



THE ADECCO GROUP

# User Manual

## Time Tool Employee User Manual

March, 2017



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## 1 ENABLE LOGIN ACCESS

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.

The screenshot shows a web-based login form. At the top, there is a tab labeled 'Login' with a dropdown arrow. Below the tab are two input fields: 'User' and 'Password'. A large blue button with the text 'Login' is positioned below the input fields. At the bottom of the form, there are two links: 'Change password' and 'Password forgotten', each with an upward-pointing arrow.

The first time you do this, click on «Change Password» and enter your user ID.

Then enter under Password «start»

Then enter your «new password» according to password policy below

Password policies:

- The password has to be 6-10 characters long and contain at least 3 out of the 4 following categories of characters: lower case letters/upper case letters/numbers/special characters
- The password will expire after 120 days and you will have to choose a new one
- Should you try to log in with a wrong password 5 times in a row, the Login will be locked and you have to click on password forgotten in order to receive a new one by email
- The last 20 passwords cannot be reused

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 HR Ops department:  
[adeccohq.hr@adeccogroup.com](mailto:adeccohq.hr@adeccogroup.com)



## 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.

1

2

4

4

planned realised Close employee Close manager Close personnel

week month year agenda 6 Mar 2017 – 12 Mar 2017 today

	Mon, March 6	Tue, March 7	Wed, March 8	Thu, March 9	Fri, March 10	Sat, March 11	Sun, March 12
06:00							
07:00							
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00	010 Standard Mo-Fr	010 Standard Mo-Fr	010 Standard Mo-Fr	010 Standard Mo-Fr	010 Standard Mo-Fr	099 Weekend	099 Weekend
15:00							
16:00							
17:00							
18:00							

	Actual	00:00	00:00	00:00	00:00	00:00	00:00
Balance	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Rights/Balance							
Balance	-75:20	-75:20	-75:20	-75:20	-75:20	-75:20	-75:20

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 WORKING PLAN

For all of you a pre-defined working plan has been entered. Your regular working hours have been evenly distributed from Monday to Friday. You can easily change them:

To define your working plan go to “Working plan Employee” (1).

Choose the date, when the working plan should take effect (2) and insert your times in the working plan (3).

After you saved (4) the new working plan, a notification will go to your manager for approval.

**Hierarchy**

- TimeTools
  - Primary Data
    - Scheduler
    - Message Centre
    - Working plan Employee**
    - Documents

**Working plan Employee**

4 Save Close

Record Number 00023  
Name Isenring  
Initials Mara  
Payroll Number 20001670  
Status request  
Date 01-03-2017

	from	to	from	to	from	to	from	to	from	to	Total
mo	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
tu	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
we	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
th	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
fr	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
sa	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
so	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Part time percentage			100.00		Weekly nominal			40:00		Total	00:00



## 4 OVERVIEW (SCHEDULER)

The screenshot shows the TimeTool Scheduler for Hauser Maria. The main calendar grid displays a weekly overview from Monday, February 20 to Sunday, February 26, 2017. The calendar is divided into time slots from 06:00 to 18:00. A request for 'Unpaid Leave' is shown on Thursday, February 23, from 07:00 to 13:00. The sidebar on the left contains a list of requests, including '10 Comp. Extra Work' and '33 Unpaid Leave'. The bottom summary table shows the balance for the week.

	Actual	09:00	10:25	08:00	00:00	12:45	00:00	00:00
Standard	08:00	08:00	08:00	08:00	08:00	00:00	00:00	00:00
Balance	+7.41	+10.06	+10.06	+2.06	+6.51	+6.51	+6.51	+6.51

You can move a period of absence to the corresponding day (1) using your mouse (drag and drop). The period of absence will be displayed in orange (requested). You can make changes (2) by clicking on the absence request twice (2). Click on «Save» to confirm the changes (4). Your manager will notify you by e-mail regarding your absence request. You can, of course, also plan any period of absence in the monthly overview by means of drag and drop.

The screenshot shows the TimeTool Scheduler for Isenring Mara. The main calendar grid displays a weekly overview from Monday, March 6 to Sunday, March 12, 2017. The calendar is divided into time slots from 06:00 to 14:00. A request for 'Unpaid Leave' is shown on Monday, March 6, from 09:00 to 13:00. The sidebar on the left contains a list of requests, including '10 Comp. Extra Work' and '33 Unpaid Leave'. The bottom summary table shows the balance for the week.

	Actual	09:00	10:25	08:00	00:00	12:45	00:00	00:00
Standard	08:00	08:00	08:00	08:00	08:00	00:00	00:00	00:00
Balance	+7.41	+10.06	+10.06	+2.06	+6.51	+6.51	+6.51	+6.51

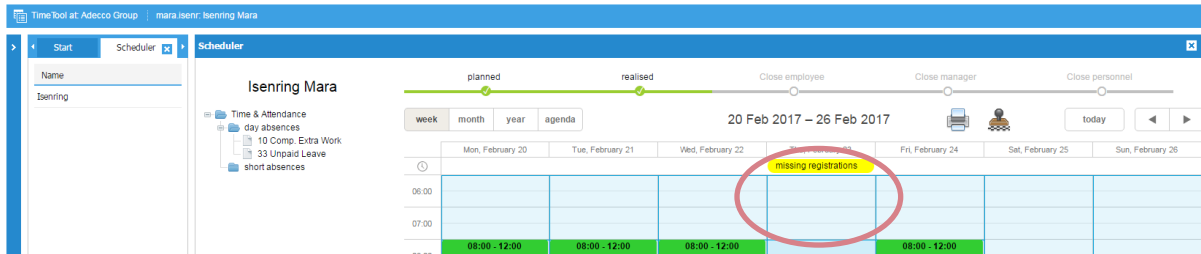
The screenshot shows the TimeTool Scheduler for Isenring Mara. The main calendar grid displays a weekly overview from Monday, March 6 to Sunday, March 12, 2017. The calendar is divided into time slots from 06:00 to 12:00. A request for 'Unpaid Leave' is shown on Monday, March 6, from 09:00 to 13:00. The sidebar on the left contains a list of requests, including '10 Comp. Extra Work' and '33 Unpaid Leave'. The bottom summary table shows the balance for the week.

	Actual	09:00	10:25	08:00	00:00	12:45	00:00	00:00
Standard	08:00	08:00	08:00	08:00	08:00	00:00	00:00	00:00
Balance	+7.41	+10.06	+10.06	+2.06	+6.51	+6.51	+6.51	+6.51

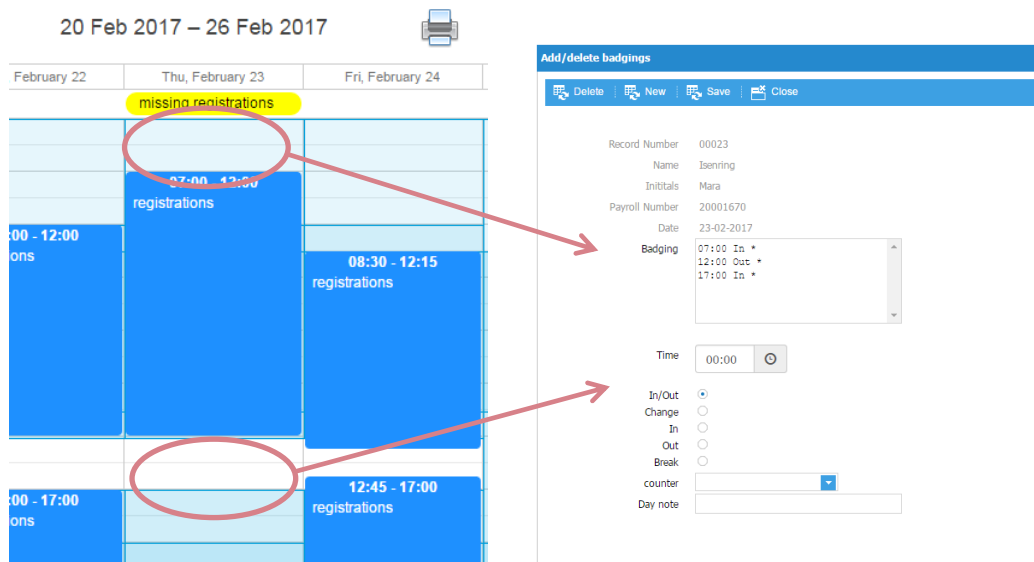


## 5 CORRECTION OF MISSING POSTINGS/CLOSURE

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



Doubleclick on **an empty space** in that particular day to access the details and you will 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».

Add/delete badgings
Delete New Save Close

2

Record Number 00023  
Name Isenring  
Initials Mara  
Payroll Number 20001670  
Date 23-02-2017  
Badging  
07:00 In \*  
12:00 Out \*  
17:00 In \*

3

1

Time 00:00
In/Out ☒ In ☐ Out ☐ Break  
Change ☐ In ☐ Out  
counter   
Day note

**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)

Every month you need to do a month-end closing until the 5<sup>th</sup> of the following month. As soon as you have 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.

Scheduler

Isenring Mara

Time & Attendance  
day absences  
10 Comp. Extra Work  
33 Unpaid Leave  
short absences

planned realised Close employee Close manager Close personnel

week month year agenda

27 Feb 2017 – 5 Mar 2017

today

	Mon, February 27	Tue, February 28	Wed, March 1	Thu, March 2	Fri, March 3	Sat, March 4	Sun, March 5
06:00							
07:00							
08:00	08:00 - 12:00 Should=Is	08:00 - 12:00 Should=Is					
09:00			9:00 Should=Is	9:00 Should=Is	9:00 Should=Is		
10:00							

You will be unable to make any further corrections when the month has been closed.