



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	5
Important notice	6
Main Office	6
Support.....	6
Training	6
About this manual	6
How to use this manual.....	7
Additional documentation	9
Time Card	10
Installation and activation	12
Configuration and settings	13
User Settings	13
General settings	14
WebApp.....	16
Time Card Terminal	16
Work Time Recording	17
Concept.....	17
Terminology.....	17
Time Card	18
Working conditions.....	19
Work Time Overview.....	26
Resource	28
Activity filter example	28
Search filter example	28
Finalizing the month.....	29
Calendar.....	30
Dashboard.....	30
Work time recording.....	31
Manual time recording in the calendar	31
Manual time recording on the Dashboard	32
Time recording via the WebApp	32
Automatic work time recording.....	33
Work time recording with the Time Card Terminal	34
Work time calculations.....	35
Calculating holidays.....	35
Calculating sick days and other absences	35
Calculating vacation	36
Activity recording.....	39

Time Card - Table of contents

Activity types.....	39
Manual activity recording.....	40
Automatic recording with IntelliTrace™	42
Recording templates.....	43
Resource time recording	44
Qualitative recording.....	45
Actual hour calculation in the project.....	47
Adding a qualification.....	50
Qualification templates.....	51
Expenses.....	53
Project expenses.....	53
Statistics/Reports.....	55
Advanced controlling functions.....	58
Advanced CRM functions	59

INTRODUCTION

Information about the structure and content of this document can be found [here](#).



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

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<http://www.protonic-software.com>

Support

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

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.

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**, **L** or **XL**. 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 **e**.

For example:

L	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 ↪• **View** ↪• **Monthly Overview**

Example 3: ↪• **Help**

Example 4: ↪• **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. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important. This information is important.

Special keys

Special keys are represented with the following symbols:

	Windows key
	Tabulator key
	Arrow keys
	Return key
	Context Menu key
	Escape key
	Function key 1
 + A	Control key. Keep the control key pressed down and press the A button.
 + H	Alt key. Keep the Alt key pressed down and also press the H button
	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.

Screenshot explanations

The screenshots will be explained using numbers ① ② ③ and arrows → marked.

Screenshot highlights will be marked with orange frames.

Number	Name	Invoice Date	Total	Total incl. Tax	Name1	Status	Paid	Terms of Payment	Open
13-0006	Big Show	27/04/2015	€36,000.00	€36,000.00	Big Events Inc.	Open	<input type="checkbox"/>	Big Project Payment Plan	€36,000.00
13-0008	Downtown Art Exhibition	27/04/2015	€16,650.00	€17,899.50		Open	<input type="checkbox"/>	Big Project Payment Plan	€17,899.50
12-0007	Big Opening Shopping Mall 1b	14/04/2016	€7,150.00	€7,865.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€7,865.00
12-0004	Big Opening Shopping Mall 2	14/04/2016	€7,150.00	€7,865.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€7,865.00
12-0006	Big Opening Shopping Mall 1a	14/04/2016	€7,150.00	€7,858.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€7,858.00
12-0008	Big Opening Shopping Mall 1c	14/04/2016	€6,300.00	€7,049.00		Open	<input type="checkbox"/>	Remit within 30 days	€7,049.00
12-0001	Repair	29/03/2016	€1,160.10	€1,170.21		Open	<input type="checkbox"/>	Pre-paid by credit card	€1,170.21
02-0001	Sample Project	26/11/2012	€492.00	€492.00	Max Sample Customer	Exported	<input type="checkbox"/>	Remit within 30 days	€492.00
10-0001		21/04/2015	€1.00	€1.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€1.00
13-0009		27/04/2015	€0.00	€0.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€0.00
13-0007	CATS Revue	27/04/2015	€0.00	€0.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€0.00
13-0005	Big Show	27/04/2015	€0.00	€0.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€0.00
Totals		Quantity	17	Total	€82,053.10	Total incl. Tax	€86,199.71		

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

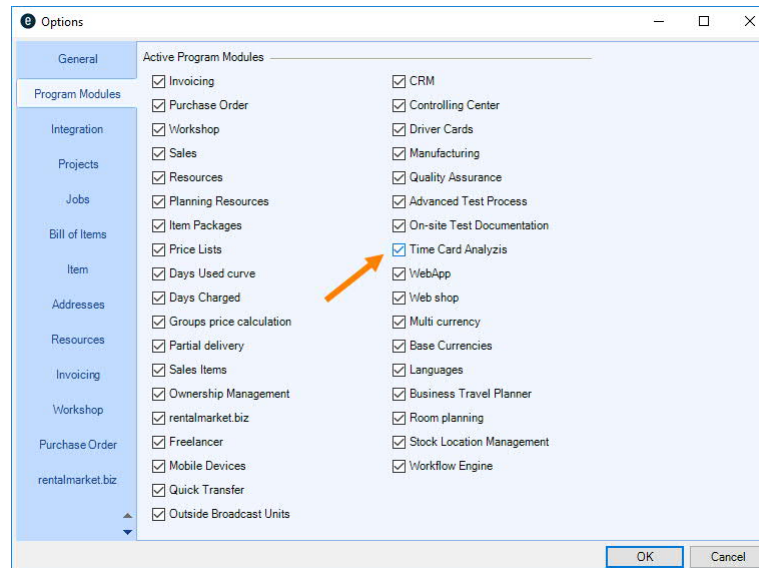
With the easyjob Time Card Analysis (TCA) module, easyjob is expanded with a time recording functionality for in-house staff as well as for freelancers. This makes it possible to record the work times of your employees and freelancers and carry out a qualification (which employee carried out a certain 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.

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. ➡ Functions tab
3. Select **Time Card Analysis**



4. ➡ Ok

easyjob must be restarted to activate the settings.

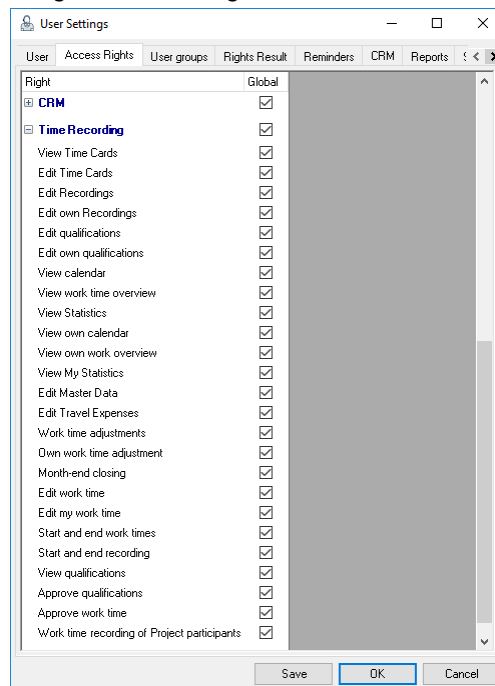
Configuration and settings

User Settings

Various user rights are available for the Time Card module.

Assigning the user rights for Time Card:

1. easyjob Menu ➞ Tools ➞ Manage Users
2. ➞ Select a User
3. ➞ Edit
4. ➞ Rights tab
5. ➞ Time Recording
6. Assign the desired rights



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. ➡ **Time Recording**
3. Modify the desired Settings

The screenshot shows the 'Options' dialog box with the 'Time Recording' section selected. The 'General' tab is active, displaying various settings for time recording. The 'Calendar' section shows 'Start work' at 08:00 AM and 'Work time end' at 05:00 PM. The 'Vacation calculation base' is set to 'Average weekly work time'. The 'Actual hour calculation' section shows 'Rounding' options: 'Quarter hour' (selected), 'Half hour', 'Whole hour', and 'Mathematic' (selected), along with 'Round down' and 'Round up'. The 'OK' and 'Cancel' buttons are at the bottom right.

4. ➡ **Ok**

easyjob must be restarted to activate the 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 ➞ **Tools** ➞ **Manage Users**
2. Select a User
3. ➞ **Edit**

User Settings

User | Access Rights | User groups | Rights Result | Reminders | CRM | Reports | Statistics

General

Last Name: Casagni Brighton

First Name: Brad

Initials: BC

Department: Project Management

Manager: [dropdown]

Address: 1000156.00 [Edit] [Del] [...]

Genius Events UK
Brad Casagni
17 Cuddy Blvd.
8260 Brighton

Phone: +44 172 7115
Mobile Phone (390) 172 7474

Barcode: @ad7885

Entry

Login Name: Brad Casagni [...]

Password: ***

Administrator: ☒

Deactivated: ☐

WebApp

WebApp license: ☒

Web login locked: ☐

Default settings

User Language: English [dropdown]

Output Language: Base Language [dropdown]

Site: Brighton [dropdown]

Owner: Leasing Owner A [dropdown]


Notes: [text area]

Save OK Cancel

Creator: sys admin (01.09.2017 13:21) Last Edited: Brad Casagni Brighton (15.05.2018 11:39)

4. Add an address or create a new address dataset
5. ➞ **Save**

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



1. 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

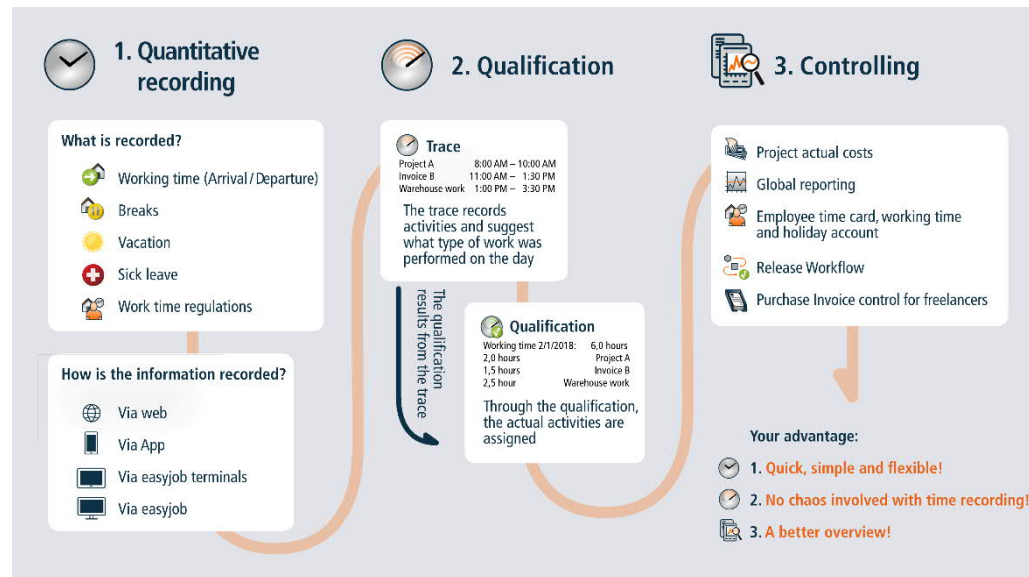
Assigning an easyjob user to RFID

1. 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™ 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 [Approving work times and qualifications](#). You can define the corresponding right in the [User Settings](#). Enter all employee master data under **Working conditions** ④. See also [Working conditions](#). Furthermore, you can record the Company affiliation ⑤, notes and the site.

Activating an employee's time card

1. easyjob Menu ➞ Master Data ➞ Addresses
2. ➞ Select the Address
3. ➞ Edit
4. ➞ Time card
5. Enter the social security number.
6. ➞ Define the type of assignment
7. ➞ 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.

The screenshot shows the 'Working conditions' dialog box with the following fields and values:

- ① General tab selected
- ② Cost calculation tab
- ③ Rules tab
- ④ Validity date: 01.05.2018
- ⑤ Salary interval: Month (dropdown menu open showing Month, Hour, Day, Week, Month)
- ⑥ Salary: 2500,00 €
- ⑦ Vacation days per year: 25
- ⑧ Work time table:

	Minutes	Hours	Break in minutes
Mo.	480	8	30
Th.	480	8	30
Wle.	480	8	30
Th.	240	4	0
Fr.	240	4	0
Sa.	0	0	0
Su.	0	0	0
Per week	1920	32	90
Average	384	6.4	30

⑨ points to the 'Average' row in the 'Hours' column.

Buttons: Save, OK, Cancel

Footer: Brad Casagni Brighton (31.05.2018 08:01)

Defining the working conditions of an employee

1. easyjob Menu ➞ Master Data ➞ Addresses
2. ➞ Select the Address
3. ➞ Edit
4. ➞ 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 ⑧ the average workdays per month or apply the calculated value ⑨.

Projection	
Year	2017
Work days	260
Public Holidays	0
Staff Vacation Days	0
Sick leave	0
Average work days per Month	21.67

Calculation factor	
Average work days per Month	19.42

Creating the cost calculation

1. easyjob Menu ➞ Master Data ➞ Addresses
2. ➞ Select the Address
3. ➞ Edit
4. ➞ Time card
5. ➞ Edit
6. ➞ 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.

Entering rules for an employee

1. easyjob Menu ➞ Master Data ➞ Addresses
2. ➞ Select the Address
3. ➞ Edit
4. ➞ Time card
5. ➞ Edit
6. ➞ Rules tab
7. Modify the desired Settings
8. ➞ Save

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.

Entering public holidays

1. easyjob Menu ➔ **Master Data** ➔ **Events**
2. ➔ **Add** ①
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** ⑥

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.

Open the work time overview:

1. ➔ easyjob Menu
2. ➔ **Time recording**
3. ➔ **Work time overview**

See also **Calculating holidays.**

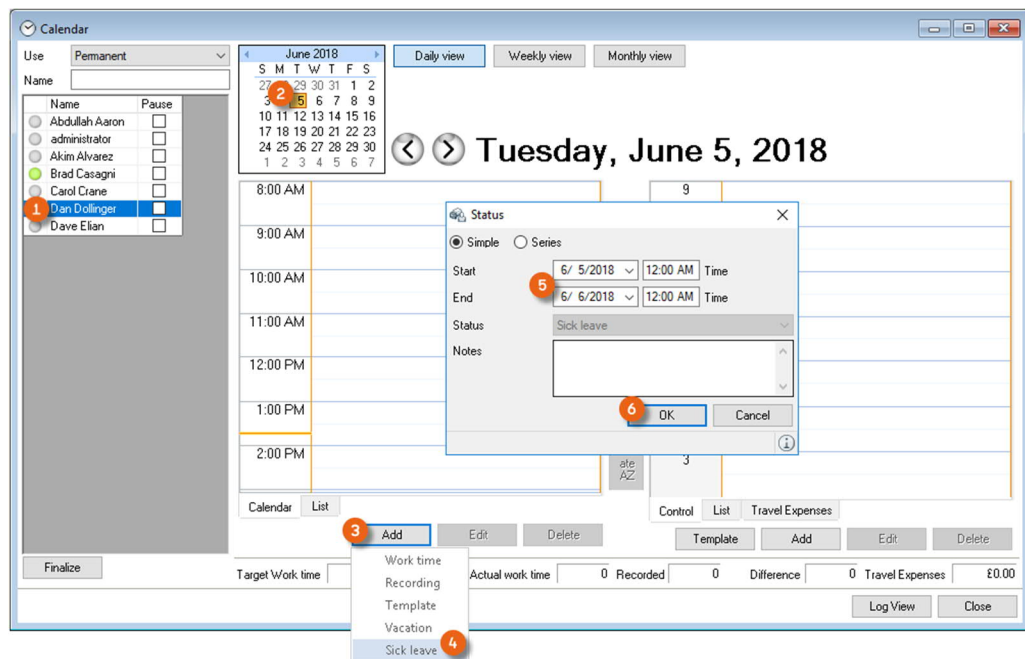
Vacation and sick leave

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. **Add** ③
4. Select Sick leave ④, for example, and enter the Dates ⑤
5. **Ok** ⑥



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**

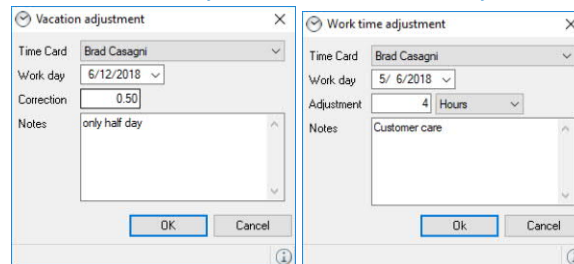
In the Work time overview you can correct a vacation entry and enter it, for example, as a work time correction instead of worked hours. You can make the work time or vacation correction for the entire month also on the last day of the month.

Time Card - Time Card

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

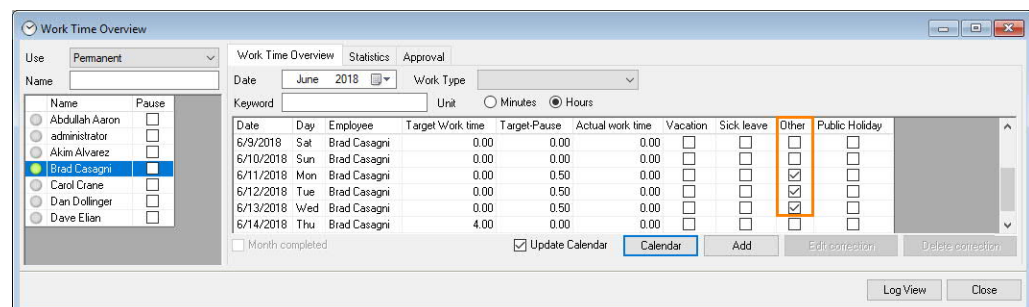


5. • [Ok](#)

See also [Calculating vacation](#) and [Calculating sick days and other absences](#).

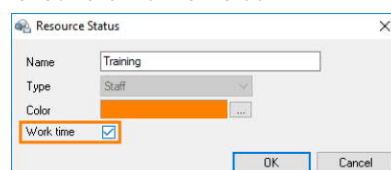
Other absences

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](#).



Defining resource status as work time

1. easyjob Menu • [Master Data](#) • [Resource Status](#)
2. Select the desired status
3. • [Edit](#)
4. Check the work time box



5. • [Ok](#)

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 ➡ Master Data ➡ Addresses
2. ➡ Select the Address
3. ➡ Edit
4. ➡ Time card
5. Check the **Requires approval** box

6. ➡ Save

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

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

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.

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 presets 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** ⑨ box, the subsequent editing of previous months is blocked. Under **Finalize** ⑩ it is possible to finalize one or multiple months for multiple employees at the same time. With **Update calendar** ⑪, 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** ⑫ you can switch to the calendar view, which will always display the day that is currently marked in the work time overview. With **Add** ⑬ you can enter absences (vacation, sickness) and correct work times and vacation if necessary. Corrections can also be edited ⑭ or deleted ⑮. With the **Log view** ⑯ you can keep track of entries, changes and corrections. **Statistics** ⑰ see [Statistics/Reports](#). Under **Approval** you can see an overview of the [Approving work times and qualifications](#).

Time Card - Time Card

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.

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 ⑥	= Total work time ④ – Target time total ③ +/- Adjustment total ⑤
Difference Q total ⑦	= Qualified total ⑨ – Work time total ④
Resource ⑩	The time a worker was working as a resource (e.g. AV technician) for a project.
Holiday account ⑯	Vacation carry over from previous month* – Vacation current month ⑪ +/- Adjustment total ⑫ = Current vacation
Work time account ⑰	Hour carry over from the previous month +/- Difference A total ⑥ = Current hours
Month end	Work hours that must still be worked as of today 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.

Work Time Overview

Use: Permanent

Name: [Empty]

Keyword: [Empty]

Date: May 2018

Unit: Minutes (selected), Hours

Date	Day	Employee	Target time	Target break	Working time	Difference A	Recorded	Qualified	Difference Q	Resource
5/6/2018	Tue	Brad Casagni	8.00	0.50	8.00	0.00	3.77	3.77	-4.23	6.00
5/7/2018	Mon	Brad Casagni	8.00	0.50	9.00	1.00	10.18	10.00	1.00	4.00
5/8/2018	Tue	Brad Casagni	8.00	0.50	8.50	0.50	0.00	0.00	-8.50	1.00
5/9/2018	Tue	Brad Casagni	8.00	0.50	8.00	0.00	-8.00	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
5/3/2018	Thu	Brad Casagni	8.00	0.50	8.50	0.50	0.00	0.00	-8.50	0.00
5/4/2018	Fri	Brad Casagni	8.00	0.50	8.50	0.50	0.00	0.00	-8.50	0.00
5/5/2018	Sat	Brad Casagni	0.00	0.00	0.00	0.00	0.00	0.00	-8.50	0.00
5/6/2018	Sun	Brad Casagni	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Month completed: [] Update Calendar: [x] Calendar Add Edit adjustment Delete adjustment

Totals:

Target time	120	Work time	71	Adjustment	5	Difference A	-44	Difference Q	-33.4
Recording	38.01	Qualified	37.6						
Resource	11	Vacation	2	Adjustment	1	Sick leave	2	Public Holidays	1
Holiday account	Carry over	18.83	Current	17.83					
Work time account	Carry over	57.65	Current	13.65	Month end	13.65			

Log View Close

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).

Work Time Overview

Use: Permanent

Name: [Empty]

Keyword: [Empty]

Date: May 2018

Unit: Minutes (selected), Hours

Project Management ①

Date	Day	Employee	Target time	Target break	Working time	Difference A	Recorded ④	Qualified ③	Difference Q	Resource	Vacation	Sick A
5/1/2018	Tue	Brad Casagni	8.00	0.50	8.50	0.50	7.50	5.50	-3.00	0.00		
5/2/2018	Wed	Brad Casagni	8.00	0.50	8.50	0.50	8.33	8.33	-0.17	0.00		
5/3/2018	Thu	Brad Casagni	8.00	0.50	8.50	0.50	0.00	0.00	-8.50	0.00		
5/4/2018	Fri	Brad Casagni	8.00	0.50	8.50	0.50	0.00	0.00	-8.50	0.00		
5/5/2018	Sat	Brad Casagni	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
5/6/2018	Sun	Brad Casagni	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
5/7/2018	Mon	Brad Casagni	8.00	0.50	9.00	1.00	0.00	0.00	-9.00	4.00		
5/8/2018	Tue	Brad Casagni	8.00	0.50	8.00	-8.00	0.00	0.00	0.00	6.00		
5/9/2018	Wed	Brad Casagni	8.00	0.50	8.50	0.50	0.00	0.00	-8.50	1.00		

Month completed: [] Update Calendar: [x] Calendar Add Edit adjustment Delete adjustment

Totals:

Target time	120	Work time	80	Adjustment	4	Difference A	-36	Difference Q	-66.17
Recording ②	15.83	Qualified ③	13.83						
Resource	11	Vacation	2	Adjustment	1	Sick leave	2	Public Holidays	1
Holiday account	Carry over	18.83	Current	17.83					
Work time account	Carry over	57.65	Current	21.65	Month end	21.65			

Log View Close

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).

Work Time Overview

Use: Permanent

Name: [Empty]

Keyword: Project Future ①

Date: May 2018

Unit: Minutes (selected), Hours

Date	Day	Employee	Target time	Target break	Working time	Difference A	Recorded	Qualified	Difference Q	Resource	Vacation	Sick A
5/1/2018	Tue	Brad Casagni	8.00	0.50	8.50	0.50	7.50	7.50	-1.00	0.00		
5/2/2018	Wed	Brad Casagni	8.00	0.50	8.50	0.50	0.00	0.00	-8.50	0.00		
5/3/2018	Thu	Brad Casagni	8.00	0.50	8.50	0.50	0.00	0.00	-8.50	0.00		
5/4/2018	Fri	Brad Casagni	8.00	0.50	8.50	0.50	0.00	0.00	-8.50	0.00		
5/5/2018	Sat	Brad Casagni	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
5/6/2018	Sun	Brad Casagni	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
5/7/2018	Mon	Brad Casagni	8.00	0.50	9.00	1.00	0.00	0.00	-9.00	0.00		
5/8/2018	Tue	Brad Casagni	8.00	0.50	8.00	-8.00	0.00	0.00	0.00	0.00		
5/9/2018	Wed	Brad Casagni	8.00	0.50	8.50	0.50	0.00	0.00	-8.50	0.00		

Month completed: [] Update Calendar: [x] Calendar Add Edit adjustment Delete adjustment

Totals:

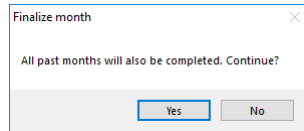
Target time	120	Work time	80	Adjustment	4	Difference A	-36	Difference Q	-72.5
Recording ②	7.5	Qualified ③	7.5						
Resource	0	Vacation	2	Adjustment	1	Sick leave	2	Public Holidays	1
Holiday account	Carry over	18.83	Current	17.83					
Work time account	Carry over	57.65	Current	21.65	Month end	21.65			

Log View Close

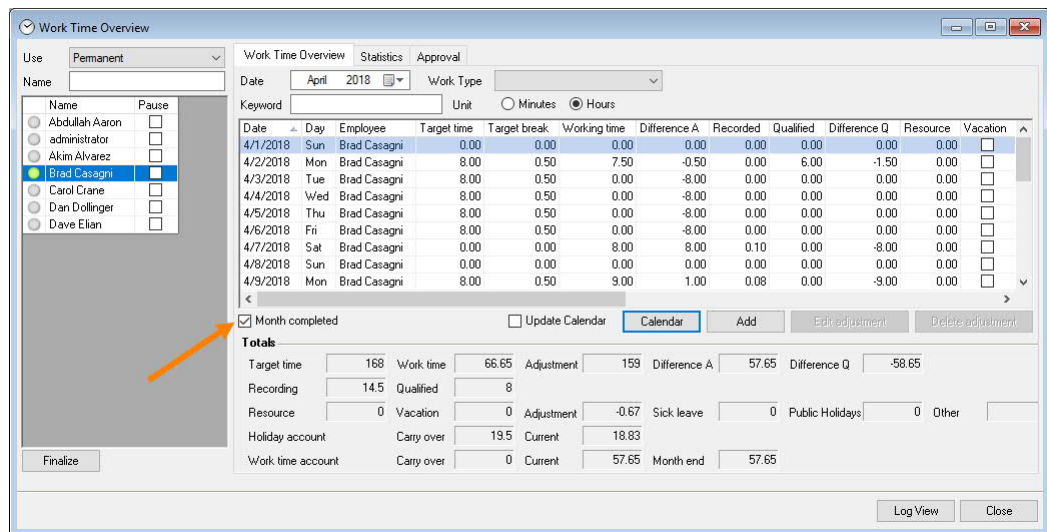
The search filter searches in descriptions from projects, jobs, invoices, workshop activities, purchase orders, sales orders, purchase invoices and manufacturing orders.

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.



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](#).



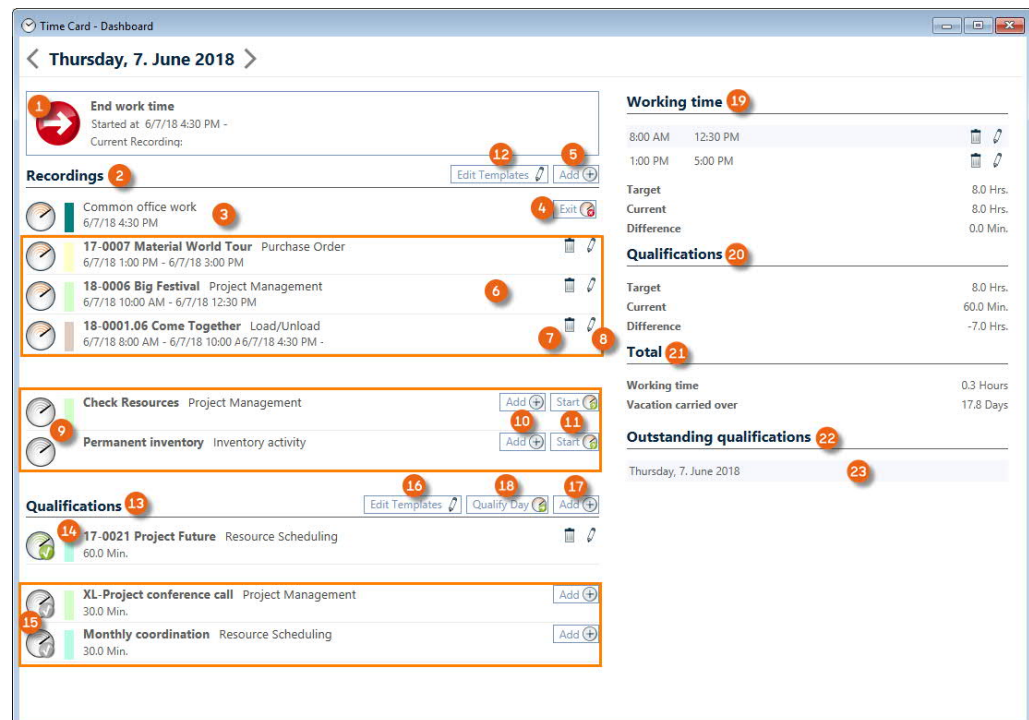
In order to switch to a vacation calculation basis, the monthly work time overview of all employees created in the time recording must be closed

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 ⑥ 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 ⑬ that were already qualified for this day ⑭. Qualification templates are displayed in gray ⑮. You can edit ⑯ qualification templates or add ⑰ a new one. It is also possible to qualify all available recordings on this day at once ⑱.

The already documented working time ⑰ 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) ⑲ and the Total ㉑ 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](#).

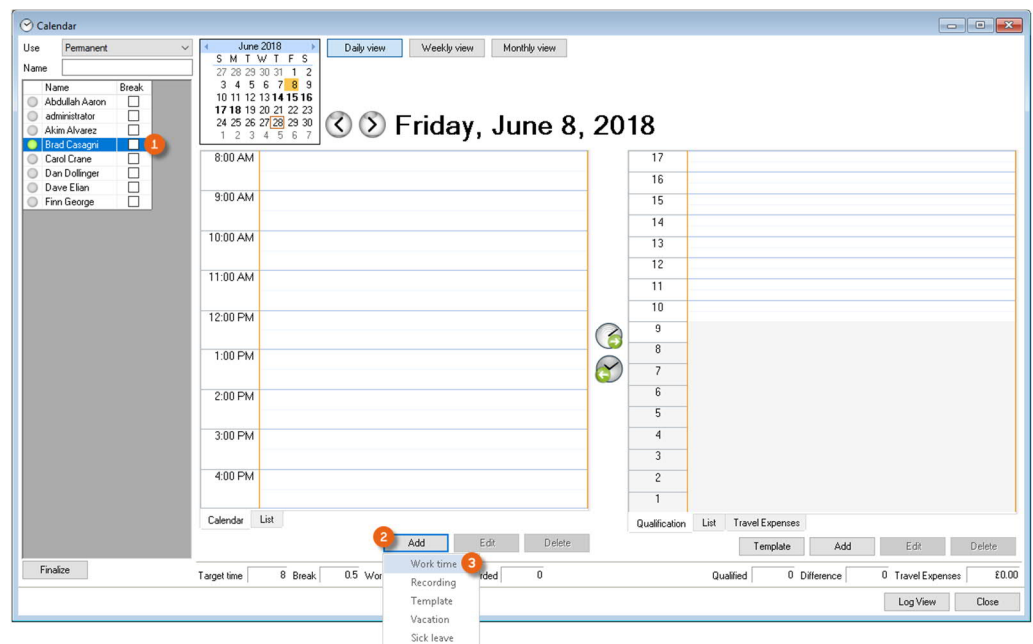
Work time recording

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.

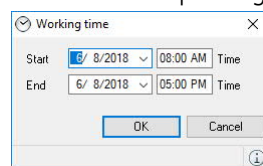
Manual time recording in the calendar

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

1. easyjob Menu • [Time recording](#) • [Calendar](#)
2. Select the name ①
3. • [Add](#) ②
4. • [Work time](#) ③



5. Enter the corresponding data



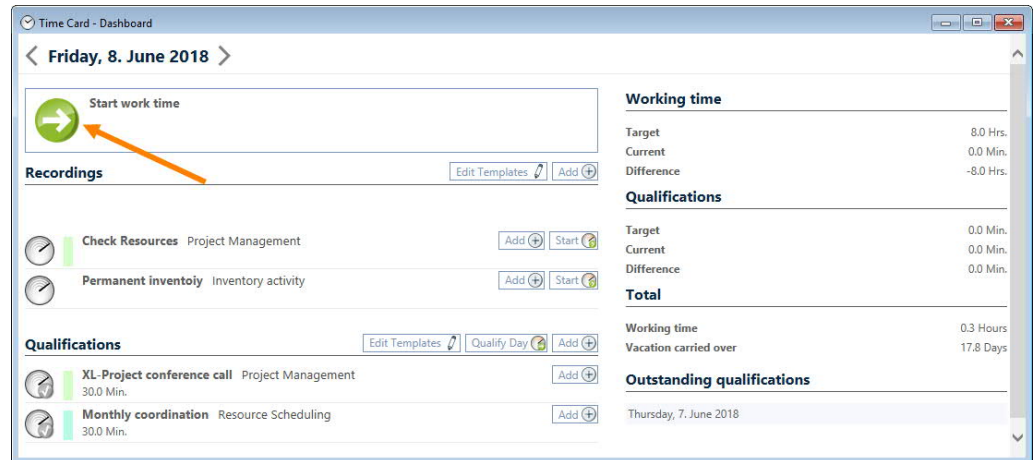
6. • [Ok](#)

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.

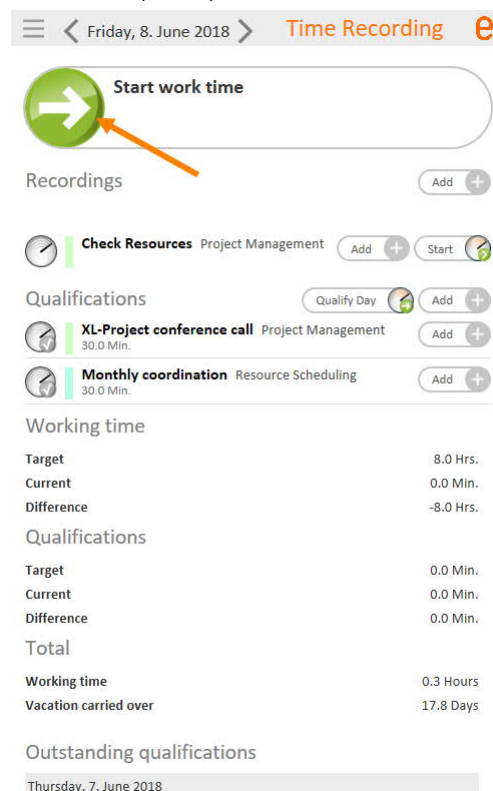
1. easyjob Menu ↩• [Time recording](#) ↩• [Dashboard](#)
2. Click the in (or out) icon



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. ↩• [Time recording](#)
3. Click the in (or out) icon

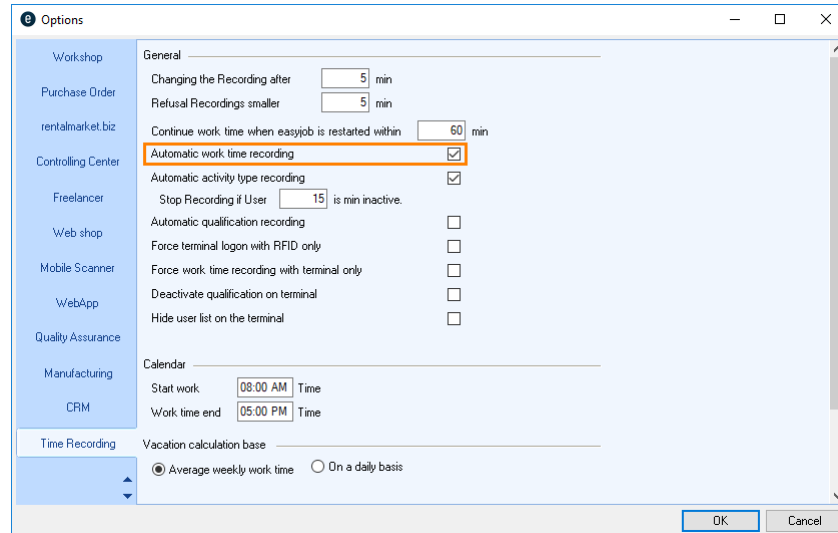


With the Web Interface, you can enter activities and carry out qualifications for your own employees and freelancers without easyjob as well as from outside your company. The Webinterface is based on the easyjob WebApp technology. More information about setting up the WebApp can be found in [easyjob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

Automatic work time recording

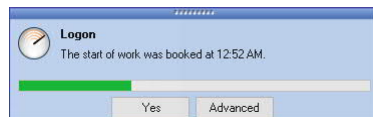
Activate the work time recording in the easyjob program settings.

1. easyjob Menu ➤ Tools ➤ Settings
2. ➤ Time recording tab
3. Check the Automatic work time recording box

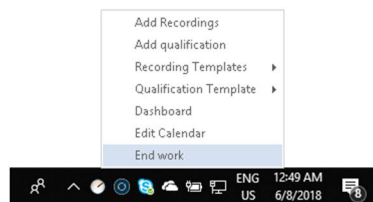


4. ➤ Ok


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 ⌚ on the status bar to end your work time.



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

[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.

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. ➞ **Time recording** tab
3. Select the desired **Vacation calculation basis**
4. ➞ **Ok**

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.

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

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.

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

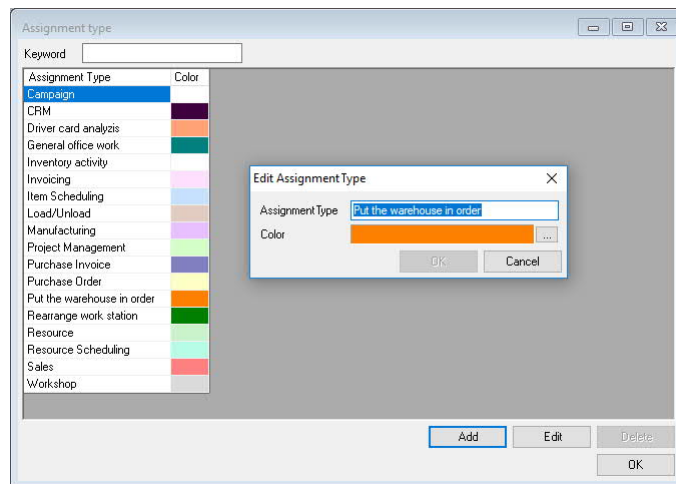
With activity recording, you can use recordings to document which worker carried out which activity and for how long. That can be done either **Manually** or **Automatically** using the **IntelliTrace™** function. Finally, you can **qualify** these assignments by assigning a certain activity (e.g. a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

Activity types

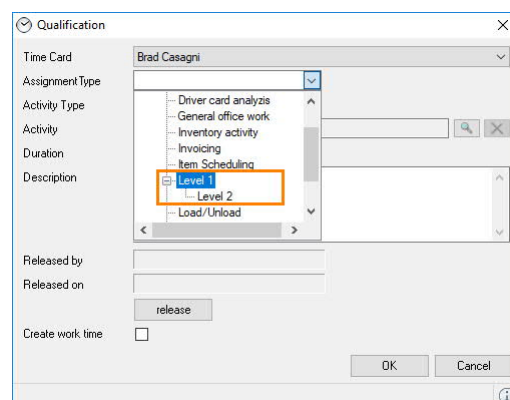
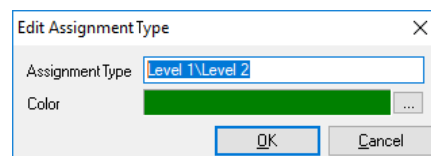
easyjob Time Card includes a predefined set of activities types that you can expand as needed in the master data.

Creating an activity type

1. easyjob Menu ➡ • Master Data ➡ • Activity type
2. ➡ • Add
3. Enter a name
4. Select a color
5. ➡ • Ok






With \ you can create additional activity levels

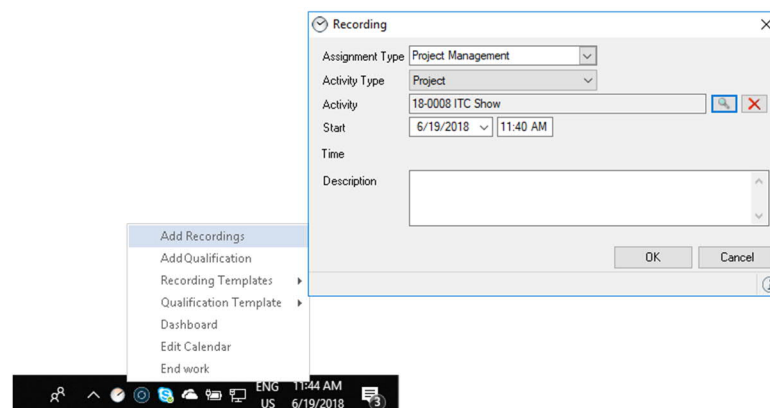


Manual activity recording

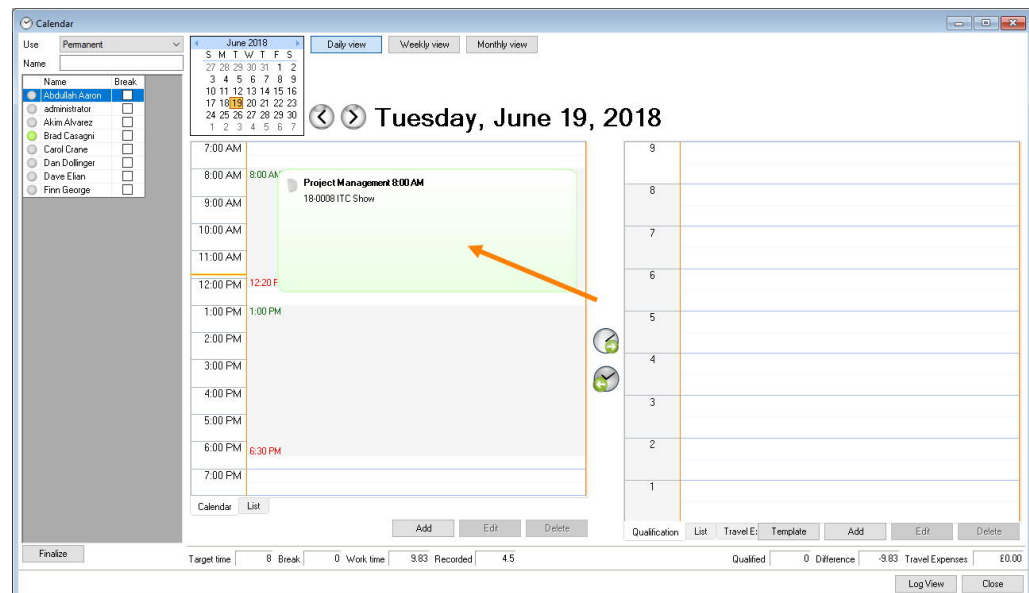
All activities carried out will be documented through automatic recording. Multiple options are available to manually add **recordings**.

Adding recordings via the **status bar**.

1. Right click on the Time Card icon  on the status bar
2.  • **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.  • **Ok**



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**.



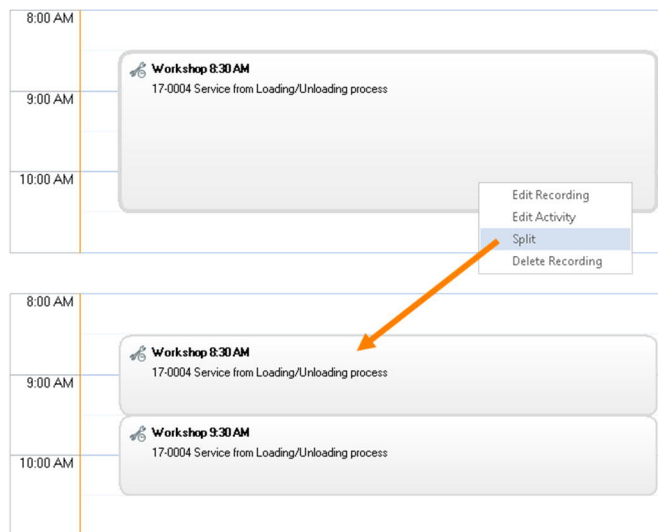
Time Card - Activity recording

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. ↩• **Ok**

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.



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™



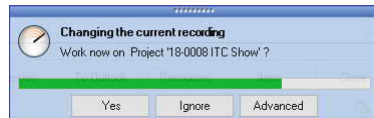
With the IntelliTrace™ function, times and activities are automatically recorded based on the easyjob activities. Activities from the Project, Job, Bill of Items, Resource Planning, Invoicing, Purchase Order, Sales Order, Workshop, Purchase Invoice Management, CRM and Manufacturing Controller areas are 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. ➤ **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.







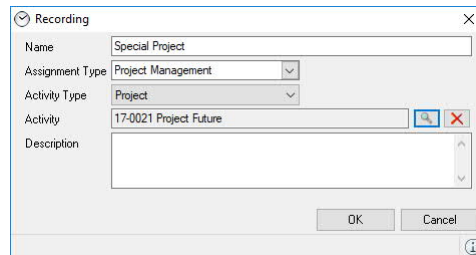
Yes confirms that you are working on the displayed project. **Ignore** stops the suggested recording. With **Advanced** you can change the recording start, the assignment type, the activity type, the activity and also the end. If you ignore the recording window, the recording will be booked as suggested.

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  on the status bar
2.  • [Recording templates](#)
3.  • [Edit templates](#)
4.  • [Add recording](#)
5. Enter a name, such as Special project





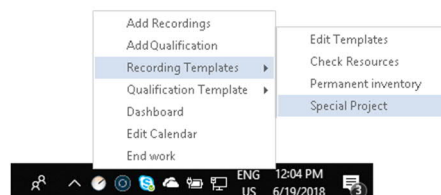
The 'Recording' dialog box is shown. It has a title bar with a close button. Inside, there are fields for 'Name' (containing 'Special Project'), 'Assignment Type' (a dropdown menu showing 'Project Management'), 'Activity Type' (a dropdown menu showing 'Project'), 'Activity' (a text field containing '17-0021 Project Future' with a search icon and a red 'X' icon), and 'Description' (a large text area). At the bottom right are 'OK' and 'Cancel' buttons, and a small information icon.

6. Select an [Assignment type](#)
7. Enter an [Activity type](#)
8. Assign the respective Activity
9.  • [Ok](#)

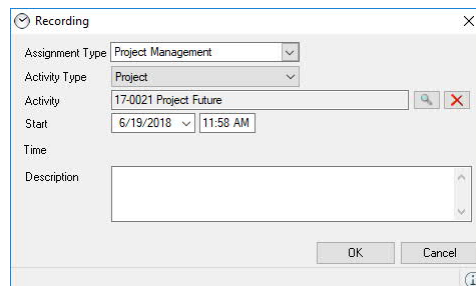
You can use the recording template by opening the Time Card icon  on the [Status bar](#) or via the [Calendar](#).

Opening the recording template via the status bar:

1. Right click on the Time Card icon  on the status bar
2.  • [Recording templates](#)
3. Click the desired template, e.g. Special project



4. Define the [Start](#) and [End](#)



The 'Recording' dialog box is shown again. In addition to the fields from the previous image, it now has a 'Start' field with a date and time picker showing '6/19/2018' and '11:58 AM'. There is also a 'Time' label above the 'Description' field. The 'OK' and 'Cancel' buttons are at the bottom right.

5.  • [Ok](#)

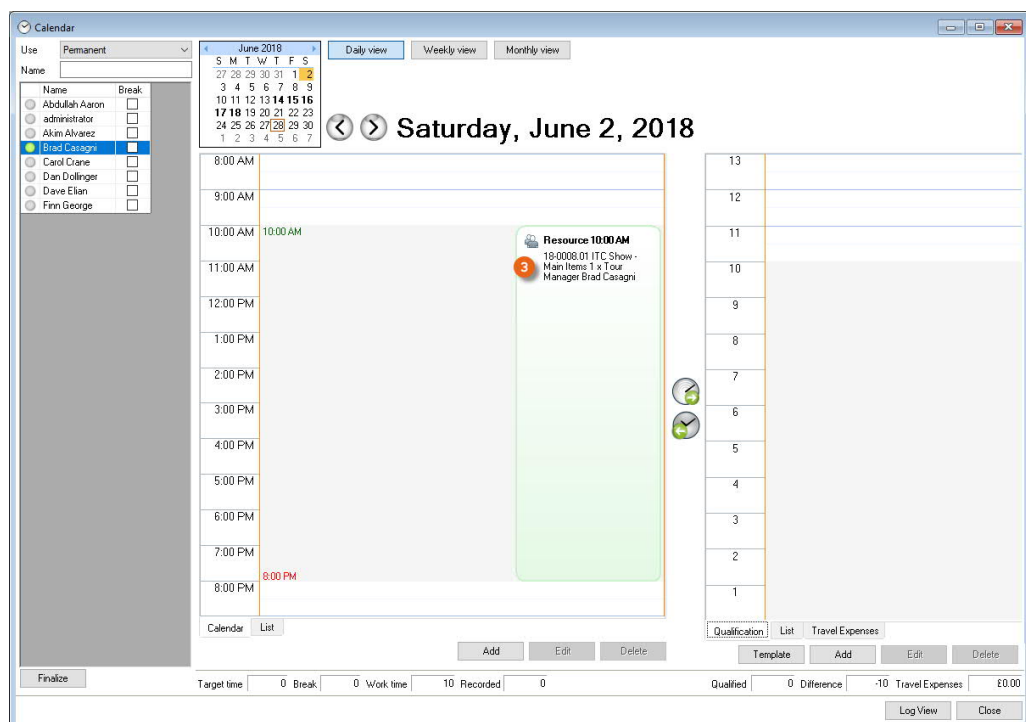
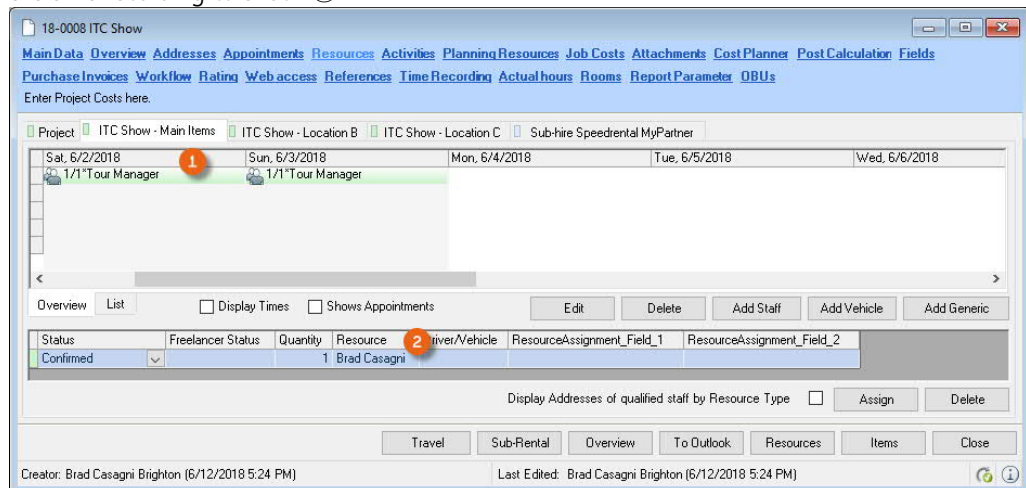
Time Card - Activity recording

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. ↩• Ok
(The assignment type, activity type and activity will be pre-filled according to the template)
7. Define the Start and End
8. ↩• Ok

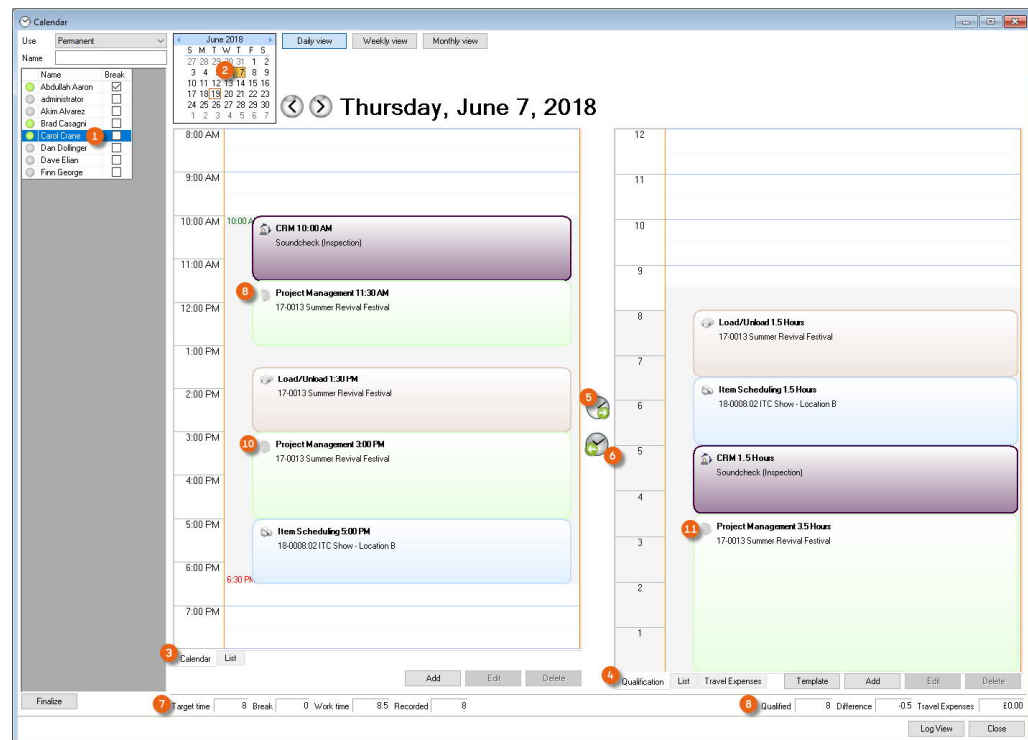
Resource time recording

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

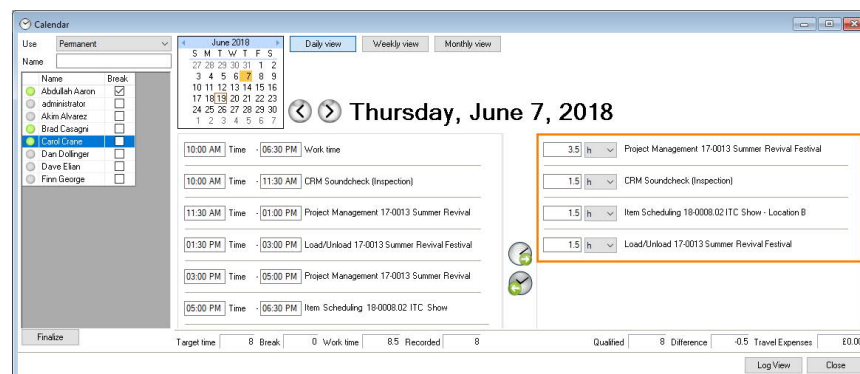


Qualitative recording

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 ⑪ of 3.5 hours. The list view displays the exact times:



Time Card - Qualitative recording

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 Time recording Work Time Overview
2. Select the name

Date	Day	Employee	Target time	Target break	Work time	Difference A	Recorded	Qualified	Difference Q	Res
5/1/2018	Tue	Brad Casagni	8.00	0.50	8.50	0.50	7.50	7.50	-1.00	
5/2/2018	Wed	Brad Casagni	8.00	0.50	8.50	0.50	8.33	8.33	-0.17	
5/3/2018	Thu	Brad Casagni	8.00	0.50	8.50	0.50	0.00	0.00	-8.50	
5/4/2018	Fri	Brad Casagni	8.00	0.50	8.50	0.50	0.00	0.00	-8.50	
5/5/2018	Sat	Brad Casagni	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5/6/2018	Sun	Brad Casagni	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5/7/2018	Mon	Brad Casagni	8.00	0.50	9.00	1.00	10.18	10.00	1.00	
5/8/2018	Tue	Brad Casagni	8.00	0.50	0.00	-8.00	0.00	0.00	0.00	

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. Add

Date	Duration	Employee	Assignment Type	Description
6/7/2018	1.5	Carol Crane	Item Scheduling	
6/7/2018	1.5	Brad Casagni	Item Scheduling	
6/7/2018	5	Dan Dollinger	Item Scheduling	
6/7/2018	1.5	Brad Casagni	Load/Unload	
6/7/2018	1.5	Carol Crane	Load/Unload	
6/7/2018	3	Brad Casagni	Project Management	
6/7/2018	3.5	Carol Crane	Project Management	

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 ➞ Master Data ➞ Rates
2. ➞ Add
3. Enter a name, e.g. actual hours

4. ➞ Ok

Assigning the actual hour rate to a resource

1. easyjob Menu ➞ Master Data ➞ Resources
2. Select a resource
3. ➞ Edit
4. Rates tab
5. ➞ Add
6. Select the actual hours rate
7. ➞ Ok
8. Enter the billing rate and the own cost

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. ➞ New staff
6. Enter the dates and select the Actual hours rate
7. Assign an address

Time Card - Qualitative recording

18-0008 ITC Show

Main Data Overview Addresses Appointments Resources Activities Planning Resources Job Costs Attachments Cost Planner Post Calculation Fields Purchase Invoices Workflow

Rating Web access References Time Recording Actual hours Rooms Report Parameter OBU's

You can manage Project Resources here.

Project ITC Show - Main Items ITC Show - Location B ITC

Mon, 7/30/2018 Tue, 7/31/2018

1/1 AV Engineer

Overview List ☐ Display Times ☐ Shows Appoint

Status Freelancer Status Quantity Resource Driv Creator: Last Edited:

Confirmed Confirmed 1 Dan Dollinger

Display Addresses of qualified staff by Resource Type ☐ Assign Delete

Travel Sub-Rental Overview To Outlook Resources Items Close

Creator: Brad Casagni Brighton (6/28/2018 2:35 PM) Last Edited:

Resource Booking

Resource Type AV Engineer

Quantity 1 ☒ Simple ☐ Series

Start 7/30/2018 08:00 AM Time

End 7/30/2018 04:00 PM Time

Rate Actual hours

Total hours 1 Hrs. Billing Rate €25.00 Own Cost €20.00

Distance 0 Km

Total €20.00

Add Cancel Add Generic

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.

18-0008 ITC Show

Main Data Overview Addresses Appointments Resources Activities Planning Resources Job Costs Attachments Cost Planner Post Calculation Fields

Purchase Invoices Workflow Rating Web access References Time Recording Actual hours Rooms Report Parameter OBU's

You can manage Project Resources here.

Qualifications Statistics

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 earlier time

Qualified 23.63 €4,050.03 Travel Expenses Costs €1,169.00 Create resource Add Edit Delete

Travel Sub-Rental Overview To Outlook Resources Items Close

Creator: Brad Casagni Brighton (6/12/2018 5:24 PM) Last Edited: Brad Casagni Brighton (6/12/2018 5:24 PM)

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

Main Data Overview Addresses Appointments Resources Activities Planning Resources Job Costs Attachments Cost Planner Post Calculation Fields

Purchase Invoices Workflow Rating Web access References Time Recording Actual hours Rooms Report Parameter OBU's

Zeigt alle Qualifizierungen zu Ressourcen

Project ITC Show - Main Items ITC Show - Location B ITC Show - Location C ITC Show - Location after show Sub-hire Speedrental MyPartner

Type	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	6.13
Time Card Qualification	Brad Casagni	6/4/2018 10:00 AM	6/4/2018 4:08 PM	6.13	6.13

Apply actual hours

Travel Sub-Rental Overview To Outlook Resources Items Close

Creator: Brad Casagni Brighton (6/12/2018 5:24 PM) Last Edited: Brad Casagni Brighton (6/12/2018 5:24 PM)

After selecting the rounding type, the number of hours ⑦ is calculated.

18-0008 ITC Show

Main Data Overview Addresses Appointments Resources Activities Planning Resources Job Costs Attachments Cost Planner Post Calculation Fields

Purchase Invoices Workflow Rating Web access References Time Recording Actual hours Rooms Report Parameter OBU's

Zeigt alle Qualifizierungen zu Ressourcen

Project ITC Show - Main Items ITC Show - Location B ITC Show - Location C ITC Show - Location after show Sub-hire Speedrental MyPartner

Type	Name	Start	Until	Hours	Actual hours
Resource	1 x AV Engineer	6/4/2018 10:00 AM	6/4/2018 6:00 PM	6.25	6.13
Time Card Qualification	Brad Casagni	6/4/2018 10:00 AM	6/4/2018 4:08 PM	6.13	6.13

Travel Sub-Rental Overview To Outlook Resources Items Close

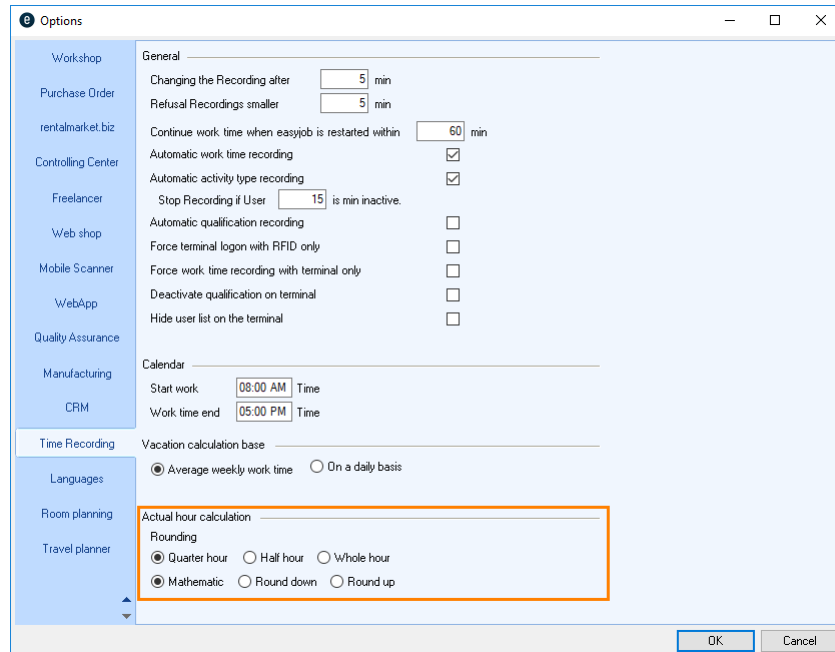
Creator: Brad Casagni Brighton (6/12/2018 5:24 PM) Last Edited: Brad Casagni Brighton (6/12/2018 5:24 PM)

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

Time Card - Qualitative recording

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


1. easyjob Menu ➡ • Tools ➡ • Settings
2. ➡ • Time recording tab






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  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  on the status bar
2.  **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  **Time recording**  **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  **Time recording**  **Calendar**
7.  **Add** on the qualification page.
8. Select the **Time card**.
9. Enter the assignment type, activity type and activity, duration and description
10.  **Ok**





Adding a qualification to the **Project**:

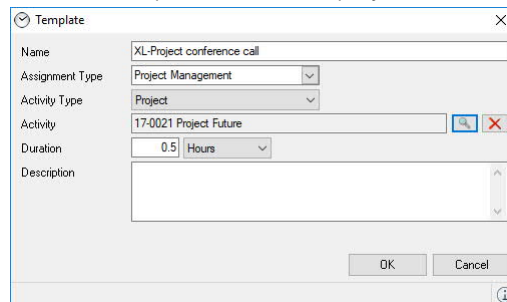
1. easyjob Menu  **Projects**  **Edit projects**
2. Select the desired project
3.  **Ok**
4. Click the **Time recording** tab
5.  **Add**
6. Select the **Time card**.
7. Enter the assignment type, activity type and activity, duration and description
8.  **Ok**


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  on the status bar
2.  • [Qualification templates](#)
3.  • [Edit templates](#)
4.  • [Add qualification](#)
5. Enter a description such as XL-project conference call

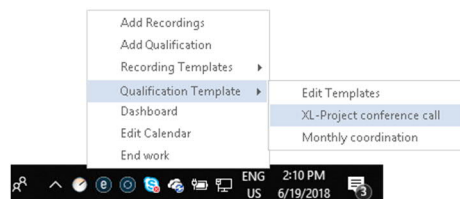


6. Select an [Assignment type](#)
7. Enter an [Activity type](#)
8. Assign the respective Activity
9. Enter the duration and a description, if necessary
10.  • [Ok](#)

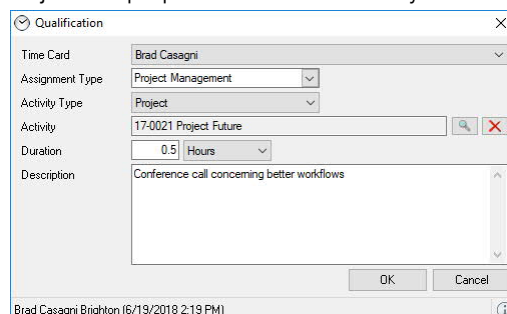
In order to use the qualification template, you can open it via the Time Card icon  on the [Status bar](#), on the [Dashboard](#) or in the time recording [calendar](#).

Opening the qualification template via the [Status bar](#)

1. Right click on the Time Card icon  on the status bar
2.  • [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

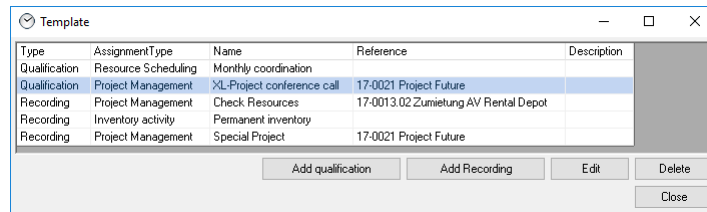


6.  • [Ok](#)

Time Card - Qualitative recording

Using the qualification template in the **Dashboard**

1. easyjob Menu ➡ • **Time recording** ➡ • **Dashboard**
2. ➡ • **Edit templates**
3. Select the desired template

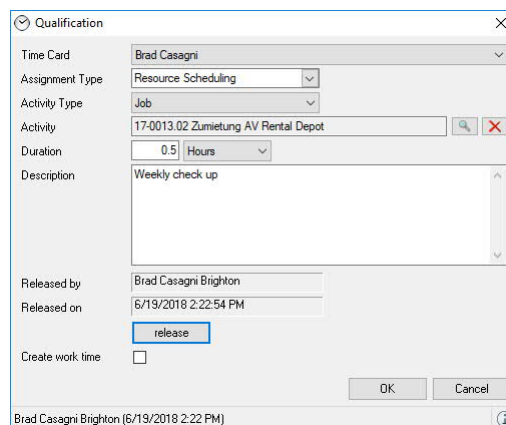


Type	AssignmentType	Name	Reference	Description
Qualification	Resource Scheduling	Monthly coordination		
Qualification	Project Management	XL-Project conference call	17-0021 Project Future	
Recording	Project Management	Check Resources	17-0013.02 Zumietung AV Rental Depot	
Recording	Inventory activity	Permanent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

4. ➡ • **Edit**
(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. ➡ • **From template**
10. Select the desired template
11. ➡ • **Ok**
(The assignment type, activity type and activity will be pre-filled according to the template)
12. Define the **Duration**



Qualification

Time Card: Brad Casagni

Assignment Type: Resource Scheduling

Activity Type: Job

Activity: 17-0013.02 Zumietung AV Rental Depot

Duration: 0.5 Hours

Description: Weekly check up

Released by: Brad Casagni Brighton

Released on: 6/19/2018 2:22:54 PM

release

Create work time: ☐

OK Cancel

13. ➡ • **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 ➡ Master Data ➡ Expenses types
2. ➡ Add
3. Enter a name (e.g. airport taxi)

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. ➡ Travel expenses tab
4. ➡ Add
5. Select the desired expense type, define the project, the costs and add a description if necessary

6. ➡ Ok

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

Date	Duration	Employee	Assignment Type	Description
4/2/2018	6	Brad Casagni	Campaign	
4/5/2018	5.5	Dan Dollinger	Load/Unload	
5/2/2018	8.33	Brad Casagni	Project Management	
6/11/2018	18	Brad Casagni	Resource Scheduling	
6/12/2018	2.5	Brad Casagni	Load/Unload	
6/19/2018	0.5	Brad Casagni	Resource Scheduling	Weekly check up
7/1/2018	0	Dan Dollinger	Resource	
7/1/2018	8	Dan Dollinger	Resource	

Qualified: 61.33 Costs: £933.62 Travel Ex. £532.00

Buttons: Create resource, Add, Edit, Delete, Travel, Sub-Rental, Overview, To Outlook, Resources, Items, Close

Creator: Clark Cafer Stockholm (2/16/2017 10:05 AM) Last Edited: Brad Casagni Brighton (6/12/2018 5:25 PM)

Time Card - Expenses

Travel expenses in the **Project cost planner**.

17-0013 Summer Revival Festival

Main Data Overview Addresses Appointments Resources Activities Planning Resources Job Costs Attachments Cost Planner Post Calculation Payment Plan Fields Purchase Invoices Workflow Rating Web access References Time Recording Actual hours Rooms Report Parameter OBUs

Important addresses can be assigned to the project.

Project Summer Revival Festival Zumietung AV Rental Depot

	Proposed			Confirmed		
	Income	Expenses	Profit	Income	Expenses	Profit
* Items	€0.00	€0.00	0%	€2,336,683.20	€1,403,049.25	40%
* Resources	€0.00	€0.00	0%	€4,560.00	€3,940.00	14%
OBUs	€0.00	€0.00	0%	€0.00	€0.00	0%
Rooms	€0.00	€0.00	0%	€0.00	€0.00	0%
Job Costs	€0.00	€0.00	0%	€0.00	€0.00	0%
Subtotal	€0.00	€0.00	0%	€2,341,243.20	€1,406,989.25	40%
* Total	€0.00	€0.00	0%	€2,341,243.18	€1,406,989.25	40%
Profit	€0.00	€0.00	0%	€934,253.93	€0.00	40%
* Insurance	€0.00	€0.00	0%	€0.00	€0.00	0%

Jobs Main groups Groups Categories Rooms Staff Vehicles Generic Resource Owner Job Costs Costs Manufacturing Controller **Travel Expenses** Foreign currency OBUs

Name	Expenses
Shuttle airport	€32.00
Ticket airplane	€500.00

Travel Sub-Rental Overview To Outlook Resources Items Close

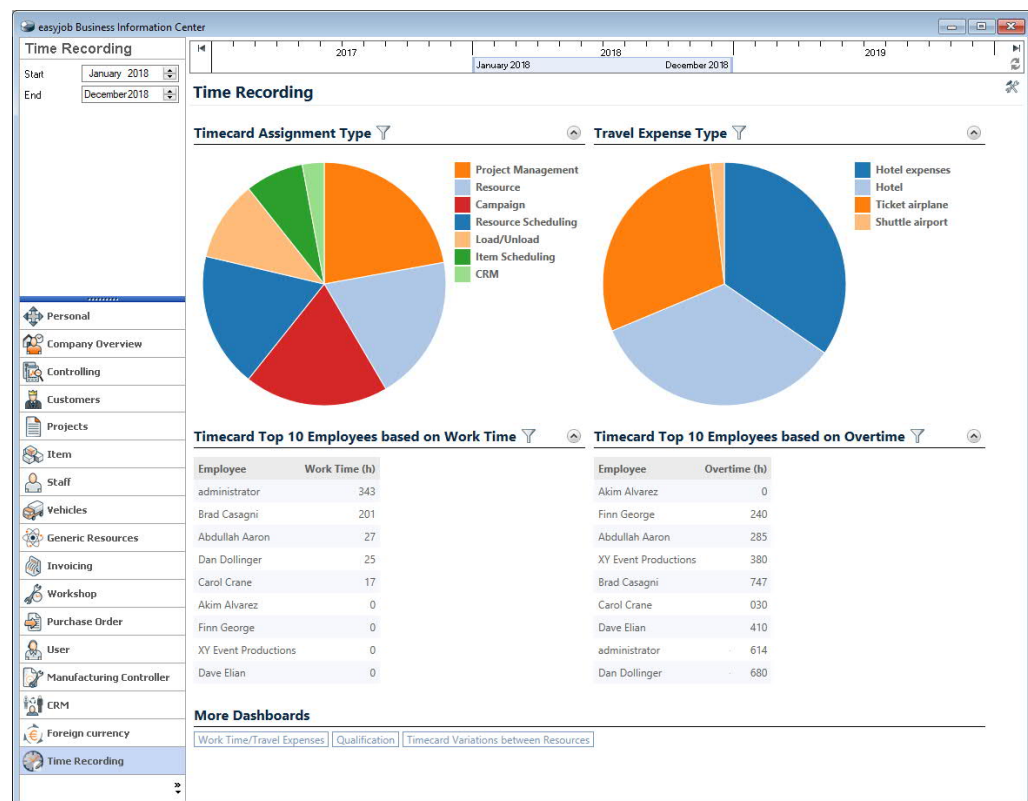
Creator: Clark, Cafer Stockholm (2/16/2017 10:05 AM) Last Edited: Brad Casagni Brighton (6/12/2018 5:25 PM)

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.








Time recording in the Business Information Center

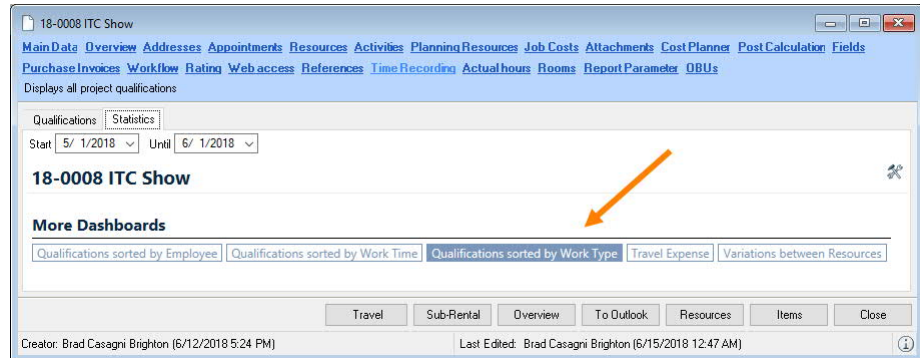
Opening the project related analysis

1. easyjob Menu ➡ Statistics ➡ Business Information Center
2. ➡ Time recording tab

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

Opening the project related analysis

3. easyjob Menu  **Projects**  **Edit projects**
4. Select the desired project
5.  **Ok**
6.  **Time recording** tab
7.  **Statistics** tab

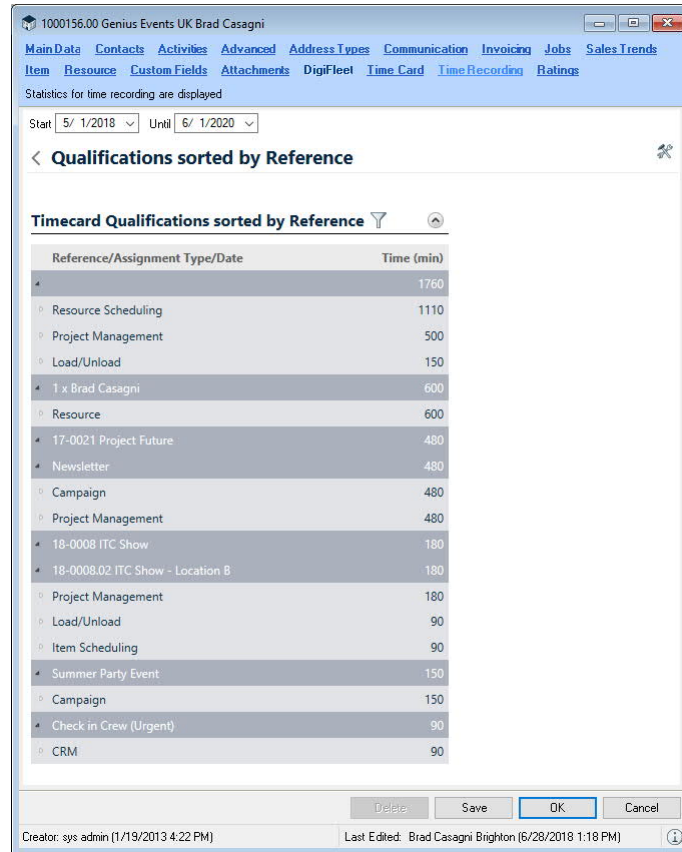


8. Click the desired statistic (e.g. qualification by activity type)

Assignment Type/Date	Employee	Comment	Time (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
6/7/2018	Brad Casagni		180

Opening a personal analysis via the master data:

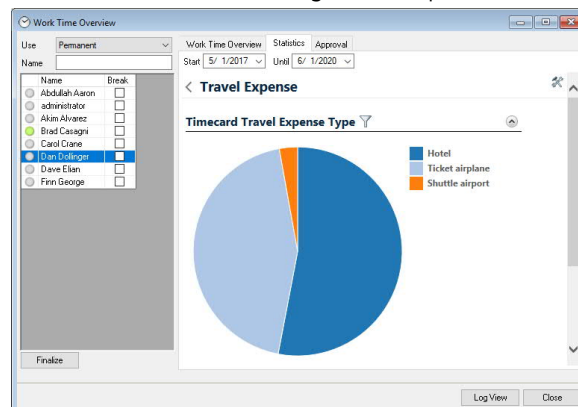
1. easyjob Menu • Master Data • Addresses
2. Select the desired address
3. • Ok
4. • Time recording tab
5. Click the desired statistic (e.g. qualification by reference)



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 • Time recording • 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.

18-0008 ITC Show

Main Data Overview Addresses Appointments Resources Activities Planning Resources Job Costs Attachments Cost Planner Post Calculation Fields

Purchase Invoices Workflow Rating Web access References Time Recording Actual hours Rooms Report Parameter OBUs

Zeigt alle Qualifizierungen zu Ressourcen

Date	Duration	Employee	Assignment Type	Description
6/7/2018	1.5	Carol Crane	Item Scheduling	
6/7/2018	1.5	Brad Casagni	Item Scheduling	
6/7/2018	5	Dan Dollinger	Item Scheduling	
6/7/2018	1.5	Brad Casagni	Load/Unload	
6/7/2018	1.5	Carol Crane	Load/Unload	
6/7/2018	3	Brad Casagni	Project Management	
6/7/2018	3.5	Carol Crane	Project Management	

Qualified: 17.5 Costs: €2,844.58 Travel Expenses: €500.00

Create resource Add Edit Delete

Travel Sub-Rental Overview To Outlook Resources Items Close

Creator: Brad Casagni Brighton (6/12/2018 5:24 PM) Last Edited: Brad Casagni Brighton (6/15/2018 12:47 AM)

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.

18-0008 ITC Show - Main Items

Calculate

Items	Current			Real			
	Income	Expenses	Profit	Income	Expenses	Profit	Open expenses
Resources	€4,009.75	€2,767.76	31%	€4,009.75	€2,767.76	31%	€0.00
Staff							
Own Staff	€9,980.80	€7,834.10	22%	€9,980.80	€3,344.58	66%	€250.00
External staff		€250.00			€0.00		€250.00
Vehicles	€960.00	€720.00	25%	€960.00	€0.00	100%	€720.00
Generic Resources	€0.00	€0.00	0%	€0.00	€0.00	0%	€0.00
Resource total	€10,940.80	€8,554.10	22%	€10,940.80	€3,344.58	69%	€970.00
OBUs	€0.00	€0.00	0%	€0.00	€0.00	0%	€0.00
Rooms	€0.00			€0.00			
Job Costs	€900.00	€600.00	33%	€900.00	€0.00	100%	€600.00
Subtotal	€15,850.55	€11,921.86	25%	€15,850.55	€6,112.34	61%	€1,570.00
Total	€15,850.55			€15,850.55			
Profit		€3,928.69				€9,738.21	
Invoiced						€0.00	

Post calculation finalized

Travel Sub-Rental Overview To Outlook Resources Items Close

Creator: Brad Casagni Brighton (6/12/2018 5:24 PM) Last Edited: Brad Casagni Brighton (6/15/2018 12:47 AM)

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

Campaign

Main Data Members Export Activities Time Recording Event attendance

Displays all Campaign Qualifications.

Date	Duration	Employee	Work Type	Description
6/13/2018	2.5	Brad Casagni	Campaign	Layout invitation
6/13/2018	3.25	Finn George	Campaign	Design text

Qualified: 5.75 Costs: £0.00 Travel Ex: £0.00

Add Edit Delete

OK Cancel