

# Feature List



The Absence Management feature is the basic product of absence.io. The Digital Personnel File and Time Tracking features are only available as add-ons to the basic plan.

**Accessible using a desktop computer, as well as via the absence.io app for iOS and Android (current software required, scope of functions may vary)**

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## Absence Management

Entering, requesting, approving/rejecting and forwarding absences online	Display of overlapping absences of different team members	Creation of different absence types with their corresponding settings
Overview of other absences within a department	Overview of remaining vacation days	Assignment of user roles with different permissions
Email notification of leave requests submitted by employees	Creation of different teams, departments and locations	

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## Digital Personnel Files

Personal file for each employee	Reporting on all information in the personnel file	Possibility to attach documents to absences
Staff questionnaire		Overview of upcoming birthdays
History of changes	Possibility to upload documents into the personnel file	Management of doctor's notes

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## Time Tracking

Individual working hours for each user	Reporting on hours worked and overtime for all users	Possibility to start & stop the time tracking in mobile applications
Track start and end times for each work day	Overview of planned and completed working hours	Add-on hardware terminals for time tracking, users can clock in and out using NFC chipsets (additional costs for terminals)
One-click time recording via a play/pause button	Overview of users that have clocked in at a given time	
Possibility to adjust and update core working hours	Overtime compensation based on hours worked	
Administrators can set up working hours for users - variable periods possible		