



WELCOME TO ABSENCE.IO

STEP-BY-STEP

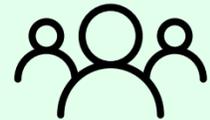
Edition May 2025





Preparation of your account

Before your data can be uploaded, let's first create your company structure in absence.io in the settings. Let's get started!



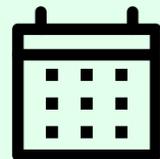
Teams / Departments:

Think about which departments and which teams you have. Then create them using the "Add" button. In our HelpCenter you will find a detailed explanation of the difference between departments and teams.



Locations:

You can create one or more locations and assign to this location, in addition to the users, the corresponding valid holidays.



Leave Types:

Here you define in the first step what leave types you have. These can also be added in the course of use as needed. For each type you can define certain rules, e.g. "Needs to be approved" or "Requires documentation".



Allowances:

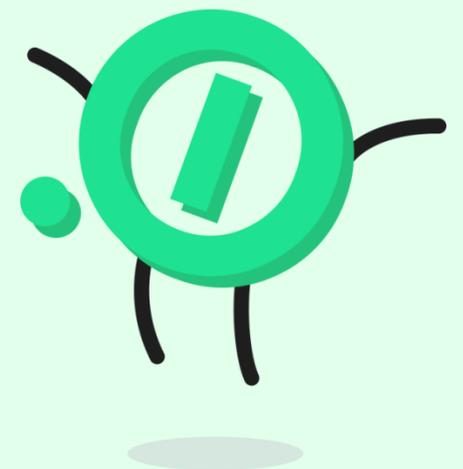
Next up is the creation of the individual allowance regulations. Here you add all the different allowance policies for your employees, e.g. "Vacation 30" and specify the amount of days, how long the term is and when the days expire. A policy can apply to one or more employees.



Custom Holidays / Mandatory Leave:

If you have company-wide rest days or company vacations, you can define them here:

- Custom Holiday = "donated day", will not be deducted from the allowance policy.
- Mandatory Leave = "compulsory vacation", will be deducted from the allowance policy.





Preparation of your import

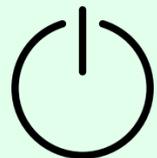
For uploading your data we need the completed import file. Please give us support access to your account to import the data:
Settings -> Account settings -> Allow absence.io support access



Here are a few tips on the file:

- In the fourth line of the file you will find hints what exactly we need there. In the fifth line you can see examples for the required data.
- "Role": Assign a role to each employee. This role can be changed later in the account at any time.
- "Policy": Here we need the name of the respective allowance policy you want to assign to the employee, e.g. "Vacation 30".
- "Adjustment": In this field you enter the amount of vacation already taken this year if you start during the current vacation year with absence.io. If you have remaining vacation from last year, it will simply be offset. If the remaining vacation expires at a certain date, we need this expiration date in column L.

In the end just send the completed table back to us and we do the rest for you!



Starting with absence.io:

Now you are ready to start with absence.io. In the next step you can directly enter your payment details (Settings -> Payment Details).

Of course, billing will only start after your 14-day trial period has expired!



DO YOU HAVE ANY QUESTIONS?

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Helpcenter

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