

quick start guide „timesheet.msg.de“ (desktop variant)

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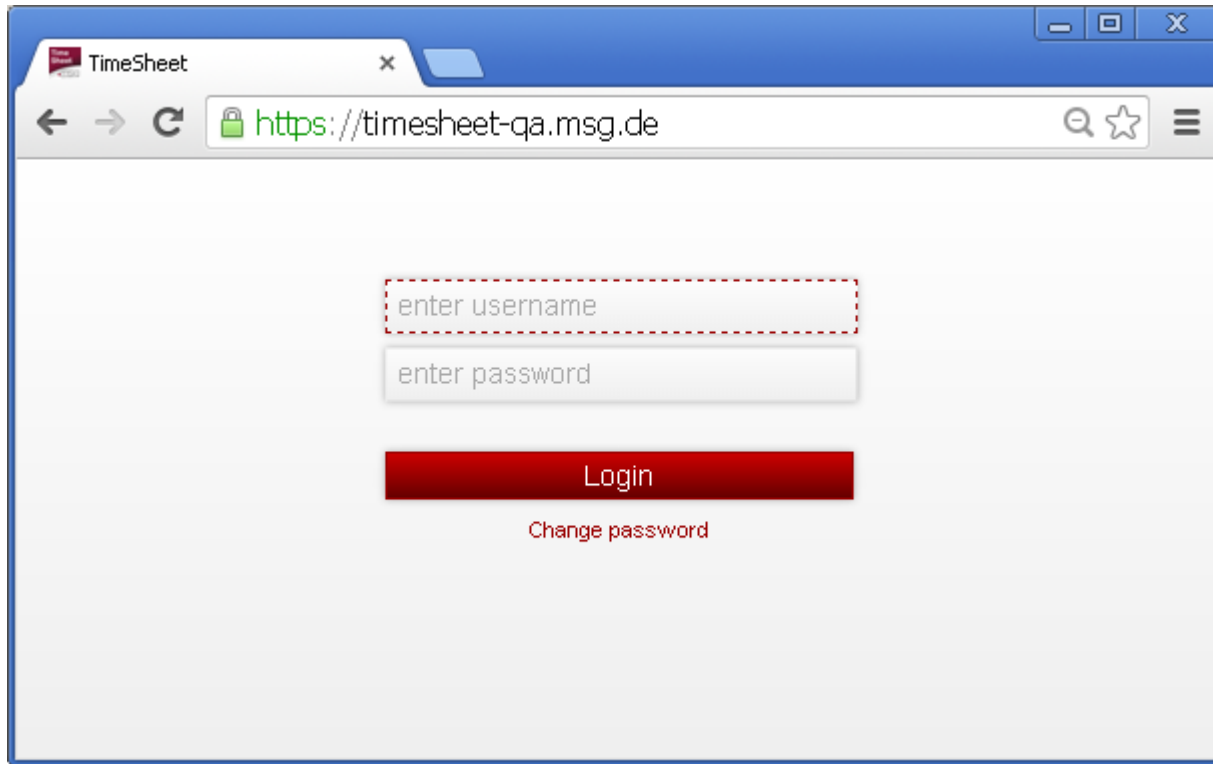
1. Specifications
2. Fundamental changes
3. Login
4. Password change
5. Screen Settings
6. Screen Time balances
7. Screen Booking list
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9. Example of time-booking records

- The following browsers are suitable for the use of timesheet.msg.de:
 - Internet Explorer 11
 - Chrome 31.x
 - Firefox 20.x
(is an older version of Firefox on the computer, a manual update to the latest version must be executed. After that firefox updates will be done automatic)
- Optimised for screen size 1280x1024
- Safety instructions for P1 users:
 - In reference to the CIT Client security policy, it is not permissible to grant third parties access to timesheet.
 - Any use of timesheet for unintended purposes or manipulation thereof is forbidden. This included, e.g. the introduction of control commands or code fragments using the web interface or the interception or manipulation of data using the browser functions.
 - Furthermore, the safety instructions of the CIT Client security policy apply unconditionally.

- In the future, there are two variants of time types
 - Time type detected by employees (see slide 5)
 - Time type detected by ZP (see slide 6)
 - ZP can „override“ input of the employee
- The day will be recorded with at least 2 "lines"
 - 1 line „working-time“ – used to determine the time balances (monthly data)
 - 1 line „project-time“ – used for bookings on projects → Billing
 - “project-time” can be captured in multiple lines, for each projects separate

- 0100 Leave
- 0110 Leave (1/2 day)
- 0210 Sick (not attested)
- 0230 Emergency consultation
- 0555 Special leave (sickness child)
- 9000 Working time
- 9001 Operation at on-call duty
- 9002 Work on public holidays at location of employment
- 9003 Travel time
- 9004 Business travel time
- 9005 Ordered travel time by car
- 9007 On-call duty
- 9008 Time credit for operation at on-call duty
- 9100 Free time compensation (flexitime)
- 9101 Free time compensation (travel time)
- 9102 Special leave (others)
- 9103 Free time compensation (overtime)
- 9104 Public holiday at location of work
- 9106 Special leave (marriage)
- 9107 Special leave (marriage of relatives)
- 9108 Special leave (childbirth)
- 9109 Special leave (wedding anniversary)
- 9110 Special leave (death of first-degree relative)
- 9111 Special leave (death of second-degree relative)
- 9112 Special leave (relocation job-related)

- 0190 Educational leave (paid)
- 0200 Sick (attested)
- 0201 Sick (attested)
- 0220 Sick (attested)
- 0270 Sick (attested)
- 0280 Sick (attested)
- 0360 Unpaid nursing care time (up to 6 month)
- 0361 Short time nursing service (up to 10 days)
- 0362 Short time nursing service (up to 10 days) for apprentices
- 0370 Sick (attested)
- 0500 Maternity leave
- 0510 Prohibition to employ
- 0550 Unpaid leave of absence (sickness child)
- 0560 Sick (attested)
- 0601 Parental leave
- 0602 Parental leave (grandparents)
- 0610 Sick (attested)
- 0614 Sick (attested)
- 0615 Sick (attested)
- 0620 Unpaid leave
- 0630 Unpaid absence
- 0670 Optional military or social duty
- 0690 Military exercise (unpaid)
- 9113 Prohibition to employ at times



TimeSheet

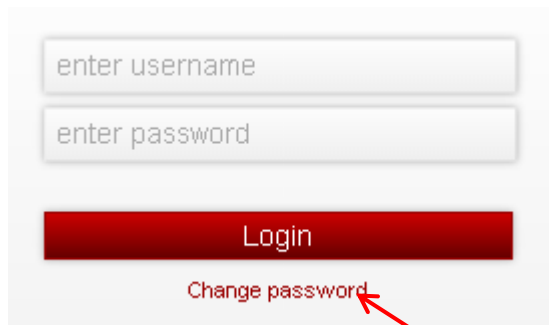
← → ↻ <https://timesheet-qa.msg.de> 🔍 ☆ ☰

enter username

enter password

Login

[Change password](#)



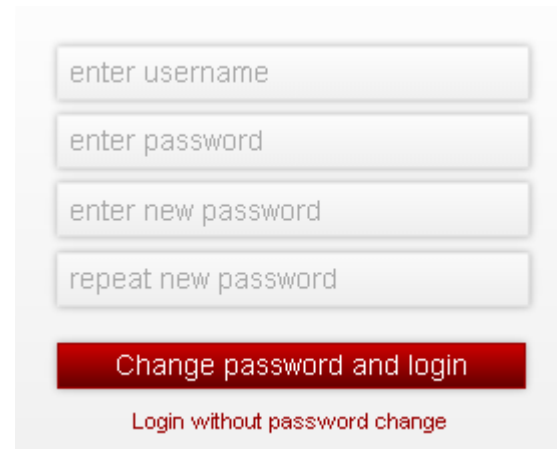
enter username

enter password

Login

Change password

A red arrow points from the 'Change password' link to the right.



enter username

enter password

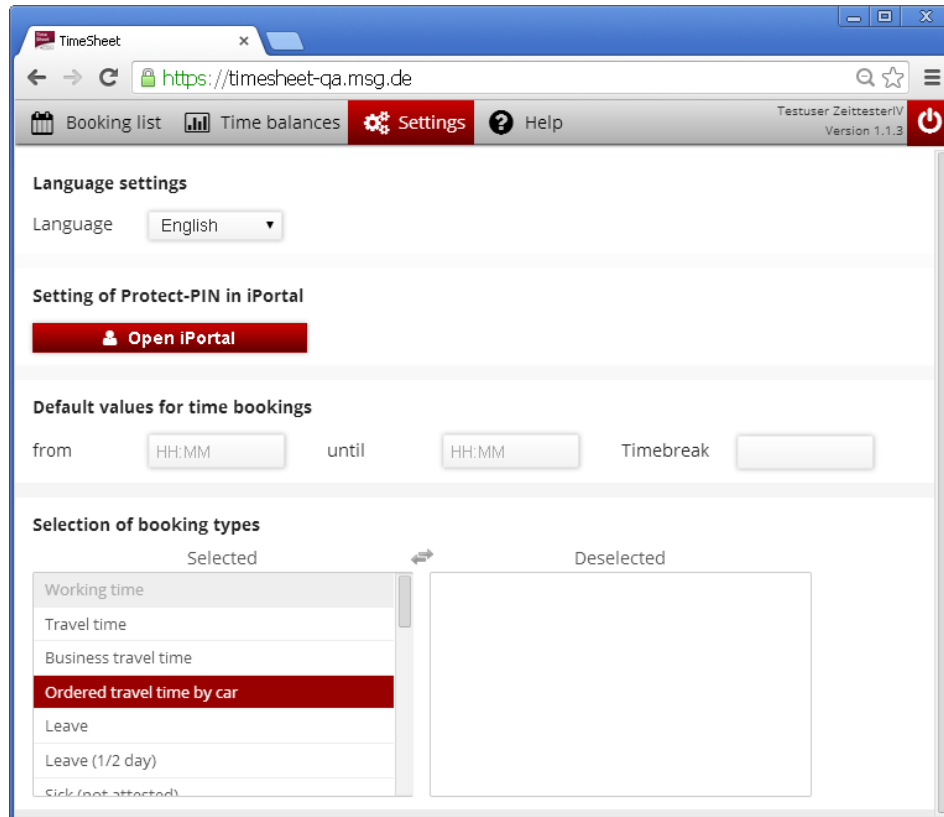
enter new password

repeat new password

Change password and login

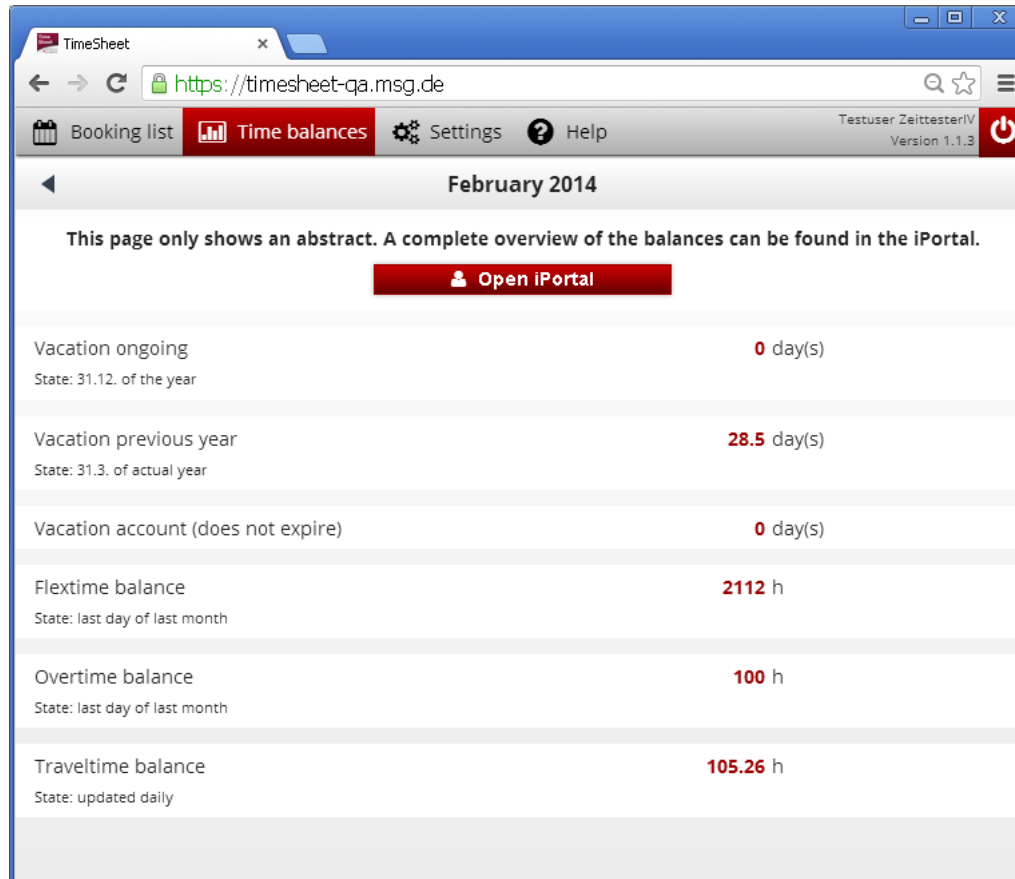
Login without password change

By clicking "Change password" on the login screen fields for the password change will be opened.



- The screen "Settings" will be used to select the language to be used
 - English
 - German
- You find a Link to iPortal
- You can trigger default values of the fields "from", "to" and "Pause" using in screen "booking list". While creating a time record the fields with the defined values are preset.
- You can create a shortlist of booking types, who will be shown in screen "Booking list"

- In the screen "time balance" selected balances are displayed.
- All balances can be looked up in "iPortal". By clicking the button iPortal the link to iPortal is opened directly.



The screenshot shows the 'TimeSheet' application interface. The browser address bar displays 'https://timesheet-qa.msg.de'. The navigation bar includes 'Booking list', 'Time balances' (selected), 'Settings', and 'Help'. The user is identified as 'Testuser ZeittesterIV' with 'Version 1.1.3'. The main content area is titled 'February 2014' and contains a message: 'This page only shows an abstract. A complete overview of the balances can be found in the iPortal.' Below this message is a red button labeled 'Open iPortal'. The table of balances is as follows:

Balance Type	State	Value
Vacation ongoing	State: 31.12. of the year	0 day(s)
Vacation previous year	State: 31.3. of actual year	28.5 day(s)
Vacation account (does not expire)		0 day(s)
Flextime balance	State: last day of last month	2112 h
Overtime balance	State: last day of last month	100 h
Traveltime balance	State: updated daily	105.26 h

Screen Booking list (1)

- In the screen „Booking list“ the time recording will be done.
- All symbols are explained with a tooltip „mouseover“.

The screenshot shows the 'Booking list' screen of the TimeSheet application. The interface includes a top navigation bar with 'Booking list', 'Time balances', 'Settings', and 'Help'. Below this is a toolbar with 'Save', 'February 2014' (with left and right arrows), 'Quota: 79.25 / 128.00 h', '79.25 / 160.00 h', '0.63 h', 'Protected', and 'Export'. The main area is a table with columns: Day, Quota, From, To, Break / AT, Dura..., Type, PSP, Description, and a final column for 'PSP - Often used'. The table contains several rows of booking data. On the right side, there is a sidebar with a list of 'PSP - Others' including various booking types like 'Anf.-Änderun...', 'Gewährleistu...', and 'Reisekosten...'. Several red boxes with callout lines point to specific UI elements, each with a text box explaining its function.

Save button

month
At the start the current month will be displayed automatically. About the arrows, other months can be called. Time records can be done only for the current month and the advantage and following month. In all other months you can see the existing entries without changing opportunities.

Actual/Quota until today
Sums up all relevant postings in the current month to date. In the following months this balance is always "0".

Actual/Quota month
Refers to the displayed month and sum all relevant postings in it.

Traveltime
Refers to the displayed month and sum all bookings of the time type "travel time" to 50%.

Privacy Policy
is enabled on all bookings. All absences are generally represented as the "absence". By entering a 4-digit PIN, this protection can be disabled for a short time.

Screen Booking list (2)

- In the screen „Booking list“ the time recording will be done.
- All symbols are explained with a tooltip „mouseover“.

All day booking
When activating the checkbox the daily target is entered as duration.

Booking requires approval
When worktime exceeds 10h or for „special leave (others)“

Booking requires payment
for sunday work, holiday work or night work.

State of booking

Day	Qu...	From	To	Break / AT	Dura...	Type	PSP	Description	
Sa 01	0.00								
					8.50	Working time			
					4.00				
					4.50				
		08:00	16:30	0.50	8.00	Working time			
					4.00		1004-00002-15 Gewährleistu...	1	
					4.00		1004-00002-15 Gewährleistu...	1	
We 05	8.00								
		08:00	16:30	0.50	8.00	Working time			
					4.00		1004-00002-15 Gewährleistu...	1	
					4.00		1004-00002-15 Gewährleistu...	1	
Th 06	8.00								
		08:00	16:30	0.50	8.00	Working time			
					4.00		1004-00002-15 Gewährleistu...	1	
					4.00		1004-00002-15 Gewährleistu...	1	
Fr 07	8.00								

Screen Booking list (3)

- In the screen „Booking list“ the time recording will be done.
- All symbols are explained with a tooltip „mouseover“.

Columns with references to change options, or change state

Booking frozen
The booking or corresponding project bookings are already approved

Booking will be marked as deleted

Booking deleted
Booking ist marked for deletion. For final deletion use button „Save“.

Booking will be unmarked as deleted

Booking changed
Booking contents were changed manually.

Booking created
For final creation use button „Save“

Screen Booking list (4)

- In the screen „Booking list“ the time recording will be done.
- All symbols are explained with a tooltip „mouseover“.

Worklist

For the time tracker enabled PSP-elements.

Representation of each PSP element with the following information:
PSP number / name of the PSP/ name of the project.

For the column resolution to long names are indicated by "..." abbreviated and can be fully accessed with a mouseover.

Selected PSP element

Is the screen smaller than 1280x1024, the worklist is hidden. In this case, the PSP element are selected directly via the column "PSP".

	>>		08:00	18:00	0.75	9.25	Working time			
	>>>>					4.00		1004-00002-14-3 Anf-Änderu...		test
	>>>>					3.00		1004-00002-16-2 Reisekosten...		tst
	>>>>					3.25		1004-0000211 Reisekosten - v...		tst
	Sa 22	0.00								
+	>>						Working time			
	Su 23	0.00								
	Mo 24	8.00								

PSP - Often used

- 1004-00002-14-3 Anf-Änderu...
- 1004-00002-15 Gewährleistu...

PSP - Others

- 1004-00002-16-1 Reisekosten...
- 1004-00002-16-2 Reisekosten...
- 1004-0000211 Reisekosten - v...

Screen Booking list (5)

- In the screen „Booking list“ the time recording will be done.
- All symbols are explained with a tooltip „mouseover“.

State „Approved“

State „Approval denied: x“
After the status of the rejection reason will be displayed.

State „Released for approval“
This record needs to be approved

- Time booking (>>) from head of department
- Projekt booking (>>>>) from project manager

Tag	Soll	Von	Bis	Pause / WZ	Dauer	Art	Vorgang/Baustein (PSP)	Beschreibung
Fr 01	0,00							
Sa 02	0,00							
So 03	0,00							
Mo 04	8,00							
>>		08:00	17:00	0,50	8,50	Arbeitszeit		
>>>>				0,00	4,50		1004-01037-4 Schulung (MW...	Schulung
>>					8,00	Abwesenheit		
MI 06	8,00							
>>		08:00	12:00	0,00	4,00	Arbeitszeit		GoLive
>>>>				0,00	4,00		1004-01038-9 Fehlerbeseitigu...	Bugfixing
So 10	0,00							

action	Left mouse button	Right mouse button	keyboard
Insert Line „working time“	double click on date	click on date „insert new time booking“	mark date button „Einfg“
Insert Line „project time“	double click on (>>) line „working time“	click on line „working time“ (>>) „insert new project booking“	mark working time (>>) button „Einfg“
Additional line „project time“	double click on (>>) line „working time“ or double click on (>>>>) line „project time“	click on line „working time“ (>>) „insert new project booking“	mark working time (>>) button „Einfg“ or mark project time (>>>>) button „Einfg“
Copy line „working time“	---	click on line „working time“ (>>) „copy booking“ click on target day (date) oder working time (>>): „paste booking“	mark working time (>>) – Strg+C mark target day (date) or working time (>>) – Strg+V
Copy line „project time“	---	click on line „project time“ (>>>>) „insert new project booking“ click auf working time (>>): „paste booking“	mark Projektbuchung (>>>>) – Strg+C mark target working time (>>) – Strg+V
Copy all bookings of a day	---	click on date „copy daily bookings“ click on target day (date) „paste daily bookings“	mark day (date) – Strg+C mark target day (date) – Strg+V
Delete line „working time“	---	click on line „working time“ (>>) Selection „delete bookings“	mark working time (>>) – button „Entf“
Delete line „project time“	---	click on line „project time“ (>>>>) Selection „delete bookings“	mark project time (>>>>) – button „Entf“

Example of time-booking records (working time 1)

- Entry of working time with 2 project bookings

Mo 03	8.00										
>>		08:00	17:00	0.50	8.50	Working time					👍
>>>>		08:00	12:00		4.00		1004-00002-14-3 Anf-Änderu...		test		👍
>>>>		12:30	17:00		4.50		1004-00002-14-3 Anf-Änderu...		test		👍

For each day you have to create one line „working time“at least.

These lines are marked with „>>“.

Mandatory fields are:

- From
- To
- Break
- Duration
- Type

The allocation to the projects is then performed in separate lines.

These lines are marked with „>>>>“.

Mandatory fields are:

- Duration
- PSP
- Description

A pause can not be entered into the project bookings.

Example of time-booking records (working time 2)

- Entry of working time with 2 project bookings and with „from“ / „to“ in the project booking lines.

Fr 21	8.00										
>>		08:00	18:00	0.75	9.25	Working time		<input type="checkbox"/>	<input type="checkbox"/>		
>>>>		08:00	12:00		4.00		1004-00002-14-3 Anf-Änderu...			test	
>>>>		12:45	18:00		5.25		1004-00002-16-2 Reisekosten...			tst	

The allocation to the projects is then performed in separate lines.
These lines are marked with „>>>>“.

Mandatory fields are:


- Duration
- PSP
- Description

If the "from" and "to" times will be filled, the input must be carried out in two lines because the break in the project bookings can not be entered.

Example of time-booking records (working time >10h)

- Entry of working time over 10 Stunden

Fr 21	8.00										
>>		08:00	20:00	0.75	11.25	Working time		<input checked="" type="checkbox"/>	<input type="checkbox"/>	GoLive	⊙
>>>>					5.00		1004-00002-14-3 Anf-Änderu...			test	⊙
>>>>					6.25		1004-00002-16-2 Reisekosten...			test	⊙

In days with bookings over 10h the check box must be activated in the column  .
 Activation allows you to enter a description in the line “working time” (>>).
 For this day a justification for the work over 10 hours must be entered.

- Entry of a day „leave“

[illegible]

Vacation can be detected only in the amount of the quota.
The duration is automatically preset with the value of the quota.

- Entry of a half day „leave“

[illegible]

A half day holiday can be detected only in the amount of 50% of the quota.
The duration is automatically preset with 50% of the value of quota.
For a day with ½ day leave further work can be detected, but only up to the amount of the quota.

- Entry of free time compensation

[illegible]

For booking free time compensation there are the following types:

- Free time compensation (flexitime)
- Free time compensation (travel time)
- Free time compensation (overtime)
- For all types the checkmark in the "all-day" column can be set.
- The duration is then initialized in the amount of the quota.

[illegible]

- The duration may be less than the daily quota.
- Then the day can be detected with further work, but only up to the amount of the quota.

- Requirement of Sunday / night and public holidays surcharges

[illegible]

Traps for working hours sunday / night or holiday surcharges, payment must be actively requested. By activating the checkbox "Sunday / night or holiday pay" the description field in the row of the time booking is active and a comment can be entered. The supervisor must actively approve these times.

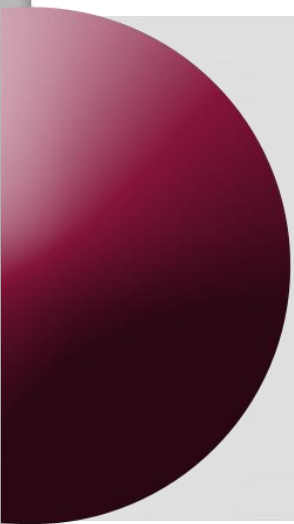
Attention:

- For on-call duties, this method is not required. The surcharges will be automatically billed as part of the on-call billing.

- Travel time needs its own line working-time (>>) and project-time (>>>>).
- The transit time is automatically preset with 0.75 hours in the column “Break/AT” and deducted from the duration. When travel time is under 0.75 hours, the transit time is recognized in the amount of the actual travel time.

[illegible]

Thank you!



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