



USER GUIDE

Absence

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OVERVIEW

The Absence application maintains a complete log of all employees being absent, unavailable or out of office. Your employees can submit requests for a vacation, sick leave, request to work remotely from home, or any other type of absence request. The app allows for flexible configuration of access permissions to approve such requests – you can sign off on absence requests via both the App and Bitrix24 workflows. You can also track and modify the number of vacation days for each employee.

Two formats are available to display absence requests: general company Absence Chart calendar and personal My Absence Chart calendar for each employee. You can also use the request log that shows dates and statuses for each absence request.

The Absence app supports integration with your company workflows and uploads two additional workflow templates to your Bitrix24 account. Simultaneously, you can use your own custom templates as well. When an absence request is sent, the app launches a required workflow and you can process the request accordingly to applicable corporate rules.

Install the Absence app and see how keeping track of internal absences is transformed into a clear and simple process for all employees of your company.

INSTALLATION AND SETUP

Complete standard installation procedure from Bitrix24 Marketplace.

No additional app setup.

WORKING WITH ABSENCE

Absence Chart



The first app window shows the Absence Chart with approved absences for all company employees.

Department manager also sees absences with pending approval for his/her department employees.

Bitrix24 account administrator and/or user responsible for absences — both see all absences with approved/pending review statuses.

The Absence Chart has the following available options:

- Absence chart filter with sorting parameters as follows:
 - Departments

The screenshot shows the 'Departments' filter dropdown menu. The menu is open, showing 'Not specified' as the selected option. Other options include Bitrix, Accounts Department, Marketing department, and Sales Department.

- Employee. *When user selects only him- or herself in the filter, the app switches this user to "My Absence Chart" page.*

The screenshot shows the 'Employee' filter dropdown menu. The menu is open, showing 'Denis Petchenko' as the selected option. Other options include Denis Ermashevskiy and Maria Lushina.

- Type of absence

Type of absence

Vacation x

Vacation

Remote work

Sick leave

- Status. *This filter parameter is available only for department managers, account administrator and/or user who is responsible for absences.*

Status

PENDING x

PENDING

APPROVED

- Range. *Calendar display range is only from 30 to 365 days.*

Range

Custom range v

12/25/2019 - 12/31/2019

Attention! The filter parameters "Type of absence" and "Status" filter the applications. In order to see the filtering result, click on the check box "Show only absences".

- Create new personal absence request. See [Adding an Absence Request](#)

NEW ABSENCE

- Use filter with parameters:
 - Show only absences. Shows only employee that have absence requests

Show only absences:

- Uncheck the upper option. Shows all company employees

Show only absences:

- Switching to personal calendar (My Plan) via tabs. See [My Absence Chart](#)

My Plan

- Horizontally scrolling by calendar days. Appears when selected date range does not fit unto the visible screen area
- Entering an employee personal account profile when clicking on its first and last name.

Denis Petchenko

- Clicking on an employee absence entry; user will see the details about the selected absence:
 - Type of absence
 - Status
 - Range



Additionally, department manager can go to the subordinate employee's profile inside the app by clicking on the pencil icon next to the full employee name.

See [Personal Profile](#)

Bitrix24 accounts administrators as well as absence or department managers have the ability to navigate to one of the settings screens and export data to a CSV file.



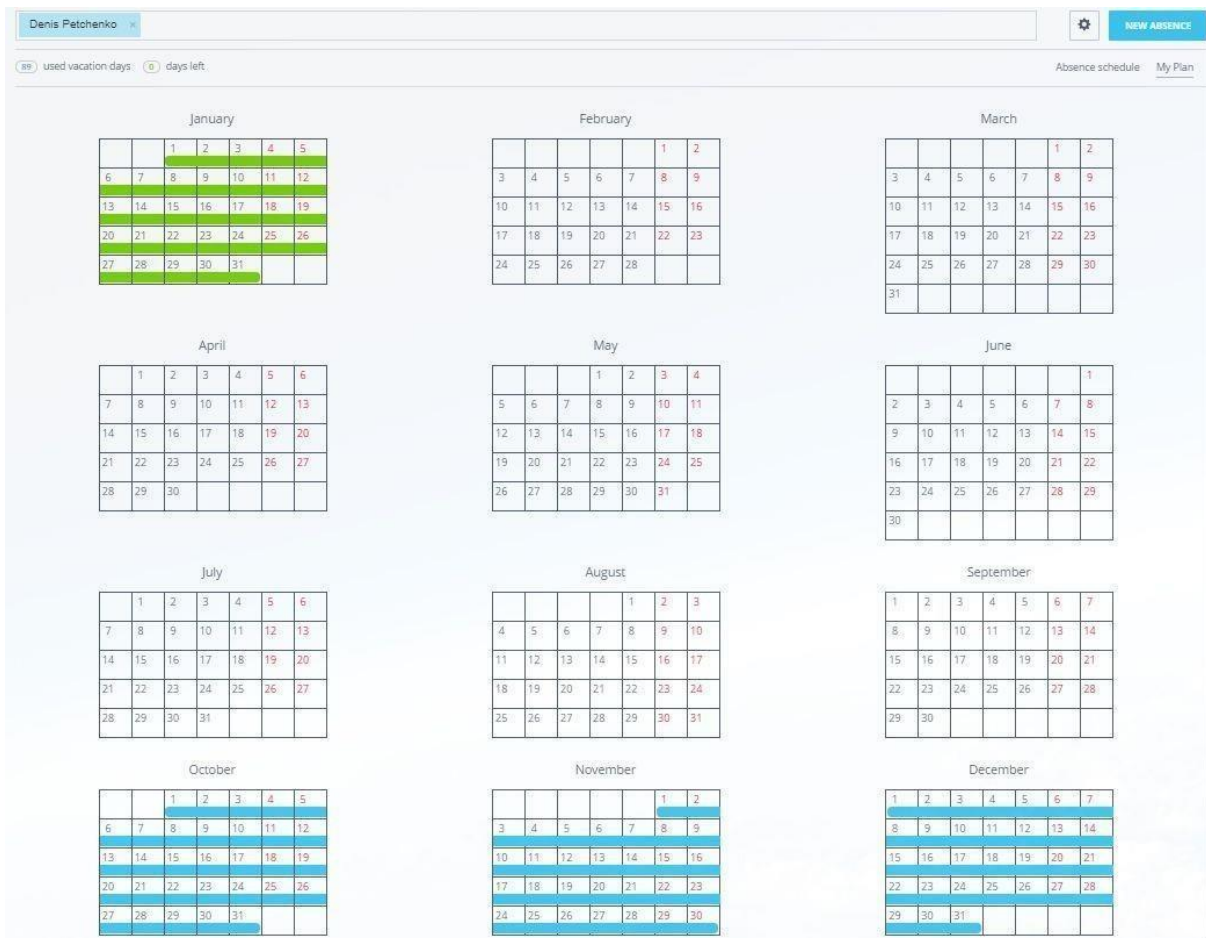
[Absence schedule](#)

[My Plan](#)

[Data export to CSV](#)

Important! When an employee was transferred from one company department to another, his/her absence requests will not be visible on the Absence Chart of the previous department. However, absences will be available in [My Absence Charts](#) and [Absence Request](#).

My Absence Chart



When switching from Absence Chart to My Absence Chart, user will see the annual calendar with all personal absences with approved/pending review statuses.

The user has the following options available:

- Create new personal absence request



- View the balance of vacation days already spent and how many unused vacation days are still available



- When clicking on one of his/her absences, user sees the information on a selected absence:
 - Type of absence
 - Status
 - Range



- Switch to the company absence chart via tabs

Absence schedule

Attention! When showing My Absence Chart calendar, the filter shows an employee who switched to My Absence Plan. When filter parameters are changed, user is automatically

transferred to the "Absence Chart". Denis Petchenko x

In addition, an account administrator and/or user responsible for absences can access

settings via gear button.

Adding an Absence Request

A screenshot of the 'Add Absence' form. It includes fields for 'Range' (Beginning date and Completion date), 'Absence Type' (Vacation), and a 'Comment' text area. There are 'SAVE' and 'CANCEL' buttons at the bottom. A 'FEEDBACK FORM' link is in the top right. A blue attention box states: 'Attention! If there are holidays passes in your portal, then no holidays should be deducted in Bitrix24.'

After clicking on the —New absence request|| button, the user can access the following options:

- Absence range

Range

A form showing two date pickers: 'Beginning date' and 'Completion date', separated by a minus sign.

- Type of absence

Absence Type

Vacation

- Comment to absence. The comment will be visible only to the user who is responsible for absences/account administrator.

Comment

Empty text input field for comment.

- Save or cancel

SAVE CANCEL

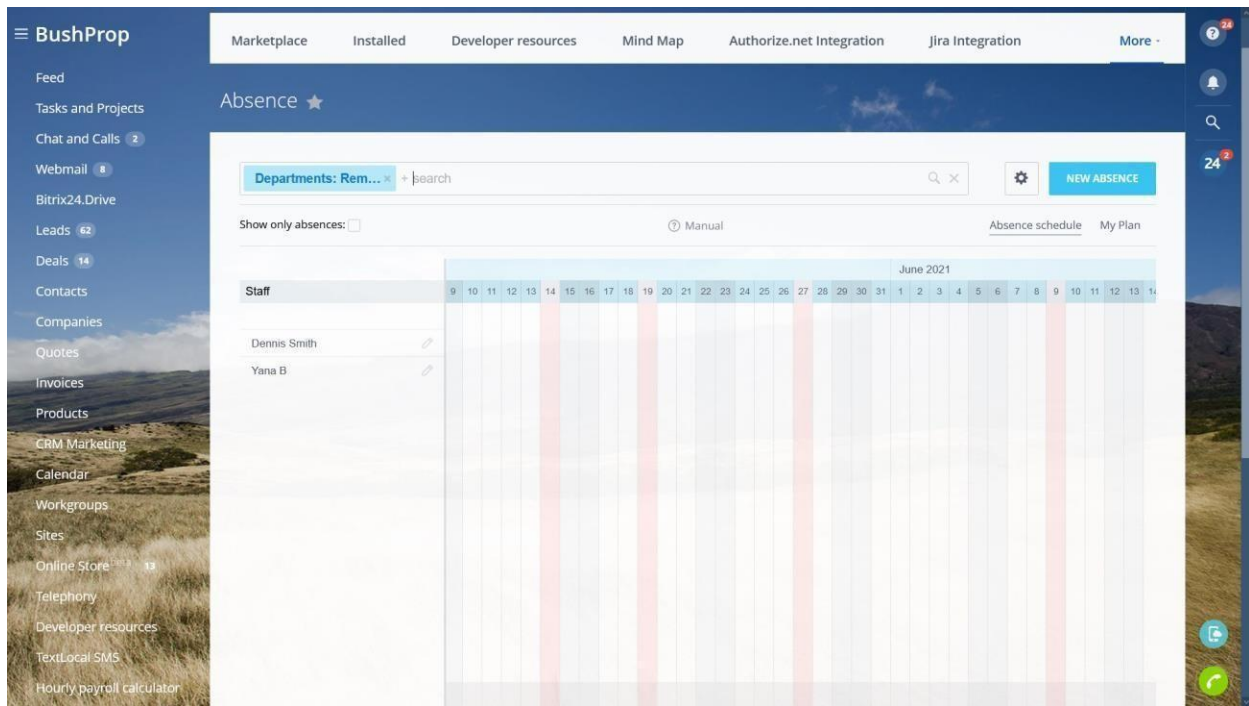
- Application feedback form

FEEDBACK FORM

Important! You cannot add absence into a time period that already contains an approved user absence.

Important! When an absence range matches with holidays indicated in your Bitrix24 Work Schedules, the holidays will not deduct from the vacation day balance of the employees. Holidays are automatically added to the user's vacation day balance and registered in the "Vacation day balance management" log with a "System" comment.

The screenshot displays the Bitrix24 Work Schedules interface. On the left is a sidebar with navigation options like 'Feed', 'Tasks and Projects', 'Chat and Calls', 'Webmail', 'Bitrix24 Drive', 'Leads', 'Deals', 'Contacts', 'Companies', 'Quotes', 'Invoices', 'Products', 'CRM Marketing', 'Calendar', 'Workgroups', 'Sites', 'Online Store', 'Telephony', 'Developer resources', 'TextLocal SMS', 'Hourly payroll calculator', 'SugarCRM migration', 'Miro Boards', 'MercadoPago Integration', 'Instant SMS', and 'Bitrix24'. The main content area shows 'Work Schedules' for 'BushProp'. It includes a 'Work hours' section with 'Working days: Monday through Friday', 'Work hours: 09:00 am - 06:00 pm', 'Break: 01:00', and 'Duration: 8h 0m'. Below this is a 'Holidays and weekends' section for the year 2021, with a calendar view for April, May, and June. The calendar shows working days and holidays for the specified months. At the bottom, there is a 'Working time control' section with a 'Track events' dropdown set to 'Clock-in and clock-out' and a 'Track schedule violations' section. A 'SAVE' button is visible at the bottom right.



Personal Profile

Department manager can access personal profile that contains absences of his/her subordinate employees.

The user responsible for absences/account administrator can view personal absence profile of all employees.

After clicking on the —pencil symbol (next to an accessible employee), the user responsible for absences/account administrator can view the slider with 2 tabs:

- Absence requests

ABSENCE REQUESTS

- Vacation day balance management

VACATION BALANCE MANAGEMENT

Absence Requests

Denis Petchenko				FEEDBACK FORM
89 used vacation days		0 days left		
ABSENCE REQUESTS		VACATION BALANCE MANAGEMENT		
2019				
Vacation	2019-12-01	—	2019-12-31	APPROVED
Sick Leave	2019-11-01	—	2019-11-30	APPROVED
Vacation	2019-10-01	—	2019-10-31	APPROVED
Vacation	2019-01-01	—	2019-01-31	PENDING
Vacation	2019-12-01	—	2019-12-31	APPROVED
Sick Leave	2019-11-01	—	2019-11-30	APPROVED
Vacation	2019-10-01	—	2019-10-31	APPROVED
Vacation	2019-01-01	—	2019-01-31	PENDING
Vacation	2019-12-01	—	2019-12-31	APPROVED
Sick Leave	2019-11-01	—	2019-11-30	APPROVED

When selecting —Absence requests|| tab, department manager and the user responsible for absences have the following options:

- View both the number of spent and available vacation days for selected employee

89 used vacation days 0 days left

- Sort absences for selected employee by years

2019

- View absence requests for selected employee

Remote Work	2019-12-12 — 2019-12-13	APPROVED
Vacation	2019-12-15 — 2019-12-16	PENDING
Vacation	2019-12-19 — 2019-12-20	APPROVED

- Save or cancel

SAVE CANCEL

- Application feedback for

FEEDBACK FORM

Managing the Vacation Day Balance

Denis Petchenko FEEDBACK FORM

89 used vacation days 0 days left Edit balance

ABSENCE REQUESTS VACATION BALANCE MANAGEMENT

Journal Changes

30 added vacation days	2019-12-23	Denis Petchenko
Comment: test		
15 added vacation days	2019-12-23	Denis Petchenko
Comment: fifteen		
30 added vacation days	2019-12-24	Denis Petchenko
Comment: thirttt		

SAVE CANCEL

When selecting —Vacation day balance management|| tab, department manager and the user, responsible for absences/account administrator have the following options:

- Add/delete vacation days for selected employee

Add 0 days

via the —Edit the balance|| button

Edit balance

- Add comment to adding/deleting of vacation day balance

Annual vacation

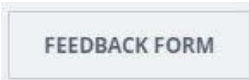
- View changes in the vacation day balance for selected employee

30 added vacation days 2019-12-23 Denis Petchenko
Comment: test

- Save or cancel



- Application feedback for



Absence Requests

Absence Requests				FEEDBACK FORM
de@dev.info-expert.ru	2019/01/01 — 2019/01/31	Vacation	✓ ✕	
Comment	test			
sallee@info-expert.ru	2019/01/01 — 2019/01/31	Vacation	✓ ✕	
Comment	test			
sv@bitrix.ru	2019/01/01 — 2019/01/31	Vacation	✓ ✕	
Comment	test			
de@dev.info-expert.ru	2019/01/01 — 2019/01/31	Vacation	✓ ✕	
Comment	test			
Denis Petchenko	2019/01/01 — 2019/01/31	Vacation	✓ ✕	
Comment	test			
nenden@yandex.ru	2019/01/01 — 2019/01/31	Vacation	✓ ✕	
Comment	test			

The user responsible for absences and/or account administrator can approve or reject absence requests via drop-down list.

Important! You cannot approve an absence for a time period that already contains an approved user absence.

After clicking on the —Absence Requests|| item in the app settings, the user responsible for absences/account administrator can view the slider with 2 tabs:

- View absence request:
 - Go to Bitrix24 employee personal profile

Denis Petchenko

- Absence request range

14.10.2019 — 15.11.2019

- Type of absence

Remote Work

- Comment to Absence

Comment

test

- Absence request approval ✓
- Absence request denial ✕

FEEDBACK FORM

- Application feedback form

Editing Absence Requests

Заявки на отсутствие		ФОРМА ОБРАТНОЙ СВЯЗИ	
Danila Kobelev	01.09.2023 00:47 — 08.09.2023 00:47	Отпуск	В ожидании
Комментарий	<input type="text"/>		
Denis Ermashevsky	30.08.2023 08:31 — 04.09.2023 08:31	Отпуск	Одобрено
Комментарий	<input type="text"/>		
Pavel Borisov	18.09.2023 08:32 — 29.09.2023 08:32	Отпуск	Одобрено
Комментарий	<input type="text"/>		
Pavel Borisov	04.09.2023 08:33 — 14.09.2023 08:33	Отпуск	В ожидании
Комментарий	<input type="text"/>		

The responsible person for absences, your Bitrix24 account's administrator or department manager can easily edit absence requests using dropdown lists and options. Department managers have access only to requests from their subordinates.

Important! The application prevents approving an absence for a period that has already been approved for another absence.

To edit requests, simply click on the "Edit Requests" option in the settings. This opens a slider with the following capabilities for the responsible person, administrator or department manager:

- View the absence request
- Access the employee's personal profile in Bitrix24

Danila Kobelev


- Modify the absence duration

09/01/2023 12:47:00 a  — 09/08/2023 12:47:00 a 

- Modify the type of absence

Vacation 

- Modify comments regarding the absence

Comment 

You can then save the changes, cancel them, edit the request further, delete the absence request, or provide feedback on the application's performance.

Types of Absences

Absence Type	ID	Actions
Vacation	[Id 338]	Edit Delete
Remote work	[Id 339]	Edit Delete
Sick leave	[Id 341]	Edit Delete

+ Add



COPY ID TYPES FOR BP

SAVE CANCEL

FEEDBACK FORM

The user responsible for absences and/or account administrator can add, edit or delete type of absences via a drop-down list.

The following options are available inside the —Types of Absences|| menu to the user responsible for absences and/or account administrator:

- Edit the available types of absences 
- Delete the available types of absences 
- Add new types of absences. See [Adding new absence type](#)
- Copy ID types for Workflow. See [Bitrix24 account or App workflow template parameters](#)

+ Add

COPY ID TYPES FOR BP

- Save or cancel
- Application feedback form

SAVE CANCEL

FEEDBACK FORM

The options available when editing types of absences:

Edit absence type

Vacation

Account for vacation:

- Name of absence type

Vacation

- Consider as vacation. When selected, type of absence is considered a vacation and days will be deducted from the vacation day balance. When this option is unchecked, user's vacation day balance will not change when selecting this type of absence.

Account for vacation:

Adding New Type of Absence

New absence type

New absence type

Account for vacation:

[+ Add](#)

When adding new type of absence, the user responsible for absences and/or account administrator can select the following options in the slider:

- Name of absence type

New absence type

Consider as vacation. When selected, type of absence is considered a vacation and days will be deducted from the vacation day balance. When this option is unchecked, user's vacation day balance will not change when selecting this type of absence.

Account for vacation:

- Add new type of absence. When clicking on the [+ Add](#) button, the user responsible for absences and/or account administrator can add new types of absence

[+ Add](#)

General Settings

General settings [FEEDBACK FORM](#)

Negotiation of absences through business processes

Choosing a business process template

Automatically start a business process

Standard number of vacation days

SAVE
CANCEL

The user responsible for absences and/or account administrator can access general app settings via drop-down list:

Inside the General settings menu, the user responsible for absences and/or account administrator can configure the following options:

- Absences approval via workflows. When the user responsible for absences and/or account administrator selects —no||, he/she can select an employee responsible for absences approval and the standard number of vacation days. *Important! The selection is available only at Bitrix24 Business Plans.*

Negotiation of absences through business processes

- Absence approval via workflows. When the user responsible for absences and/or account administrator selects —yes||, he/she can select a workflow template and automatic workflow launch. *Important! The selection is available only at Bitrix24 Business Plans.*

Negotiation of absences through business processes

- The user responsible for absence approval. It is a Bitrix24 account user that has administrator access permissions when using the application.
Responsibility for coordinating absences

- Select a workflow template. See [Select a workflow template](#)

Choosing a business process template

- Workflow automatic launch. When the user responsible for absences and/or account administrator selects —yes||, the account workflows will be launching automatically. When the user responsible for absences and/or account administrator selects —no||, the account workflows are launched manually.

Automatically start a business process

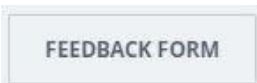
- Set standard number of vacation days. It's a numerical value that automatically adds specific number of days to the balance vacation days to all Bitrix24 account users.

Standard number of vacation days

- Save and cancel



- Application feedback form



Workflows

Attention! Workflows are available only at Bitrix24 Business Plans.

Select a Workflow template

When the app is installed successfully, user's account automatically installs two workflow templates:

- —Bitrix24 Account Workflow|. Creates absence requests from Bitrix24 account.
- —Application Workflow|. Creates absence requests from the App, launched after creating a [new absence request](#).

In addition to using the App's workflow, the user responsible for absences and/or account administrator can use custom templates via the App's [activity](#).

Bitrix24 account workflow

The following fields are created for correct Bitrix24 account workflow performance:

- Name. Required field
- Absence start date. Required field
- Absence finish date. Required field
- Comment. Required field
- Status. Optional field. List, consisting: —PENDING||, —APPROVED||, —DENIED||

Application workflow

The following fields are created for correct Application workflow performance:

- Name. This required field contains a request ID
- Status. Optional field. The list, containing: —PENDING||, —APPROVED||, —DENIED||

Parameters for Bitrix24 account and the Application workflow templates

Types of absences are displayed as a list with standard absence types:

- Vacation
- Remote Work
- Sick Leave

Attention! When types of absences are modified in the application, you need to copy them via the button "Copy ID types for Workflow" and add them to the "Types of absences" template parameters list.

Activity

Application creation

Activity receives the following data from a workflow:

- Start date
- End date
- User ID
- Absence type ID
- Comment

Activity returns the following data from the Application:

- ID = 0 when false, error = error description
- Request ID is passed when returns true, error – returns empty value

The number of days in the application

Activity receives the following data from a workflow:

- Day count = number of days in the absence

request Activity returns the following data from the application:

- Absence request ID

Retrieving vacation balance days

Activity receives the following data from a workflow:

- User ID

Activity returns the following data from the Application:

- Count = number of days on a user's vacation balance

Absence request details

Activity receives the following data from a workflow:

- Absence request ID

Activity returns the following data from the Application:

- Absence request ID
- User ID
- Start date
- End date
- Absence type ID
- Comment
- Status

Updated vacation day balance

Activity receives the following data from a workflow:

- User ID
- Count
- Comment

Activity returns the following data from the Application:

- Count (number of added days)

Absence request status update

Activity receives the following data from the workflow:

- Absence request ID
- Absence request status

Activity returns the following data from the Application:

- Result: true/false

DOWNLOAD

Absence app can be installed from inside your Bitrix24 account or **via public marketplace.**



UNINSTALL

To uninstall the application from your Bitrix24 go to the Applications → My Apps → Absence detail page and click on the delete button.

FEEDBACK

If you have any questions or proposals for adding new features, please contact us at info@bitrix24.com.