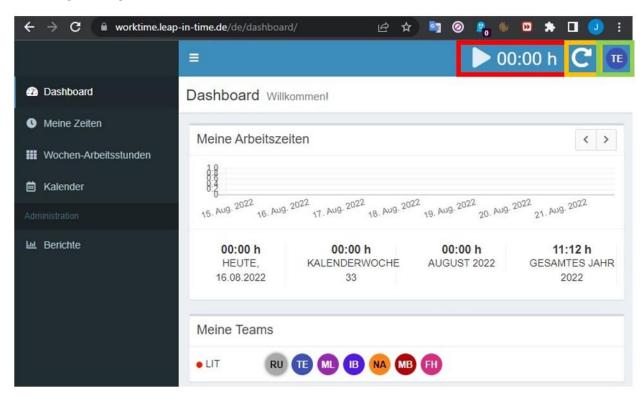Worktime @ leap in time

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 together with this manual. Alternatively, it can also be reset by e-mail. Your username is the first and last letter of your first name + the first 5 letters of your last name. If the user name was already assigned, a number will be added.
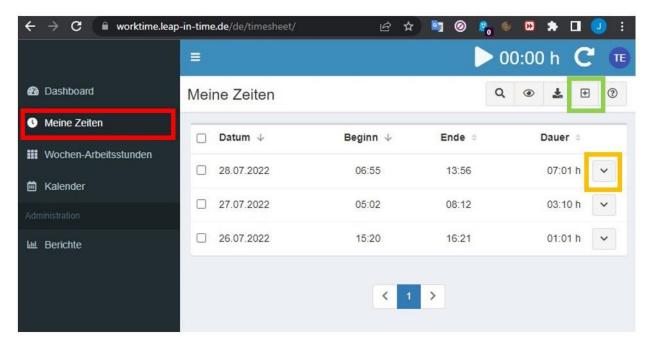
Recording working times

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.
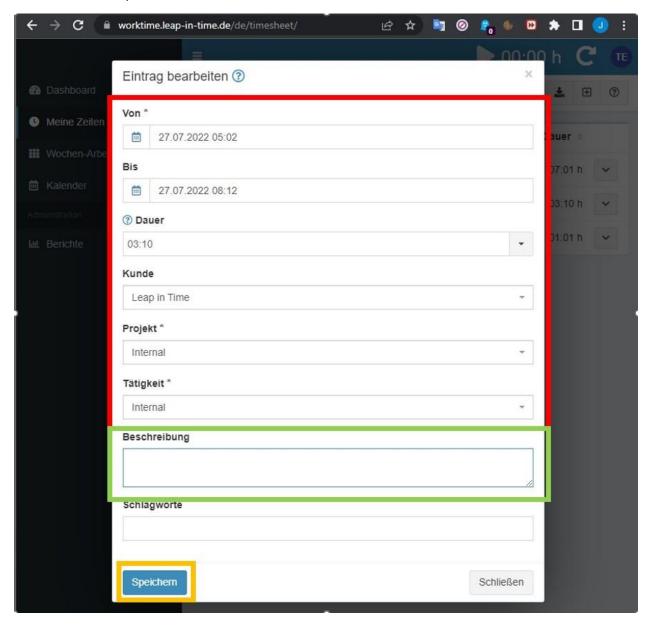
My Times

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.

At the end of each month the times are exported for payroll accounting. Please make sure that everything is correct until then. You will receive E-mails about this before it happens with a preview of what your times will look like this month. After exporting is done, 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

The red area contains some mandatory fields, but the choices should be obvious. The project is your grouping, e.g., Project_Werkstudent and the activity Arbeit_Werkstudent.

The green field should contain a short description about the contents of your work.

Do not forget to save (yellow)