Absences

The function for managing periods of absence automatically can be operated easily via the chatbot (in the application or via a mobile app e.g. Messenger). Your employees can submit requests for leave or report in sick via Skype, Telegram etc. They will immediately receive a reply that their request has been submitted or even approved if it meets the configured criteria. A sick report is recorded and stored in the personnel file. If you receive a certificate of incapacity for work, it can also be uploaded and attached to the sick note.

If you want to record absences in addition to your personnel files, please go to the tile *Absences*.

Absences

The following information and overviews are stored under *Absences*:

- Employee Overview
- List of absences
- List of special/remaining leave
- Overview of absent employees in Outlook/iCalendar
- Recording periods of absence