

# Time registration Module - Manager manual

As a manager of the Leavedays system, there are two extra functions for you in the time registration module. In case of the time registration of your own hours you should consult the manual for employees.

1. Approve or reject weekly reports
2. Viewing who clocked in at which location



## Approve or reject weekly reports

By selecting 'weekly reports to be assessed', the weekly reports overview will be opened. Then, you can select the detail (page icon) next to the name of the employee who submitted a weekly report. A window will open with the calendar summary from Monday until Sunday. Here, you can check the timed and registered hours during this week of the employee in question.

### Weekly report

status	<b>submitted</b>						
employee	<b>Benno Beck</b>						
week	<b>23</b>						
first day of the week	<b>6/5/2017</b>						

description	Mo	Tu	We	Th	Fr	Sa	Su	total
schedule	07:45	07:45	07:45	07:45	07:45			38:45
▶ worked		10:30	09:00	09:30	07:30			36:30
national holidays	07:45							07:45
▶ total absence								
▶ supplement								
deviation		02:45	01:15	01:45	-00:15			05:30

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transported	
Current balance atv	<b>220.85</b>
Total deviation from schedule	<b>05:30</b>
Total bonuses	
Total (bonuses + deviation)	<b>05:30</b>
Progress	<ul style="list-style-type: none"> <li>On 6/12/2017 at 3:29 PM has Benno Beck 05:30 hour submitted</li> </ul>
remark	<input type="text"/>
Number of hours to be approved	<input type="text" value="05:30"/> hours time off in lieu <input type="button" value="approve"/> <input type="button" value="reject"/>

- Worked: This row shows all timed and registered hours. (Timed by a time terminal, registered by manual input)
- National holidays (special days): If a holiday occurs in the weekly report, these hours will be added to the balance according to the scheduled day.
- Total absence: This row shows the number of hours the employee in question was not present at the office, or was ill.
- Supplement: This row shows the supplement that is added. The supplement is determined by multiple factors. Rules can be established in terms of percentage for every individual company. The rules will be implemented in the system by our software developers.

## Reject

At the bottom of the page, you will find two options. Approve and reject, and field above with the number of overtime hours. When you select reject, a notification can be sent to the employee in question per email, so that the employee can then adapt the worked hours. They can then submit the weekly report again, so that these can be assessed and approved by the manager, if they are then entered correctly.

## Approve

By selecting approve, the submitted weekly report of the employee will be approved. Any overtime hours that were registered will then be added to the balance of the type of leave linked to overtime. These overtime hours can be adapted in the field above the approve button, before selecting 'approve'.

These hours can then be used by the employee to request time off in lieu or to be paid out in the leave registration section of Leavedays.



## Who is inside

By clocking in or out, employees will be registered as present or absent. In the menu on the left, under 'time registration', you can go to the 'who is inside' list. Here, you can see which employees are present and which are absent. In the settings, you can determine whether other employees can also see this list. In case they are allowed access, they will be able to see from their own desk whether their colleague is at work at that moment. This can also be used in case of an emergency.










### present

who	clocked in at	where	activity	function	department
 Beck, Benno	9:00 AM	Home	Sales	Productie Medewerker	Productie
 Helsper, Nadine	9:00 AM	Office	Support	Productie Medewerker	Productie
 Knauf, Dirk	8:00 AM	Office	Sales	Productie Medewerker	Productie

### not clocked off

who	clocked in at	where	activity	function	department
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### absent

who	function	department
 Achatz, Christoph	Productie Medewerker	Productie
 admin, -		Standaard
 admin, Administration C		Standaard
 Aqua, Jaques I	manager	hr
 Aqua, Pedro		Standaard
 Aurednik, Robert	Productie Medewerker	Productie
 Bastgen, Rainer	Productie Medewerker	Productie
 Bauer, Gottfried	Productie Medewerker	Productie
 ...	Productie Medewerker	Productie