



Time registration Module- Administrator Manual

- *Schedule settings*
- *Locations and Activities*
- *Key tags / cards*
- *Weekly reports*
- *Who is inside*
- *Reports*

Schedule settings

When an employee submits their weekly reports, after having registered their work times, the Leavedays system will offer three options. Timed hours can thus be processed in three different ways, and then if necessary, can be processed for overtime/time off in lieu.

1. **Default:** Only the overtime hours that have been timed by the employee will be converted to time off in lieu by the submitted and approved weekly report.
2. **Default no hours:** The hours from the submitted weekly report cannot be converted to time off in lieu.
3. **Zero hour schedule:** All hours submitted in the weekly report by the employee will be converted to time off in lieu.

Go to 'Master data'⇒ 'Schedules', and select the pencil icon next to the schedule in question.

schedule

| | |
|-----------------------|--|
| name | 88888 |
| hours in a day | 8.00 |
| total number of weeks | 1 |
| use fixed start date | <input type="checkbox"/> |
| timesheet rule | <div style="border: 1px solid black; padding: 2px;"> default ▼ default default no hours zero hour schedule </div> |

Select your preference for this schedule and then select save.

Default: *The overtime hours employees have worked, which exceed the hours in their schedule, will be converted to time off in lieu or overtime through the submitted and approved weekly report.*

This is the default setting. When this option is selected, the system compares the worked/timed hours with the total number of hours an employee is scheduled to work per week according to their schedule. Only the hours exceeding the scheduled number of hours will be settled with the type of leave on which overtime is allowed.

Example: When an employee times their hours in a schedule with the 'default' setting, the system will calculate how many hours of overtime the employee has worked, when the weekly report is submitted. This number (which can also be negative) will then be added to the type of leave used for overtime. For example, when an employee with a 40-hour schedule clocks out one hour later than usual one day, but works according to their schedule the rest of the week, one hour of overtime will appear on the weekly report. When the employee then submits this weekly report, the request will be made to add one hour of

overtime/time off in lieu to their balance. The number of hours requested can be changed manually by the employee and their manager. This can be useful when, for instance, the employee mistakenly clocked out late, or requires even more overtime hours.

Default no hours: *Hours from the submitted weekly report cannot be converted to time off in lieu or overtime.*

When the weekly report is submitted, the number of hours will not be checked according to a standard or minimum, but will only be registered. This option does allow for overtime hours to be registered separately. This does not relate to the number of timed/worked hours.

Example: When an employee has a schedule with the timesheet rule 'default no hours', their weekly report will always suggest to add zero overtime hours to their time off in lieu balance. So, if it is the case that an employee did work overtime, they will have to add them to the report manually in the empty text field above the submit button. Their manager still has the ability to change this suggested number, or reject the request.

Zero hour schedule: *All hours submitted by an employee via a weekly report will be converted to time off in lieu or overtime.*

Select this option to convert all hours in the submitted and approved weekly report to the type of leave linked to overtime. Every timed hour will be counted, starting at zero, irrespective of the schedule. If you enter a number above zero at "minimum number of hours worked", the hours will only be counted after reaching the specified number. This can be convenient for employees who do not have a regular schedule, but should be able to request and build up leave days. This way, you will be able to offer them an extensive and flexible schedule, where they are scheduled to work every day (which is helpful when requesting leave) and can thus spend their leave days and overtime hours on every week day as well.

Example: When an employee has a schedule with the timesheet rule 'zero hours schedule', every hour they time will be registered as overtime/time off in lieu. This is completely separate from the number of hours the employee is scheduled for, according to their (flex) work-schedule. So, if the employee has worked on three separate occasions during the week, 15 hours total, 15 hours of overtime will be submitted in the weekly report, and registered as overtime, even though they might be scheduled to work full time. This is especially convenient for employees who work with a flexible schedule, or as a stand-by employee. They can submit their availability through the Leavedays system, which requires them to be linked to a full-time schedule, even though they don't work all those days. With this timesheet rule, they will be able to submit their availability through leave requests, and still only be paid for the hours they have actually worked.



Locations and Activities

The following is an explanation on how to add new locations and activities. These locations and activities can be linked to different timed entries.

If your company uses time registration, you will be able to link these locations and activities to manually added entries as well as timed entries in the App.

Insert location

Go to **'Time registration'** ⇒ **'Locations'**. In the screen that appears, select 'insert'. The following screen will appear:

new location

name

A name can be entered in the text box. Give the location a clear name, so that all your employees will know which location is specified here. When you have given the location a name, and you have selected 'save', the location will appear in the list of available locations.

Insert activity

Go to **'Time registration'** ⇒ **'Activities'**. In the screen that appears, select 'insert'. The following screen will appear:

new activity

name

A name can be entered in the text box. Give the location a clear name, so that all your employees will know which activity is specified here. When you have given the activity a name, and you have selected 'save', the activity will appear in the list of available activities.

Key tags / cards



As administrator, you have the option to add new key tags / cards to the system, and link these to an employee.



This key tag or key card can be used by the employee to clock in and out at a terminal in the work place, which automatically registers the worked hours in the time registration system.

Insert key tag / card

To insert a new key tag or card, go to **'Time registration' ⇒ 'Tags & cards'**
By selecting 'issue new', you can link a new key tag or card to an employee who is already registered in the Leavedays system.

After selecting 'issue new', the following details need to be entered.

Key number: Fill in the key tag or key card number here. This number can be found on the key tag or card.

Employee: Select the employee in question using the drop-down menu. This employee will be linked to the key tag or card with the number entered above.

Starting date: This is the day the key tag/card will be activated in the system. From this day onward, the employee will be able to clock in and out on the time-terminal.

Unlimited: When you check this box, the key tag or card will remain active for an unlimited time. If you do not check this box, you will be able to enter an end date.

End date: The last day the key tag or card will be active can be selected in the calendar here.

If this date has passed, the key tag or card will no longer be active, and will not be shown in the list of active key tags or cards.

When a key tag or card is no longer active, it can still be reactivated by selecting the pencil icon next to the name of the employee in question, and changing the end date to a date in the future. This will reactivate the key tag or card.





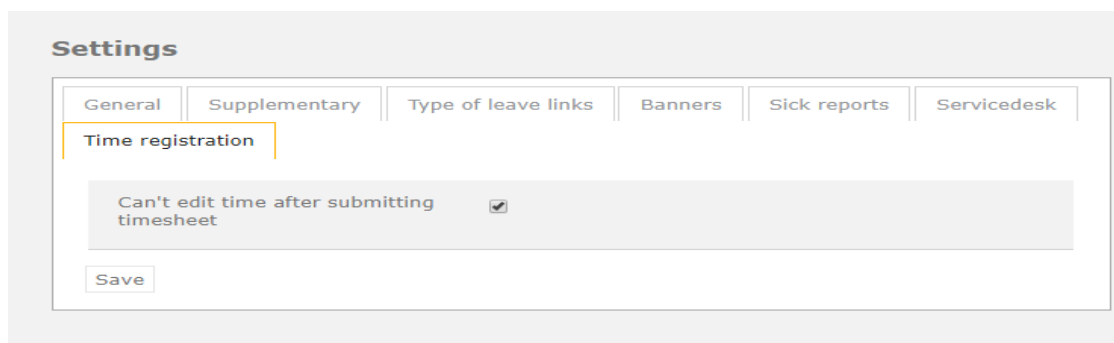
Weekly reports

Administrators can perform the same functions as employees and managers, and with some added options. An administrator can submit and instantly approve weekly reports for other employees. Other than being able to submit and approve weekly reports, administrators can also delete approved weekly reports. This can be done as follows:

To delete an approved weekly report, go to the employee balance overview of the employee in question. Select the 'detail' of the type of leave which has been added to. This is the type of leave which is linked to overtime, with the highest priority. In the detail overview of this type of leave, you will see the processed weekly report. This will have to be deleted completely, by selecting the trash can icon next to the addition. After the weekly report has been deleted, you can add a new report for this week.

You can set whether clock times can still be adjusted for a specific week after the timesheet has been submitted via;

System settings → Options → Time registration



The screenshot shows a 'Settings' window with several tabs: General, Supplementary, Type of leave links, Banners, Sick reports, and Servicedesk. The 'Time registration' tab is selected. Below the tabs, there is a checkbox labeled 'Can't edit time after submitting timesheet' which is checked. A 'Save' button is located at the bottom left of the settings area.

An administrator will need to delete a completed timesheet before times can be adjusted again this week.

If a manager or administrator rejects a submitted weekly statement, the times can also be adjusted again.



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. This list can also be used in case of an emergency.

You can determine whether other employees can also see this list by going to:

System settings → Options → Supplementary.

If employees are allowed access, they will be able to see from their own desk whether their colleague is at work at that moment.

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 |
|-----|---------------|-------|----------|----------|------------|
|-----|---------------|-------|----------|----------|------------|

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 |



Reports

The time registration module contains several extra reporting functions to create an overview of the timed, added, or approved hours.

Time sheet report: This report can be used to view all timed hours, without needing to look at weekly reports.

Time accountability report: Use this report to analyze all weekly reports from a certain period of time.

Attendance report: Use this report to see which employees have clocked in and out on time.