

# Time Base

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## General

**Standard employees** have the possibility

- to **book** attendances and absences
- use the menu items
  - **Info**
  - **Requests**
  - **Workflow Management**
  - **Options**

**Management employees** have the possibilities of the standard employee and additionally

- the menu item **Management**
- the menu item **Reports** for various evaluations concerning the company / the employees

**Admin employees** have the possibilities of the standard employee and additionally

- the menu item **Administration** to perform administrative tasks concerning the company / the employees.

Of course, one or more employees can also be assigned the management and administration ability at the same time.

**Workflows are controlled** by freely assigning the **roles** of supervisors and personnel to individual employees and/or groups.

*The functions in detail:*

## Booking

### Info

- [Master data / accounts](#)<sup>1</sup> (overview of own master data and account values (balance, vacation, sick days))
- [Journal](#)<sup>2</sup> (overview of attendance/absence times in current and past months)
- [Calendar](#)<sup>3</sup> Calendar (overview of absences such as vacation, sick leave, special vacation, etc.)
- [Group calendar](#)<sup>4</sup> (overview of absences, e.g. holidays, sick leave, special leave, etc. for the entire group (department))
- [Attendance list](#)<sup>5</sup> (overview of currently present / absent colleagues / employees in the company)

### Requests

- [Zeitkorrektur](#)<sup>6</sup> time correction
  - *Positive: Present, off-site work, doctor's visit, various absences, teleworking*
  - *Negative: Present (e.g.: subsequent booking of a lunch break)*
- [Storno Zeitkorrektur](#)<sup>7</sup> Cancellation time correction
  - *Delete incorrect attendance times from the system (e.g. post pause later)*
- [Fehlzeit](#)<sup>8</sup> Absence time
  - *Vacation paid, time compensation, business trip, seminar, sick with continued pay*
- [Fehlzeit Storno](#)<sup>9</sup> Cancellation Absence time

- *Delete incorrect absence times from the system (for example, move vacation)*
- **Sonderfehlzeit**<sup>10</sup> special absence time
  - *Special paid vacation, cure, nursing leave*
- **Krankmeldung**<sup>11</sup> (für Kollegen) *Illness notification (for colleagues)*
  - *Reason for absence is automatically continued until the employee logs in again.*
- **§20 AZG Außergewöhnliche Fälle**<sup>12</sup> §20 AZG Exceptional cases
  - *Request for crediting unvaluated working time*

## Workflow Management

- **Offene Aufgaben**<sup>13</sup> *Open tasks / archive of completed tasks (for managers for approval, rejection, review)*
- **Offene Anträge**<sup>14</sup> *Open requests / archive of completed requests (for employees to see an overview of their own requests)*

## Administration

- **Organigramm**<sup>15</sup> *Organigram (structure of the company, persons / groups within the company move)*
- **Mitarbeiterverwaltung**<sup>16</sup> *Employee administration (master data, group membership, role assignment, time models)*
- **Gruppen / Abteilungen verwalten**<sup>17</sup> *Manage groups / departments (hierarchical structure, loose groups, role assignment, person assignment)*
- **Rollenverwaltung**<sup>18</sup> *Role management (assignment of roles to supervisors / personnel to persons / groups)*
- **Benutzer umschalten**<sup>19</sup> *Toggle users*
- **Zeitkorrektur-Client**<sup>20</sup> *Time correction client (monthly and daily view for correction of times) - only available for owners of the role "Personnel"!*
- **Fehlzeit- Client**<sup>21</sup> *Absence time client (entry of absence times over one or more days)*

## Options

- **Passwort ändern**<sup>22</sup> *Change password*
- **Einstellungen**<sup>23</sup> *Settings (mail notification, deputy regulation, language)*

1. /daisy/personalwolke-default-en/Time-Base/9978-dsy/ta\_showPersonalData.cact.html
2. /daisy/personalwolke-default-en/Time-Base/9978-dsy/ta\_getJournal.cact.html
3. /daisy/personalwolke-default-en/Time-Base/9978-dsy/ta\_getCalendar.cact.html
4. /daisy/personalwolke-default-en/Time-Base/9978-dsy/ta\_getGroupCalendar.cact.html
5. /daisy/personalwolke-default-en/Time-Base/9978-dsy/ta\_getAttendanceTableau.cact.html
6. /daisy/personalwolke-default-en/Time-Base/10091-dsy/StdZeitkorrektur.proc.html
7. /daisy/personalwolke-default-en/Time-Base/10091-dsy/StdStornoZeitkorrektur.proc.html
8. /daisy/personalwolke-default-en/Time-Base/10091-dsy/Fehlzeit.proc.html
9. /daisy/personalwolke-default-en/Time-Base/10091-dsy/FehlzeitStorno.proc.html
10. /daisy/personalwolke-default-en/Time-Base/10091-dsy/Sonderfehlzeit.proc.html
11. /daisy/personalwolke-default-en/Time-Base/10091-dsy/Krankmeldung.proc.html
12. /daisy/personalwolke-default-en/Time-Base/10091-dsy/AntragDeaktivierungKappung.proc.html

13. /daisy/personalwolke-default-en/Time-Base/10064-dsy/wf\_getMyToDos.act.html
14. /daisy/personalwolke-default-en/Time-Base/10064-dsy/wf\_getMyOpenRequests.act.html
15. /daisy/personalwolke-default-en/Time-Base/10473-dsy/po\_orgBuilder.act.html
16. /daisy/personalwolke-default-en/Time-Base/10473-dsy/5885-dsy.html
17. /daisy/personalwolke-default-en/Time-Base/10473-dsy/Groups.html
18. /daisy/personalwolke-default-en/Time-Base/10473-dsy/po\_showRoles.act.html
19. /daisy/personalwolke-default-en/Time-Base/10473-dsy/po\_switchToOtherUser.act.html
20. /daisy/personalwolke-default-en/Time-Base/6201-dsy/ta\_correctionClient\$Prof.cact.html
21. /daisy/personalwolke-default-en/Time-Base/10473-dsy/9874-dsy/ta\_absenceClient.cact.html
22. /daisy/personalwolke-default-en/5888-dsy.html
23. /daisy/personalwolke-default-en/Time-Base/Settings/wf\_getUserSetup.act.html