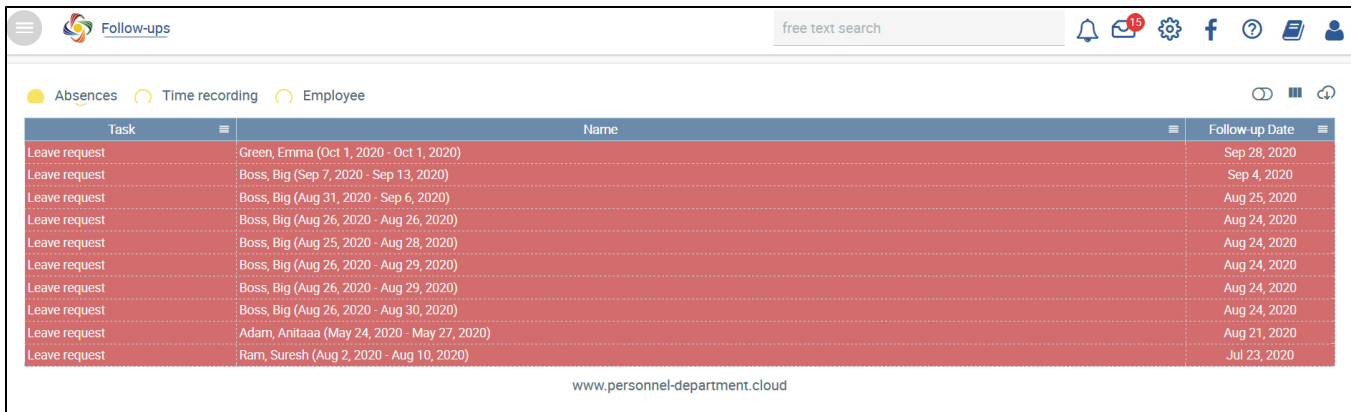


# Follow-ups for absences

Employees' requests for leave are displayed for superiors and all HR staff in their **Follow-ups** section. Once a request for leave has been processed, the entry in the **Follow-ups** application is deleted.

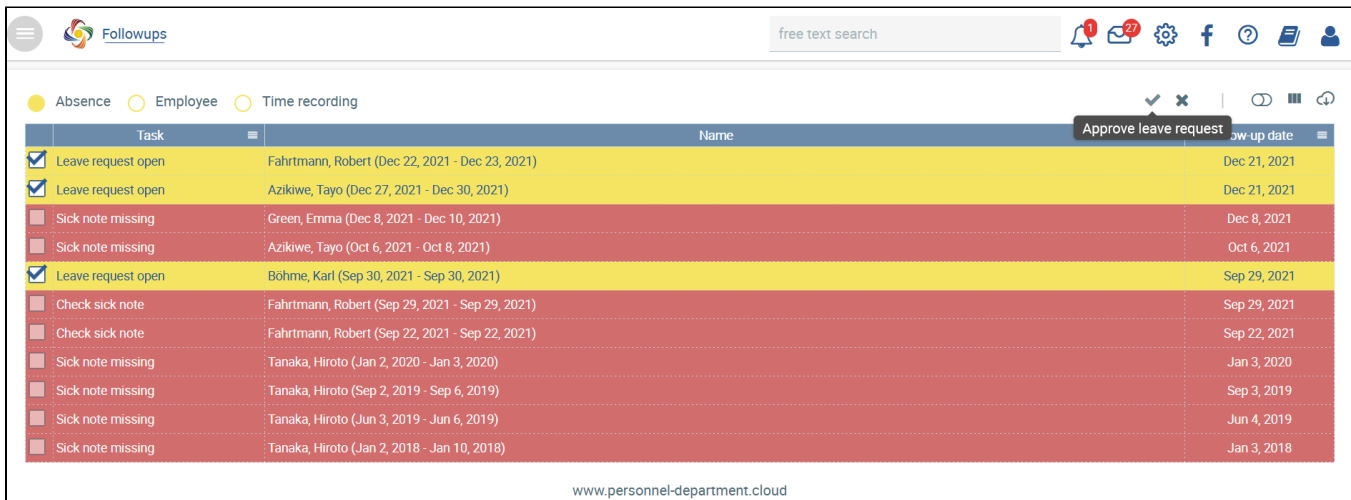


The screenshot shows the 'Follow-ups' application interface. At the top, there is a navigation bar with a search box labeled 'free text search' and several icons for notifications, settings, and social media. Below the navigation bar, there are three tabs: 'Absences' (selected), 'Time recording', and 'Employee'. The main content area displays a table with the following columns: 'Task', 'Name', and 'Follow-up Date'. The table contains ten rows of leave requests, each with a task description, the employee's name and leave period, and the follow-up date. The table is styled with a red background for the rows. At the bottom of the page, the URL 'www.personnel-department.cloud' is visible.

Task	Name	Follow-up Date
Leave request	Green, Emma (Oct 1, 2020 - Oct 1, 2020)	Sep 28, 2020
Leave request	Boss, Big (Sep 7, 2020 - Sep 13, 2020)	Sep 4, 2020
Leave request	Boss, Big (Aug 31, 2020 - Sep 6, 2020)	Aug 25, 2020
Leave request	Boss, Big (Aug 26, 2020 - Aug 26, 2020)	Aug 24, 2020
Leave request	Boss, Big (Aug 25, 2020 - Aug 28, 2020)	Aug 24, 2020
Leave request	Boss, Big (Aug 26, 2020 - Aug 29, 2020)	Aug 24, 2020
Leave request	Boss, Big (Aug 26, 2020 - Aug 29, 2020)	Aug 24, 2020
Leave request	Boss, Big (Aug 26, 2020 - Aug 30, 2020)	Aug 24, 2020
Leave request	Adam, Anitaaaa (May 24, 2020 - May 27, 2020)	Aug 21, 2020
Leave request	Ram, Suresh (Aug 2, 2020 - Aug 10, 2020)	Jul 23, 2020

## Processing several leave requests at the same time

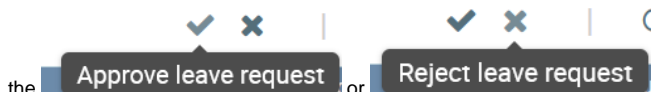
Superiors and HR staff can now approve or reject multiple leave requests from different employees at the same time via follow-ups.



The screenshot shows the 'Follow-ups' application interface with a list of leave requests. The table has columns for 'Task', 'Name', and 'Follow-up date'. Several rows are highlighted in yellow, indicating they are selected. A tooltip 'Approve leave request' is visible over the 'Follow-up date' column of the first selected row. The table contains the following data:

Task	Name	Follow-up date
<input checked="" type="checkbox"/> Leave request open	Fahrtmann, Robert (Dec 22, 2021 - Dec 23, 2021)	Dec 21, 2021
<input checked="" type="checkbox"/> Leave request open	Azikiwe, Tayo (Dec 27, 2021 - Dec 30, 2021)	Dec 21, 2021
<input type="checkbox"/> Sick note missing	Green, Emma (Dec 8, 2021 - Dec 10, 2021)	Dec 8, 2021
<input type="checkbox"/> Sick note missing	Azikiwe, Tayo (Oct 6, 2021 - Oct 8, 2021)	Oct 6, 2021
<input checked="" type="checkbox"/> Leave request open	Böhme, Karl (Sep 30, 2021 - Sep 30, 2021)	Sep 29, 2021
<input type="checkbox"/> Check sick note	Fahrtmann, Robert (Sep 29, 2021 - Sep 29, 2021)	Sep 29, 2021
<input type="checkbox"/> Check sick note	Fahrtmann, Robert (Sep 22, 2021 - Sep 22, 2021)	Sep 22, 2021
<input type="checkbox"/> Sick note missing	Tanaka, Hiroto (Jan 2, 2020 - Jan 3, 2020)	Jan 3, 2020
<input type="checkbox"/> Sick note missing	Tanaka, Hiroto (Sep 2, 2019 - Sep 6, 2019)	Sep 3, 2019
<input type="checkbox"/> Sick note missing	Tanaka, Hiroto (Jun 3, 2019 - Jun 6, 2019)	Jun 4, 2019
<input type="checkbox"/> Sick note missing	Tanaka, Hiroto (Jan 2, 2018 - Jan 10, 2018)	Jan 3, 2018

To do this, the desired lines must first be selected by activating the corresponding check boxes on the left. These can then be processed collectively using



buttons (on the right).

All notifications that do not concern leave requests are excluded from processing and marked as inactive by their colour.

A confirmation dialogue is displayed as to whether the approval or rejection should really be carried out. When it is confirmed, the previously selected records are processed and then removed from the follow-ups.

You can specify if and when you want a reminder in the "Follow-ups" section for employees on sick leave who have yet to submit a sick note. This can be done via the "Setup" application under "Company" [Days for health insurance certificate](#). When the period has elapsed, a reminder will be generated in the "Follow-ups" section for the HR staff as well as the employee on sick leave. It will be displayed in the user's **My Follow-ups** section in a separate table.

# Uploaded sick note requires validation

The screenshot shows the 'Follow-ups' interface. At the top, there are navigation icons and a search bar. Below, there are filters for 'Absence', 'Employee', and 'Time recording'. The main table lists tasks with columns for 'Task', 'Name', and 'Follow-up Date'. The entry 'Check sick note' for Robert Fahrtnann is highlighted in red. Below this, there is a section for 'Own Follow-ups' with a single entry 'Leave request open' for Boss, Big.

Task	Name	Follow-up Date
Sick note missing	Fahrtmann, Robert (Sep 29, 2021 - Oct 7, 2021)	Sep 30, 2021
Sick note missing	Fahrtmann, Robert (Sep 29, 2021 - Oct 8, 2021)	Sep 30, 2021
Leave request open	Böhme, Karl (Sep 30, 2021 - Sep 30, 2021)	Sep 29, 2021
<b>Check sick note</b>	<b>Fahrtmann, Robert (Sep 22, 2021 - Sep 22, 2021)</b>	<b>Sep 22, 2021</b>

Task	Name	Follow-up Date
Leave request open	Boss, Big (Sep 28, 2021 - Sep 29, 2021)	Sep 27, 2021

www.personnel-department.cloud

An employee reports sick and uploads a sick note. For HR users, an entry indicating that a sick note was uploaded and needs to be checked is generated in their **Follow-ups** section.

This screenshot is identical to the one above, showing the 'Follow-ups' section with the 'Check sick note' entry for Robert Fahrtnann highlighted in red.

By clicking on this entry, the **Absences** view of the employee is displayed, and the sick note can be checked and signed off using the button.

The screenshot shows the 'Absences' view for Robert Fahrtnann. At the top, there are navigation icons and a search bar. Below, there are tabs for 'Employees Overview', 'Absences List', and 'List of additional/residual leave'. The 'Absences List' is active, showing a table with columns for 'Official email address', 'Surname', 'First Name', 'Department', 'Basic leave', 'Additional leave', 'Cost Centre', 'Remaining leave previous year', 'Total', 'Taken', 'Approved', 'Requested', 'Planned', 'Sick', 'Planned', and 'Sick'. Below this, there is a section for 'Absence' with a table of absences. The entry for 'Sick' on Sep 10, 2021, has a status of 'in examination' and a 'Check' button next to it.

Official email address	Surname	First Name	Department	Basic leave	Additional leave	Cost Centre	Remaining leave previous year	Total	Taken	Approved	Requested	Planned	Sick	Planned	Sick
Robert.Fahrtmann@company.com	Fahrtmann	Robert	Production	21.5	4.0	3000	0.0	25.5	14.0	0.0	0.0	0.0	10.0	0.0	10.0

Type	Start	End	Duration (days)	Subject	Status	Document	Modified by	Modified on	Check
Sick	Sep 10, 2021	Sep 10, 2021	1.0	Krank	in examination	rocket-6111769_640.png	Robert.Fahrtmann@company.com	Sep 10, 2021	<input type="checkbox"/>
Sick	Sep 9, 2021	Sep 9, 2021	1.0	Krank	in examination	1.jpg	Robert.Fahrtmann@company.com	Sep 9, 2021	<input checked="" type="checkbox"/>
Sick	Sep 8, 2021	Sep 8, 2021	1.0	Krank	checked	Krankenschein_20210908.png	Big.Boss@company.com	Sep 10, 2021	<input checked="" type="checkbox"/>
Sick	Aug 25, 2021	Aug 27, 2021	3.0	Krank	checked	Krankmeldung_01062021.pdf	Karl.Boehme@company.com	Sep 6, 2021	<input checked="" type="checkbox"/>
Sick	Jun 28, 2021	Jun 30, 2021	3.0	Krank	checked	Krankmeldung_01062021.pdf	Karl.Boehme@company.com	Sep 6, 2021	<input checked="" type="checkbox"/>
Holiday	[Jun 8, 2021] Jun 10, 2021	Jun 11, 2021	2.0		taken		Robert.Fahrtmann@company.com	Jun 9, 2021	<input type="checkbox"/>
Sick	Jun 9, 2021	Jun 9, 2021	1.0	Krank	checked	Krankmeldung_01062021.pdf	Karl.Boehme@company.com	Jun 16, 2021	<input checked="" type="checkbox"/>
Holiday	Jun 8, 2021	Jun 8, 2021 [Jun 11, 2021]	1.0		taken		Robert.Fahrtmann@company.com	Jun 9, 2021	<input type="checkbox"/>
Holiday	Jun 2, 2021	Jun 4, 2021	2.0	test 3083	taken		Robert.Fahrtmann@company.com	Jun 1, 2021	<input type="checkbox"/>
Holiday	May 17, 2021	May 25, 2021	6.0	issue 2930 test	taken		Robert.Fahrtmann@company.com	May 26, 2021	<input type="checkbox"/>

www.personnel-department.cloud

## HR and employee view

After the sick note has been checked, the status will be updated to **checked**.