Finished requests

General Information

Under this menu item, the employee has the option of receiving an overview of the **requests created by him or herself** and already **completed** (approved / rejected by a decision-maker). The archive displays the completed requests for a defined period of time in the past.

In the screenshot above, you can see,

- When the process was created (**Date of application**)
- who the applicant (Renner Rudi) was and which department / group (PP-AGB1) he belonged to (**Author of Process**)
- that it was a matter of time correction requests (**details**)
- that Renner Rudi was in all cases the applicant (Star-Symbol) and Huber Peter approved it (Check Mark-Symbol) (**Progress**)
- a stopp-symbol would mean that the request was rejected

A more detailed description of the **filter functions** and the **detail view** (by clicking on the black info button / the Details button) can be found in the chapter Workflow / General Information[1].[2]

Additional function

It is possible to open a new form for the specific reason for absence (in this case a special holiday request) directly from the process details view.

Process Details

← Back   ⩔ Open Process Form

Overview

Requestor:	Adam Angelika (Created by Rennard Renate)
Employee-ID:	SuW22032801
Orgunit:	SuW-Mark
Name of process:	Sonderfehlzeit
Process ID	1204394_StdSonderFehlzeit_StdSonderFehlzeit
Started on:	May 11, 2023 1:11:30 PM
Finished at:	May 17, 2023 2:34:04 PM
Description:	Wg. Eheschließung
State:	closed.completed

Form   Progress   Variables

From-Date	14.07.2023
To-Date	14.07.2023
Absence Reason *	special leave
Comment	Wg. Eheschließung

Attachments

Felder

Name	Wert
Modul	Time & Attendance (ta)
Webdesk Actionname	getMyFinishedRequests
Artefakt-Typ	Action

1.   /daisy/personalwolke-default-en/5921-dsy.html
2.   /daisy/personalwolke-default-en/5921-dsy.html