

# Time registration Module - Employee Manual

This employee manual contains an explanation on how to register worked hours in Leavedays, using the module Time Registration. The following will explain how to register your hours, and how to submit them (weekly) for assessment.

## Enter worked hours

1. Register hours via the Leavedays desktop application
2. Register hours via the App
3. Register hours via the time terminal with a key tag / card

Submit your worked hours in a weekly report



## Submitting your worked hours

*These options are only visible when the time registration module is used.*

The time registration option is available in the menu when the time registration module is used. Working hours can be registered according to location and the corresponding activity. There are three different ways to register hours. Ask your manager or the Leavedays administrator of your company to find out which method applies to you;

- 1. Register hours via the Leavedays desktop application*
- 2. Register hours via the App.*
- 3. Register hours via the time terminal with a key tag / card*

## 1. Register hours via the Leavedays desktop application

This method allows employees to register their hours using Leavedays.com website. Go to 'Time registration' ⇒ 'Calendar'. The calendar summary gives an overview of the available hours. This can be viewed per day and per week.

### Calendar

employee **An, Employee**

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< > today
**Jun 12 - 18 2017**
week day

W24	Mon 6/12	Tue 6/13	Wed 6/14	Thu 6/15	Fri 6/16	Sat 6/17	Sun 6/18
all-day							
6:00							
7:00							
8:00							
9:00	8:30 - 12:30	8:30 - 12:30	8:30 - 12:30	8:30 - 12:30	8:30 - 12:30		
10:00							
11:00							
12:00							
13:00	1:00 - 5:00	1:00 - 5:00	1:00 - 5:00	1:00 - 5:00	1:00 - 5:00		
14:00							
15:00							
16:00							
17:00							

show schedule:

There is a selection bar above the calendar. Here, you can select the week of which the details will be shown the calendar.

- Arrow to the left/right: By selecting the arrows, you can change the date to the previous day or week (left) or the next (right) depending on the week/day settings.
- Today: By selecting this option, the calendar will jump directly to the week or day of the current date.
- Date: The time period that is currently shown will be stated here.
- Week/day: Here, you can select whether the calendar should show one week or one day at a time.

Below the calendar is a check box marker "show schedule". This determines whether the times of the schedule will be shown in the calendar.

You can now see the schedule of the current week on the screen. When you select one of the time boxes in the calendar, you can manually start and end your shift using a location and activity. You can also enter a start or end time here. The window will look as follows:

The screenshot shows a calendar interface with a modal window open. The calendar header displays navigation arrows, a 'today' button, and the date range 'Jun 12 - 18 2017'. Below the header, a row of days is visible: 'Wed 6/13', 'Thu 6/15', and 'Fri 6/16'. The modal window has a close button (X) in the top right corner. Inside the modal, the following information is displayed:

- employee:** Ham, Sjoerd van der
- activity:** Office (selected from a dropdown menu)
- activity:** Consultancy (selected from a dropdown menu)
- time:** 6/13/2017 9:00 AM (with calendar and clock icons)
- ends:** 6/13/2017 5:30 PM (with calendar and clock icons)
- whole day**
- save** button
- cancel** button

The background calendar shows a time slot for 14:00 on the 13th of June.



Employee: The name of the employee is stated here.

Location: This is where the location can be selected.

Activity: This is where the activity can be selected.

Time: Enter the start or end time of the worked time with the correct date.

Tip: use the calendar and clock icons to get to the correct time faster!

To delete the registered time, select the time entry. There is a cross next to the time entry, which can be selected to delete the entry. As soon as you are done, select 'save'. This will delete the entry.



## 2. Register hours via the App

This allows employees to register their hours using the app. Hours can be registered to their location and corresponding activity. This manual explains how to use the app.

The app can be downloaded here, for Android users:

<http://bit.ly/2p4XDR0>

The app can be downloaded here, for iOS users:

<http://apple.co/2p4GczX>



## Install the app and log in

The app is available in both Android and iOS. After installing and opening the app, you will see the following screen:

**Workdays Time App**

Website URL

Username

Password

Remember me

LOGIN

Forgot Password

**Website URL:** Enter the Leavedays website that you are using. This will be made available by the Leavedays administrator at your company.

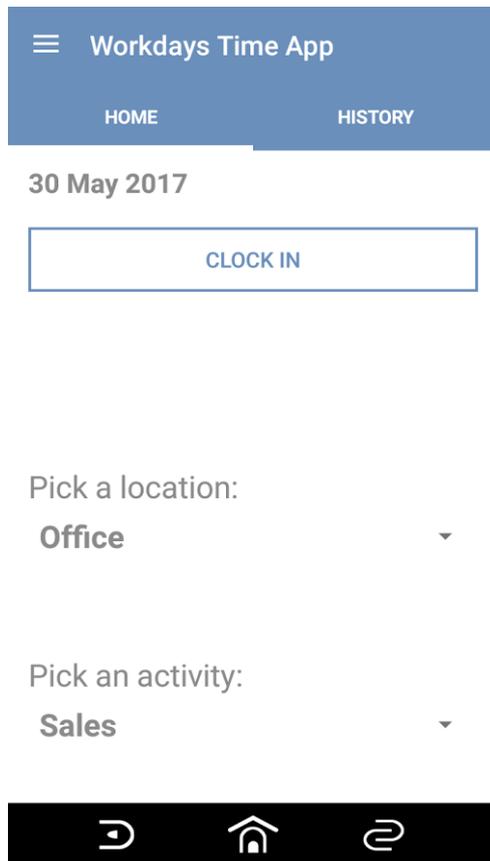
**User name:** Fill in the user name that you also use to log into Leavedays on the desktop.

**Password:** Fill in the password that you also use to log into Leavedays on the desktop.

**Remember me:** This option makes sure that you do not have to see this screen every time you open the app, but stay logged into the account you used last.

## Start registering hours

After the app has been downloaded, and the log in details have been entered, the home screen will be shown.

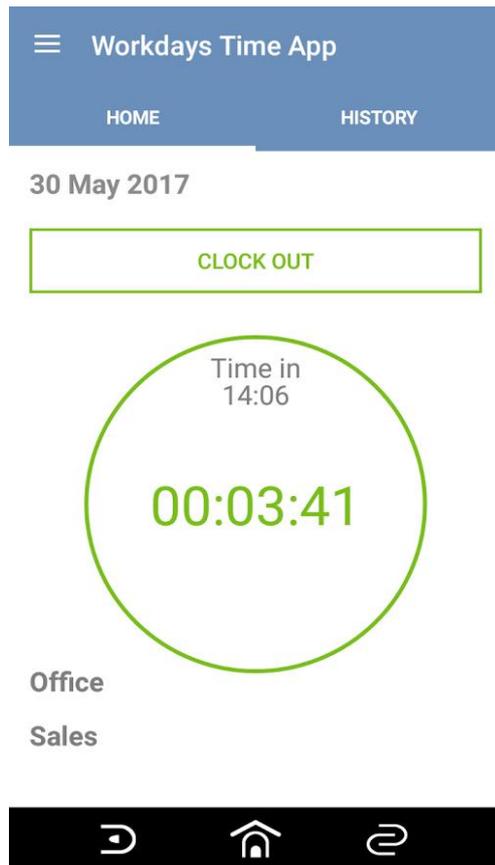


At the top of the screen, you will see 'Home' and 'History'. After you have logged in for the first time, you will go to the homepage. The big "CLOCK IN" button is self-evident. As soon as you select this button, the timer will be started, and your work hours will be registered. When timing, you can also select the location and activity of the work.



After you have clocked in

As soon as the timer has started, you will get a notification that you have clocked in. A green timer will be shown with the time being registered for this activity. In the timer, you can see time you started registering.

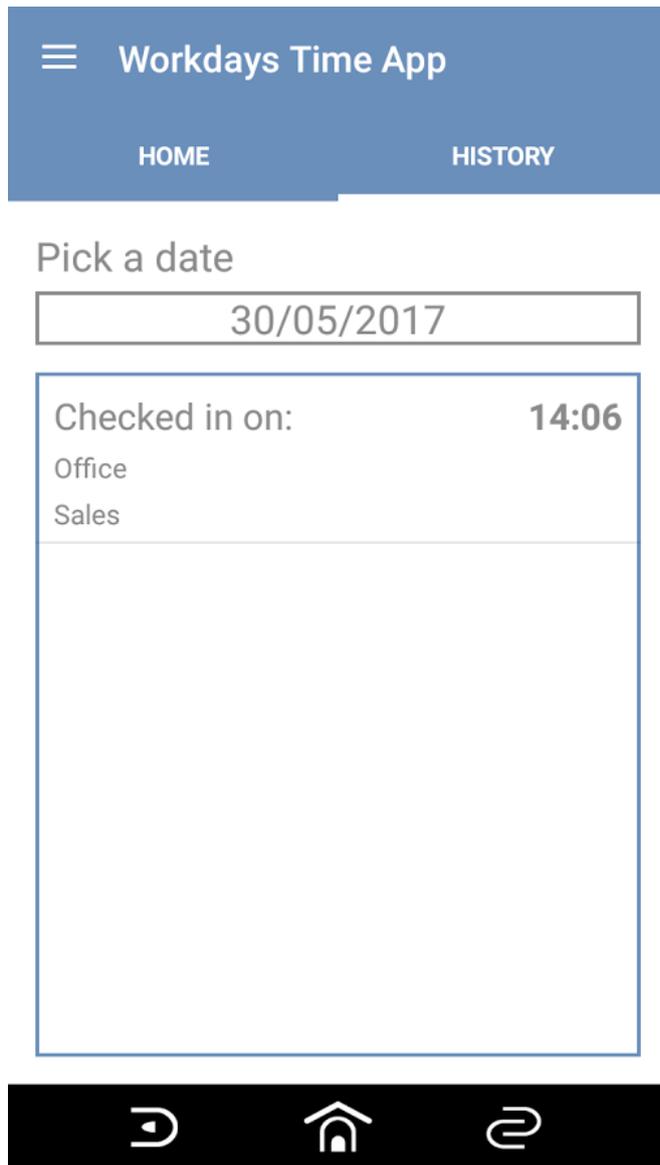


If you then select "CLOCK OUT", the timer will be stopped, and the time entries can be found in the history of the app, as well as in the desktop environment of Leavedays. To see these entries, go to 'Time registration' ⇒ 'Calendar' .



## History

At the right-hand side of the screen (go here by swiping over the screen, or by selecting the word 'history'), you can see the history of all your time entries. Thus, you can also view previous time entries.





Register hours via the time terminal (with a key tag / card)



*Terminal*

If a terminal has been installed at your company, and you have been provided with a key tag or key card, you can also clock in using this terminal.

### *Key card and key tag*



When you come in, you can select 'In' on the time terminal, which is the button on the top left, and scan your key tag or key card. The time terminal will show your information in the screen. When you go home and, if necessary, when you go for your lunch break, you can select 'Out' on the terminal, and scan your key tag or card again. The system will then show the start time and end time of the worked hours. These entries will be registered in the system, and can be supplemented manually in the system as well.



# Submit worked hours in a weekly report

To submit a weekly report, there need to be time entries in the week in question.

As soon as the weekly report is ready for submission, go to 'Time registration' ⇒ 'Time registration'. Select 'weekly reports' (shown in red below) in the window that appears:

employee **Beck, Benno**

< > today refresh **week 24 (12 jun – 18 2017)**

description	Mo	Tu	We	Th	Fr	Sa	Su	total
schedule	07:45	07:45	07:45	07:45	07:45			38:45
▶ worked	09:00	08:30	08:00	06:00	08:30			40:00
national holidays								
▶ total absence								
▶ supplement								
deviation	01:15	00:45	00:15	-01:45	00:45			01:15

Displaying items 1 - 6 of 6

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Current balance atv **220.85**

Total deviation from schedule **01:15**

Total bonuses

Total (bonuses + deviation) **01:15**

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Total hours to be requested **01:15 hours atv**

## Weekly report

[weekly reports](#)

status	employee	week	transported
No records to display.			
↻	⏪	1	⏩
			Displaying items 0 - 0 of 0

An overview of the weekly reports will then be shown, starting with the current week. In this example, it would look like this:

At the top of the page, you will see how the worked hours will be settled with your schedule, any holidays that apply, leave days, and bonus hours.

## Submit

At the bottom of the page, you will find the 'submit' option. This can be used to submit the worked hours of the week to your manager for assessment.

To submit the weekly report, you need to go through the following steps:

1. Log into Leavedays
2. Go to Time registration → Time registration → Weekly reports
3. Select the right week (number) at the top of the screen
4. Check whether the registered hours are correct
5. Select 'submit' at the bottom of the page.



employee

Beck, Benno

< > today refresh

week 24 (12 jun –18 2017)

description	Mo	Tu	We	Th	Fr	Sa	Su	total
schedule	07:45	07:45	07:45	07:45	07:45			38:45
▶ worked	09:00	08:30	08:00	06:00	08:30			40:00
national holidays								
▶ total absence								
▶ supplement								
deviation	01:15	00:45	00:15	-01:45	00:45			01:15

⏪ ⏩ 1 ⏪ ⏩

Displaying items 1 - 6 of 6

Current balance atv **220.85**

Total deviation from schedule **01:15**

Total bonuses

Total (bonuses + deviation) **01:15**

Total hours to be requested **01:15 hours atv**

Submit