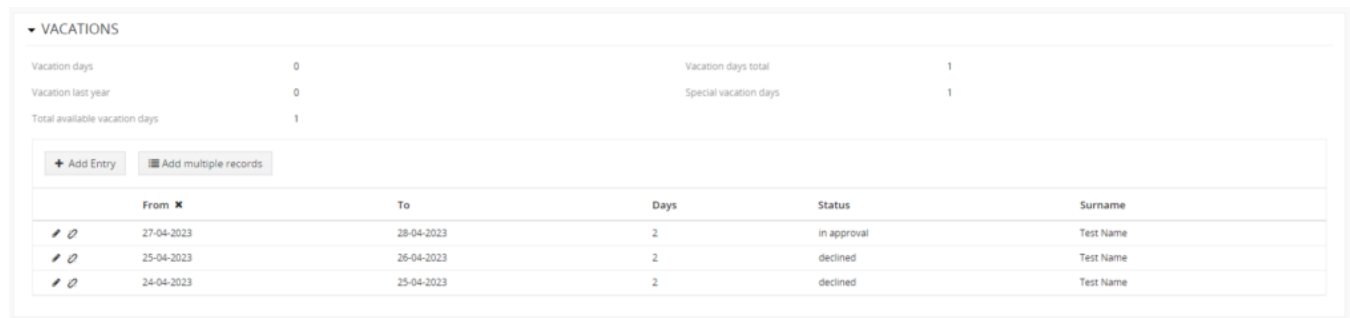




HR-Software ENG

Calculation of vacation days

Each employee has vacation days that can be used during the defined period.



▼ VACATIONS					
Vacation days	0	Vacation days total	1		
Vacation last year	0	Special vacation days	1		
Total available vacation days	1				
+ Add Entry Add multiple records					
From	To	Days	Status	Surname	
27-04-2023	28-04-2023	2	in approval	Test Name	
25-04-2023	26-04-2023	2	declined	Test Name	
24-04-2023	25-04-2023	2	declined	Test Name	

The “Vacation entitlement per year” field means all the days available for the current year.

The field “Remaining leave current year” means how many days the employee can still use (leave entitlement+remaining leave from previous year).

The field “Remaining leave from previous year” means how many days are left from the previous year.

Special leave days can be added in the “Leave” module (see next point).

If the leave is approved and has the absence type “Leave”, the number of days will be deducted from “Total leave days” and “Special leave days”. The fields “Remaining leave current year” and “Remaining leave from previous year” cannot be edited and are calculated automatically (based on leave entitlement and leave taken).

If the vacation overlaps with weekends or holidays, these days do not count towards the total vacation days. The vacation days are taken from the location record assigned in the person record:

Main info			
Lastname	Test Name	Birthname	
Firstname	Redoo Mitarbeiter 2	Personal number	02311
Personal Nr.		Birthdate	
Birthplace		Training for	
Beginn der Tätigkeit		Tätigkeitsbeschreibung	
Location	Berlin	Position	Director
Profile picture		Inactive	No
Boss 1	Test Mitarbeiter, Redoo	Boss 2	
Card number		Dienstplanung	No
Deputy 1st supervisor			

The deadline for vacations

By default, you cannot use vacation days from the previous year after 03/31. If you want to change this date or remove the "Deadline", go to Settings -> Other settings -> Personnel and uncheck the box.

HOME > Other Settings > Employees

Personal Configuration

Vacation day usage limit: End date for previous year's leave usage (format: MM-DD)
March 31 = 03-31

Maximum overtime per day (hours) Smallest overtime unit Crediting tolerance times

Days without recording are minus hours Calculate overtime from this day Display intranet blocks

Vacation report months font size Skip first approval step for: Display Dokumente & Widget block

Departments with no-emails

Personal Report

Holidays color Weekend color
Empty = no restriction

"Update vacation days" cron

There is a cron that automatically recalculates vacation days for all employees & deletes reserved vacations that are not approved but are started today. This cron is run daily (every 24 hours).

