



# USER DOCUMENTATION

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time webFlow with posting

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

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# 1 ENABLE LOGIN ACCESS

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Click on the TimeTool icon on your desktop (if applicable) **or** open TimeTool by entering [www.adecco-tt.ch](http://www.adecco-tt.ch) in your web browser.

Login		^
Change password		v
User	<input type="text"/>	
Password	<input type="text"/>	
New password	<input type="text"/>	
New password	<input type="text"/>	
<div>Change Password</div>		
Password forgotten		^

Click on the arrow next to **«Change password»**. Enter your user ID as well as the temporary password under «Password».

Then choose a new password (max 10 character) and click on «Change Password» to confirm.

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

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

## 2 STRUCTURE

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

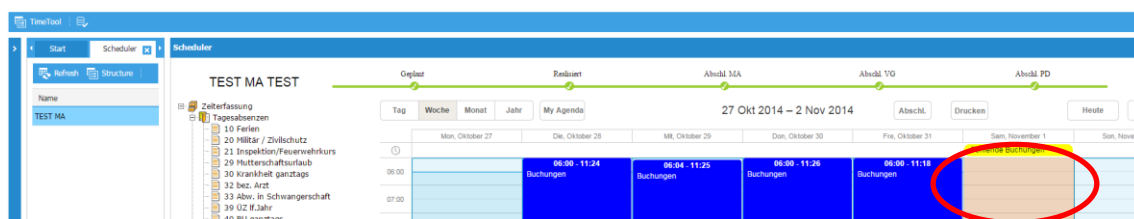
The screenshot shows the TimeTool Scheduler interface. On the left, a sidebar (1) lists various functions under 'TimeTools', including 'Basiscdaten', 'Abwesenheiten', and 'Scheduler'. The 'Scheduler' function is selected. The main window (2) displays the 'Scheduler' interface for the employee 'AAATEST TEST'. It shows a calendar view for the week of 24 Nov 2014 to 30 Nov 2014. The calendar grid (3) shows time slots from 06:00 to 20:00. A list of events is visible on the left side of the calendar, including '01 Ferien', '12 Krankheit', '13 Krankheit Familie', '14 Unfall NSU', '15 Unfall BU', '16 Mutterschaftsurlaub', '17 Militär/Zivildienst/Ferien/BS', '18 Kurs/Weiterb./Schul./Sem.', '19 Schule Lehrling', '20 Kundenbesuch extern', '21 Lieferantenbesuch extern', '22 Geschäftsreise', '23 Geschäftstermin extern', '24 Arbeiten zu Hause', '25 Gleitzeit Kompensation', '26 Unbezahlter Urlaub', '37 Hochzeit eigene', '38 Hochzeit Familie', '39 Geburt eigenes Kind', '40 Todesfall Eheg./Kind/El.', '41 Todesfall Geschw./Schwieger', '42 Todesfall Gr.E./Onk./Tant.', and '43 Vorphanggeschw./Umzug'. At the bottom, a table shows the 'GLZ' (Gleitzeit) and 'Rechte/Guthaben' (Credits/Balance) for each day. A small arrow (4) is located in the top right corner of the calendar grid, used to hide individual columns.

You have the facility to hide individual columns if necessary.

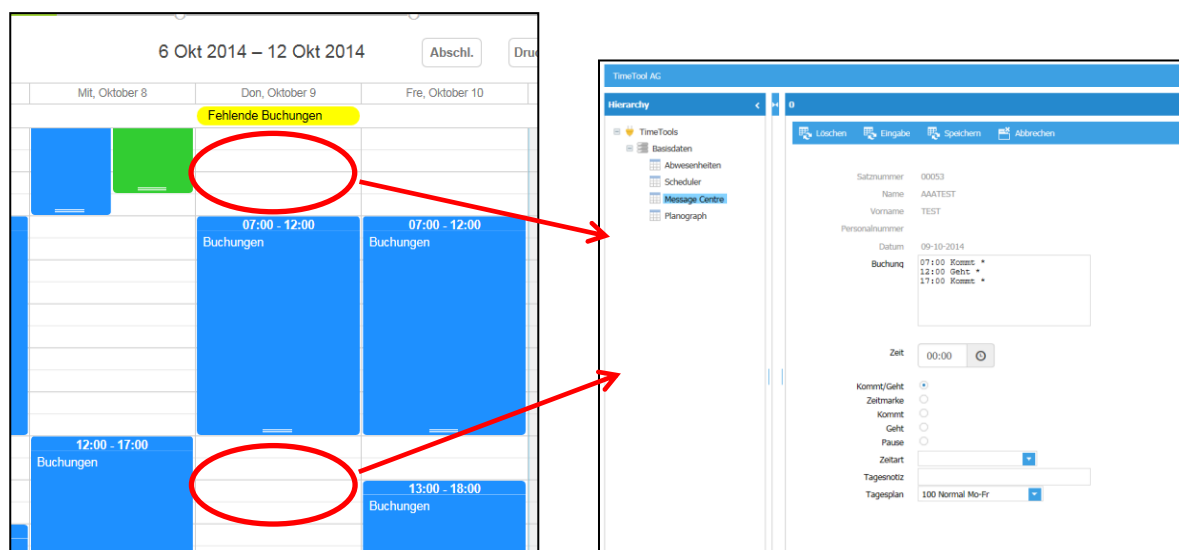
You can do this by clicking on the small arrow (4) in the top right-hand corner of the column that you want to hide.

### 3 EMPLOYEE: CORRECTION OF MISSING POSTINGS/ CLOSURE

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

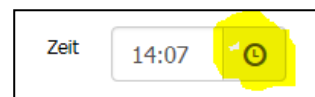


Click on an **empty field** under the relevant day to access the details and you will then be able to enter the missing posting:

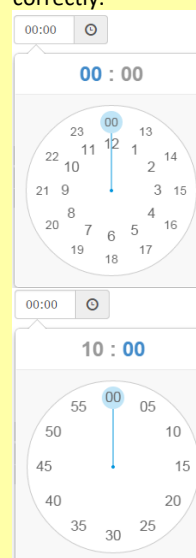


## Enter missing posting

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

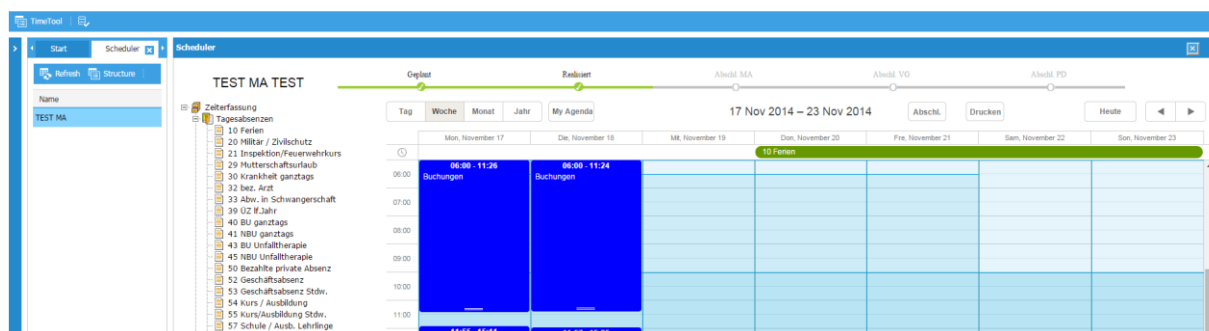


**ATTENTION:**  
Make sure that you click to confirm the hours **and** minutes (even xx:00 otherwise the time will not be entered correctly).



## Month-end closing (previous month)

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



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

## 4 MANAGER: PROCESS ERROR LOG (MESSAGE CENTRE)

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

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

The screenshot shows the TimeTool AG Message Centre interface. On the left, a sidebar lists menu options: Hierarchie, TimeTools, Basisdaten, Abwesenheiten, Scheduler, Message Centre (selected), and Planograph. The main area displays a table of errors for employee AAATEST TEST (12). The table has columns: Datum, Personalnummer, Name, Fehler, Tagesplan, and Details. A blue circle highlights the error details for the date 08-10-2014. A blue arrow points from this circle to a zoomed-in view of the error log below.

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

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

- 1) All the employees assigned to you
- 2) Missing postings
- 3) Overtime requiring approval

### Reasons for missing postings:

There are two possible reasons for missing postings:

#### Reason 1:

An odd number or a posting was forgotten.

F5 Fehlende Buchungen	100 Normal Mo-Fr	07:00K* 12:00G* 17:00K*
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#### a) Correction of "missing posting"

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

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



## 5 MANAGER: APPROVE OVERTIME

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

<input type="checkbox"/>	04:22 n 12 Krankheit	
<input type="checkbox"/>	01:30 n 50 ÜZ Morgen nicht bewilligt	
<input type="checkbox"/>	01:00 n 54 ÜZ Abend nicht bewilligt	

overtime

### Overtime:

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

## 6 MANAGER: CLOSURE

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

31-01-2017	99999	muster john	F0 Close period (MA period open)	900 Should=Is	<input type="checkbox"/>	Close period 2017/01
09-02-2017	99999	muster john	F8 Counter used	900 Should=Is	<input checked="" type="checkbox"/>	00:30 y 63 Late work (auth.)
12-02-2017	99999	muster john	F8 Counter used	099 Weekend	<input type="checkbox"/>	13:30 n w1 hrs/week > 45 h (not auth.)

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

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

### IMPORTANT:

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