Manual

VEDA – Time Recording

Version: 01 / 2015

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1. Register
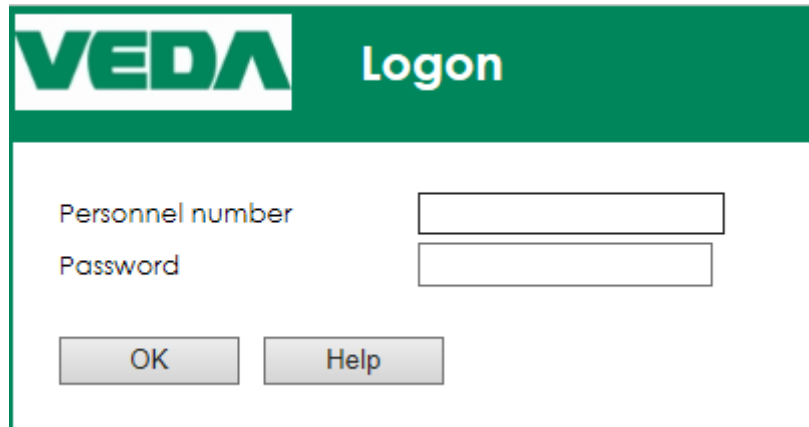
1.1 Links

Please copy and paste the following link into your Internet browser:

http://10.8.230.51:8080/jware/all4time_bde/pzwh092r?$$spsl=EN
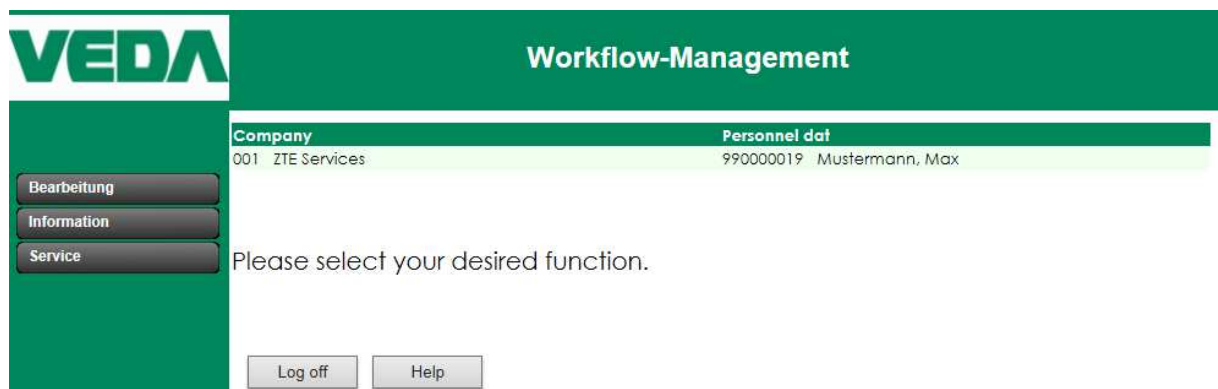
1.2 Registration Screen

Enter your Personnel Number and Password in the following fields and press OK".

The following screen will appear by successful login

2. Edit

The following items can be edited from this menu:

2.1 Time Recording /Regular Working Times

2.1.1 Start / Finish *(Bewegungsschlüssel „KG")*

Recording the regular working times can be done in two steps.

Select menu „Kommen / Gehen"and enter the date to be recorded.

Enter the starting time and press „OK".

Please repeat this step to enter the finish time.

2.1.2 **Travel Time(Passive)** *(Bewegungsschlüssel „FU")*
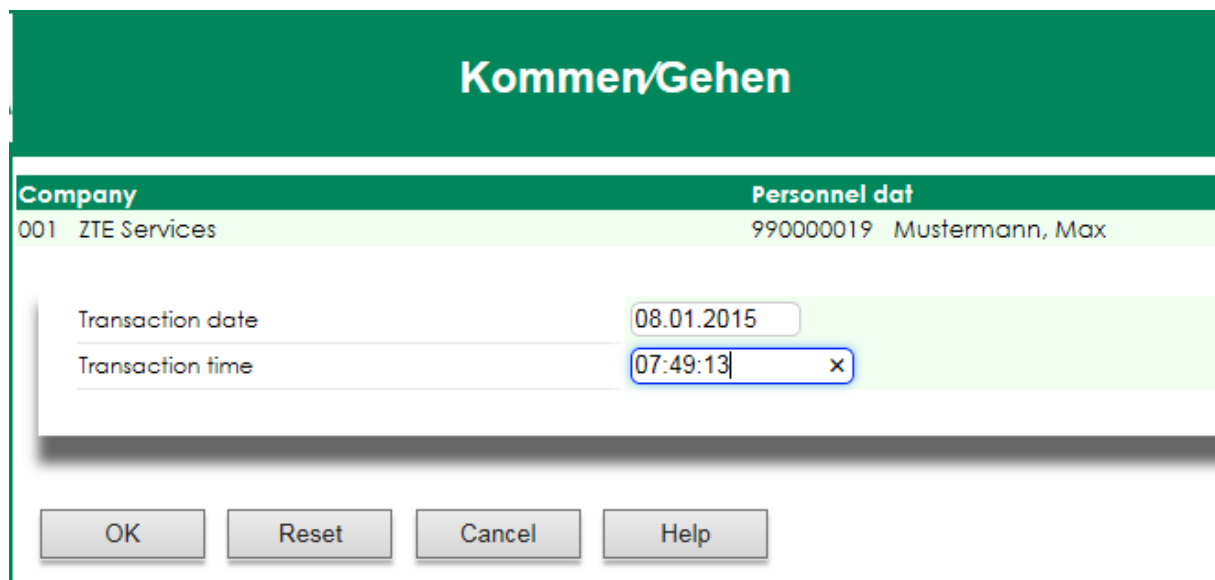*Travel Time is only the time associated with business activities. Commuting time to work and back to home is not included and cannot be considered.*

Travel time is only considered for passive travel. If you are actively driving the car, then this shall be considered as a working time.

Recording your passive travel time you need to do the following:
Select „Fahrtzeit (Passive) "from the menu and select the current date.
Please enter the starting time and press „OK".

Please repeat this step to enter the finish time.

2.1.3 **Record Sequential Activities**

In case of two activities following each other where the one is starting at the same time as the previous task is ending then the following has to be done in seconds:

Example:	Travel Beginn: 5:00:00	Travel End: 8:00:00
	Kommen/Gehen: 8:00:01	Kommen/Gehen: 16:00:00
	Travel Beginn: 16:00:01	Travel End End: 19:00:00

The Sequence of activities are important to follow to allow the system to records the time.

2.1.4   Breaks

Breaks are calculated automatically by the system.

- 0,50 Hour break is calculated for 6 hours
- 0,25 hour additional will be added as a break after 9 hours work

In case additional breaks are required; this needs to be deducted manualy.For Example:

KG 8:00:00 bis 12:00:00

KG 14:00:00 bis 18:00:00

2.2 On-Call

2.2.1   On-Call Time *(Bewegungsschlüssel „RE")*

To record your on Call time please select the following menu „Rufbereitschaftseinsatz".
 Enter the the date and timest o be recorded.
By flexible time and movements please enter the starting time and press „OK". Please repeat
this step to enter the finish time.

2.2.2 Partial On-Call Time *(Bewegungsschlüssel „HR")*

To record your partial On-Call time, select the menu item „Herbeirufbereitschaft" and select the desired date to be fixed.

Select the starting time in the application and press "OK".

Repeat this step to record your finish time.

Herbeirufbereitschaft

Company	Personnel dat
001 ZTE Services	990000019 Mustermann, Max

Transaction date	08.01.2015
Transaction time	09:39:50 ✕

OK	Reset	Cancel	Help

2.2.3 On-Call Hours *(Bewegungsschlüssel „RB")*

The on-call hours, however, are recorded in hours and there must be only one recording per day. Use the menu item "on-call hours" and select the desired date to record your time. In case of flexible hours please type in the number of hours in which you were assigned for the call, and confirm everything with "OK".

Rufbereitschaft Stunden

Company	Personnel dat
001 ZTE Services	990000019 Mustermann, Max

Transaction date	08.01.2015
Transactions Hours	14,00 ✕

OK	Reset	Cancel	Help

2.2.4 Roundings Function *(Bewegungsschlüssel „RR")*

Uneven on-call assignments are automatically rounded by the system.
This shows the movement keys "RR". Here is an example of a booking:
They had a call using clock 19:55 to 22:07. The system rounds as follows:

06.01	DI	KG 08:00	KG 16:18
		RR 19:00	RR 19:55
		RE 19:55	RE 22:07
		RR 22:07	RR 23:00

1. The uneven booking "RE 19:55" will automatically be rounded to "19:00 RR" by the system starting "19:00 RR" created and therefore compensated from 19:00 clock /"RR 19:55" and.

2. With the uneven booking "RE 22:07" will automatically be rounded by the system ,starting"22:00 RR" created and therefore compensation to 23:00 "RR 22:07.

This Rounding times are reported separately and are not included in the actual working time recording

2.3 Absence from Work

2.3.1 Annual Leave Application *(Bewegungsschlüssel „U")*

Please select the menu „Urlaub beantragen"to apply for an annual leave.
Select the Date and Times and press „OK".

2.3.2 ½ Day Annual Leave Application *(Bewegungsschlüssel „UH")*

To apply for ½ day off select the menu „½ Tag Urlaub beantragen".

Select the Date and Time and press „OK".

2.3.3 Flexitime AZK-current year account/ AZK- previous year application *(Bewegungsschlüssel „GT" & „CV")*

To apply for time off from your current working time account, select the menu item „Gleittag beantragen". Enter the period and confirm with "OK".

To reduce overtime from your previous year account, please use the menu „Abbau AZK-Vorjahr beantragen" (This feature, applies to previous year account and only for the period 01.07. to 31.12.)

2.4 Staggered working hours Saturday

This function is intended solely for the staggered working hours on Saturdays and is used in conjunction with the offset-day off.

2.4.1   Staggered working hours Saturday *(Bewegungsschlüssel „VA")*

To record your staggered working time two things are to do:

Select the menu item „Versetzte Arbeitszeit Samstag"and enter the desired date.

Enter your movement time start/finish working hours and press "OK".

Please repeat this step when the you finish the day.

2.4.2   Day Off - Staggered working hours *(Bewegungsschlüssel „VF")*

To record a day off go to menu item „Freier Tag-Versetzte Arbeitszeit". You only need to select the day that is agreed for this balance with your supervisor.
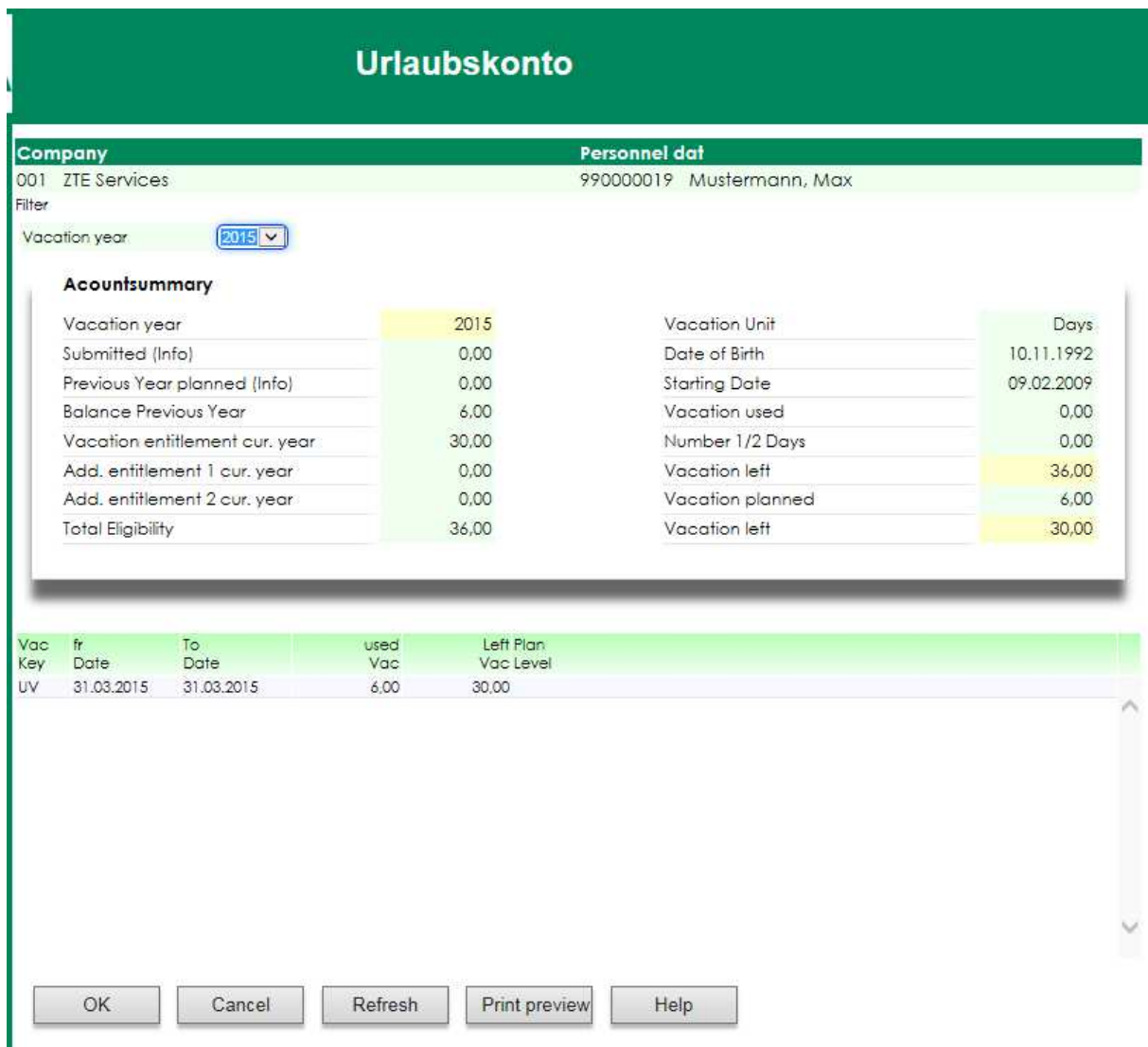
3. Information

3.1 Annual Leave Account

In the following menu you will get an overview of your Annual Leave activities. Approved Holidays will be displayed on „Mitarbeiterebene"and marked as such. Future Annual Leave will also be displayed as approved.

In the picture above „UV"is marked as Rest annual leave expiring 31.03.

3.2 Working Time Account

In the following menu you can check and verify your time records.

In the following picture you can see that time recording on the 07.01. In „Kommen-Buchung" was not recorded correctly. In this case the system recorded only 52 Minutes (7:08 am to 8:00am)

3.2.1 Delete Function

You have the option to move through a link to the day of the week in menu to delete items from your time account.

ChkIn Trans. Code	ChkIn Time	ChkOut Trans. Code	ChkOut Time
Kommt/Geht ⌄	07:08:58	Kommt/Geht ⌄	08:00:00
Kommt/Geht ⌄	16:18:00		

Please highlight the items to be deleted with your mouse and then click the Del button and press „OK" to confirm.

Personnel dat
990000019 Mustermann, M

ChkIn Trans. Code	ChkIn Time
Kommt/Geht ⌄	07:08:58
Kommt/Geht ⌄	16:18:00

Personnel dat
990000019 Mustermann, Ma

ChkIn Trans. Code	ChkIn Time
Kommt/Geht ⌄	
Kommt/Geht ⌄	16:18:00

Please press the update button to see the applied changes

Vorher: **Nachher:**

| 07.01 | MI | KG 07:08 KG 08:00 |
| | | KG 16:18 |

| 07.01 | MI | KG 08:00 KG 16:18 |

3.3 Application History

In this menu below you can see your annual leave application history and your flexi time applications.

Applications that have been deleted manually still remain visible.

3.4 Working Hours Account

Select from the menu „Arbeitszeitkonto" & „Arbeitszeitkonto Vorjahr" to check status of your accounts.

Select Dates and period required to be displayed.

3.4.1 Current Working Hours Account

Anzeige AZK (Arbeitszeitkonto)

Company	Personnel dat
001 ZTE Services	990000019 Mustermann, Max

Transaction date	15.01.2015 ×
Flextime Balance	1.029,60-

[OK] [Reset] [Cancel] [Help]

3.4.2 Accumulated Working Hours account Previous Year

Anzeige AZK_Vorjahr

Company	Personnel dat
001 ZTE Services	990000019 Mustermann, Max

Transaction date	15.01.2015 ×
Additional Balance 1	25,35

[OK] [Reset] [Cancel] [Help]

4. Service

4.1 Change Password

To change your Password please enter your existing password followed by the New Password..
Confirm the New Password and enter „OK".