

How to time report in Timekeeper

Stockholm



1. Login at *timekeeper.se*

Username: *name@appliedtechnology.se*

Password: *saltstockholm*

The image shows a promotional graphic for the Timekeeper application. At the top, a browser address bar displays 'https://www.timekeeper.se'. Below this is the website's header with the 'timekeeper' logo and navigation links: 'FUNKTIONER', 'PRISER', 'KOM IGÅNG', 'REFERENSER', and 'SUPPORT'. The main visual is a smartphone in the foreground displaying the app's interface. The app shows a weekly time log for '06 - 12 juni'. The log includes days of the week and their corresponding hours: Mån 06 (02,75 tim), Tis 07 (10,00 tim), Ons 08 (08,98 tim), Tor 09 (11,00 tim), Fre 10 (08,00 tim), Lör 11 (00,00 tim), and Sön 12 (00,00 tim). A 'SUMMA' at the bottom indicates a total of 40,73 tim. To the left of the phone, a laptop screen shows a 'Rapporter' (Reports) section with a list of projects and users. To the right, another laptop screen displays a summary of reported hours, showing a progress bar at 84% and a total of 437,53 tim. A green button at the bottom right of the right laptop screen says '→ Testa gratis i 30 dagar'. On the far right, there is a large, stylized text 'Övertid eller' (Overtime or) and a paragraph of text describing the app as a simple solution for logging hours and articles.

timekeeper

FUNKTIONER ▾ PRISER KOM IGÅNG REFERENSER SUPPORT

Övertid eller

Den enkla lösningen för timmar och artiklar i era Timekeeper så har ni även flex, övertid, utlägg, mil

Lägg tiden på rätt saker och löneunderlag till program ni

→ Testa gratis i 30 dagar

2. Click on “My time report”


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Hi Stina !

OVERVIEW MY DETAILS

Choose a project ▼

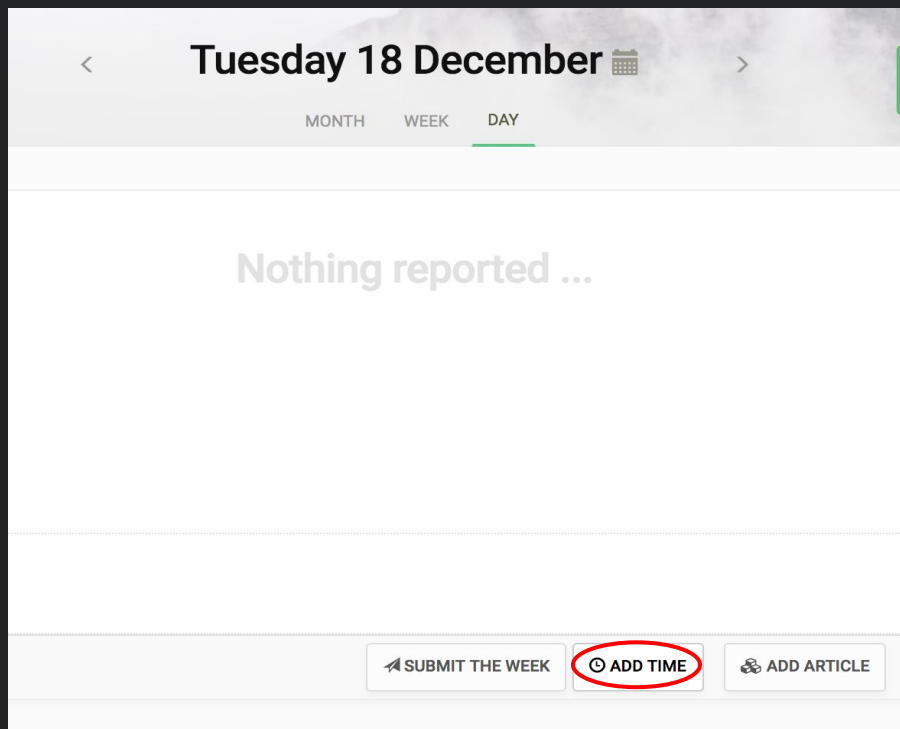
Select activity ▼


My time report

B
Project

3. Click on “ADD TIME”

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4. Click on “Choose a project” and mark your company.

Add time ...

PROJECT

Choose a project

Absence (Applied Technology)

002 LeoVegas (LeoVegas AB (publ))

003 MrGreen (MrGreen)

004 TeliaCompany (Teliasonera Aktiebolag)

005 Seenthis (Seenthis AB)

006 Klarna (Klarna AB)

007 ftrack (ftrack)

008 Redbird (Redbird)

Kommentar...

CANCEL

SAVE

5. Click on “Select activity” and choose “Consulting-time”.

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Add time ... ✕

PROJECT
002 LeoVegas (LeoVegas AB (publ)) ▼

ACTIVITY
Select activity ▼
Own administration
Holiday
Ill
VAB
Parental leave
On leave
Consulting-time

TIMECODE
Select time code ▼

FINAL
--:--

H MY
0 : 0

COMMENT
Kommentar...

✕ CANCEL **SAVE**

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6. Fill in your working hours - START and FINAL.

If you don't want to fill in your working hours every day mark **“Repeat, for example”** and fill in an end date. We recommend use this function if you work the same hours every day. It makes it easier for you and the only thing you need to fill in is your deviations.

The most important for </salt> is that you work your 40 hours/week. You don't have to report your exact time everyday, for example if your working hours are between 08:00 and 17:00 with 1 hour lunch and you arrive to work at 08:15 and leave at 17:15 one day you can fill in 08:00-17:00 everyday.

Add time ...

PROJECT

003 MrGreen (MrGreen)

ACTIVITY

Consulting-time

TIMECODE

Normal (TID)

DAY

2018-12-17

START

08:00

FINAL

17:00

☒ REPEAT, FOR EXAMPLE.

☒ LUNCH DEDUCTION

2018-12-28

12:00

60 minutes

☒ SCHEDULED DAYS ONLY

Total time

Automatically calculates if start and end times are listed above.
Do not waste time for any lunch deductions

H : MY

9 : 00

COMMENT

Kommentar...

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If you have any deviations during your week or month it has to be reported. You do that by change code in booth “ACTIVITY” and “TIMECODE”.

You find the code in the scroll bars.

When to use which TIMECODE:

- If you get sick use *Ill/Sick (SJK)*
- If you take care of your sick child use *VAB/Child Care (VAB)*
- If you take vacation use *Holidays (SEM)*
- If you take unpaid vacation use *Leave (TJL)*

Choose the ACTIVITY and TIMECODE and then **enter how many hours per day** the deviation has been.

The screenshot shows a web form titled "Add time ...". It contains several fields: a "PROJECT" dropdown set to "004 TeliaCompany (Teliasonera Aktiebolag)"; an "ACTIVITY" dropdown with a list of options including "Holiday", "Own administration", "Holiday", "Ill" (highlighted in blue), "VAB", "Parental leave", "On leave", and "Consulting-time"; a "TIMECODE" dropdown set to "Sick (SJK)"; a "FINAL" field with "--:--"; and a time input field with "H" and "MY" labels, showing "0" and "0" respectively. At the bottom, there is a "COMMENT" field with the placeholder "Kommentar..." and two buttons: "CANCEL" and "SAVE". The "ACTIVITY" and "TIMECODE" labels are circled in red in the original image.

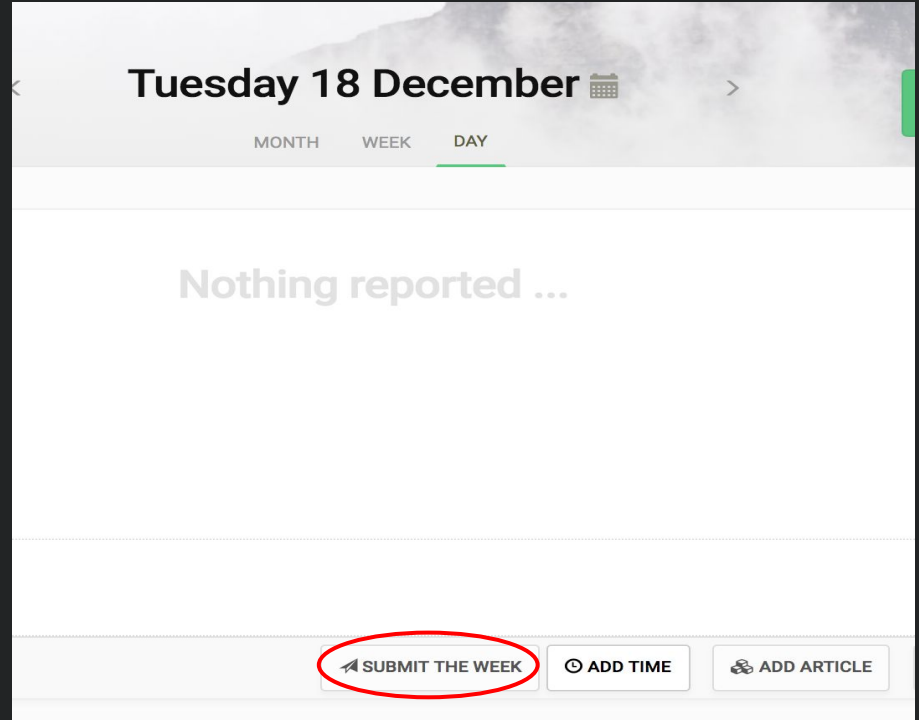
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7. When you have reported your work week click “SUBMIT THE WEEK”.

Remember that your time reporting **shall take place on a regular basis**, however, weekly reporting **shall always be clearly reported by Friday at 17:00.**

On the **last day of each month** your **time reporting shall always take place at the latest at 17:00 that day.**

***TIP!** Set a reminder in your calendar to do the time reporting every Friday at 17:00 or Monday at 08:00*



That's it!

If you have any questions or concerns send a message by Slack to your Go To person.



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School of applied technology