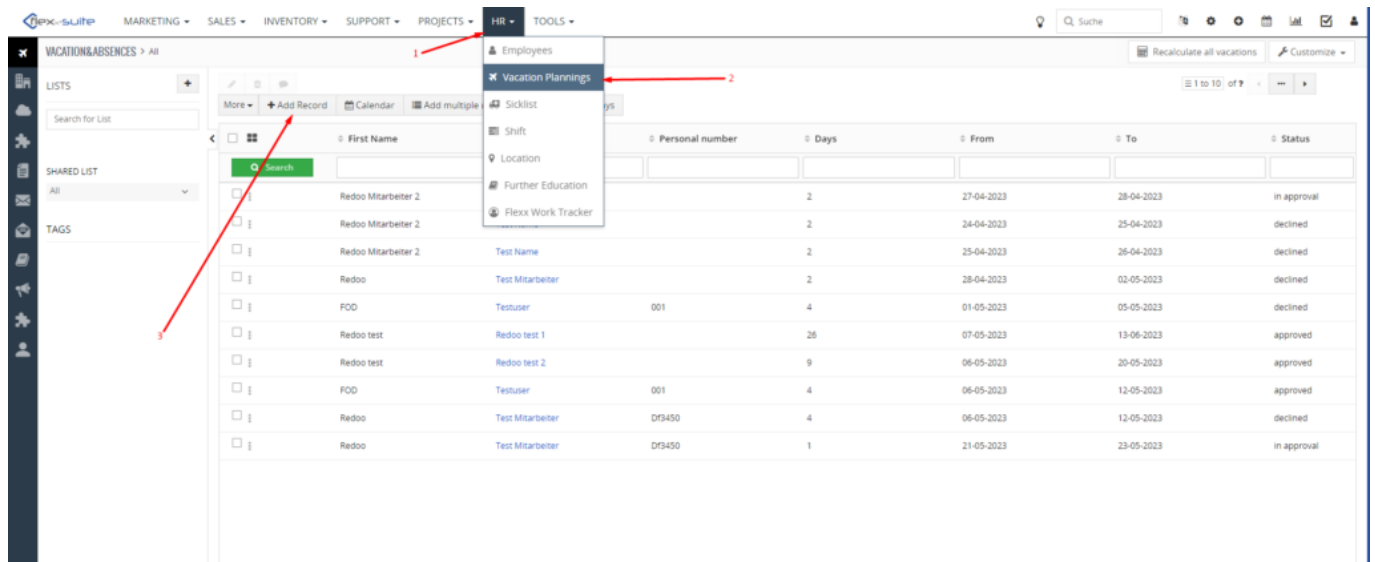




HR-Software ENG

Creation of a vacation request via the "Vacation Plannings" module

Go to "Vacation Plannings" in the menu and select "Add Record".



Fill in all the required fields.

The following fields are important: "From", "To" and "Absence type" (here select the "Vacation" option so that the vacation days are deducted from the "Remaining vacation of this year").

Please note that some fields are filled in automatically. On the right you can see which employees have booked vacations in this period.

The screenshot shows the 'Creating New Entry' form in the 'VACATION&ABSENCES' module. The form is divided into several sections:

- Information:** Fields for Person (Testuser, FOD), Personal number (001), First Name (FOD), Surname (Testuser), From (10-05-2023), To (17-05-2023), Note, and Absence type (Select an Option).
- Employee Data:** Fields for Position and Address.
- Vacation request data:** A summary table showing 6 vacation days and 21 total days.
- Table:** A table listing employees and their vacation periods.

Mitarbeiter	Position	From	To
FOD, T.	technisches Personal	06-05-2023	12-05-2023
Redoo, T.	technisches Personal	06-05-2023	12-05-2023
FOD, T.	technisches Personal	11-05-2023	11-05-2023
FOD, T.	technisches Personal	11-05-2023	18-05-2023
Redoo test, R.	technisches Personal	13-05-2023	19-05-2023
Redoo, T.	technisches Personal	13-05-2023	19-05-2023

After that go to "Save". The supervisors will receive the info emails with the application information, where they can accept, reject or conditionally book the application.

