

1. Title and Introduction

Title: "Vacation Application Process"

Introduction: This document outlines the process for applying for vacation leave. It explains the steps employees need to follow to submit a vacation request and the approval process.

2. Participants

- **Employee:** The person applying for the vacation.
- **Supervisor:** The person responsible for approving/denying the vacation request, and gets notified if employees request a vacation.

3. Main Flow (Step-by-Step Process)

Step 1: Employee Requests Vacation

- Employee logs into the STC Time Management system
- Employee navigates to the vacation planner section.
- Employee selects the dates for the vacation, including start and end dates.

Home

Vacation Planner

Sickday Planner

Log out

vacation inquiry from

TT . MM . JJJJ

to

TT . MM . JJJJ

save

Begin	End	status	Actions
0000-00-00	0000-00-00	test	<div>Delete</div>
2024-11-05	2024-11-07	genehmigt	<div>Delete</div>
2024-11-05	2024-11-07	abgelehnt	<div>Delete</div>

Step 2: Request Submission

- Employee submits the vacation request for approval.
- Employee also can delete his requested vacation request and delete accepted requests.


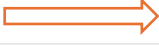

Begin	End	status	Actions
0000-00-00	0000-00-00	test	<div></div> <div>Delete</div>
2024-11-05	2024-11-07	genehmigt	<div></div> <div>Delete</div>
2024-11-05	2024-11-07	abgelehnt	<div></div> <div>Delete</div>

Step 3: Supervisor Reviews Request

- The system sends a notification to the employee’s Supervisor for review and approval.

- The Supervisor reviews the request and either approves or rejects it.
 - If rejected, the employee is notified with a reason.
 - If approved, the system records the dates.

[Home](#)[Vacation Planner](#)[Sickday Planner](#)[Log out](#)

Begin	End	Status		Actions	
0000-00-00	0000-00-00	test		Accept	Decline
2024-11-05	2024-11-07	genehmigt		Accept	Decline
2024-11-05	2024-11-07	abgelehnt		Accept	Decline

1. Title and Introduction

Title: “*Work Time Managment Process*”

Introduction: This document outlines the process for recording work hours. It explains the steps employees need to follow to log their daily hours.

2. Participants

- **Employee:** The individual who records their work hours and submits their timesheet for approval.
- **Supervisor:** The person responsible for reviewing and approving the employee's timesheet.

3. Main Flow (Step-by-Step Process)

Step 1: Employee Logs Daily Work Hours

- The employee logs into the STC Time Management System.
- Navigate to the "Home" section in the system.
- For each workday, enter the number of hours worked that day manually.
Or use the "Start Working" button on start of the shift, when the shift ends use the "Stop Working" button to stop recording the work time.

System Behavior:

- The system will save the entered hours and display them in the work time summary.

Date	Weekday	Begin	Break	End	time_worked	Comments
0000-00-00	Thursday	00:00:00	00:00:00	00:00:00		
2024-11-03	monday	08:00:00	00:30:00	16:00:00	07:30:00	test
2024-11-04	wednesday	08:00:00	00:30:00	16:00:00	07:30:00	
2024-11-05	Monday	08:30:00	00:30:00	17:00:00	08:00:00	Team meeting in the morning
2024-11-06	Tuesday	09:00:00	00:30:00	18:00:00	08:30:00	Worked on project deliverables

Step 2: Employee Reviews and Submits Monthly Timesheet

- The employee reviews the total hours logged for the month to ensure they are correct.
- The employee clicks on "Submit Timesheet" to send the hours for supervisor review.

Step 3: Supervisor Reviews Submitted Timesheet

- The system sends a notification to the employee's supervisor when the timesheet is submitted.

- The supervisor reviews the timesheet to ensure that the hours are correct and compliant with company policies.
- The supervisor either approves or rejects the timesheet.
 - **If rejected:** The supervisor provides feedback (e.g., hours not accurate, corrections needed) and the employee is notified.
 - **If approved:** The system confirms approval and updates the employee's work records.



System Behavior:

- The system notifies the employee of the supervisor's decision (approval or rejection).
- If rejected, the employee is able to correct and resubmit the timesheet.