

LikeIT instruction

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1. General

1.1. Logging in

You can log in at:

<https://personalhuset.likeit.fi/> or <https://aaltologistiikka.likeit.fi/>

We have sent you the username and password via e-mail or text message. The username is always written in lower case.

Note that if you have forgotten your password you can get a new one by clicking the link under “*Kirjaudu sisään*” button (“*Unohditko salasanasasi?*”).



The main view when you log in:



Omat tiedot: Here you can update your personal details and change your password.

Kalenteri: Here you can log your work shifts and update your calendar on the dates you don't want to take work shifts.

Raportit: Here you can find the reports on your done work shifts.

Palkat: Here you can find your payslips.

CONTACT YOUR CONSULTANT IF YOU HAVE ANY PROBLEMS AND WE WILL SOLVE THEM TOGETHER!

1.2. Editing your personal details and adding files to the system

Omat tiedot: Here you can change your personal details, update your contact information, change your password and adding files (e.g. your income-tax card) to the system.

Please note that the information will move directly to payroll or tax collector - so please check the spelling and timeliness of the information.

Likeit Instructions Employee

Perustiedot		Palkanmaksu	Työajat	Käyttäjät	Yksityisyysasetukset
Etunimi:	Työntekijä	IBAN:	?		
Sukunimi:	1	BIC:		Pankki:	
					Tiedostot
					Liukumasaaldo: 0:00

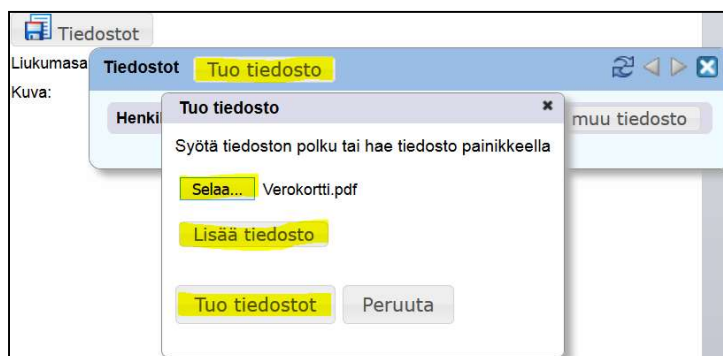
IBAN: here you can add your account number.

Tiedostot: here you can add your income-tax card and possible sick leave certifications to the system.



Press **Tuo tiedosto** button, then click **Selaa** and choose the right file. After that click the **Tuo tiedostot** button to save the file.

If you want to save several files at the same time, this is possible with **Lisää tiedosto** button. The system creates a new **Selaa** button.



Be sure to notify your consultant after you have saved the file to the LikeIT system.

NB! After the turn of the year, the information on your new income-tax card will be sent to us directly, if you have already worked for us in the previous year.

2. How do I log my working hours?

When you open the tab **Kalenteri** it will look like this:

Omat tiedot

Kalenteri

Raportit

Palkat

Asiakkaat - kaikki

Valitse asiakas ensin

Toteutunut

Liukuma: 0:00 (01.02.2019 - 09.06.2019)

Kesäkuu 2019 (vko 23)

Lisää kirjaus	ma 3.6. (0:00)	ti 4.6. (0:00)	ke 5.6. (0:00)	to 6.6. (0:00)	pe 7.6. (0:00)	la 8.6. (0:00)	su 9.6. (0:00)
8:00							
9:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							

◀◻▶ = with the arrow keys you can choose the right week. Press ◻ to get to the present moment.

Asiakkaat - kaikki: here you can choose the right customer company and your work task.

Toteutunut: here you can find the following modes:

Toteutunut: Add the actualized hours with this.

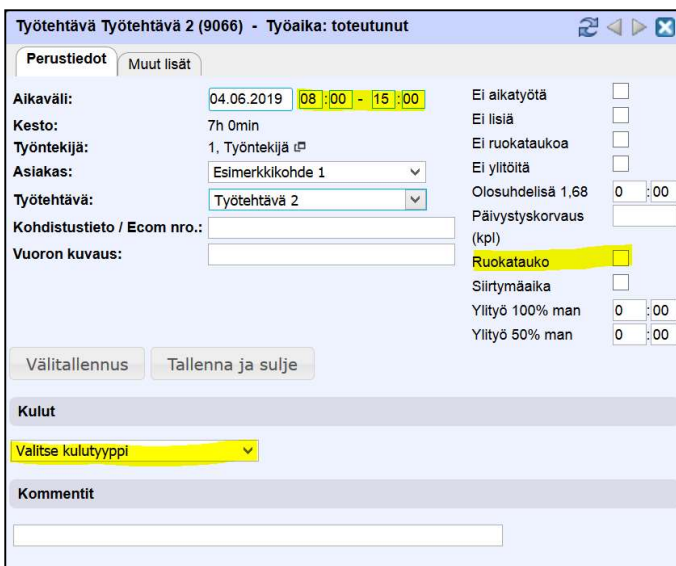
Varattu: Here you can set the dates when you are not available.

Loma/poissaolo: With this you can add sick leave or annual leave.

Avoim: Here you can see the open shifts that you can book for yourself.

2.1. Logging the working hours

Choose the right date with the arrow keys, choose the **Toteutunut** mode and the right work task from the **Asiakkaat - kaikki**. Then paint the duration of your working hours with the mouse on the calendar for the correct day. You can also click the date at the top of the calendar to create the working hours. The popup window shown below will open:



You can edit the working time more specific. Also check that you have chosen the right **Asiakas** (=customer company).

A working day more than 6 hours includes 30-minute unpaid meal break unless otherwise agreed. You can mark it to tap the **Ruokatauko** box.

Valitse kulutyyppi: here you can add e.g. meal allowances, mileage allowances or daily allowance if these belong to you.

Tallenna ja sulje The system saves it and closes the popup window.

Note these:

- If you are doing this on a mobile device, you can open the pop-up window by clicking the date on the grey layout at the top of the calendar.
- Do not log midweek holidays to the system. The system will do it automatically.
- You don't have to log overtime work separately. The system will do it automatically. If you are working overtime, note that it must be agreed with the employer.
- If it seems like the system isn't calculating the hours correctly, contact your consultant.

2.2. Adding the allowances – if the employer don't handle this

Valitse kulutyyppi: here you can select the compensations e.g. meal allowances, mileage allowances or daily allowance if these belong to you. If the right compensation is not on the list, contact your consultant. After selecting the right one, click **Lisää**.

Kulut

Kilometrikorvaus (palkan mukana) Lisää

Kilometer allowance

Valitse kulutyyppi								
Kulu	Lähtö	Määränpää	Määrä	Yks.hinta	Lisählöt	Lisähinta	Kuvaus	Yhteensä
Kilometrikorvaus (palkan mukana)	Vaasanpuistikko 1	Paciuksenkatu 29	420,00	0,43	0	0,00		180,60
Kilometrikorvaus (palkan mukana)	Paciuksenkatu 29	Vaasanpuistikko 1	420,00	0,43	0	0,00		180,60
Yhteensä								361,20

Lähtö: enter the address where you left

Määränpää: enter the address where you went

Määrä: enter the kilometers

Lisähenkilöt: if there were additional people in the car add the quantity here

Click **Välitalennus** button to update the information correctly.

NOTE! The kilometer allowance isn't paid if the route isn't described specifically enough.

Example: Departure: *Vaasanpuistikko 17, 65100 Vaasa*
 Destination: *Paciuksenkatu 29, 00270 Helsinki*

Mileage allowance

Matkakorvaus (yli 30km) Lisää

Kulu	Lähtö	Määränpää	Määrä	Kuvaus	Yhteensä
Matkakorvaus (yli 30km)			1,00		0,00

In some collective labor agreements TES (e.g. construction) pay mileage allowances for travel between home and work. Select the correct mileage and enter the exact departure address (**lähtö**) and destination address (**määränpää**). Remember to click **Välitalennus** button to update the information correctly.

Part-day allowance

Lähtö: add the address where you left

Määränpää: add the address where you went

The system calculates the part-day allowance automatically.

Daily allowance

Aloitus: add the exact time when the journey started

Lopetus: add the exact time when the journey ended

Lähtö: add the address where you left

Määränpää: add the address where you went

Remember to click **Välitalennus** to update the information correctly.

Päiväraha (palkan mukana)	Lisää									
Kulu	Aloitus	Lopetus	Lähtö	Määränpää	Määrä	Yks.hinta	Kuvaus	Yhteensä		
Päiväraha (palkan mukana)										0,00

Lunch allowance

Kulu	Määrä	Yks.hinta	Yhteensä	
Ateriakorvaus (palkan mukana)	1,00	10,50	10,50	
Yhteensä			10,50	

In some collective labor agreements TES pay lunch allowances. Check this from your consultant before you add it

2.3. Booking open shifts from the calendar

You can be offered open shifts from the system or inquired about your interest in open shifts. You can find the open shifts when you select **Avoim** mode. The open shifts are yellow.

Esimerkkikohde 1 »

Työtehtävä 1

- 1, Työntekijä -

08:00 - 14:00 6h Tilaa

Ota vuoro

Ottamalla vuoron sitoudut tekemään sen.

Työtehtävä: Työtehtävä 1

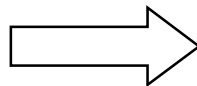
Aikaväli: 05.06.2019 08:00 - 14:00

Kesto: 6:00

On tilaa

OTA

If you want to take the shift to yourself, click the shift and press **OTA** button. When the shift has been confirmed for you, it will turn green.



Esimerkkikohde 1 »

Työtehtävä 1

- 1, Työntekijä -

08:00 - 14:00 6h

2.4. Confirming the shifts

If the working hours have been planned in advance, they will show green in the calendar. You can confirm the shifts by pressing CTRL + clicking the shift -> the hours change to blue and green.

NOTE! The planned hours must be confirmed so the hours will be paid to you.

2.5. Logging the absences

The employee is responsible for logging the absences (e.g. holidays, sick leaves and other possible paid or unpaid absences). You have to log the duration of the absence, also. If the absence lasts several days do this for each day.



Select **Loma / poissaolo** mode and paint the duration of the absence.

Tyyppi: here you can select the reason of the absence:

- **Sairausaika:** sick leave
- **Sairausaika (työtapaturma):** sick leave (occupational accident)
- **Vuosiloma:** annual leave

Asiakas: Select the company you usually work for. Then click the **Tallenna ja sulje** button.

If the absence lasts several days, you can copy the first day to other days. Instructions can be found in the next section.

NOTE! If you want to check an already logged holiday or absence period, you can see it by selecting the right week and **Loma / poissaolo** mode.

2.6. Copying the shifts

If you are working on the same shift on several days, you can click on the copy icon in the options box and choose the settings for copying.

Select the duration of the working period. You can preview those by clicking **Esikatsele** button and copy by clicking **Kopioi** button. Close the popup window from the top corner in the right.

Likeit Instructions Employee

Kirjausten kopiointi

Työaika: toteutunut
Aikaväli: 04.06.2019 08:00 - 15:00
Kesto: 7h 0min
Työntekijä: 1, Työntekijä
Asiakas: Esimerkkikohde 1
Työtehtävä: Työtehtävä 2

Kopioi aikavälille:
05.06.2019 - 07.06.2019
☐ Ma ☐ Ti ☒ Ke ☒ To ☒ Pe ☐ La ☐ Su
Kopioidaan jokaiselle viikolle

Esikatsela **Kopioi**

05.06.2019 08:00 - 15:00	Esimerkkikohde 1	Työtehtävä 2	1, Työntekijä
06.06.2019 08:00 - 15:00	Esimerkkikohde 1	Työtehtävä 2	1, Työntekijä
07.06.2019 08:00 - 15:00	Esimerkkikohde 1	Työtehtävä 2	1, Työntekijä

If you want to copy the working hours to another day, press CTRL + C once. A box that says **“Raahaaminen kopioi”** will be activated at the top of the calendar. After this press CTRL while dragging the hours on the day you want.

2.7. Logging the dates, you are NOT available

Remember mark the dates and times you **cannot work** in the calendar, so we won't bother you in your spare time.

At the top of the menu choose **Varattu** and paint the dates/hours you are not available and click **Tallenna ja sulje**.

Varattu

Liukuma: 0:00 (01.02.2019)

Lisää kirjaus

ma 3.6.

8:00 1, Työntekijä
08:00 - 14:00 6h

9:00

10:00

11:00

12:00

13:00

14:00

Varattu

Aikaväli: 03.06.2019 08:00 - 03.06.2019 14:00
Henkilö: 1, Työntekijä
Tyyppi: Varattu

Välitallennus Tallenna ja sulje

Poista

Luotu: 18.06.2019 10:22 1, Työntekijä
Muokattu: 18.06.2019 10:22 1, Työntekijä

3. Working time reports and payslips

Raportit

Raportit: here you can find the reports on your done work shifts.

Työntekijän työajat

Aikaväli: 01.03.2019 - 30.06.2019

Asiakas:

Raportti Työaika: toteutunut

You can select the specific time period and click **Raportti** button. The system will list the actualized working hours by work tasks, dates and customers. Besides that, you can download the reports to your computer.

Vienti: CSV Excel XML PDF RTF

Palkat

Palkat: here you can find the confirmed payslips. By clicking the blue number sequence on the left side, you can open your payslip in PDF format.

Omat tiedot

Kalenteri

Raportit

Palkat

Palkkalaskelmat

Suodatin

Tulokset: Löytyi 1 palkkalaskelmaa 1 henkilöltä

Numero	Maksupäivä	Henkilö	Aloitus	Lopetus	Palkka	Maksetaan	Rahapalkka	Luontoisedut	Ennakonpidätys	Työnantaja	Hyväksytty
156367	28.06.2019	1, Työntekijä	01.06.2019	15.06.2019	472,50	419,34	472,50	0,00	14,18	Personihuset Staffing Group Oy	Kyllä
Yhteensä:					472,50	419,34	472,50	0,00	14,18		

Vienti:

CSV

Excel

XML

PDF

RTF