

Absence requests made easy

B-COMM for SAP



Benefits at a glance:

- Manage absence and attendance requests, e.g. for holidays, flexitime or training events
- Fast and paperless application, management and approval of absence requests
- Separate user functions for applicants, superiors and representatives
- Tools, such as team calendars, application overviews and employee bookings, give managers a clear view of employee statuses
- Absence requests are automatically forwarded to the stand-in employee after a determined time. This function is integrated into the workflow

Easy digital operation

In this web-based application, employees can conveniently generate, display or change their own attendance or absence times, or start approval processes on their own computer. It is easy to make and administer, for example, holiday or flexitime applications or applications for business travel and seminars. Furthermore, users can record attendance quotas and create, correct or cancel time events (e.g. In bookings).

This paperless procedure accelerates the processes for approval of applications and ensures time and cost savings.

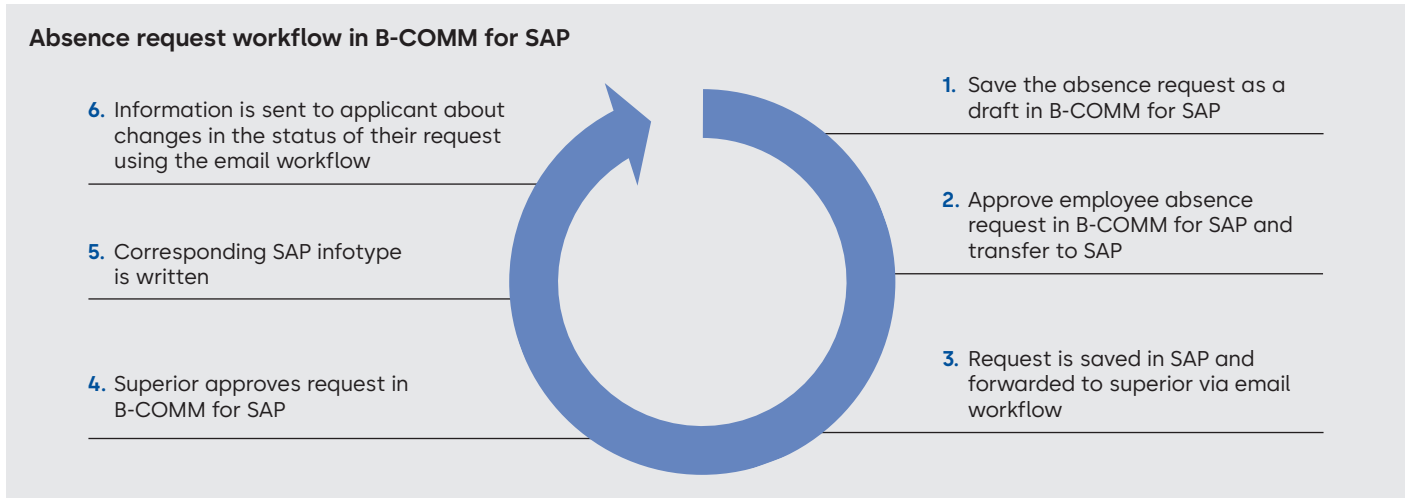
Quick and easy absence applications on terminals

The Application for Leave of Absence for Terminals lets users record attendance or absence events on dormakaba 97 00 / 98 00 terminals. Virtually any employee can use it to file digital applications for leave of absence easily and quickly.

Keep track of everything with the team calendar

The team calendar helps employees to plan their holidays. The team calendar also gives managers a quick overview of employee statuses regarding absence and attendance times.

Absence requests with B-COMM for SAP



Creating an absence request

- Manage attendance and absence events using a dormakaba terminal or the dormakaba ERP Time app
- Start the process by scanning the RFID card or your fingerprint
- In B-COMM for SAP, users receive authorisations exclusively in their user profile
- The absence request workflow includes all absence request functions, approvals by superiors and confirmation or rejection notices sent to the employee.

Mitarbeiteranträge Nicole Wiedmaier

Neuer Abwesenheitsantrag Neuer Buchungsmachtrag

Übersicht Abwesenheitsantrag (21) Übersicht Buchungen (1)

Entwürfe Abwesenheitsantrag (0) Zeitkonto

Neuer Abwesenheitsantrag Nicole Wiedmaier

Urlaub Gleitzeit

T-ZUG Sonderurlaub

Krankheit ohne Attest Dienstreise

Urlaub Nicole Wiedmaier

20.09.2022 20.09.2022

Speichern Senden

Übersicht Abwesenheitsantrag Nicole Wiedmaier

Gleitzeit	27.09.2021	Genehmigt
Gleitzeit	02.11.2021 - 03.11.2021	Genehmigt
Urlaub	04.11.2021	Genehmigt
Mehrarbeit	27.11.2021 - 28.11.2021	Genehmigt
Gleitzeit	23.12.2021	Genehmigt
Urlaub	27.12.2021 - 06.01.2022	Genehmigt

Team calendar functions

1 Configurable colour-coded time types

- Project work
- Maternity leave
- Business trip
- Extra work
- Paid educational
- Seminar
- Project work
- Sickness
- Absent
- Flexible work time
- Urlaub Specially
- Holiday
- Education

2 Key for different possible request statuses

- Approved
- Ordered
- Planned

Any questions? We will be happy to assist you.