Time Tracking
====
Types of time recording

Time recording in xentral can be applied in several ways:

Time clock

Post time recording with TARGET specification

Post times without TARGET specification (standard)

Time clock

Working times can be booked by time clock via Team > Time Clock.
Note

Until version 21.1 it’s via My Area > Time ClockMy Area > Time Clock.

With the time clock the working time is booked by one day. I.e. coming, going and break start and break stop. In addition, vacation and illness can be maintained in the time clock. The time clock can also be used in combination with the subsequent time entries. This allows times to be booked during the day to customers, projects, productions, etc.

The employee time recording with time clock enables a booking also with time specifications. It is also suitable as a time recording for payroll accounting as well as a booking of work steps in production. The time clock can be used with or without time card and offers a detailed hours recording with overview per employee.

If no barcode scanner is used to record the work steps, the codes must be read out manually, e.g. by using a mobile phone app. The combination of numbers obtained in this way must then be transferred to Xentral by hand.
Note

The time clock can be used with the punch cards (QR code card + QR scanner + tablet) or via the software interface (from the PC/laptop, with the normal login).

Use time clock
Post time recording with TARGET specification

As a simple service provider, however, times should often not be booked classically, like a manufacturing industry, via a time clock. Therefore, in this case, the classic time recording form from xentral can be used and times can be booked manually without gaps for work, breaks, vacation, sickness, vacations or compensatory time off.

To see how many hours still have to be booked or how much vacation has already been taken, there is an app Time Recording Hourly Overview. For each employee, target hours or overtime tolerances can be set for each month.

The following scenario can also be useful, e.g. to use the time clock only for hourly accounting/tax consultant. The regular time recording is additionally used to settle up with customers and to transfer the hours into documents.

Time recording hourly overview
Book times without TARGET specification (standard)

If the company also has no TARGET specifications, the times can simply be booked via the Time Recordi ng. Via the tab Book time tracking a weekly view appears in which the time to be booked can be clicked di rectly. A new dialog box opens in which details and the duration can be entered. Clicking on the button Bo ok a new time also opens the dialog box. Via the tab Own time recording overview the booked hours can be viewed and edited.

Booking to customers, orders, projects, etc. enables an accounting of the times for a customer or a projec t. Here, an order/invoice can be created from the times via the hourly rate. In general: In the standard time recording every employee can enter his hours independently. This is especially suitable for employees wi th fixed working hours or if the times are billed to customers.
Settings time recording

On the one hand, system-wide settings can be made for time recording, and on the other hand, a templat e app can be used to provide a better overview.
System settings

It is now possible to individually modify some settings. Under Administration > Settings > System > Basic settings > System these can be made under the area Time tracking.
Time_Recording_Basic_Settings.png

Allow posting to other employees: Select that employees should be allowed to book times for colleague s as well

Internal comment field visible: Selection that the "Internal comment" field should appear in the time rec ording interface

Location field visible: Displays an additional text field for a location specification in the interface. Note: If the recorded times are also billed to customers, the last check mark is mandatory so that you always get the extended interface for time recording

Extended time indication: Displays additional options in the interface, e.g. customer, order, order entry. If the recorded times are also billed to customers, this check mark is mandatory

Billing preselected: Selection that the "Accounting hook" is set by default in the interface

Close time recording: There is a possibility to prohibit older bookings. To do this, select the option Clos e time recording. Here you can enter the maximum number of days a booked time may be in the past

Time recording obligation: It is also possible to have xentral check whether the employees have booke d times on the last working day. If this is not the case, the employee is automatically taken to the form for booking times with a corresponding message

Time_Recording_Basic_Settings_Example.png

In the example above, this means: The employee can add time entries that are no more than 3 days old.
Note

To exclude a user from this rule, the user can be given the Allow editing right in the Time recording rights block.
App "time recording templates"

If different activities are to be mapped via defined designations, this can be integrated in the time recordin g. In the App Center the app Time recording template can be called up and a new template created. Via + NEW, the desired designation can be entered in the Description field.

When employees book times in the future, clicking on the magnifying glass icon next to the description field will display all existing templates, which can then be selected.

Billing of times with date without time specification

When billing times, the option Transfer marked times with date to invoice or order can also be selected, which will then print the date on the document, but not the times.

Time recording

Employees can register their working and break times in xentral under Team > Time Tracking. The following three tabs are relevant for time recording:

- Book time tracking
- Own time recording overview
- Hours overview

Note

Until version 21.1 it’s via My Area > Time Tracking.

Book time recording

Calendar view

In the tab Book time tracking, times can be entered directly into the calendar. In addition, the booking of negative times is also prevented here.

Clicking in the calendar opens a new window. The day and time of the position clicked on in the calendar is preselected during time booking, but can be changed as desired. To edit an appointment that has already been set, click on it. The same window that appears when creating the appointment will open and the appointment can be modified. Furthermore, the length of an appointment can be changed quickly using the = symbol. To do this, click on the symbol and keep the mouse pressed while the bar of the appointment can be adjusted in length. With Drag&Drop booked times can be moved easily.

In the overview on the right, further settings and actions can be made.

- Appointments from calendar: Displays all other appointments from the calendar
- Show time clock times: Shows all appointments that have been booked via the time clock
- Book a new time: Create a new appointment
- Form view as standard: Choose between "normal" time booking form and calendar view as default

Form

The working time can be entered in the Form view under the Book time recording tab.

Time_Recording_Form.png

- At the: Specification of date and time from when to when the appointment should be booked. For quick booking the green buttons (15 min, 30 min,...) are available
- Type/activity: Specify whether the appointment is work, break, vacation, sickness, time off or vacation. The activity can be specified in the rear field. Please note that breaks must be booked separately as breaks (i.e. not type: work, activity: breaks), otherwise the break time will be counted as working time

Book time for other employees: If a time is to be booked for another employee, this checkbox must be set

Selection employees: this field appears when the book time for other employees checkbox is selected. For the address selected in this field, the existing employee number is relevant

Details: More precise details of the appointment

Internal comment: Comment for internal purposes

Place: Specification of a location. This is especially important for external appointments.

Load GPS data: Load GPS data

Project: Assignment of a project

Subproject: Assignment to a subproject

Customer: Assignment of a customer

Sales order:

Order item:

Production:

Service order:

Settle up: Check the box if a recorded working time is to be settled later with the customer.

Book: Book time into the logbook

Vehicle: Specify the vehicle

Route: Specify the distance driven

Kilometers: Indication of the kilometers driven

The date and time period are mandatory, as well as a brief description. Optionally, a detailed description of the activity and the place of execution can be added. The GPS data of a terminal device can also be used to determine the location, provided that this function is supported and released. It is not possible to book negative times. Booking of times on order items Booking of time on order items is possible for articles that are marked as "Service". Other articles are not suggested in the time recording. The Order item field is used in the time recording.
Speciality completed projects

It is not possible to post to projects that have already been completed. As a result, completed projects do not appear in the drop-down menu in the project field.
Overview

In the Overview area on the right side, it is possible to set the date to past days/weeks in order to get an overview of the number of hours worked there. With the back/forward buttons it is possible to jump forward/backward day by day. With the date field an exact date can be selected.
Time_Recording_Overview.png

This makes it more convenient to add past times.
Personal time recording overview

Under the tab Own time recording overview you will find a list of the booked times.

Here, the time period can be narrowed down via the filter.
Overview of recorded times

There are three different overviews of recorded times via Team > Time accounts.
Note

Until version 21.1 it’s via Administration > Time accountsAdministration > Time accounts.
Time account customer

Under the tab Time account customers there is a list of all customers to whom times have been booked for billing.
Time account employee

All times recorded by employees are listed under the Employee time account tab.
Time account calendar view

Under the tab Time account calendar view all booked times are visible in the calendar.
Billing of recorded times for customers

The view via Team > Time accounts can be used to trigger the accounting of booked times in the Time account customers tab.
Note

Until version 21.1 it’s via Administration > Time accounts.

To do this, click on the edit icon (pencil) of a customer in the list to open the detailed view with a list of the times booked for this customer. In this view, invoicing can be triggered using the corresponding button at the bottom of the page. Time bookings can be marked as billed or not billed in this overview.

The next step is to assign an article to the times - this can be, for example, an hourly rate that is to appear on the receipt for the times. A separate hourly rate can be defined for each individual time that is to be accounted for.

It is still possible to specify a general article below, which will also be used as long as the field Deviating article is not filled. It is also possible a combination that below an hourly rate is indicated and e.g. from 10 times only 2 are individually occupied - with the remainder the general article is pulled.

Employee Time Recording
====
Use time codes with QR Code cards

The xentral time clock from the Employee Time Recording module enables your employees to record their time with a time card at a terminal. The terminal consists of a QR code reader* and a tablet device*.

You can use the time clock with QR code card, with RFID chips or alternatively with barcodes (more information follows in the article).

The hardware is not included in the xentral time clock module.

Setting up the time clock requires several steps, which are described below.
Setting up the terminal

The user interface of the time clock is web-based, as is common in xentral. The user interface must be available to an employee when booking. A tablet device that is mounted on the wall next to the QR code scanner is particularly suitable for displaying this interface.

The tablet device must meet at least the following requirements:

- Touchscreen operation
- Screen diagonal not less than 7 inches
- Android or Windows Mobile operating system
- USB host port (for connecting the QR code scanner)
- Access to local network (WLAN, LAN) possible
- A wall mount is available for the tablet
- Power supply not via USB socket - device must have separate charging socket
- For example: Dragon Touch X10, 10 inch Octa Core Android Tablet PC

In addition, the special use makes special settings on the device necessary:

- Continuous operation without automatic state change (shutdown, hibernation, screen lock)
- Browser with fullscreen mode (e.g. Firefox with plugin "Fullscreen"), or kiosk mode
- Static IP address to ensure pairing status with xentral
- Permanent Internet connection

In order to use a tablet as a time clock, the device must be registered once in xentral in combination with the browser used:

- Establish the network connection on the tablet
- Open the browser on the tablet and go to the xentral home page
- Log in with an administrator account
- Click on Administration > Settings > Employee administration > Employee time recording device settings> +NEW
- Enter a name for the tablet under Description - The fields IP, submask and code will be filled in automatically
- Save the settings
- Press the Pair this device button to activate the pairing mode

Log out

The combination of tablet and browser is now registered in xentral as a time clock terminal. The tablet now allows logging in using the xentral time clock card, and displays a specialized login interface for this purpose, as shown in the following screenshot:
etr1.png
Compatible hardware

The time clock module is compatible with the following types of readers:

ISO 15693 - HF Reader (13,56 MHz)

MIFARE - HF Reader (13,56 MHz)

UHF Reader (868 MHz)

Metratec > Readers: https://www.metratec.com/de/produkte/identifikation-rfid/leseschreibgeraete.html

Setting up the time clock requires several steps, which are described below.
Setting up the adapter box

The setup of the adapter box can be found under Administration > Settings > System > Adapter box. By clicking on +NEW, the Adapter box module in xentral will give you instructions on how to connect the adapter box.
Important

It is important that you select the option RFID reader in step 3 in the field Use as.

The adapter box is successfully connected as soon as the status is set to connected.
Creation of user accounts to use the time clock

To enable an employee to use the time clock, perform the following steps:

If not already completed: Create the employee as an address in the master data

Create a user account for the employee under Administration > Settings > System > Users. This user account is only suitable for booking at the time clock. If an employee is also to work with xentral, he needs two user accounts: A normal user account, and the user account for the time clock

If the employee wants another time recording in addition to the time clock, a new address must be booked for this, so that a unique address exists for each user

The employee receives his RFID chip, in which a number is stored

Assign a name

Select the employee’s address in the Address from master data field

Do not enter a password

Set the Account type to User

Check the Allow access remotely box if xentral is hosted outside your local network

Under Home page, enter the string "index.php?module=stechuhr&action=list"

Under RFID Tag: Place the RFID chip on the RFID reader and press the Read in button

Select the user’s login method from the drop-down menu, here click on Employee time recording QR code in the list

The number of the RFID chip should be taken now

Save

The RFID chip is therefore linked to the master data address.
Time clock with RFID tag

The xentral time clock (extra module) enables your employees to record their time with RFID tags on one terminal. The terminal consists of an RFID device*, a tablet device* and an adapter box*.

The hardware is not included in the xentral time clock module.
Time recording via a normal barcode

In addition to the time card and RFID chip, there is also the option of creating a barcode via which the user can log on to the system. The barcode content must correspond to a number of at least 8 digits, which corresponds to the user name in the user settings.
Settings in user

The settings in the user must be made analogously to the time card user in the system.
Book at terminal

After both the terminal and the user account for time recording have been set up, the employee can book attendance and break times using the time card.

Please note that you always start the time recording on the first of the month, so that there are no minus hours or no manual supplement has to be made.

These events can be booked:

- Arrival
- Departure
- Break Start
- Break Stop

The working time worked by each employee is calculated from the added working times.

To book an event at the time clock, the employee holds his time card under the QR code reader. If the card is recognized correctly, the time clock interface appears.
etr2.png

The time clock interface includes the following elements:

- Name of the employee (first line)
- Current status of the employee (second line)

Buttons for booking an event (third, fourth and fifth row)

"Logout" button for logging out without booking an event (bottom)

Regardless of which event is booked by the employee, the logout takes place automatically after pressing one of the buttons. The interface is optimized for mobile responsiveness.

Manual booking in employee time recording

You can also book times manually under Administration > Settings > Employee administration > Employee time recording > Booked times > New entry.

A time can also be booked in the calendar by clicking on the corresponding day (e.g. vacation, sick).

Important

Please always click in the correct tag when adding. A manual change may not be applied by saving. If necessary, check the entry later in the calendar.

Evaluation of booked times

The evaluation of the booked times of your employees takes place under Administration > Settings > Employee administration > Employee time recording. There, the booking information of the employee selected in the selection list on the left is displayed in the following tabs:

Vacation/Sick time

Attendance statistics

Overview of hours

Booked times

Booked project times

Booked customer times

Using the Attendance statistics tab, you can display the times of your employee’s attendance for a freely selectable period and the attendance statistics as well as the booked times can be exported as a PDF or CSV file at any time.

In addition, the dashboard displays the working time worked to date, the total target working time and the difference between the two. This allows minus or plus hours to be displayed and overtime worked to be calculated and displayed.

Under the Print time records tab, a record of the working time can be generated and printed for the selected employee for a freely selectable period. If the start and end of work are more than 16 hours apart, it is assumed that the employee has forgotten to clock in. To make this obvious, question marks are displayed on the time sheet.

In the Settings tab, various parameters of the time recording can be defined, depending on the employee.

You have the possibility to define different break lengths, which should be deducted automatically after a certain working time. Likewise, you can enter the number of vacation days stored for the employee here.

When recording via the dashboard for employee time recording, you must specify the specific days for which leave is taken. This means that if you take a week off, you do not enter the whole week including Satu rday and Sunday, but only Monday to Friday.

Template weekly hours: Mon: Tue: Wed: Thu: Fri: Sat: Sun: from to

Help weekly hours: Mon: Tue: Wed: Thu: Fri: Sat: Sun: from month: to hours in month: After calculating, click apply to save target hours data

Standard start of work: This time is used if no times were booked by time clock on this day, but an actual time was entered manually. The form hour:minute e.g. 08:00 must be used

Raise to start of work: If a default time is set and this check mark is set, the clock-in time will be set high if the employee books earlier

Round "come" time clock: Rounds the time up or down for the next 5,10,15 ... minutes when starting work

Round "Leave" time clock: Rounds the time up or down for the next 5,10,15 ... minutes when leaving work

Round breaks in minutes: A round break can be set here, e.g. 60 minutes

Automatically subtract pause: Fixed from working time BreakWorking time

Automatically subtract break → Hours:minutes from working hours. Automatic breaks can be entered here for three different working hours. For example, 15 minutes can be deducted automatically after 4 hours and 30 minutes after 6 hours.

Break duration → Ignored if staggering is activated

Always add pause from time clock to automatic pause: If the check mark is activated, manually booked breaks are added to the break time of the automatically deducted break. Example: 6 hours working time with 30 min automatically deducted break + 10 min manual break → 40 min break and 5:20 ACTUAL time.

Vacation: 2016 2017 2018 2019 2020 2021

Vacation days in year: Indication of the vacation days in the specified year

Remaining vacation in previous year: Manual entry of the remaining vacation days from the previous year

Hours per vacation day: Indicates how many hours per vacation day are billed. For example, a part-time employee with 20 hours per week can be billed for 4 hours.

Note

If you have selected a staggering of breaks, you must enter them in ascending order of working hours, otherwise the staggering will not work.

Settings

You will find a global tab Settings in the employee time recording.

Automatic logout after seconds: The employee will be automatically logged out from the time clock mask if he has not clicked after x seconds

Calendar color: The color in which your employee's booked times will be displayed in the calendar

Employee vacation overview

Under the tab Vacation schedule (all employees) you can clearly see which employee has taken vacation and when. By hovering over the vacation markers you can see the names of the employees.

In addition, there is another overview in the Vacation overview tab. This shows a specific year for each e mployee:

Total number of vacation days

Vacation days taken - Including days already registered in the future

Remaining vacation - i.e. how many vacation days can still be taken

Previous year's vacation days taken over for this year

Note

If an employee has no vacation days on file, he or she will be listed with missing entries.

Display of vacation/absences in the main calendar

You can display vacation or absence days entered in the employee time recording in the calendar. This m eans that you have a vacation calendar for all employees, which you can view, but only the administrator can change in the employee time recording.
etr3.png

For this purpose, the values entered in the Vacation/Sickness tab are taken.
etr4.png
Show and hide former employees

If an employee leaves the company, it is possible to change the validity period of the role as follows. Navi gate to the desired Contact and click on the pen icon of the relevant role in the Roles tab. You can then e nter the date up to which the role should be active.

You can do the same in employee time recording via the filter show former employees also.
Hardware: Example setup for time clock

For example, the time clock can be set up as follows:

Desktop scanner (e.g. with USB port)

Tablet (with 2 connections: e.g. USB connection for scanner + additional connection for power supply (=further connection)

Wifi (alternatively: a notebook with mouse/touchpad or a computer with screen touch function with netw ork connection or also Wifi)

Days off

Holidays can be entered via the Days off/public holidays module. Administration > Settings > Employee A dministration > Days off > +NEW.

Designation: Enter description

Date: Enter date of the holiday

Type: Set type

Project: Select a project

Country: Select a country from the drop-down menu

Finally click on Save.
Load days off

There is also the possibility to automatically load the non-working days of a certain state into the list.
etr5.png
Days off in employee time recording

Days off that you have defined are treated as fully completed working time, i.e. the hours preset for the da y in question are automatically entered as worked and marked as a holiday by a color coding:
etr6.png

The red field shows the sick hours

The orange field shows the unpaid hours (vacation)

The blue field shows the contractual vacation hours

The employee time recording/time clock works to the minute; seconds are truncated in calculations. Roun ding differences are not to be considered as errors.
Time clock 2 with RFID tag (Projektraum-Reger)

An alternative to the standard time clock is the time clock from Projektraum-Reger, which was specially de veloped for xentral.
etrReger.png

You can find more information directly on the website of Projektraum-Reger: http://www.projektraum-reger .de/xentral-stechuhr/
Request time off

Employees can request vacation days, unpaid vacation days and sick days in the employee time recordin g module. For this purpose, there are Submit requests and Edit requests tabs in the module. The former i s visible to all users who are allowed to request absences, the latter is visible only to users who are allowe d to approve absences of their colleagues, e.g. department heads or HR managers. The prerequisite for t his is that all employees are also created in xentral as addresses with the role Employee and their planne d working times are stored in the employee time recording.

Who can request absences and who can approve them is controlled by groups and user rights managem ent. Each department can be created as a group and the addresses of your employees will be added to th is group. In each group there must be at least one responsible person who is allowed to approve the requ ested absences.

This person in charge (e.g. head of department/personnel manager) needs the right timemanagement ha ndle from the user rights management. This person in charge receives an e-mail as soon as an employee from his group requests an absence.

It is not possible for users who do not belong to any group to request absences - then an error message a ppears. If a user belongs to a group that does not include at least one other user with the timemanagement handle right (i.e. a responsible person), an error message will also appear.

Submit requests

In the overview, you can see your own vacation planning in the current year in the basic setting. You can navigate one year forward and one year backward. The groups in which you are a member are listed. If you select a group, in addition to your own absences, the absences of the other group members in the future are displayed anonymously. Absences before today's date are not displayed. Anonymized means that the absences of the other members are displayed as Absent, no matter if it is a vacation or an illness. Finally, there is the checkbox Split by employees which, if active, displays the absences of the individual group members line by line.

Clicking on a day opens a window where you can fill in the start date, the end date, the type of absence, an additional comment. It is also possible to choose whether the absence is a half day or not.

If both a start date and an end date are selected, the number of vacation days required is automatically calculated from the selected period. Holidays are always excluded from the calculation. Saturdays and Sundays are deducted or not depending on whether hours have been entered in the Template weekly hours fields in the Employees > Settings tab.

Possible actions in this overview:

- Request vacation (must be released)
- Request sick leave (must be released)
- Remove vacation (must be released)
- Remove illness (must be released)
- Delete vacation request (does not work for vacation in the past)
- Delete request for illness (does not work for vacation in the past)

Edit requests

In this tab, responsible persons may edit all requests originating from members of their group(s), i.e. approve or reject the requested absences. Users with the timemangementsuperprivilege right may even edit all leave requests of all employees. This right should therefore be reserved for HR managers or interdepartmental managers. Administrators have every right, including timemangementsuperprivilege.

If vacation or sickness requests are rejected, they will be highlighted in color in the Submit requests overview for some time and can then be processed again by the employee. If the deletion of an absence is approved, the status is removed from this day. If deletion is rejected, the day remains marked as vacation or illness.

In this tab there is also the submenu Completed requests where you can see all the processed requests.

An e-mail is always sent when a supervisor approves or rejects a request. The text of these emails can be configured in the business letter template module.

In the document template, the following variables are available in both the body and the subject:

- {DAYTYPE}: Previous status of the day

{FROMDATE}: Start date

{TILLDATE}: End date

{EMPLOYEECOMMENT}: Comment of the applicant

{SUPERVISORCOMMENT}: Supervisor comment

{EMPLOYEENAME}: Name of the applicant

{EMPLOYEENUMBER}: Number of the applicant

{AMOUNTDAYS}: Number of days of leave required

{REJECT}: Was the request accepted or rejected

Time Recording Hour Overview
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The Time recording hour overview app can be used to gain an overview of the working hours of employee s. The app is divided into two sections: On one interface there is the possibility to set the general conditio ns for the employees. On the other interface, the individual employees can view the data without being abl e to make changes.
Personnel management - Functions and Overview

The home screen consists of a list of all addresses for which the role "Employee" has been stored.

The overview displays the target and actual hours of the current month for all employees, which can be ed ited by clicking on the pencil icon.
Time_Recording_Hour_start.png

With a click on the pencil icon the second interface appears:
Time_Recording_Hour_edit.png

The upper line initially allows some general settings to be made. The following information can be provide d:

Year: The desired year for the overview is to be selected in the drop-down menu. It is possible to plan a year in advance and view the last four years

Employment contract basis: If a weekly working time is stored in the employee's address master data, t his is used at this point. Otherwise, a 40-hour work week is assumed. This only applies when the employe e's interface is initially called up. The reverse case, however, does not apply. I.e. the specification of a we ekly working time at this point has no effect on values that are stored in the employee's master data

Overtime tolerance: Here, a tolerance limit can be specified up to which overtime is not taken into acco unt

Vacation days per year: Vacation days can be specified for the next three years

Note

The information on weekly working time is only transferred from the address master data if there was prev iously no manual entry under "Work contract basis", i.e. the field was empty. If there was an entry, then ch anging the working time in the employee's address under "Working time per week" will not overwrite this fi eld.

At the turn of the year, the overtime and vacation days should always be updated if any are still open.

Various information is listed in the table:

Month: The hours are broken down for the respective months

Actual hours: The actual hours result from the time recording and cannot be changed manually here

Target hours: The target hours are calculated on the basis of all working days. Decisive for the first calc ulation is the stored weekly working time in the master data, otherwise a 40 hour week is assumed. Howe ver, since this calculation does not take holidays into account, the number of actual working hours for eac h month should be adjusted at the beginning of the year. This should also be done if the weekly working h ours change once during the year

Difference hours: The difference hours reflect the current status of open hours that still have to be work ed in the current month

Hours minus tolerance: This column corresponds to the difference hours, whereby a possible overtime t olerance is additionally taken into account here. This column shows the overtime that could be paid out, cr edited as vacation, or that needs to be made up

Overtime redeemed: The overtime that the employee has redeemed or plans to redeem this month can be entered here

Overtime current status: The remaining overtime or minus hours are listed here, whereby the entries of the current month are already included

Vacation redeemed: Here the vacation days are to be noted, which are to be redeemed by the employe e

Vacation current status: Analogous to the overtime calculation, the remaining vacation days are display ed here

Notes: Any remarks that cannot be changed by the individual employee can be stored here

Employee - Overview

The same interface is also available to the individual employee. However, they cannot change the entered values.
Time_Recording_Hour_employee_view.png

This interface can be accessed via Team > My Site > Hour Overview (until version 21.1 via My area > Ho me > Hour overview), provided that the employee has been given the corresponding authorization for this. The corresponding right can be granted via the user administration (Administration > System > User > ed it user > Rights) by selecting the right "listmitarbeiter" under "Zeiterfassung_stundenuebersicht" for the Ti me recording hours overview module by clicking on this field.

Timesheet Template
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The Timesheet Template module can be used to create templates for time tracking under Team > Time tracking (until version 21.1 under My area > Time recording). Here type/activity and details can be entered, which will then be displayed in the quick search when booking time.

Overview

With the app Timesheet Template in the App Center the overview can be viewed. It shows all templates in tabular form, in the menu column of which various actions can be selected. The template can be edited by clicking on the pencil icon and deleted by clicking on the cross icon.

Create a new template

To create a new template, click the +NEW button. The following specifications can be made for a new template:

- Type: The type of time booked e.g. work or break is to be selected from the drop-down menu
- Description: The type/activity entered in the time recording is to be entered in order to select the template later under this name
- Details: Details for the time entry can be entered here. These will be automatically inserted later in the time entry, if the corresponding type/activity has been selected in the time entry
- Project: Define a project to which the time will be booked
- Subproject: Define a subproject to which the time will be booked
- Customer: Enter the customer to whom the recorded time is to be accounted for
- Accounting: The recorded time will be accounted to the previously entered customer by checking the box
- Hide: By ticking the template becomes inactive and does not appear in the quick search in time recording

Selecting a template in time tracking

If the first letters of the previously created time tracking template are typed in the search box type/activity under Team > Time Tracking > Book Time Tracking > Form (until version 21.1 in My Area > Time Tracking > Book Time Tracking > Form), the template will be suggested for selection in the quick search.

When the template is selected, the details of the template are inserted into the Details field of time tracking.

Non-working Days / Public Holidays
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Holidays can be entered via the Non-working days / public holidays module. As a result, these appear in the calendar, are used in the employee time recording (extra module) or extend the delivery date in the order.

In this module new entries can be added manually or entered automatically.

This module is particularly relevant if the employee time recording runs via Xentral or if non-working days

are to be taken into account in the order.
Add new entry
Add manually

The +NEW button can be used to add non-working days manually.

A small window will open where the information for the free working day can be entered.

- Name: Name of the day off
- Date: Date of the day off
- Type: Type of the day off. Selection between public holiday, bridge day or company holiday
- Project: Assignment to a project. The day off will then only appear there
- Country: Selection of the country

Save saves the settings and the entry then appears in the overview.
Enter automatically

There is also the possibility to automatically load the non-working days of a certain state into the list. To do this, select a year and a state from the two drop-down lists on the overview page at the bottom and click on Enter all public holidays automatically.
Days off in employee time recording

With the extra module Employee time recording/time clock, the days off can be used to mark the days on which no times have to be recorded. Non-working days that have been stored are treated as fully completed working time, i.e. the hours preset for the day in question are automatically entered as "worked" and marked as a holiday by a color coding:
NonWorkingDays.png

- The red field shows the sick hours
- The organic field shows the unpaid hours (vacation)
- The blue field shows the contractual vacation hours

Note

The employee time recording/time clock works to the minute. Seconds are truncated in calculations. Rounding differences are not to be considered as errors.
Days off for the delivery date in the order

The days set in the project between "Requested delivery date" and "Warehouse delivery" will be extended if one of the days in between has been marked as a "non-working day" here in the module. For this purpose, the project field in the document is also evaluated.