

Time Recording (Release 1.2.0)

1. Attendance at work has been renamed as **Time recording** to avoid confusion with **Absences**.
2. The working time can be recorded via the chatbot (start, end, pause).
3. The working time recorded by an employee can only be changed by the employee on the same day. The personnel department can make retroactive changes at any time. However, an employee can also record days that have not been recorded retroactively.
4. **Projects** have been added to the **setup** to which employees can then post their working times. Projects include, for example, business trips, training courses, vocational school or certain work projects. The personnel department can create these projects so that they are available in the selection for time recording. Employees can also use the chatbot to record their working times for the projects. For example, write **Start work on project business trip**.

Working time models

Every employee should be assigned a working time model. This determines on which days an employee should work, which days must be deducted for leave and which break times must be taken into account. A check can be made to determine if an employee is working overtime, undertime or the hours required.

Employees who work on the same day can be given a common working time model. A part-time employee who, for example, only works four days a week instead of five, needs his or her own working time model.

In the setup, you have various options for selecting **working time models**:

- Flexitime
- Fixed working hours
- Manual planning

With the **flexitime model**, the working hours are determined per day. A start and end time is not recorded. It is not possible to check whether an employee started on time. Overtime or less time is recorded and can be compensated for within a set framework.

In the case of **fixed working hours**, the start and end times are determined. An employee does not have to record any times within this fixed framework, but only the working time that lies outside his fixed working time.

Manual planning is the most flexible working time model. The working time per week can differ. Either the start and end times are defined or only the working hours. An employee must always record the working time. A punctuality check (when defining the start time) can only be carried out if the planning for each week is filled. A copy function facilitates this process and can also transfer several weeks, e.g. 1 week per week, 2 weeks per week, to the future.

Copy the selected week or weeks to the following period by activating  .

You can define the breaks so that they can be booked by an employee or automatically deducted. If, for example, the lunch break must not be less than one hour, check the box **Is minimum break time**. This means that the break cannot be less than one hour if an employee makes a manual entry.

In the employee file, you must assign the working time model to the employees accordingly, as long as you have not restricted the working time model. If, for example, you have specified that a working time model applies to a particular department, the corresponding employees in this department are automatically assigned to the working time model.

Tolerances can be entered in the **setup** for each working time model.

Read more at [Time recording](#).