



THE ADECCO GROUP

User Manual

TimeTool Manager User Manual

March, 2017



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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.

The screenshot shows a web interface for logging in. At the top, there is a 'Login' header with a dropdown arrow. Below it are two input fields: 'User' and 'Password'. A large blue button labeled 'Login' is positioned below the input fields. At the bottom of the form, there are two expandable sections: 'Change password' and 'Password forgotten', both with upward-pointing arrows.

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



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 center column (3), you can call up the employees assigned to you.

The screenshot shows the 'Scheduler' interface for 'Hauser Maria'. The left-hand column (1) contains a menu of functions. The main window (2) displays a calendar for '6 Mar 2017 – 12 Mar 2017'. The center column (3) shows a list of employees assigned to the manager. The top right-hand corner (4) contains navigation and control buttons.

	Actual	Mon, March 6	Tue, March 7	Wed, March 8	Thu, March 9	Fri, March 10	Sat, March 11	Sun, March 12
Balance	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Standard	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
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.



WORKING PLANS

You can find the working plans of your direct reports in „Working plan Manager“ (1).

Choose one of your reports (2) and the working plan (3) and its status will appear

If the Status is “request” please select from the drop-down list whether you would like to accept or reject the working plan (4).

The screenshot shows the 'Working plan Manager' interface. On the left, a 'Hierarchy' pane shows a tree structure under 'TimeTools', with 'Working plan Manager' selected (marked with a '1'). The main area displays a list of reports (marked with a '2') with columns for 'Record Number' and 'Name'. The selected report is '00098' for 'muste'. The right pane shows the details for this report (marked with a '3'), including fields for 'Record Number', 'Name', 'Initials', 'Payroll Number', 'Status', and 'Date'. The 'Status' field is set to 'request' and has a dropdown arrow (marked with a '4'). Below the details is a table showing the working plan for the week of 02-03-2017.

	from	to	from	to	from	to	from	to	from	to	Total	
mo	08:00	12:00	14:00	18:00	00:00	00:00	00:00	00:00	00:00	00:00	08:00	
tu	09:00	12:00	13:00	18:00	00:00	00:00	00:00	00:00	00:00	00:00	08:00	
we	10:00	13:00	14:00	18:30	00:00	00:00	00:00	00:00	00:00	00:00	07:30	
th	08:00	12:00	13:00	17:30	00:00	00:00	00:00	00:00	00:00	00:00	08:30	
fr	08:00	11:00	12:00	17:00	00:00	00:00	00:00	00:00	00:00	00:00	08:00	
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					Weekly nominal					40:00	Total	40:00



PROCESS ERROR LOG (MESSAGE CENTRE)

All periods of absence must be entered and all errors corrected in order to close a month.

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:

Date	Payroll Number	Name	Error	Daily Schedule	Details
Hauser Maria (6)					
12-02-2017	20001531	Hauser Maria	F8 Counter used	099 Weekend	<input type="checkbox"/> 01:01 n w1 hrs/week>45 h(not auth.)
13-02-2017	20001531	Hauser Maria	F8 Counter used	010 Standard Mo-Fr	<input checked="" type="checkbox"/> 00:30 y 61 Too early in (auth.)
16-02-2017	20001531	Hauser Maria	F8 Counter used	010 Standard Mo-Fr	<input type="checkbox"/> 02:00 n 60 Too early in (not auth.)
17-02-2017	20001531	Hauser Maria	F8 Counter used	010 Standard Mo-Fr	<input type="checkbox"/> 00:55 n 62 Late work (not auth.)
26-02-2017	20001531	Hauser Maria	F8 Counter used	099 Weekend	<input checked="" type="checkbox"/> 11:50 y w2 hrs/week>45 h(auth.)
27-02-2017	20001531	Hauser Maria	F5 Missed badgings	010 Standard Mo-Fr	

Error	Daily Schedule	Details
F8 Counter used	099 Weekend	<input type="checkbox"/> 01:01 n w1 hrs/week>45 h(not auth.)
F8 Counter used	010 Standard Mo-Fr	<input checked="" type="checkbox"/> 00:30 y 61 Too early in (auth.)
F8 Counter used	010 Standard Mo-Fr	<input type="checkbox"/> 02:00 n 60 Too early in (not auth.)
F8 Counter used	010 Standard Mo-Fr	<input type="checkbox"/> 00:55 n 62 Late work (not auth.)
F8 Counter used	099 Weekend	<input checked="" type="checkbox"/> 11:50 y w2 hrs/week>45 h(auth.)
F5 Missed badgings	010 Standard Mo-Fr	
F9 Absence request to ap	900 Should=Is	

- 1) All the employees assigned to you
- 2) Missing postings
- 3) Overtime requiring approval
- 4) Absence requests in case of unpaid leave



Reason

An odd number or a posting was forgotten.

F5 Missed badgings	900 Should=Is	07:00I* 12:00O* 17:00I*
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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.

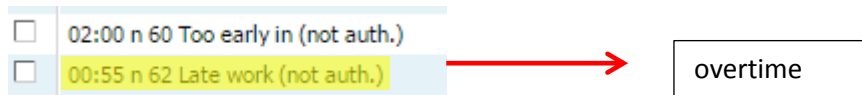
F5 Missed badgings	900 Should=Is	07:00I* 12:00O* 17:00I*
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You can then correct the missing posting as described in **section no. 4**. Once corrected, the message will disappear from the Message Centre.



APPROVE OVERTIME AND BRIEF PERIODS OF ABSENCE

After correction, this error will also no longer be displayed in the error log. Times and brief periods of absence 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.



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:

28-02-2017	20001531	Hauser Maria	F0 Close period (MA period closed)	900 Should=Is	<input type="checkbox"/>	Close period 2017/02
12-02-2017	20001531	Hauser Maria	F8 Counter used	099 Weekend	<input type="checkbox"/>	03:01 n w1 hrs/week>45 h(not auth.)
13-02-2017	20001531	Hauser Maria	F8 Counter used	010 Standard Mo-Fr	<input checked="" type="checkbox"/>	00:30 y 61 Too early in (auth.)
16-02-2017	20001531	Hauser Maria	F8 Counter used	010 Standard Mo-Fr	<input type="checkbox"/>	02:00 n 60 Too early in (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 (period), i.e. on the first day of the following month.



DEPUTY

You can define a delegate to approve absence requests and extra work and do the month-end closing by going to "Define Deputy" (1).

Choose your Deputy in Column 2 and select a start and an end date (3). Both dates are mandatory, it is not possible to have an open ending.

The Deputy will receive a notification via email.

