

# Kaba b-comm ERP 5 – SAP ERP *Leave request*

The screenshot shows a 'Team calendar' interface with a table of employees and their attendance/leave status for 2016. The table columns represent months from January to December. The legend below the table defines various leave types and their corresponding colors: Holiday (green), Leave 1/2 day (light green), Flexible work time (blue), Business trip (orange), Seminar (red), Planned (grey), Works Council (purple), Stress or Certificate (red), Stress wo Certificate (brown), Health care (pink), Industrial accident (cyan), Maternity leave (dark purple), Unpaid leave (grey), and Absent (grey).

First Name	Last Name	Person Number	Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Sasina	Rehfeld	00899003	Caller												
Jürgen	Scheff	00899050	Supervisor												
Karl	Bucher	00899050	Deputy												
Martin	Klarisch	00899052	Colleague												
Claus	Camper	00899004	Colleague												

## Advantages at a glance

- Register and follow-up on who is present and absent with ease using Kaba b-comm ERP 5 combined with SAP ERP
- Make use of the team calendar for employees and supervisors
- Ensure e-mail notifications are sent to employees and managers when there are status changes
- Get started quickly with predefined, practical SAP workflows
- Use the optional Kaba app for the Kaba terminal 97 00

*Employees can register their absence applications using the modern Kaba b-comm ERP 5 web interface.*

The SAP system saves new applications as blocked data records in the relevant infotype, and sends out an e-mail notifying the relevant supervisor so they can process them. The Business Workflow technology provided in SAP ERP forms the basis for this process.

The applicant's supervisor processes applications directly in Kaba b-comm ERP 5, where they can also see an overview of other employees' applications, allowing them to always keep track of which employees are present and absent at any time.

If the supervisor does not respond to an application within the time frame set in SAP ERP, it will be forwarded automatically to their stand-in.

The integrated team calendar allows employees and supervisors to keep track of who is absent within their department, and the supervisor can approve applications directly on this calendar. Predefined SAP workflows are fundamental to Kaba's solution for managing presence and absence notifications and status tracking in SAP and Kaba b-comm ERP 5.



# Additional features

## Requirements

- Kaba b-comm ERP 5 – SAP ERP
- Kaba Workforce Center – Leave request employee/Kaba Workforce Center – Leave request manager
- SAP ERP 6.0 with Business Workflow
- Internet Explorer, Mozilla Firefox

## Additional features

- Display of absence quotas from infotype 5 or 2006
- Display of T&A bookings made by assigned employees
- Expansion of presence or absence types in Kaba b-comm ERP 5
- Single sign-on with automatic assignment of authorisations
- Display of organisational structure in SAP using infotype 105
- Management of individual authorisations in Kaba b-comm ERP 5 using the role concept

## Extensions

- Kaba Workforce Center – Leave request for terminal – for the registration of absence applications on a Kaba terminal 97 00

The screenshot displays the KABA software interface for creating a new absence request. The main window is titled 'Request create/edit' and shows a 'Request overview' tab. A 'New request' dialog box is open, allowing the user to specify the details of the absence.

**Request Overview Table:**

Type	Entire	Ordered	Deduct	Rest total	Rest (without ...	Already satisfied	Not yet satisfied	Unsent comm...
Standard leave	30.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00

**New request dialog box details:**

- Attendance/absence type: Business trip
- Days: 06/09/2015 - 06/09/2015
- Time slots: 08:00 am - 11:45 am (+) and 01:00 pm - 04:00 pm (-)
- Comment: Business Trip
- Buttons: Save as draft, Cancel