

Abwesenheitsverwaltung

The absence management allows you to control, evaluate and manage absences of your personnel.

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Summary

For what should i use the absence management

The absence management module gives you access to all your personnel's absences. With this you can quickly and conveniently manage holidays, exemptions, sick days and other absences. You can see at a glance who has holidays, sick days or other days off as educational leave, special leave or further education. In convenient monthly and yearly views you can see which of your employees will be present or absent, and how groups or departments will be filled.



General basics of the module

Each absence entry always belongs to an absence type and is always assigned to exactly one person. Each absence type can be assigned an individual color and an abbreviation.

Absence management functions

Monthly overview

The monthly overview shows you all absences of a month for a selected group of persons.
By default, you always see the current calendar month for all your personnel. But you can always select a different month and / or a different group of people via the filter settings.
If you want more information about a stored absence, you only have to move the mouse over an entry and all stored information will appear. Via the action menu at the end of each person line, you can jump to the year overview for them.
If you use the YellowTimeManager, you have the option of displaying the work status of the persons ("time recording data"). By this you can quickly recognize whether a person was absent uninvited or whether a person has worked despite registered absence.

Schaltflächen		
	<i>Reload</i>	Reloads the monthly overview, with all currently selected filter settings
	<i>Add new absence</i>	Opens a dialog for creating a new absence




Yearly overview

The yearly overview shows you all absences of a year for a single person.

By default, the current calendar year is always displayed. But you can always select another year and / or another person via the filter settings.

If you want more information about a stored absence, you only have to move the mouse over an entry and all stored information will appear.

If you use the YellowTimeManager, you have the option of displaying the work status of the persons ("time recording data"). By this you can quickly recognize whether a person was absent uninvited or whether a person has worked despite registered absence.

Schaltflächen		
	<i>back to monthly overview</i>	Opens the monthly overview of the current calendar month
	<i>Reload</i>	Reloads the year view with all currently selected filter settings
	<i>Add new absence</i>	Opens a dialog for creating a new absence

Add new absence

If you would like to add a new absence for a person, simply click on the calendar icon ("Add new absence"), a free calendar day or, while holding down the mouse button, mark several consecutive days in the overview. In the subsequent dialog, you can change the previously made selection at any time. Each absence is subject to a conflict check before saving. This is to avoid that you overlap several absence entries and thus lead to unwanted results.

If you want to enter an absence for several persons at the same time, you can select "several persons" in the mask via the personnel selection. This will open an overview of the total available staff.

If you use the YellowFox product "TachoComplete", you will have the additional option "create other activities certification afterwards" for people with a driver card. This will give you the opportunity to create the required EU certificate (REGULATION (EC) NO 561/2006) for drivers as well.

Werte	
<i>person</i>	For which person (s) the absence should be created
<i>time range</i>	From when to when should the absence be entered
<i>share</i>	How much should the target working time be reduced
<i>absence type</i>	The reason for the absence. Can be edited via "Personnel Management> Settings> Absence Management".
<i>remark</i>	A note to deposit, for example, why this absence was created.

Edit absence

If you want to edit an existing absence, you can open a context menu with a simple mouse click on a desired entry, if you have the authorization to do so (see "Portal Rights"). Here you have the option "edit absence" to choose from. You can use the following mask to set all the parameters of the absence.

Each absence is subject to a conflict check before saving. This is to avoid that you overlap several absence entries and thus lead to unwanted results.

Delete absence

If you want to delete an existing absence, you can open a context menu with a simple mouse click on a desired entry, if you have the authorization to do so (see "Portal rights"). Here you have the option "Delete absence" to choose from.

After a new security question and its confirmation, the absence is deleted from the system.

Settings

You can find the settings for the absence management via the settings area in the respective module by also finding the absence management itself.

Absence types/reasons

All useable absence types/reasons for your company are presented in an overview table.

Here you have the possibility to change existing reasons for absence, to delete or to create new reasons for absences. Each absence type/reason always consists of a name and an shortcut with a maximum of 2 letters. In addition, it is possible to specify a self-defined color for an absence type/reason. This color is used in various reports and graphical overviews.

By default, YellowFox specifies 4 reasons for absence (vacation, sick, free, duty). These entries can not be deleted. You can adapt these to your own specifications.