

# Time Card

**User Manual** 

The instructions in this manual are for informational purposes only and are subject to change. Protonic Software GmbH assumes no liability. The software described in this manual requires a license.

The individual functions are described using screenshots. Depending on your easyjob license, operating system or Office version, the functions and screenshots you have in your environment may differ from this manual or may only be available in later versions.

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# INTRODUCTION

Information about the structure and content of this document can be found here. Time Card - Important notice



## **Important notice**

This manual will help you get started with the easyjob 6 rental software Time Card module.

The development of the easyjob rental software as well as the documentation has been done with great care. The individual program functions are constantly checked through our Quality Assurance Process. However, errors can still occur.

# **Main Office**

protonic software GmbH Frankfurter Landstr. 52 63452 Hanau Germany

http://www.protonic-software.com

# Support

You can find more information about the support options on-line at <a href="http://www.protonic-software.com/en/easyjob/corporate/support/">http://www.protonic-software.com/en/easyjob/corporate/support/</a>.

In addition, there is a support forum where you can exchange information with other users. The support forum can be found at http://forum.protonic-software.com

# Training

We offer customized training programs for the following extensive topics.

To learn more, please visit our website at

http://www.protonic-software.com/en/service/training/ or contact our sales office at

sales@protonic-software.com.

## **About this manual**

The individual functions are described using screenshots of easyjob license 6. Depending on your easyjob license, the forms you have in your environment may differ from the screenshots shown in the manual.

Time Card - How to use this manual

#### How to use this manual

This document uses the following standards

#### Functions that require a license

Individual program functions are made available in your easyjob environment based on your license. This may concern individual program functions or entire modules.

Functions that are only available in individual modules are marked with minimum-edition symbols **S**, **M**, **D** or **XD**. Some functions are limited in easyjob S. There is no indication of this. You can find the limitations in the version comparison matrix on our website.

Functions that are only available by subscription are marked with the symbol  $\hat{\bullet}$ .

For example:

	The function is only available in easyjob L and easyjob XL
L e	The function is only available in easyjob L and XL with a current subscription.

#### easyjob-specific terms

In order to make a description better understood, in some cases easyjob-specific terms are highlighted with a color.

For example: with the Project and Job groups, you also have the possibility to select a Template.

#### Work steps, buttons, actions and menu paths

Individual work steps, actions, menu paths or clicks are separated from each other or initiated by the symbol "".

Buttons, menus, tabs, etc. used in context are highlighted in color.

Example 1: Check the box in the Activating the List Editor field.

Example 2: easyjob Menu So View So Monthly Overview

Example 3: S>• Help

Example 4: S→• Ok

#### **Reference to other chapters**

References to other chapters and sections are underlined and displayed in color.

Example: See section 🗊 Important information.



#### **Important information**

Important information is highlighted in orange and presented with a light bulb.

Example:



This information is important. This information is important.

#### **Special keys**

Special keys are represented with the following symbols:

<b>R</b>	Windows key
Tab	Tabulator key
↓ ← → ↑	Arrow keys
	Return key
	Context Menu key
Esc	Escape key
F1	Function key 1
Ctrl + A	Control key. Keep the control key pressed down and press the A button.
Alt+ H	Alt key. Keep the Alt key pressed down and also press the H button
Del	Delete key

#### Phrasing

In this manual and in the easyjob examples, terms such as employee, assistant, technician or carpenter are used both for men and for women.

Time Card - Additional documentation

#### **Screenshot explanations**

The screenshots will be explained using numbers (1) (2) (3) and arrows  $\implies$  marked.

Screenshot highlights will be marked with orange frames.

From	15/01/2017 ~		Туре	2 <ali></ali>	✓ Company	Standard		~			
ſo	14/02/2017 ~		Status	<all></all>	~						
eyword	4	T	Reminder Statu:	s	~						
Customer		All	Site	М	~						
Number	Name	Invoice Date	Total	Total incl. Tax-	Name1	Status	Paid	Terms of Payn	nent	Open	^
13-0006	Big Show	27/04/2015	€36,000.00	€36,000.00	Big Events Inc.	Open		Big Project Pa	yment Plan	€36,000.00	
13-0008	Downtown Art Exhibition	27/04/2015	€16,650.00	€17,899.50		Open		Big Project Pa	yment Plan	€17,899.50	
12-0007	Big Opening Shopping Mall 1b	14/04/2016	€7,150.00	€7,865.00		Open		Big Project Pa	yment Plan	€7,865.00	
12-0004	Big Opening Shopping Mall 2	14/04/2016	€7,150.00	€7,865.00		Open		Big Project Pa	yment Plan	€7,865.00	
12-0006	Big Opening Shopping Mall 1a	14/04/2016	€7,150.00	€7,858.00		Open		Big Project Pa	yment Plan	€7,858.00	
12-0008	Big Opening Shopping Mall 1c	14/04/2016	€6,300.00	€7,049.00		Open		Remit within 3	0 days	€7,049.00	
12-0001	Repair	29/03/2016	€1,160.10	€1,170.21		Open		Pre-paid by cre	edit card	€1,170.21	
02-0001	Sample Project	26/11/2012	€492.00	€492.00	Max Sample Customer	Exported		Remit within 3	0 days	€492.00	
10-0001		21/04/2015	€1.00	€1.00		Open		Big Project Pa	yment Plan	€1.00	
13-0009		27/04/2015	€0.00	€0.00		Open		Big Project Pa	yment Plan	€0.00	
13-0007	CATS Revue	27/04/2015	€0.00	€0.00		Open		Big Project Pa	yment Plan	€0.00	
13-0005	Big Show	27/04/2015	€0.00	€0.00		Open		Big Project Pa	yment Plan	€0.00	1
Fotals Q	uantity 17 Total	€82,053.10	Total incl. Tax	€86,19	99.71						
						Print		Add	Edit	Close	

# **Additional documentation**

In order to make it easier to become acquainted with and consult the easyjob documentation, we have divided it into multiple sections.

You can find an overview of all documentation on the following website.

http://www.protonic-software.com/en/service/downloads/

# TIME CARD

The easyjob Time Card module offers all possibilities for time recording and for assigning activities to easyjob processes. Time Card

With the easyjob Time Card Analysis (TCA) module, easyjob is expanded with a time recording functionality for in-house staff as well as for freelancers. This makes it possible to record the work times of your employees and freelancers and carry out a qualification (which employee carried out a certain activity for how long, e.g. for a project). In addition to recording vacation and sick days, you can also implement individual break rules and work time modules. An automatic, interactive recording (easyjob creates a proposed list), expense recording and various analyses also also provided for optimal project control.

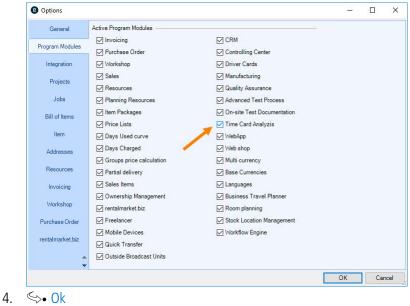
Time Card - Installation and activation

# **Installation and activation**

Go to the easyjob program settings to activate the easyjob Time Card module: A separate installation is not required.

Activating the Time Card module:

- 1. easyjob Menu ⇔• Tools ⇔• Settings
- 2. So Functions tab
- 3. Select Time Card Analysis



easyjob must be restarted to activate the settings.

Time Card - Configuration and settings

# **Configuration and settings**

## **User Settings**

Various user rights are available for the Time Card module.

Assigning the user rights for Time Card:

- 1. easyjob Menu S→• Tools S→• Manage Users
- 2. Select a User
- 3. ≤>• Edit
- 4. *S*→• **Rights** tab
- 5. So Time Recording
- 6. Assign the desired rights

User	Access Rights	User groups	Rights Result	Reminders	CRM	Reports	5 <	
Right			Global				1	^
E CR	м							
🗆 Tin	ne Recording							
Vie	w Time Cards							
Edil	: Time Cards							
Edil	Recordings							
Edil	own Recordings							
Edil	qualifications							
Edil	own qualification:	:						
Vie	w calendar							
Vie	w work time overvi	ew						
Vie	w Statistics							
Vie	w own calendar							
Vie	w own work overv	ew						
Vie	w My Statistics							
Edil	: Master Data							
Edil	Travel Expenses							
Wo	rk time adjustment	s						
0w	n work time adjusti	nent						
Mo	nth-end closing							
Edil	work time							
	my work time							
Sta	rt and end work tin	nes						
	rt and end recordir	g						
	w qualifications							
	prove qualifications							
	prove work time							
Wo	rk time recording o	f Project partici	pants 🗹					

- 7. <>→• Save
- 8. ≤>• Ok

## **General settings**

You can define additional parameters in the easyjob program settings. This includes the period from which Recordings should be started and continued. You can also define if there should be the automatic work time and/or activity recording, as well as various terminal settings.

With the work time start and end entry you can define the time frame of the presetting for the calendar view. Furthermore, you can set the basis for Vacation calculation as well as the rounding for the Actual hour calculation.

- 1. easyjob Menu ⇔• Tools ⇔• Settings
- 2. So Time Recording
- 3. Modify the desired Settings

Options		-		×
Resources	General			
	Changing the Recording after 5 min			
Invoicing	Refusal Recordings smaller 5 min			
Workshop	Continue work time when easyjob is restarted within 60 min			
Purchase Order	Automatic work time recording			
r alonado oradi	Automatic activity type recording			
rentalmarket.biz	Stop Recording if User 15 is min inactive.			
Controlling Center	Automatic qualification recording			
-	Force terminal logon with RFID only			
Freelancer	Force work time recording with terminal only			
Web shop	Deactivate qualification on terminal			
	Hide user list on the terminal			
Mobile Scanner				
WebApp	Calendar			
Quella Assesses	Start work 08:00 AM Time			
Quality Assurance	Work time end 05:00 PM Time			
Manufacturing	Vacation calculation base			
CRM	Average weekly work time O 0n a daily basis			
Time Recording	Actual hour calculation			
Languages	Rounding			
Languages	Quarter hour O Half hour O Whole hour			
Room planning	Mathematic O Round down O Round up			
* *				
		OK	Car	ncel

4. ≤>• Ok

easyjob must be restarted to activate the settings.

Time Card - Configuration and settings

#### Assigning addresses to employees

A basis for employee work time recording is assigning an address to the respective employee. Assigning an address

- 1. easyjob Menu S→• Tools S→• Manage Users
- 2. Select a User
- 3. <⇒• Edit

User Access Rights	Lipor groups	Rights Result	Dominders	CDM	Departs	Ctatistics	
General	User groups	Rights Nesult	Reminders	CRM	Reports	Statistics	
Last Name	Casagni Brighto	n					
First Name	Brad		_				
Initials	BC		_				
Department	Project Manage	ement	_				
Manager	, reject riang		~				
Address	1000156.00		Edit De	a			
	Genius E	vents UK		<u> </u>			
	Brad Cas 17 Cuddy	agni					
	8260 Brig	hton					
	Phone:		72 7115				
	Mobile Pl	none (390)	172 7474	~			
Barcode	@ad7885						
Entry							
Login Name	Brad Casagni						
Password							
Administrator							
Deactivated							
WebApp							
WebApp license							
Web login locked							
Default settings							
User Language	English		$\sim$				
Output Language	Base Language	в	~				
Site	Brighton		~				
Owner	Leasing Owner	A	~				
Notes							

- 4. Add an address or create a new address dataset
- 5. <a>Save</a>

# WebApp

You can find a description of how to launch the easyjob WebApp component in the 🗇 easyjob WebApp Handbuch.easyjob WebApp manual.

## Time Card Terminal

The Time Card Terminal application is installed with the easyjob setup packet. An executable WebApp is also required.

Installing the Time Card application

- 1. Install the easyjob Software in workstation mode
- 2. Connect easyjob with your server database
- 3. Start the Time Card application (protonic.easyjob.TimeCard.Client.exe from the easyjob program directory)
- 4. Select ... to enter the WebApp-URL

In order to limit access to the Time Card application, the application is started in full screen mode.

In order to automatically start the Time Card application if the computer is restarted, we recommend configuring autostart.

Configuring the Time Card terminal for autostart

- Start the Time Card application (protonic.easyjob.TimeCard.Client.exe from the easyjob program directory)
- 2. Start at Windows logon
- 3. Configure the Windows auto-login

The user can be authorized at the terminal using an easyjob password or an RFID card.

To readout the RFID cards, easyjob assigns the card serial number to the user. No data is written on the card. In this way it is also possible to use other RFID objects such as alarm device dongles with the NXP Mifare standard.

Card readers as well as custom printed RFID cards are available at our webshop or contact us at sales@protonic-software.com

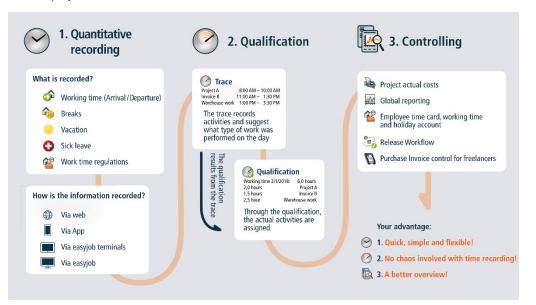
Assigning an easyjob user to RFID

- Start the Time Card application (protonic.easyjob.TimeCard.Client.exe from the easyjob program directory)
- 2. Select an easyjob user
- 3. Hold the RFID card in front of the reader.
- 4. 🖘 Initialize

# **Work Time Recording**

## Concept

The conceptual idea behind the easyjob Time Card Module is to provide users with support in assigning their activities to projects, jobs, workshop activities, warehouse work, addresses or in sales based on automatic and/or manual work time recordings (Quantitative Recording). This assignment is called Qualification. At the end in Controlling the recorded data can also be used for the optimal assignment of costs to projects or for evaluating work times and costs of your own employees and freelancers.



# Terminology

#### Work time

The work time is the actual presence of the employee. Employee presence can be recorded using easyjob, the easyjob WebApp or using the Time Card terminal. Break and overtime rules can be defined accordingly.

#### Recording

Recording (trace) is used to determine at which time point a worker carried out which activity. In an optimal case, the recording is automatically recorded using the easyjob IntelliTrace<sup>™</sup> function. The recording provides support when qualifying the activities.

#### Qualification

Qualification is the final definition of the cost in hours of the corresponding activity. Through qualification, the corresponding cost as well as the type of activity is assigned to the corresponding easyjob process. Qualifying the activities of a work day must take place within the respective work time.

# **Time Card**

The Time card ① is used to manage employee master data, such as weekly work time, work time rules, yearly vacation entitlement, monthly costs, etc. The type of employee assignment ② can be Temporary (e.g. for student help), Permanent (e.g. for regular employees working full or part time) or Deactivated. Further work conditions (e.g. weekly hours, salary, etc.) can also be stored only for the Permanent assignment type. You can also define if Approval ③ is required by another user (e.g. supervisor) for the recorded work time and the qualification of activities. See also ③ Approving work times and qualifications. You can define the corresponding right in the ③ User Settings. Enter all employee master data under Working conditions ④. See also ⑤ Working conditions. Furthermore, you can record the Company affiliation ⑤, notes and the site.

1000156.00 Genius Events           Main Data         Contacts         Ac	: UK Brad Casagni
<u>Item Resource Custom</u>	LFields Attachments DigiFleet TimeCard TimeRecording Ratings rentalmarket.biz
Social security number	6533787984
Use	Permanent Deactivated Temporay Upon request Permanent
Requires approval	
Working conditions	
Validity date	01.05.2018 🗸
Salary interval	Month
Salary	0.00 £
	Mo Th We Th Fr Sa Su Hours per week
Work time in hours	8 8 8 8 0 0 40
Breaks per day in minutes	30 30 30 30 0 0
Vacation days per year	25
	Edit
Company affiliation	01.05.2018 V To 31.05.2018 V
Notes	^ ~
Invoice using site	Brighton V
	Delete Save OK Cance
Creator: sys admin (19.01.2013	3 16:22) Last Edited: Brad Casagni Brighton (07.05.2018 16:31)

Activating an employee's time card

- 1. easyjob Menu ↔ Master Data ↔ Addresses
- 2. Select the Address
- 3. <≲• Edit
- 4. Set Time card
- 5. Enter the social security number.
- 6. So Define the type of assignment
- 7. So Activate Requires approval if necessary
- 8. <->• Save

## **Working conditions**

The working conditions are divided into General ①, Cost calculation ② and Rules ③. In addition to the Validity date ④ (in this way, for example, you can change work time modules during an employment period), you can define the Salary interval ⑤ (month, hour, day or week) and the Salary ⑥. Earnings are the monthly costs and income. This means that all ancillary expenses must be calculated in this value. Enter the Vacation days per year ⑦ and the individual work time model ⑧. The automatically calculated Average ⑨ will be directly displayed, and this is used for calculating the monthly time recording.

Validity date	01.05.20	18 ~			
Salary interval	Month Hour Day Week Month		~		
Salary	2500.0	£ 00			
Vacation days per year	25				
Work time	Minutes	Hours	Break in minute	s	
Mo.	480	8	30		
Th.	480	8	30		
We.	480	8	30		
Th.	240	4	0		
Fr.	240	4	0		
Sa.	0				
Su.	0	0	0		
Per week	1920	32	90		
Avarage	384	9 6.4	30		

Defining the working conditions of an employee

- 1. easyjob Menu ⇔• Master Data ⇔• Addresses
- 2. Select the Address
- 3. *S*⇒• Edit
- 4. S→• Time card
- 5. ≤>• Edit
- 6. Modify the desired Settings
- 7. <>→• Save

Vacation days are always calculated on a daily basis in the time recording. In program settings you can define if the vacation calculation basis should be done based on the average weekly work time or on a daily basis.

For example, an employee works 38 hours a week. 8 hours Monday to Thursday and 6 hours on Friday. The daily average is 7.6 hours.

If the vacation calculation basis is Daily and the employee only takes a holiday on Friday, the target work time for this week will be Monday to Thursday, 8 hours each = 32 hours.

If the vacation calculation is Average week work time and the employee takes a vacation day on Friday, the average of 7.6 hours x 4 days = 30.4 hours will be calculated as the target work time for this week.

#### **Cost calculation**

The average calculation factor for the costs of this employee (e.g. for a project assignment) is determined under Cost calculation ①. For the projection, first define the Year ②. Based on the time card information (e.g. Mon-Fri 8 hours each), the Work days ③ are calculated based on the assumption of 52 weeks. For a more accurate calculation, you can adjust this value accordingly. Public holidays ④ that were already defined for this year, Vacation days ⑤ from the time card and Sick leave ⑥ that was already taken will also be taken into consideration. This results in the average work days for this employee per month ⑦.

Formula: (work days - public holidays - vacation days - sick leave) / 12 months

You can freely edit 1 the average workdays per month or apply the calculated value 2.

🕑 Workin	ng conditions				
General	Cost calculation	Rules			
Projection	n				2
Year				2017	2018 🗸
Work da	ays			260	260 3
Public H	lolidays			0	4 4
Staff Va	cation Days			0	25 5
Sick lea	ive			0	2 6
Average	work days per Mo	onth		21,67	19,42 7
Calculatio Average	a work days per Mc	onth	•	9 Apply	19.42 8
			Save	ОК	Cancel
rad Casar	ani Brighton (31.05	2018 08:01)			

Creating the cost calculation

- 1. easyjob Menu ↔ Master Data ↔ Addresses
- 2. Select the Address
- 3. ≤>• Edit
- 4. S>• Time card
- 5. 🖘 Edit
- 6. Set Cost calculation tab
- 7. Modify the desired Settings
- 8. <->• Save

#### Rules

Individual break and overtime rules can be entered under Rules (1). By default, break rules (2), the maximum overtime rule (3) per month and the overtime included rule per week (4) are implemented. If you require a special rule, please contact our support team.

General	Cost calculation	Rules				
Rules Settings	Break ru	les, Maximum over	time rule, O	vertime include	d rule 🔽	
	iles <i>Nic break entry dep</i> ours Break in mir 6		gih of the W	fork time.		
	9	45 0				
<i>All ove</i> Maximu	n overtime rule <i>time above the m</i> im overtime per mo a included rule		be deducted	l month-end clo	wing.	
Overtin	e included faile		ed at the en	d of the week.		

Entering rules for an employee

- 1. easyjob Menu ↔ Master Data ↔ Addresses
- 2. Select the Address
- 3. *S*⇒• Edit
- 4. Set Time card
- 5. 🖘 Edit
- 6. Se Rules tab
- 7. Modify the desired Settings

You can decide individually if the employee ends the work time for the break and then restarts (e.g. to exactly calculate the breaks and work time), or if the employee should remain logged in the entire work time and the break should be automatically deducted according to the break rules, regardless if the employee actually takes a break or how long it is.



If the break rule is activated – depending on the requirement – the break time is automatically deducted after hour X. It will be deducted regardless if the employee took a break from work (end and new start of the work time) or not.

#### Holidays

You can enter legal holidays in the master data.

Number	Name New Year Memorial Day Independence Day	Start 1/1/2018 5/28/2018 7/4/2018	End 1/2/2018 5/29/2018 7/5/2018	Color	Address	
	Event					×
	Name 2	ndependence Da	зу		Lng	
	Туре [ 3] Р	Public Holiday	~			
	Start 🕢	7/ 4/2018 🗸	12:00 AM			
	End	7/ 5/2018 🗸	12:00 AM			
	Color (5)					
	Description					^
					-744	~
				<b>(</b>	DK Ca	ancel
<						

Entering public holidays

- 1. easyjob Menu S→• Master Data S→• Events
- 2. <a> Add <a> </a>
- 3. Enter the Name (2) and the Type (3) of Public Holiday
- 4. Specify the Date 4 and if necessary a Color 5
- 5. <>→ Ok <>

The Public holidays ① defined in this manner will be taken into account in the Work time overview ② and are not included when calculating the Target time total ③.

Permanent	~	Work Time	Uvervi	ew Statisti	cs Approva	l									
		Date	May	2018 🔲	- Work	Туре			~						
e	Pause	Keyword			ι	Jnit	O Minutes	Hours							
ullah Aaron		Date	Day	Employee	Target t	ime Ta	rget break	Working time	Vacation	Sick leave	Other	Public Holiday			
		5/26/2018	Sat	Brad Casag	mi	0.00	0.00	0.00							
		5/27/2018	Sun	Brad Casag	ni	0.00	0.00	0.00							
		5/28/2018	Mon			0.00	0.50	0.00							
o Endri										Ц	Ц				
										H					
									H	Н					
						8.00	0.50			H	H	H I			
							ΠUp	date Calendar	Calen	lar	Add	Editedius	ment	Delete	adfustment
		Totak													
				120	Work time		71 Adiush	nant	5 Differe	000 Å	-54	Difference 0	.33.4		
		1 an Thurs	. 6					nenic -	5 Dillele	ICE A	-54	Difference Q	-55.4		
		Recording		38.01	Qualified	37	.6								
		Resource	1	11	Vacation		2 Adjustn	nent	1 Sick le	ave	2	Public Holidays	1	Other	
		Holiday ac	count		Carry over	16.6	67 Current	15.6	7						
e		Work time	accour	nt	Carry over		0 Current	-5	4 Month	end	-54				
	e Illah Aaron nistrator Alvarez Casagni Crane Dollinger Elian	e Pause Ilah Aaron wirator Avarez Casagn Caren Dollinger Elian	Pause         Date           Idah Aaro         Date           Idah Aaro         Date           Virator         Date           Scappi         Date           Crane         5/26/2018           Dollinger         5/26/2018           Scappi         5/26/2018           Scappi         5/26/2018           Scappi         5/27/2018           Scappi         5/3/2018           Scappi         Scappi           Virator         Scappi           Scappi         Scappi           <	Paute         May           Bale         May           Bale         Date           Idah Aaro         Date           Date         Date           Scapped         Date           Scapped         Sold           Scapped         Sold           Scapped         Sold           Scapped         Sold           Scapped         Sold           Scapped         Sold           Scapped         Mon           Scapped         Resource           Holiday account         Hol	Date     May 2018       Pause     Date       May 2018     Keyword       Date     Day Employee       S/26/2018     Sat Brad Case       S/26/2018     Wed Brad Case       S/2/2018     Hru Brad Case       S/1/2018     Fri Brad Case       S/1/2018     Fri Brad Case       S/2/2019     Month completed       Target time     3       Target time     3       Becording     38.01       Resource     11       Holiday account	Date May 2018 Work Paule Barbaron Care Crane Care Dolinger Crane Care Dolinger Crane Care S/28/2018 Mon Brad Care S/28/2018 Fin Brad Care S/28/2018 Mon Brad Care S/28/2018 Mon Brad Care S/28/2018 Mon Brad Care S/28/2018 Fin Brad Care S/28/2018 Mon Brad Care S/27/2018 Mon Brad Care	Date         May         Date         May         Outer         Work Type           Bah Aaro	Date         May         Work Type           Bale         May         2018         Work Type           Bale         May         2018         Work Type           Bale         Date         May         2018         Work Type           Bale         Date         Date         May         2018         Work Type           Bale         Date         Date         Date         Unit         Minutes           Bale         Date         Date         Date         Date         Work Type           Bale         Date         Date         Date         Date         Date         Date         May           Caree         Caree         Caree         Date         Brad Casagni         0.00         0.00         0.50         5/3/2018         May         Brad Casagni         0.00         0.50         0.5/2/2018         Vel Brad Casagni         0.00         0.50         0.5/2/2018         Vel Brad Casagni         0.00         0.50         0.5/1/2018         Fri         Brad Casagni         0.00         0.50         0.5/1/2018         Fri         Brad Casagni         0.00         0.50         0.5/1/2018         Fri         Brad Casagni         0.00         0.50         0.5/1/2018         Fri	Date         May         2018         Work Type           B         Pause         Unit         Minutes	Date         May         2018         Work Type           Pause         Date         May         2018         Work Type           Idah Aaro         Date         Date         Date         Work Type           Idah Aaro         Date         Date         Date         Work Type           Idah Aaro         Date         Date         Date         Work Type           Carae         Date         Date         Brad Casagri         0.00         0.00         0.00           S/28/2018         May Brad Casagri         0.00	Date         May 2018         Work Type           Pause         Init         Minutes         Hours           Max 2018         Unit         Minutes         Hours           Maxaez         Date         Date         Date         Target time         Target time           Avarez         Date         Date         Date         Target time         Target time         Variants           Avarez         Date         Date         Brad Casagri         0.00         0.00         0.00           Crane         Dolinger         Dolinger         S/28/2018         Brad Casagri         0.00         0.00         0.00         0.00         0.00         0.00         Dolinger         Dolinger         S/28/2018         Mon Brad Casagri         0.00         0.00         0.00         Dolinger         Dolinger         S/29/2018         Weld Brad Casagri         8.00         0.50         8.50         Dolinger         Dolinger         S/2/2018         Weld Brad Casagri         8.00         0.50         8.50         Dolinger         Dolinger         S/2/2018         Weld Brad Casagri         8.00         0.50         8.50         Dolinger         S/1/2018         Weld Brad Casagri         8.00         0.50         8.50         Dolinger <td< td=""><td>Date         May 2018         Work Type           Pause         May 2018         Work Type           Idah Aaro         Date         May 2018         Work Type           Barbard         Date         Date         May 2018         Work Type           Barbard         Date         Date         Date         May 2018         Work Type           Barbard         Date         Date         Date         Date         Hours         Work Type           Caree         Date         Date         Brad Casagni         0.00</td></td<> <td>Date         May         2018         Work Type           Pause         May         2018         Work Type         Image: Control of the strength of the strengh of the strength of the strengh of the strength of the strengt</td> <td>Date         May 2018         Work Type           Pause         May 2018         Work Type           Idah Aaro         Date         May 2018         Work Type           Barbard         Date         May 2018         Work Type           Caree         Date         Date         May 2018         Work Type           Date         Date         Date         May 2018         Target time         Date         Date         Public Holday           Startization         Date         Date         Brad Casagni         0.00         0.00         0.00         0.00         0.00         Date         Date</td> <td>Date         Unite         Vertice           Pause         May 2018         Work Type           Idah Aaro         Idah Aaro         Idah Aaro           Idah Aaro         Idah Aaro         Idah Aaro           Avarez         Date         Date         Target time           Scalar         Date         Date         Target time         Target time           Scalar         Date         Date         Target time         Target time           Scalar         Idah Aaro         Idah Aaro         Idah Aaro         Idah Aaro           Scalar         Idah Aaro         Idah Aaro         Idah Aaro         Idah Aaro           Scalar         Idah Aaro         Idah Aaro         Idah Aaro         Idah Aaro           Scalar         Idah Aaro         Idah Aaro         Idah Aaro         Idah Aaro           Scalar         Idah Aaro         Idah Aaro         Idah Aaro         Idah Aaro           Scalar         Idah Aaro         Idah Aaro         Idah Aaro         Idah Aaro           Scalar         Idah Aaro         Idah Aaro         Idah Aaro         Idah Aaro           Scalar         Idah Aaro         Idah Aaro         Idah Aaro         Idah Aaro           Scalar         I</td>	Date         May 2018         Work Type           Pause         May 2018         Work Type           Idah Aaro         Date         May 2018         Work Type           Barbard         Date         Date         May 2018         Work Type           Barbard         Date         Date         Date         May 2018         Work Type           Barbard         Date         Date         Date         Date         Hours         Work Type           Caree         Date         Date         Brad Casagni         0.00	Date         May         2018         Work Type           Pause         May         2018         Work Type         Image: Control of the strength of the strengh of the strength of the strengh of the strength of the strengt	Date         May 2018         Work Type           Pause         May 2018         Work Type           Idah Aaro         Date         May 2018         Work Type           Barbard         Date         May 2018         Work Type           Caree         Date         Date         May 2018         Work Type           Date         Date         Date         May 2018         Target time         Date         Date         Public Holday           Startization         Date         Date         Brad Casagni         0.00         0.00         0.00         0.00         0.00         Date         Date	Date         Unite         Vertice           Pause         May 2018         Work Type           Idah Aaro         Idah Aaro         Idah Aaro           Idah Aaro         Idah Aaro         Idah Aaro           Avarez         Date         Date         Target time           Scalar         Date         Date         Target time         Target time           Scalar         Date         Date         Target time         Target time           Scalar         Idah Aaro         Idah Aaro         Idah Aaro         Idah Aaro           Scalar         Idah Aaro         Idah Aaro         Idah Aaro         Idah Aaro           Scalar         Idah Aaro         Idah Aaro         Idah Aaro         Idah Aaro           Scalar         Idah Aaro         Idah Aaro         Idah Aaro         Idah Aaro           Scalar         Idah Aaro         Idah Aaro         Idah Aaro         Idah Aaro           Scalar         Idah Aaro         Idah Aaro         Idah Aaro         Idah Aaro           Scalar         Idah Aaro         Idah Aaro         Idah Aaro         Idah Aaro           Scalar         Idah Aaro         Idah Aaro         Idah Aaro         Idah Aaro           Scalar         I

Open the work time overview:

- 1. S→• easyjob Menu
- 2. S→• Time recording
- 3. So Work time overview

See also 🗊 Calculating holidays.

#### **Vacation and sick leave**

Vacation and sick leave can be managed as usual with the Resource Status. More information can be found in the easyjob 6 🗇 User Manual in the Staff and transportation planning chapter under Managing absences.

In addition, you can add and edit vacation and sick leave in the Time recording module using the Calendar and the Work time overview. Your entries will automatically update all the data related to the resources.

Enter the vacation and sick leave using the Calendar:

- 1. easyjob Menu ⇔• Time recording ⇔• Calendar
- 2. Select an Employee (1) and the corresponding Date (2)
- 3. <a> Add 3</a>
- 4. Select Sick leave 9, for example, and enter the Dates 5
- 5. ≤>• Ok ⊙

Calendar		
Ise Permanent Name Pause Abdullah Aaron addurinistrator Akim Alvarez Brad Casagni Brad Casagni adduri	S M T W T F S 27 2 29 30 31 1 2 3 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23	Daly view Weekly view Monthly view
Carol Crane	8:00 AM	9 Status X
Dave Elian	9:00 AM	Simple O Series
	10:00 AM	Stat 6/ 5/2018 V 12:00 AM Time End 12:00 AM Time
	11:00 AM	Status Sick leave V
	12:00 PM	
	1:00 PM	G OK Cancel
	2:00 PM	ate 3 AZ 3
	Calendar List	Control List Travel Expenses Edit Delete Template Add Edit Delete
Finalize	Target Work time	rk time ording Actual work time 0 Recorded 0 Difference 0 Travel Expenses 8
	Terr	nplate Log View Close
		ation 4

In the calendar, • Vacation , • Sick leave and public holidays are shown with icons and color coding for a better overview. You can remove entries by selecting and deleting them in the calendar view.

Entering vacation and sick leave using the Work time overview

- 1. easyjob Menu ↔ Time recording ↔ Work time overview
- 2. Select an employee and the corresponding date
- 3. <>→• Add
- 4. Select vacation, for example, and enter the dates
- 5. <>→• Ok

In the Work time overview you can correct a vacation entry and enter it, for example, as a work time correction instead of worked hours. You can make the work time or vacation correction for the entire month also on the last day of the month.

If the employee received, for example, two days of special vacation in a month, enter it using the Vacation adjustment, and the employee's vacation days will be increased by two days. The correction - for vacation or work time - can also be negative.

Vacation or work time adjustment

- 1. easyjob Menu ↔ Time recording ↔ Work time overview
- 2. Select the name and the corresponding date.
- 3. <>→• Add
- 4. Select Vacation adjustment or Work time adjustment and enter the dates

🌱 Vacatio	n adjustment	× ©v	ork time adjustment	×
Time Card Work day Correction Notes	Brad Casagni 6/12/2018 V 0.50 only half day	Time     Work     Adjun     Note	day 5/ 6/2018 ~ tment 4 Hours	~
	OK	Cancel	Ok	Cancel
		(i)		(

5. ≤>• Ok

See also 🗊 Calculating vacation and 🗊 Calculating sick days and other absences.

#### **Other absences**

In addition to public holidays, vacation and sick leave, you can enter all other absences in the time recording under Other. If training is entered for the Resource status of the employee and if the Work time box is checked in resource status, this will appear in the Other column of the work time overview. More information about the functionality of the resource status can be found in the easyjob 6 🗍 User Manual in the Staff and transportation planning chapter under Managing absences.

e Permanent		Work Time	Overvi	ew Statistics	Approval							
ame		Date	June	2018	Work Type		~					
Name	Pause	Keyword			Unit C	) Minutes 🔘 H	Hours					
Abdullah Aaron		Date	Day	Employee	Target Work time	Target-Pause	Actual work time	Vacation	Sick leave	Other	Public Holiday	
administrator		6/9/2018	Sat	Brad Casagni	0.00	0.00	0.00					
Akim Alvarez		6/10/2018	Sun	Brad Casagni	0.00	0.00	0.00					
Brad Casagni		6/11/2018	Mon	Brad Casagni	0.00	0.50	0.00					
Carol Crane		6/12/2018	Tue	Brad Casagni	0.00	0.50	0.00					
Dan Dollinger		6/13/2018	Wed	Brad Casagni	0.00	0.50	0.00					
Dave Elian		6/14/2018	Thu	Brad Casagni	4.00	0.00	0.00					
		Month co	mplete	d		🗹 Update I	Calendar Cale	endar	Add			Delete correction

Defining resource status as work time

- 1. easyjob Menu S→ Master Data S→ Resource Status
- 2. Select the desired status
- 3. ≤>• Edit
- 4. Check the work time box

Name	Training		
Туре	Staff	~	
Color			
Work time			
		OK	Cano

#### **Approving work times and qualifications**

You can define for each time card if the respective employee requires Approval for his work times and qualifications or not.

Setting Requires approval in the time card

- 1. easyjob Menu S→• Master Data S→• Addresses
- 2. Select the Address
- 3. <>⇒• Edit
- 4. S>• Time card
- 5. Check the Requires approval box

<u>Sales Trends</u> <u>Item</u> <u>Re</u> s	source (	Custon	Fields	<u>Att</u>	achir	ents	Di	giFleel	Tin	e Card	
Social security number	65337	87984							1		
Use	Perma	nent		~							
Requires approval											
Working conditions											
Validity date	5/ 1	2018	$\sim$								
Salary interval	Month			~							
Salary	£2,	500.00									
	Мо	Th	We	Th	Fr	S	a	Su	Hour	s per week	
Work time in hours	8	8	8	4		4	0	0		32	
Breaks per day in minutes	30	30	30	0		0	0	0			
Vacation days per year	25										
		Edit									
								ave	1	OK	Cancel

6. *Save* 

You need a special user right to approve work times and/or qualifications. See also  $\Box$  User Settings.

You can approve work times and qualifications in every area where it is possible to add and edit work times and qualifications.

🕙 Work time	×	⊘ Work time	×
Start 6/ 4/2018 V	:00 AM Time	Start 6/ 4/2018 V 08	00 AM Time
End 6/ 4/2018 v 05	:00 PM Time	End 6/4/2018 v 05	00 PM Time
Approve		Approve	
by		by Brad Casagni Brighto	n
on	·	on 6/5/2018 2:13:32 PM	1
	Approval		Approval
OK	Cancel	OK	Cancel
	(i)	Brad Casagni Brighton (6/5/2018	2:13 PM)

On the Work time overview, you can find the Approval tab, which displays all the work times that were approved and not approved as well as the qualifications, and you can edit them if necessary. By checking the box you can approve the work times directly in the list.

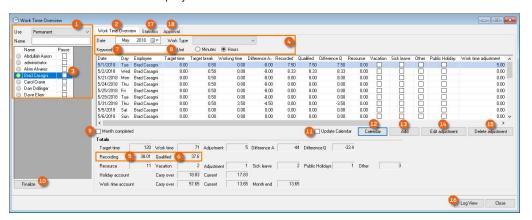
Worl	< Time Overv	iew Statistics Appro	oval			
tart	5/ 1/20	118 ~ End 🗹 5/30	0/2018 🗸 🗹 Work	times 🛛 Qualifications	Approved 🔽 Not appro	ved
-	Туре	Start	End	Duration Approved by	Approved on	
~	Work time	5/7/2018 12:51 PM	5/7/2018 10:21 PM	9.5 sys admin	6/5/2018 2:23 PM	
$\checkmark$	Work time	5/8/2018 9:53 AM	5/8/2018 6:23 PM	8.5 sys admin	6/5/2018 2:23 PM	
	Work time	5/13/2018 11:59 PM	5/13/2018 11:59 PM	0		
	Work time	5/15/2018 10:31 AM	5/15/2018 7:01 PM	8.5		
	Work time	5/27/2018 11:59 PM	5/27/2018 11:59 PM	0	Edit Work time	
	Work time	5/27/2018 11:59 PM	5/27/2018 11:59 PM	0		

- 1. easyjob Menu ⇔• Time recording ⇔• Work time overview
- 2. Select a name
- 3. ≤>• Approval

#### **Work Time Overview**

With the work time overview, you can see the monthly time and activity type recording for each employee at a glance. You can define multiple criteria ① when selecting the employee. With Assignment you can filter according to the employee assignment type (e.g. permanent), in the Name search filter you will find a pre-selection of the available name list. The green mark indicates that the employee's work time has started and that the employee is present. If it is red, the work time on this day has already ended. Gray means that the employee has not yet started his work time. If an employee has started his work time, ended it and started it again, the Break box is checked. The Work time overview ② displays the data for the selected employee ③

Additional display criteria in the work time overview can be limited using the presettings ④. You can use the date to select the desired month and the Work Type (e.g. Project management). In the totals view, you can see how many hours were recorded ⑤ and qualified ⑥ in total for this month for this work type. You can make a further limitation using the search filter ⑦, you can search for a special activity from the work type (e.g. Project name) and read under Recording ⑤ and Qualified ⑥ how much work time the selected employee, for example in the area of project management, has invested in this specific project. Use Unit ⑧ to define if the information should be displayed in minutes or hours.



By checking the Month completed () box, the subsequent editing of previous months is blocked. Under Finalize () it is possible to finalize one or multiple months for multiple employees at the same time. With Update calendar (1), the calendar view is displayed each time a day is selected and if you position the Work time overview window and Calendar next to each other, you can see everything at a glance. By pressing Calendar (1) you can switch to the calendar view, which will always display the day that is currently marked in the work time overview. With Add (1) you can enter absences (vacation, sickness) and correct work times and vacation if necessary. Corrections can also be edited (1) or deleted (1). With the Log view (1) you can keep track of entries, changes and corrections. Statistics (1) see (1) Statistics/Reports. Under Approval you can see an overview of the (1) Approving work times and qualifications.

The names of the column headings 1 in the work time overview are mainly self-explanatory. You can display or hide the column headings as usual and sort by column headings. You can find a summary of the displayed values in the Totals section 2.

Permanent		Work Time	0.000	ew Statistics	Approval									
		Date	May	2018 🔲 🔻	Work Type			~						
ne	Pause	Keyword			Unit	<ul> <li>Minutes</li> </ul>	Hours					0		
ullah Aaron		Date	Day	Employee	Target time	Target break	Working time	Difference A	Recorded	Qualified	Difference Q	Resource	Vacation	
		5/1/2018	Tue	Brad Casagni	8.00	0.50	0.00	-8.00	7.50	7.50	7.50	0.00		
		5/2/2018	Wed	Brad Casagni	8.00	0.50	0.00	-8.00	8.33	8.33	8.33	0.00		
				Brad Casagni	8.00	0.50	0.00		8.00	8.00	8.00	0.00		
				Brad Casagni	8.00	0.50			0.00	0.00	0.00			
					8.00	0.50			0.00	0.00	0.00			
'e Ellan		a second second second second second second		Brad Casagni										
			Sun	Brad Casagni	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		•
		<						_				5.75		>
		Month c	omplete	d		🗹 Up	date Calendar	Calendar	Ad	ld	Edit adjustmer	it D	elete adjustr	ment
		Totals							100					
		Target tim		120 Wor	k time 4	71 Adjustm	ent 5	5 Difference A	6 .	4 Difference	ce 0 🔼	33.4		
		- 		29.01 0			-		-		-			
		1	- 25				-		-		-			
		Resource	10	11 Vac	ation 🛄	2 Adjustn	nent 12	1 Sick leave	13	2 Public H	Holidays 💶	1 Other	15	1
	1	6 Holiday ad	count	Car	ry over	18.83 Current	17.8	3	-		_		-	
ze	6	7 Work time	accour	nt Car	ry over	57.65 Current	13.6	5 Month end	13.6	5				
	alah Aaron nistrator Alvarez <u>Cassoni</u> Crane Dollinger e Elian	ilah Aaron   initrator   Alvarez   Casagn     Casagn     Cirane   Dollinger   E lian	e         Pause         Keywold           Idah Aaron         Date         5/1/2018           Casogrin         Casogrin         5/2/2018           Crane         S/21/2018         S/21/2018           Dollinget         D         5/25/2018           Jolinget         S/21/2018         S/29/2018           S/21/2018         S/2/2018         S/5/2018           S/5/2018         S/5/2018         S/5/2018           S/5/2018         Catogrin         Catogrin           Catogrin         Catogrin         Catogrin           S/2/2018         S/5/2018         S/5/2018           S/5/2018         S/6/2018         Catogrin           Catogrin         Catogrin         Catogrin           Ca	e         Pause           dah Aaron         Date           dah Aaron         Date           dah Aaron         Date           dah Aaron         Date           dayarez         202018           Catagory         0           Crane         5/2/2018           Dollinger         5/25/2018           Je Elian         5/25/2018           S/23/2018         Ved           5/2/2018         Ved           S/2/2018         Ved           Jolinger         5/25/2018           S/23/2018         Ved           S/23/2018         Sut           S/22/2018         Ved           S/2/2018         Sut           C         Totals           Resource         10           Holdsay account         10		e         Pause         Unit           diah Aan	e         Pause         Keyword         Unit         Minutes           Idah Ason         Date         Day         Employee         Target time         Target time	e         Pause         Unit         Minutes         e Hours           Idah Aan         Ioas         Date         Day         Employee         Target time         Targ	e         Pause         Kayword         Unit         Minutes         Hours           Idah Aaro         Initiator         Date         Day         Employee         Target time         Target time         Difference A.           S/1/2018         Tue         Brad Casagni         8:00         0:50         0:00         8:00           Crane         Crane         0:2/2/2018         Web Brad Casagni         8:00         0:50         0:00         8:00           Delinger         0:2/2/2018         Web Brad Casagni         8:00         0:50         0:00         8:00           Delinger         0:2/2/2018         Web Brad Casagni         8:00         0:50         0:00         8:00           S/25/2018         Fit         Brad Casagni         8:00         0:50         0:00         8:00           S/25/2018         Fit         Brad Casagni         8:00         0:50         0:00         8:00           S/25/2018         Sut         Brad Casagni         0:00         0:00         0:00         0:00         0:00         0:00         0:00         0:00         0:00         0:00         0:00         0:00         0:00         0:00         0:00         0:00         0:00         0:00         0:0	e         Pause         Keyword         Unit         Minutes         Hours           dah Aaro	e         Pause         Kayword         Unit         Minutes         Hours           Idel A Arn         Initiation         Date         Day         Employee         Target time         Target time         Difference A.         Recorded         Qualified           Alvarez         Cristor         Brad Casagni         8:00         0:50         0:00         -8:00         7:50         7:50           Cristor         Cristor         8:00         0:50         0:00         -8:00         8:00         8:00         0:50         0:00         -8:00         8:00         8:00         0:50         0:00         -8:00         8:00         0:50         0:00         -8:00         8:00         0:00         <	Reyword         Unit         Minutes         Hours           Idah Ason         Date         Day         Employee         Target time         Target time <td>Reyword         Unit         Minutes         Hours         Image: Control of the second se</td> <td>Reyword         Unit         Minutes         Hours         I           Idah Ason         Inal         Minutes         Noting time         Difference A.         Recorded         Qualified         Difference Q.         Recorded         Qualified         Qualified         Difference Q.         Recorded         Qualified         Quali</td>	Reyword         Unit         Minutes         Hours         Image: Control of the second se	Reyword         Unit         Minutes         Hours         I           Idah Ason         Inal         Minutes         Noting time         Difference A.         Recorded         Qualified         Difference Q.         Recorded         Qualified         Qualified         Difference Q.         Recorded         Qualified         Quali

Field	Formula/definition
Total target time ③	= Time card hours total - Vacation total 11 - Sick leave total 13 - Public holidays total 14 - Other total 15
Difference A total	= Total work time ④ – Target time total ③ +/- Adjustment total ⑤
Difference Q total ⑦	= Qualified total - Work time total (4)
Resource 🐵	The time a worker was working as a resource (e.g. AV technician) for a project.
Holiday account 🐵	Vacation carry over from previous month* – Vacation current month (1) +/- Adjustment total (2) = Current vacation
Work time account 迎	Hour carry over from the previous month +/- Difference A total 6 = Current hours
Month end	Work hours that must still be worked as of to- day in order to reach the target time for the current month.

\*Vacation days from the time card

### Resource

In the work time overview, the work hours an employee worked as a resource for a job are shown in a separate column.

se	Permanent	~	Work Time	Overvi	ew Statisti	ics Approv	/al												
lame			Date	May	2018	- Wor	k Type			~									
Ne	ame	Pause	Keyword				Unit	() Minutes	Hours										
	dullah Aaron		Date	Day	Employee	Targel	ttime T-	arget break	Working time	Difference A	Recorded	Qualified	Difference Q	Resource					
	ministrator		5/8/2018	Tue	Brad Casag	gni	8.00	0.50	8.00	0.00	3.77	3.77	-4.23		6.00				
	im Alvarez		5/7/2018	Mon	Brad Casag	gni	8.00	0.50	9.00	1.00	10.18		1.00		4.00				
	ad Casagni rol Crane		5/9/2018	Wed	Brad Casag		8.00	0.50	8.50		0.00		-8.50		1.00				
	an Dollinger	H	5/1/2018	Tue	Brad Casag		8.00	0.50	0.00	-8.00	7.50		7.50		0.00				
	ave Elian	8	5/2/2018	Wed	Brad Casag		8.00	0.50	0.00		8.33		8.33		0.00				
5.08	SVE LIGH		5/3/2018	Thu	Brad Casag		8.00	0.50	8.50				-8.50		0.00				
			5/4/2018	Fri	Brad Casag		8.00	0.50	8.50		0.00		-8.50		0.00				
			5/5/2018	Sat	Brad Casag		0.00	0.00	0.00	0.00	0.00		0.00		0.00				
			5/6/2018	Sun	Brad Casag	gni	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00				
			<												>				
			Month c	omplete	d			🗹 Upd	ate Calendar	Calendar	Add								
			Totals																
			Target tim	e [	120	Work time		71 Adjustr	ient 5	Difference A	-44	Difference Q	-33.4						
			Recording	Ē	38.01	Qualified	3	7.6											
			Resource	i i		Vacation	-	2	1	Sick leave	2	Public Holidays	1 01						
				1				2 Adjustn		SICK leave	2	Public Holdays	1 01	ner					
			Holiday ac	count		Carry over	18	.83 Current	17.83										
Fina	alize		Work time	accour	x	Carry over	57	65 Current	13.65	Month end	13.65								

# Activity filter example

If you specify Project management ① for example for the activity, only the hours ④ that the employee used this month for Project management will be added in the total view (Recording ② and Qualified ③).

e	Permanent	~	Work Time	Overvi	ew Statist	tics App	proval		0							
me			Date	May	2018	- V	/ork Type	Project Man	agement	~						
Na		Pause	Keyword				Unit	<ul> <li>Minutes</li> </ul>	Hours							
	dullah Aaron		Date 4	Day	Employee	Ta	rget time	Target break	Working time	Difference A	Recorded	Qualified	Difference Q	Resource	Vacation	Sick
	ministrator		5/1/2018	Tue	Brad Casa	gni	8.00	0.50	8.50	0.50	7.50	5.50	-3.00	0.00		
	im Alvarez		5/2/2018	Wed	Brad Casa	gni	8.00	0.50	8.50	0.50	8.33	8.33	-0.17	0.00		
	ed Casagni rol Crane		5/3/2018	Thu	Brad Casa		8.00	0.50			0.00	0.00				
	n Dollinger		5/4/2018	Fri	Brad Casa		8.00	0.50			0.00	0.00	-8.50			
	in Dollinger ive Elian		5/5/2018	Sat	Brad Casa		0.00	0.00			0.00	0.00	0.00			
Da	IVE LINGIT		5/6/2018	Sun	Brad Casa		0.00	0.00			0.00	0.00	0.00			
			5/7/2018	Mon	Brad Casa		8.00	0.50			0.00	0.00				
			5/8/2018	Tue	Brad Casa		8.00	0.50			0.00	0.00	0.00			
			5/9/2018	Wed	Brad Casa	gni	8.00	0.50	8.50	0.50	0.00	0.00	-8.50	0 1.00		
			<													>
			Month c	omplete	d			٧L	pdate Calendar	Calendar	Ad	id 🛛	Edit adjustm	ent	Delete adju	stment
			Totals													
			Target tim	e [	120	Work tir	me ·	80 Adjustr	nent	4 Difference A	3	5 Differen	iceQ -	66.17		
			Recording	2	15.83	Qualifie	d 📵	13.83								
			Resource		11	Vacatio	n	2 Adjust	nent	1 Sick leave	:	2 Public H	Holidays	1 Othe		3
			Holiday at	count		Carry on	ver	18.83 Curren	17.8	3						
Final	ńze		Work time	accou	h.	Carry or	ver	57.65 Curren	21.6	5 Month end	21.6	5				

## Search filter example

If you enter a project name (1), e.g. Festival Open Doors in the search filter, only the hours the employee used this month for this project will be added to the total view (Recording 2 and Qualified 3).

е	Permanent	~	Work Time	e Overvie	ew Statis	tics Approv	val									
me			Date	May	2018	Vor	k Type			~						
Nan	ne	Pause	Keyword	Project F	Future 💶		Unit	O Minutes	Hours							
	lullah Aaron		Date	Day	Employee	Targe	ttime T	arget break	Working time	Difference A	Recorded	Qualified	Difference Q	Resource	Vacation	
	inistrator		5/1/2018	Tue	Brad Casa	gni	8.00	0.50	8.50	0.50	7.50	7.50	-1.00	0.00		
	n Alvarez		5/2/2018	Wed	Brad Casa	gni	8.00	0.50	8.50	0.50	0.00	0.00	-8.50	0.00		
	d Casagni ol Crane		5/3/2018	Thu	Brad Casa		8.00	0.50	8.50	0.50		0.00	-8.50	0.00		
	n Dollinger		5/4/2018	Fri	Brad Casa		8.00	0.50	8.50	0.50		0.00	-8.50	0.00		
	e Elian	H	5/5/2018	Sat	Brad Casa		0.00	0.00	0.00	0.00		0.00	0.00	0.00		
, Dav	e Lilan		5/6/2018	Sun	Brad Casa		0.00	0.00	0.00	0.00		0.00	0.00	0.00		
			5/7/2018	Mon	Brad Casa		8.00	0.50	9.00	1.00		0.00	-9.00	0.00		
			5/8/2018	Tue	Brad Casa		8.00	0.50	0.00	-8.00		0.00	0.00	0.00	H	
			5/9/2018 «	Wed	Brad Casa	gni	8.00	0.50	8.50	0.50	0.00	0.00	-8.50	0.00		>
			Month o	omplete	d			Update	Calendar	Calendar	Add	Ec	tit adjustment	Delet	e adjustme	int
			Totals						24							
			Target tin	ne [	120	Work time		80 Adjustri	ent .	Difference A	-3	6 Differen	ceQ -	72.5		
			Recordin	9	2 7.5	Qualified	3	7.5								
			Resource	• T	0	Vacation		2 Adjustn	ient	Sick leave		2 Public H	lolidays	1 Other		
			Holiday a	ccount		Carry over	18	3.83 Current	17.8	ī						
Finali	28		Work time	e accour	nt	Carry over	57	7.65 Current	21.6	5 Month end	21.6	5				

The search filter searches in descriptions from projects, jobs, invoices, workshop activities, purchase orders, sales orders, purchase invoices and manufacturing orders.

## **Finalizing the month**

After all time recording entries are complete, you can finalize the month, 'freezing' the status. Finalized months must then no longer be calculated live by easyjob, which improves performance (processing speed). You can only finalize a month if the previous months have been finalized. To simplify the process, you will receive a request.

Finalize month	$\times$
All past months will also be completed. Continue?	
Yes No	

Subsequent changes are no longer possible in the finalized month. Unless you uncheck the box for the Month completed status. There is a specific user right for this function. See also 🗍 User Settings.

se	Permanent	~	Work Time	Overvie	ew Statisti	cs Approva	6									
ame			Date	April	2018 📃	▼ Work	Туре			~						
Na	ame	Pause	Keyword			ι	Jnit (	) Minutes	Hours							
	dullah Aaron		Date 🔺	Day	Employee	Target t	ime Targ	et break	Working time	Difference A	Recorded	Qualified	Difference Q	Resource	Vacation	~
	ministrator		4/1/2018	Sun	Brad Casag	ni	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	im Alvarez		4/2/2018	Mon	Brad Casag	ni	8.00	0.50	7.50	-0.50	0.00	6.00	-1.50	0.00		
	ad Casagni Irol Crane		4/3/2018	Tue	Brad Casag		8.00	0.50	0.00	-8.00		0.00	0.00	0.00		
	an Dollinger		4/4/2018	Wed	Brad Casag		8.00	0.50	0.00	-8.00		0.00	0.00	0.00		
	ave Elian	H	4/5/2018	Thu	Brad Casag		8.00	0.50	0.00	-8.00		0.00	0.00	0.00		
, Da	ive cliari		4/6/2018	Fri	Brad Casag		8.00	0.50	0.00	-8.00		0.00	0.00	0.00		
			4/7/2018	Sat	Brad Casag		0.00	0.00	8.00	8.00		0.00	-8.00	0.00	<u> </u>	
			4/8/2018	Sun	Brad Casag		0.00	0.00	0.00	0.00		0.00	0.00	0.00		
			4/9/2018 ≪	Mon	Brad Casag	n	8.00	0.50	9.00	1.00	0.08	0.00	-9.00	0.00	,	
			Month c	omplete	d			Update	Calendar	Calendar	Add	Edi		Delete		
			Totals													
			Target tim	e	168	Work time	66.65	5 Adjustr	ient 159	Difference	4 57.65	Differen	ceQ -5	8.65		
		- <b>-</b>	Recording	i f	14.5	Qualified	1	ŝ								
			Resource	Γ	0	Vacation	(	Adjustm	ent -0.67	7 Sick leave	(	Public H	olidays	0 Other		
			Holiday ad	count		Carry over	19.5	5 Current	18.83	i i						
Fina	alize		Work time	accour	nt	Carry over	(	Current	57.65	5 Month end	57.65	i				

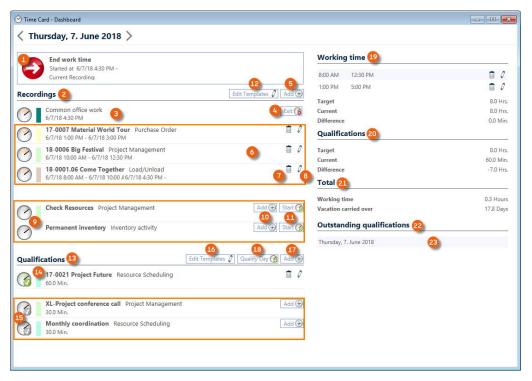
In order to switch to a vacation calculation basis, the monthly work time overview of all employees created in the time recording must be closed Time Card - Calendar

## Calendar

See chapter 🗊 Qualitative recording.

## Dashboard

The time recording Dashboard makes it easier to enter Work times and Qualifications due to its intuitive user interface. Similar to the WebApp, you can carry out all important time recording functions here. You can start and end your work time using the in/out button ①. All recordings for the day ③ are listed under Recordings ②. The Recording ③ without an end time is still in progress. You can end it ④ and directly add a new one ⑤. You can delete ⑦ or edit ⑧ previous recordings. Recording templates are displayed in gray ⑨ . You can add ⑩ the suggested recordings to your work time or start directly from the template ⑪. Recording templates can also be edited ⑫.



All activities are listed under Qualifications (3) that were already qualified for this day (4). Qualification templates are displayed in gray (5). You can edit (6) qualification templates or add (1) a new one. It is also possible to qualify all available recordings on this day at once (18).

The already documented working time 9 for this day can be deleted or edited. The target working time, the current working time and the difference are displayed as information. The current status of the qualifications (target – current – difference) 9 and the Total 1 with working time and vacation carried over are shown accordingly.

Outstanding qualifications 22 are displayed and can be directly edited 23 by clicking them.

You require a user right to start and end recordings. See also 🗊 User Settings.

Time Card - Work time recording

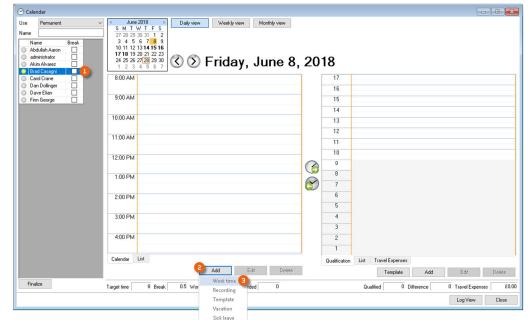
## Work time recording

With the time recording you can document the start and end of your daily work time. You can do this manually, using the automatic time recording or using the interactive terminal. A Web Interface makes it possible to record the activities and the work times for your own employees and freelancers also outside of the company.

## Manual time recording in the calendar

Your work time can be documented in the time recording calendar.

- 1. easyjob Menu ⇔• Time recording ⇔• Calendar
- 2. Select the name (1)
- 3. <a> Add </a>
- 4. So Work time 3



5. Enter the corresponding data

Start	6/ 8/201	8 ~ 0	8:00 AM	Time
End	6/ 8/201	8 ~ 0	5:00 PM	Time
		OK		Cance

6.

You can use the mouse to change the work time window in the calendar view. In addition, there a list view is available for the entries. If necessary, you can also delete entries in the calendar view. Select the entries to delete in the calendar view and click Delete. You can also edit the calendar by right clicking the Time Card Icon 🕜 on the status bar and Open calendar.

## Manual time recording on the Dashboard

You can easily document your work time using the Dashboard.

- 1. easyjob Menu S→• Time recording S→• Dashboard
- 2. Click the in (or out) icon

Start work time	Working time	
	Target	8.0 Hr
	Current	0.0 Mi
Recordings	Edit Templates 🖉 Add 🕀 Difference	-8.0 Hr
	Qualifications	
Check Resources Project Management	Add () Start () Target	0.0 Mi
Check Resources Project Management	Current	0.0 Mi
Permanent inventoiy Inventory activity	Add	0.0 Mi
	Total	
	Working time	0.3 Hou
Qualifications	Templates 🖉 Qualify Day 😭 Add 🕀 Vacation carried over	17.8 Da
XL-Project conference call Project Management	Add (+) Outstanding qualifications	
30.0 Milh.		
Monthly coordination Resource Scheduling 30.0 Min.	Add 🕀 Thursday, 7. June 2018	

## Time recording via the WebApp

You can document your work time when on the road using the easyjob WebApp.

- 1. Opening the easyjob WebApp
- 2. S→• Time recording
- 3. Click the in (or out) icon

$\equiv$ < F	riday, 8. June 2018 〉	Time Record	ding <b>e</b>
	Start work time		
Recordi	ngs		Add +
	heck Resources Project Man	agement Add	Start 🕜
Qualific	ations	Qualify Day	Add 🕒
	L-Project conference call Pr 1.0 Min.	oject Management	Add 🕂
	Ionthly coordination Resour	rce Scheduling	Add +
Workin	g time		
Target			8.0 Hrs.
Current			0.0 Min.
Difference			-8.0 Hrs.
Qualific	ations		
Target			0.0 Min.
Current			0.0 Min.
Difference			0.0 Min.
Total			
Working tir	ne		0.3 Hours
Vacation ca	rried over		17.8 Days
Outstar	iding qualifications		
Thursday, 7	7. June 2018		

With the Web Interface, you can enter activities and carry out qualifications for your own employees and freelancers without easyjob as well as from outside your company. The Webinterface is based on the easyjob WebApp technology. More information about setting up the WebApp can be found in 🗇 easyjob WebApp User Manual.

Time Card - Work time recording

## Automatic work time recording

Activate the work time recording in the easyjob program settings.

- 1. easyjob Menu ⇔• Tools ⇔• Settings
- 2. So Time recording tab
- 3. Check the Automatic work time recording box

	General				_
Workshop	Changing the Recording after 5 min				
Purchase Order	Refusal Recordings smaller 5 min				
rentalmarket.biz	Continue work time when easyjob is restarted within	60 min			
	Automatic work time recording				
Controlling Center	Automatic activity type recording				
Freelancer	Stop Recording if User 15 is min inactive.	_			
Web shop	Automatic qualification recording				
	Force terminal logon with RFID only				
Mobile Scanner	Force work time recording with terminal only				
WebApp	Deactivate qualification on terminal				
Quality Assurance	Hide user list on the terminal				
	Calendar				
Manufacturing	Start work 08:00 AM Time				
CRM	Work time end 05:00 PM Time				
Time Recording	Vacation calculation base				
	Average weekly work time O On a daily basis				
Ç.					
			OK	Car	nce

After the necessary restart, the logon window will appear for ten seconds and will suggest the current time as the work start time. Confirm the suggested time with Yes. With Advanced you can change the work start and stop time. If you ignore the logon window, the work start will be booked as suggested.



In addition to entering the work end as described for Manual time recording, you can also right click the Time Card icon  $\bigcirc$  on the status bar to end your work time.

End work			
Edit Calendar			
Dashboard			
Qualification Ter	nplate	<b>F</b>	
Recording Temp	lates	•	
Add qualification			
Add Recordings			
	Add qualification Recording Temp Qualification Ten Dashboard Edit Calendar	Add qualification Recording Templates Qualification Template Dashboard Edit Calendar	Add qualification Recording Templates Qualification Template Dashboard Edit Calendar

# Work time recording with the Time Card Terminal

With the easyjob Time Card Terminal, the work time is entered also without a local computer. For this, the easyjob password or an RFID card is necessary. Additional information about installing the terminal as well as about programming the chip cards can be found in Time Card Terminal.

Use of the terminal interface is almost identical to using the WebApp.

Logging on to the terminal using the easyjob password

- 1. Select the easyjob user from the user list
- 2. Enter the password using the numerical touch interface
- 3. Select in/out and enter the qualification if necessary

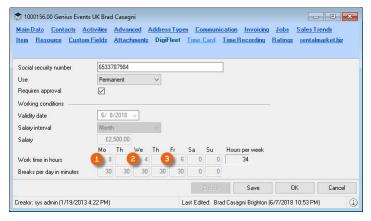
Log onto the terminal using the RFID card

- 1. Position the RFID card in front of the card reader
- 2. Select in/out and enter the qualification if necessary

# Work time calculations

# **Calculating holidays**

The holidays in the current month will be deducted from the target work time of the respective day according to the time card presettings. If - as in the example of a public holiday on Monday - 8 hours ① will be deducted from the target work time. If the public holiday is on a Wednesday, accordingly 4 hours ② or if it is on a Friday then 6 hours ③ are deducted from the target work time.



The quantity of public holidays per month is displayed in the  $\square$ 

Work Time Overview.

## **Calculating sick days and other absences**

The absences can be entered as half 0.5 or whole 1.0 days. The basis of calculation is the work time defined in the time card presettings. If the target work time, for example on a Monday, is 8 hours and the employee uses 4 hours to take part in a training course (other) ① he must still work an additional 4 hours ②.

se .	Permanent		Vork Time															
ame			Date	June	2018	<ul> <li>Work Typ</li> </ul>	e			$\sim$								
Na		Pause	Keyword			Unit	Ом	inutes 💿	Hours									
	dullah Aaron		Date	Day	Employee	Target time	Target bre	eak Workir	ng time l	Difference A	Recorded	Qualified	Difference Q	Resource	Vacation	Sick leave	Other	18
	ministrator		6/1/2018	Fri	Carol Crane	8.00		0.00	0.00	-8.00	0.00	0.00	0.00	0.00				1
	im Alvarez		6/2/2018	Sat	Carol Crane	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00				
	ad Casagni		6/3/2018	Sun	Carol Crane	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00				
	rol Crane		6/4/2018	Mon	Carol Crane	8.00		0.00	0.00	-8.00	0.00	0.00	0.00	0.00				
	n Dollinger ve Elian		6/5/2018	Tue	Carol Crane	8.00		0.00	0.00	-8.00	0.00	0.00	0.00	0.00				
Da	ve Ellan		6/6/2018		Carol Crane	8.00		0.00	0.00	-8.00	0.00	0.00	0.00	0.00				
			6/7/2018	Thu	Carol Crane	8.00		0.00	0.00	-8.00	0.00	0.00	0.00	0.00				
			6/8/2018	Fri	Carol Crane	8.00		0.00	0.00	-8.00	0.00	0.00	0.00	0.00				
			6/9/2018	Sat	Carol Crane	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00				
			6/10/2018		Carol Crane	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00				
				Mon	Carol Crane	2 4.00		0.00	0.00	-4.00	0.00	0.00	0.00	0.00				
			<			-											;	2
			Month co	mpleter	H				🗌 U 🛛	date Calenda	r Calen	dar	Add					
			Totals								8					· Internetioner		
			T arget time	• [	164	working tim	0,	Adjustment		0 Total	-1	54 Differ	ence	0				
			Recording	F	0	Qualified	0											
			Resource		0	Vacation	0,	Adjustment 🛛		0 Sick leave		0 Public	Holidays	0 Oth	er [ 3	0.5		
			Holiday ac	count	1	Carry over	15 (	Durrent	1	5								
Fina	lize		Work time	accour	nt I	Carry over	-344 (	Durrent	-39	2 Month end	H -5	38						

Depending on the difference to the work time defined in the time card presettings for this day, the daily target work time will be recalculated.

Underlying calculation format in hours:

Field	Formula
Remaining target work time/day ②	Time requirement (time card/day) — Absence time (other-sick/day)
Other total ③	Absence time (other-sick/day) / Time requirement (time card/day)

#### Sample calculation

Time card on this day in hours	Absence in hours (Other/Sick)	Remaining target work time on this day	Total Other/sick
8	3	5.0	0.36
8	4	4.0	0.5
8	5.5	3.5	0.69
8	6	2.0	0.75
6	3	3.0	0.5
4	4	0.0	1
4	6	0.0	1

Excess or non-recorded extra hours will be corrected using the time correction. In this way, for an employee with a target work time of 4 hours, who had an appointment outside of the company that lasted 7 hours, you can credit the 3 hour difference to his work time account.

## **Calculating vacation**

Vacation days are calculated similarly to the other absences/sick leave based on the Average work week time or on a Daily basis. Vacation days are always calculated on a daily basis in the time recording. A half vacation day is therefore 0.5. You can define the calculation basis in the easyjob program settings.

- 1. easyjob Menu ⇔• Tools ⇔• Settings
- 2. So Time recording tab
- 3. Select the desired Vacation calculation basis
- 4. ≤>• Ok

Time Card - Work time calculations

### Vacation calculation on an average week time basis

With this type of calculation, easyjob uses the Average week work time as the basis for the vacation calculation total. With a 5 day week with an average of 38 hours, that is 7.6 hours per day. In this case, the 7.6 hours would be deducted for each vacation day. For example, from Monday to Thursday 8 hours and Fridays 6 hours. On Fridays 6 hours will be deducted from the target work time and 0.79 vacation days.

			cs Approval												
Date Ju	une .	2018 🔲	- Work Ty	e			$\sim$								
Keyword			Unit	0	Minutes	Hours									
Date D	ay E	mployee	Target time	Target b	oreak V	Vorking time	Difference A	Recorded	Qualified	d Difference Q	Resource	Vacation	Sick leave	Other	^
6/8/2018 Fr	ri Fi	inn George	e 0.00	1	0.00	0.00	0.00	0.00	0.1	00 0.0	0.00				v
<														>	
Month comp	pleted					<b>U</b>	pdate Calenda	Cale	ndar	Add					
otals															
Target time		152	Work time	0	Adjustme	ent	0 Difference	A ·	152 Diffe	erence Q	0				
Recording		0	Qualified	0											
Resource		0	Vacation	0.79	Adjustm	ient	0 Sick leave	•	0 Pub	olic Holidays	0 Othe	er	0		
Holiday accou	unt		Carry over	11.67	Current	11.	57								
Work time act	count		Carry over	0	Current	-	38 Month en	4 . · ·	152						

Underlying calculation format in hours

Field	Formula
Remaining target work time/day	Time card on the vacation day — Vacation time taken*
Vacation total	Time card on the vacation day / Average week work time

\* maximum is the time card hours for this day

Example table

Average week work time	Time card on the vacation day in hours	Vacation time taken on this day	Remaining target work time on this day	Vacation total
8	8	8	0.00	1.00
7.6	6	6	0.00	0.79
7.6	8	4	4.00	0.53
7.6	8	8	0.00	1.05
7.6	8	10	0.00	1.05

Time Card - Work time calculations

### **Daily vacation calculation**

In the case of daily calculations, exactly the number of hours of the day of absence will be taken into account, which is previously defined in the time card. That is, from Monday to Thursday 8 hours and Fridays 6 hours, corresponding Fridays to a deduction of 6 hours from the target-work time and 1 vacation day.

Date	Overvie June	e cade	tics Approval	pe			~								
Keyword			Uni	t OM	tinutes 🔘 I	Hours									
Date	Day	Employee	Target time	Target br	eak Workir	ng time	Difference A	Recorded	Qualified	Difference Q	Resource	Vacation	Sick leave	Other	^
6/8/2018	Fri	Finn Georg	ge 0.0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
<	omplete	d				٦u	pdate Calendar	Caler	ndar	Add			Delete a	<b>d</b> justmer	
Totals	-									-					
Target time	e	152	Work time	0	Adjustmer		0 Difference	4, -1	52 Diffe	rencQ	0				
Recording	r I	0	Qualified	0											
Resource	Ē	0	Vacation	1.00	Adjustment		0 Sick leave		0 Public	: Holidays	0 Oth	er 🗍	0		
Holiday ac	count		Carry over	11.67	Current 🛛	11.6	57								
Work time	accour	nt	Carry over	0	Current	-3	8 Month end	1	52						

Underlying calculation format in hours

Field	Formula
Remaining target work time/day	Time card on the vacation day — Vacation time taken*
Vacation total	Time card on the vacation day / vacation time taken*

\* maximum is the time card hours for this day

#### Example table

Time card on the vacation day	Vacation time taken on this day	Remaining target work time on this day	Vacation total
8	8	0.00	1.00
8	4	4.00	0.50
6	2	4.00	0.33
6	7	0.00	1.00
4	8	0.00	1.00

## **Activity recording**

With activity recording, you can use recordings to document which worker carried out which activity and for how long. That can be done either Manually or Automatically using the IntelliTrace<sup>™</sup> function. Finally, you can qualify these assignments by assigning a certain activity (e.g. a project) to the assignment.

## **Activity types**

easyjob Time Card includes a predefined set of activities types that you can expand as needed in the master data.

Creating an activity type

- 1. easyjob Menu 🖘 Master Data 🖘 Activity type
- 2. <a>Section Add</a>
- 3. Enter a name
- 4. Select a color
- 5. ≤>• Ok

	Color				
Campaign	_				
CRM					
Driver card analyzis					
General office work					
Inventory activity					
Invoicing		Edit Assignment T	ype	×	
Item Scheduling		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
Load/Unload		Assignment Type	Put the warehouse in order		
Manufacturing		Color			
Project Management					
Purchase Invoice				Cancel	
Purchase Order					
Put the warehouse in order					
Rearrange work station					
Resource					
Resource Scheduling					
Sales					
Workshop					
and the second					

With \ you can create additional activity levels

Edit Assignme	nt Type		×	
Assignment Typ Color	De Level 1\Level 2			1
	<u>0</u> K		<u>C</u> ancel	×
Time Card	0.10			~
Assignment Type Activity Type Activity Duration Description	Brad Casagni → Driver card analyzis → General office work → Invertory activity → Invoicing → tem Scheduling → Level 2 → Load/Unload <	× *		Q X
Released by Released on Create work time	release		ŌK	Cancel
				(i

## **Manual activity recording**

All activities carried out will be documented through automatic recording. Multiple options are available to manually add recordings.

Adding recordings via the status bar.

- 1. Right click on the Time Card icon  $\bigcirc$  on the status bar
- 2. So Add recordings
- 3. Select an Assignment type
- 4. Select the Activity type (This selection is optional)
- 5. Assign the respective Activity
- 6. Define a Start and End time.
- 7. ∕S• Ok

	Recording			×
	Assignment Type	Project Management		
	Activity Type	Project ~		
	Activity	18-0008 ITC Show		S X
	Start	6/19/2018 V 11:40 AM		
	Time			
	Description			~
	Description			
				$\sim$
Add Recordings				
AddQualification			OK	Cancel
Recording Templates	<b>F</b>			(i
Qualification Template	*			
Dashboard				
Edit Calendar				
End work				
	11:44 AM 5/19/2018			

Using the arrow icons, you can have the next possible free time frame for a recording be suggested. The recording will be saved in the calendar.

Ime Break Aron Aron Aron Aron Aron Aron Aron Aron	S M T W T F S 27 88 20 30 1 1 2 3 4 5 6 7 8 9 101 12 314 516 17 10 8 20 7 2 2 20 24 5 6 7 7 8 9 30 1 2 3 4 5 6 7 1 2 3 4 5 6 7 C S Tuesday, June 1	9, 20	018					
administrator	7:00 AM		9					
Dave Elian	8:00 AM 8:00 AM Project Management 8:00 AM 9:00 AM 18:0008 ITC Show		8					
	10:00 AM		7					
	11:00 AM 12:00 PM 12:20 F		6					
	1:00 PM 1:00 PM		5					
	2:00 PM							
	3:00 PM	8	4					
	4.00 PM 5:00 PM		3					
	6:00 PM 6:30 PM		2					
	7:00 PM		1					
	Calendar List Add Edit Delete		Qualification	List Travel E	: Template	Add	Edt	Delete
Finalize	Target time 8 Break 0 Work time 9.83 Recorded 4.5			Qualifi	ied 0 (	Difference	-9.83 Travel Exper	nses E

Adding a recording via the Time recording calendar:

- 1. easyjob Menu -> Time recording -> Calendar
- 2. Select the name
- 3. <>● Add
- 4. Select the activity
- 5. Enter the corresponding data
- 6. ∕≲**•** 0k

After selecting them, you can Edit and Delete existing recordings.

In addition, the Split ① function is available in the calendar. Right click the recording that you want to split to open the context menu. Splitting creates two recordings with half the time.

8:00 AM		
	Workshop 8:30 AM 17-0004 Service from Loading/Unloading process	
9:00 AM	17-0004 Service Iroin Loading/Orikading process	
0:00 AM	_	Edit Recording
-		Edit Activity
		Split
		Split Delete Recording
8:00 AM		
8:00 AM	🔏 Workshop 8:30 AM	
8:00 AM	Workshop 8:30 AM 17-0004 Service from Loading/Unloading process	

By selecting a splitted process, holding down the left mouse key and dragging it on the recording with which it should be joined, you can put the parts back together. The context menu can also be used to directly access the respective process. You can open the selected activity with Edit activity (2).

## Automatic recording with IntelliTrace<sup>™</sup>



With the IntelliTrace<sup>™</sup> function, times and activities are automatically recorded based on the easyjob activities. Activities from the Project, Job, Bill of Items, Resource Planning, Invoicing, Purchase Order, Sales Order, Workshop, Purchase Invoice

Management, CRM and Manufacturing Controller areas are recorded.

You will receive an activity proposal list on the basis of IntelliTraces. Depending on the user rights, you can make manual changes to the activity list.

Go to the easyjob program settings to activate automatic activity recording:

- 1. easyjob Menu ⇔• Tools ⇔• Settings
- 2. So Time recording tab
- 3. Check the Automatic activity recording box
- 4. ∕≲**⊳• Ok**

After the required restart and after opening a project, the recording window will appear for ten seconds and will suggest the change to the recording.

		summe		
C	hanging the cu	irrent recording		
U w	ork now on Proj	ject '18-0008 ITC	Show' ?	
		Denne	llana	
1	II. WARMANNA		A REAL PROPERTY AND	

Yes confirms that you are working on the displayed project. Ignore stops the suggested recording. With Advanced you can change the recording start, the assignment type, the activity type, the activity and also the end. If you ignore the recording window, the recording will be booked as suggested.

## **Recording templates**

To create the recordings quicker, you can create templates for frequently repeating processes.

Creating recording templates

- 1. Right click on the Time Card icon  $\bigcirc$  on the status bar
- 2. Seconding templates
- 3. So Edit templates
- 4. So Add recording
- 5. Enter a name, such as Special project

Name	Special Project	
Assignment Type	Project Management 🗸	
Activity Type	Project 🗸	
Activity	17-0021 Project Future	9.
Description		
		OK Canc

- 6. Select an Assignment type
- 7. Enter an Activity type
- 8. Assign the respective Activity
- 9. ≤>• Ok

You can use the recording template by opening the Time Card icon  $\bigcirc$  on the Status bar or via the Calendar.

Opening the recording template via the status bar:

- 1. Right click on the Time Card icon  $\bigcirc$  on the status bar
- 2. Set Recording templates
- 3. Click the desired template, e.g. Special project

	Add Recordings	_			
	AddQualification		Edit Templa	tes	
	Recording Templates	•	Check Reso	urces	
	Qualification Template		Permanent		
	Dashboard		Special Proj	ect	
	Edit Calendar				
	End work				
x <sup>R</sup> ^ 🔗	💿 😫 🕿 🖅 🛄				
X AU	US 🚽 🖬 💭 💿	6/19/20	018 3		
ofino th	e Start and Er	d			
chine th		u			
Recording		iu -			
Recording					
Recording Assignment Type	Project Management			G	
Recording Assignment Type Activity Type	Project Management Project			G	
Recording Assignment Type Activity Type Activity	Project Management Project 17-0021 Project Future			0	
Recording Assignment Type Activity Type Activity Start Time	Project Management Project 17-0021 Project Future			G	
Recording Assignment Type Activity Type Activity Start	Project Management Project 17-0021 Project Future				
Recording Assignment Type Activity Type Activity Start Time	Project Management Project 17-0021 Project Future				
Recording Assignment Type Activity Type Activity Start Time	Project Management Project 17-0021 Project Future				

5. ≤>• Ok

4.

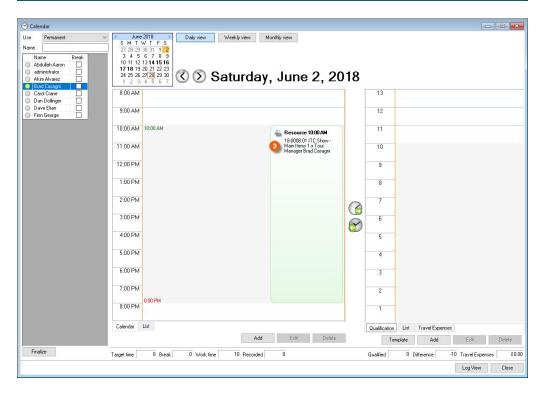
Using recording templates in the calendar:

- 1. easyjob Menu -> Time recording -> Calendar
- 2. Select a name
- 3. <>⇒• Add
- 4. Select From template
- 5. Select the desired template
- 6. So Ok
   (The assignment type, activity type and activity will be pre-filled according to the template)
- 7. Define the Start and End
- 8. ≤>• Ok

## **Resource time recording**

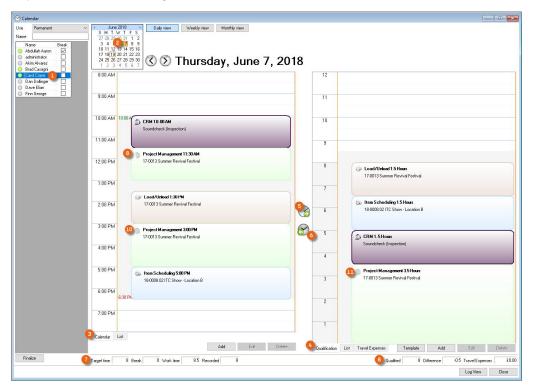
When assigning an address 2 as a Resource 1 to a Job, an entry is automatically created in the time recording calendar 3.

🗋 18-0008 ITC Show					
Main Data Overview Addresses Appointments Resources				PostCalculation F	ields
Purchase Invoices Workflow Rating Web access Reference Enter Project Costs here.	ces <u>Time Recording</u> <u>Actual</u>	hours <u>Rooms</u> <u>Report Report R</u>	<u>'arameter</u> <u>UBUs</u>		
Project ITC Show - Main Items ITC Show - Location B	ITC Show - Location C 🔋 S	ub-hire Speedrental MyParti	ner		
Sat, 6/2/2018 Sun, 6/3/2018	Mon, 6/4/2018	Tue,	6/5/2018	Wed, 6/6	/2018
1/1*Tour Manager					
<					>
Overview List Display Times Shows Ag	ppointments	Edit Delete	Add Staff	Add Vehicle	Add Generic
Status Freelancer Status Quantity Resour Confirmed V 1 Brad Ca		urceAssignment_Field_1	ResourceAssignment	_Field_2	
	asayni				
	Displa	y Addresses of qualified sta	aff by Resource Type	Assign	Delete
		•			
	Travel Sub-Ren	al Overview T	o Outlook Resou	urces Items	Close
					CIOSE



## **Qualitative recording**

By transmitting the recorded activities from the calendar to the qualification, the activity cost will be calculated in minutes, the corresponding easyjob processes are qualified and the respective real costs are assigned.



The left side of the calendar shows the created recordings and the right side shows the qualified activities. In the calendar, first select the Name ① of the employee for whom the qualification should be carried out. Set the date using the Calendar view ②. On the calendar page ③ you will see the recordings for this day. By activating the transfer button ⑤, the activities are sorted by duration and shown in the Qualification view ④. You can also use the Work time transfer button ⑥ to create a work time from the duration of all available qualifications. The Footer ⑦ provides additional information about the target work time, the actual work time and the recorded work time. It will also show how many hours have been qualified ⑧ and how large the difference is between the recorded and qualified hours. If a project is worked on with a break, e.g. first from 11:30 am to 1:00 pm Project management ⑨ and then from 3:10 to 5:00 pm ⑩, both of these activities will be summarized after qualification with a duration ④ of 3.5 hours. The list view displays the exact times:

se Permanent	June 2019     Joan 2019     Daily view     Weekly view     Monthly view     S M T W T F S     27 28 29 30 31 1 2
Name Break Abdullah Aaron administrator Akim Alvarez	3 4 5 5 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Cercé Crane       Dan Dolinger       Danve Elan       Dave Elan       Fran George	1000 AM Time         -(650 PM) Work time           1000 AM Time         -(1130 AM CRM Soundcheck (Inspection)           1130 AM Time         -(1130 PM) Point Management 17:0013 Summer Revival Festival           1030 PM Time         -(6100 PM) Point Management 17:0013 Summer Revival Festival           0130 PM Time         -(6500 PM) Point Management 17:0013 Summer Revival Festival           0300 PM Time         -(6500 PM) Point Management 17:0013 Summer Revival Festival           0500 PM Time         -(6500 PM) Point Management 17:0013 Summer Revival Festival
Finalize	Target time 8 Break 0 Work time 85 Recorded 8 Qualified 8 Difference -0.5 Travel Expenses E0.0

The work time overview also shows the entries from the calendar in a list.

In addition to the user's personal calendar, you can globally view and administer the work times, qualifications, etc. using the work time overview.

Opening a user's work time overview:

- 1. easyjob Menu S→• Time recording S→• Work Time Overview
- 2. Select the name

se Permanent	~	Work Time		ordator		roval		-						
ame		Date	May	2018	] <b>▼</b> A:	ssignment	Туре			~				
Name	Break	Keyword				Unit	0	Minutes	Hours					
Abdullah Aaron		Date	Day	Employee	Tar	get time	Targe	t break	Work time	Difference A	Recorded	Qualified	Difference Q	Res
administrator		5/1/2018	Tue	Brad Casa	gni	8.00		0.50	8.50	0.50	7.50	7.50	-1.00	
) Akim Alvarez		5/2/2018	Wed	Brad Casa	gni	8.00		0.50	8.50	0.50	8.33	8.33	-0.17	
Brad Casagni		5/3/2018	Thu	Brad Casa	gni	8.00		0.50						
Dan Dollinger		5/4/2018	Fri	Brad Casa		8.00		0.50						
Dave Flian	H	5/5/2018	Sat	Brad Casa		0.00		0.00	0.00					
Finn George	H	5/6/2018	Sun	Brad Casa	and the second	0.00		0.00	0.00		2		A	
,		5/7/2018 5/8/2018	Mon Tue	Brad Casa Brad Casa		8.00 8.00		0.50	9.00				1.000	
		<	Tue	Diau Casa	yıı.	0.00		0.30	0.00	-0.00	0.00	0.00	0.00	>
		Month c	omplete	d	Upo	date Caler	ndar	Caler	ndar	Add		stment		
		Totals												
		Target tim	e [	120	Work tim	e	80	Adjustn	nent	4 Differen	ce A	-36 Diffe	erence Q	-46.
		Recording	ı [	34.24	Qualified		33.83							
		Resource	Γ	11	Vacation		2	Adjustn	nent	1 Sick lea	ve	2 Pub	lic Holidays	
		Holiday ad	count		Carry ov	er 🗌	18.83	Current	1	7.83				
Finalize		Work time	accour	nt	Carry ov	er 🗌	0	Current		-36 Month e	nd	-36		

Within the project, you will receive detailed information about the qualified project activities. Qualifications can also be processed within the project.

Adding qualifications to the project mask

- 1. easyjob Menu ↔ Projects ↔ Edit projects
- 2. Select the desired project
- 3. ≤>• Ok
- 4. Click the Time recording tab
- 5. <a>Section Add</a>

ost Laicu	lation Fiel	ds Purchase	Invoices Wo	rkflow Ra	ating W	/eb acce	ss Re	ferences Time	Recording Act	ual hours Roor	ns
isplays all p	project qual	ifications									
Qualificatio	ons Statis	tice									
Date	Duration	Employee	Assignment	Туре	Descrip	otion	-				
5/7/2018		Carol Crane	Item Schedu	COMP.							
5/7/2018	1.5	Brad Casagni	Item Schedu								
6/7/2018	5	Dan Dollinger	Item Schedu	ling							
5/7/2018	1.5	Brad Casagni	Load/Unloa	- -							
6/7/2018	1.5	Carol Crane	Load/Unloa	3							
6/7/2018	3	Brad Casagni	Project Man	agement							
6/7/2018	3.5	Carol Crane	Project Man	agement							
Qualified		17.5	€2,844.58	Travel Expe	enses I	Costs	Crea	te resource	Add	Edit	Delete
			Travel	Sub-B	ontol	Overv	iou	To Outlook	Resources	ltems	Close

## Actual hour calculation in the project

With the Actual Hour Calculation function, the actual hours worked by a resource is stored in the Job based on what is recorded in the Time Card. To do so, you must first create the rate for the actual hours and assign it to a resource.

Creating a rate for actual hours

- 1. easyjob Menu S→• Master Data S→• Rates
- 2. 🖘 Add
- 3. Enter a name, e.g. actual hours

🚳 Rate					×
Name	Actual hours				
🔄 Rate de	ependent on Hours worked	Fixed price	🖂 Actual	hours	
		0	IK	Cancel	

4. <>→• Ok

Assigning the actual hour rate to a resource

- 1. easyjob Menu ↔ Master Data ↔ Resources
- 2. Select a resource
- 3. <a>Section Edit</a>
- 4. Rates tab
- 5. <>→ Add
- 6. Select the actual hours rate
- 7. ∕∽• <mark>Ok</mark>
- 8. Enter the billing rate and the own cost

lates —					Add	Delete
Standard (	EUR) Over-time (E	UR) Shift Differential (EU	R) Flex-Time (EUR)	Actual	hours (EUR)	
	Billing Rate	Own Cost				
Daily	€0.00	€0.00				
Hourly	€25.00	€20.00				
Distance	€0.00	€0.00				

9. ∕≲**⊷** Ok

Book in the project under resource with this rate in the Job.

- 1. easyjob Menu ↔ Projects ↔ Edit projects
- 2. Select the desired project
- 3. ∕≲• Ok
- 4. Click the Resource tab
- 5. S>• New staff
- 6. Enter the dates and select the Actual hours rate
- 7. Assign an address

#### Time Card - Qualitative recording

As soon as you have selected a rate with actual hours ①, a new tab with the title Actual hours ② will be created in the project. The resource was booked with 8 hours ③, but only 6.13 hours ④ were qualified.

<u>Main Data</u> Purchase Ir	ITC Show <u>Overview Addresses</u> <u>avoices Workflow Ratin</u> age Project Resources he <sup>ns</sup> Statistics	ng <u>Webaccess</u> <u>Refe</u>	Section and the second section of the		Martin and and	Second Second	and the second second		Fields
Date 👻	Duration Employee	Assignment Type	Description						
6/7/2018	1.5 Carol Crane	Item Scheduling							
6/7/2018	3 Brad Casagni	Project Management							
6/7/2018	3.5 Carol Crane	Project Management							
6/4/2018	6.13 Brad Casagni	Resource	finished at an e	arlier time 4					
Qualified	23.63	€4,050.03 Travel Exp	oenses Costs [	€1,169.00	Crea	ate resource	Add	Edit	Delete
			Travel	Sub-Rental	Overview	To Outlook	Resources	Items	Close
ireator: Brad	Casagni Brighton (6/12/2	018 5:24 PM)		Last Edited	: Brad Casagni	Brighton (6/12/20	18 5:24 PM)		6

On the Actual hours tab 5 you can apply the hours that were actually worked for invoicing the customer with a right click 6.

] 18-0008 ITC Show <u>Iain Data</u> <u>Overview</u> <u>Addre</u>	sses Appointmer	<u>its Resources Activ</u>	vities Planning Res	ources	Job Costs Atta	<u>chments</u> <u>Cost Planner</u>	Post Calculation F	
urchase Invoices Workflow	Rating Web ac	cess References Ti	me Recording Act	ual hou	s Rooms Repo	rt Parameter OBUs		
Zeigt alle Qualifizierungen zu Re	assourcen			5				
	1.170.01			-				
Project 🔲 ITC Show - Main I	tems ITC Show	- Location B ITC 9	ihow - Location C	ITC SH	ow - Location after	show 🔋 Sub-hire Spee	drental MyPartner	
Туре	Name	Start	Until	Hours	Actual hours			
🖃 Resource	1 x AV Engineer	6/4/2018 10:00 AM	6/4/2018 6:00 PM		6.13		A	
🖃 Time Card Qualification	Brad Casagni				6.13	Apply actual hours	6	
Recording	Brad Casagni	6/4/2018 10:00 AM	6/4/2018 4:08 PM		6.13			
		Tasaa	L C. L D. M.L		Tel.	O al-al December	Decay I	Class
		Trave	I Sub-Rental	0	verview To	Outlook Resources	Items	Close

After selecting the rounding type, the number of hours  $\bigcirc$  is calculated.

ainData Overview Addre	A TANK A MARKAN AND A MARKAN AND A	and the second		And Market States	- Charles and the second	346 million (1996)	st Calculation Fields
urchase Invoices Workflow	Rating Webac	cess References Ti	ime Recording Act	ual hours Rooms	Report Para	ameter OBUs	
eigt alle Qualifizierungen zu R	essourcen						
	I ITC Char	Leasting D. D. march					
Project 🔲 ITC Show - Main	Items IIIC Show	- Location B	Show - Location C	ITC Show - Local	ion after show	Sub-hire Speedren	ntal MyPartner
уре	Name	Start	Until	Hours Actu	al hours		
		6/4/2018 10:00 AM	6/4/2018 6:00 PM	6.25	6.13		
Resource	1 x AV Engineer	0/4/2010 10.00 MM					
Resource	1 x AV Engineer Brad Casagni	0/4/2010 10:00 AM			6.13		
		6/4/2018 10:00 AM	6/4/2018 4:08 PM		6.13 6.13		
😑 Time Card Qualification	Brad Casagni		6/4/2018 4:08 PM				
🖅 Time Card Qualification	Brad Casagni		6/4/2018 4:08 PM				
🗌 🖂 Time Card Qualification	Brad Casagni					< Resources	Items Close
🗄 🖂 Time Card Qualification	Brad Casagni	6/4/2018 10:00 AM			6.13	Resources	Items Close

Rounding is set to a Quarter hour and Mathematic, the time is rounded from 6.13 to 6.25.

You can define the rounding base in the easyjob program settings.

- 1. easyjob Menu ↔ Tools ↔ Settings
- 2. So Time recording tab

Options			- 🗆	×
Workshop	General			
Purchase Order	Changing the Recording after 5 min Refusal Recordings smaller 5 min			
rentalmarket.biz	Continue work time when easyjob is restarted within 60 min			
Controlling Center	Automatic work time recording			
-	Automatic activity type recording			
Freelancer	Stop Recording if User 15 is min inactive.			
Web shop	Automatic qualification recording			
	Force terminal logon with RFID only			
Mobile Scanner	Force work time recording with terminal only			
WebApp	Deactivate qualification on terminal			
Quality Assurance	Hide user list on the terminal			
Manufacturing	Calendar			
-	Start work 08:00 AM Time			
CRM	Work time end 05:00 PM Time			
Time Recording	Vacation calculation base			
Languages	Average weekly work time     On a daily basis			
Room planning	Actual hour calculation			
Travel planner	Rounding			
	Quarter hour     Half hour     Whole hour			
•	Mathematic O Round down O Round up			
-				
		OK	. Ca	ancel

- 3. Select the desired Rounding for the Actual hour calculation
- 4. ≤>• Ok

easyjob must be restarted to activate the settings.

## **Adding a qualification**

In addition to transforming recordings into qualifications, you can also generate an additional qualification using the Time Card icon  $\bigcirc$  on the Status bar, on the Dashboard, in the Time recording calendar or in the Project on the time recording tab.

Adding a qualification via the Windows status bar.

- 1. Right click on the Time Card icon  $\bigcirc$  on the status bar
- 2. So Add qualification
- 3. Select the Time card.
- 4. Enter the assignment type, activity type and activity, duration and description
- 5. ≤>• Ok

Adding a qualification via the Dashboard

- 1. easyjob Menu S→• Time recording S→• Dashboard
- 2. Qualification section
- 3. <⊳• Add
- 4. Enter the assignment type, activity type and activity, duration and description
- 5. ≤>• Ok

Adding a qualification via the Calendar

- 6. easyjob Menu S→• Time recording S→• Calendar
- 7. So Add on the qualification page.
- 8. Select the Time card.
- 9. Enter the assignment type, activity type and activity, duration and description
- 10. ∕∽• <mark>0k</mark>

Adding a qualification to the Project:

- 1. easyjob Menu S→• Projects S→• Edit projects
- 2. Select the desired project
- 3. ∕∽• Ok
- 4. Click the Time recording tab
- 5. <a> Add</a>
- 6. Select the Time card.
- 7. Enter the assignment type, activity type and activity, duration and description
- 8. ≤>• Ok

## **Qualification templates**

You can create templates in order to enter qualifications faster for frequently repeating processes.

Creating qualification templates

- 1. Right click on the Time Card icon  $\bigcirc$  on the status bar
- 2. So Qualification templates
- 3. S→• Edit templates
- 4. So Add qualification
- 5. Enter a description such as XL-project conference call

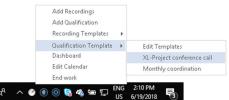
Name	XL-Project conference call
Assignment Type	Project Management 🗸
Activity Type	Project ~
Activity	17-0021 Project Future
Duration	0.5 Hours V
Description	
	0K Cancel

- 6. Select an Assignment type
- 7. Enter an Activity type
- 8. Assign the respective Activity
- 9. Enter the duration and a description, if necessary
- 10. ∕S**•** Ok

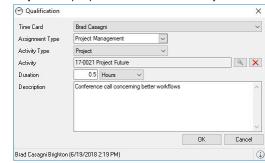
In order to use the qualification template, you can open it via the Time Card icon  $\bigcirc$  on the Status bar, on the Dashboard or in the time recording calendar.

Opening the qualification template via the Status bar

- 1. Right click on the Time Card icon  $\bigcirc$  on the status bar
- 2. So Qualification templates
- 3. Click the desired template, e.g. XL-project conference call



- 4. Select the Time card.
- 5. Adjust the proposed dates if necessary



6. ≤>• Ok

Using the qualification template in the Dashboard

- 1. easyjob Menu S→• Time recording S→• Dashboard
- 2. So Edit templates
- 3. Select the desired template

Туре	AssignmentType	Name	Reference	Description	
Qualification	Resource Scheduling	Monthly coordination			
Qualification	Project Management	XL-Project conference call	17-0021 Project Future		
Recording	Project Management	Check Resources	17-0013.02 Zumietung AV Rental Depot		
Recording	Inventory activity	Permanent inventory			
Recording	Project Management	Special Project	17-0021 Project Future		

(The assignment type, activity type and activity will be pre-filled according to the template)

- 5. Define the Duration
- 6. ∕≲**•** Ok

Using the qualification template in the Calendar

- 7. easyjob Menu -> Time recording -> Calendar
- 8. Select the name
- 9. So From template
- 10. Select the desired template
- 11. ∕S• Ok

(The assignment type, activity type and activity will be pre-filled according to the template)

12. Define the Duration

Time Card	Brad Casagni		
Assignment Type	Resource Scheduling 🗸 🗸		
Activity Type	Job 🗸		
Activity	17-0013.02 Zumietung AV Rental Depot		۹. )
Duration	0.5 Hours V		
Released by	Brad Casagni Brighton		
Released by Released on	Brad Casagni Brighton 6/19/2018 2:22:54 PM release		
	6/19/2018 2:22:54 PM		
Released on	6/19/2018 2:22:54 PM	OK	Cancel

13. ∕S→• Ok

## **Expenses**

With Time Card, you can assign project expenses to employees and freelancers. You can also see these in the cost plan overview of the individual projects. Expense analyses are also available. You can edit the expense type in the master data and also pre-fill it with costs if necessary.

Editing the expense type:

- 1. easyjob Menu S→ Master Data S→ Expenses types
- 2. <a>S→• Add</a>
- 3. Enter a name (e.g. airport taxi)

O Travel Expens	esType		
Name	Taxi to airport		
Cost presets	£20.00		
		Ok	Cancel

- 4. You can pre-fill the costs if necessary
- 5. ≤>• Ok

Adding travel expenses

- 1. easyjob Menu -> Time recording -> Calendar
- 2. Select the name and the corresponding date.
- 3. So Travel expenses tab
- 4. *S*≫• Add
- 5. Select the desired expense type, define the project, the costs and add a description if necessary

Travel Expense Type	Hotel expenses	~	
Project	18-0008 ITC Show	~	
Costs	£25.00		
Costs	6/14/2018 ~		
Description			
			Ok Cance

## **Project expenses**

In the project, you can view the expenses in the time recording and in the cost planner.

Travel expenses in the Time recording project view

4/2/2018 6 Brad Casagni Campaign	
1/5/2018 5.5 Dan Dollinger Load/Unload	
5/2/2018 8.33 Brad Casagni Project Management	
5/11/2018 18 Brad Casagni Resource Scheduling	
5/12/2018 2.5 Brad Casagni Load/Unload	
5/19/2018 0.5 Brad Casagni Resource Scheduling Weekly check up	
7/1/2018 0 Dan Dollinger Resource	
7/1/2018 8 Dan Dollinger Resource	
uualified 61.33 Costs €933.62 Travel Ex. €532.00 Create resource Add Edit	Delete

# Time Card - Expenses

# Travel expenses in the Project cost planner.

17-0013 Summer Revival Festival <u>Main Data</u> Overview Addresses Ai <u>Workflow Rating Web access Refi</u> Important addresses can be assigned to	erences TimeRecording Actu	At Market		<u>Cost Planner</u> Post Cal	iculation PaymentPlan Fields Pur	rchase Invoices
Project Summer Revival Festival	Zumietung AV Rental Depot					
	Proposed		Confirmed	<u>^</u> ☑ A	d	
	Income Expenses	Profit Inc	ome Expenses	1 TOTA	17-0013.01 Summer Revival Festival	
💌 Items	€0.03 €0.03	0 0% €2,336,683.	20 €1,403,049.25	40%	17-0013.02 Zumietung AV Rental Depo	ot
+ Resources	€0.03	0 0% €4,560.	00 €3,940.00	14%		
OBUs	€0.03	0 0% E0.	00.03	0%		
Rooms	€0.00	<b>EO</b> .	00			
Job Costs	€0.03	0% C0%	00.03	0%		
Subtotal	E0.00 E0.03	0 0% €2,341,243.	20 €1,406,989.25	40%		
💌 Total	€0.00	€2,341,243	18			
Profit	€0.00	0% €934,253	93	40%		
* Insurance	€0.00	€0	00	~		
Jobs Main groups Groups Cat	egories Rooms Staff Vehic	les Generic Resource Own	er Job Costs Costs	Manufacturing Controller	Travel Expenses Foreign currency	, OBUs
Name Expenses Shuttle airport	632.00					
Ticket airplane	€500.00					
		Tra	vel Sub-Rental	Overview To (	Outlook Resources Items	Close
Creator: Clark Cafer Stockholm (2/16/201	17 10:05 AM)		Last Edited: Brad Casag	gni Brighton (6/12/2018 5	:25 PM)	(j)

## **Statistics/Reports**

Multiple analyses are available for the processed data. These include:

- Time and personnel costs per project
- Time per customer
- Target/actual time analysis
- Work time analysis per employee
- Activity analysis per employee
- Started activities
- Expense list

The analyses are generated based on the context from the address, work time overview, project and globally via the Business Information Center.

	enter						
Time Recording	н	2017		2018		2019	
Start January 2018 🜲			January 2018	Decembe	ar 2018		
End December 2018 🗢	Time Recording	E					*
	Timecard Assignm	ent Type 🍸	۲	Travel Expense T	уре 🍸		۲
A			Project Management Resource Campaign Resource Scheduling Load/Unload Item Scheduling CRM			Hotel expenses Hotel Ticket airplane Shuttle airport	
Personal							
Controlling							
Customers							
Projects	Timesand Ten 101	in a low or board of	n Wark Time 🗸 🛞	Timesend Ten 10	Employees based	an Quartina 🗸	
Projects	Timecard Top 10 E	imployees based or	n Work Time 🍸 🛛 🛞	Timecard Top 10	) Employees based	on Overtime 🍸	<u> </u>
Projects	-	mployees based or	n Work Time 🍸 🛛 🛞	Timecard Top 10 Employee	Overtime (h)	on Overtime 🍸	۲
Projects	-		n Work Time 🍸 🛛 🛞			on Overtime 🍸	۲
Projects	Employee W	/ork Time (h)	n Work Time 🍸 🛛 💿	Employee	Overtime (h)	on Overtime 🍸	۲
Projects	Employee W administrator	/ork Time (h) 343	n Work Time 🍸 🛛 🛞	Employee Akim Alvarez	Overtime (h) 0	on Overtime 🍸	۲
Projects           Projects           Item           Staff           Vehicles	Employee W administrator Brad Casagni	/ork Time (h) 343 201	n Work Time 🍸 🛛 🛞	Employee Akim Alvarez Finn George	<b>Overtime (h)</b> 0 240	on Overtime 🍸	۲
Projects           Projects           Stoff	Employee W administrator Brad Casagni Abdullah Aaron	<b>Jork Time (h)</b> 343 201 27	n Work Time 🍸 🛛 🛞	Employee Akim Alvarez Finn George Abdullah Aaron	Overtime (h) 0 240 285	on Overtime 🍸	۲
Projects  tem  staff  vehicles  Generic Resources  roking  Korkshop	Employee W administrator Brad Casagni Abdullah Aaron Dan Dollinger	Vork Time (h) 343 201 27 25	n Work Time 🍸 🛛 🛞	Employee Akim Alvarez Finn George Abdullah Aaron XY Event Productions	Overtime (h) 0 240 285 380	on Overtime 🍸	۲
Projects           Projects           Staff	Employee W administrator Brad Casagni Abdullah Aaron Dan Dollinger Carol Crane	Vork Time (h) 343 201 27 25 17	n Work Time 🍸 🛛 🛞	Employee Akim Alvarez Finn George Abdullah Aaron XY Event Productions Brad Casagni	Overtime (h) 0 240 285 380 747	on Overtime 🍸	۲
Projects  tem  staff  vehicles  Generic Resources  roking  Korkshop	Employee W administrator Brad Casagni Abdullah Aaron Dan Dollinger Carol Crane Akim Alvarez	Vork Time (h) 343 201 27 25 17 0	n Work Time 🍸 🛛 🛞	Employee Akim Alvarez Finn George Abdullah Aaron XY Event Productions Brad Casagni Carol Crane	Overtime (h) 0 240 285 380 747 030	on Overtime 🍸	۲
Projects         Staff         Item	Employee W administrator Brad Casagni Abdullah Aaron Dan Dollinger Carol Crane Akim Alvarez Finn George	Vork Time (h) 343 201 27 25 17 0 0	n Work Time 🍸 🛛 🛞	Employee Akim Alvarez Finn George Abdullah Aaron XY Event Productions Brad Casagni Carol Crane Dave Elian	Overtime (h) 0 240 285 380 747 030 410	on Overtime 🍸	۲
Projects  tem  Staff  Vehicles  Generic Resources  Noroling  Noroling  Purchase Order  User  User	Employee W administrator Brad Casagni Abdullah Aaron Dan Dollinger Carol Crane Akim Alvarez Finn George XY Event Productions	//ork Time (h) 343 201 27 25 17 0 0 0 0	n Work Time 🍸 🛛 🛞	Employee Akim Alvarez Finn George Abdullah Aaron XY Event Productions Brad Casagni Carol Crane Dave Elian administrator	Overtime (h) 0 285 380 747 030 410 614	on Overtime 🍸	۲
Projects       Item       Staff       Iteria       Iteria       Invoicing       Invoicing	Employee         W           administrator         Brad Casagni           Abdullah Aaron         Dan Dollinger           Carol Crane         Akim Alvarez           Finn George         XY Event Productions           Dave Elian         More Dashboards	Vork Time (h) 243 201 27 25 17 0 0 0 0 0 0	n Work Time 🍸 🔊	Employee Akim Alvarez Finn George Abdullah Aaron XY Event Productions Brad Casagni Carol Crane Dave Elian administrator Dan Dollinger	Overtime (h) 0 285 380 747 030 410 614	on Overtime 🍸	۲
Projects         Item         Staff         Vehicles         for enric Resources         Invoicing         Workshop         Purchase Order         User         Y Manafacturing Controller         Item	Employee         W           administrator         Brad Casagni           Abdullah Aaron         Dan Dollinger           Carol Crane         Akim Alvarez           Finn George         XY Event Productions           Dave Elian         More Dashboards	Vork Time (h) 243 201 27 25 17 0 0 0 0 0 0		Employee Akim Alvarez Finn George Abdullah Aaron XY Event Productions Brad Casagni Carol Crane Dave Elian administrator Dan Dollinger	Overtime (h) 0 285 380 747 030 410 614	on Overtime 🍸	•

Time recording in the Business Information Center

Opening the project related analysis

- 1. easyjob Menu 🖘 Statistics 🖘 Business Information Center
- 2. So Time recording tab

Details about using the 🗇 Business Information Center can be found in the related manual.

### Time Card - Statistics/Reports

Opening the project related analysis

- 3. easyjob Menu S→• Projects S→• Edit projects
- 4. Select the desired project
- 5. ≤>• Ok
- 6. So Time recording tab
- 7. Statistics tab

) 18-0008 ITC Show							
lainData Overview Addresses Appointments Bo	esources Activities	Planning Resou	uces Job Cost	<u>Attachments</u>	Cost Planner Po	ost Calculation	Fields
Purchase Invoices Workflow Rating Web access	References Time F	Recording Actua	I hours Rooms	Report Param	eter <u>OBUs</u>		
Displays all project qualifications							
Qualifications Statistics							
Start 5/ 1/2018 V Until 6/ 1/2018 V							
18-0008 ITC Show				/			×
18-0008 FTC Show							
More Dashboards							
Qualifications sorted by Employee Qualifications	s sorted by Work Ti	me Qualification	ns sorted by Wo	ork Type Trave	Expense Varia	tions between	Resources
	Travel	Sub-Rental	Overview	To Outlook	Resources	Items	Close
reator: Brad Casagni Brighton (6/12/2018 5:24 PM)					/2018 12:47 AM)		(

8. Click the desired statistic (e.g. qualification by activity type)

ualifications Statistics	1 ~				
	7 V F				
Qualifications sorted	by Work Type				
imecard Qualifications so	rted by Work Type	e 🍸			٢
Assignment Type/Date	Employee	Comment		Tim	e (min)
Item Scheduling					480
6/7/2018	Dan Dollinger				300
6/7/2018	Carol Crane				90
6/7/2018	Brad Casagni				90
Load/Unload					180
6/7/2018	Carol Crane				90
6/7/2018	Brad Casagni				90
Project Management					390
6/7/2018	Carol Crane				210
	Brad Casagni				180
6/7/2018					
6/7/2018					

Opening a personal analysis via the master data:

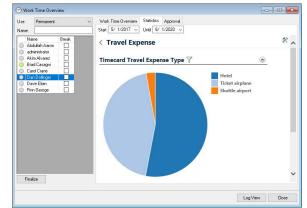
- 1. easyjob Menu ⇔• Master Data ⇔• Addresses
- 2. Select the desired address
- 3. ≤>• Ok
- 4. So Time recording tab
- 5. Click the desired statistic (e.g. qualification by reference)

Start 5/1/2018 VIntil 6/1/2020 V Cualifications sorted by	Reference	*
Timecard Qualifications sorted	by Reference 🍸 💿	
Reference/Assignment Type/Date	Time (min)	
*	1760	
Resource Scheduling	1110	
Project Management	500	
Load/Unload	150	
<ul> <li>1 x Brad Casagni</li> </ul>	600	
Resource	600	
<ul> <li>17-0021 Project Future</li> </ul>	480	
<ul> <li>Newsletter</li> </ul>	480	
° Campaign	480	
Project Management	480	
<ul> <li>18-0008 ITC Show</li> </ul>	180	
<ul> <li>18-0008.02 ITC Show - Location B</li> </ul>	180	
Project Management	180	
Load/Unload	90	
Item Scheduling	90	
<ul> <li>Summer Party Event</li> </ul>	150	
Campaign	150	
<ul> <li>Check in Crew (Urgent)</li> </ul>	90	
	90	

In this view you can also determine the time frame for the statistical analysis. You can access the same analysis via the Work time overview

Displaying a personal analysis in the work time overview

- 1. easyjob Menu S→ Time recording S→ Work time overview
- 2. Select the name
- 3. Statistics tab
- 4. Click the desired statistic (e.g. travel expense)

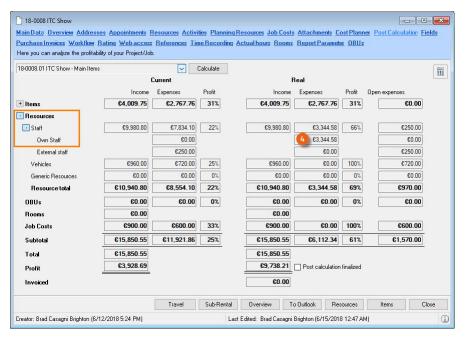


## **Advanced controlling functions**

In connection with the Controlling Center, there is the option to assign the activity cost from projects with Time recording ①, thereby calculating the actual work cost for an order.

	17			No.			ation Fields
		en		)			
Duration	Employee	Assignment Type	Description				
1.5	Carol Crane	Item Scheduling	1 1				
1.5	Brad Casagni	Item Scheduling	1				
5	Dan Dollinger	Item Scheduling					
1.5	Brad Casagni	Load/Unload					
1.5	Carol Crane	Load/Unload					
3	Brad Casagni	Project Management					
3.5	Carol Crane	Project Management	1				
	17.5 2	€2,844.58 Costs T	ravel Expenses	3 €500.00 Create resource	Add	Edit	Delete
			[ravel S	Rental Overview ToOut	ook Resources	Items	Close
	voices W statis Statis Duration 1.5 1.5 5 1.5 1.5 3	voices Workflow Ratin Mitierungen zu Ressource Statistics Duration Employee 1.5 Carol Crane 1.5 Brad Casagni 1.5 Carol Crane 3 Brad Casagni 3.5 Carol Crane	voice: Workflow Rating Web access Refe ilificierungen zu Ressourcen  S Statistics  Duration Employee Assignment Type  1.5 Carol Crane Item Scheduling  1.5 Brad Casagni Item Scheduling  1.5 Brad Casagni Project Management  3.5 Carol Crane Project Management  3.5 Carol Crane Project Management	voices Workflow Rating Web access References TimeReconstitution and the second statement of the secon	voices Workflow Rating Web access References Time Recording Actualhours Rooms Regulificierungen zu Ressourcen  S Statistics  Duration Employee Assignment Type Description  1.5 Carol Crane Item Scheduling  5 Dan Dolinger Item Scheduling  1.5 Brad Casagni Item Scheduling  1.5 Brad Casagni Load/Unload  1.5 Carol Crane Load/Unload  3 Brad Casagni Project Management  3.5 Carol Crane Project Management	voices Workflow Rating Web access References Time Recording Actual hours Rooms Report Parameter OBUs  statistics  Statistics  Duration Employee Assignment Type Description  1.5 Carol Crane Item Scheduling  5 Dan Dollinger Item Scheduling  1.5 Brad Casagni Rescheduling  1.5 Brad Casagni Load/Unload  1.5 Carol Crane Load/Unload  3 Brad Casagni Project Management  3.5 Carol Crane Project Management	Statistics       Duration     Employee       Assignment Type     Description       1.5     Carol Crane       1.5     Brad Casagni       1.5     Brad Casagni       1.5     Brad Casagni       1.5     Carol Crane       1.5     Carol Crane

In the post calculation of the project, the costs from Qualification ② and the incurred Travel expenses ③ are taken into account under Real Resources Staff Own Staff ④.



Details about using the Controlling Center can be found in the relative manual under Post Calculation.

# **Advanced CRM functions**

In the campaign, you can also carry out qualifications on the Time recording tab

) Campai <u>Main Data</u>		Export Act	ivities Time	Recording Event att	endance			
Displays all Date	Campaign ( Duration	Qualifications.	Work Type	Description				
6/13/2018		Brad Casagni	Campaign	Layout invitation				
6/13/2018		Finn George	Campaign	Design text				
Qualified		5.75 Costs		£0.00 Travel Ex	£0.00	Add	Edit	Delete
			1	and the second second				