Goal: link the previously requested time-offs with the actual absences:

**Pending** entire day

User takes time off, since manager did not act, system catches this as “bad boy” we need to link these so when manager is approving time sheets, can get confirmation from him “dear manager, it appears as there is a pending time off request for “april 13”, ok to process this {deduct dkk from vacation accruals} or no, deduct from mkk {bad boy}

**Approved** entire day

In these cases the system needs to flag ahead of time….approved absence, do not deduct from mkk (instead deduct from vacation accruals. After date has passed, jay has written this method)

**Rejected** entire day

If an absence is rejected and employee takes time off anyways, well then that’s as f the request never came in, though shall be considered a bad boy

**Pending** hourly

Same as the pending entire day above…system catches as bad boy…need to link….

This has 3 flows also…

1:if user started day at office, left hitting time out, we can add a line of code here

2: user started day at office, but neglected to clock out with to (uses regular clock)

3: user starts away from office and ends day at office…no different app functionality for this (too confusing to ask the users to clock in with to in these cases)

**Approved** hourly

Same as above, we ned to train system to flag and recognize these ahead of time (not to deduct as bad boy)

This will fall into the same 3 flows as above..based on when the hourly was (started away, ended away..)

**Rejected** hourly

If an absence is rejected and employee takes time off anyways, well then that’s as f the request never came in, though shall be considered a bad boy

The way I envision it is we need to add a module to the FE **“pending and approved time-offs”**

This will list **all:**

*Upcoming* pending and approved time-off requests

*Past*: un-linked time offs {60 day shelf life should work, meaning we can terminate these after 60d)

basically make it easier for manager to create that timesheet (versus going into “create time sheet” entering all of the specifics from scratch. This way, they just apply after the fact)

**Pending** hourly time off, started at office , user ended properly with **to** button

As the manager has not accepted, the system will flag the early departure as a “bad boy”. We need to link these and make it easy for manager to confirm they are related.

We need to write a logic for when the “to” button is used, to check to see if there are any pending/approved time-offs (to automatically link…although I would like manager final confirmations)

**Pending** hourly time off, started at office, user clocked out with clock

As the manager has not accepted, the system will flag the early departure as a “bad boy”. We need to link these and make it easy for manager to confirm they are related.

As the user did not properly log out with the “to” we do not have the luxury of this flag, so need logic to support anytime there is badboy as well as a pending/approved to…..

**Pending** hourly time off, user started day away and ended at office

As there is nothing on the app to indicate started with a timeoff, we need to use the same logic as above which handles “anytime there is badboy as well as a pending/approved to…..”

**Pending** hourly time off, user started at office, left with time-off, and then came back to office

Same as example above, the “to” and “pending” timeoff needs to trigger something….

**Pending** hourly time off, user started at office, left with clock (incorrectly), and then came back to office

Same as above, logic which handles “anytime there is badboy as well as a pending/approved to…..”

**Accepted** hourly time off, started at office , user ended properly with **to** button

Need to train system to recognize there is an accepted timeoff, hence the early departure should not be deducted from mkk

**Accepted** hourly time off, started at office, user clocked out with clock

Same as above, without the luxury of the flag from “ended day with “to”

**Accepted** hourly time off, user started day away and ended at office

Need to train the system to recognize this is pre-approved, hence not a badboy…don’t have the luxury of the “flag” as there is no timeout button to start day

**Accepted** hourly time off, user started at office, left with time-off, and then came back to office

Can use the “used time out” button and has pending/approved time out logic

**Accepted** hourly time off, user started at office, left with clock (incorrectly), and then came back to office

Same as above, without the luxury of the flag

**Rejected** is as if it never happened…..bad boy shall be deducted