Eidgenössische Technische Hochschule Zürich
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ETH Zurich

MOMO
USER GUIDE

Version: 1.0

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1 What is Momo?

Momo is the time tracking application used by employees of the International Relations and Security Network (ISN), located in Zurich, Switzerland.

The name is taken from the lead character in Michael Ende's novel: 'The Neverending Story'. As time plays a major role in the story, we felt it would be an apt name for our application.

Momo is an Open Source project (Apache License, Version 2.0) and presently hosted on GitHub[1].

1.1 What Momo Does

Momo was born of the need for a platform that would automate and consolidate the bookkeeping tasks arising from tracking employees' presence and absence periods throughout the organization.

Momo's most important features comprise:

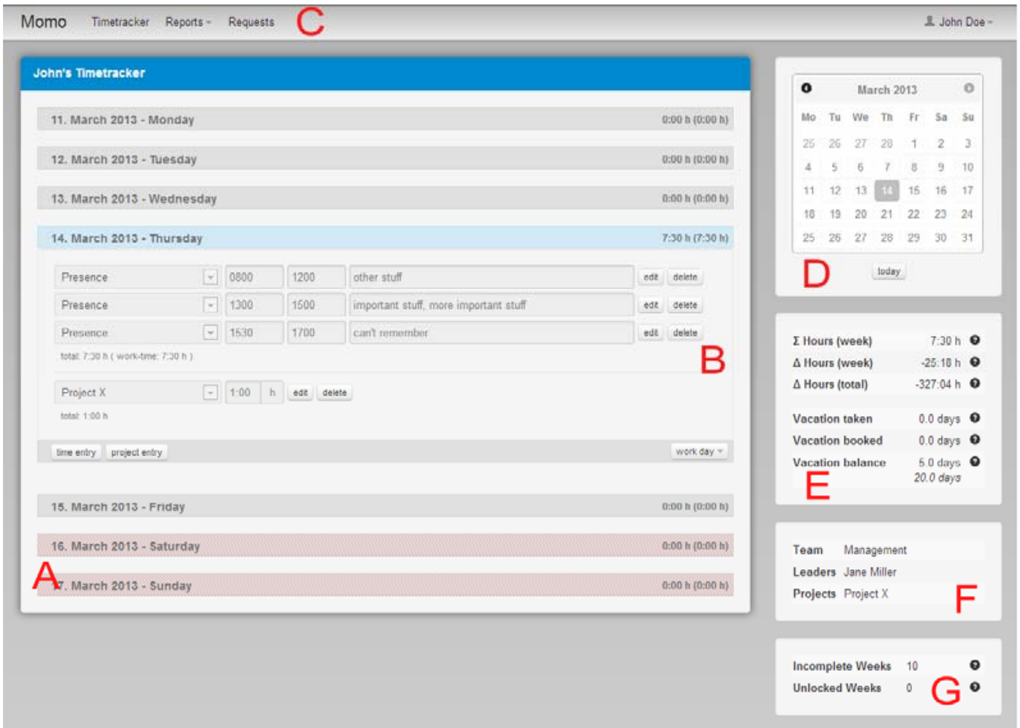
- Users' ability to track their daily presence and absence periods.
- Users' ability to track project related activity where this is desired by management.
- Providing users with up-to-date statistics on their over- / under-time, vacation balance, etc.
- Allowing users to submit formal absences (e.g., vacation) for approval by management.
- Means to generate reports on formal absences and project time.
- Means to assign users to organizational groups.

[1] https://github.com/ISN-Zurich/Momo

2 Momo for Users

2.1 The Timetracker

When you log on to Momo you are presented with the Timetracker, which can be thought of as an electronic day-planner:



The interface is divided into several sections:

The Main Panel (A)

The Timetracker displays one week at a time. Within the displayed week, the active day will be expanded, thereby allowing its contents to be reviewed or changed. The current day (i.e., 'today') will be highlighted in blue.

The Day Panel (B)

Within the day panel, you will see the time entries already made for the day. Below the list of time entries, the total amount of time recorded is shown and, in brackets, what part of that total represents work-time credit. In the screenshot above, all entries carry work-time credit so the two figures are equal. This information is also displayed in the top right corner of the panel.

If a day contains project entries, those are displayed beneath the time entries.

At the bottom of the panel there is a button 'time entry' with which you can create a new time entry. If circumstances warrant, you will also find a button 'project entry' which allows you to create a new project entry (more on that later). Part-time employees will also find a button that allows them to indicate whether the day is a work-day or not (more on that later as well).

You may edit or delete an entry by means of the provided 'edit' and 'delete' buttons.

The Navigation Panel (D)

To display a day in the Timetracker, you select it in the provided mini calendar. Clicking on the 'today' button will return you to the current day. Note that you can only access the days within the range of the entry- and exit-dates configured in your user profile. If you find yourself unable to access a date, your profile most likely needs to be updated.

The Statistics Panel (E)

This panel displays up-to-date statistics on your work-time and vacation balances:

- **Σ Hours (week)**
  The number of work-time hours you have reported for the displayed week.

- **Δ Hours (week)**
  Shows by how much the reported work-time credit for the displayed week deviates from the week's plan time. At the beginning of a new week (when the week has no work-time entries), the displayed value will indicate the week's plan time.

- **Δ Hours (total)**
  Your overall overtime / undertime.
  Note that this figure is computed *up to and including the current date*, irrespective of the date selected for display.

- **Vacation taken**
  The number of vacation days you have consumed in the current year.

- **Vacation booked**
  The number of vacation days booked into the system that have not yet been consumed. This figure takes into account booked vacation days that extend into the next year.

- **Vacation balance**
  Your overall vacation balance for the current year. The first figure represents the vacation balance taking into account the exit-date as reflected in your profile. The second figure (cursive script) represents your vacation balance assuming your contract runs up to, or beyond, the end of the year.

The Team Panel (F)

The panel displays information about the organizational unit (the 'team') you are part of. Not all users are part of a team; those that are will see the team's name listed here along with the names of the people responsible for the team (the 'team leaders'). Finally, the panel informs you of projects assigned to you or your team.

The Status Panel

This panel provides information regarding the status of your Timetracker:

- **Incomplete Weeks**
  Tells you about the number of weeks you've left incomplete in the Timetracker.
  Hover over the question mark to the right of the figure to list the weeks deemed incomplete.

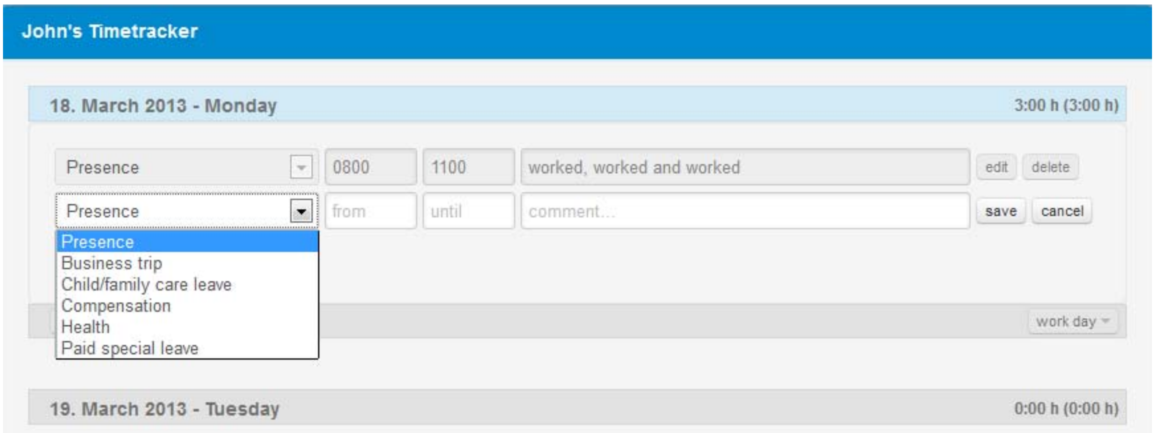
- **Unlocked Weeks**
  Tells you about the number of weeks presently unlocked in the Timetracker.
  Hover over the question mark to the right of the figure for a list of the unlocked weeks.

2.1.1 Recording Time

To record time, click on the 'time entry' button in the lower left corner of a day panel.

When creating a time entry, you will need to select the appropriate entry type from the provided drop-down menu.

The screenshot below illustrates this:



At the ISN, the provided entry types are to be used as follows:

- **Presence**
  Use this generic type to record 'normal' time spent working (i.e., time *present* at work).

- **Business Trip**
  This type is used to report work-time accrued as part of a business trip.

- **Child/Family Care Leave**
  Use this type to report paid absences related to child or family care. The category applies if you need to nurse a family member in the absence of other options.

- **Compensation**
  Use this type to indicate an absence from the office due to compensation of accrued overtime. Please be sure to report the exact time range for which you are compensating overtime.

- **Health**
  Use this type for paid health related absences (doctor's visit, sickness, etc.).

- **Paid Special Leave**
  This is a catch-all category for paid absences other than the ones already listed. Examples of this would be 'marriage', 'birth of a child', 'house moving', etc. Consult the ETH work regulations for a detailed list of events for which you are awarded paid special leave. When making an entry of this type, please indicate the reason for the absence in the provided comment field.

Having indicated the type, you next enter the time range the entry applies to. Momo expects you to enter time values in 24h time format and without the customary colon between the hours and minutes. For example, the time range '3:15pm' to '5:00pm' would be entered as '1515' to '1700'.

Note that the Timetracker will round entered time values to the nearest five minute interval.

You may force an entry corresponding to the exact plan time for a day (i.e., 8:12 hours) by entering the time values '0000' to '0812'. This is useful when recording an entry of type 'Health', as this reflects a situation where you are awarded exactly 8:12 hours of work-time credit per day that you are absent.

Completion of the comment field is optional.

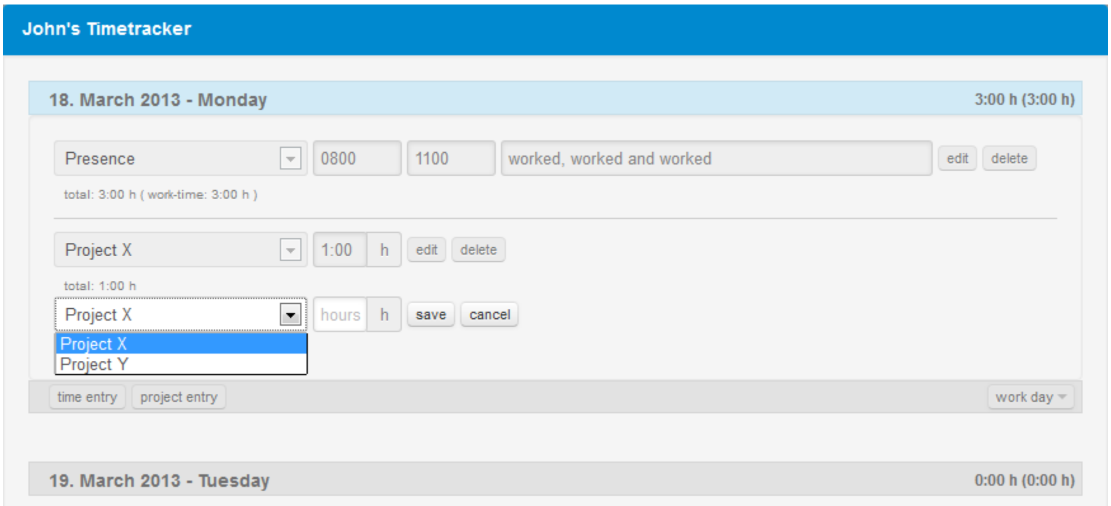
2.1.2 Recording Project Time

If there are projects listed in the team panel, you will be able to annotate a day's recorded work-time with information as to how much of it applies to projects assigned to you or your team.

To record project time, click on the 'project entry' button in the lower left corner of a day panel.

When creating a project entry, you will need to select the concerned project from the provided drop-down menu.

The screenshot below illustrates the situation for a list of sample projects:

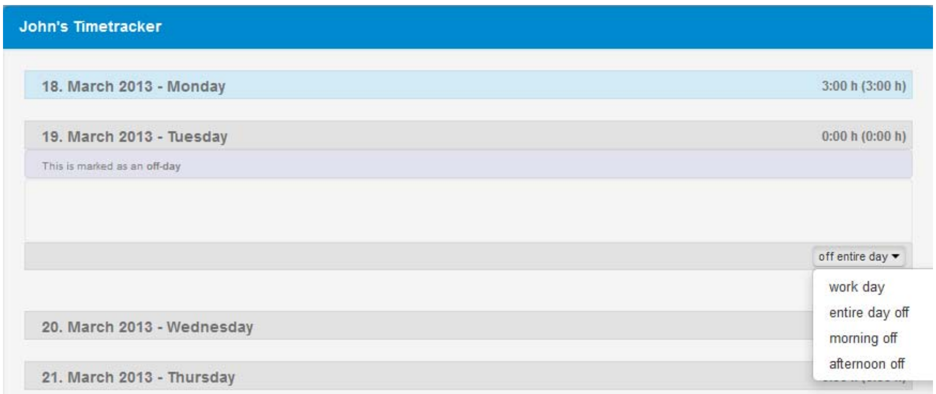


Note that the sum of the recorded project-time may not exceed the work-time recorded for the day. Furthermore, the 'project entry' button appears only if you have recorded work-time for a day.

2.1.3 Indicating Recurring Off Days (Part-Timers)

For part-time employees, the days they are typically absent from the office are stored as part of their user profile. The Timetracker subsequently preconfigures each week's absences according to those predefined values.

Part-time employees may change the preconfigured absences by means of the drop-down menu at the bottom right of a day panel:



As you can see, the day in question is configured as a full off-day. Select the appropriate entry in the drop-down menu to change the day to a work day, or to a half off-day.

The number of days marked off may not exceed the figure expected on the basis of your workload. By way of example: A person working an 80% workload will be allowed to mark either one day as full off, or two days as half off.

Weeks that carry more off-days than allowed will be flagged as incomplete. If you are absent from the office beyond what is expected based on your workload, you need to either compensate overtime or ask that your team leader approve a request for an appropriate out-of-office period.

2.1.4 Incomplete Weeks and Locked Days

Momo periodically examines your Timetracker for weeks containing days left incomplete. If such weeks are detected, Momo will notify both you and your team leader of this circumstance.

2.1.5 Grace Period / Locked Days

At the ISN, you have a grace period of 20 days within which to complete the entries for a work-day.

Once the grace period expires, days are locked against edits. If you subsequently need access to a locked day, ask your team leader to unlock it for you.

2.2 Reports

Momo allows you to generate a number of reports:

Out-of-Office Summary

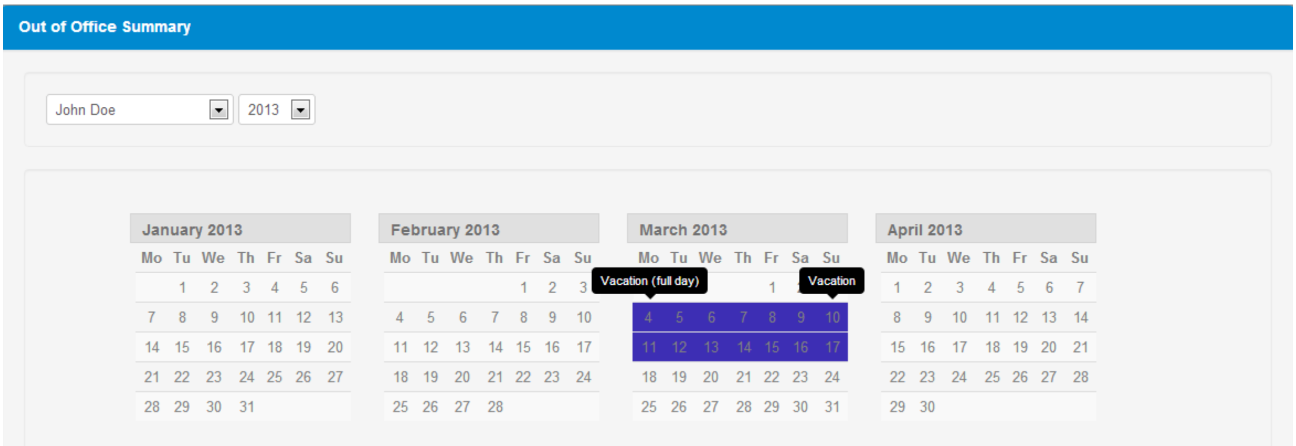
The ‘Out-of-Office Summary’ allows you to summarize the absence periods of Momo’s users.

In the summary, bookings are color coded according to type; you can hover over a booking to glean more information on the nature of the absence.

When you request an out-of-office period, you can indicate a time range for the absence and then rely on Momo to work out the specifics with respect to holidays and weekends that might occur over the course of the period.

Using the ‘Out-of-Office Summary’, you can determine the days to which Momo formally applies an absence. To do so, hover over a booking and look out for values in parentheses listed next to the absence type. If a day shows one of the values ‘full day’, ‘morning’ or ‘afternoon’ next to the absence type, it indicates that the absence formally applies to it.

The screenshot below illustrates this for a two week vacation absence booked for a full-time employee:



As you can see, for Monday (March 4th), the absence formally applies to the entire day; as Monday is a workday this makes sense. On the other hand, the absence does not formally apply to Sunday (March 10th) as the type is listed without parentheses.

Project Reports

You have the ability to generate reports for the projects assigned to you. Project activity can be reported by user, by team or by project and for a given period of interest.

Timetracker Reports

You may also generate summary reports on your Timetracker activity. These may be restricted to a specific date range and entry type. In addition, reports can be grouped by day or report item.

2.3 Out-of-Office Requests

Formal absences from the office are known as ‘out-of-office periods’.

The ISN defines the following types of out-of-office periods:

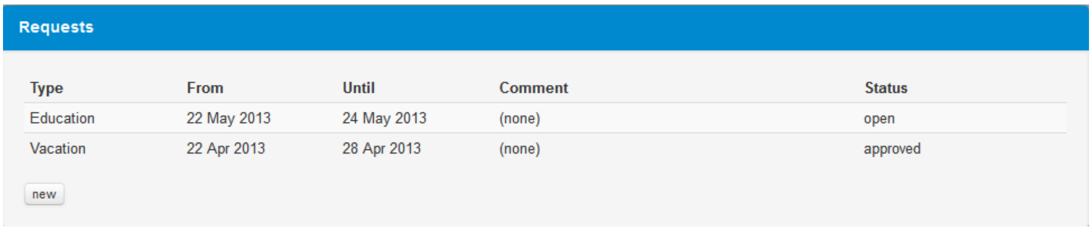
- Vacation
- Maternity / Paternity Leave
- Military / Civil Service
- Unpaid Leave
- Education

An absence due to one of the above reasons needs to be recorded in Momo by means of an out-of-office request.

Request Overview

To work with requests, click on ‘Requests’ in the menu bar.

You will be presented with an overview of the out-of-office request you have made:



Among the data points listed, the ‘Status’ column is of particular importance: As a new request is made, it starts off with status ‘open’. Once your team leader views the request its status changes to ‘pending’. Finally, when your team leader has made a decision, the request will take on the status ‘approved’ or ‘denied’.

Requests are amendable only when they are in status ‘open’ or ‘denied’. If you erroneously send off a request, you need to contact your team leader and ask them to delete it from the system.

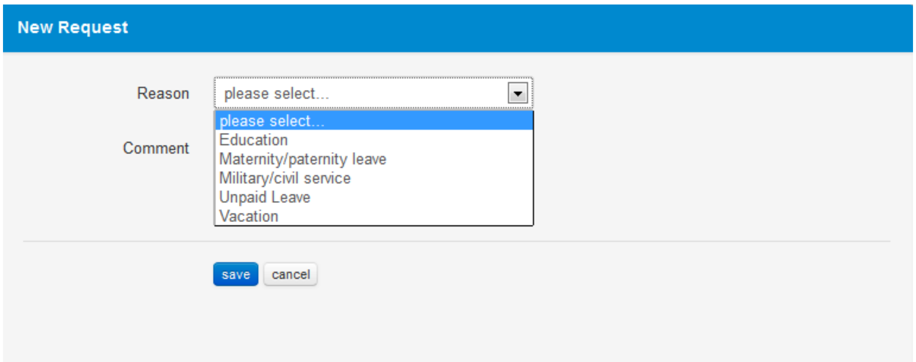
Resubmitting a denied request will move it to status ‘pending’ again.

Note that only one request can be made for a given date range.

Submitting a New Request

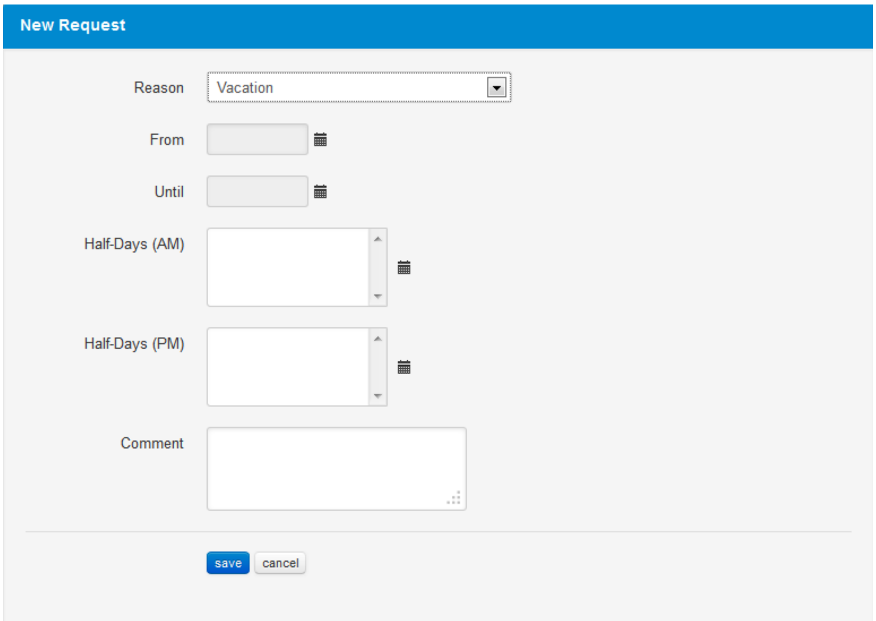
You may submit a new request by clicking on the ‘new’ button at the bottom left of the request overview.

Doing so presents the following form:



Once you have indicated the reason for the out-of-office period, the form will update with controls allowing you to specify the time period for which you are making the request.

For a vacation request, this looks as follows:



Set the extent of the absence by means of the ‘From’ and ‘Until’ fields. Days within the period for which only a half-day of absence is requested can be indicated with the fields ‘Half-Days (AM)’ and ‘Half-Days (PM)’. Finally, the ‘Comment’ field allows you to comment the request.

Editing and Deleting Requests

Requests with status ‘pending’ or ‘denied’ can be edited and deleted by means of the provided ‘edit’ and ‘delete’ buttons.

2.4 Miscellaneous

Overtime and Vacation Lapses

At the ISN, the amount of vacation and overtime credit you can transfer from one year to the next is limited and subject to the following rules:

- **Overtime**
  Overtime credit lapses on the first Monday following January 1st of a year. All overtime in excess of 8 hours carried over from the prior year is deducted from your account.

- **Vacation**
  Vacation credit lapses on March 31st of a year. All vacation credit carried over from the prior year is deducted from your account.

If you enter either work-time or vacation ‘late’ (i.e., after a lapse date has occurred but pertaining to a period prior to the lapse date) Momo will update the amount lapsed accordingly.

Momo will notify you of approaching lapse dates three, two and one months in advance.

Excessive Overtime

ISN employees are asked not to accrue more than 20 hours of overtime. Momo will notify you and your team leader if this threshold is exceeded.

3 Momo for Team Leaders

As a team leader, you will need to perform certain management tasks for users that are ‘primary members’ of teams assigned to you.

These tasks comprise:

- Management of out-of-office bookings and requests.
- Management of issues as indicated in the ‘Team Summary’
- Unlocking of Timetracker days when needed.
- Monitoring of notifications for ‘incomplete weeks’ and ‘excessive overtime’.

3.1 Types of Team Memberships

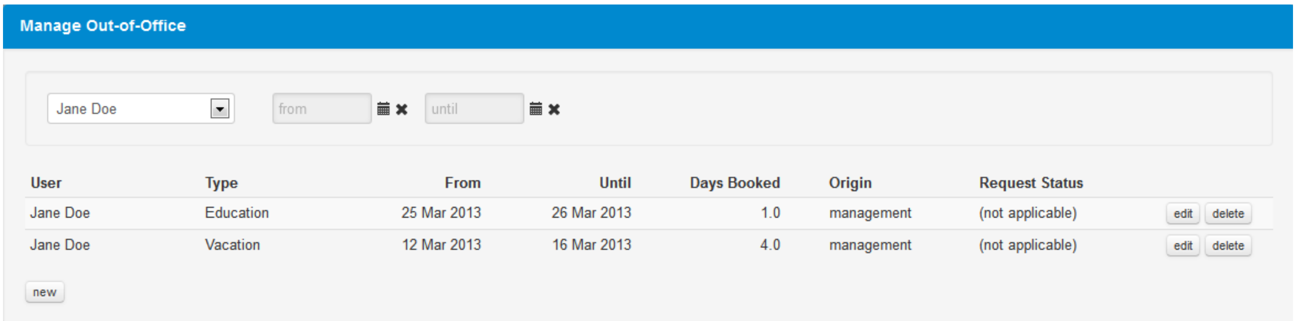
Apart from primary members, a team may also have ‘secondary members’.

From a team leader perspective, the difference between the two types of membership is simple: Team leaders must manage their primary members while they may manage their secondary members on an ‘as-needed’ basis.

3.2 Working with ‘Manage Out-of-Office’

Overview of Bookings

To gain an overview of a user’s bookings, open ‘Manage Out-of-Office’ and select the user of interest in the provided drop-down menu:



Note that you will be limited to users that hold memberships to teams led by you.

Bookings are listed in reverse chronological order of occurrence; you may restrict the range of returned results by means of the provided date fields**.**

While most of the provided data points are easy to understand, the following three columns warrant some explanation:

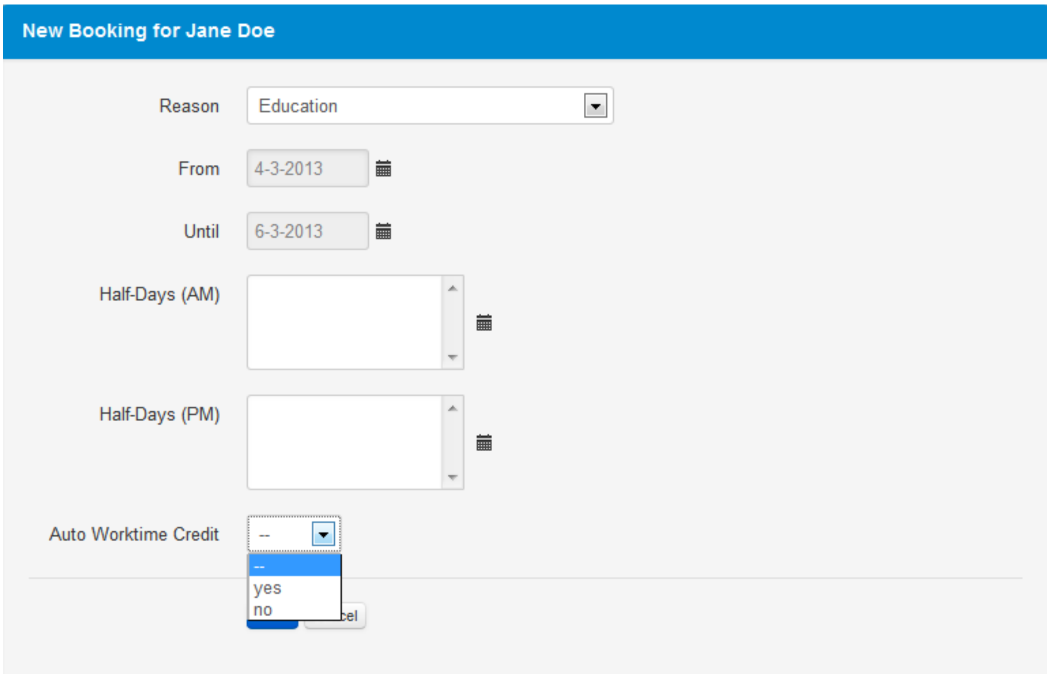
- **Days Booked**
  Represents the number of days that the out-of-office booking formally applies to. For the type ‘Vacation’ this would represent the number of vacation days the user consumes as part of the booking, for example.
- **Origin**
  Indicates whether the booking originated due to a user request or due to management action.

- **Request Status**
  If a booking originates from a user request, the column will reflect the request's status.

Creating a New Paid Booking

To create a new booking, click on the 'new' button at the bottom left of the overview.

You are presented with a form very similar to the one described in Section 2.3:



In addition to what we saw in the context of requests, the form has a control 'Auto Worktime Credit':

- Setting the control to 'no' will require the user to manually record work-time for the period covered by the booking.
- Setting the control to 'yes' will cause the system to automatically allocate work-time for the period covered by the booking.

The automatic allocation of work-time credit skips weekends, holidays and off-days encountered within in the booking period. When deciding on its use, you need to consider whether this behavior suits the requirements at hand.

Note that users cannot make Timetracker entries for days that lie within a booking with automatic allocation of work-time credit enabled.

Creating a New Unpaid Booking

Unpaid bookings are created just as described above – the form used does not display the field 'Auto Worktime Credit', however.

Editing and Deleting Bookings

Bookings can be edited and deleted by means of the provided 'edit' and 'delete' buttons.

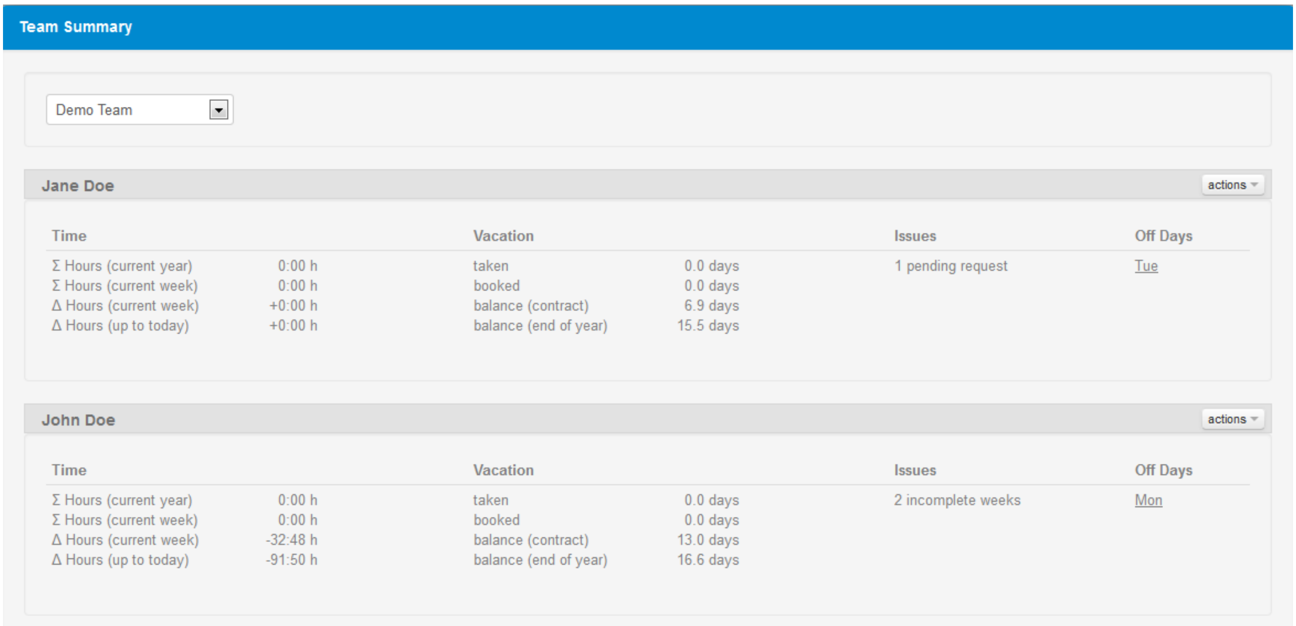
Effect of Bookings on Vacation and Rollover Lapses

When working with out-of-office bookings, you might make changes that affect users' vacation or overtime lapses. An example of this would be if you entered a vacation period for a time range prior to the last vacation lapse date. Momo will quietly update possibly affected lapse operations as you work, thereby keeping users' vacation and overtime balances consistent.

3.3 Working with 'Team Summary'

To obtain summary information on teams managed by you, open 'Team Summary' and select a team of interest in the provided drop-down menu.

You will be presented with a summary view of the selected team's members:



The interpretation of the data provided in the columns 'Time' and 'Vacation' was discussed earlier.

The column 'Issues' will alert you of 'pending out-of-office requests', 'excessive overtime' and 'incomplete weeks' for the members of the displayed team. For part-timers, the column 'Off Days' lists the days the member is habitually absent from work (hover over the entries to obtain information on whether a particular day is a full-day or half-day off-day).

The 'actions' button at the top right corner of a member panel allows you to accomplish the following tasks:

- List and unlock the member's incomplete weeks.
  (This action is only available for members that have 'incomplete' weeks.)
- Unlock specific weeks for the member.
- Send a message to the member.
- Display the member's Timetracker for review and/or edit.

Note that you can only summarize teams for which you are team leader.

4 Momo for Managers

As a Manager, you are responsible for the global aspects governing Momo's operation.

These include:

- Managing User Accounts.
- Managing Entry Types.
- Managing Booking Types.
- Managing Projects
- Managing Teams
- Managing Workplans.

4.1 Working with 'Manage Users'

Overview of User Accounts

To work with user accounts, open 'Manage Users'.

You will be presented with an overview of all Momo user accounts:

Manage Users

User	Role	Teams	Off Days	Enabled	Last Login	
Jane Doe	User	Demo Team	(none)	yes	(never)	edit delete
John Doe	User	Demo Team	Mon	yes	(never)	edit delete
Admin User	Administrator	(none)	(none)	yes	21 Mar 2013 - 1451	edit

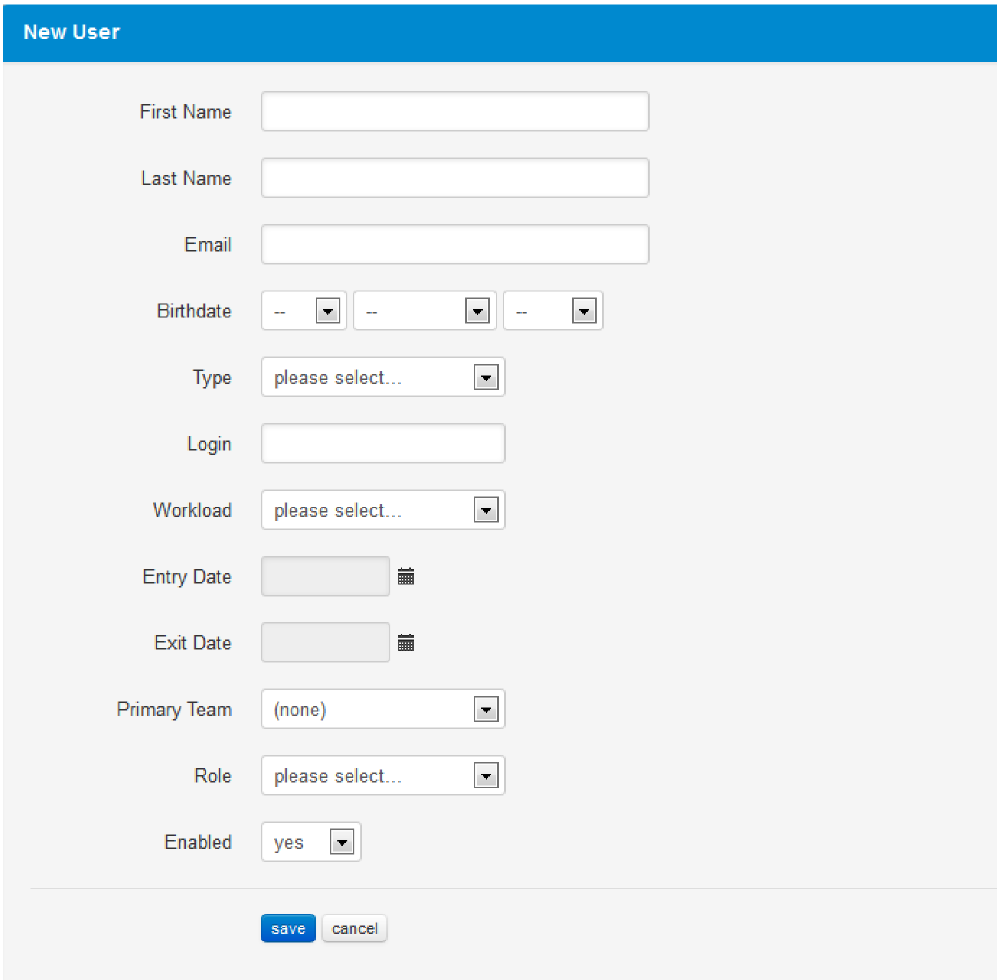
new

The column 'Teams' lists the teams of which the users are members of (you can obtain the type of membership by hovering over an entry) and the column 'Enabled' indicates whether an account is able to log on to Momo or not.

Creating a New Account

To create a new account, click on the ‘new’ button at the bottom left of the overview.

You will be presented with the following form:



While the form is easy to understand, please note the particulars with regard to the following fields:

- **Type**
  Indicates whether the user is a *Staff* or *Student* member of the ISN.
  Note that Student members are not allocated vacation credit and are limited to a workload of 36.89%

- **Workload**
  Indicates what percentage of a full-time job the user is employed for.

- **Entry Date / Exit Date**
  Indicates the time range the user is employed for.
  The values entered determine the date range for which the user may access the Timetracker. In addition, the user’s vacation credit for a given year is computed in proportion to the indicated time period.

- **Role**
  Users may be assigned one of the following roles: ‘User’, ‘Team Leader’, ‘Manager’ and ‘Administrator’. For a user to be assignable as a team leader for a team, she must, at minimum, be of role ‘Team Leader’. The roles ‘Manager’ and ‘Administrator’ are presently identical in permission scope.

Once a new account is created, the concerned user will receive an email with instructions on how to access the system.

Editing and Deleting Accounts

You may edit and delete users by means of the buttons provided next to each user account.

When editing user accounts, the fields ‘Type’, ‘Login’ and ‘Workload’ are immutable.

If you decide to delete an account, the user’s data will persist behind the scenes.

Migrating Vacation and Overtime Balances

As it is not possible to change an account’s ‘Workload’ or ‘Type’ fields, a user will need to be assigned a new account if either of these parameters is to change. When doing so, the old account’s overtime and vacation balances have to be migrated to the new account.

To migrate vacation and overtime balances to a new user account, proceed as follows:

1. Wait for the migration date to occur and ask the user not to make any Timetracker entries on or after the migration date.
2. On the migration date, set the old user account’s ‘Exit Date’ to the preceding day.
3. In the ‘Team Summary’, note the old user account’s overtime and vacation balances.
4. Delete the old user account.
5. Create a new user account and set the ‘Entry Date’ to the migration date.
6. Create adjustments to carry over the overtime and vacation balances noted in step 3.

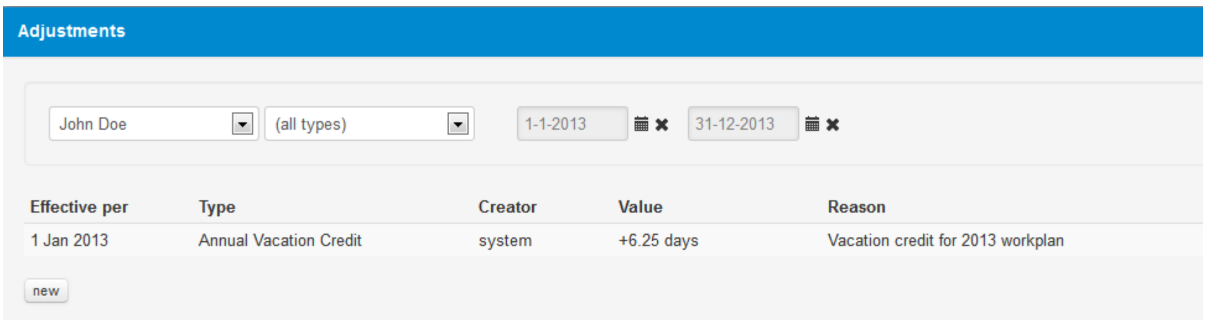
Note that account migrations for part-timers should be performed on a week-boundary, if possible. Full-time employees can be migrated at any time point in time.

4.2 Working with ‘Manage Adjustments’

Adjustments allow you to define offsets to users’ work-time and vacation balances.

To view the adjustments for a particular user, open ‘Manage Adjustments’ and select the user of interest in the provided drop-down menu.

You will be presented with an overview of the user’s adjustments as in the screenshot below:



Per default, the overview will list all adjustments in the current year. You can change the date range considered by means of the provided date fields.

The overview displays all pertinent data points that make up an adjustment:

- **Effective per**
  Indicates the date on which the adjustment takes effect.

- **Type**
  Indicates the adjustment's type. We distinguish between 'system types' and 'user types', where 'system types' cannot be created or manipulated by management.

  The adjustment types are:

- Annual Vacation Credit	'system type', for crediting users with vacation.
- Vacation Lapse Adjustment	'system type', for lapsing vacation credit.
- Worktime Lapse Adjustment	'system type', for lapsing work-time credit.
- Vacation Adjustment	'user type', for offsetting vacation credit.
- Worktime Adjustment	'user type', for offsetting work-time credit.

- **Creator**
  Indicates whether the adjustment was made by the system or by management.

- **Value**
  Indicates by how much the adjustment offsets its target; values can be either positive or negative.

- **Reason**
  Indicates the reason for the adjustment.

Creating a New Adjustment

To create a new adjustment, click on the 'new' button at the bottom left of the overview.

Editing and Deleting Adjustments

You may edit and delete adjustments by means of the buttons provided for each entry. Only adjustments of 'user type' can be edited and deleted.

4.3 Working with 'Manage Booking Types'

Momo allows you to define 'reasons' for out-of-office bookings – so called 'booking types'.

To get an overview of the custom booking types open 'Manage Booking Types':

Manage Booking Types

Type	Enabled	Paid	In Use	
Education	yes	yes	no	edit delete
Maternity/paternity leave	yes	yes	no	edit delete
Military/civil service	yes	yes	yes	edit

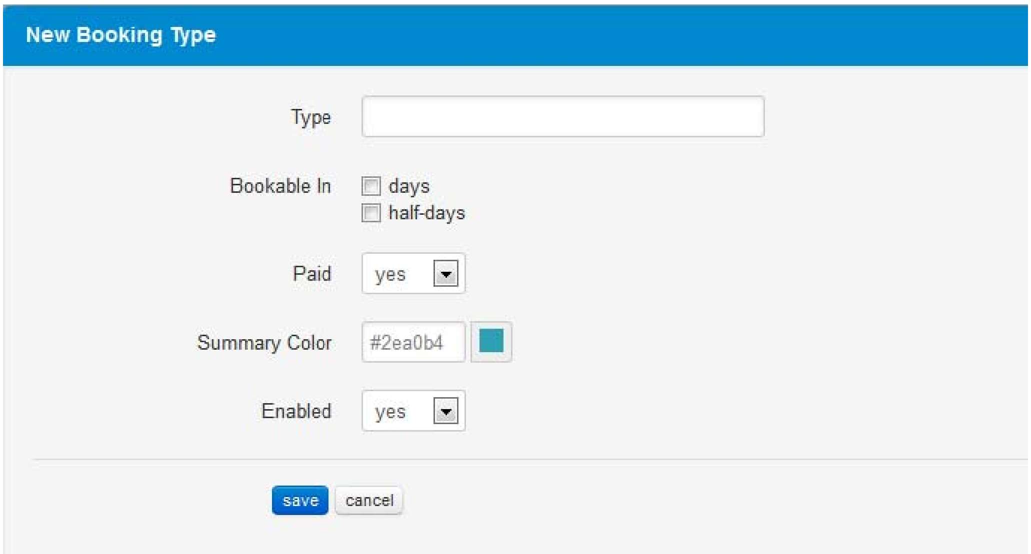
new

In the above, the column 'Type' indicates the type (or name) of the booking type. The column 'Enabled' indicates whether the type is presently accessible to users when requesting new out-of-office periods and the column 'Paid' indicates whether the type is paid or not. Finally, the column 'In Use' indicates whether there exist out-of-office bookings of the type.

Creating a New Booking Type

To create a new booking type, click on the 'new' button at the bottom left of the overview.

You will be presented with the following form:



The field 'Bookable In' determines what increments the type may be booked in and the field 'Summary Color' determines what color will be used to display the booking in the context of the 'Out-of-Office Summary'. The fields 'Type', 'Paid' and 'Enabled' were discussed above.

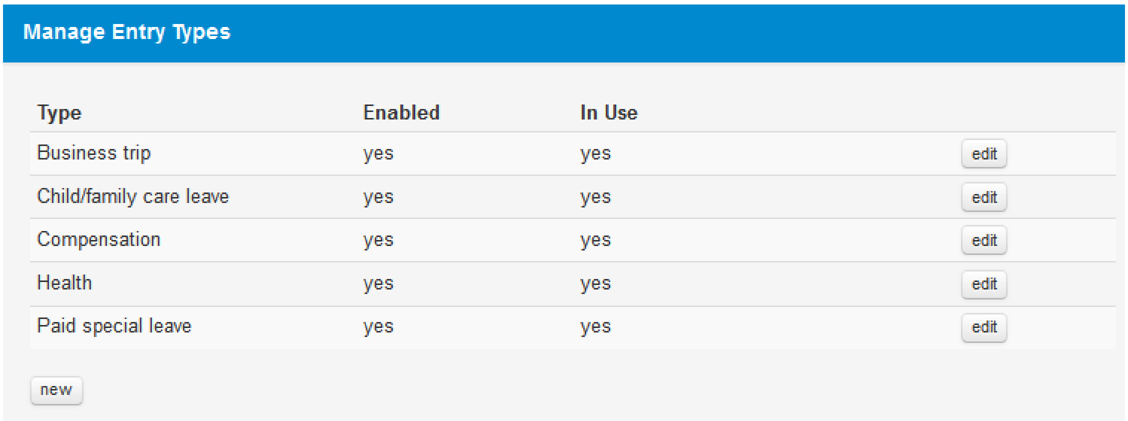
Editing and Deleting Booking Types

You may edit and delete booking types by means of the buttons provided for each entry. Note that types that are in use cannot be deleted.

4.4 Working with 'Manage Entry Types"

Momo allows you to define custom types for Timetracker entries – so called 'entry types'.

To access an overview of custom types, open 'Manage Entry Types':

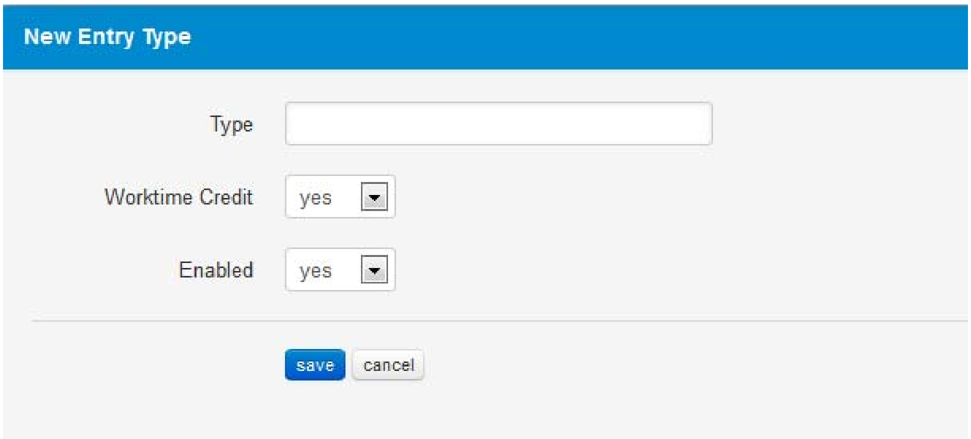


The column 'Type' indicates the type designation (name) as it appears in the Timetracker drop-down menu and the column 'Enabled' shows whether the type is accessible to users. Finally, the column 'In Use' indicates whether there are any entries making use of the type.

Creating a New Entry Type

To create a new entry type, click on the 'new' button at the bottom left of the overview.

You will be presented with the following form:



The field 'Worktime Credit' determines whether Timetracker entries of the new type are awarded work-time credit or not. The fields 'Type' and 'Enabled' were discussed above.

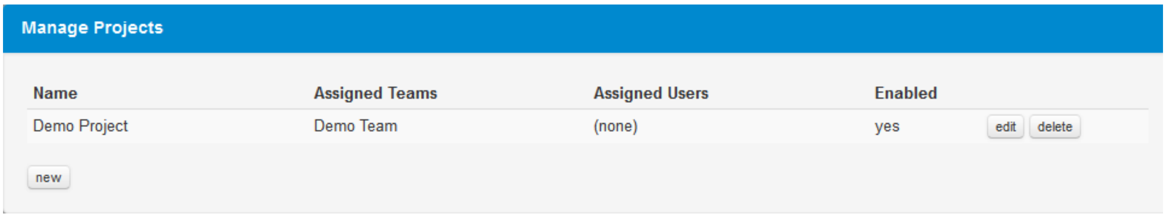
Editing and Deleting Entry Types

You may edit and delete entry types by means of the buttons provided next to each entry. Types that are in use cannot be deleted and cannot have their 'Worktime Credit' field altered.

4.5 Working with 'Manage Projects'

To generate an overview of projects known to Momo, open 'Manage Projects'.

You will be presented with a summary as in the screenshot below:

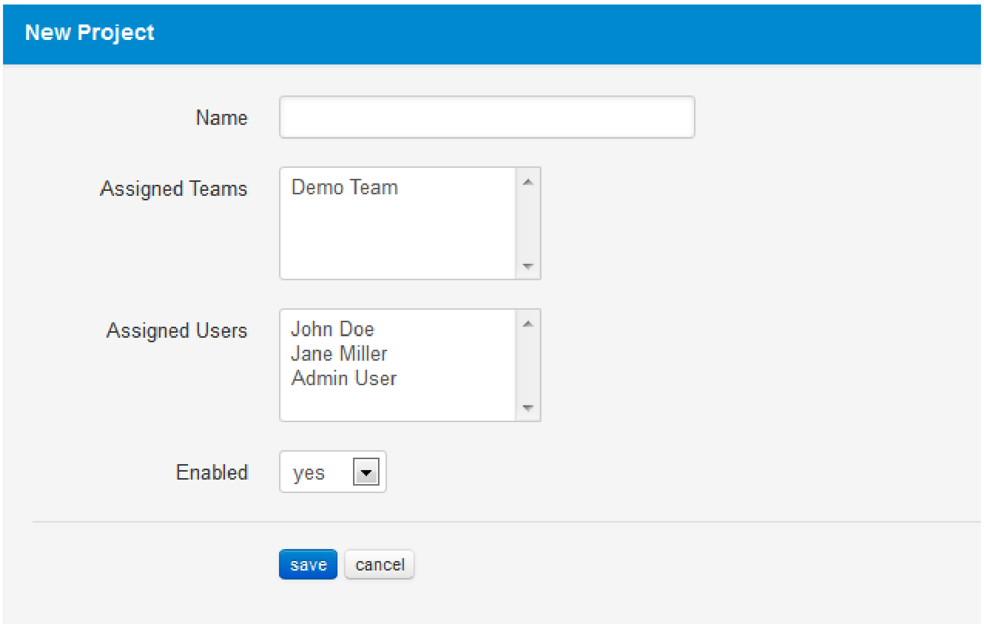


The column 'Name' indicates the project's designation as communicated to users. The columns 'Assigned Teams' and 'Assigned Users' show the first few teams and users the project has been assigned to. Finally, the column 'Enabled' indicates whether the project is enabled for use.

Creating a New Project

To create a new project, click on the 'new' button at the bottom left of the overview.

You will be presented with the following form:



When creating a new project, you will need to indicate which teams, and possibly users, may log time against it. To this end, you mark the allowed teams and users by means of the controls 'Assigned Teams' and 'Assigned Users' (CTRL-click to mark multiple entries).

Projects are typically assigned to teams, with a user's primary team membership determining the projects accessible to her. Allowing projects to be assigned to teams as well as to users can conceivably lead to double assignment of projects (one assignment due to team membership and one due to direct user assignment). Such double assignment of projects is handled transparently by Momo as it will always favor the team based assignment over a redundant user assignment.

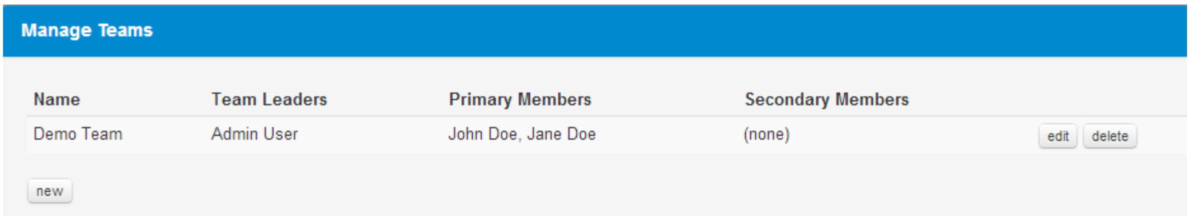
Editing and Deleting Projects

You may edit and delete projects by means of the buttons provided for each entry.

4.6 Working with 'Manage Teams'

To generate an overview of the defined teams, open 'Manage Teams'.

You will be presented with a summary as in the screenshot below:

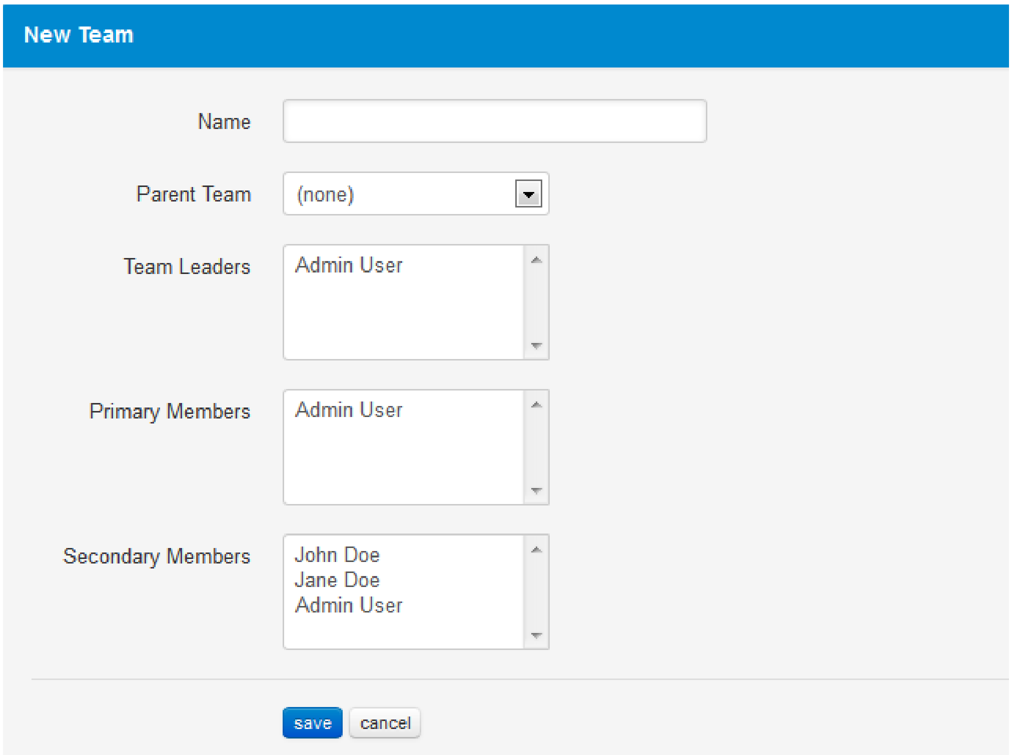


The column 'Name' indicates the team's name as communicated to users. The column 'Team Leaders' shows the first few team leaders assigned to the team. Likewise, the columns 'Primary Members' and 'Secondary Members' show the first few users that hold primary and secondary memberships respectively.

Creating a New Team

To create a new team, click on the 'new' button at the bottom left of the overview.

You will be presented with the following form:



When creating a new team you will need to indicate at least one team leader by means of the control 'Team Leaders'. The number of leaders you can specify is not subject to any restrictions, thereby allowing multiple users to share management responsibilities for a particular team.

You may then assign primary and secondary members by means of the controls 'Primary Members' and 'Secondary Members'. You are not required to assign any members to a team, however. The set of users listed in the field 'Primary Members' is limited to those that are not already assigned as primary members of another team.

Note that primary and secondary memberships are mutually exclusive assignments.

The field ‘Parent Team’ allows you to place a team in a hierarchy chain: For any given user holding a primary team membership, management responsibilities fall to the team leader of the highest hierarchized team that is both a parent of the user’s primary team and for which the user holds a secondary membership.

Hence, by placing a team in a hierarchy chain, it is possible to delegate management responsibilities for team members to higher order teams where desired.

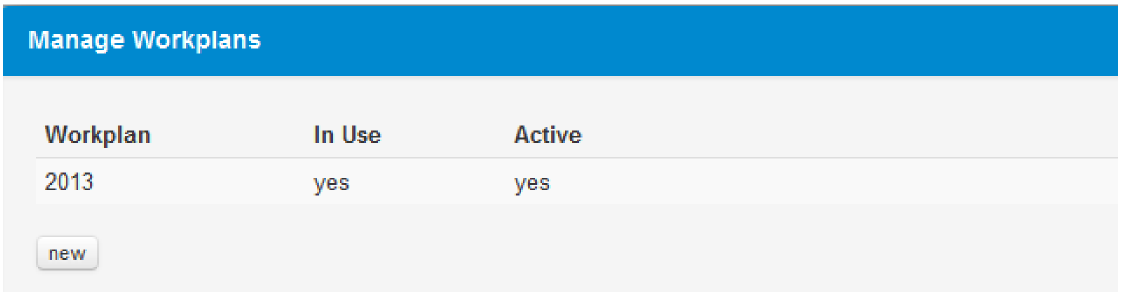
Editing and Deleting Teams

You may edit and delete teams by means of the buttons provided for each entry.

4.7 Working with ‘Manage Workplans’

A workplan encapsulates parameters governing work-time related computations for a given year.

To generate an overview of the defined workplans, open ‘Manage Workplans’:



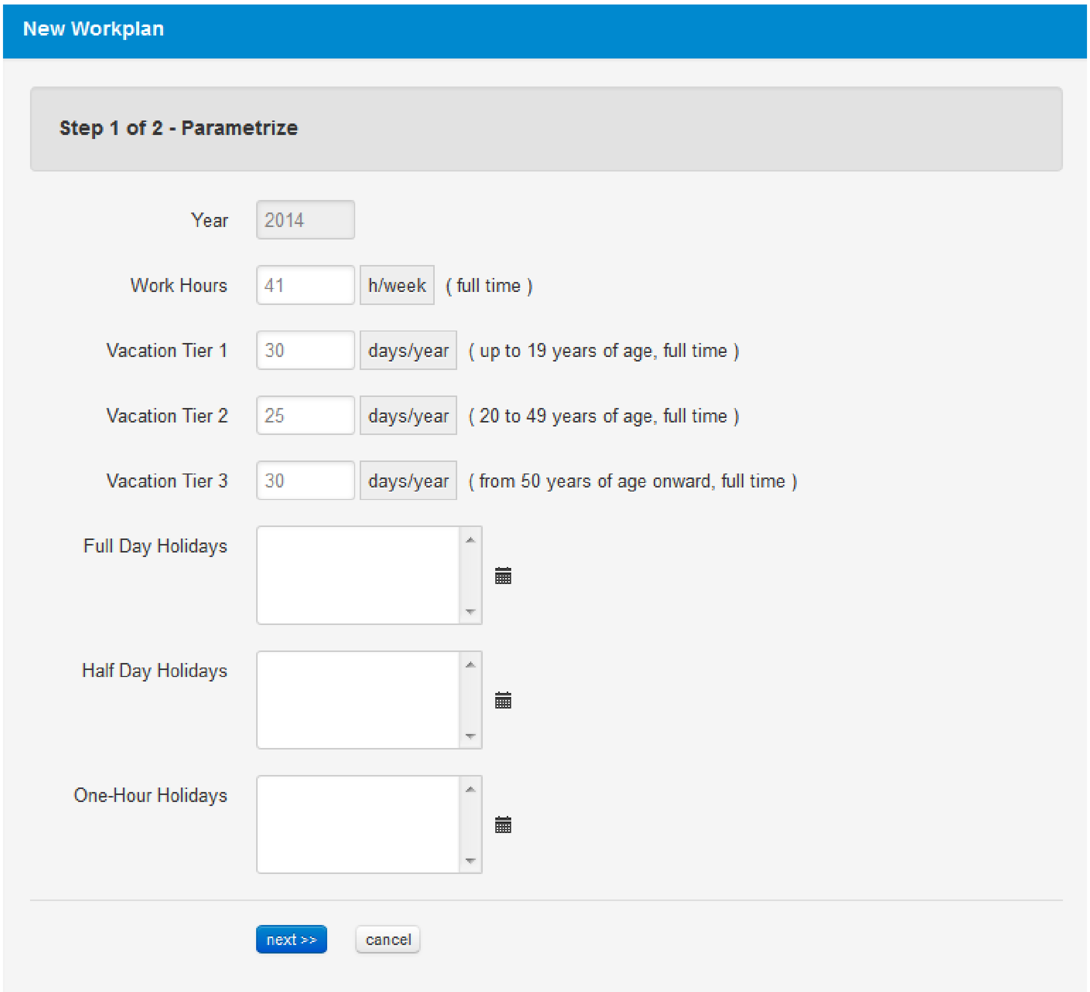
The column ‘Workplan’ indicates the year that a particular workplan applies to. The column ‘In Use’ indicates whether a workplan has user generated data associated with it. The column ‘Active’ indicates whether the present date lies in the date range governed by a workplan.

Workplans can be edited and deleted as long as they are neither ‘active’ nor ‘in use’. If a workplan is ‘in use’ but not ‘active’ it can be edited but not deleted. Finally, once a workplan is both ‘active’ and ‘in use’ it can be neither edited nor deleted.

Creating a New Workplan

To create a new workplan, click on the 'new' button at the bottom left of the overview.

You will be presented with the following form:



As workplans can only be created in sequence, the value of the field **Year** will be set by Momo.

The field 'Work Hours' indicates the number of hours a full-time work week comprises. The field is preset with the value in use at the ISN.

The 'Vacation Tier' fields indicate the number of vacation days awarded per year of full time work, where the value in each tier corresponds to a certain age bracket. Again, the pre-populated values correspond to those in use at the ISN.

The control 'Full Day Holidays' is used to specify which days in the year qualify as full day holidays. Likewise the control 'Half Day Holidays' serves to specify the days that qualify as half-day holidays.

The control 'One-Hour Holidays' is used to specify days for which work-time is reduced by one hour. At the ISN, this is the case for weekdays that precede a full-day holiday.

Clicking on 'next' will present a summary of the entered values along with an overview of the resulting weekly work-times. Cross-check this summary for accuracy: If you find that you've made an error, you may return to the prior page by means of the 'back' button. If things are in order, you can create the workplan by clicking on the 'create workplan' button.

5 Momo for Geeks

5.1 Generating a Low-Level Time Report

To generate a low-level time report for a given user and date range, execute the following command from the console (relative to the Momo root directory):

> php index.php utility computetimestatsforuser [user login] [from date] [until date]

Note that the dates need to conform to the format ‘d-m-yyyy’.

This will yield a report of time relevant data points, broken down by type and workplan.

The reported types and their interpretation are as follows:

- **Total work-time credit**
  The total amount of work-time credit reported in the period.
- **Total time credit**
  The total amount of time reported in the period (work-time plus non work-time).
- **Total work-time adjustments**
  The sum of all adjustments made to the work-time credit balance in the period.
- **Total adjusted work-time credit**
  The work-time credit balance that results from summing ‘total work-time credit’ with ‘total work-time adjustments’.
- **Plan time**
  The amount of time the employee was supposed to work in the period.
- **Work-time delta**
  The deviation from the plan time – i.e. the difference of ‘plan time’ and ‘total adjusted worktime credit’.

To gain a complete and current picture of the data points governing on a user’s worktime, run above report from the user’s entry date up to the present date.

5.2 Generating a Low-Level Vacation Report

To generate a low-level vacation report for a given user and target date, execute the following command from the console (relative to the Momo root directory):

> php index.php utility computevacationstatsforuser [user login] [target date]

The ‘target date’ identifies the point in time for which we want to generate a report on the user’s vacation relevant data. Note that this date needs to conform to the format ‘d-m-yyyy’.

Calling the method will yield a report of vacation relevant data points, broken down by type and workplan.

The reported types and their interpretation are as follows:

- **Vacation days credited**
  The number of annual vacation days credited up to and including the target date, adjusted to the user’s employment period and workload.
- **Vacation days consumed**
  The number of vacation days consumed up to and including the target date.

- **Vacation days adjusted**
  The sum of all adjustments made to the vacation balance up to the target date.
- **Vacation days in ‘booked’ state**
  The number of booked vacation days that lie beyond the target date (i.e. in the ‘future’).
- **Vacation days in aggregate**
  The aggregate sums resulting from above data points:
  - ***Vacation credited in period***
    The sum of all items under ‘Vacation days credited’
  - ***Vacation consumed in period***
    The sum of all items under ‘Vacation days consumed’
  - ***Vacation adjustments in period***
    The sum of all items under ‘Vacation days adjusted’
  - ***Vacation days in ‘booked’ state***
    The sum of all items under ‘Vacation days in booked state’
  - ***Vacation balance***
    The sum of ‘Vacation credited in period’ minus ‘Vacation consumed in period’ minus ‘Vacation days in booked state’ plus ‘Vacation adjustments in period’.

To gain a complete and current picture of the data points governing a user’s vacation balance, run above report with the present date as the target date.