



USER MANUAL

ONBOARDING USER



CONTENT

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.



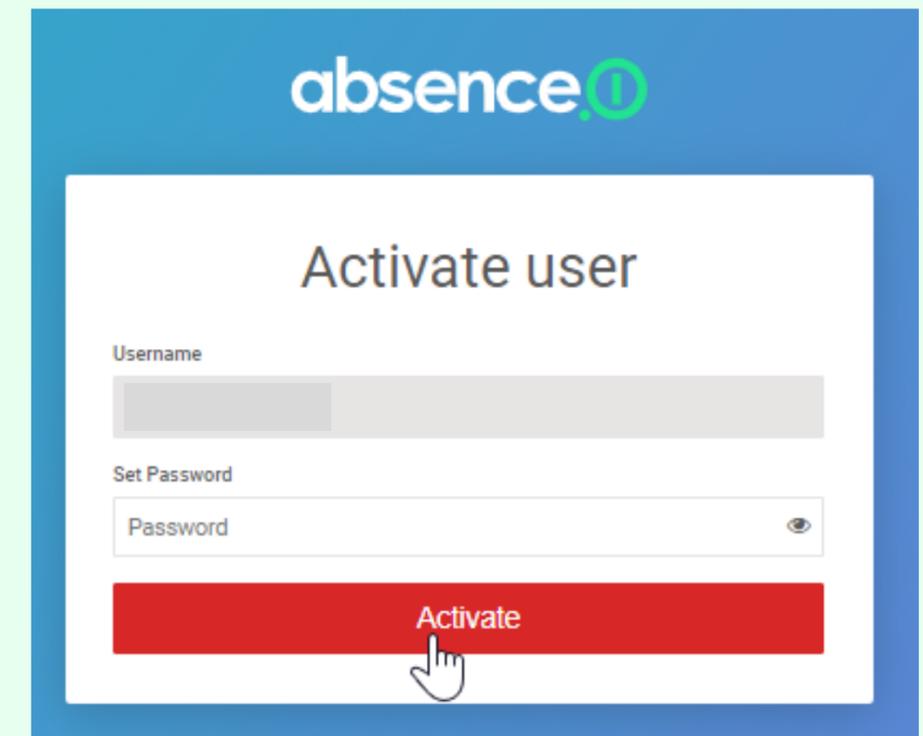
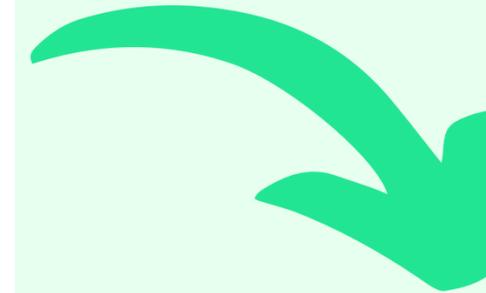
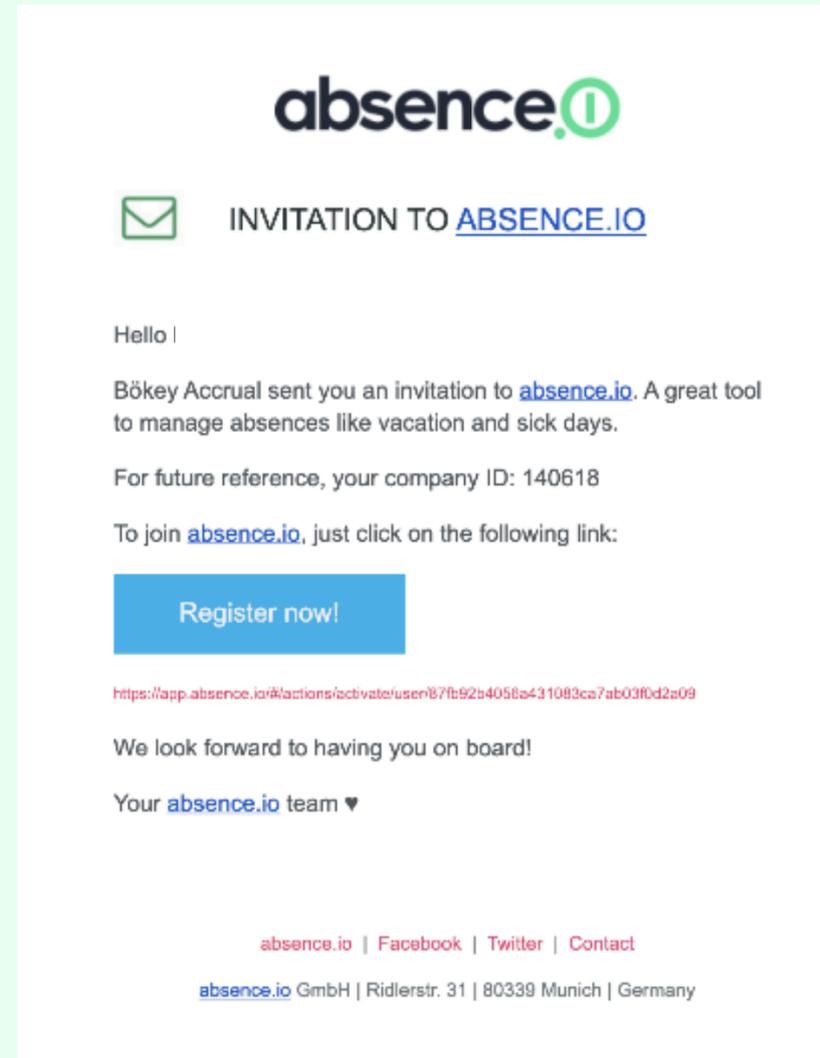
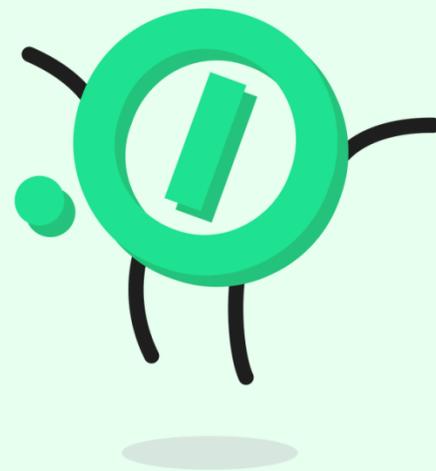
Registration / Log in



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:

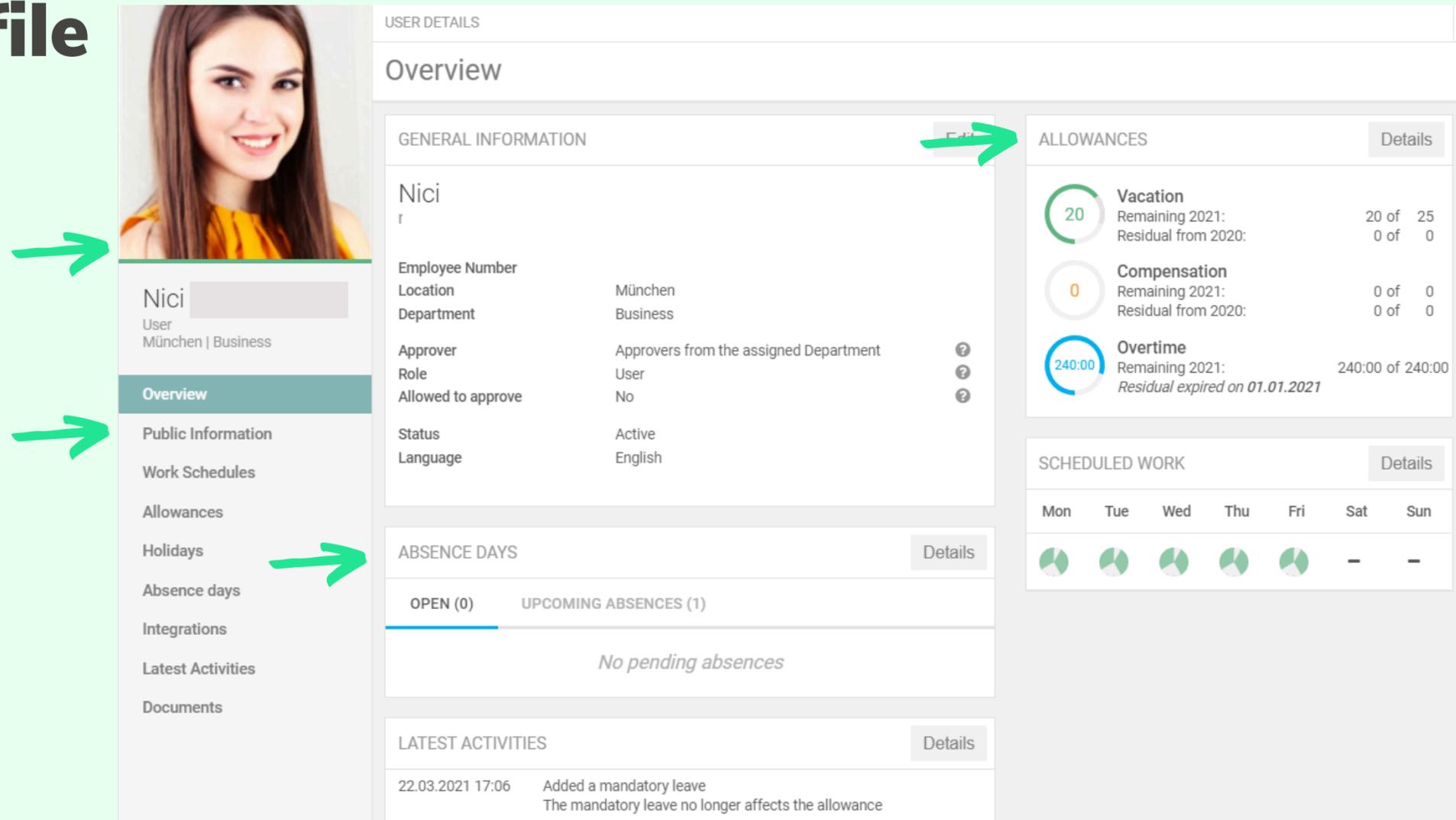
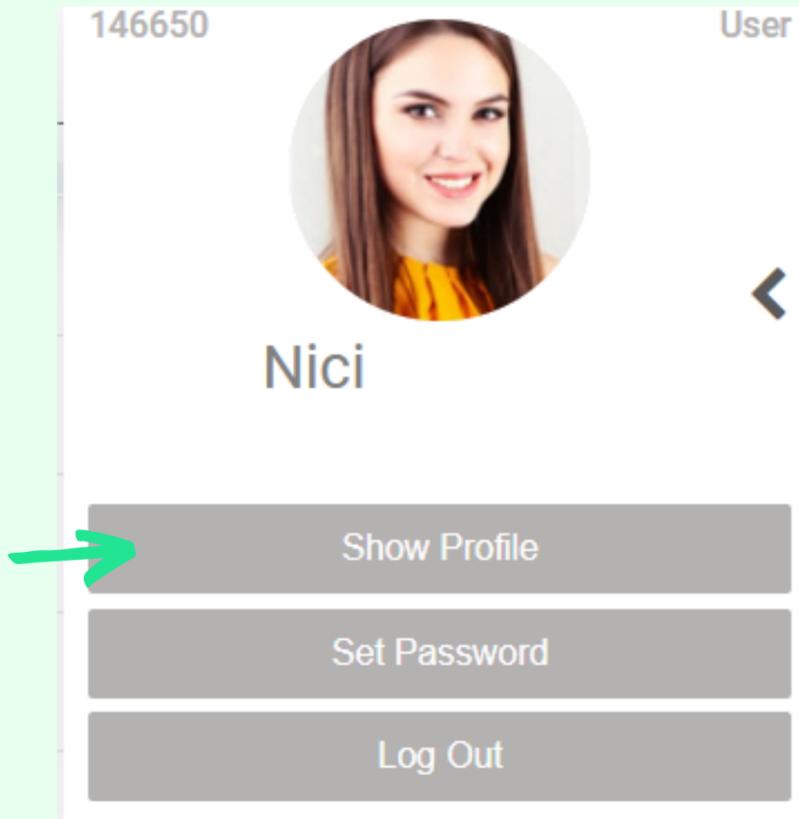
- German
- English
- French
- Spanish
- Portuguese
- Turkish
- Polish



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**

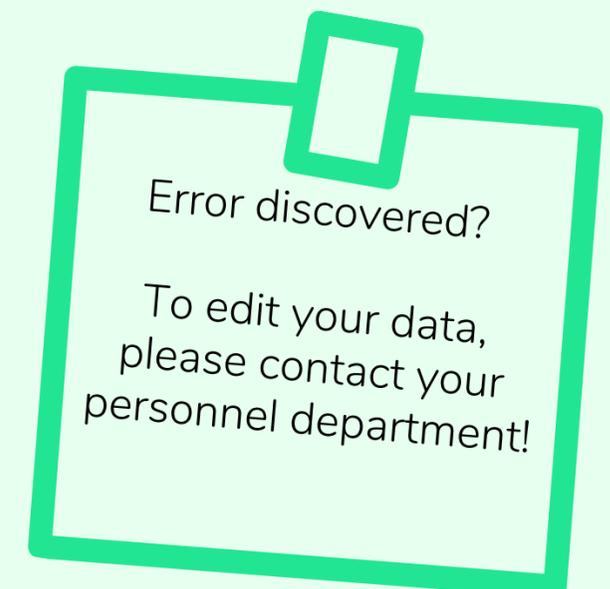
Here you can find the ICS link for your calendar integration or connect your account to Slack, Office365 or GSuit. You can also find your personal API key here.

→ **Last activities**

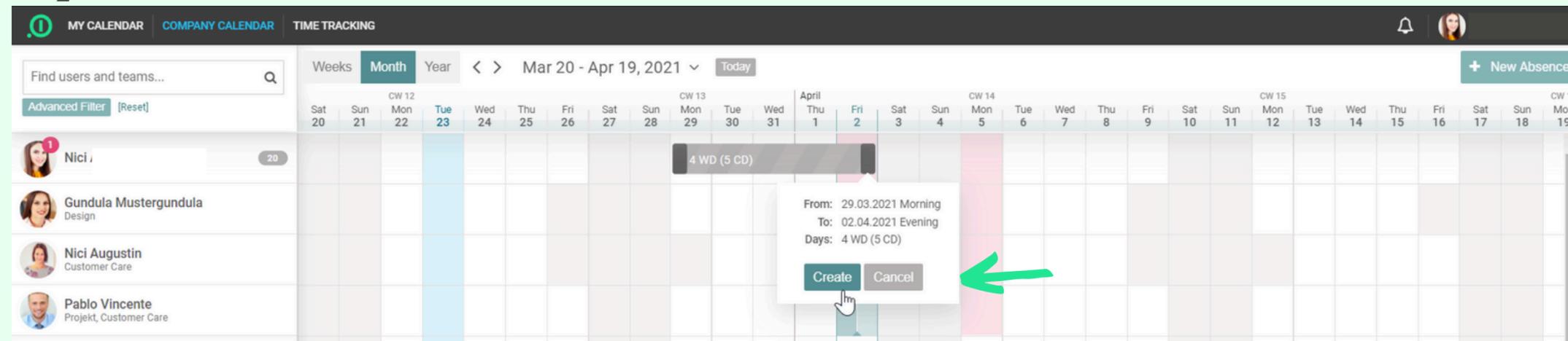
A listing of all past activities

→ **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:

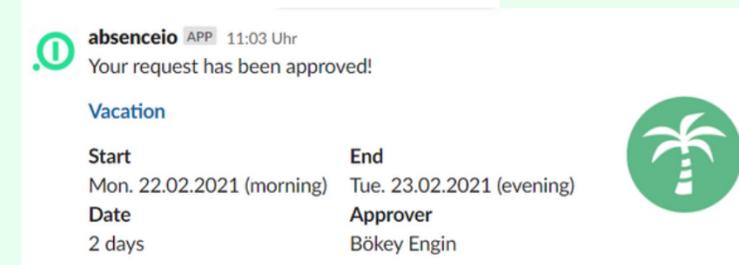
New absences can be entered either via drag-and-drop directly in the calendar (see above) or via the button "+ New absence".

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

MY CALENDAR COMPANY CALENDAR TIME TRACKING

ALLOWANCES 2021 < 2020 2021 2022 > View Options + New Absence

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

January

W	MON	TUE	WED	THU	FRI	SAT	SUN
53					1	2	3
1	4	5	6	7	8	9	10
2	11	12	13	14	15	16	17
3	18	19	20	21	22	23	24
4	25	26	27	28	29	30	31

February

W	MON	TUE	WED	THU	FRI	SAT	SUN
5	1	2	3	4	5	6	7
6	8	9	10	11	12	13	14
7	15	16	17	18	19	20	21
8	22	23	24	25	26	27	28

March

W	MON	TUE	WED	THU	FRI	SAT	SUN
9	1	2	3	4	5	6	7
10	8	9	10	11	12	13	14
11	15	16	17	18	19	20	21
12	22	23	24	25	26	27	28
13	29	30	31				

April

W	MON	TUE	WED	THU	FRI	SAT	SUN
13				1	2	3	4
14	5	6	7	8	9	10	11
15	12	13	14	15	16	17	18
16	19	20	21	22	23	24	25
17	26	27	28	29	30		

May

W	MON	TUE	WED	THU	FRI	SAT	SUN
17					1	2	
18	3	4	5	6	7	8	9
19	10	11	12	13	14	15	16
20	17	18	19	20	21	22	23
21	24	25	26	27	28	29	30
22	31						

June

W	MON	TUE	WED	THU	FRI	SAT	SUN
22	1	2	3	4	5	6	
23	7	8	9	10	11	12	13
24	14	15	16	17	18	19	20
25	21	22	23	24	25	26	27
26	28	29	30				

July

W	MON	TUE	WED	THU	FRI	SAT	SUN
26				1	2	3	4
27	5	6	7	8	9	10	11
28	12	13	14	15	16	17	18
29	19	20	21	22	23	24	25
30	26	27	28	29	30	31	

August

W	MON	TUE	WED	THU	FRI	SAT	SUN
30							1
31	2	3	4	5	6	7	8
32	9	10	11	12	13	14	15
33	16	17	18	19	20	21	22
34	23	24	25	26	27	28	29
35	30	31					



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.

DO YOU HAVE MORE QUESTIONS?

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