

Template Applications – Absence Request

Contents

Introduction	2
Workflow Logic	2
Notable Behaviors.....	3
Installation Instructions	3
Mobile Version.....	4

Template Applications – Absence Request

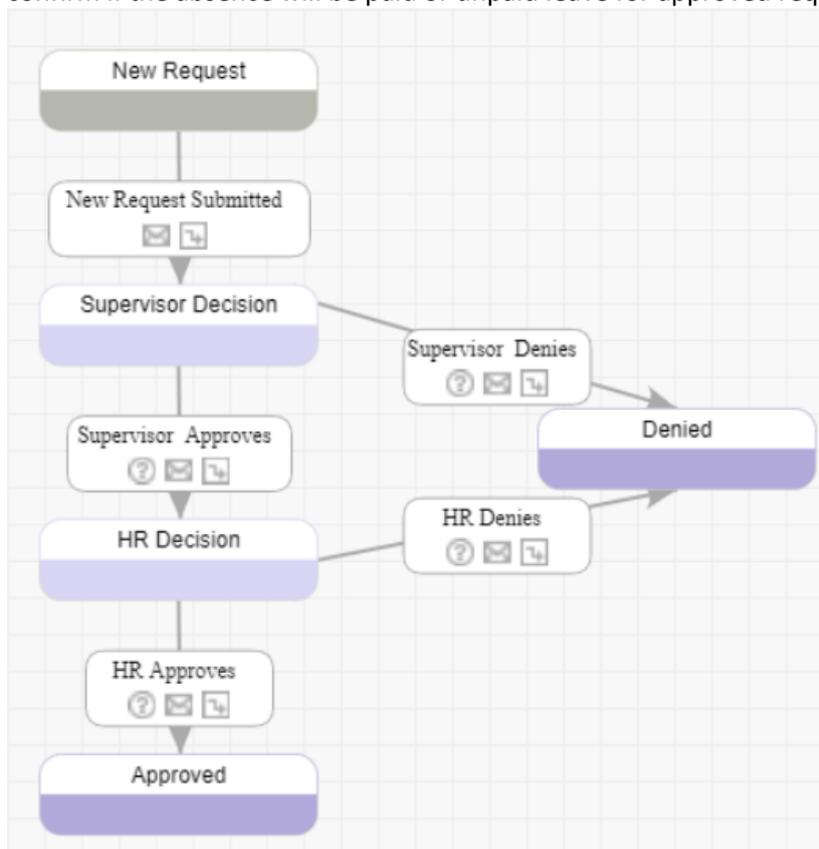
Introduction

This two-page application manages planned absences. The first page collects details of the requester, employee and request, and the second addresses the approvals.

The image displays two screenshots of the Absence Request application interface. The left screenshot, titled "Absence Request" with a status of "New Request", contains several input fields: Employee Name, Employee e-mail, Employee ID, Site, Supervisor Name, and Supervisor e-mail. Below these are date pickers for "Beginning Date" and "Expected End date". A section titled "Select reason for absence and add any explanation below" includes radio buttons for "Vacation", "Medical Leave", "Bereavement / Sympathy", "Personal Time (Unpaid)", "Jury Duty", and "Other". A "Further Details" text area and an "Attach" button are also present. The right screenshot, titled "Absence Request" with a status of "Supervisor Decision", features a "Supervisor Decision" section with "Approved" and "Denied" radio buttons, a "Comments" text area, a "Human Resources Decision" section with "Approved" and "Denied" radio buttons, and a "Please confirm leave type" section with "Paid Leave" and "Unpaid Leave" radio buttons. It also includes a "Comments" text area, "Details" and "SUBMIT" buttons.

Workflow Logic

All requests will require approval by the supervisor, who may deny the request. Once approved, the proposal moves to Human Resources for approval. HR may also deny the request, but they will confirm if the absence will be paid or unpaid leave for approved requests.



Template Applications – Absence Request

Notable Behaviors

There are some conditions applied to certain absence types.

Vacation will always be Paid Leave.

Personal Time will always be Unpaid Leave.

Jury Duty requests cannot be denied.

The logic to control these conditions is located in several places.

When the app opens, specifically at the 'HR Decision' stage, there is conditional logic that will pre-check Paid Leave (for Vacation) or Unpaid Leave (for Personal Time). However, the HR user will still be able to change these manually too.

On the Approvals page and when the Leave Type radio button group changes, the logic will prevent certain combinations from being selected.

- Vacation / HR Approved / Unpaid Leave combination is not permitted. An error message will be displayed, and the Leave Type selection will be de-selected.
- Personal Time / HR Approved / Paid Leave combination is not permitted, an error message will be displayed, and the Leave Type selection will be de-selected.

Since the above two combinations rely on the HR Decision, the same behaviors are triggered when the HR Decision group changes too by using the Run Behavior command.

Installation Instructions

The application is initially designed in demonstration mode.

In normal circumstances, the HR Role will always be occupied by the same person or team, so it's unnecessary to identify them in the application. However, these roles can be linked directly to a user in your system or a specific email address. In demonstration mode, the HR Role links to the Supervisor email field, but this will need to be changed before publication in your system.

Open the workflow diagram and select the workflow properties by clicking in the background of the drawing area but away from a stage object or pathway.

Select the HR Role and click on the Edit button to open up the Edit Roles dialogue box.

Template Applications – Absence Request

Edit Roles

Name
HR

Default Person

None

User **1**

User-Group **2**

Position **3**

Email taken from a field

Fixed email address **4**

1. If your HR user is an individual and has a license in your account (Full, basic or limited), you can link directly using the User option. Select the 'User' option, click the corresponding Select button and choose from the list of users.
2. Suppose you have set up a position within your system for any of these roles and have selected the appropriately licensed user to occupy that position. In that case, you can link to that position. Select the 'Position' option, click the corresponding Select button and choose from the list of positions.
3. If your HR User will be part of a group responsible for managing these requests, and that user group has been defined within your system, then you can link to that user group. Select the 'User-Group' option, click the corresponding Select button and choose from the list of groups.
4. You can link to the user's email address if none of the above is possible. In this scenario, the user doesn't require a license (Full, basic or limited) in your system. Select the 'Fixed email address' option and enter the email address in the corresponding box.

Click OK when done.

The graphic 'Background' is included as a picture that sits on each page with a layer of 0 so that everything else sits on top. You can delete the graphic and use your own if you prefer. In the app properties panel, use the Style section to modify the color and fonts for the main objects and fields.

Mobile Version

This application is not enhanced for mobile use.