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Notification to head of unit

Subject: Task: Confirm leave ([First name Last name] [type of leave]: [start date–end date])

Hello!

A task has been assigned to you in the University of Tartu leave schedule workflow: “Confirm leave ([First name Last name] [type of leave]: [start date–end date])”. You can perform the task at: [link].

You can enter the workflow using the UT central user name, ID card or mobile ID.

Information and help with the workflow: <https://siseveeb.ut.ee/en/support-work/working-time-and-leave-arrangements>. If you have any questions or problems, please contact personal@ut.ee.

Notification to employee (and secretary) when leave has been confirmed

Subject: Notification: Leave has been confirmed ([First name Last name] [type of leave]: [start date–end date])

Hello!

Leave ([First name Last name] [type of leave]: [start date–end date]) has been confirmed in the University of Tartu leave schedule workflow. See more at [link].

You can enter the workflow using the UT central user name, ID card or mobile ID.

Information and help with the workflow: <https://siseveeb.ut.ee/en/support-work/working-time-and-leave-arrangements>. If you have any questions or problems, please contact personal@ut.ee.

Notification to employee (and secretary) when leave is rejected

Subject: Notification: Leave has been rejected ([First name Last name] [type of leave]: [start date–end date])

Hello!

Leave ([First name Last name] [type of leave]: [start date–end date]) has been rejected in the University of Tartu leave schedule workflow. Reason: [...]. See more at [link].

You can enter the workflow using the UT central user name, ID card or mobile ID.

Information and help with the workflow: <https://siseveeb.ut.ee/en/support-work/working-time-and-leave-arrangements>. If you have any questions or problems, please contact personal@ut.ee.

Notification to substitute when leave has been confirmed

Subject: Notification: Substitution has been confirmed (Substituted employee [First name Last name], substitute [First name Last name] [start date of substitution–end date of substitution])

Hello!

Substitution (Substituted employee [First name Last name], substitute [First name Last name] [start date of stand in–end date of stand in]) has been confirmed in the leave schedule workflow. See more at [link].

You can enter the workflow using the UT central user name, ID card or mobile ID.

If you have any questions or problems, please contact digivoog@ut.ee.

Notification to employee about upcoming leave

Subject: Notification: Upcoming leave ([First name Last name] [type of leave]: [start date–end date])

Hello!

Leave ([First name Last name] [type of leave]: [start date–end date]) has been saved in the leave schedule workflow. See more at [link].

[For heads of units]: Please check your substitute and the rights given to them in the information systems (finance web, digital travel workflow, leave schedule workflow).

You can see, change and add rights for the substitute at [link].

Note! In the workflow for managing the rights of substitutes, the rights in the information systems (finance web, digital travel workflow) can be given to the substitute of the head of unit and financial account holder on the basis of bylaws.

You can enter the workflow using the UT central user name, ID card or mobile ID.

Information and help with the workflow: <https://siseveeb.ut.ee/en/support-work/working-time-and-leave-arrangements>. If you have any questions or problems, please contact personal@ut.ee.

Reminder to head of unit if there is an unconfirmed leave in the workflow

Subject: Task: leave(s) waiting for confirmation

Hello!

Leave(s) in the University of Tartu leave schedule workflow is (are) waiting for your confirmation. You can perform the task at: [link]

You can enter the workflow using the UT central user name, ID card or mobile ID.

Information and help with the workflow: <https://siseveeb.ut.ee/en/support-work/working-time-and-leave-arrangements>. If you have any questions or problems, please contact personal@ut.ee.

Notification to substitute about upcoming substitution

Subject: Notification: Upcoming substitution (Substituted employee [First name Last name], substitute [First name Last name] [start date of substitution–end date of substitution])

Hello!

Leave has been saved with substitution (Substituted employee [First name Last name], substitute [First name Last name] [start date of stand in–end date of stand in]) in the leave schedule workflow. See more at [link]. See more at [link].

You can enter the workflow using the UT central user name, ID card or mobile ID.

If you have any questions or problems, please contact digivoog@ut.eeblocked URL.