 6 7 8 9 1<
Tate Adam (Holiday) I Tate Adam (SpareTimeCompensation) I
Scheduled AppliedFor Confirmed Denied BankHoliday
Rest Holidays Applied-for Holidays DeltaTime AppliedNextYear O Days O Days O Days
Choose Absence Comment
Apply for Absence
Remove Absence

...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 a holiday from 10.11.2009 until 24.11.2009.

Absence application
Application for Holiday
600
2009 2010 Oct. November December January February March April 14 1 2 3 4 5 6 7 8 9 4
Tate Adam (Holiday) Tate Adam (SpareTimeCompensation)
Scheduled AppliedFor Confirmed Denied BankHoliday
Rest Holidays Applied-for Holidays DeltaTime AppliedNextYear
O Days O Days O Days O Days
Choose Absence Comment
Apply for Absence

After confirming the application...

i	Please confirm application for Holiday: 10.11.2009 - 24.11.2009
	K

...the applied holiday is visualized...

	600 🕂 🍋 20.10.2	:009	•	2	0.04.2010		> >									
		2009			2010											
		Oct.	November	December	January	February	March	April								
14					1 2 3 4	5678	9									
	Tate Adam (Holiday)															
57	Tate Adam (SpareTimeCompensation)		(m)		1											
	Scheduled AppliedFor Confirmed Denie	ed Ba	ankHoliday													

...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 (Julia Mueller) gets...

und der Vorgesetzte (Manager, Personal, Projekt- oder Unitmanager) bekommt eine interne Benachrichtigung. Im Beispiel wird der Unitmanager (Julia Müller) des Antragstellers ...



... informiert und erhält eine Abstimmung.

Über die Abstimmung wird der Mitarbeiter über eine interne Benachrichtigung informiert.



In der Workflow-Engine kann im Menüpunkt Abstimmung ...

X Q Vote	?
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 approva	-11 d
Rest Holidays and flex time	
Vote	
Comment	
No comment	
Agree	Disagree
Cancel	

... der Urlaub genehmigt oder abgelehnt werden.

Der Antragssteller erhält vom System eine Benachrichtigung über die Abstimmung.

In Abhängigkeit des Abstimmungsergebnisses wird der Urlaub in der Abwesenheitsbeantragung des TimeTrackers graphisch als Urlaub oder abgelehnter Urlaub dargestellt.

	600 🕂 🌔 20.10.2	009 🖪 🗸 🌔	🔶 🔶 20.04.2010		
		2009	2010		
		Oct. November	December January	February March	April
14			1 2 3 4	56789	
╬	Tate Adam (Holiday) Tate Adam (SpareTimeCompensation)				
	Scheduled AppliedFor Confirmed Denie	d BankHoliday			

Charts

Die Kalenderübersichten zeigen die An- und Abwesenheiten ausgewählter Mitarbeiter über frei definierbare Zeiträume an (siehe auch Auswertungssystem).

Fileset																														
Calendar overview l																														
	200	9																												
	October																													
	1	2	3 4	5	6	7	8	9	1.0	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Belsito Marina	<u> </u>		_		_			-				_							-		_					-	T			
Conner Iane																														
Hahn Katrina																														
Tate Adam																														
Timothy Jones																		-					-							
Williams George																											+	-		
		Ho Ho Pri Sio Sp	oliday oliday ness esent oject t ckness areTir	and time ; neCi	Weel sper	kend nt	1 tion																							

Anmerkung: Die Abwesenheiten im System sind die Grundlage für das gesamte Ressourcenmanagement. Bei allen Ressourcenauswertungen (hier Auslastungsübersicht III) und Vorschlägen wird die geplante Abwesenheit der Mitarbeiter berücksichtigt.

	200	9																	
	Octo	ber										 							
	Week 40 Week 41 Week							eek	42		Week 43 W						:44		
	1 2	3	4 5	6	7	8 9							20			25			
Conner Jane					_														
3-4 Project Management																			
3-6 Customizing					_											_			
7-1 Conception for combining Projectile and SAP CO/FI	_							_			_								
Tate Adam	_				_			_				_							
3-3 Programming 4-3	-														-				
3-7 Programming	-																		
Timothy Jones	-				-											_			
3-1 Conception for combining Projectile and SAP CO/FI	-															_			
3-2 Installation Projectile										-			1 1	-		_			
7-1 Conception for combining Projectile and SAB CO /EL																_			
		Ov Ful No Vac Tin	erLo: IICap rmal cation ne en	aded acity n tak ıtries	(; :(;	≻100 ≻80.C	.0%))%))											
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