



TECHNICAL DOCUMENTATION

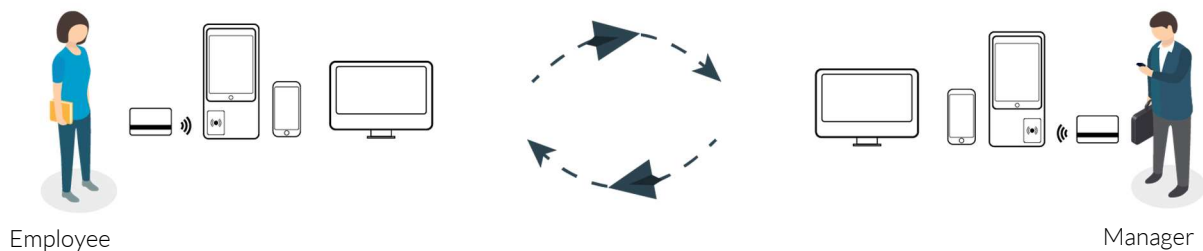
time webFlow with posting

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This document was produced TimeTool AG, with the greatest of care and to the best of its knowledge and belief at the time of writing.

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WORKFLOW



Work hours and absences

Recording work hours and corrections via a terminal, mobile app or web solution.

Requests for absence can also be recorded via a uTerminal, mobile app or the web solution.

Requests for absence will be sent to the manager automatically by e-mail.

As soon as the request has been processed, the employee's new status will be displayed.

requested
 refused
 approved

Monthly overview

The employee will finalise the month after any outstanding errors have been corrected.

Work hours and absences

Recording work hours and corrections via a terminal, mobile app or web solution.

Processing employees' requests for absence and short periods of absence via a web solution or mobile app.

The employee will be notified of the current status of the request automatically by e-mail and the status will be updated in the system.

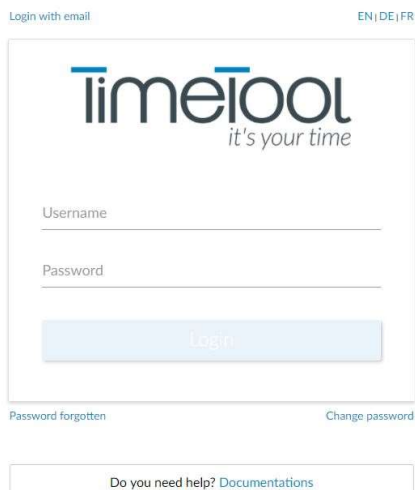
requested
 refused
 approved

Monthly overview

The manager will check the monthly overview for his employees, make any necessary corrections and finalise the month.

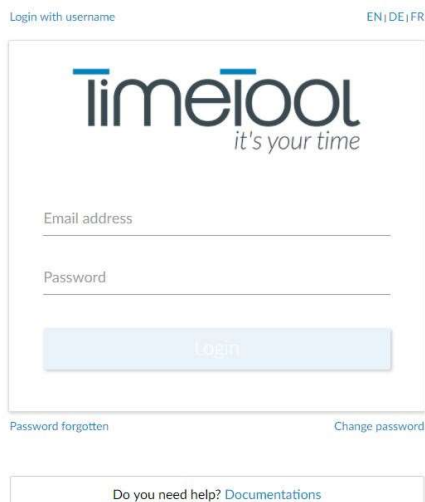
1 ENABLE LOGIN ACCESS

Open TimeTool by entering **www.ttcloud.ch** in your web browser.



On the login page, enter the login information received (username and password) and click on **Login**.

You have the option of logging in with your email address instead of a username. Click on the button «Register with email».



On the login page, enter the login information received (Email address and password) and click on **Login**.

The first time you do this, click on «**Password forgotten**» and enter **your user ID**. Then click on «**Password forgotten**». **A temporary password will be sent to you by e-mail.**

After you have received your temporary password, click on the arrow next to «**Change password**». Enter your user ID as well as the temporary password under «Password».

Then choose a new password and click on «Change Password» to confirm.

You will now be able to login using your user ID and your new password.

If you have any queries regarding the login process, please contact the HR department.

2 STRUCTURE:

In the left-hand column (1), you will see the functions assigned to you. If you choose one of these (e.g. "Scheduler"), the corresponding program will open in the main window (2) on the right. In the centre column (3), you can call up one of the employees assigned to you (manager).

The screenshot shows the TimeTool AG Scheduler interface. The interface is divided into four numbered sections:

- 1**: Left-hand column (Hierarchy) showing a list of functions assigned to the user, including '01 Ferien', '12 Krankheit', '13 Krankheit Familie', '14 Unfall NSU', '15 Unfall BU', '16 Mutterschaftsurlaub', '17 Militär/Zivildienst/BS', '18 Kurs/Wehrb./Schul./Sem.', '19 Schule Lehrling', '20 Kundenbesuch extern', '21 Lieferantenbesuch extern', '22 Geschäftsreise', '23 Geschäftstermin extern', '24 Arbeiten zu Hause', '25 Gleitzeit Kompensation', '26 Unbezahlter Urlaub', '27 Hochzeit eigene', '28 Hochzeit Familie', '29 Geburt eigenes Kind', '40 Todesfall Eheg./Kind/El.', '41 Todesfall Geschw./Schwieger', '42 Todesfall Gr.E./Onk./Tant', and '43 Wohnungsverwechsel./Umsatz'.
- 2**: Main window (Scheduler) showing a calendar view for '24 Nov 2014 - 30 Nov 2014'. The calendar displays a grid of days with time slots from 06:00 to 20:00. The 'Mon. November 24' column is highlighted in yellow.
- 3**: Centre column (Employee list) showing a list of employees assigned to the user, including 'AAATEST TEST'.
- 4**: Top right-hand corner (Small arrow) showing a small arrow icon.

At the bottom of the interface, there is a table with columns for 'Tag', 'Woche', 'Monat', 'Jahr', 'My Agenda', and '24 Nov 2014 - 30 Nov 2014'. The table contains data for 'GLZ' and 'Rechts/Guthaben'.

	Tag	Woche	Monat	Jahr	My Agenda	24 Nov 2014 - 30 Nov 2014	Abschl.	Drucken	Heute
GLZ	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00
Rechts/Guthaben	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00
GLZ	-32:56	-32:56	+0:00	+0:00	+0:00	+0:00	+0:00	+0:00	+0:00

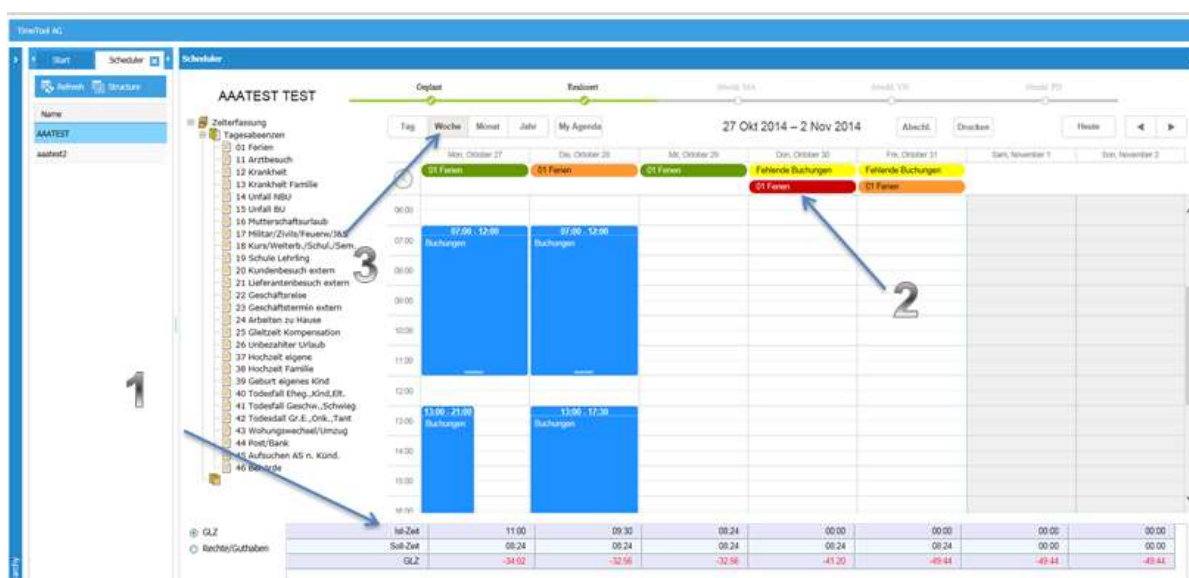
You have the facility to hide individual columns if necessary.

You can do this by clicking on the small arrow  (4) in the top right-hand corner of the column that you want to hide.

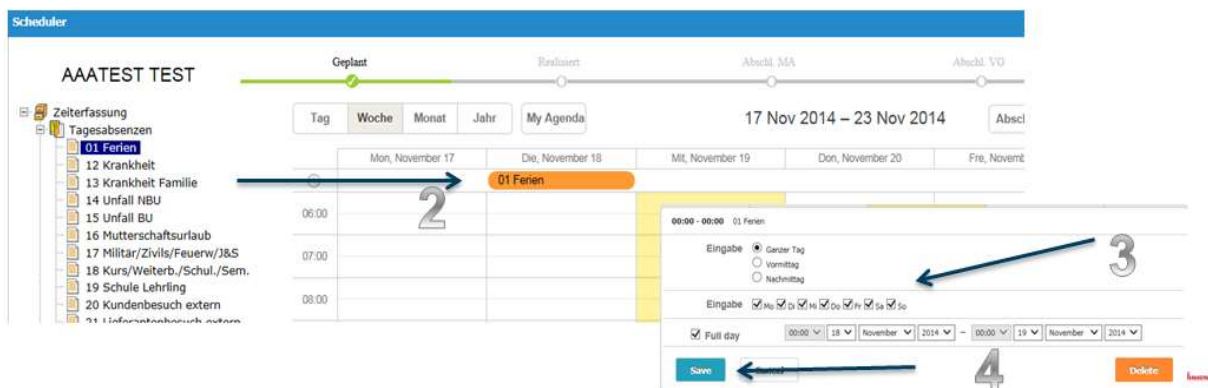
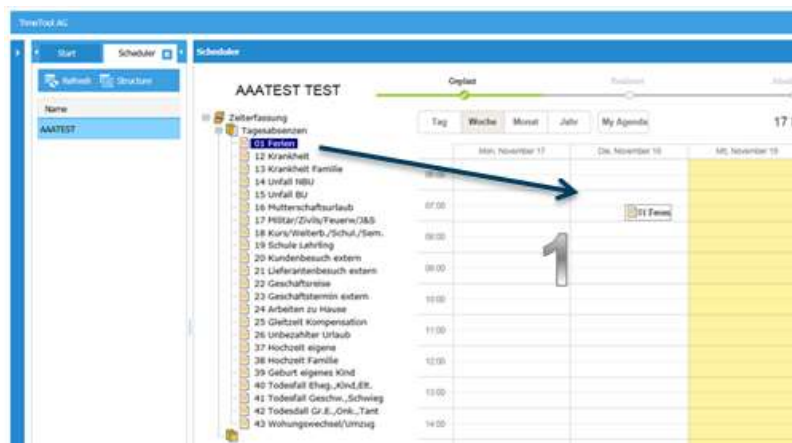
3 EMPLOYEE: OVERVIEW (SCHEDULER)

The «Scheduler» enables you to view your holiday and time quotas at any time (1) and track the progress of your absence requests (requested/approved/rejected) (2). You can open the overview in various display formats (day, week, month, etc.) (3).

You can view your weekly and monthly summary under «Print» (according to your chosen display format in each case) and print it out if required.



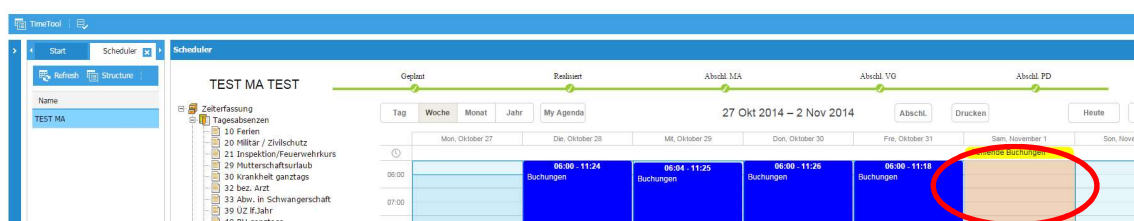
You can move a period of absence to the corresponding day (1) using your mouse (drag and drop). The period of absence will be displayed in orange (requested). You can make changes (3) by clicking on the absence request twice (2). Click on «Save» to confirm the changes (4). Your manager will notify you by e-mail regarding your absence request. You can, of course, also plan any period of absence in the monthly overview by means of drag and drop.



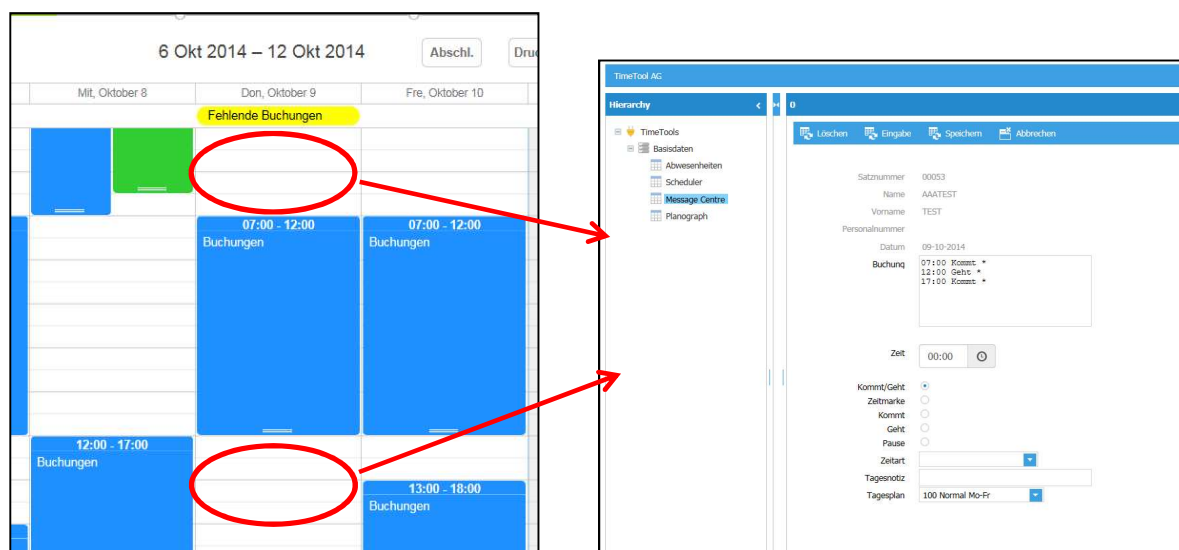
Your manager will be notified by e-mail regarding any planned absence.

4 EMPLOYEE: CORRECTION OF MISSING POSTINGS/ CLOSURE

You should check the Scheduler for missing postings on a daily basis: if there are any, they will be indicated in **yellow** under the relevant day:

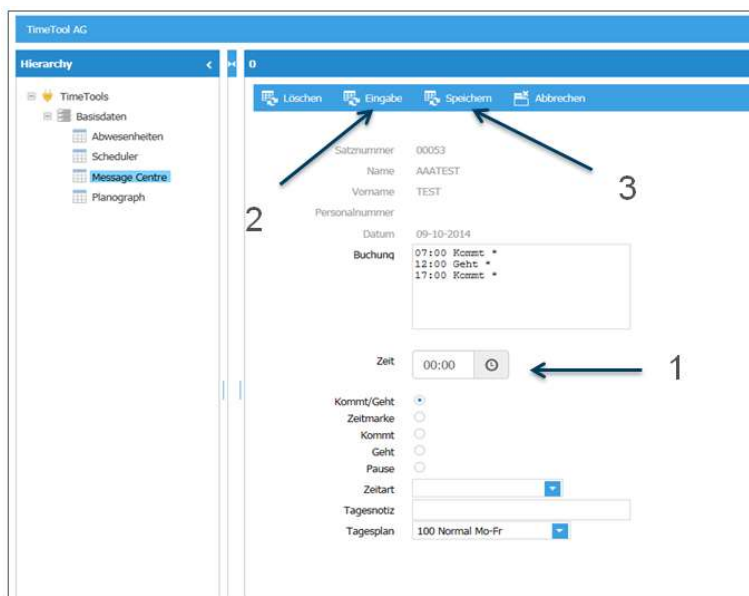


Click on **an empty field** under the relevant day to access the details and you will then be able to enter the missing posting:

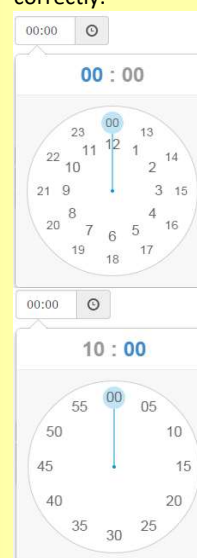


Enter missing posting

- 1) Select the desired time using this button.
- 2) Click on «Enter» to confirm the time selected.
- 3) The posting will be displayed and can be completed by clicking on «Save».

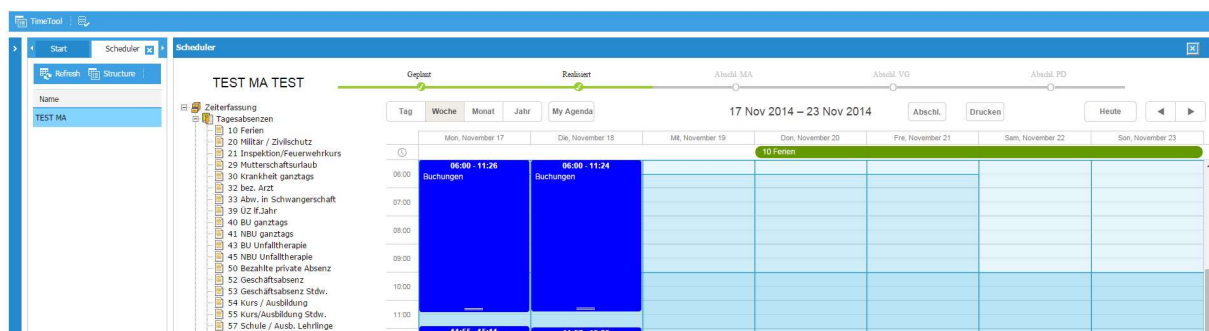


ATTENTION:
Make sure that you click to confirm the hours **and** minutes (even xx:00 otherwise the time will not be entered correctly).



Month-end closing (previous month)

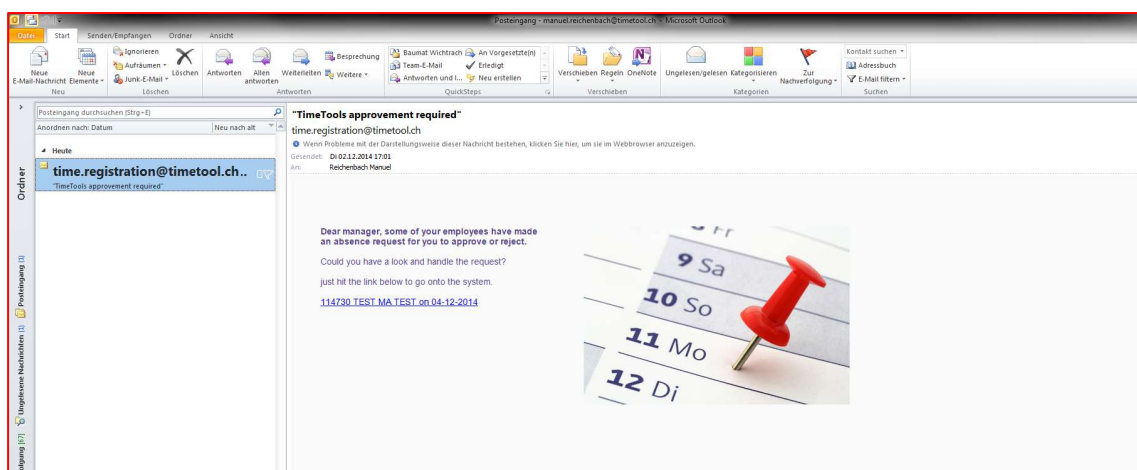
As soon as your manager has corrected all the Missing Postings from the previous month, you can select the **Finish** button in the Scheduler in order to confirm that you agree with the time statement.



You will then be unable to make any further corrections in the month closed.

5 MANAGER: E-MAIL WORKFLOW

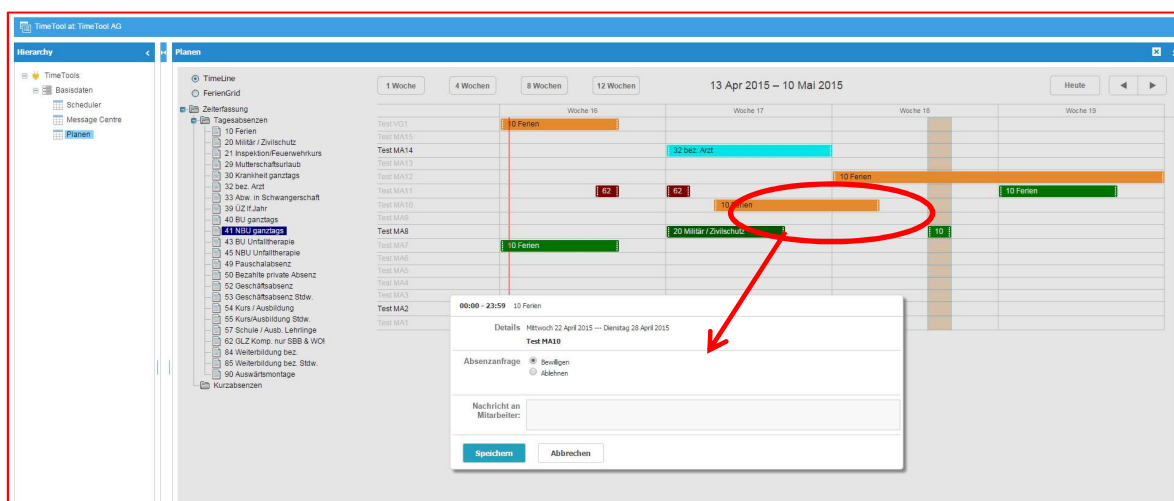
You will be sent the absence requests made by the employees assigned to you by e-mail on a daily basis:



Click on the link in the e-mail to access the planograph directly where you can process the absence request.

6 MANAGER: APPROVAL/REJECTION OF ABSENCE REQUESTS

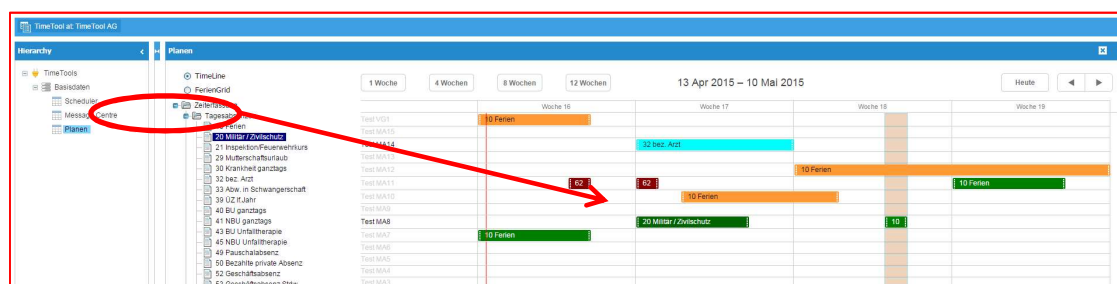
You will find all the employees under your supervision under «Planning». All open absence requests are displayed in orange. You can process these by double-clicking on the orange field:



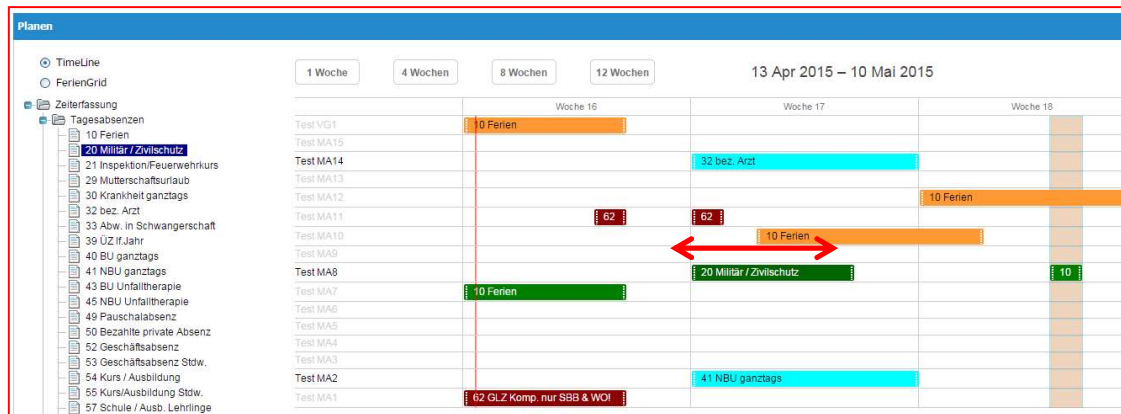
Your employees will be notified by e-mail regarding any changes. You also have the facility to add an individual message to the e-mail which will be sent to the employee after processing by inputting your text in the appropriate field.

Attention: Employees who are shaded in grey on the Planning screen have their own login and are therefore able to schedule their periods of absence themselves. Therefore you will only be able to approve or reject the periods of absence planned by the employee here.

In the case of employees who are displayed in black, you can enter periods of absence directly on the Planning screen simply by using the drag and drop facility:



The planned period of absence can then be extended or reduced by dragging it to the desired number of days:



Overview:

- Periods of absence still to be processed = Orange
- Periods of absence planned and already approved = Predefined colour
- Rejected periods of absence = Will not be displayed on the Planning screen but can be viewed in the Scheduler

Note: You will then no longer automatically receive a monthly overview as you can view the periods of absence/time quotas of your employees at any time. Also, if any of your employees are missing from your overview, please report this to the Human Resources department.

7 MANAGER: PROCESS ERROR LOG (MESSAGE CENTRE)

All periods of absence must be entered and all errors corrected in order to close a month.

Select the menu option «Message Centre» in order to make corrections:

You will now see the following on the right-hand side of the screen:

The screenshot shows the TimeTool Message Centre interface. On the left, a sidebar contains a 'Hierarchy' menu with options like 'TimeTools', 'Absenzenverwaltung', 'Schedular', 'Message Centre', and 'Planograph'. The main area displays a table of errors for employee 'AAATEST TEST (12)' from 08-10-2014 to 31-10-2014. The table has columns for 'Datum', 'Personalnummer', 'Name', 'Fehler', 'Tagesplan', and 'Details'. A blue circle highlights the 'Fehler' and 'Details' columns, and a blue arrow points to a zoomed-in view of the error log below.

Datum	Personalnummer	Name	Fehler	Tagesplan	Details
08-10-2014	AAATEST TEST	AAATEST TEST	F8 Zeitart errechnet	100 Normal Mo-Fr	<input type="checkbox"/> 03:30 n 50 Überzeit nicht bewilligt
09-10-2014	AAATEST TEST	AAATEST TEST	F5 Fehlende Buchungen	100 Normal Mo-Fr	<input type="checkbox"/> 07:00K* 12:00G* 17:00K*
13-10-2014	AAATEST TEST	AAATEST TEST	F8 Zeitart errechnet	100 Normal Mo-Fr	<input type="checkbox"/> 04:22 n 12 Krankheit
14-10-2014	AAATEST TEST	AAATEST TEST	F5 Fehlende Buchungen	100 Normal Mo-Fr	
14-10-2014	AAATEST TEST	AAATEST TEST	F9 Absenzerfrage zu bewilligen	100 Normal Mo-Fr	
15-10-2014	AAATEST TEST	AAATEST TEST	F5 Fehlende Buchungen	100 Normal Mo-Fr	
16-10-2014	AAATEST TEST	AAATEST TEST	F5 Fehlende Buchungen	100 Normal Mo-Fr	
20-10-2014	AAATEST TEST	AAATEST TEST	F8 Zeitart errechnet	100 Normal Mo-Fr	<input type="checkbox"/> 01:30 n 50 Überzeit nicht bewilligt
27-10-2014	AAATEST TEST	AAATEST TEST	F8 Zeitart errechnet	100 Normal Mo-Fr	<input type="checkbox"/> 02:00 n 50 Überzeit nicht bewilligt
29-10-2014	AAATEST TEST	AAATEST TEST	F8 Zeitart errechnet	100 Normal Mo-Fr	<input checked="" type="checkbox"/> 08:24 j 01 Ferien
30-10-2014	AAATEST TEST	AAATEST TEST	F5 Fehlende Buchungen	100 Normal Mo-Fr	
31-10-2014	AAATEST TEST	AAATEST TEST	F5 Fehlende Buchungen	100 Normal Mo-Fr	

Fehler	Tagesplan	Details
F8 Zeitart errechnet	100 Normal Mo-Fr	<input type="checkbox"/> 03:30 n 50 Überzeit nicht bewilligt
F5 Fehlende Buchungen	100 Normal Mo-Fr	<input type="checkbox"/> 07:00K* 12:00G* 17:00K*
F8 Zeitart errechnet	100 Normal Mo-Fr	<input type="checkbox"/> 04:22 n 12 Krankheit
F5 Fehlende Buchungen	100 Normal Mo-Fr	
F9 Absenzerfrage zu bewilligen	100 Normal Mo-Fr	
F5 Fehlende Buchungen	100 Normal Mo-Fr	
F5 Fehlende Buchungen	100 Normal Mo-Fr	
F8 Zeitart errechnet	100 Normal Mo-Fr	<input type="checkbox"/> 01:30 n 50 Überzeit nicht bewilligt
F8 Zeitart errechnet	100 Normal Mo-Fr	<input type="checkbox"/> 02:00 n 50 Überzeit nicht bewilligt
F8 Zeitart errechnet	100 Normal Mo-Fr	<input checked="" type="checkbox"/> 08:24 j 01 Ferien
F5 Fehlende Buchungen	100 Normal Mo-Fr	
F5 Fehlende Buchungen	100 Normal Mo-Fr	

- 1) All the employees assigned to you
- 2) Missing postings
- 3) Overtime requiring approval
- 4) Absence requests such as e.g. holiday
- 5) Brief periods of absence (e.g. clock-out postings with the reason "Illness")

Reasons for missing postings:

There are two possible reasons for missing postings:

Reason 1:

An odd number of terminal postings or a posting was forgotten.

F5 Fehlende Buchungen	100 Normal Mo-Fr	07:00K* 12:00G* 17:00K*
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Reason 2:

Absence requests which have not been processed such as e.g. retrospectively posted days off due to illness.

14-10-2014	AAATEST TEST	F5 Fehlende Buchungen	100 Normal Mo-Fr
14-10-2014	AAATEST TEST	F9 Absenztanfrage zu bewilligen	100 Normal Mo-Fr
15-10-2014	AAATEST TEST	F5 Fehlende Buchungen	100 Normal Mo-Fr
16-10-2014	AAATEST TEST	F5 Fehlende Buchungen	100 Normal Mo-Fr

E.g.: From 14.10.2014 to 16.10.2014, the employee has entered absence due to «Illness» which still needs to be approved or rejected by the manager.

As that approval has not been granted yet, these 3 days are displayed as «missing postings».

a) Correction of “missing posting”

Click on the line containing the error to be corrected in the Message Centre to access the Scheduler which will display the corresponding week.

F5 Fehlende Buchungen	100 Normal Mo-Fr	07:00K* 12:00G* 17:00K*
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You can then correct the missing posting as described in **section no. 4**. Once corrected, the message will disappear from the Message Centre.

b) Correction of “missing posting” by approving open absence requests

Until an absence request has been processed, “missing postings” will be displayed in the system.

See the example relating to retrospectively posted days off due to illness:

14-10-2014		AAATEST TEST	F5 Fehlende Buchungen	100 Normal Mo-Fr
14-10-2014		AAATEST TEST	F9 Absenzanfrage zu bewilligen	100 Normal Mo-Fr
15-10-2014		AAATEST TEST	F5 Fehlende Buchungen	100 Normal Mo-Fr
16-10-2014		AAATEST TEST	F5 Fehlende Buchungen	100 Normal Mo-Fr

Click on the absence request requiring approval to return to the «Planning screen» where you can approve or reject periods of absence (**see Section 6**):

8 MANAGER: APPROVE OVERTIME AND BRIEF PERIODS OF ABSENCE

After correction, this error will also no longer be displayed in the error log.
Times and brief periods of absence which need to be approved will also be displayed in the Message Centre:



Brief periods of absence:

These periods of absence arise if one of your employees enters a terminal posting of "Clock-out posting with reason".

For example, he goes to the doctor at 15:30 hours and selects the terminal posting "Clock-out posting with the reason "Doctor"". As the time type "Doctor" is defined in such a way that your approval is required, the posting will now be displayed in your Message Centre where you can approve it (or if necessary reject it).

Overtime:

You can approve these times by setting the Approval flag. If you don't want to approve a time, then leave the line in question as it is.

9 MANAGER: CLOSURE

As soon as the necessary corrections have been made and errors have been corrected for all your employees, the option "Close period" will appear in the Message Centre for the corresponding employee:

30-10-2014	AAATEST TEST	F8 Zeitart errechnet	100 Normal Mo-Fr	<input checked="" type="checkbox"/> 08:24 J 01 Ferien
31-10-2014	AAATEST TEST	F8 Zeitart errechnet	100 Normal Mo-Fr	<input checked="" type="checkbox"/> 08:24 J 01 Ferien
31-10-2014	AAATEST TEST	F0 Periodenabschluss (Mitarbeiter hat nicht abgesch	100 Normal Mo-Fr	<input type="checkbox"/> Periodenabschluss 2014/10

Click on the box to close the month. (Make sure that you process all overtime and brief periods of absence beforehand!)

You will now be unable to make any further postings or corrections in the month closed. If necessary, only the Human Resources department will be able to release the employee again.

IMPORTANT:

Closure cannot be carried out for employees until the end of the current month (period), i.e. on the first day of the following month.