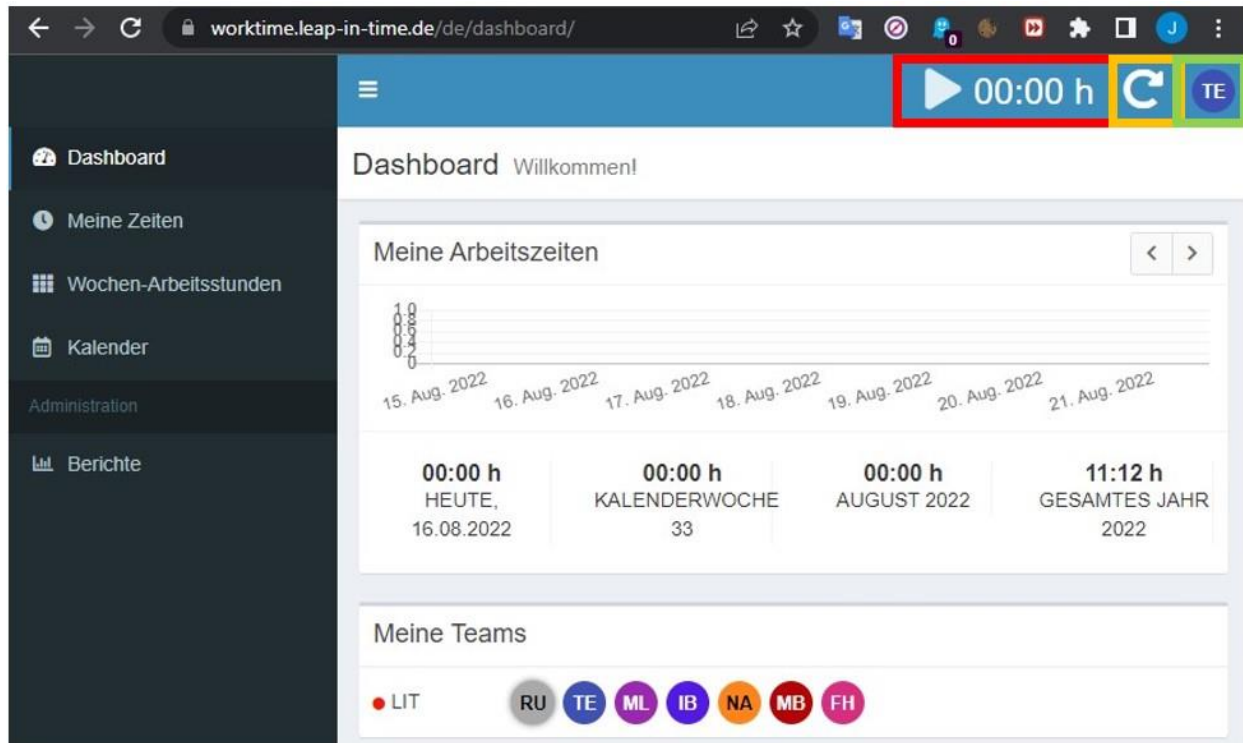


Worktime @ leap in time

Working hours are recorded via the web portal <https://worktime.leap-in-time.de>.

You have received the password by e-mail to your leap in time address. Alternatively, it can also be reset by e-mail. Your username is the first and last letter of your first name + the last 5 letters of your last name. If the user name was already assigned, a number will be added.

Recording working times



There are several ways to enter working times.

- Press the Start / Stop button (red box) to start or finish recording. There are some mandatory and optional fields here. More about this later.
- Press the repeat button (yellow box) to restart one of the last activities.
- In the "My times" area, copy an old entry and adjust the start/end time.

The button framed in green leads to your profile. Here you can log out or change your password.

My Times

worktime.leap-in-time.de/de/timesheet/

00:00 h

TE

Meine Zeiten

Dashboard

Meine Zeiten

Wochen-Arbeitsstunden

Kalender

Administration

Berichte

<input type="checkbox"/>	Datum ↓	Beginn ↓	Ende ↓	Dauer ↓
<input type="checkbox"/>	28.07.2022	06:55	13:56	07:01 h
<input type="checkbox"/>	27.07.2022	05:02	08:12	03:10 h
<input type="checkbox"/>	26.07.2022	15:20	16:21	01:01 h

< 1 >

Under my times you can see an overview of all times. With the green framed button you can also create times here. The yellow framed button opens a menu to delete / copy / edit entries.

Editing can also be started by clicking on the entry itself.

On the 3rd of each month the times are exported for payroll accounting. Please make sure that everything is correct until then. After exporting, the times can no longer be edited. The program will also automatically check that the weekly or monthly working hours are respected *legal regulation regarding lecture times*.

Create or edit entry

worktime.leap-in-time.de/de/timesheet/

Eintrag bearbeiten ?

Von *
27.07.2022 05:02

Bis
27.07.2022 08:12

? Dauer
03:10

Kunde
Leap in Time

Projekt *
Internal

Tätigkeit *
Internal

Beschreibung

Schlagworte

Speichern Schließen

The red area contains some mandatory fields, but you should have only one choice here. The project is your grouping, e.g., working WerkstudentTUD and the activity work_*username*.

The green field is at your disposal if you want to enter what exactly you have done. If an entry has been moved by the program, this will also be noted here, in addition to the notification e-mail.

Do not forget to save (yellow)

Translated with www.DeepL.com/Translator (free version)