

Work from Home Time Entry

User Instructions

Tuesday, April 14, 2020

Presenter Percy Erach Ukaji


Important Note for your time enter time

- ▶ Please use chrome browser and please go through ITAP portal avoid saving URLs
- ▶ You will be allowed to enter time in and then time out once during the day
- ▶ When you log in you will see both the buttons enabled you select "Save in time" to save in time the window will close when you log in again you will be able to only select "Save out time" to complete your time out click on "Save time out" and the window will be closed.
- ▶ If you forget to enter time your in time, in the morning and in the evening when you log in you will have "Save time in and Save time out " enabled. Since you have missed entering your in-time please Select "Save out time " and mark your out time.
- ▶ People who are working overnight please save your in time by clicking on "Save in time button" when you start your shift and next day when you log into the system as you would have worked past midnight, "I am in Shift" Box is checked and there is a message in red. Please read the message and confirm the Box is checked and click on "Save time out". If you do that you will be allowed to enter in time when you start your shift / work again on the same day.
- ▶ You will also get a red message with "I am in shift" Box checked if you did not work over night but you forgot to enter time out the day before. Here you uncheck the "I am in Shift" check box and enter time in for the new day by clicking "Save time in"
- ▶ For Issue resolution create a ticket in Service request in ITAP portal

Please refer to instructions in the following slides

Main Screen

Time entered here will not reflect in Recorder+ on purpose

 Record Time in / Time out


Name:
Shardul Mahajan


DASID:
A505675


Location:
IN59 - ATOS IN AIROLI


Service line:
B&PS-SI

I am in shift ☐

Time in Date (DD-MM-YYYY)
 03-04-2020

Time in (24 hr HH:MM format.)
 15:11

Time out Date (DD-MM-YYYY)
 03-04-2020

Time out (24 hr HH:MM format.)
 15:11

Save time in

Save time out

Close

Company:
0924 - Atos Global IT Solutions and Services

SAP number:
10068696

Org unit:
1027996 - B&PS GDC IN BO IT Support

- You can click on "Save time in" button or "Save time out" button
- At the beginning of the day/shift, you will click "Save time in" button, and at the end of the day/shift, you will click "Save out time" button
- After clicking "Save time in" or "Save time out" button, please click "close" button to exit
- If you forgot to click "Save in time" button at the beginning of the day/shift, you can still click "Save out time" button at the end of the day/shift, however, in such a case, you in time will NOT be registered

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After employee has entered time in - out

ITAP

This screen will not be seen in the new version as we close the window once "Save time in" or "Save time out" is selected

 Record Time in / Time out

Successfully updated the time. Please close the browser by clicking on Close button.

Name:

Shardul Mahajan

DASID:

A505675

Location:


IN59 - ATOS IN AIROLI

Service line:


B&PS-SI

I am in shift ☐

Time in Date (DD-MM-YYYY)

 03-04-2020

Time in (24 hr HH:MM format.)

 15:11

Save time in

Time out Date (DD-MM-YYYY)

 03-04-2020

Time out (24 hr HH:MM format.)

 15:11

Save time out

Company:

0924 - Atos Global IT Solutions and Services

SAP number:

10068696

Org unit:


1027996 - B&PS GDC IN BO IT Support

Close

- On clicking "Save time in" or "Save time out" button, please click "close" button to exit

After time in is entered and employee logs in for entry of out time

ITAP

 Record Time in / Time out

Name:

Shardul Mahajan

DASID:

A505675

Location:


IN59 - ATOS IN AIROLI

Service line:


B&PS-SI

I am in shift ☐


Time in Date (DD-MM-YYYY)

 03-04-2020


Time in (24 hr HH:MM format.)

 17:14

Time out Date (DD-MM-YYYY)

 03-04-2020

Time out (24 hr HH:MM format.)

 17:15

Save time in

Save time out

Close

Company:

0924 - Atos Global IT Solutions and Services

SAP number:

10068696

Org unit:

1027996 - B&PS GDC IN BO IT Support

- After clicking "Save time in" button at the start of the day/shift, when you log in again on the same day, you will ONLY be able to click "Save time out" to mark your log out time for the day/shift.
- Click "Close" and your time entry for the day/shift is complete

Screen when user is entering time in shift i.e. works overnight/nightshift and the calendar date has changed

Record Time in / Time out

Name: Shardul Mahajan

DASID: A505675

Location: IN59 - ATOS IN AIROLI

Service line: B&PS-SI

Company: 0924 - Atos G

SAP number: 10068696

Org unit: 1027996 - B&

I am in shift ☒

System has detected difference in, "TIME IN DATE" and "TIME OUT DATE". Are you in shift? If you are not in shift, please uncheck the shift check box and save the time for the day. If Yes, please confirm that the Shift check box is checked and click on Save time out button.

Time in Date (DD-MM-YYYY) 01-04-2020

Time out Date (DD-MM-YYYY) 03-04-2020

Time in (24 hr HH:MM format.) 15:11

Time out (24 hr HH:MM format.) 15:18

Save time in Save time out Close

- When you have worked overnight/nightshift, there would be a change in the calendar date between "save time in" and "save time out"
- While completing your time entry at the end of the day/shift, if the system detects this change, it will prompt you to confirm your overnight/nightshift working with a **warning message**
- Please note that if you have worked overnight/nightshift, then you need to ensure that "I am in shift" is checked for you to save your "Save out time"

Continued on the next slide...

Screen when user is having time in for yesterday and he is confirming that he is not working in shift

ITAP

Record Time in / Time out

Name:
Shardul Mahajan

DASID:
A505675

Location:
IN59 - ATOS IN AIROLI

Service line:
B&PS-SI

I am in shift ☐

System has detected difference in, "TIME IN DATE" and "TIME OUT DATE". Are you in shift? If you are not in shift confirm that the Shift check box is checked and click on Save time out button.

Time in Date (DD-MM-YYYY)

03-04-2020

Time in (24 hr HH:MM format.)

15:27

Save time in

Time out Date (DD-MM-YYYY)

03-04-2020

Time out (24 hr HH:MM format.)

15:27

Save time out

Company:

0924 - Atos

SAP number:

10068696

Org unit:

1027996 - f

...continued from previous side.

- If you did not work overnight/nightshift and you forgot to save your "Save out time" on previous day, then you need to un-check the "I am in shift" check box, and you will be able to click on "Save time in" / "Save time out" of **the current day**.
- Please note that the previous day's (read as yesterday's) time out will not be recorded in case you forgot. This is a configuration on purpose.

Close

Thank You

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