

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*

Reporter* admin

Start typing to get a list of possible matches.

Description

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