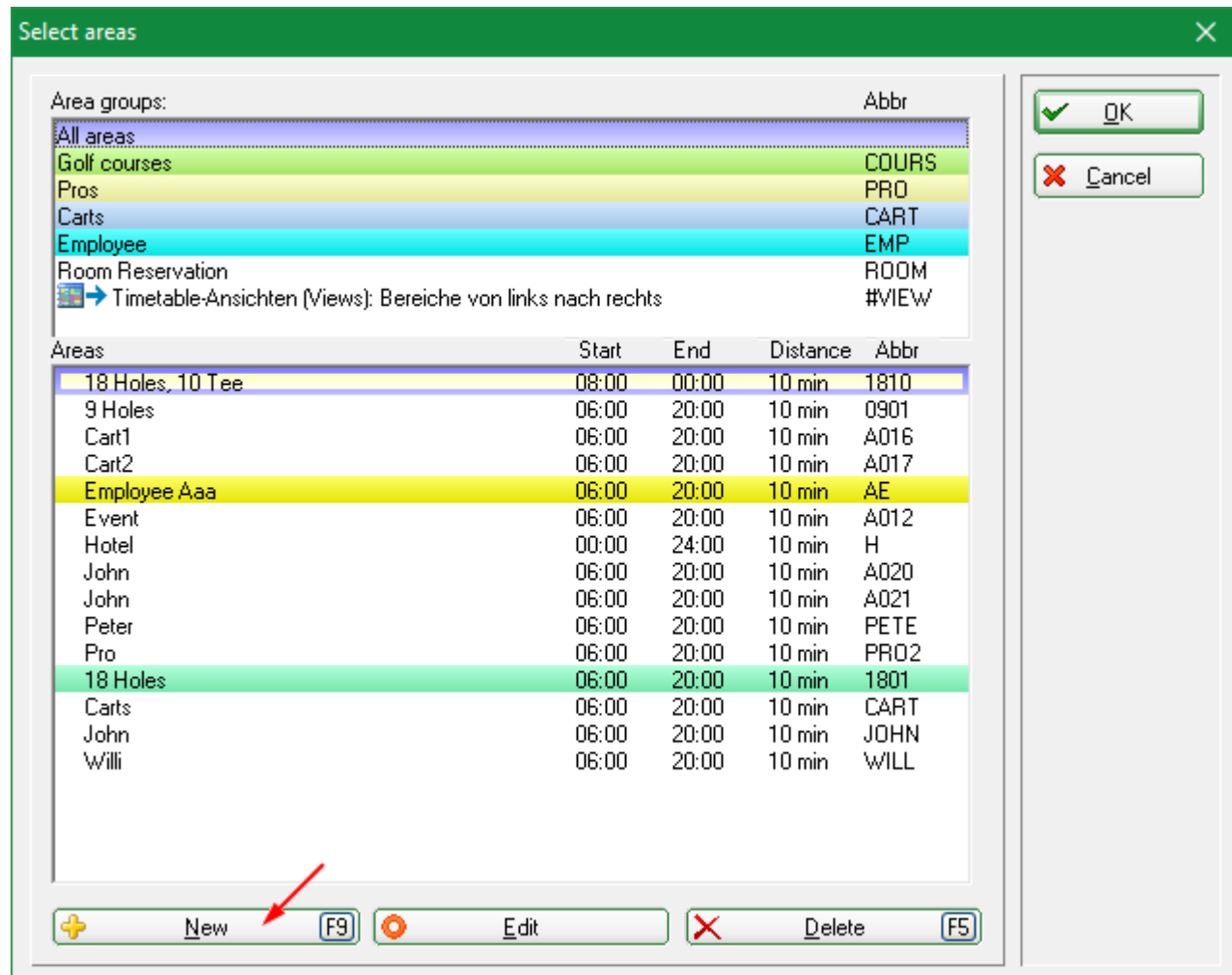# Time recording administration

Create entries in the timetable

Open the timetable. Click on the button „Area" and then on „New"

Create employees as follows:

1 Search abbreviation of the employee
2 Name of the employee
3 Start of the grid (depending on the start of work)
4 End of the grid (depending on the end of work)
5 Display of working time in minute increments, for example, 15 minutes
6 Select color to recognize the employees faster

7 Select or create employee group

To do this, click on „Select" in the field Booking group. The following window opens (the already created groups may vary).

If there is no booking group, click on „New" and create the group as follows.

Then confirm twice with OK.

8 Select the employee's data record or, if necessary, create a new one and then select
9 Activate time recording

To do this, go to the tab „Publish". Check the box next to „Use this area for time recording". Confirm with OK.
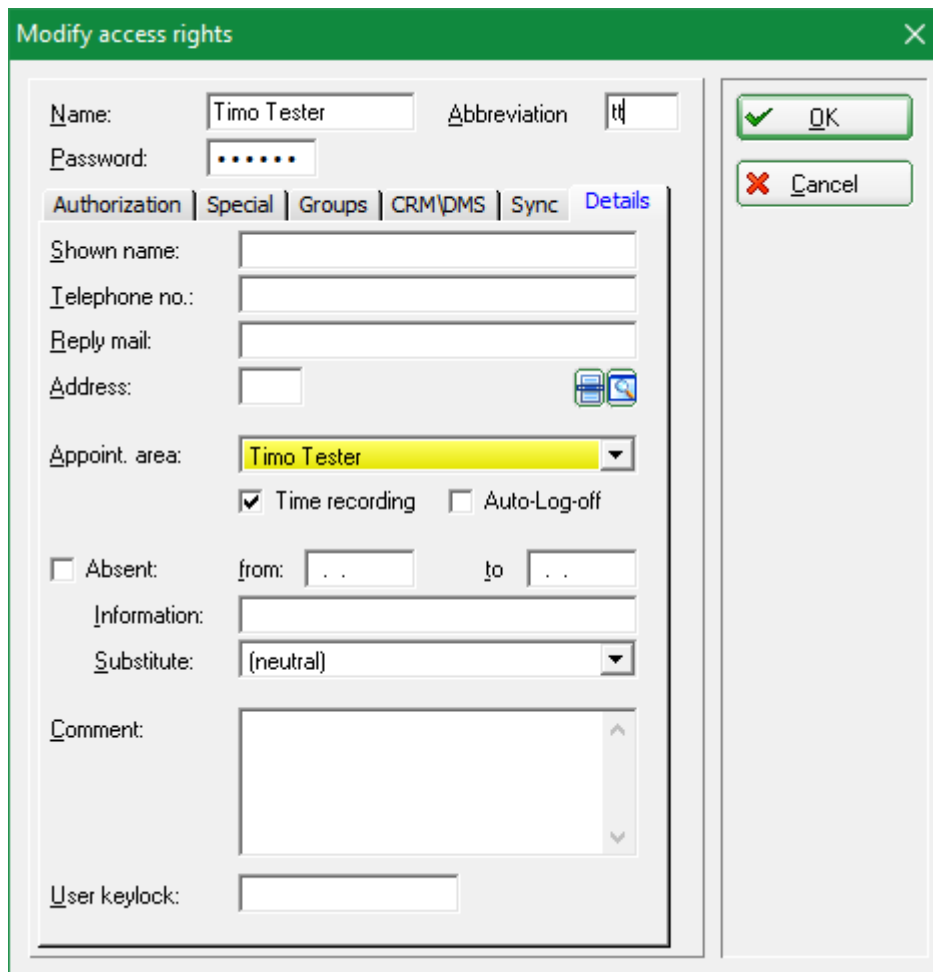
If everything is set up, the employee appears as „Area", see screenshot 1. Now mark the already created employee, hold „Ctrl" down and create a copy of the created employee by clicking on „New". With this copying function, it is no longer necessary to process all of the above points, e.g. the color and booking group is already chosen. Change the search key, the name and the address data record and confirm. Create all employees in the timetable in the same way.

Make entries in the password management

Call up the menu item via „Setup/Password Management". Create new employees via „New", edit existing employees with „Change". Select the tab „Details". Enter the appropriate address record and the timetable area. Put a tick on „Time recording".

You can assign a color under the tab CRM/DMS, so that the person entered for the time-tracking can also be found fast in the password management.

Only people who have a „Yes" in the password management in the „Parameter" option will be shown under the menu item „Time recording administration". Users without parameter authorization cannot save changes when they access the overview of their own time recording via the login dialog from the employee overview.

Time recording administration

Open the administration via „Timetable/Time recording administration". All persons who were created should appear here.

If a person is missing, check whether all options are set as described above („Create entries in the timetable", „Make entries in the password management") for the missing persons.

You can adjust which period is calculated in the date fields. If you want a listing, for example from 2011, please enter at from 01.01.2011 and at to 31.12.2011. Then click on „Refresh". PC CADDIES calculates the specified period. You can also use dates in the future if you want, for example, to enter data for the next year (holidays, working hours ......).

If you only want to see a single day, the date should be limited to this one day.

Use „Edit" for editing individual person. The necessary settings are described below.

Use „Print" to print out the content of the „Hour control" window.

Settings concerning the working time can be made via „Configure". For example, you can specify here that holidays or even hospital days are calculated with the daily hourly rate. These settings are usually only required once, when starting the hourly control via PC CADDIE.

Configuration

Use the tab „Keywords" to store keywords, which are then used in the timetable to calculate the working time, if no automatic registration of the employee takes place.
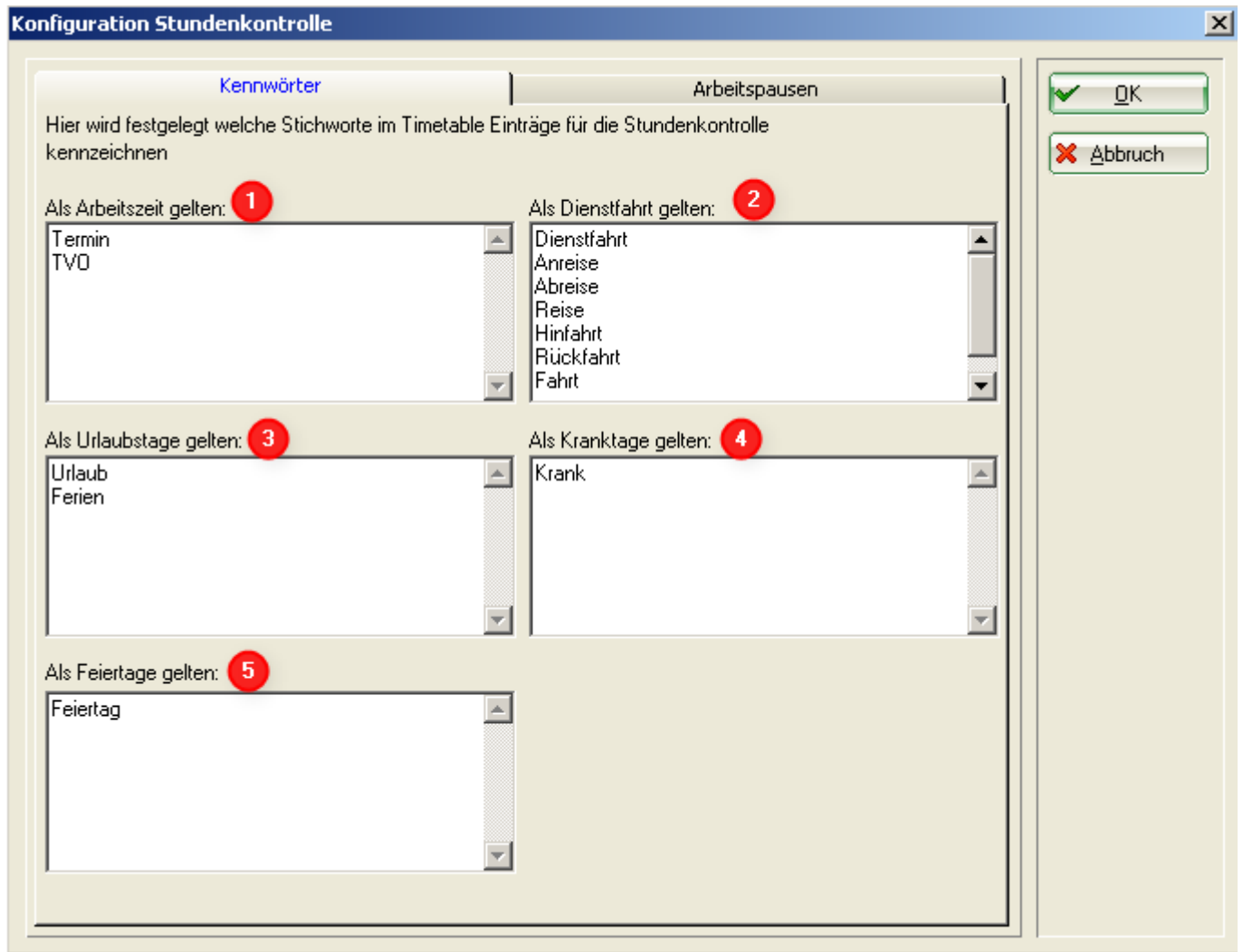
If employees have no other appointments, it is sufficient to deposit the texts for the holidays and hospital days in window 3 and window 4.

If there are employees who are taking appointments outside the office, you can enter the texts for the working hours in window 1 and in window 2 for the business trips. If you do not need to differentiate between working hours and business trips, just enter a text in one of the two windows. If you want to manually enter hours, for example from the previous month, add the text accompanying the manual entries in window 1. Keep the text short and explicit, for example: Service or work.

You can enter a text for holidays in window 5. There is the possibility to calculate the holidays for all employees after standard holidays, in the employees options. At the same time, you can also make entries in the timetable with the text „Holiday", and have these entries calculated. This would be the case if, according to the employment contract, the employee gets half a day as a holiday, for example at Christmas, but this is not a standard holiday.

Work breaks

Breaks can be entered in the tab „work breaks", and they are deducted automatically from the registered working time.

In the above example, the employee gets one hour deducted break for a working time of 7-12 hours (if it is so stated in the options). This is only necessary if the employee is logged in all the time. There is also the possibility that the employee logs off when he goes on break and logs back when he returns.

The maximum working time in a day must be entered if, for example, it has been determined that only 11 working hours per day are credited to an employee. The employee is credited only for 11 hours even if she/he works 12 hours.

The entries in the tabs „Keywords" and „Work breaks" are confirmed with „OK".

Edit

Select an employee and click on the „Edit" button.

In the tab „Current" you will find the worked hours from the first of the month to the current day of this month.

In the tab „Annual overview" you will find the complete time-sheet for the corresponding year.

In the tab „Info" you will find a short information about working hours and annual leave.

Stundenkontrolle - Timo Tester 2012

Aktuell	Jahresübersicht	Info

Person   teti   Tester, Timo

Eine Wochenarbeitszeit von 40 Stunden entspricht 08:00 pro Tag.

Der Jahresurlaub von 0 Tagen entspricht 0 Stunden (Bei einer Tagesarbeitszeit von 8,% Stunden)
+Übertrag (0) -Eingetragen (0) ergeben 0 Stunden Resturlaub.
0 Stunden entsprechen 0 Tagen à 08:00.

Optionen [F7]   Drucken [F8]   ✔ Ok   Abbrechen

Options button

Optionen Timo Tester 2012

Arbeit	Urlaub und Krankheit	Feiertage

✔ OK
✖ Abbruch

Bitte hier die Sollarbeitszeit in Stunden bei Vollanstellungen eintragen:

40,00 Stunden   Wochenarbeitszeit ▼

Wochenarbeitszeit
Monatsarbeitszeit

	Ja...	...rz	April	Mai	Juni
Teilzeit	100,0%	100,0%	100,0%	100,0%	100,0%

	Juli	August	September	Oktober	November	Dezember
Teilzeit	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%

Wie soll die geleistete Arbeitszeit bestimmt werden:

☑ automatische Zeiterfassung
☐ Arbeit-Einträge im TimeTable
☐ Dienst-Einträge im TimeTable

E Dauer wie im Timetable eingetragen
Z Dauer im Timetable weniger allfällige Zwangspausen
P Pausenformel anwenden

Pausenformel: $t = n - (n - b) * a$ mit n = erfasste Zeit und t = abgerechnete Zeit

$a = (n-t)/(n-b)$ 20,0%   Pausenanteil (20% entsprechen z.B. 12 Minuten pro Stunde)

$b = n - ((n-t)/a)$ 2,0   Basiszeit in der noch keine Pause abgezogen wird

9,5   Deckelzeit ab der keine Pause mehr abgezogen wird

0   Uebertrag vom Vorjahr in Stunden!

Here you will find 3 tabs for making the settings. These settings are normally made only once a year.

Tab Work

Hours

In the „Work" tab, enter the „Planned working time" of the employee at the top. Here you can choose if the hours are „weekly working time" or „monthly working time".

Part time

Enter the percentage of working time under „Part time". With a working time of 40 hours, as in the example above, this corresponds to 100%. 50% corresponds to 20 work hours. For a half-day work, 20 hours could also be entered for the number of hours and this corresponds to 100%. The percentages have to be entered for each month in which work is done. If the time tracking is used, for example, only from 1st if May, the percentages are set to 0% from January to April. In the following year, 100% is to be entered in January to April.

How to determine the worked hours

There are three options in the first window:

1. Automatic time recording - calculates the time between the automatic logon and logoff.

2. Work entries in the timetable (see Configuration).

3. Service entries in the timetable (see Configuration).

Choose how the working time should be calculated. If the employee has no appointments outside the work-space, it is sufficient to select „Automatic time recording". If there are appointments outside of the workrooms or manual supplements, in addition to the „automatic time recording", set the check mark for work entries and, if necessary, also for service entries.

Only one option can be marked in the second window. The options below can also be found in the tabs „Vacation and sick-leave" and „Holidays".

E Duration as entered in the timetable → calculates the complete time between logging in and logging out within one day.

Z Duration in the timetable minus the mandatory breaks → calculates the complete time between logging in and logging out within one day and deducts the compulsory pauses that were entered under Configure.

P Apply break formula → the break formula is used with this option; this formula has to be entered under this window.

Break formula

This offers you the option to calculate and subtract the breaks based on a specific formula.

Carryover from previous year in hours

The overtime hours from the previous year are entered here, in hours. Please note that the overtime received the sign minus, e.g. -40 for 40 overtime hours. Without this sign, there would be too few

hours worked.

Window Vacation and sick-leave

The annual holiday is registered at the top.

How to calculate the hours of a vacation day and the hours of a sick day is marked in the following window.

How many hours per vacation day?

S Daily work → here the exact daily working time is calculated, which means PC CADDIE records 8 hours a day for a 40 hours week, disregarding the entry made in the holiday timetable

T Daily working time, part time → Part-time working hours are divided equally between the 5 usual days

E Exact number of hours as entered in the timetable (standard holidays daily working time) → calculates the complete time entered in the timetable

Z Number of hours in the timetable minus the mandatory breaks (standard holidays daily working time) → withdraws the compulsory breaks from the time entered in the timetable

How many hours per seek day?

S Daily work → here the exact daily working time is calculated, which means PC CADDIE records 8 hours a day for a 40 hours week, disregarding the entry made in the seek-leave timetable

T Daily working time, part time → Part-time working hours are divided equally between the 5 usual days

E Exact number of hours as entered in the timetable (standard daily working time) → calculates the complete time entered in the timetable

Z Number of hours in the timetable minus the mandatory breaks (standard daily working time) → withdraws the compulsory breaks from the time entered in the timetable

Transfer holiday from the previous year in hours

Enter the remaining vacation days from the previous year in HOURS, without any signs.

Holidays tab

Which holidays apply?

Here there are also three possibilities:

1 only PC CADDIE holidays → Only holidays that have been entered via the „Customize PC CADDIE holidays" button will be counted.

2 only holidays entered in the timetable → Only holidays that are entered manually, with the text previously entered under „Configuration", are counted.

3 both → PC CADDIE holidays and manually entered holidays are calculated

How many hours does a holiday have?

S Daily work → here the exact daily working time is calculated, which means PC CADDIE records 8 hours a day for a 40 hours week, disregarding the entry made in the holiday timetable

T Daily working time, part time → Part-time working hours are divided equally between the 5 usual days

E Exact number of hours as entered in the timetable (standard holidays daily working time) → calculates the complete time entered in the timetable

Z Number of hours in the timetable minus the mandatory breaks (standard holidays daily working time) → withdraws the compulsory breaks from the time entered in the timetable

X exact number of hours as entered in the timetable (standard holidays daily working times for part-time) → calculates the complete time that is entered in the timetable based on the part-time

Z Number of hours in the timetable minus the mandatory breaks (standard holidays daily working time) → withdraws the compulsory breaks from the time entered in the timetable

P Number of hours in the timetable minus the mandatory breaks (standard holidays daily working times for part-time) → withdraws the compulsory breaks from the time entered in the timetable

PC CADDIE holiday customization

Here the holidays which apply to the respective country or region are entered. By default, the above holidays are registered. If one of them does not apply in your region, delete the corresponding date or number in relation to Easter from the list. Confirm with „OK". Press „Print" to print the list of holidays.

The entered holidays are shown in the Options tab at the bottom. Please note that this number may vary with your holidays if one of the holidays falls on a Saturday or Sunday.
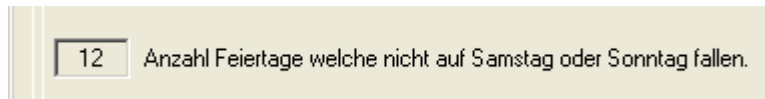
All options entered now are confirmed with „OK". Edit each individual employee as described above.

Other

Click Shift and Options„ to make settings for individual months. But only the settings that are also available under options are available.

Log in/out of working hours via a reader

Meaning of the keys

1 = logged-in
2 = busy
3 = do not disturb
0 = logged-out.

You can see the current status by entering nothing or the number 9.

First press the key corresponding to the level of attendance, then hold the card in front of the reader.

An automatic configuration is also possible. If you hold the card while being logged-out, you will be automatically logged-in. If you are already logged-in, holding the card will log you out. If you wish to change your configuration, please contact support.

Write the roster

You can write the complete roster for your employees in PC CADDIE using the timetable. To do this, enter the working time of the employees via a filter entry in the timetable. The text of these work entries must not be the same text as was entered under configuration for working hours.

Create a filter for your employees via „Configure Timetable-Views". This gives you an overview of who works daily.

In the example, the entries with „Office" are purely informative. These entries are not calculated for time recording. The entries „Vacation" and „Sick" are credited to the employee with the corresponding hours. If an employee is working, for example, on weekends, and gets one day off during the week, these times balance out. Weekend hours are calculated, but hours with the text

„Free" are not.
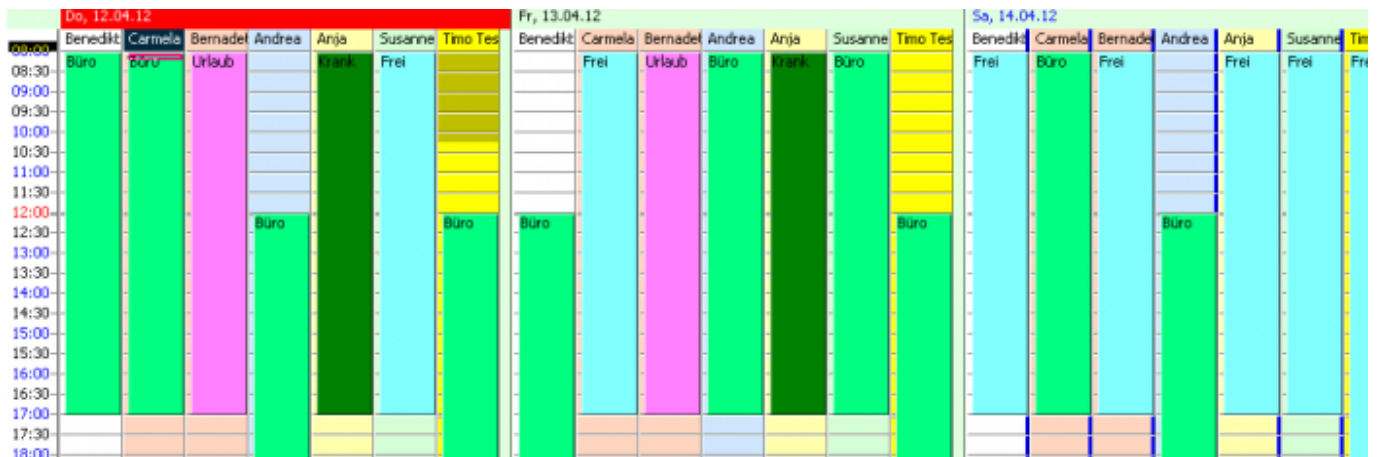
If the option „daily working time" is activated for vacation days, hospital days, public holidays, an entry via e.g. 15 minutes in the timetable to credit the employee with the full daily working time.

Filter entries as well as the automatic entries can be edited with Shift + doubleclick on the entry.

Manually record time

What's new is that double-clicking or pressing Enter in a timetable area that is assigned to a person no longer opens the Timetable's editing window, but instead opens the window for creating a CRM entry. This only happens if you use the module "CRM/DMS (Customer Relationship Management and Document Management System)".This has the advantage that new CRM entries which are to be displayed in the timetable (check-mark the „show in employee plan") can also be created directly in the timetable. Double-clicking on the time opens a CRM-ToDo window.

1. Enter subject

2. Enter Time/Duration

3. If the checkbox is set, the appointment/time is displayed in the employee plan

If you want to open the previous Timetable dialog, you must hold down the ALT key while double-clicking or pressing Enter.
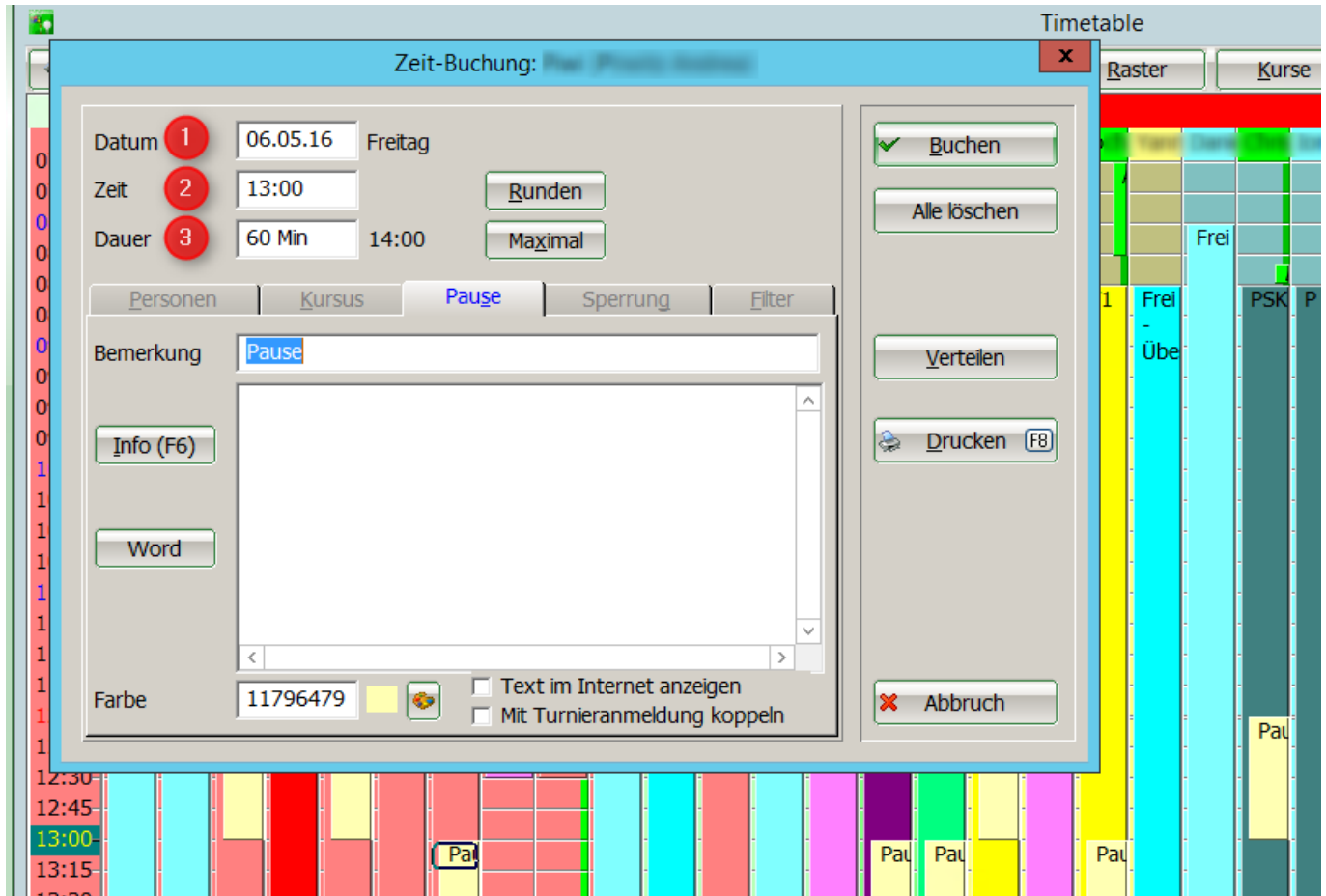
1. Enter date (if the desired date was not previously selected in the timetable)

2. Enter time

3. Enter duration

The booking is shown in the Timetable.