

Functions (time recording)

The following functions are provided in time recording:

Recording of working hours and breaks



Date	Time	Type	Duration
Mon May 15, 2023	08:00	Start	08:00
Mon May 15, 2023	12:00	Break	04:00
Mon May 15, 2023	12:00	Break	04:00
Mon May 15, 2023	12:00	Break	04:00
Mon May 15, 2023	12:00	Break	04:00
Mon May 15, 2023	12:00	Break	04:00
Mon May 15, 2023	12:00	Break	04:00
Mon May 15, 2023	12:00	Break	04:00
Mon May 15, 2023	12:00	Break	04:00
Mon May 15, 2023	12:00	Break	04:00

Recording of extraordinary times such as vocational school, further training

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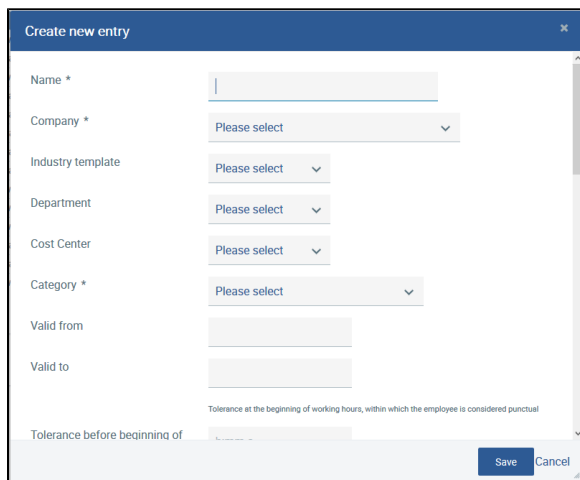
Automatic calculation of overtime and extra pay

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Fixed-time and flexitime working models

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In-house working time models can be defined



Create new entry

Name *

Company *

Industry template

Department

Cost Center

Category *

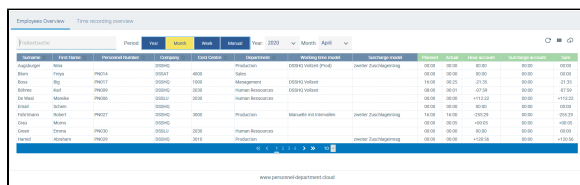
Valid from

Valid to

Tolerance before beginning of

Save Cancel

Overview of the hours actually worked and the ordinary working hours



Name	ID	Position	Department	Working time model	Actual	Standard	Over	Under
Andreas	00001	Production	Production	Standard	08:00	08:00	00:00	00:00
Anna	00002	Production	Production	Standard	08:00	08:00	00:00	00:00
Ben	00003	Production	Production	Standard	08:00	08:00	00:00	00:00
Ben	00004	Production	Production	Standard	08:00	08:00	00:00	00:00
Ben	00005	Production	Production	Standard	08:00	08:00	00:00	00:00
Ben	00006	Production	Production	Standard	08:00	08:00	00:00	00:00
Ben	00007	Production	Production	Standard	08:00	08:00	00:00	00:00
Ben	00008	Production	Production	Standard	08:00	08:00	00:00	00:00
Ben	00009	Production	Production	Standard	08:00	08:00	00:00	00:00
Ben	00010	Production	Production	Standard	08:00	08:00	00:00	00:00

Reminder function for the daily recording of working hours

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