![TimeTool logo — it's your time]

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.

1   ENABLE LOGIN ACCESS

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

Login	⌃
Change password	⌄

User	[ ]
Password	[ ]
New password	[ ]
New password	[ ]

Change Password

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.
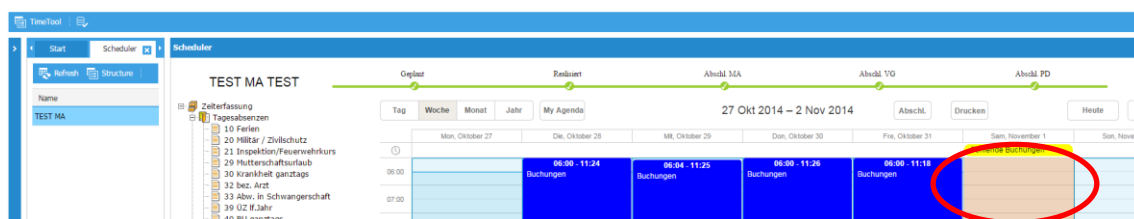
You have the facility to hide individual columns if necessary.

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:
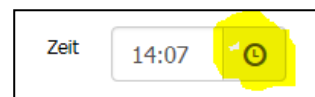

Click on an empty field under the relevant day to access the details and you will then be able to enter the missing posting:
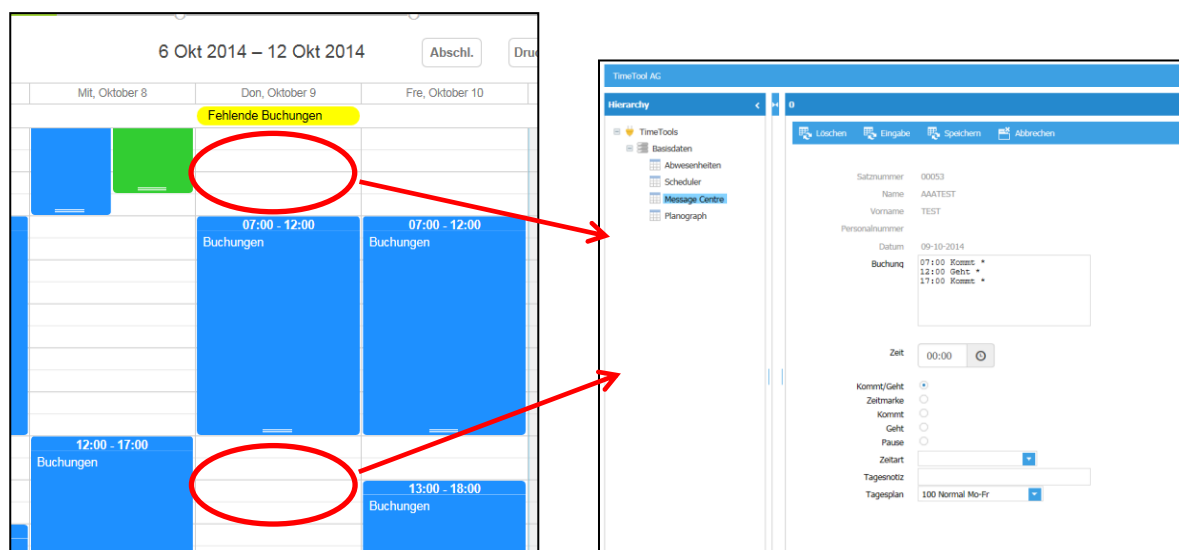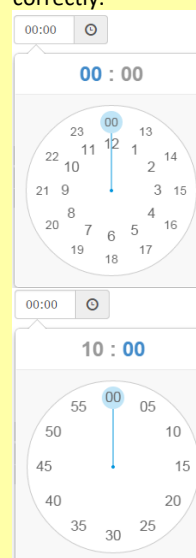
Enter missing posting

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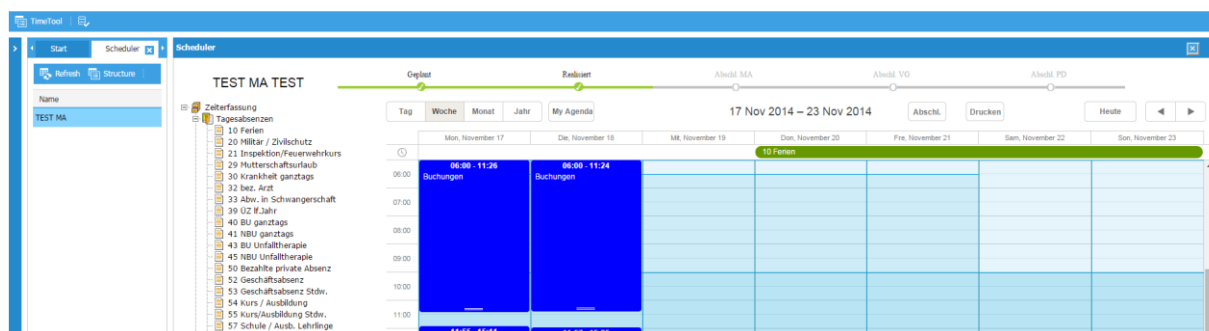
You will then be unable to make any further corrections in the month closed.

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:

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*

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*

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

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:

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

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	☐	Close period 2017/01
09-02-2017	99999	muster john	F8 Counter used	900 Should=Is	☑	00:30 y 63 Late work (auth.)
12-02-2017	99999	muster john	F8 Counter used	099 Weekend	☐	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.