KNOWLEDGE BASE ARTICLE

Employee Details: Presence, Out of Office and Anniversaries

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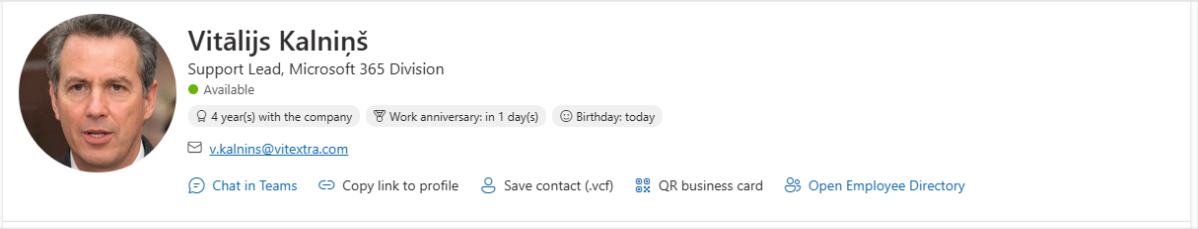
Overview

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.