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.
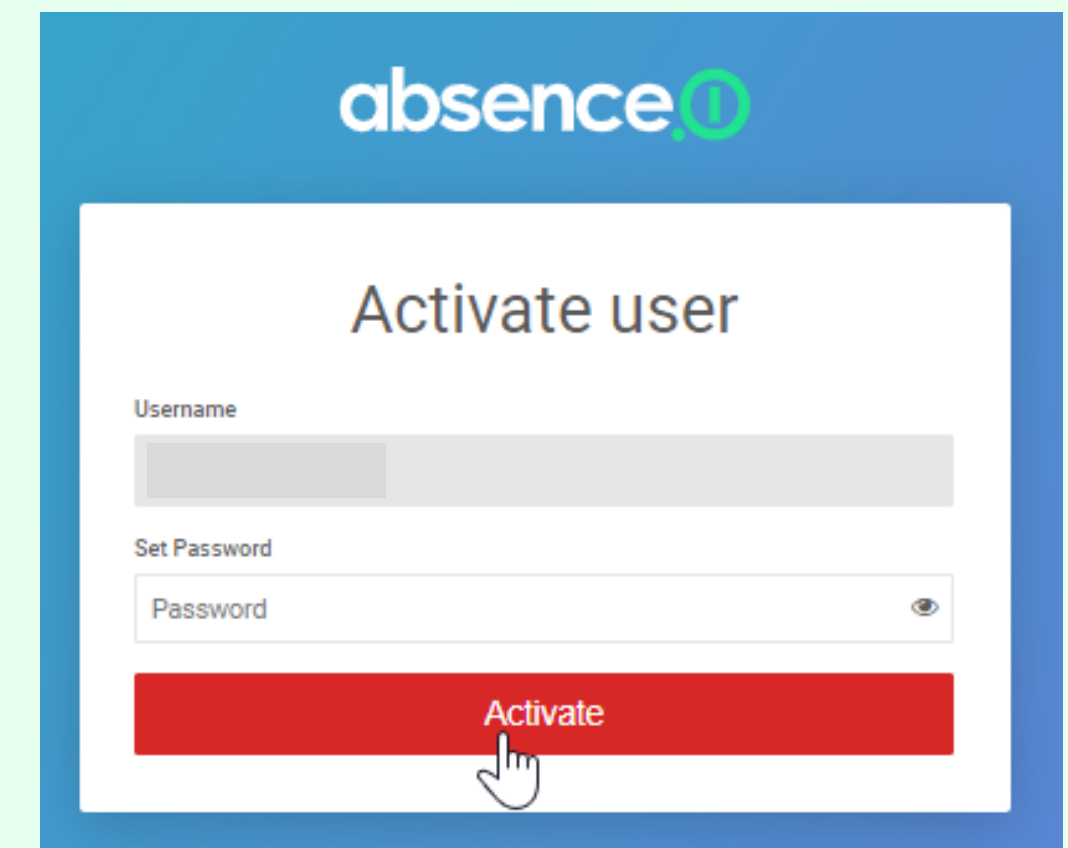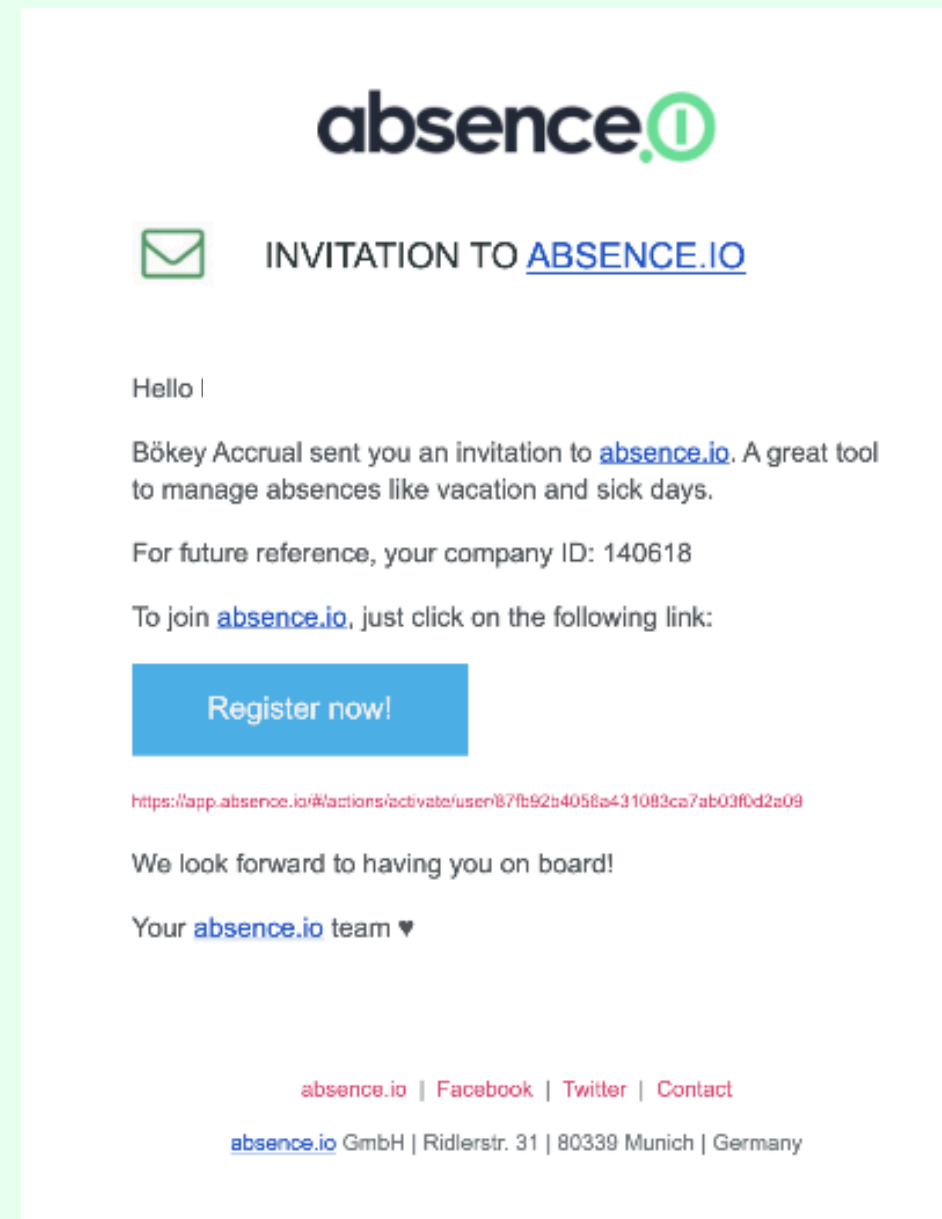
Registration / Log in

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
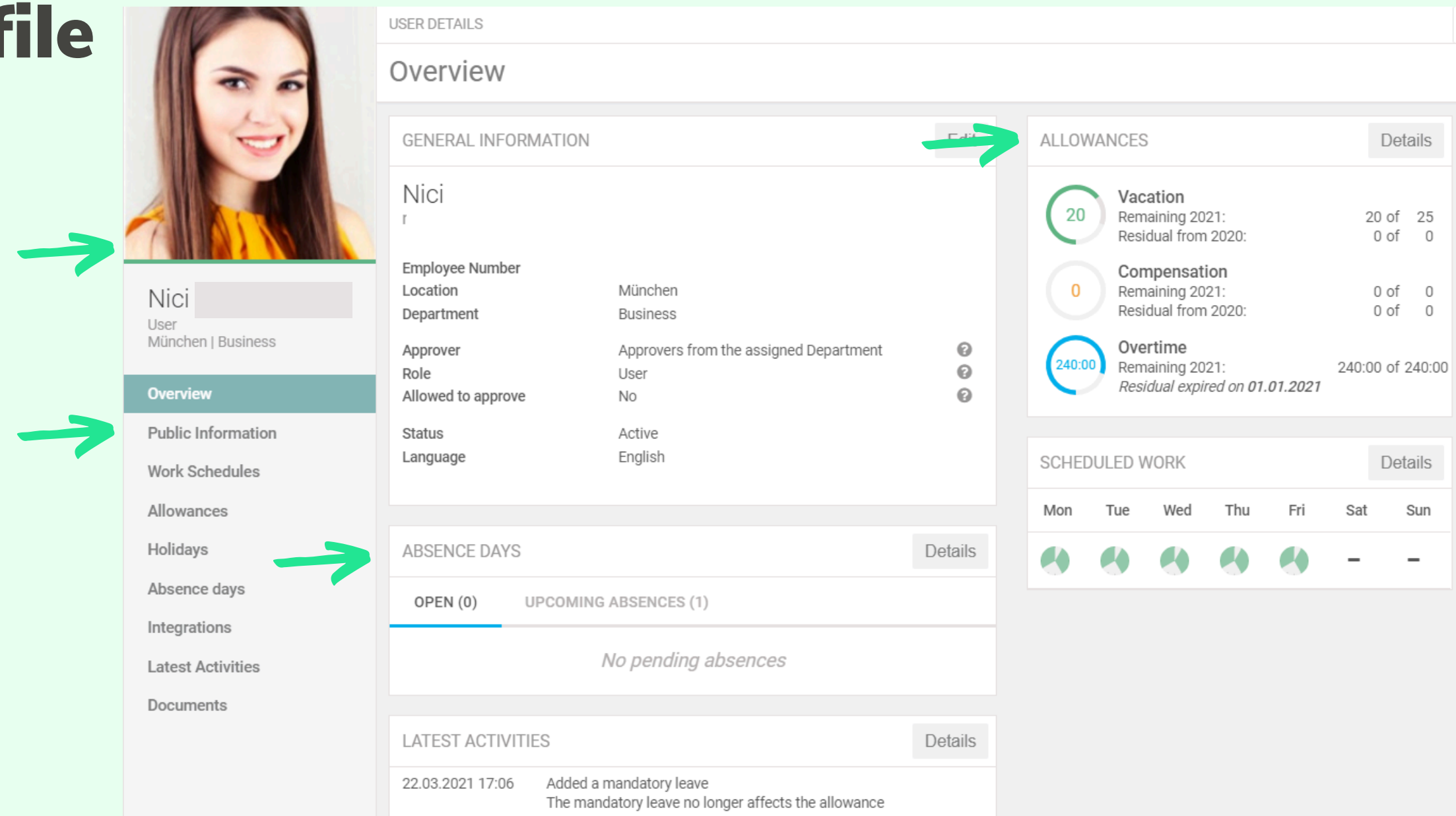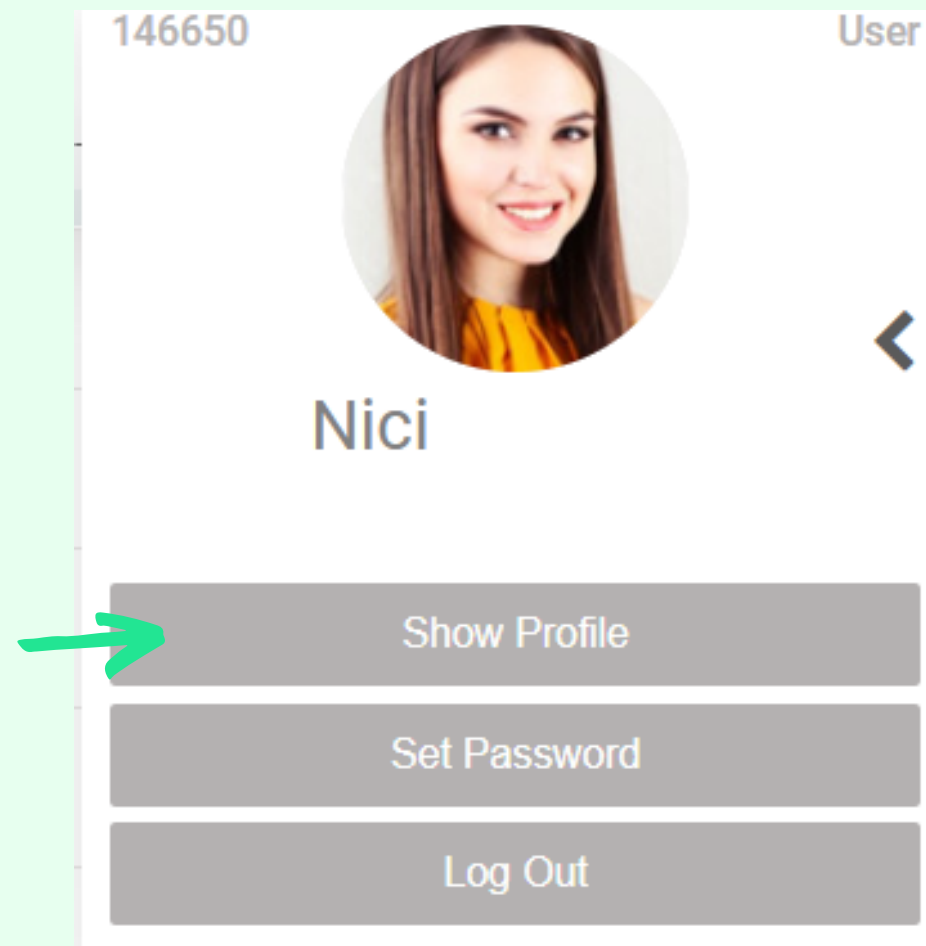- French
- Spanish
- Portuguese
- Turkish
- Polish

absence.io

✉ INVITATION TO ABSENCE.IO

Hello |

Bökey Accrual sent you an invitation to absence.io. A great tool to manage absences like vacation and sick days.

For future reference, your company ID: 140618

To join absence.io, just click on the following link:

Register now!

https://app.absence.io/#/actions/activate/user/87fb92b4058a431083ca7ab03f0d2a09

We look forward to having you on board!

Your absence.io team ♥

absence.io | Facebook | Twitter | Contact

absence.io GmbH | Ridlerstr. 31 | 80339 Munich | Germany

absence.io

Activate user

Username

Set Password

Password 👁

Activate

Customize your profile

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

USER DETAILS
Overview

GENERAL INFORMATION

Nici
r

Employee Number	
Location	München
Department	Business
Approver	Approvers from the assigned Department
Role	User
Allowed to approve	No
Status	Active
Language	English

ALLOWANCES — Details

- **Vacation** — 20
  Remaining 2021: 20 of 25
  Residual from 2020: 0 of 0
- **Compensation** — 0
  Remaining 2021: 0 of 0
  Residual from 2020: 0 of 0
- **Overtime** — 240:00
  Remaining 2021: 240:00 of 240:00
  Residual expired on 01.01.2021

SCHEDULED WORK — Details

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					—	—

ABSENCE DAYS — Details

OPEN (0)   UPCOMING ABSENCES (1)

No pending absences

LATEST ACTIVITIES — Details

22.03.2021 17:06   Added a mandatory leave
The mandatory leave no longer affects the allowance

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

Error discovered?

To edit your data, please contact your personnel department!
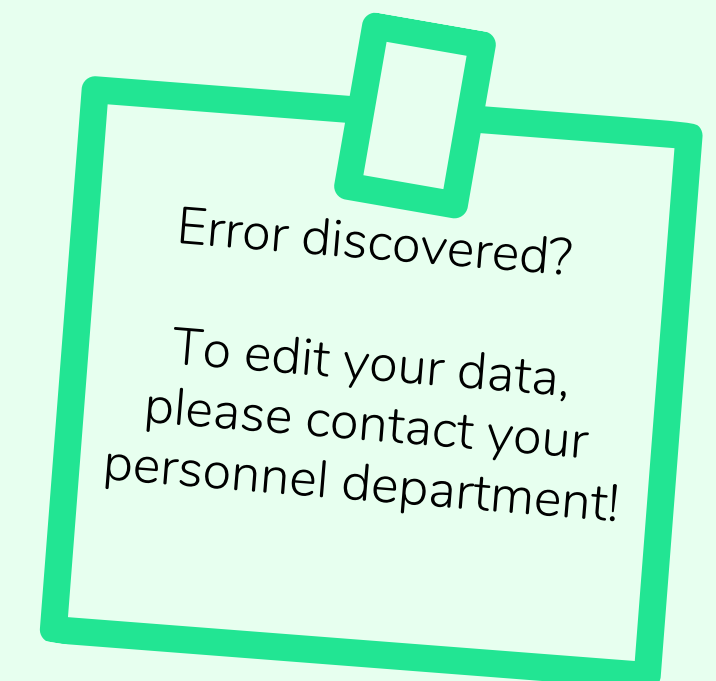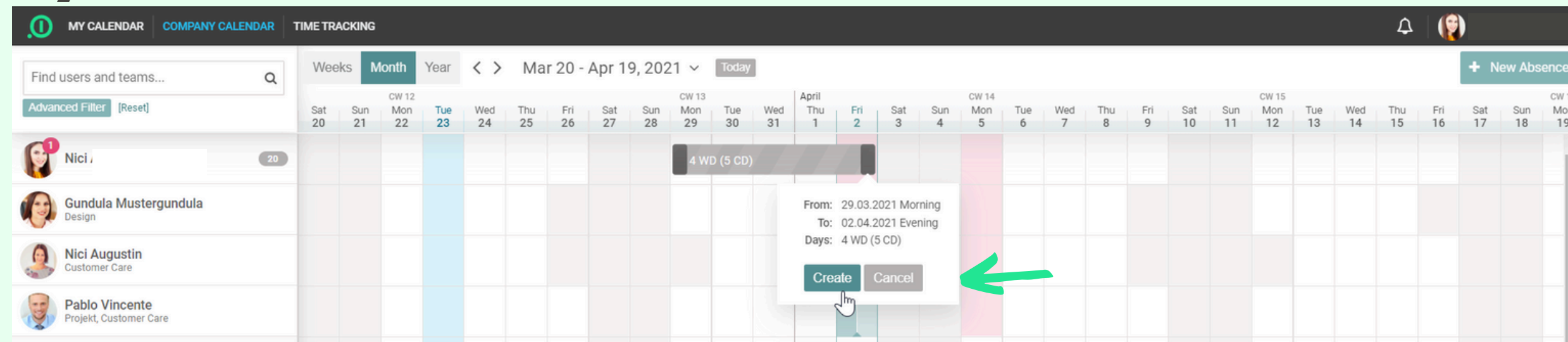
Company Calendar

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 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.
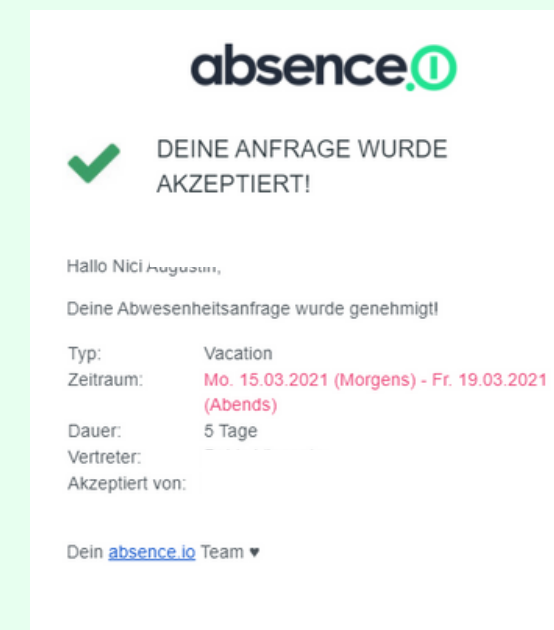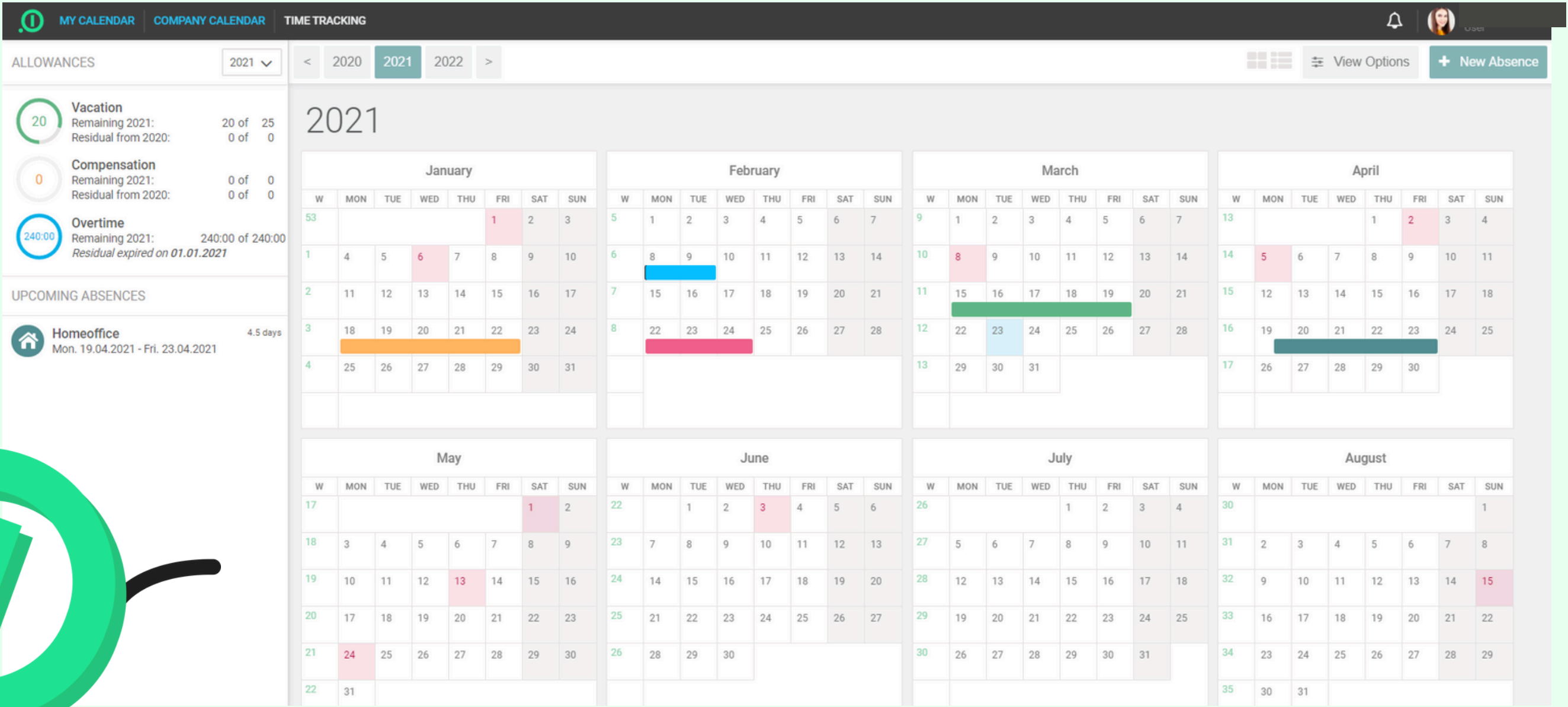

Once your absence has been accepted by your approver, you will receive a confirmation by email or by Slack.

If you have synchronized your calendar with absence.io, your absence will be automatically transferred to your calendar.
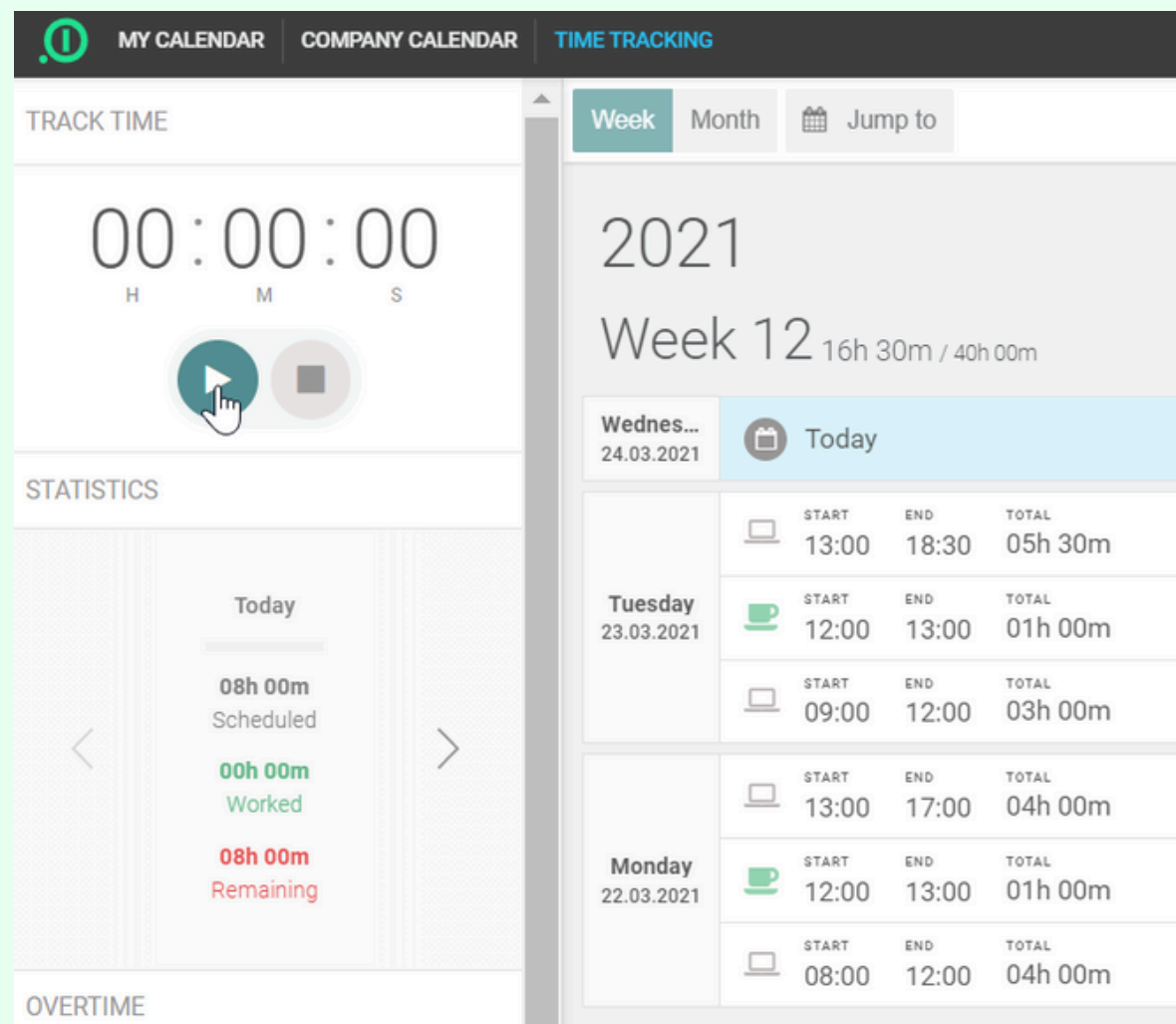
Your Calendar
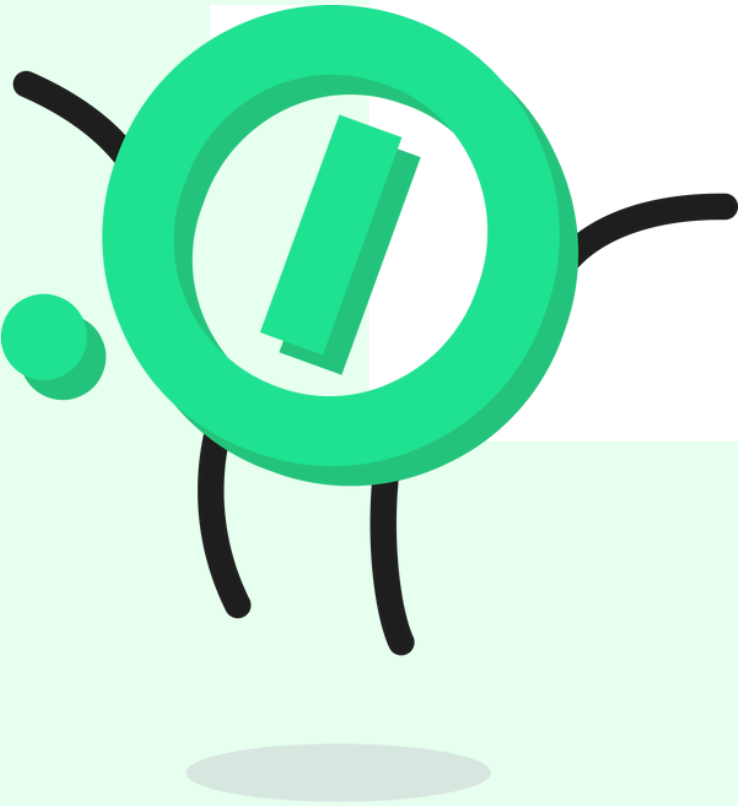
In your calendar you will find all your registered absences in an annual overview. You can also see your remaining vacation days in the allowances at a glance.
Open requests can be edited or deleted, upcoming absences are displayed in the overview.

Timetracking

- 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 📅

08:30

To

24.03.2021 📅

16:30

Duration

08h 00m
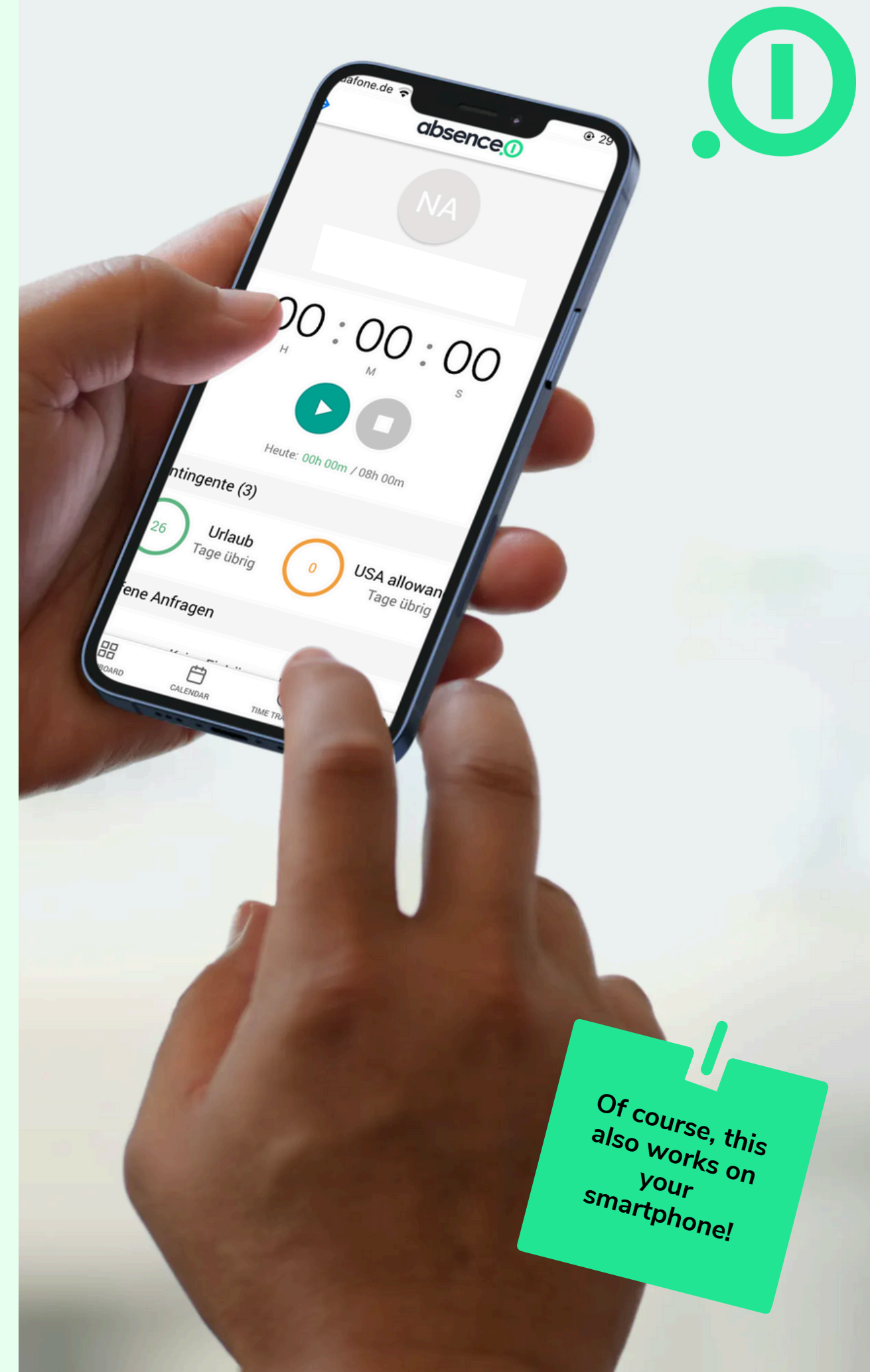
Comment

Labels

Time zone

GMT +0100 Mitteleuropäische Normalzeit ✏

Save   Cancel

- 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

https://absenceio.zendesk.com/

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