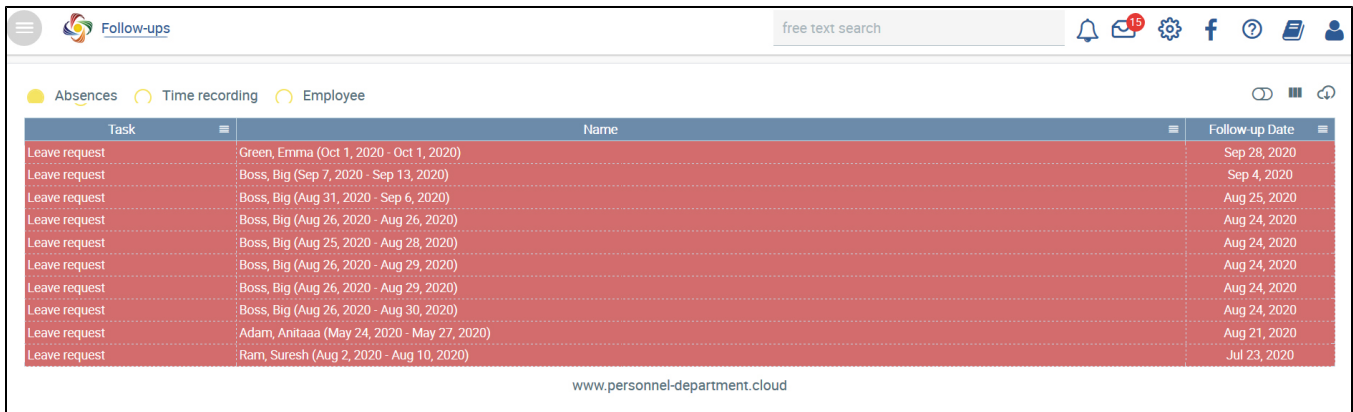


# Follow-ups for absences

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 icons for notifications, settings, and social media. 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 'Task' column lists various leave requests, including 'Leave request' and 'Sick note missing'. The 'Name' column lists the employee names and their leave periods. The 'Follow-up Date' column shows the dates for follow-up. The table is filtered to show only 'Leave request' tasks. The URL 'www.personnel-department.cloud' is visible at the bottom.

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

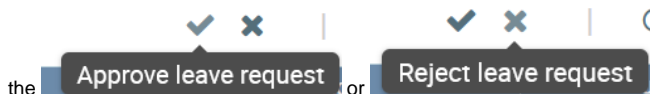
Superiors and HR staff can now approve or reject multiple leave requests from different employees at the same time via follow-ups.



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 icons for notifications, settings, and social media. 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 'Task' column lists various leave requests, including 'Leave request open' and 'Sick note missing'. The 'Name' column lists the employee names and their leave periods. The 'Follow-up date' column shows the dates for follow-up. The table is filtered to show only 'Leave request open' tasks. A tooltip 'Approve leave request' is visible over the 'Follow-up date' column. The URL 'www.personnel-department.cloud' is visible at the bottom.

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

15

15

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

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.

Follow-ups

free text search

15

15

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

15

15

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

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 11, 2021

2.0

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

1.0

Robert.Fahrtmann@company.com

Jun 9, 2021

✓

Holiday

Jun 2, 2021

Jun 4, 2021

2.0

test 3083

Robert.Fahrtmann@company.com

Jun 1, 2021

✓

Holiday

May 17, 2021

May 25, 2021

6.0

Issue 2930 test

Robert.Fahrtmann@company.com

May 26, 2021

✓

www.personnel-department.cloud

HR and employee view

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