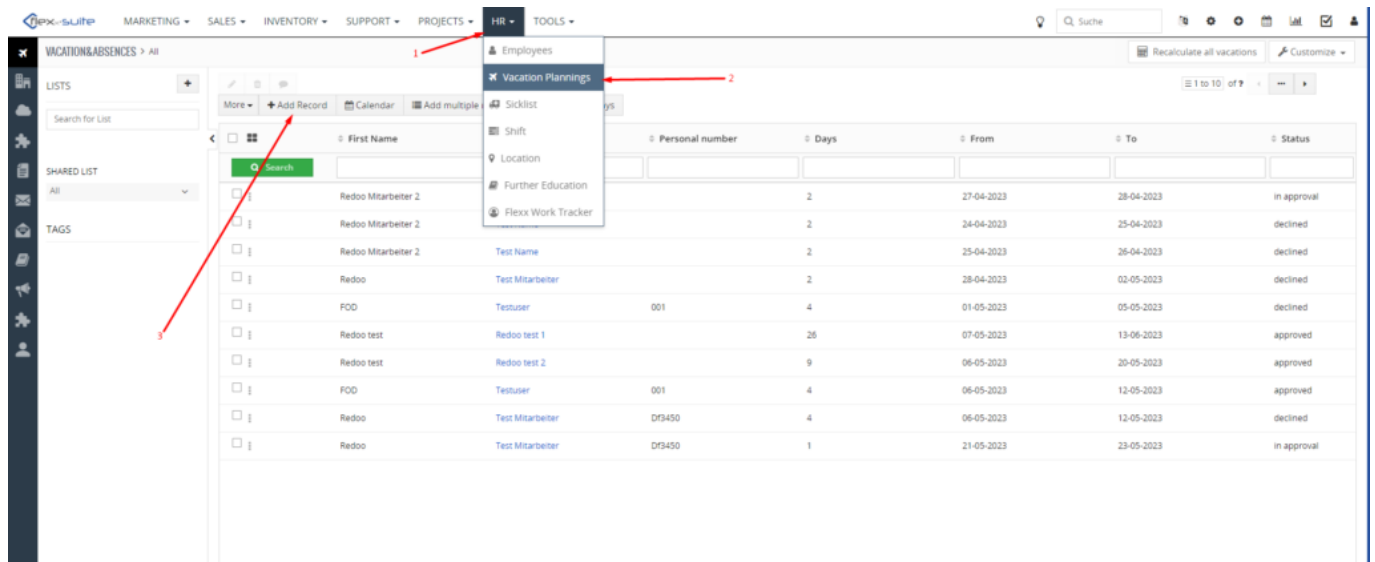




HR-Software ENG

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.

Creating New Entry

Information

Person: Testuser, FOD
Personal number: 001
First Name: FOD
Surname: Testuser
From: 10-05-2023 (Is half day)
To: 17-05-2023 (Is half day)
Absence type: Select an Option

Employee Data

Position:
Address: *

Vacation request data

Vacation days		6 Days			
Vacation days total		21 Days		Vacation days total 0 Days	

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

Save Cancel

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.

