



USER MANUAL

ONBOARDING USER



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Everything you need to know to get started with absence.io

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INTRODUCTION

Your start with absence.io

With our digital absence management system, all your vacation planning runs through a single software solution. Requesting and approving your holiday is done with just a few clicks. The automated process effectively avoids errors and misunderstandings and absence.io also makes substitution management clear and easy. In addition, you have an overview of your remaining vacation days at all times.

In addition, you can enter your home office days, business trips and sick days - via the company calendar, everyone knows where a colleague is at the moment.

Our time recording is just as simple and clear. Each employee receives direct access and starts his or her workday with a simple click in the app and also ends and pauses it there.



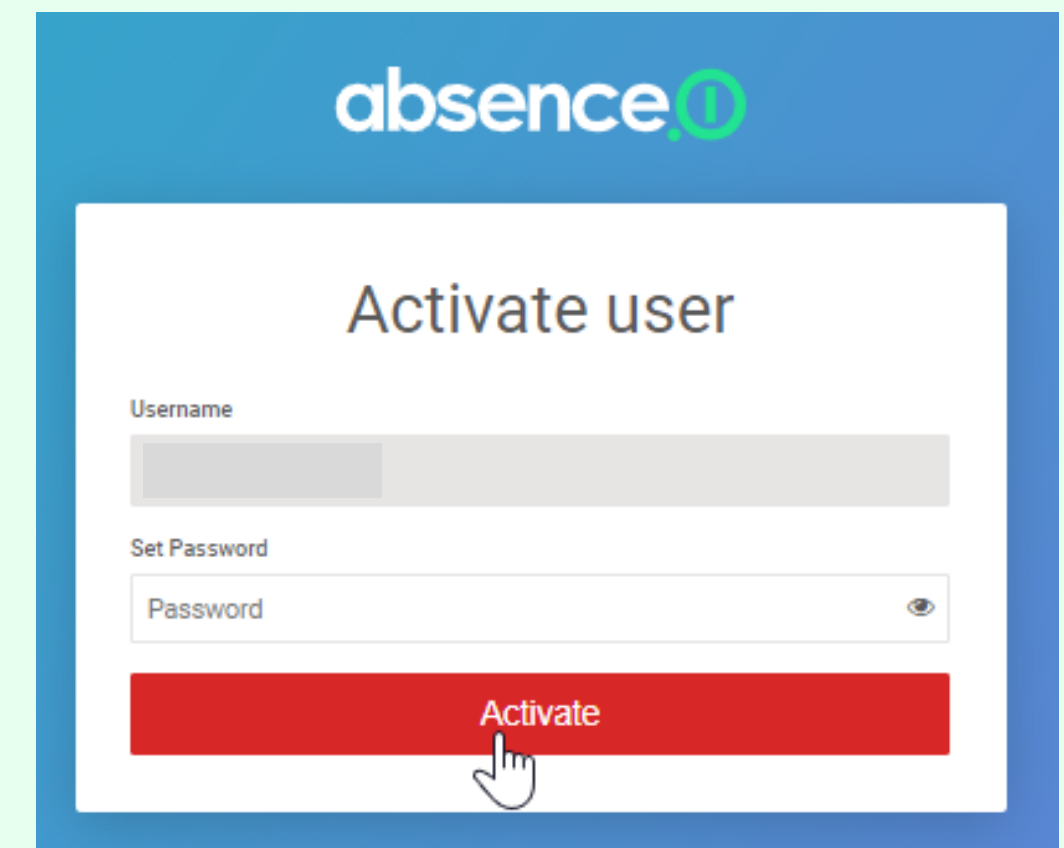
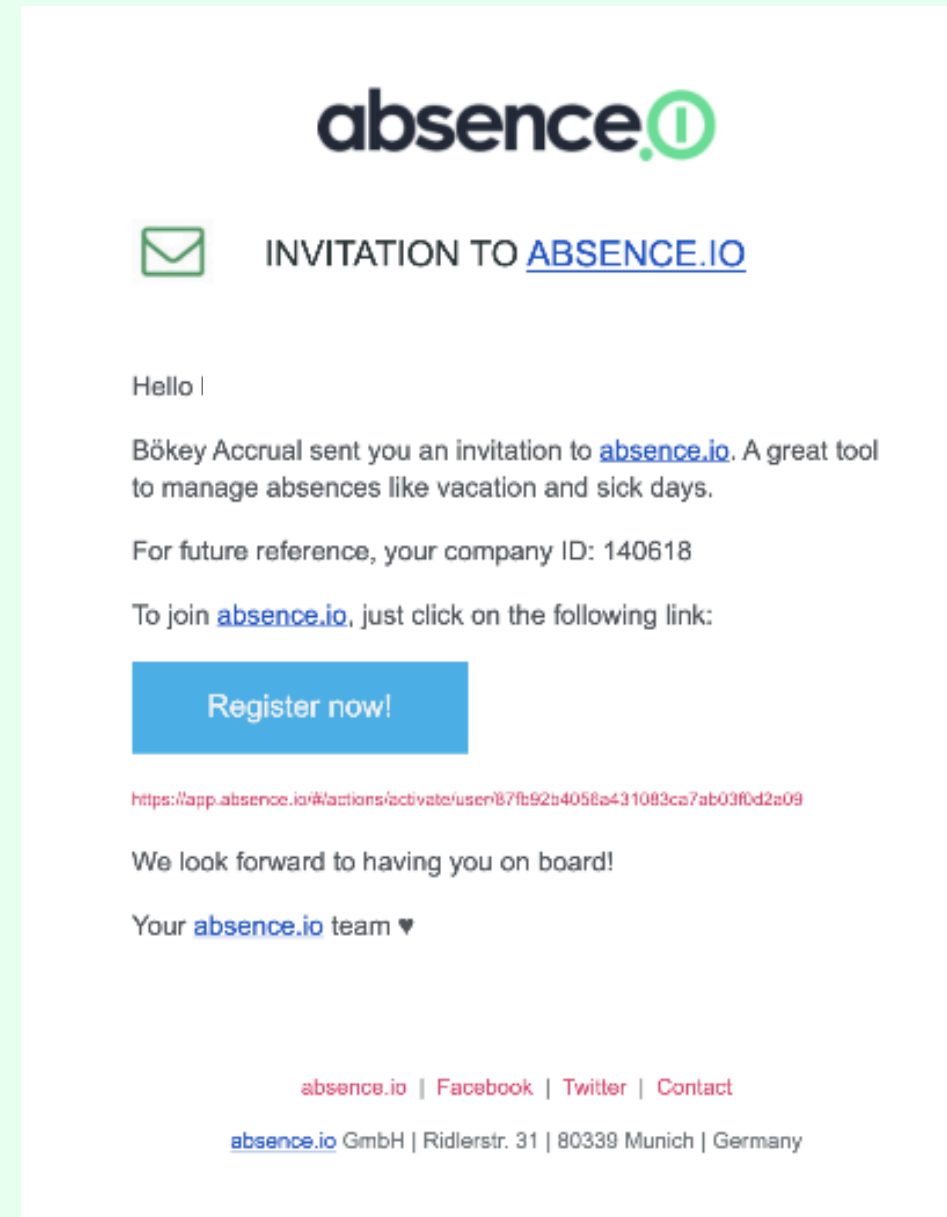
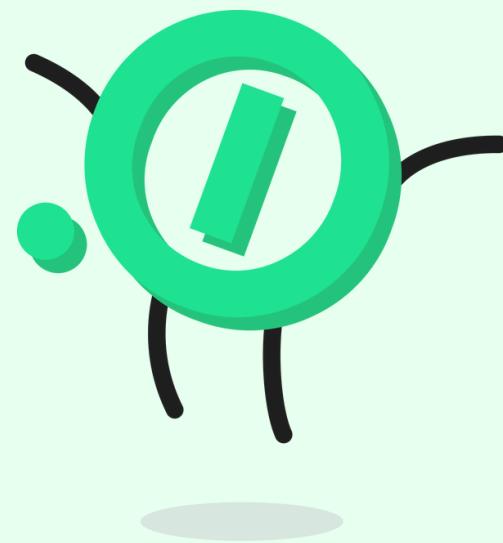
Registration / Log in



The registration is done in just a few steps. You will receive an invitation to our tool by email. Just click on the registration button and you will be taken directly to your account. You only have to set your password and choose your language and you are ready to go!

You can choose from these languages:

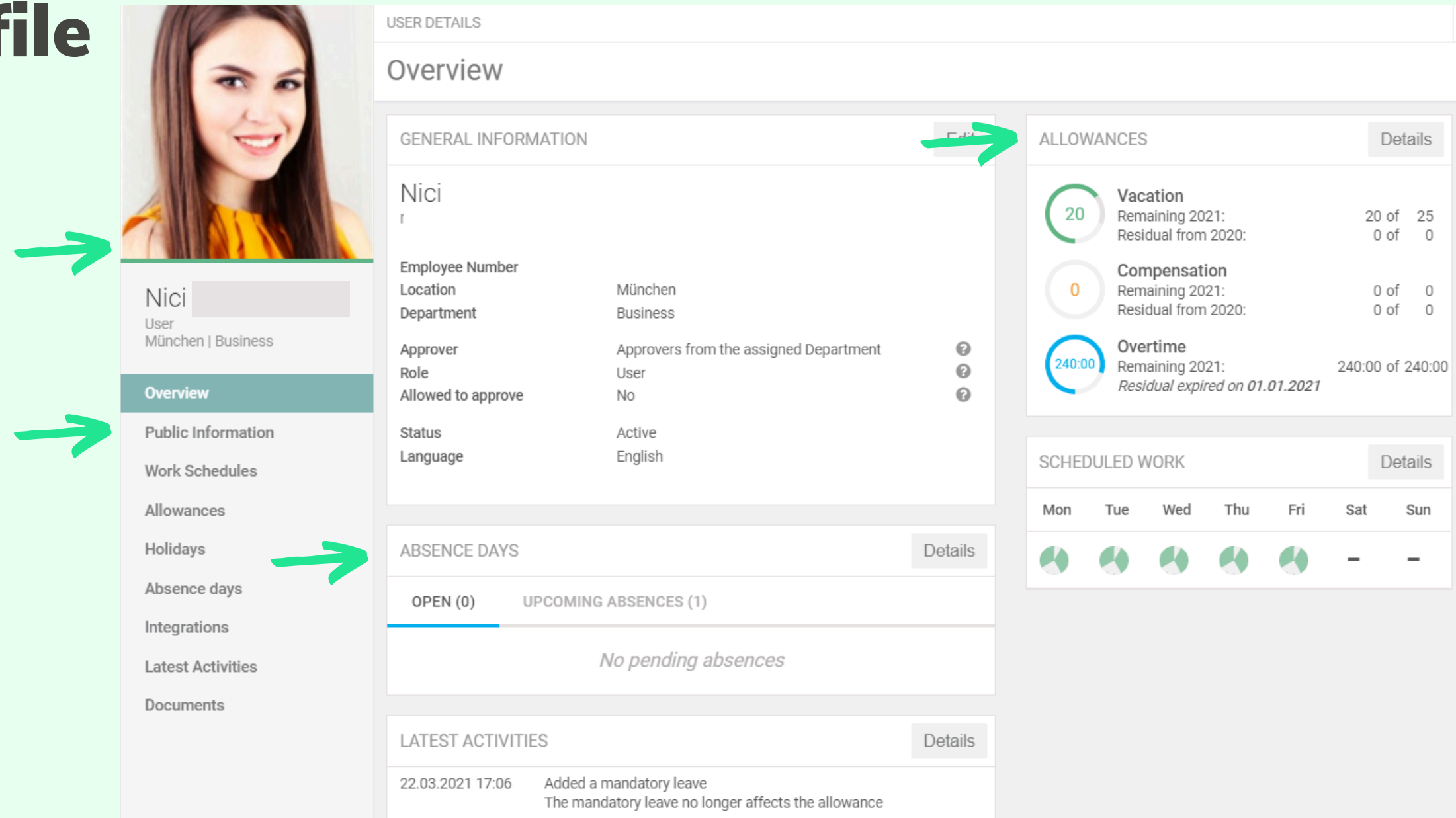
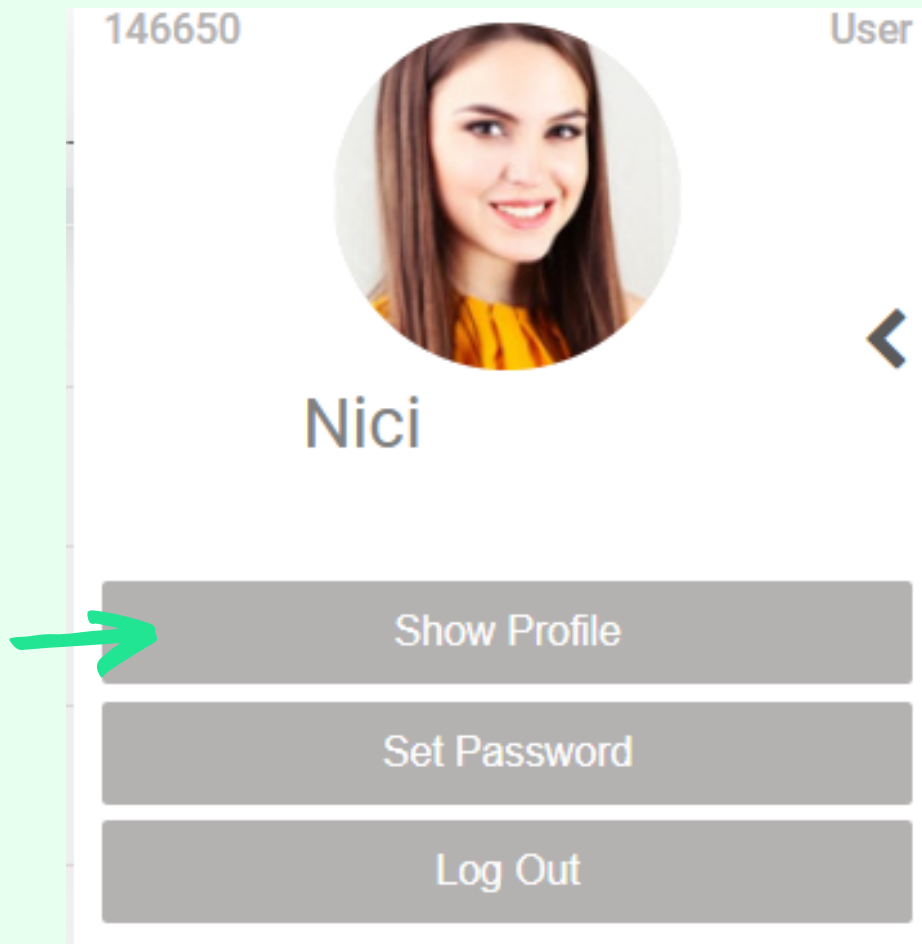
- German
- English
- French
- Spanish
- Portuguese
- Turkish
- Polish



Customize your profile



If you click on your name in the upper right corner, you will get to your user profile:



This overview page opens under Profile. With a click in the field at the top left, an individual profile picture can be uploaded. Here you can see your basic data at a glance, your remaining vacation and your days of absence. To adjust your basic data, please click on the tab "Public Information".



Customize your profile

You can find the following information in your profile:

→ **Public Information:**

- Contact details
- Language selection
- Location
- Department
- Teams
- Approver
- Role

→ **Work Schedules**

Your current work plan and history

→ **Allowances**

All your previously valid allowances and their history

→ **Holidays**

The holidays of your location and the custom holidays / mandatory leave valid for you

→ **Absence Days**

Your absence requests, separated by open and pending.

→ **Integrations**

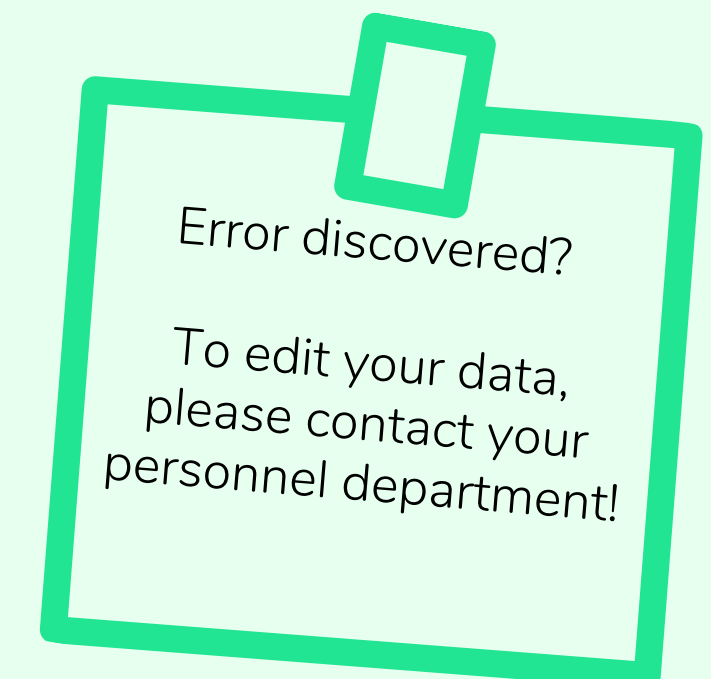
Here you can find the ICS link for your calendar integration or connect your account to Slack, Office365 or GSuit. You can also find your personal API key here.

→ **Last activities**

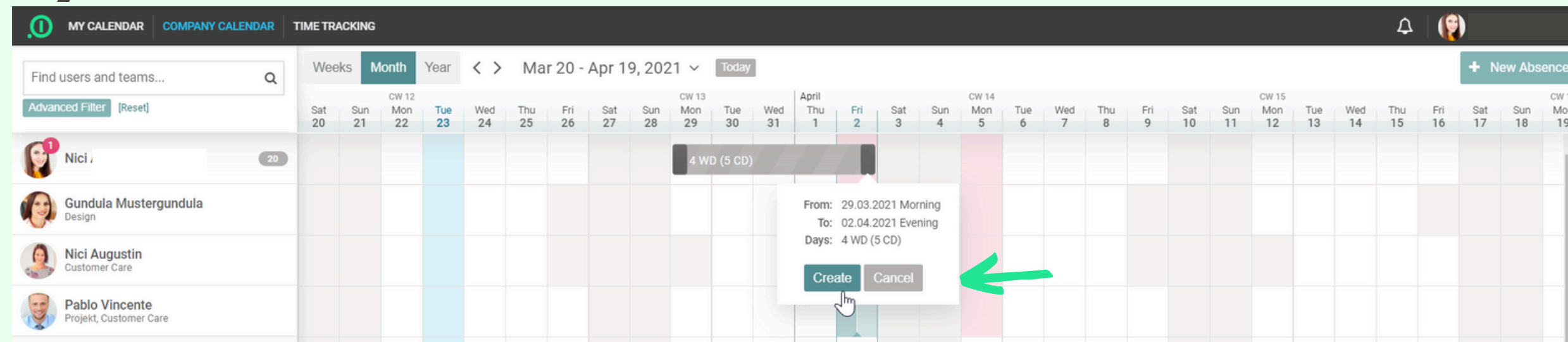
A listing of all past activities

→ **Documents**

All documents you have ever uploaded to your account, such as sick notes



Company Calendar



The Company Calendar gives an overview of the absences of all colleagues from the same department and the same teams. The different types of absences are displayed in different colors, so it is clear at a glance who is absent.

NEW REQUEST

Ni

Type:

From: To:

Morning Evening

1 day / 20 left in 2021

Select your approver:

Who will cover you during your absence?:

Notify other colleagues:

Comment:

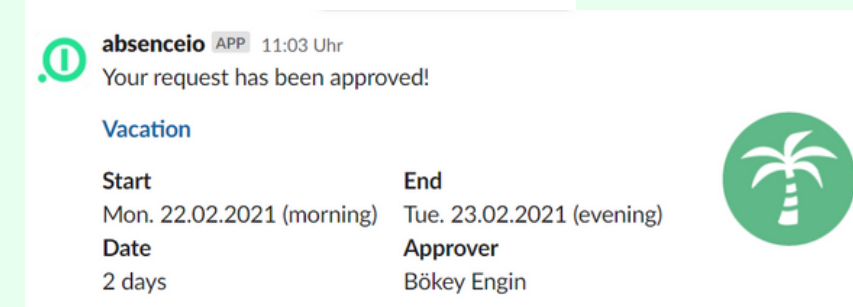
New absences can be entered either via drag-and-drop directly in the calendar (see above) or via the button "+ New absence".

Here you can also choose your approver, determine your substitution and see at a glance who has entered an absence at the same time.



Once your absence has been accepted by your approver, you will receive a confirmation by email or by Slack.

If you have synchronized your calendar with absence.io, your absence will be automatically transferred to your calendar.





Your Calendar

2021

ALLOWANCES

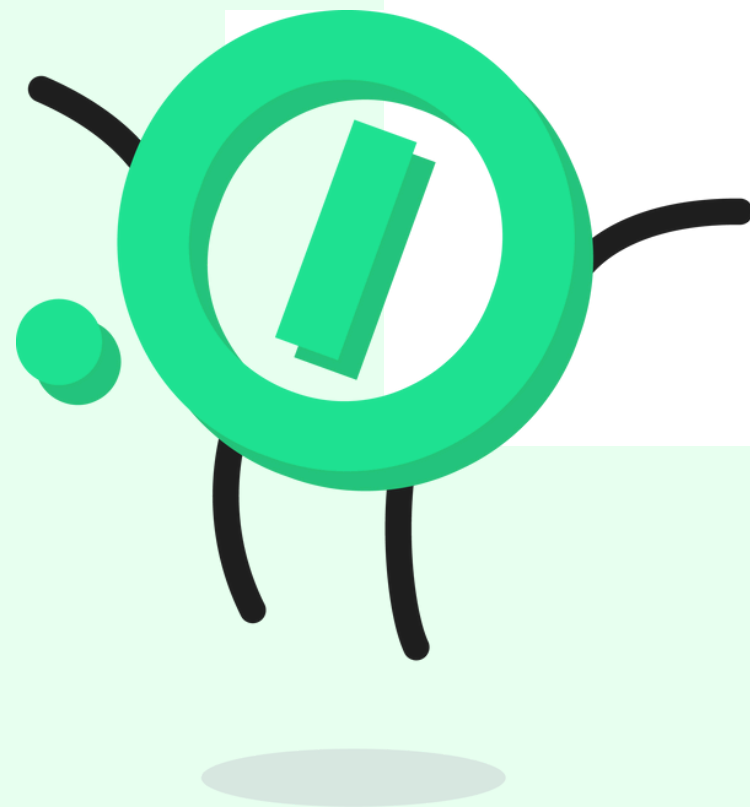
Vacation
Remaining 2021: 20 of 25
Residual from 2020: 0 of 0

Compensation
Remaining 2021: 0 of 0
Residual from 2020: 0 of 0

Overtime
Remaining 2021: 240:00 of 240:00
Residual expired on 01.01.2021

UPCOMING ABSENCES

Homeoffice 4.5 days
Mon. 19.04.2021 - Fri. 23.04.2021



In your calendar you will find all your registered absences in an annual overview. You can also see your remaining vacation days in the allowances at a glance. Open requests can be edited or deleted, upcoming absences are displayed in the overview.

Timetracking

The screenshot shows a web-based time tracking application. At the top, there are navigation tabs: 'MY CALENDAR', 'COMPANY CALENDAR', and 'TIME TRACKING'. Below this, the 'TRACK TIME' section features a large digital clock showing '00:00:00' with 'H', 'M', and 'S' labels. Below the clock are two buttons: a green play button and a grey square stop button. The 'STATISTICS' section on the left shows a bar chart for 'Today' with three bars: '08h 00m Scheduled' (grey), '00h 00m Worked' (green), and '08h 00m Remaining' (red). The 'OVERTIME' section is at the bottom left. The main right panel shows a weekly overview for '2021 Week 12' with a total of '16h 30m / 40h 00m'. It lists dates from Monday to Wednesday with icons for work (laptop) and break (cup). A table below provides detailed start, end, and total times for each day.


Date	Activity	Start	End	Total
Monday 22.03.2021	Work	08:00	12:00	04h 00m
	Work	12:00	13:00	01h 00m
Tuesday 23.03.2021	Work	09:00	12:00	03h 00m
	Work	12:00	13:00	01h 00m
Wednesday 24.03.2021	Work	13:00	18:30	05h 30m
	Work	13:00	17:00	04h 00m

- You can start your time tracking with the start button. While the time tracking is running, you can either press the pause button for a break or end the time tracking with the stop sign.
- In the overview you can find out exactly which hours you have worked on which day.
- You can also see in the statistics how many hours you have already worked today, this week and this month.





Timetracking

WORK ENTRY ✕

 Nici

Type
Work


From: 24.03.2021  To: 24.03.2021 

08:30 16:30

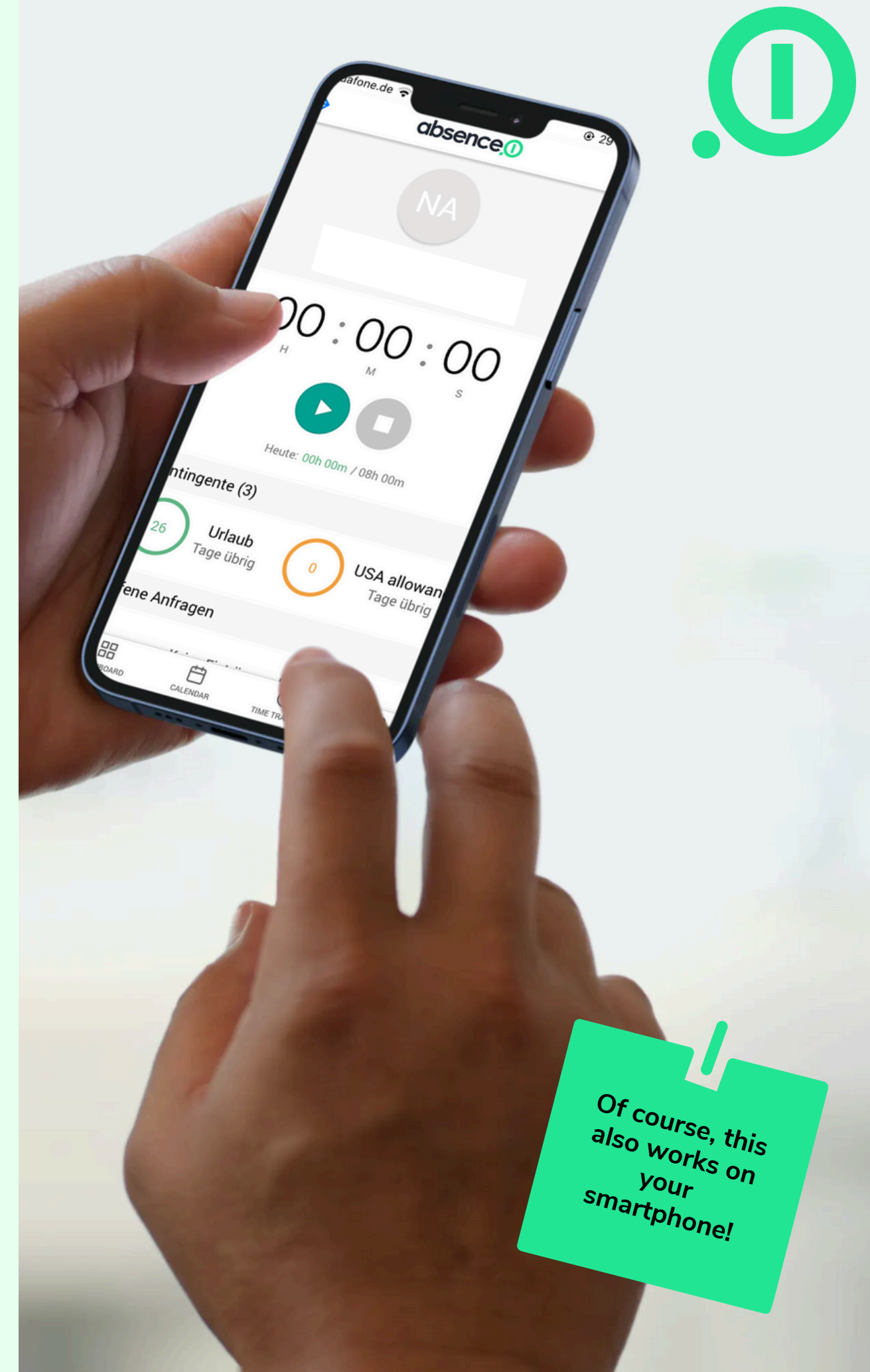
Duration
08h 00m

Comment

Labels

Time zone
GMT +0100 Mitteleuropäische Normalzeit 

- If you ever forget to start the time tracking, you can also do it via a new entry.
- There you can also assign a label to each entry and keep track of your projects.



Of course, this also works on your smartphone!

DO YOU HAVE MORE QUESTIONS?

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Helpcenter

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