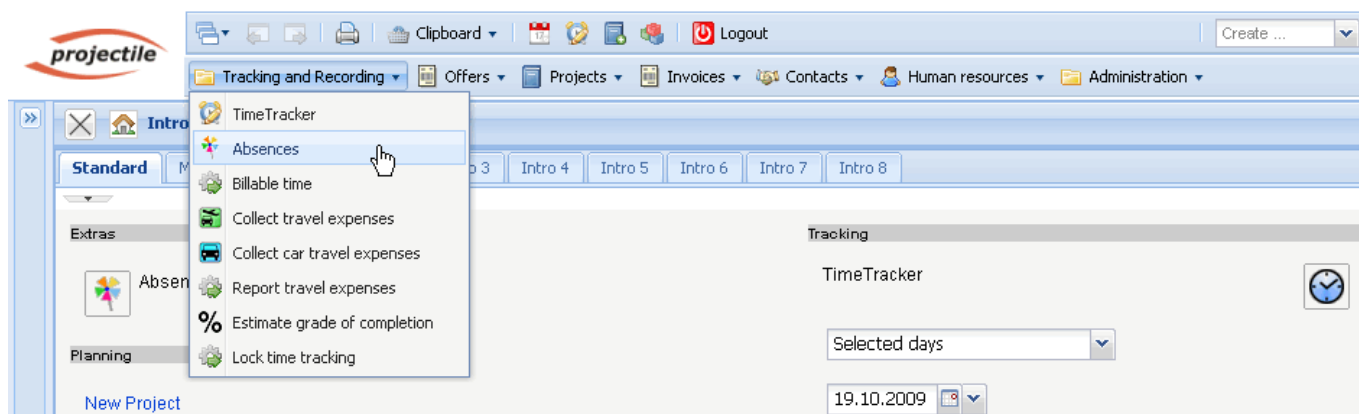


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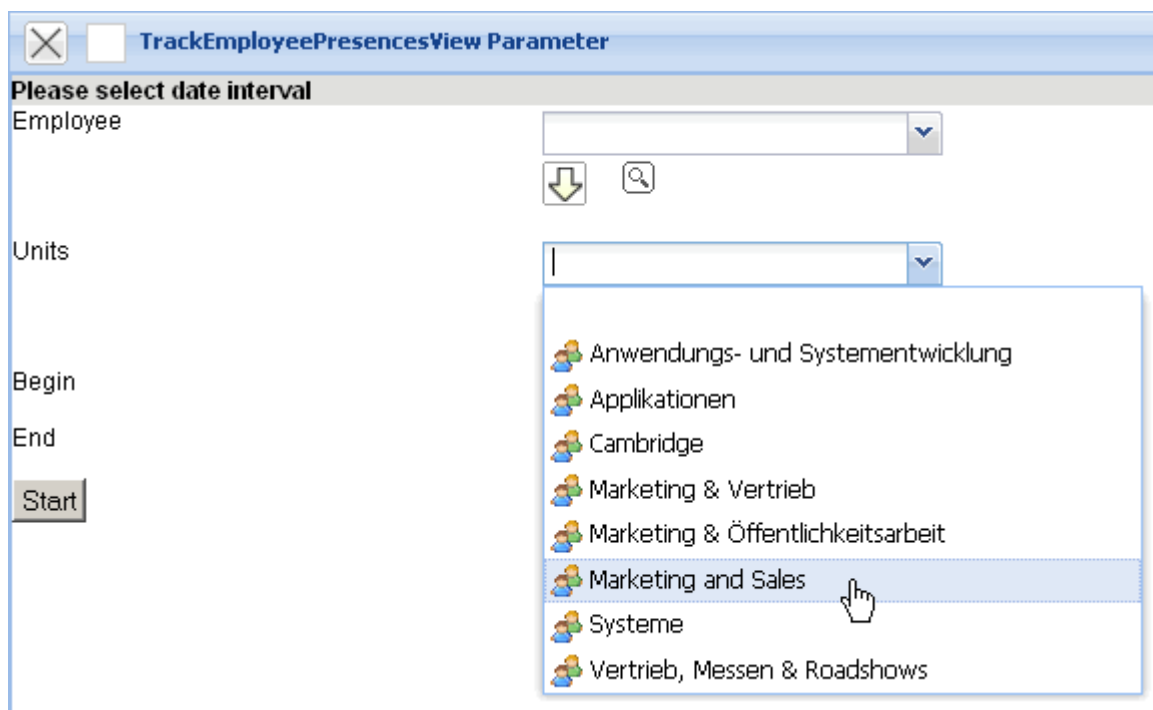
4.08.2 Recording Absences

Central Absence Recording

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

Please select date interval

Employee

Units

☐ Marketing and Sales

Begin

01.10.2009

End

31.10.2009

Start

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

TrackEmployeePresencesView

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...

×

TrackEmployeePresencesView

Preview

Reset

Save

Employee	Timothy Jones	Conner Jane
Th 01.10.2009	Holiday	
Fr 02.10.2009	Holiday	
Sa 03.10.2009	On this day something else was tracked	
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	On this day something else was tracked	
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.

From	To	Time	Job	Note
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	Programming from Introduction Consult
13:47	14:40	0:53 h	3-2 Installation Projectile - 3 Introduction Projectile	Installation from Projectile
15:10	18:00	2:50 h	Come and leave	Go out
Σ		9:30 h	4:10 h	

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

14

2009												2010											
Oct.			November			December			January			February			March			April					
☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒			
Tate Adam (Holiday)																							
Tate Adam (SpareTimeCompensation)																							

Scheduled AppliedFor Confirmed Denied BankHoliday

Rest Holidays Applied-for Holidays DeltaTime AppliedNextYear

Days
 Days
 Days
 Days

Choose Absence Comment

Holiday

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 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

14

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 Apply

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

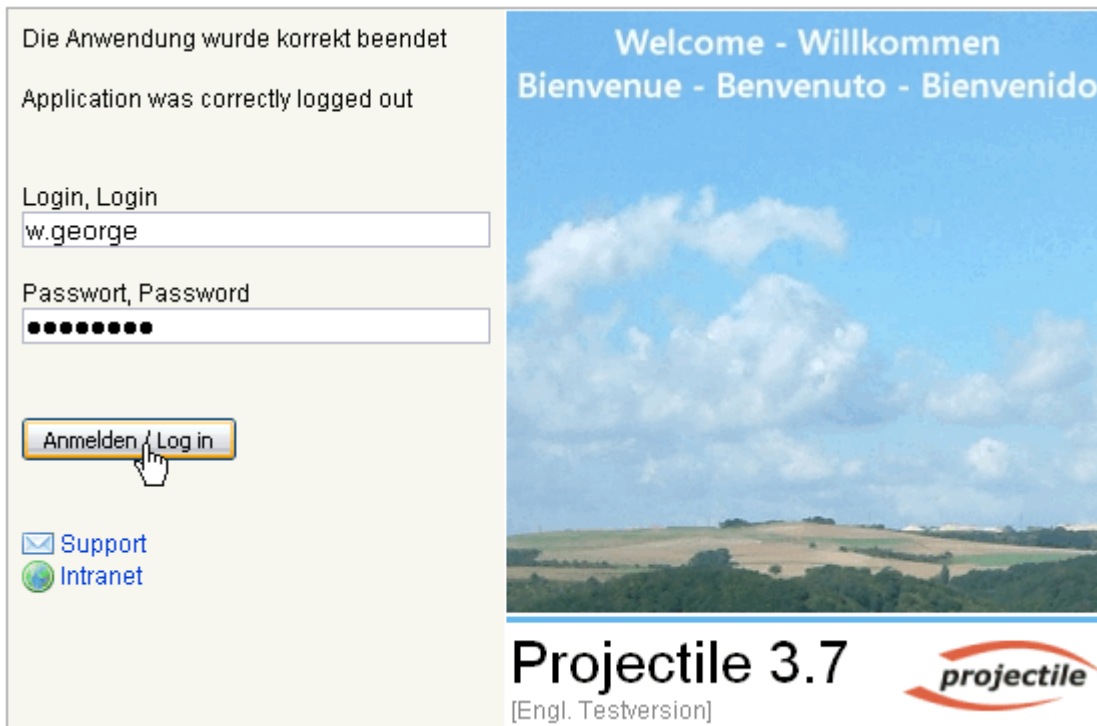
14

Tate Adam (Holiday)

Tate Adam (SpareTimeCompensation)

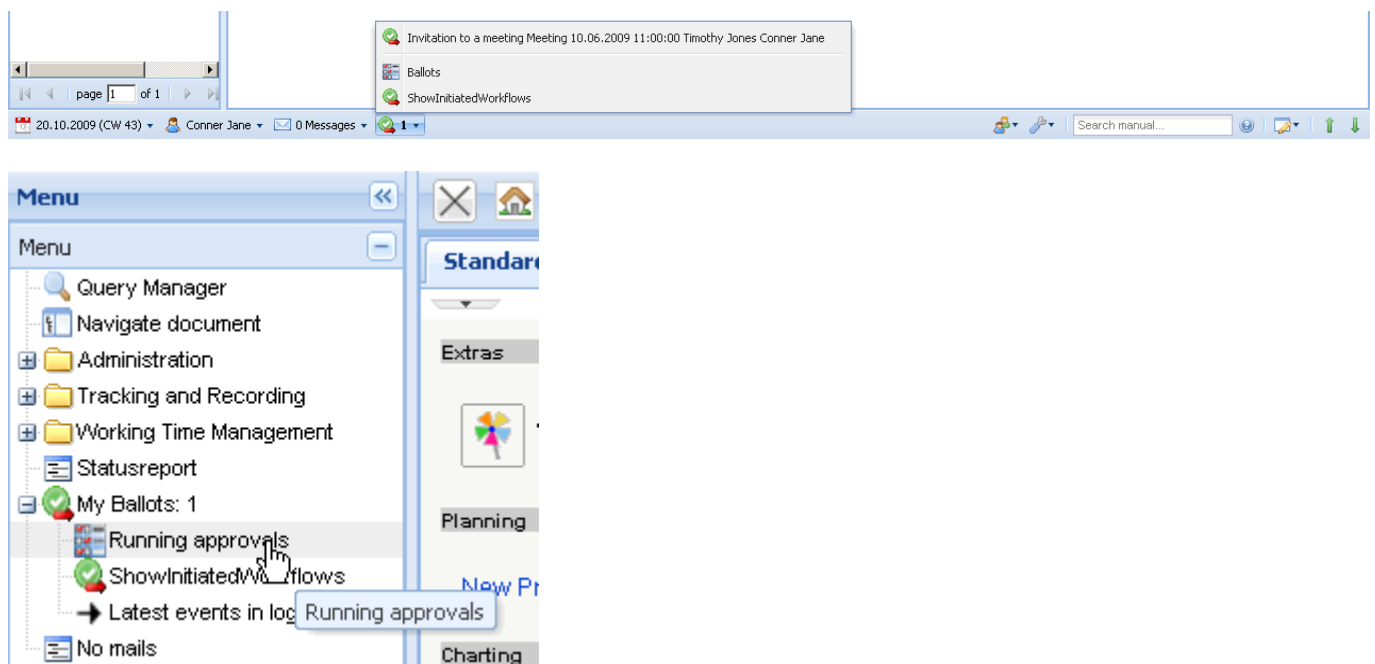
Scheduled AppliedFor Confirmed Denied BankHoliday

...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)...

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 approval

-11

d

Rest Holidays and flex time

Vote

Comment

No comment

Agree

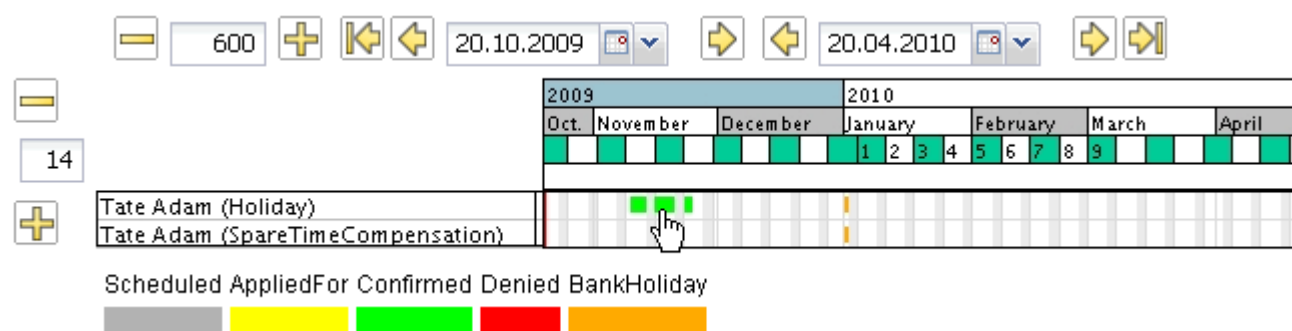
Disagree

Cancel

...the holiday can be confirmed or denied.

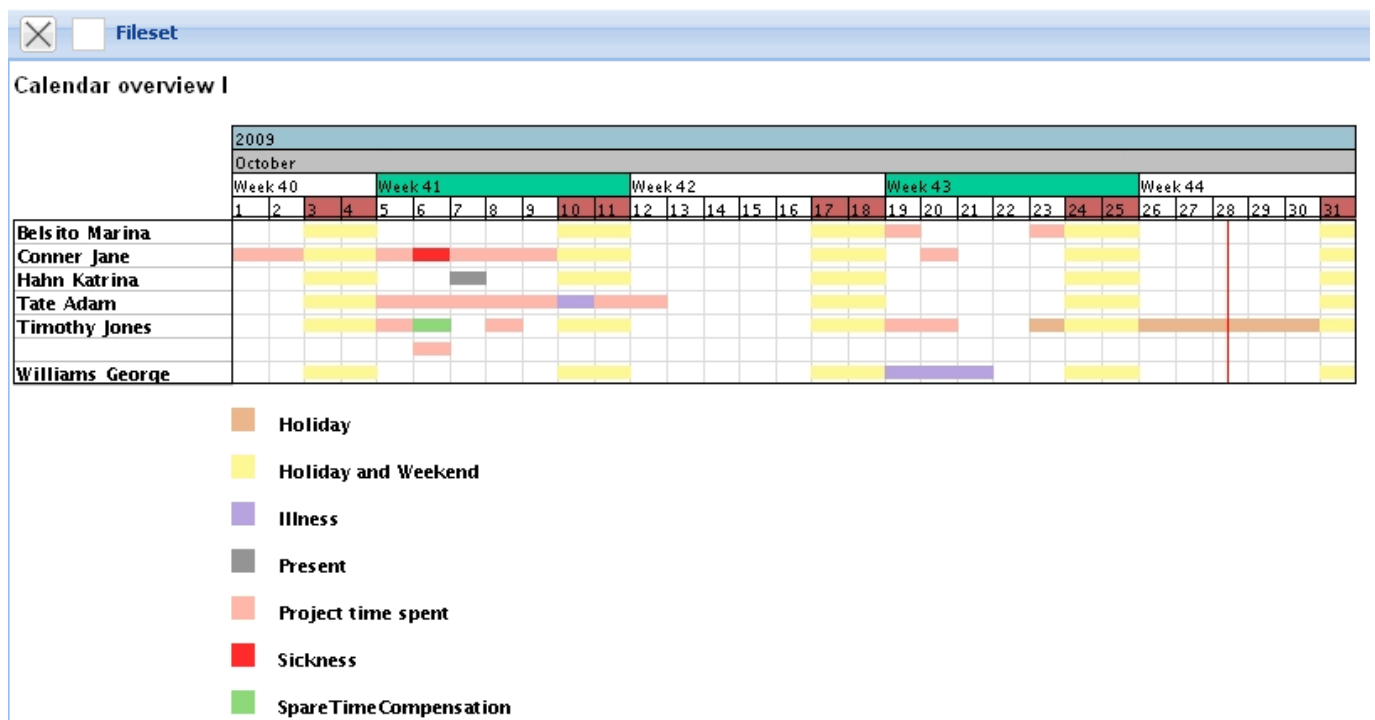
The applicant gets a message about the voting from the system.

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

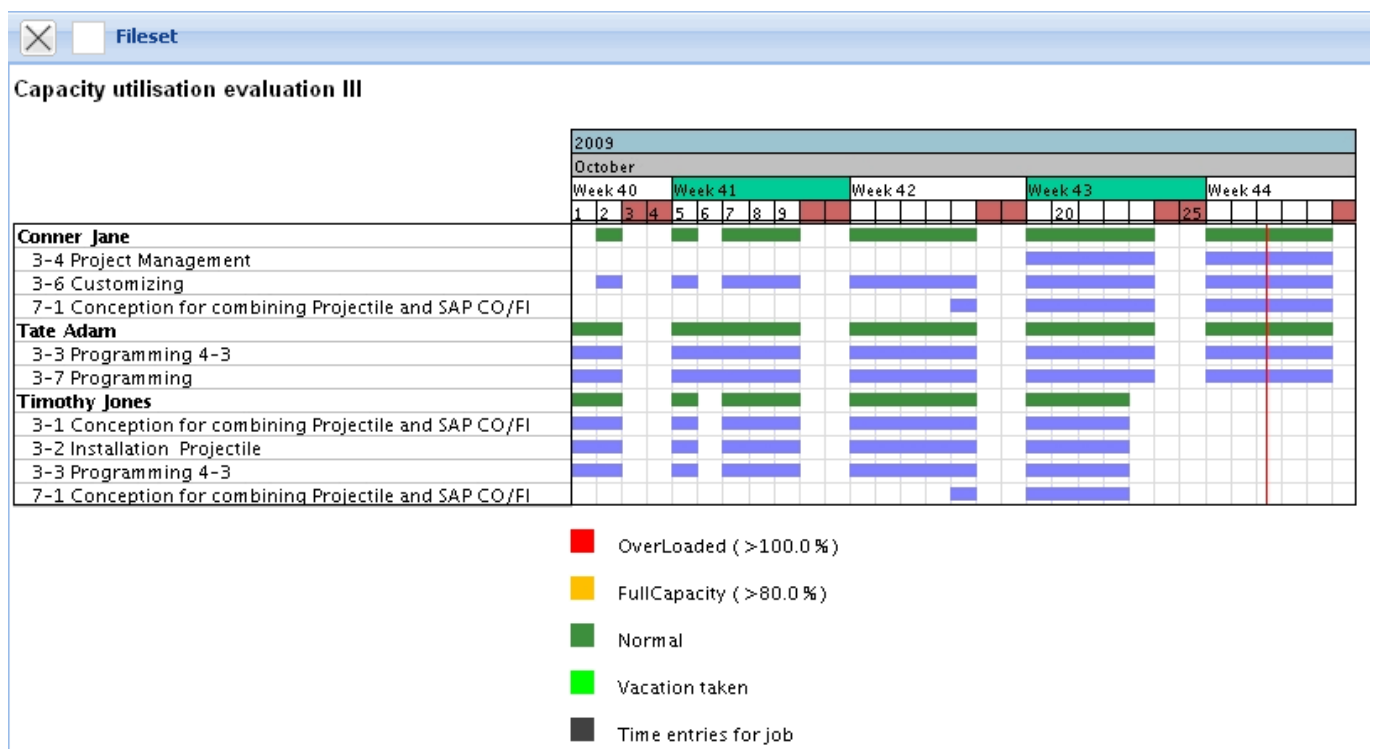


Charts

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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