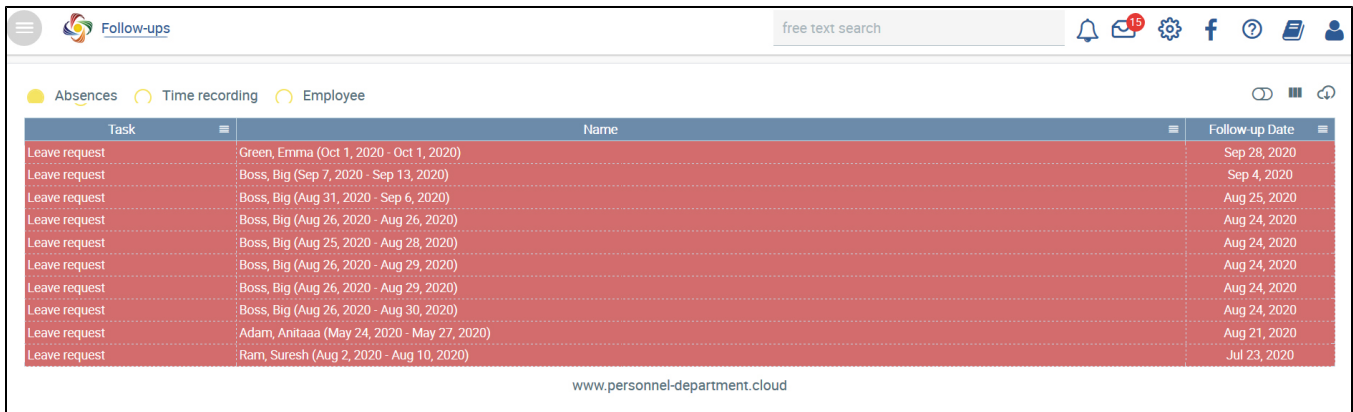


Follow-ups for absences

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 menu icon, the 'Follow-ups' logo, a search bar labeled 'free text search', and several notification icons. Below the navigation bar, there are tabs for 'Absences', 'Time recording', and 'Employee'. The main content area displays a table of leave requests. The table has three columns: 'Task', 'Name', and 'Follow-up Date'. The tasks listed are 'Leave request' for various employees, including Emma Green, Big Boss, and Adam Anitaaaa. The follow-up dates range from July 23, 2020, to September 28, 2020. At the bottom of the table, 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

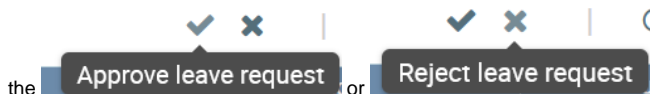
Superiors and HR staff can now approve or reject multiple leave requests from different employees at the same time via follow-ups.



The screenshot shows the 'Followups' application interface. At the top, there is a navigation bar with a menu icon, the 'Followups' logo, a search bar labeled 'free text search', and several notification icons. Below the navigation bar, there are tabs for 'Absence', 'Employee', and 'Time recording'. The main content area displays a table of leave requests. The table has three columns: 'Task', 'Name', and 'Follow-up date'. The tasks listed include 'Leave request open' and 'Sick note missing' for various employees, including Robert Fahrtnmann, Tayo Azikiwe, Karl Bohme, and Hiroto Tanaka. The follow-up dates range from January 3, 2018, to December 21, 2021. On the left side of the table, there are checkboxes for selecting multiple rows. A tooltip 'Approve leave request' is visible over one of the checkboxes. At the bottom of the table, the URL 'www.personnel-department.cloud' is visible.

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	Bohme, 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

Follow-ups

free text search

Absence Employee Time recording

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
Check sick note	Fahrtmann, Robert (Sep 22, 2021 - Sep 22, 2021)	Sep 22, 2021

Own Follow-ups

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

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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.

Follow-ups

free text search

Absence Employee Time recording

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
Check sick note	Fahrtmann, Robert (Sep 22, 2021 - Sep 22, 2021)	Sep 22, 2021

Own Follow-ups

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

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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 **blocked URL** button.

Absences

free text search

Employees Overview Absences List List of additional/residual leave

robert Year: 2021

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

Absence List of additional/residual leave

Start: 1/1/21 End: 12/31/21 ☐ Display Canceled

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

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HR and employee view

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