

Getting started

With Absence Tracking for Jira, you can automate logging time for each day of an employee's absence. The app simplifies the process of worklog tracking for Project Managers, HR Managers and Team Leads during vacations, sick leaves and other PTO cases.

On this page:

- Prerequisites
- Configuration
- How does it work

Prerequisites

In order to feel the beauty of Absence Tracking you need to have the following:

- **Project(s)** where you want to keep absences (vacations, sick days, day-offs..) for your employees;
- **Workflow** - that might involve several stages, the only requirement is that there should be a special Status(es) transition to which means absence is approved and we need to add for each day a certain amount of hours for a given employee (*the approver should have permissions to log work hours for another user);
- **Issue Type** with start & end date - those fields will serve as terminator points for absence.

Configuration

In Configuration of the addon, which you can find Settings > Manage apps > Absence Tracking for Jira

You provide the following

- Project
- Issue type(s) to be affected
- Status - final status that should trigger action of automatic adding of time
- Start/End date
- Whether or not to use Tempo calendar for employee's time

The screenshot shows the Jira Administration interface. The top navigation bar includes 'Administration' and a search bar. Below it, there are tabs for 'Applications', 'Projects', 'Issues', 'Manage apps', 'User management', 'Latest upgrade report', and 'System'. The 'Manage apps' tab is active. On the left sidebar, there are sections for 'ATLASSIAN MARKETPLACE' and 'ABSENCE TRACKING FOR JIRA'. Under 'ABSENCE TRACKING FOR JIRA', the 'Configure' option is selected. The main content area is titled 'Configure Absence Tracking for Jira' and contains the following configuration options:

- Project**: A dropdown menu with 'Start Progress' selected. Below it, the text 'Select project' is displayed.
- Issue Type**: A text input field with 'Vacation' selected. Below it, the text 'Select Issue Types' is displayed.
- Status**: A text input field with 'Done' selected. Below it, the text 'Select Issue Status which indicates that absence is approved' is displayed.
- Start Date field**: A dropdown menu with 'Start Date' selected. Below it, the text 'Select Issue Field which contains absence start date' is displayed.
- End Date field**: A dropdown menu with 'End Date' selected. Below it, the text 'Select Issue Field which contains absence end date' is displayed.
- Tempo**: A checkbox labeled 'Use Tempo Calendar' is checked. Below it, the text 'Use Tempo Calendar for holidays' is displayed.

A 'Save' button is located at the bottom of the configuration form.

How does it work

Once Person creates an issue in project for tracking absences (Requestor) it is assumed that this absence needs to be approved by someone. It is expected that the person creates an issue describing a type of absence and duration. The Approver accepts the request and should be granted permissions to log working hours for another person.

Create Issue Configure Fields

Project: Start Progress (SP)

Issue Type: Vacation

Summary: The first vacation this year

Reporter: admin

Description:
 Style | B | I | U | A |
 Visual | Text

Assignee: Automatic

Start Date: 27/Aug/19

End Date: 30/Sep/19

Create another

24/Jun/19 2:20 PM Comment

This might be several step process, we do not put any restriction on this. Once workflow reaches Status defined in configuration - Absence Tracking for Jira - will add certain hours defined in calendar for a given employee, under the account of Requestor.

Start Progress / SP-9

The first vacation this year

Details

Type: Vacation | Status: **DONE** (View Workflow) | Resolutions: Done

Priority: Medium | Labels: None

Description
 Click to add description

Attachments
 Drop files to attach or browse.

Activity

All | Comments | **Work Log** | History | Activity

- admin logged work - 27/Aug/19 12:00 AM
 Time Spent: 1 day | Leave Type: Vacation
- admin logged work - 28/Aug/19 12:00 AM
 Time Spent: 1 day | Leave Type: Vacation
- admin logged work - 29/Aug/19 12:00 AM
 Time Spent: 1 day | Leave Type: Vacation

People

Assignee: Unassigned | Assign to me

Reporter: admin

Votes: 0 | Stop watching this issue

Dates

Created: 1 minute ago
 Updated: Just now
 Resolved: Just now
 Start Date: 27/Aug/19

Time Tracking

Estimated: Not Specified
 Remaining: 0m
 Logged: 1d

Hipchat discussions
 Do you want to discuss this issue? Connect to Hipchat.

Related pages

Content by label

There is no content with the specified labels

