

Online Time Tracking

Record working hours, activities, absences and expenses anytime and everywhere

Instructions for employees.

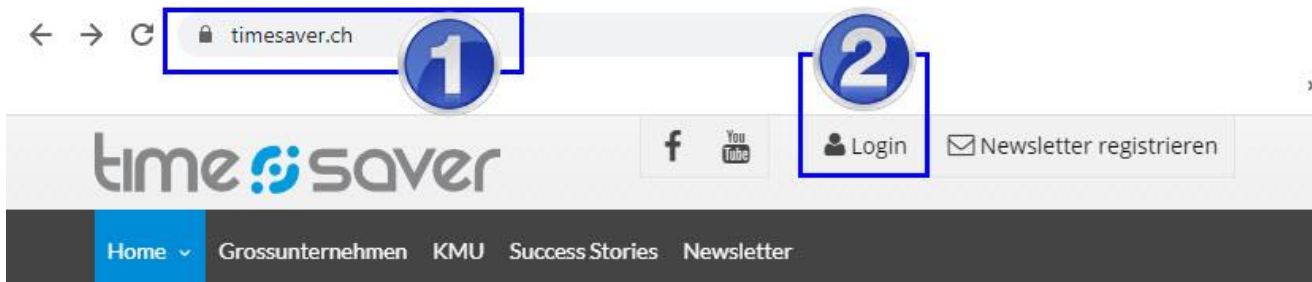
Suitable for printing in A4 format.

CONTENT

Web application: (first time) login	2
Mobile app: download and login	3
Web application: Operation	4
The «Recording» window	4
Worktime, Activity, Balances	4
Balances and checksums	5
Employee evaluation, Distribute balance difference, Customerprojects	6
Recording of absences	7
The «Settings» window	8
Personal settings	8
Change your personal language from German to English now!	8
Worktime preassignment	8
The «Evaluations» window	9
The evaluation «timecard»	10
The «Expenses» window	11
The «Absences» window	12
Submit requests for absence	13
Mobile app: Operation	14
Recording time with Start / Stop	14
Recording time manually	15
Touch Terminal: Operation	16

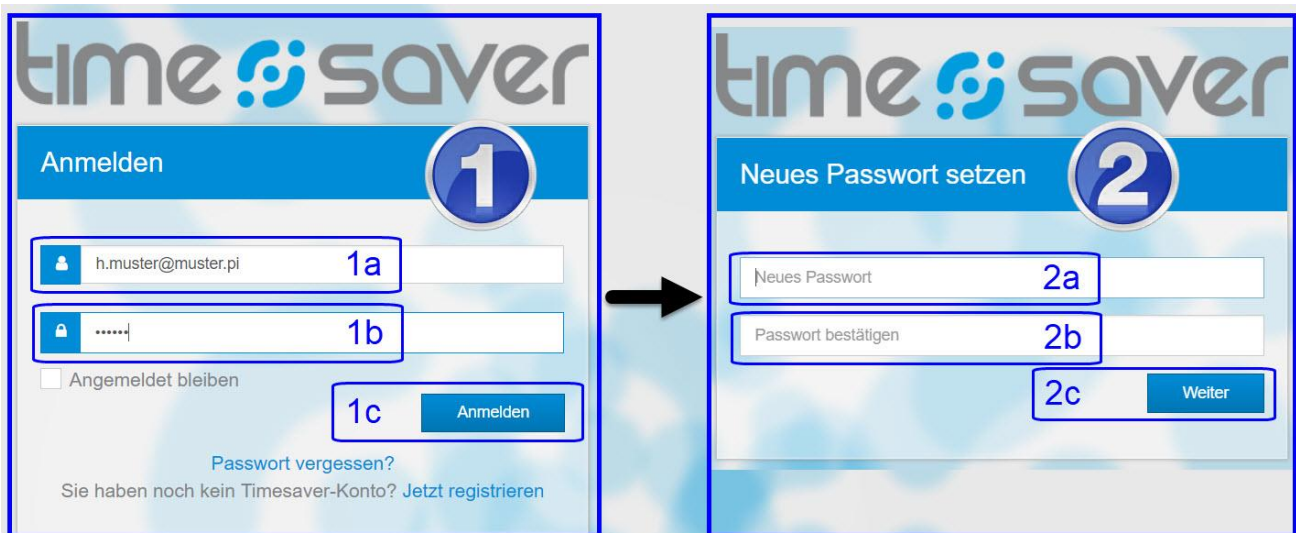
Web application: (first time) login

This section covers how to log into the web application, usually on a PC or tablet in any browser (Google Chrome, Firefox, Safari, etc). Ideally, the Mandator responsible (MR, account manager) has created a mandator (company account) and user accounts for all employees in advance. The MR will then provide users with their email address and password. Employees therefore never have to register, they just log in:



1. Start a browser and navigate to the page: **timesaver.ch**
2. Select «**Login**». Alternatively, you can also enter the direct address: **timesaver.ch/app/login**

Log in with a default password: A default password is a shared password that is used by all employees when logging in for the first time. After you have been given the default password, enter it on the login page together with your email address:



1. Sign in
 - a. Enter your email address..
 - b. Enter the default password that you received from your MR.
 - c. Click on «**Anmelden**». A new window will appear (see point 2 below).
2. Neues Passwort setzen
 - a. Set your new personal and secret password.
 - b. Enter the same password again for confirmation.
 - c. Click on «**Weiter**». You will be redirected to timesaver.

Log in with an individual password: If a user-specific, individual password has been assigned, you will be forwarded directly to your account after logging in. The password must then be changed by the user in his "Personal Settings" (see below).

NOTE: If you can not login, ask your MR whether a user has been created in your name and whether the email address and password are correct.

NOTE: Within the web application you can record time entries of 1 minute and longer.

Mobile app: download and login

If you want to use the mobile app for time recording, proceed as follows:

1. Start a browser on your smartphone and enter the following web address: timesaver.ch/cloud OR navigate to timesaver.ch and then to the page «KMU».
2. Scroll down to «**Mobile App**» (...) «**Mobile App Download**»
3. Under «**Mobile App Download**» you will see two symbols for the iOS and Android operating systems:



4. It depends on the operating system of your mobile phone from which platform you need to download our app:
 - a. Select the robot icon if you have an Android smartphone.
 - b. Choose the apple icon if you have an iPhone.
5. you will then be redirected to the download platform.
6. Confirm the download with «Herunterladen» (Download) or «Installieren» (Install).

ALTERNATIVE DOWNLOAD

If you want to search for our mobile app directly in the Google Play Store or the Apple App Store, enter "timesaver" in the search bar and look out for our logo:



After you have downloaded the mobile app to your smartphone, an icon is created that consists of the timesaver logo shown above and the word «timesaver» below.

NOTE: Do not accidentally download our «timesaver NFC» app. The NFC app is a terminal, i.e. an electronic time clock and only works with a badge.

Remain signed in:

- The initial login is exactly the same as in the web application (see above).
- You do not have to log in again as long as you do not log out. The app starts immediately when the icon is touched.

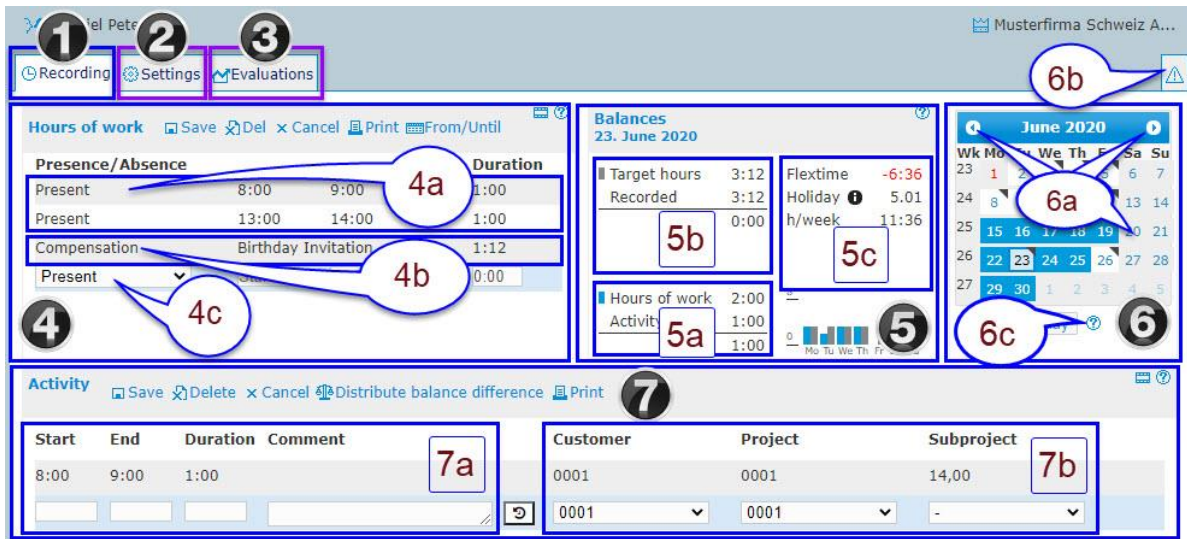
NOTE: In order to be able to log in to the mobile app, a user account must exist. User accounts cannot be created in the mobile app, but must be created in advance in the web application by the users themselves or, for employees, by their Mandator Responsible (account administrators). Employees contact their Mandator Responsible if their mobile app does not work.

NOTE: The functionality of the mobile app and the web application are not identical. In particular, the mobile app does not offer access to the account settings, which is, however, of no importance for employees. Further differences are: Login and personal data can only be managed or changed in the web application. Evaluations and reports are also only available in the web application. Working times, absences / holidays, activities and expenses can be recorded with the mobile app.

NOTE: With the mobile app, employees manage their working hours in the same way as with the web application, namely in the so-called employee self-service.

NOTE: The mobile app can only record time entries of 5 minutes or more. Time entries that are shorter than 5 minutes are automatically deleted.

Web application: Operation



In the simplest configuration, employees see the following three tabs after logging in:

1. «**Recording**» (active in the picture above): Worktime- and Absence recording as well as Activity recording.
2. «**Settings**»: the personal user settings, e.g. first name, surname and password (see below).
3. «**Evaluations**»: e.g. of working time, work performance or absences / vacations (see below).

The «Recording» window

4. «**Hours of work**»: for entering attendances and absences.
 - a. Depending on the configuration, attendances are entered differently: either with «Start» and «End» (as above) or with «Start», «End» and «Break» or only with «Duration».
 - b. Entering absences, however, is only possible as «Duration».
 - c. **Entry:** Select the presence or absence type from the drop-down list.
 - d. **Facilitate entry:** Enter times without separators, e.g. 1154 or 700. Separators between hours and minutes are added automatically, e.g. 11:54 or 07:00.
 - e. **Facilitate entry:** Use the tabulator key (↹) to confirm entries and also to save, by simply moving to the next input field / line.
 - f. Post-processing of work hours is possible, but MR's can limit the retroactive time span for which such changes can be made.
5. «**Balances**»: It depends on the configuration which balances are displayed. Users can see:
 - a. «**Hours of Work**»: Total of daily working time = all present times (paid and unpaid).
 - b. When target hours are activated, the daily «**Target hours**» are displayed. «**Recorded**» is the total of all recorded present and absent times (paid and unpaid). The difference between «**Recorded**» hours - «**Target hours**» is displayed below the line.
 - c. The total of the weekly working time («**h/week**») on the selected day is always displayed; *and with activated target hours also the flextime balance («**flextime**»), i.e. the balance of overtime or absenteeism from January 1st to the selected date. If holidays are activated, the holiday balance («**Holiday**») is displayed in days. Hover over the Info-i ⓘ to see an annual overview.*
6. **Calendar:** The calendar has two functions:
 - a. Date Navigation: Click the date for which you want to view entries or balances. Use the arrows ◀ ▶ to navigate to the desired month.
 - b. Display of «Notifications»: Depending on the configuration, timesaver checks compliance with recording and working time rules. If there are errors, the date fields appear red. A click on the warning triangle (6b) above the calendar shows the «**Notifications**».
 - c. For an explanation of the colors and symbols, click on the question mark below the calendar.
7. «**Activities**»: are active by default. The recording of activities (project time) can be deactivated by the MR.
 - a. The types and facilitations for time entries are mostly identical to those for recording working hours. Additionally, there is a comment field and fields to enter customer projects.
 - b. Whether the input of customer projects is possible, optional or mandatory, depends on the configuration. All three values (customer, project, sub-project) must always be selected.

The «Recording» window (continued from page 4): Balances and checksums

The screenshot shows the 'Balances' window for 31. August 2020. The 'Presence/Absence' table has the following data:

Presence/Absence	Duration	Recorded
Present	7:48 - 9:00	1:12
Paid absence	doctor's visit	1:00
Unpaid absence	free time	1:00

Summary values shown:

- Target hours: 3:12
- Recorded: 3:12
- Flextime: -1:25
- Holiday: 5.01
- h/week: 1:12
- Activity: 1:12

By default, the «Balances» window contains the following balances and checksums:

1. «**Recorded**»: total of all (paid and unpaid) attendances and absences.
 - o «If absences exist the daily working hours must not be higher than target hours.» In other words: it is not possible to write extra hours if absences have already been recorded.
2. «**Hours of work**»: total of all paid and unpaid attendance times.
3. «**Flextime**»: actually the flextime balance, which shows whether extra hours have been worked (positive balance) or unpaid absences exist (negative balance). Flextime is active by default if target hours have been activated, and allows a working time account to be kept that employees can use to save / catch up on working time or which superiors use to control working hours. timesaver calculates the flextime balance with the sums of **all relevant times** from January 1st to the selected calendar date:
 - o New flextime balance (from today) = $((\text{paid attendances} + \text{paid absences} + \text{Flextime correction}) - \text{target hours}) + \text{old flextime balance (from yesterday)}$.
 - o If the overtime module is activated, the formula is: $\text{new flextime balance} = ((\text{paid attendances} + \text{paid absences} + \text{Flextime correction} + \text{Extrahours correction}) - \text{target hours}) + \text{old flextime balance}$.
 - o In the example above, there was an absence of 25 minutes (**-0:25**) the day before. The flextime deviation is -01: 00, namely $((+1: 12 \text{ attendance} + 1: 00 \text{ paid absence}) - 3: 12 \text{ target hours})$. The flextime balance is therefore reduced by -1:00 from -0:25 to **-1:25**.
 - o The daily flextime balances can be found in the «**Timecard**» evaluation in the column «**Flextime deviation**».
4. **Difference between «Recorded» minus «Target hours»**: this is a recording control.
 - o A daily balance of zero only shows that employees have recorded as many hours as there are target hours. There are not necessarily working hours. On the other hand, a positive daily balance shows that extra hours have been worked.

Overtime balance:

Mandantor responsables can display the overtime balance («**Overtime**») instead of the flextime balance.

1. **Sun, Date, overtime**: based on the date you have just selected, the overtime balance always relates to the previous week with the previous Sunday 24:00 as the key date.
2. «**h/week**»: the total working time of the currently selected week.
3. «**max/week**»: the maximum weekly working time.
4. «**Recalculate**»: Recalculate the overtime balance after making changes.

The screenshot shows the 'Balances' window for 31. August 2020 with the 'Overtime' section active. The 'Overtime' table has the following data:

Overtime	h/week	max/week
Sun 30:08	0:00	45:00

Summary values shown:

- Target hours: 3:12
- Recorded: 3:12
- h/week: 1:12
- max/week: 45:00
- Hours of work: 1:12
- Activity: 0:00
- Holiday: 5.01

The «Recording» window (continued from page 5)

1. **Print:** creates an «**Employee evaluation**» for the selected date. The report includes working hours and activities (if any). The report is identical to the “Employee evaluation” in the “Evaluations” window; however, there you can also select periods (days, month, year).
2. **Distribute balance difference:** If there are minor deviations between working and project time, these can be automatically compensated using the «**Distribute balance difference**» function. «**Distribute balance difference**» adds the missing working time to the existing project time entries. There are two methods: evenly and proportionally. Which option is active, depends on the configuration. The default setting is «evenly».
 - a. **Evenly:** unrecorded time is added to the recorded activities in equal parts per entry.
 - b. **Proportionally:** unrecorded time is added to the recorded activities in proportion to the duration of each activity.
3. **Activity entries without a customer project:** Activity entries that were created WITHOUT a customer project do NOT appear in the work performance evaluations: monthly evaluation, Customer projects, Work evaluation, Employee evaluation. Such entries are also not available in the «**Productivity**» management, a module which MR’s can activate in order to have activities booked. The activity is in that case only shown in the “Timecard” evaluation.
4. **Activity entries with customer project:** do appear in the work performance evaluations: monthly evaluation, Customer projects, Work evaluation, Employee evaluation.
5. **Quick selection:** With the quick selection, employees can select from a list of last customer projects used. Employees can configure this option themselves in their «**Personal Settings**» (see below).

Post-processing of activity entries:

Activity entries can’t be blocked for processing the same way working time entries can be blocked, namely after a number of days after first entry.

However, if the MR has activated the «**Productivity**» module, activities can be completely blocked from processing. Employees should keep this in mind.

Recording of absences

In the simplest configuration, absences are recorded in the same window as attendances, namely in the «Recording» window. There, absences are NOT subject to authorization and are immediately entered in the system.

Recording of single day absences

In the Calendar of the Recording window navigate to the desired date and then proceed as follows:

The image shows two side-by-side screenshots of the 'Hours of work' recording window. The left screenshot shows a table with columns 'Presence/Absence', 'Start', 'End', and 'Duration'. A drop-down menu is open under 'Present', and 'Maternity leave' is selected, indicated by a circled '1'. The right screenshot shows the same table with 'Maternity leave' selected, a 'Comment' field, and a 'Duration' field containing '2:12', indicated by circled '2' and '3'.

1. Select an «Absence type» from the drop-down list (in the picture above: Maternity leave).
2. Absences have an input field for entering a «Comment», regardless of whether entering a comment is optional or mandatory.
3. Timesaver automatically calculates and enters the «Duration» of an absence, provided that employee target hours have been stored. However, employees can override the preselection and freely select the length of absence by the hour or even by the minute.

Recording of absences lasting several days

The image shows a screenshot of the 'Hours of work' recording window. The 'From/Until' function is highlighted with a circled '1'.

1. Select the «From/Until» function in the entry mask. This opens another input window as shown in the picture below:

The image shows a screenshot of the 'Recording from/until' dialog box and the 'Single-Entries' table. The dialog box has fields for 'Date from' (27.08.2020), 'Date until' (28.08.2020), 'Presence/Absence' (Maternity leave), 'Comment', and 'Duration' (3:12). The 'Single-Entries' table has columns 'Date', 'Presence/Absence', 'Save entry', 'Com', 'Duration', and 'Target hours'. It shows two entries for 'Maternity leave' on 27.08.20 and 28.08.20, both with a duration of 3:12.

* Values with duration 0:00 will not be saved

2. Select the period: «Date from» «Date until». A click in the date field opens a calendar.
3. Select an «Absence type» from the drop-down list.
4. Enter a «comment», if compulsory or desired.
5. Select the «duration» of the absence. The system will propose a duration, if target hours exist.
6. Confirm your selection with «Accept values and edit individual days».
7. If necessary, edit individual days in the «Single-Entries» section: You can deselect individual days in the «Save entry» column, insert a «Comment» and change the «Duration».
8. Confirm with «Save».

The «Settings» window

Beispiel Peter Musterfirma Schweiz A...

Recording Settings Evaluations

Personal Settings [Beispiel Peter, Musterfirma Schweiz A...] Save Change password 1g

First name Peter 1a
 Last name Beispiel
 E-Mail p.beispiel@beispieldomain.pi 1b
 Subscribe to newsletter
 Language English 1c
 Activity Customer/Project/Subproject
 Preselection First in customer/project list 1d
 Numbers of entries in history 7 1e
 Mandator responsible(s): Nimis Yves 1f

You run your own company?
 Have a private club?
 Create your own mandator here and save time!
 2 Users are free.

1

Worktime preassignment Save Delete Cancel

Activate automated worktime preassignment

Note: The next automatic entries are made on Mo, 21.09.2020.
 The recording will only be executed on working days. No entries are made on public holidays.

Weekday	Presence/Absence	Start	End	Duration	Target hours
Mo	Present	8:00	12:00	4:00	3:12
	Present	13:30	17:00	3:30	
Mo	Present	Start	End	0:00	3:12
Weekly total:					7:30

2

1. «Personal Settings»:

The personal settings are personal because they cannot be changed by the Mandator responsible (MR), with the exception of the email address. Users can here:

- Change their «**First name**» / «**Last name**». Changes are shown to the Mandator responsible.
- Change their «**E-Mail**»-address. The E-Mail-address is used for the login. The MR and supervisors see changes and can also change the E-Mail-address.
- Choose your personal «Language»: German, French, English.** The default is «**Sprache**» = «**Deutsch**». You don't see your language? Contact the account manager. You can only select languages that the MR has previously activated.
- Select a «**Preselection**» for the «**Activity Customer/Project/Subproject**» entry, namely:
 - First in customer/project list; ii. Last edited entry; iii. No preselection
- Define the «**Numbers of entries in history**» for the quick selection of activities in the «**Recording**» window. Here you specify the number of projects shown. Click the left-turning arrow:

Start	End	Duration	Comment	Customer	Project	Subproject
				0001	0001	14,00
				0001	0001	14,00
				0001	0001	0002

- All Mandator responsables (MR) are listed here. **If you have any questions or problems, please contact your MR and not the timesaver support.**
- «**Change password**»: The password is NOT displayed, not even to the account holder!

2. «Worktime preassignment»:

- Pre-assigned working times are recorded automatically. Predefined entries are entered by the system during the night for the following calendar day, but only if no working hours have been recorded for this day.
- The Recording will only be executed on working days. No entries are made on public holidays.
- Worktime preassignments are not personal**, that is: superiors and MR's can see, delete or deactivate preassignments. Therefore, you should ideally only create defaults in consultation with your superior.

The «Evaluations» window

Recording Settings Evaluations

Evaluation for Beispiel Peter
16. September 2020

Evaluation	Description	Employee
Hours of work		
Timecard	Working hours, activities and flexitime	PDF
Hourscontrol	Yearly overview of worktimes, absences and holidays	PDF
Paid working hours	Productive and none productive working hours	PDF
Flexitime balance evaluation	Progress of flexitime balance	PDF
Working hours control	Empty, monthly working hours report	PDF
Time control	Check if time controls was respected.	PDF
Work effort		
Monthly evaluation	Monthly overview customers/projects/subprojects per employee	PDF
Customer projects	Yearly overview per customer	PDF
Work evaluation	Activities for a selected customer	XLS / PDF
Employee evaluation	Working hours and activities per day	PDF
Total-Analysis		
Csv export	Export all data in Csv-Format	CSV
Control of records	Unedited notifications	PDF
Absences		
Absences	Grouped by absence type	PDF
Holidays excerpt	Holiday summary	PDF
Yearly absences	Yearly absences overview by employee	PDF

September 2020
Wk Mo Tu We Th Fr Sa Su
36 31 1 2 3 4 5 6
37 7 8 9 10 11 12 13
38 14 15 16 17 18 19 20
39 21 22 23 24 25 26 27
40 28 29 30 1 2 3 4
Today

Evaluation language
English

In the simplest configuration, employees have 10 evaluations (E.) available. In more complex configurations, there are additional E. (highlighted in italics below).

If employees do not have additional user roles, they only see their own E. under the "Employees" column (as in the illustration on the left).

Employees with additional roles (e.g. superior) have an additional "Team" column as well as dropdown menus for selecting employees and teams.

1. «Hours of work»

- «**Timecard**»: working hours, activities, flexitime, paid and unpaid absences. The selected time span cannot be more than 40 days. See below for a detailed description.
- «**Hourscontrol**»: Yearly overview of worktime, absences, holidays and flexitime.
- «**Paid working hour**»: Yearly overview of paid worktime and paid absences.
- «**Working hours control**»: an empty template in which employees can enter their working times by hand (3 x start, end, break per day). Later they can be transferred to timesaver.
- «**Extra hours / overtime control**»: *If the extra hours control is activated, extra hours and overtime balances can be evaluated per key date.*
- «**Annual overview extra hours / overtime**»: *E. is available, if the extra hours control is activated.*
- «**Flexitime balance evaluation**»: *E. is available, if employee target hours and flexitime are activated.*
- «**Time control**»: *E. is available, if «Time control» is activated.*

2. «Work effort»:

- The «**Employee evaluation**» gives a complete overview of all working hours and activities. If the activity recording is deactivated, a corresponding note is given.
- When the activity recording is activated, the evaluations «**Monthly evaluation**», «**Customer projects**» and «**Work evaluation**» are also available.*
- If the expense recording is activated, the evaluations «**Expenses per project**» and «**Expenses per employee**» are also available.*

3. «Total-Analysis»:

- «**Csv export**» for «working hours», «activities» or «expenses» in an Excel file.
- The «**Control of records**» contains the exactly identical notifications that are displayed in the calendar of the recording window.
- Employees with the role «Supervisor» are provided with additional evaluations: «**Analysis**», «**Roleoverview per employee**» and «**Roleoverview per team**».*

4. «Absences»:

- The evaluations «**Absences**», «**Holiday excerpts**» and «**Yearly absences**» give an overview of the respective types of absences.
- «Employees with the role of «Supervisor» are provided with the additional evaluations «**Year planner**» and «**Holiday balances on reference date**».*

5. **Calendar**: The option "Start End" is based on the calendar date.

6. «**Evaluation language**»: You can choose between German, French and English. The language selected in the settings is active by default.

The evaluation «Timecard»

The «Timecard» is one of the most important evaluations for employees. The head contains the following information:

1	el Ant	2	3	4	5	6	
Workload	Target hours	Hours of work	Paied absences	Flexitime deviation	Period	Holiday balance	Flexitime balance
100%	168:00	48:02	08:00	-111:58	01.08.2020	319:57 (39.99 Days)	-52:01
					31.08.2020	319:57 (39.99 Days)	-163:59

1. «Workload»
2. «Target hours»: (If target hours are not active, this value is zero or «---»)
3. «Hours of work», «Paied absences», «Flexitime deviation». With activated target employee hours, the following always applies: Hours of work + Paied absences - Flexitime deviation = Target hours
 - a. Example (see above): 48:02 + 08:00 - (-111:58) = 48:02 + 08:00 + 111:58 = 168:00
 - b. For the Exception from this rule see the note below.
4. «Period»: Period of evaluation
5. «Holiday balance»: at the beginning and the end of the evaluation «Period». (If the vacation module is not activated: «---»)
6. «Flexitime balance»: (If target hours are not active, this value is zero or «---»)

NOTE: «Hours of work» + «Paied absences» - «Flexitime deviation» does not equal «Target hours» if auto-corrections exist. In that case the following applies:

Target hours = Hours of work + Paied absences - Flexitime deviation - auto-corrections.

Below the header follows a table with the following information:

1	2	3		4			5a	5b	6	7	8	9
Date	Presence/Absence type	Paid	Presence	Start	End	Break	Duration		Target hours	Flexitime deviation	Flexitime	Activity
Wed 01.07	Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08:00	12:00		04:00	08:00	08:00		33:56	04:00
	Paid absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>				04:00					
Thu 02.07	Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08:00	12:00		04:00	04:00	08:00	-04:00	29:56	04:00
	unpaid break	<input type="checkbox"/>	<input checked="" type="checkbox"/>	13:00	17:00		04:00					
Fri 03.07	Unpaid holiday	<input checked="" type="checkbox"/>	<input type="checkbox"/>				08:00	08:00	08:00		29:56	
Sat 04.07		<input type="checkbox"/>	<input type="checkbox"/>								29:56	
Sun 05.07		<input type="checkbox"/>	<input type="checkbox"/>								29:56	
Mon 06.07	Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08:00	12:00		04:00	08:00	08:00		29:56	08:00
	Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13:00	17:00		04:00					
Tue 07.07	Disease	<input checked="" type="checkbox"/>	<input type="checkbox"/>				08:00	08:00	08:00		29:56	

1. «Date»: of the time entry.
2. «Presence/Absence type»: number and designation depend on the configuration, i.e. on the presence and absence types created.
3. «Paid» / «Presence»: timesaver differentiates between paid presence and absence as well as unpaid presence and absence. Presence / Absence types that are "Paid" or "Presence" are marked with a cross.
4. «Start» / «End» / «Break»: is only recorded for presence types.
5. «Duration»:
 - a. Duration of the individual presences and absences (paid and unpaid).
 - b. Total duration of paid presence and absence times on a given day.
6. «Target hours»: Daily target hours (only if target hours are active).
7. «Flexitime deviation»: the daily flexitime deviation (only if flexitime is active).
8. «Flexitime»: the flexitime balance at the end of the respective day (only if flexitime is active).
9. «Activity»: Total of all activities on this day (only if activity recording is active).
 - a. If the test "Activity < Working hours" is active and less activities than working hours have been recorded, the total of activities appears marked in red.

Additional windows will be displayed in extended configurations. Below the two most important:

- «**Expenses**»: the Expenses window is only available if the expenses module is activated.
- «**Absences**»: the Absences window is only available if the extended absence module is activated.

The «Expenses» window

Expenses recording

Date	Expense type	Number	Externally billable	For emp	Total billable	VAT %	Total billable excl. VAT	Book currency
26.05.2020	Car km with empl. car	100.00	1.00	0.70	100.00	.70	92.85	CHF
	extern 100, MA 70				70.00		65.00	
26.05.2020	Km	100.00	0.30	-	30.00	.70	27.86	CHF
	Kommentar							
23.09.2020	General expenses	Number	-	1.00	-	.70	-	CHF

Booked expenses

Booking date	Total emp	Total emp excl. VAT	Comment
<input checked="" type="checkbox"/> 19.08.2020	CHF43.00	CHF 93	extern 20, MA 43
<input type="checkbox"/> 19.08.2020	CHF120.00	CHF120.07	extern 60, MA 120

A: «Expenses recording»:

1. «**Expense type**»: Here you select the desired expense type from the drop-down list.
2. «**Number**»: Enter a number here. The number is multiplied by the amounts in (3) and (4).
3. «**Externally billable**»: Enter an amount here. MRs can firstly specify an amount and secondly specify whether employees can change this amount or not.
4. «**For emp**» (For employees): Enter an amount here. MRs can firstly specify an amount and secondly specify whether employees can change this amount or not.
5. «**Total billable**»: The total of the billable expenses: (2) x (3).
6. «**Total emp**» (Total employees): The total of the employee expenses: (2) x (4).
7. «**Description, Customer, Project, Subproject**»: Enter a comment in the Description field and select a customer project.

B: «Book» (Function):

With a click on «**Book**» you open a pop-up window with all unbooked expense entries. Select the entries that are to be booked and choose a name for the booking.

After booking, the collective entries are moved to «**Booked expenses**» (C).

C: «Booked expenses»:

1. Only employee expenses are displayed here.
2. Select the entries for which an evaluation / report is to be created and choose «**Print**» (D).

D: «Print» (Function):

«**Print**» actually means creating an evaluation in PDF format. The document is downloaded automatically in some browsers, in others the download has to be confirmed.

Expense reports contain a signature line for each expense entry each for the employee and the superior.

NOTE: Expense reports created with «**Print**» only contain employee expenses, but not billable expenses. Reports that also should contain billable expenses have to be created with «Expenses per project» or «Expenses per employee» in the «Evaluations» window.

The «Absences» window

Capturing absences in the «Recording»-window with «From/Until» has a disadvantage for employees (and supervisors): Absences lasting several days must be deleted individually day by day. In order to enable the collective deletion of several-day absences, MRs can activate the «Advanced absences module». Also approval and notification processes are only possible with the «Advanced absences module». Employees see an additional window «Absences» if this module has been activated:

The screenshot shows the 'Absences' window with the following components:

- Calendar overview:** A grid showing absences for employees (Beispiel Anton, Beispiel Peter, Mustermannneu Martin, u v) from September to October 2020. Callout 1 points to the calendar grid. Callout 3 points to the 'New request' button.
- Requests Beispiel Anton:** A table of recorded absences. Callout 2 points to the table. Callout 3 points to the 'New request' button.

Status	Date	Absence type	Comment	AA	Superior
?	01.10.2020 - 09.10.2020	Holiday		?	
✓	14.09.2020 - 18.09.2020	Disease	Hospital stay	✓	✓
✓	11.09.2020 - 11.09.2020	Long weekend			
✓	09.01.2020 - 10.01.2020	Holiday		✓	
✗	27.07.2020 - 30.07.2020	Unpaid absence			✗

1. «Calendar overview»: In the calendar overview, employees can see all absences, that is: those that were recorded in the «Absences» window as well as those that were recorded in the «Recording» window.
 - a. «Team»: Select a team here, if desired. (If no team member, not available.)
 - b. «Timeframe»: Navigate to the desired month here.
 - c. Your own absences always appear on top and in color. Absences requiring approval that have not yet been approved appear hatched (e.g. CW 41).
 - d. Absences of other users appear black. However, MRs can individually activate the option «Show Colors of absence types for every employee».
2. «Requests»: In the requests overview, employees only see absences that were recorded in the «Absences» window.
 - a. Absences (in the picture: Holiday) that require approval have question marks in the «AA» (absence administrator) and/or «Superior» column as well as in the «Status» column, as long as the absence has not yet been approved. As long as not approved, employees can delete the absence.
 - b. Absences (here: Disease) that require approval and have been approved, have ticks in the «Status» column as well as in the columns «AA» and/or «Superior». Deletion by the employee is not possible anymore.
 - c. Absences (in the picture: Long weekend) that do NOT require approval show a tick in the «Status» column, but not in other columns.
 - d. Absences that require approval, but have been rejected, show a cross in the «Status» column as well as in the columns «AA» and/or «Superior».
3. «New request»: Click here to record an absence. An input window opens (see next page).

Submit an absence request

New absence requests are entered in the pop-up-window «New request for ...» erfasst:

1. «**Absence type**»: Select the desired absence type from the drop-down list.
2. «**From To**»: Select the period of absence.
3. «**Daily absence**»: There are three possible absence recording modes. The MR decides which one is active for each absence type:
 - a. «Record only whole days»: There are no other options apart from «**Whole day**».
 - b. «Record whole and half days »: Employees can choose between «**Full day**» and «**Half day**».
 - c. «Record percent and hourly values»: E. can choose between «**Percentage**» and «**Hours value**».
4. «**Comment**»: the input of a comment can be optional or mandatory.

Reduced workloads with «Percentage» and «Hours value»

Errors often occur when recording reduced workloads, typically in the case of doctor's certificates when employees work part-time, but the doctor's certificate relates to a full-time workload. This is because timesaver always calculates with the actual workload of employees.

Example: an employee has a 50% workload. The weekly target hours are 40 hours. For a 5-day week, the daily target hours are 4 hours. The doctor's certificate says the employee is 50% ill. The employee enters:

Timesaver calculates as follows:

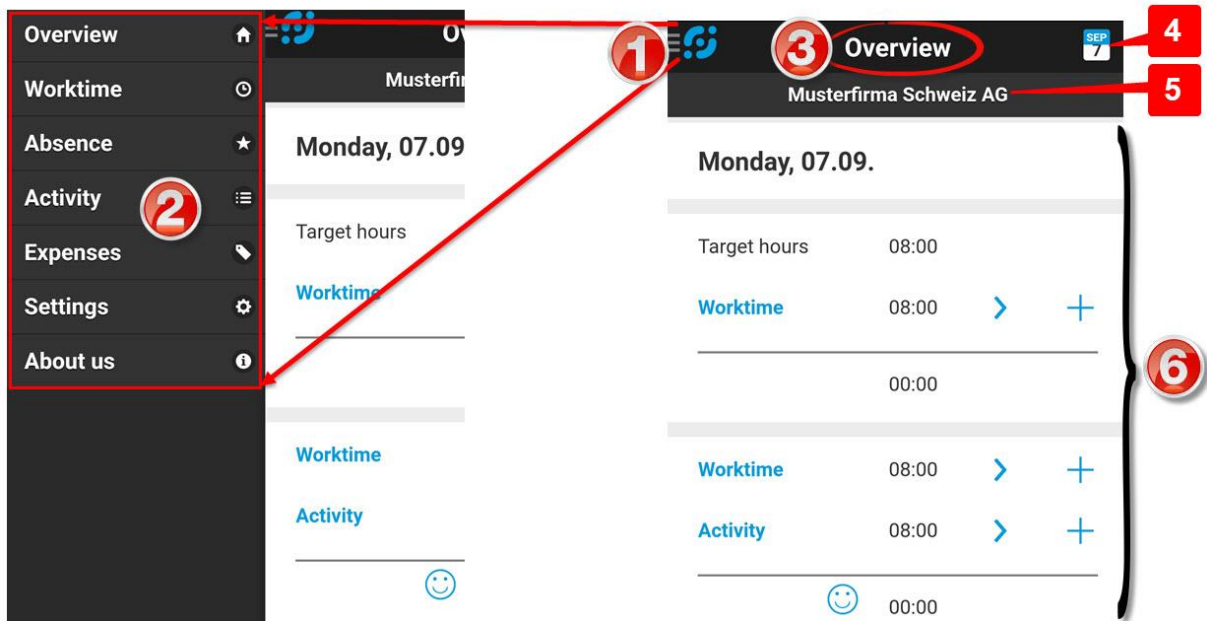
- Reduction of the part-time workload: $50\% \times 8h = 4h \times -50\% = -2h$
- The workload to be performed is therefore two hours: $4h - 2h = 2h$
- The daily working time is reduced by 2 hours and is now 2 hours.

But if the doctor's certificate (tacitly) refers to the full-time workload, the entry with the percentage or hourly value is always incorrect for employees with part-time workloads. Because in this case the calculation would be:

- Reduction of workload from full-time: $8h \times -50\% = -4h$
- The daily working time is reduced by 4 hours and is now 4 hours.
- **Employees can perform the reduced daily workload of 4 hours within their normal target hours of 4 hours!**

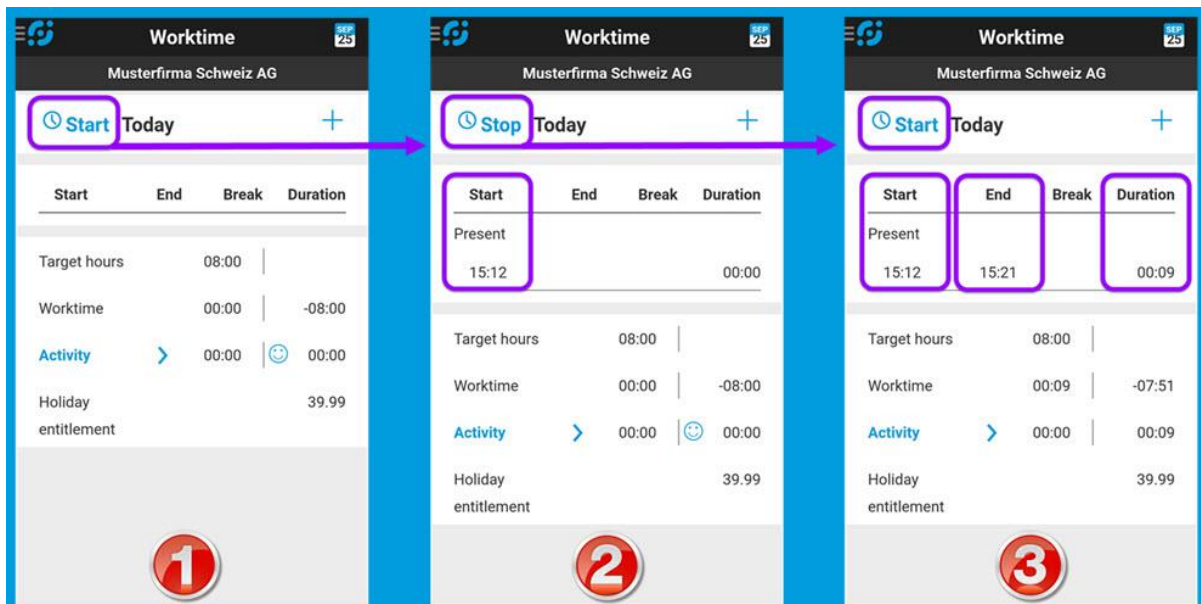
If you do not know what the doctor's certificate refers to, contact your doctor and/or superior and request a corrected or supplemented doctor's certificate.

Mobile app: Operation



1. **Navigation:** Slightly press the hamburger menu (three horizontal lines) in the upper left corner in order to open the menu items (see left side of the picture).
2. **Menu items:** Overview, Worktime, Absence, Activity, Expenses, Settings, About us.
3. **Current window:** Display of the currently selected menu item (in the picture: "Overview")
4. **Date display:** displays the current or selected date. Slightly press the date symbol to open a calendar sheet and navigate to any date. You can display entries made earlier or make entries in the future (e.g. absences).
5. **Mandator:** Displays the active mandator. Employees who work for several mandators tap on the current mandator to open a selection and switch mandator.
6. **Input or display area:** input / display of worktime, activities, absences and expenses.

Recording time with Start / Stop

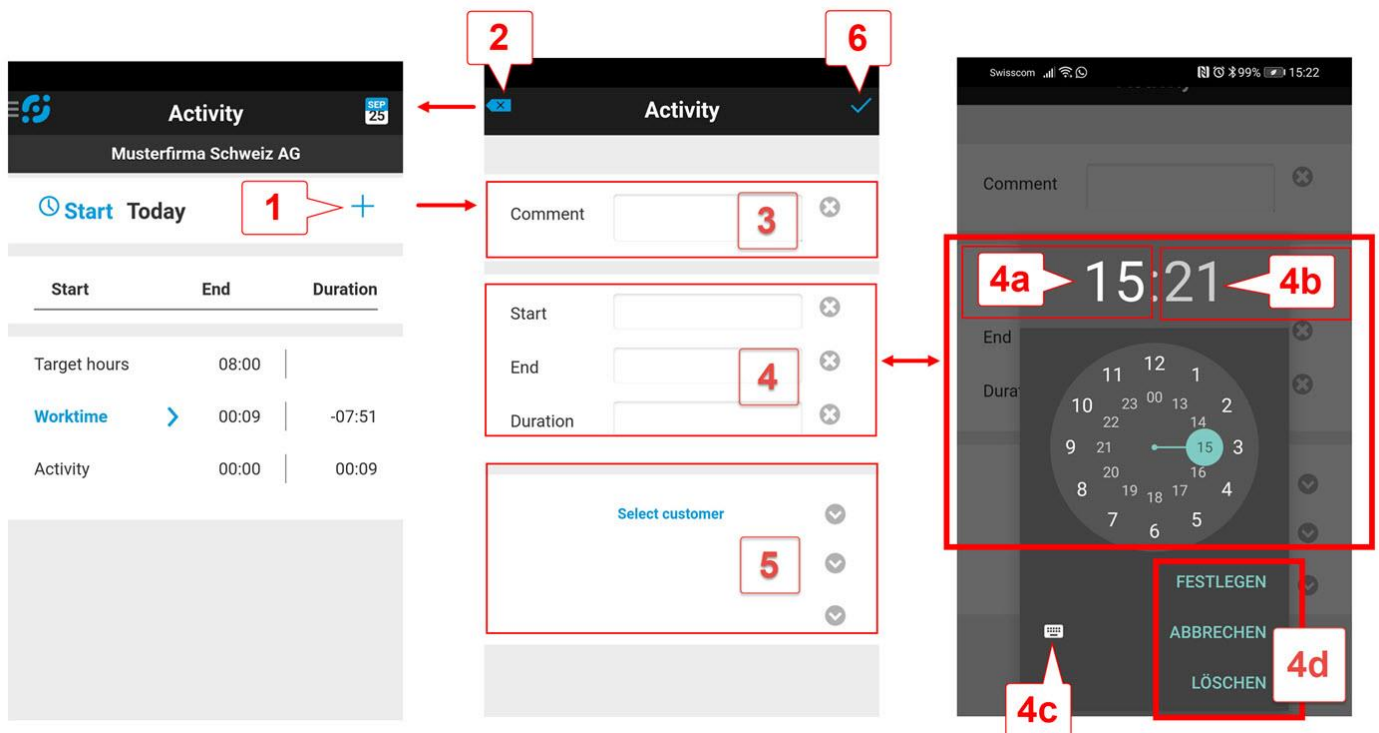



1. The recording of working hours begins with «**Start**».
2. The recording of working hours ends with «**Stop**».
3. The duration is calculated automatically and displayed in the «**Duration**» column.

Note: The process for recording activities is identical.

Recording time manually

Working hours can also be recorded manually, whereby you can choose between analog input (clock) and digital input. Recording time on the example of activities:



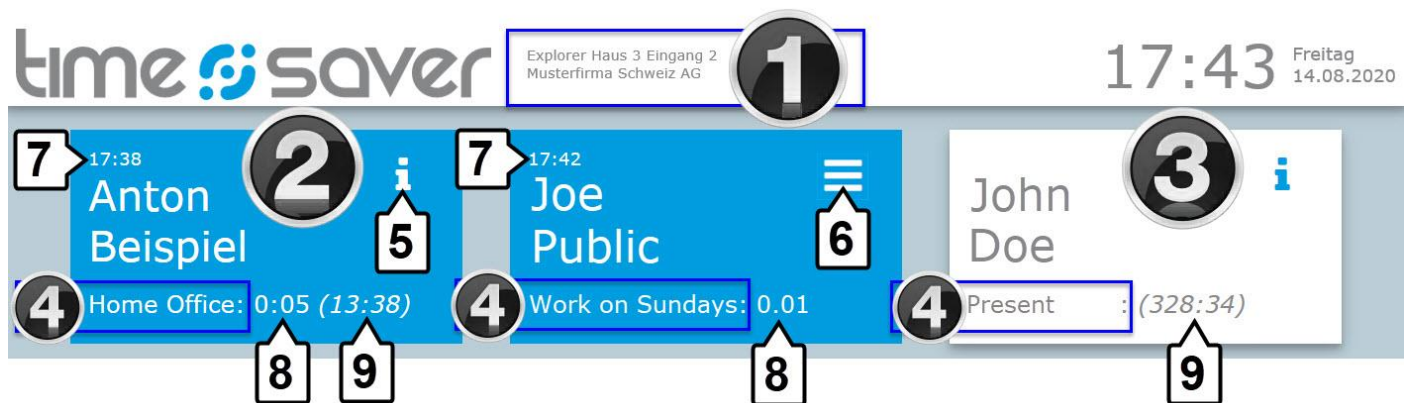
1. Pressing the plus sign (+) opens the input window.
2.  brings you back to the last window.
3. **Comment:** Tap the input field to open the keyboard and enter a comment.
4. Tapping into one of the input fields for «**Start**», «**End**» or «**Duration**» opens another input window for entering times:
 - a. To enter hour values, tap on the hour display and then turn the clock hand.
 - b. To enter minute values, tap the minute display and then turn the clock hand.
 - c. To switch to the **digital input window**, tap on the keyboard symbol.
 - d. Tap on «**FESTLEGEN**» to SAVE the entry. Tap on «**ABBRECHEN**» to CANCEL the entry of values. Tap on «**LÖSCHEN**» to DELETE existing entries.
5. Select «**Customer**», «**Project**» and «**Subproject**». Tap lightly on one of the fields to open a drop-down list.

Note: Whether the first customer project appears in the customer / project list, the last saved entry or no preselection («Select customer») depends on your selection in the personal settings. These can only be done in the web application.

Note: Enter worktime the same way. Of course, the comment field and the selection of customer projects are missing for worktime entries.

Touch Terminal: Operation

The Touch Terminal (TT) is an electronic time clock with which employees clock in and clock out. Employees start and stop their working hours with a touch of the touchscreen (tablet) or a click of the mouse pointer (PC) on their personal tile.



1. Display of the device name (Touch Terminal / above) and the Mandator (below).
 - a. Each Touch Terminal has an individual identification. This is necessary if several TTs are installed in the same company / location / building etc.
2. **Blue tiles:** If the tile is blue, employees are currently recording worktime.
3. **White tiles:** If the tile is white, employees are NOT currently recording worktime.
4. **Presence type:** Display of the presence type.
5. **Info-i:** Pressing the "i" opens a window with balance information (only if activated for the relevant TT).
6. **Hamburger-Menu:** Pressing the hamburger menu opens a popup-window for changing the PIN.
 - a. Hamburger menus are displayed if no balances are displayed but a terminal code has been stored.
7. The time, when employees were last clocked in, always appears above the employee's name.
8. **Display of daily worktime:** The total of the working time on the current day is shown to the right of the presence type.
9. **Flextime balance:** Display of the flextime balance (only if activated for the respective TT).

Note: The terminal has a tolerance of 6 minutes, that is: only time entries that are 6 minutes or longer are being saved. **Employees who have incorrectly clocked in can therefore easily delete a time entry by clocking themselves out within the next 5 minutes.**

NOTE: If a code has been stored, it will be requested both when clocking in and when clocking out. The terminal code is requested in a pop-up window:

