KNOWLEDGE BASE ARTICLE

Employee Details: Presence, Out of Office and Anniversaries

2026 © Vitextra SIA. All rights reserved.

Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from https://vitextra.com

Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

"Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

Table of contents

Overview 4

Presence 4

Out of office 5

Years with the company 5

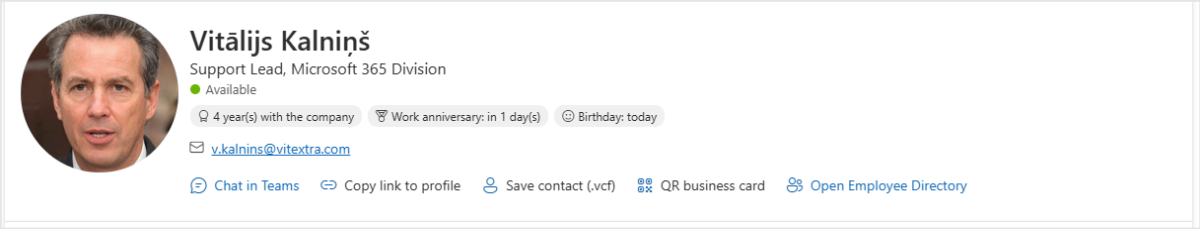
Work anniversary and birthday 5

Why a sign is missing 5

Terms 7

Overview

The header of the Employee Details page shows more than a name and a photo. Under the job title, it tells you whether the colleague is available right now, whether they are away from the office, how long they have been with the company and whether a birthday or an anniversary is coming. This article explains each of these signs, where it comes from and when it is not shown.



The header of the profile with presence and badges

Presence

Under the job title you see a colored dot and the status of the colleague in **Microsoft Teams**:

Status	What it means
Available	The person is online and available. The status also covers *Available, idle*.
Away	The person is away from the computer or will be right back.
Busy	The person is busy, for example in a meeting or a call. The status also covers *Busy, idle*.
Do not disturb	The person asked not to be disturbed.
Offline	The person is not signed in to Teams.

The status is updated each time the page is loaded; reload the page to see the current one. If **Microsoft 365** reports another status, for example an unknown one, nothing is shown. To contact the person, click **Chat in Teams** under the name.

Note

The presence is read from Microsoft Teams and depends on its settings: the person sets the status or Teams sets it automatically from the calendar and the activity. Reading presence requires the permission `Presence.Read.All`, which a **tenant** administrator must approve.

Out of office

When a colleague is out of the office according to their Microsoft 365 presence, a warning banner **Out of office** appears under the buttons. If the person has written an out-of-office message, it is shown after the colon: *Out of office: I am on vacation until the 20th; for urgent matters contact Anna*. The banner disappears when the person returns.

Years with the company

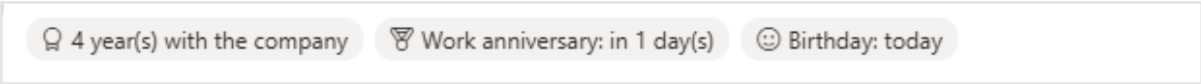
The first badge shows the number of full years that the person has worked in the company, for example *5 year(s) with the company*. It appears once the person has worked for at least a year. The number is calculated from the **Hire date** in the profile, which is also shown in the **Details** card.

Work anniversary and birthday

Two more badges appear in the week before a date and on the date itself:

- **Work anniversary** - the anniversary of the hire date.
- **Birthday** - the birthday of the colleague. The badge counts only the days left and does not show the age.

The badge shows how many days are left - *in 3 day(s)* - or *today*. On the hire date itself, in the first year, there is nothing to celebrate yet, so the work anniversary badge is not shown. Someone born on 29 February celebrates on 1 March in the years that are not leap years. The days are counted from your current date.



The anniversary badges

Why a sign is missing

- **No presence.** The administrator switched off **Presence**, the permission

`Presence.Read.All` was not approved, or Microsoft 365 returned an unknown status.

- **No banner.** The option **Out of office banner** is off, or the colleague is not out of office.
- **No badges.** The option **Years with the company and upcoming anniversaries** is off, or the **Hire date** and the **Birthday** are empty in the profile. These dates are stored in the organization's directory (**Microsoft Entra ID**), and you cannot edit them in this **web part** - ask the administrator.
- **No badge for the date yet.** The anniversary and birthday badges are shown only within seven days of the date.

Tip

The presence tells you whether a colleague is reachable right now; the Availability card tells you when they are free later today. Use them together - see KB10285. Employee Details: Local Time, Working Hours and Availability. The administrator switches each element on or off in the web part settings; see KB50029. How To Add and Configure the Employee Details Web Part.

Terms

Microsoft 365
Microsoft 365 is a cloud-based subscription service that combines productivity apps such as Word, Excel, PowerPoint, and Outlook with cloud services such as SharePoint, OneDrive, Teams, and Exchange Online, together with advanced security and device management.

Microsoft Entra ID
Microsoft Entra ID (formerly Azure Active Directory) is a cloud-based identity and access management service offered by Microsoft. It allows organizations to efficiently manage and secure their users' identities and access to a variety of resources, both internal and external. These resources include Microsoft 365, the Azure platform, and thousands of other software-as-a-service (SaaS) applications.

Microsoft Teams
Microsoft Teams is a chat-based collaboration platform for business communications with features for online meetings, live events, and document sharing.

Tenant
A Microsoft 365 tenant is a dedicated instance of Microsoft 365 services. The tenant holds the organization's information, such as users and domains (Microsoft Entra ID), configurations, subscriptions, and services. An organization receives a tenant by signing up for Microsoft 365 services.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.