MATRIX

Time

User Documentation

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EN

dormakaba

dormakaba EAD GmbH
Albertistrasse 3

78056 Villingen-Schwenningen

Germany

www.dormakaba.com

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1 Introduction

This user documentation describes and explains the operation of the time module of dormakaba MATRIX.

In the first part you will find examples and procedures for the most common tasks. The main body of the user documentation is aligned with the menu structure of the time module.

Note: The dialogs displayed in the user documentation contain all available options of the system. Depending on the licence and the activated options your dialogs may differ from the descriptions.

For detailed and basic operating instructions see the user documentation of the basic module.

2 Getting started

Note: Setup, commissioning and maintenance of a MATRIX system must be performed by trained expert personnel.

If you have no experience with the time module of dormakaba MATRIX, this section provides information on the necessary steps for creating a new time recording system or time management system.

For general operating instructions and information on the user interface see the user documentation of the basic module.

Tip: The menu structure of all modules in the system is set up in such a way that when you create a new system, you always work "from bottom to top". In this way, you form the structure of your data from the bottom upwards.

2.1 Creating a new time recording system

The procedure for creating a new system consists of four steps:

I. Creating and defining the hardware components (devices), so that the system can recognise them.
II. Transferring the configuration data to the hardware components.
III. Defining the available booking permissions for the terminals.
IV. Creating persons.

You do not have to perform all of the aforementioned steps for existing systems with existing records.

I. Creating hardware components

1. Click **Devices** in the menu bar, then **Devices** in the menu tree.
2. Under **Devices**, create the hardware components that are installed.

Note: The ID card types and device classes required for your devices were set up when the system was installed. If you need new ID card types or classes for new devices, you have to create them first as described in the relevant sections of the user documentation.

II. Transferring the configuration data to the hardware components

1. Click **Devices** in the menu bar, then **Load/display terminal** in the menu tree.
2. Select the devices whose data you would like to load by activating the corresponding checkboxes.
3. In the toolbar, click **Edit selected search results** or click **Edit all search results** if you want to load all records. The selected records open in the dialog **Load data**.
4. If you only want to transfer some of the data, activate the **Expert mode** checkbox. In expert mode, you can select all the configuration data and application data to be loaded individually.

Note: The application data is transferred automatically when it is created for the first time.

5. Click the **Transfer data** button.

Note: You can find information on transferring data to the XS/evolo offline components using XS Manager in the separate user documentation on XS Manager.

III. Defining booking rights for terminals

1. In the menu bar, click **Access** and open **Person administration** in the menu tree.
2. Click **Booking profile**.

3. Create at least one time booking profile and allocate the terminals to it. This time booking profile is used as the basis for time bookings.

IV. Creating persons

1. Open **Person administration** in the **Time** module.
2. Click **Persons**.
3. Create the persons and assign a booking profile to each person.

2.2 Creating a new time management system

The procedure for creating a new time management system consists of five steps:

I. Creating and defining the hardware components (devices), so that the system can recognise them.
II. Transferring the configuration data to the hardware components.
III. Defining the available booking permissions for the terminals.
IV. Defining the working hours models with calendars, a time weekly program and time daily programs.
V. Creating persons.

You do not have to perform all of the aforementioned steps for existing systems with existing records.

I. Creating hardware components

1. Click **Devices** in the menu bar, then **Devices** in the menu tree.
2. Under **Devices**, create the hardware components that are installed. Select an appropriate class with the text "Time" in the name for the devices on which the bookings are recorded.

Note: The ID card types and device classes required for your devices are set up when the system is installed. If you need new ID card types or classes for new devices, you have to create them first as described in the relevant sections.

II. Transferring data to the hardware components

1. Click **Devices** in the menu bar, then **Load/display terminal** in the menu tree.
2. Go to the **Selection** column, select the devices for which you want to upload data and click in the toolbar on **Edit selected search results**, or click **Edit all search results** if you want to upload all records.
3. Select the **All configuration data** checkbox if you want to transfer all configuration data, or else select individual records in the table to upload these records only.

   Note: The application data is transferred automatically when it is created.

   ---

4. Then click the **Transfer data** button.

III. Defining booking rights for terminals

1. Click **Time** in the menu bar, open **Person administration** in the menu tree and select the menu item **Time booking profiles**.
2. Create at least one time booking profile and allocate the terminals to it. This time booking profile is used as the basis for time bookings(See also: ""Edit Booking profile" dialog" on page 116).

IV. Defining working hours models

1. Click **Time** in the menu bar, open **Calendar administration** in the menu tree and create at least one calendar if no calendars have been defined.
2. Go to **Master data administration** in the menu tree and select the menu item **Reconciliations**.
3. Create at least one account comparison profile (See also: ""Edit Account comparison profile" dialog" on page 148).

4. Create a time daily program for the working days. This time daily program should contain at least one work time, e.g. from 0:00 hours to 24:00 hours, and one target time (See also: ""Edit Time daily program" dialog" on page 139).
5. Create a further time daily program for the weekend in which no target time is specified.
6. Create a work schedule by entering the time daily program for working days for Monday to Friday and the time daily program for weekends for Saturday and Sunday.

V. Creating persons

1. Open **Person administration** in the **Time** module.
2. Lastly, create the required persons.
3. For each person, enter the date from which the person should participate in the time allocation and be allocated in the **Valid from** date field.

   Note: This date specifies the first day of the time allocation. Once it has been saved, the date can no longer be changed.

4. Assign a calendar and a work schedule and an account allocation profile to the person.
5. Before saving, check the other settings, especially the information for the holiday accounts on the **Holiday accounts** tab.

   Note: After saving, allocation-related changes can only be made by means of a correction.

6. Save the person. Once saved, the person is allocated from the specified "Valid from" date.

Once you have conducted all the steps for creating a simple time management system, you can make corrections for people such as manual bookings in the monthly overview or absence times in the yearly overview.

3 Working with MATRIX

This section provides support for setting up and maintaining your MATRIX system.

The "How to" instructions are grouped by the MATRIX modules.

3.1 Attendance recording and time management instructions

This section provides support for setting up and maintaining your MATRIX time system.

- Work with info records
- Create absence types
- Work with corrections
- Work with before/after work times
- Work with business authorisation and business authorisation periods
- Evaluate time accounts
- Work with holiday accounts
- Book absences
- Work with cost centres
- Work with delayed time daily programs
- Use extended time allocation
- Set up shift administration

3.1.1 ▸ Work with info records

Depending on the terminals used, up to 10 info records can be displayed for a booking. All time accounts which contain an elapsed time or a daily counter, such as the number of holiday days, are suitable for display as an info record. The info record allocation specifies which time accounts are displayed in the info records. During the info booking, you can scroll through the info records using the special variable booking instruction for displaying the info records.

Create info record allocation

In the info record allocation, you can define which time accounts are allocated to the info records.

To do this, proceed as follows:

1. Go to the **System** main menu.
2. Click **Administration** in the menu and then **Application**.
3. Click **Info record allocations**.
4. Select the time accounts that you wish to display from the **Edit info record allocation** dialog.

   Note: Only those time accounts and records which are enabled for display as info records are shown.

5. Save the changes.

Customise VBI key allocation

A suitable variable booking instruction must be allocated to the info key to ensure that the info records are displayed during info booking.

To do this, proceed as follows:

1. Go to the **Devices** main menu.
2. Click the **Class administration** menu item and then on **Class settings**.
3. Click on **TP4 VBI key allocation** or on **dormakaba VBI key allocation**, depending on which type of terminal is connected.
4. Open the BUK key allocation that you wish to change.
5. Enter the variable booking instruction 210 for the info key.
6. Save the changes.

Customise terminal texts

To ensure that the correct name of the info records is displayed for the booking, you must change the corresponding terminal texts.

To do this, proceed as follows:

1. Go to the **Devices** main menu.
2. Click the **Class administration** menu item and then on **Class settings**.
3. Click on **TP4 terminal texts** or on **dormakaba terminal texts**, depending on which type of terminal in connected.
4. Open on the terminal text that you wish to change.
5. Enter the required display for the info records. These begin from text number 140.
6. Save the terminal texts.

Create terminal

The terminals with info key are suitable for displaying the info records.

1. Select **Devices** in the menu and click the **Server** node in the device tree.
2. Click **Create new record** in the toolbar.
3. In the device selection, click the device type that corresponds to your device.
4. Enter a name and select a class for the time in the **Terminal class** selection field on the **General** tab.
5. Fill in all the other mandatory fields, then change to the **Device group** tab.
6. Select the VBI key allocation which you edited previously.
7. Save your inputs and load the terminal with the configuration data.

Execute info booking

To enable the persons to perform the info booking on the new device, you must enter the new device in the booking profiles of these persons.

For the booking, press the info key and execute the booking with the ID card. Firstly, Info record 1 is displayed. Use the info key to scroll to the other info records.

3.1.2 ▸ Create absence types

Absences or absence times are by definition times at which persons are managed in the system with a particular status due to a specified absence.
A differentiation is made between the following absence types:

- Full day absences
- Half day absences
- Hourly absences
- Bank holidays
- Blanket
- Absences with individual time credit
- Absences during workdays
- Leave during workday incl. next day

Use the absence types to define all the necessary parameters for the allocation and representation of an absence. Also set how the system should behave in the event of a booking if the employee is set to an absence status.
If you create a new absence type, the required correction type is automatically created as well so that the absence can be manually booked. In the event of hourly absences, the appropriate booking type is also created. This is required for output in the monthly overview.

Bank holidays act as a special case in terms of absences. The system treats these like all other absences and displays them in the yearly overview together with the booked absences. An absence type is therefore also required for calculating and illustrating the bank holidays.
Unlike full-day and half-day absence times, bank holidays that are entered in the calendar are automatically booked by the system.

No time reference is indicated for absence types with blanket day validity. The time credit is indicated directly with the correction. This is why no automatic account calculation can be carried out for such absence times as a general rule.
The same applies to absences with individual time credit and absences during workdays, for which the actual hours until the target hours are generally filled up.

Absence types can be allocated to an absence group. The absence group has no influence over the calculation and is solely used for the summation in the yearly overview. Absences with the same impact, such as whole days of holiday, half days of holiday and special leave, are typically classified in one absence group. In the year overview, the absence group column thus contains the total number of leave days per month and the total number of days and hours in the totals line.

When booking workday absences incl. next day, the absences can be grouped in the terminal allocations. The absences are transferred to the terminals and offered there as a list when booking "Leave during workday with absence" or "Leave with absence time".

Note: The list of absences is only supported for terminals of the types 96xx and 97xx.

Create full-day absences

Full-day absences apply to a single day or a continuous period of time.
Depending on the parameters set, the absence only applies on days on which a target time has been set for the person in the daily program. This setting is generally selected for holidays.
If the absence should be valid on all days, e.g. in the event of sick leave, no validity dependence is stipulated.

During the installation process, the system prepares several full-day absences.

- Holiday
- Special leave
- Sick
- Fallen sick during workday
- Sick leave without pay
- Accident at work
- Flexitime
- Parental leave
- Maternity leave
- Without pay
- Business trip
- Vocational training college
- Further education
- Military service

To create a full-day absence, go to the **Edit Absence type** dialog and conduct the following steps:

1. Click **Create new record** in the toolbar to create a new absence type.
2. For a new record, enter a meaningful name in the **Name** and **Short name** fields. These fields are language-dependent.

   Note: The short name is required to output the absence in the yearly overview.

3. Select the day validity **Full day**.
4. Assign the absence type to an absence group in the **Absence group** selection field if the total day ratios and absence hours are to be provided in the yearly overview. Select the identifier **Single output in reports** if the totals for the absence type should also be individually output.
5. Use the **Credit from**, **Fill up** and **Lump-sum credit** fields to specify the time that is credited to the person when using this absence type.
6. Use the **Deduction account** selection field to select the account, which is reduced by the day ratio of the absence, from which the time credit is taken. This information is important for the holiday absence, for example, so that the holiday account is reduced.
7. The **Valid based on** selection field contains the reference that must apply for the absence to be valid on the day. Select the relation "Target time" if the absence should only be valid on days for which a target time has been specified for the person. Do not select a reference if the absence is to be valid on all days.
8. Use the **Overwrite absence times** field to stipulate whether an existing absence should be overwritten when a new absence is entered.
9. The **Behaviour with bookings** selection field specifies how the system should behave in the event of a booking if there is an absence.
10. If the absence should only apply for a certain period and then be changed to the follow-on absence, enter the number of days in the "Transfer from - days" input field and select the absence type to which the booking should be changed in the **to absence time** selection field.
11. Click **Save** in the toolbar to save the absence type.

Create half-day absence

Half-day absences are only valid on one day. The day ratio for a half-day absence is counted as 0.5 days. Two half-day absences or one half-day absence plus hourly absences can be recorded on a single day. If a time credit should occur, this is usually half of target time specified for the day.

The absence types automatically specified by the system during installation are:

- Half-day holiday

To create a half-day absence, go to the **Edit Absence type** dialog and conduct the following steps:

1. Click **Create new record** in the toolbar to create a new absence type.
2. For a new record, enter a meaningful name in the **Name** and **Short name** fields. These fields are language-dependent.

   Note: The short name is required to output the absence in the yearly overview.

3. Select the day validity **Half day**.
4. Assign the absence type to an absence group in the **Absence group** selection field if the total day ratios and absence hours are to be provided in the yearly overview. Select the identifier **Single output in reports** if the totals for the absence type should also be individually output.
5. Use the **Credit from**, **Fill up** and **Lump-sum credit** fields to specify the time that is credited to the person when using this absence type. In the case of a half-day absence, this is usually half of the target time.
6. Use the **Deduction account** selection field to select the account, which is reduced by the day ratio of the absence, from which the time credit is taken. This information is important for the holiday absence, for example, so that the holiday account is reduced.
7. The **Valid based on** selection field contains the relation that must apply for the absence to be valid on the day. Select the relation "Target time" if the absence should only be valid on days for which a target time has been specified for the person. Do not select a reference if the absence is to be valid on all days.
8. Use the **Overwrite absence times** field to stipulate whether an existing absence should be overwritten when a new absence is entered.

9. The **Behaviour with bookings** selection field specifies how the system should behave in the event of a booking if there is an absence.
10. Click **Save** in the toolbar to save the absence type.

Create hourly absence

Hourly absences are valid for a specific period on the day. Hourly absences can occur several times a day but cannot overlap. An hourly absence is terminated by another Leave or Arrive booking or a second hourly absence.
Unlike full-day or half-day absences, the hourly absences need not only the correction type for the manual booking but also a booking type for displaying the hourly absence in the monthly overview.

Hourly absences are displayed in the yearly overview with a day ratio of 1. The day ratio should be interpreted as a counter here and indicates how often the absence has been booked. The total number of hours corresponds to the absence time.

Business authorisation acts as an exception in terms of hourly absences. Business authorisations can only be booked with the appropriate business authorisation permission. Persons with the appropriate permission can also book business authorisations on terminals.
Business authorisation periods are displayed in their own column in the monthly overview.

The hourly absence types automatically specified by the system during installation are:
- Business trip
- Medical leave

To create an hourly absence, go to the **Edit Absence type** dialog and conduct the following steps:

1. Click **Create new record** in the toolbar to create a new absence type.
2. For a new record, enter a meaningful name in the **Name** and **Short name** fields. These fields are language-dependent.

   Note: The short name is required to output the absence in the yearly and monthly overviews.

3. Select the day validity **Hourly**.
4. Assign the absence type to an absence group in the **Absence group** selection field if the total day ratios and absence hours are to be provided in the yearly overview. Select the identifier **Single output in reports** if the totals for the absence type should also be individually output.
5. Use the **Credit from**, **Fill up** and **Lump-sum credit** fields to specify the time that is credited to the person when using this absence type. In the case of hourly absences, this is generally the selection **Hourly absence** in the Time credit selection field.
6. The **Valid based on** selection field contains the reference that must apply for the absence to be valid on the day. Select the relation "Target time" if the absence should only be valid on days for which a target time has been specified for the person. Do not select a reference if the absence is to be valid on all days.
7. Click **Save** in the toolbar to save the absence type.

Create absence type for bank holidays and manual special days

The system treats bank holidays like absences with the difference that bank holidays are automatically booked by the system if they are entered in the calendars. For the bank holidays to be displayed in the yearly overview, these must be linked to an absence type via appropriate day types.

For statutory bank holidays, the day types and the absence type **Bank holiday** are set up during installation. You simply need to enter the bank holidays in your calendars.

In addition to the bank holidays, manual special days can also be managed in the calendars. If these should be displayed in the yearly overview with their own absence type, a new "Bank holiday" absence type must be created and linked to the special days via the appropriate day types.

To create a new absence type for bank holidays or special days, go to the **Edit Absence type** dialog and conduct the following steps:

1. Click **Create new record** in the toolbar to create a new absence type.
2. For a new record, enter a meaningful name in the **Name** and **Short name** fields. These fields are language-dependent.

   Note: The short name is required to output the absence in the yearly overview.

3. Select the day validity **Bank holiday**.
   The fields in the dialog that are not required are now hidden.
4. Select the identifier **Single output in reports** if the totals for the absence type should also be individually output in the yearly overview.
5. Click **Save** in the toolbar to save the absence type.

Connecting the new absence type with a day type and setting up manual special days.

1. Go to **Calendar administration** in the menu and then to the **Additional options** sub-menu.
2. Click the **Day types** menu item and create a new day type. Select your new bank holiday in the absence type selection field and save the day type.
3. Click the **Manual special days** menu item and create a new manual special day. Select your new day types in the day type selection field and save the manual special day.
4. Click the **Calendar** menu item and select the required calendar to which you want to allocate the new manual special day.
5. Go to the **Manual special days** tab and allocate the new special day to the calendar.
   Save the calendar.

Create absence type for HD bank holiday and HD holiday

Half bank holidays combined with a half day holiday give rise to specifics. This combination is often used on Christmas Eve and New Year's Eve.

Note: For the day type "Half bank holiday", no substitute programs are required.

To book a half bank holiday combined with a half day holiday as absence times for persons, you must perform the following steps:

Create absence type "HD bank holiday"

1. Go to the **Time** main menu, open the **Master data administration** menu and select **Absence times**.
2. Click **Absence types** in the menu and click **Create new record** in the toolbar to create a new absence type.
3. Enter a meaningful name in the **Name** and **Short name** fields. These fields are language-dependent.

   Note: The short name is required to output the absence in the yearly overview.

4. Select the day validity **Half bank holiday**.
   The fields in the dialog that are not required are now hidden.
5. Select "Bank holidays" as the absence group, if the half bank holidays are to be displayed together with the bank holidays as the total in the overviews.
6. Activate the identifier **Single output in reports** if the totals for the absence types are also to be individually output in the yearly overview.
7. As "Credit from", select **Half of target time**, as only half the target time is to be credited for the bank holiday.
8. Click **Save** in the toolbar to save the absence type.

Combine the new absence type with a day type and set up manual special days

1. Go to **Calendar administration** in the menu and then to the **Additional options** sub-menu.
2. Click **Day types** in the menu and create a new day type or select the day type for half bank holidays.
3. In the **Absence type** selection, select the new bank holiday and save the day type.

Set up manual special days

1. Click **Manual special days** in the menu and create the manual special day on which a half bank holiday applies.
2. Enter the corresponding date.
3. Select your new day type from the **Day type** selection and save the special day manually.
4. Click **Calendar** in the menu and select the calendar to which you want to allocate the new special day.
5. Go to the **Manual special days** tab and allocate the new special day to the calendar.
6. Save the calendar.

Allocate the affected persons with effect from the date for the manual special day, or enter the half day holiday, if the absence has not yet been entered.

Create absences with individual time credit

Full day, half day and hourly absences can be created with an individual time credit. For these absences, the value for the time credit is removed from the **Time credit for absence times** employee record field.

Note: Depending on the system configuration, it may be necessary to adapt the configuration of the person administration so that the employee record field for the individual time credit is available.

To create an absence with individual time credit, go to the **Edit Absence type** dialog and carry out the following steps:

1. Click **Create new record** in the toolbar to create a new absence type.
2. For a new record, enter a meaningful name in the **Name** and **Short name** fields. These fields are language-dependent.

   Note: The short name is required to output the absence in the yearly overview.

   ---

3. Select the day validity **Full day, Half day or Hourly**.
4. Assign the absence type to an absence group in the **Absence group** selection field if the total day ratios and absence hours are to be provided in the yearly overview. Select the identifier **Single output in reports** if the totals for the absence type should also be individually output.
5. Select the entry "Individual" in the **Time credit** selection. The time credit will then be credited to the personal account of the person.
6. The **Valid based on** selection field contains the reference that must apply for the absence to be valid on the day. Select the reference "Target time" if the absence is only to be valid on days for which a target time has been specified for the person. Do not select a reference if the absence is to be valid on all days.
7. Use the **Overwrite absence times** field to stipulate whether an existing absence should be overwritten when a new absence is entered.
8. The **Behaviour with bookings** selection field specifies how the system should behave in the event of a booking if there is an absence.
9. Click **Save** in the toolbar to save the absence type.

Create blanket absences

Absence times with the day validity "Blanket" are used if no time reference can be established for the absence. The time credit is indicated directly with the correction. This is why no automatic account calculation can be carried out for such absence times as a general rule.

To create an absence with blanket day validity, go to the **Edit Absence type** dialog and carry out the following steps:

1. Click **Create new record** in the toolbar to create a new absence type.
2. For a new record, enter a meaningful name in the **Name** and **Short name** fields. These fields are language-dependent.

3. Select the day validity **Blanket**.

4. Assign the absence type to an absence group in the **Absence group** selection field if the total day ratios and absence hours are to be provided in the yearly overview. Select the identifier **Single output in reports** if the totals for the absence type should also be individually output.
5. Click **Save** in the toolbar to save the absence type.

Create absences during workdays

Absences during workdays are recorded using Arrive and Leave bookings with the corresponding absence type. If the actual time for the day is not sufficient, this is filled up to the target time.
Depending on the subsequent status, the booking can be performed as an Arrive booking with the day validity **Arrival during workday** or a Leave booking with the day validity **Leave during workday**.

Absences during workdays are booked with a booking. The booking can be performed at the terminal, in a web application or as a correction. A corresponding entry in the booking type allocation is required if bookings with this absence type also need to be possible via terminals.

Automatic sequence changes are not possible for the bookings. For sequence checking, the following applies:

Arrival during workday booking:
Status must be Absent or Unknown, as after daily reconciliation.
Status is set to 'Present'.

Leave during workday booking:
Status must be 'Present'.
Status is set to 'Absent'.

The absences during workdays are allocated like hourly absences. The value 1, for one day, is entered as the daily value for the absence. If the option "Fill up" is ticked, the difference until the target time is entered as the absence time, if the target time has not yet been reached. If the target time has been reached, the value 0:00 is entered.

To create an absence type with the day validity "Arrival during workday" or "Leave during workday", go to the **Edit Absence type** dialog and carry out the following steps:

1. Click **Create new record** in the toolbar to create a new absence type.
2. For a new record, enter a meaningful name in the **Name** and **Short name** fields. These fields are language-dependent.

   Note: The short name is required to output the absence in the yearly and monthly overviews.

3. Select the **day validity** "Arrival during workday" or "Leave during workday".
4. Assign the absence type to an absence group in the **Absence group** selection field if the total day ratios and absence hours are to be provided in the yearly overview. Select the identifier **Single output in reports** if the totals for the absence type should also be individually output.
5. The reference account is defined using the options in the **Credit from** selection field. This is usually the target time.
6. Activate the **Fill up** checkbox so that there is a time credit.
7. The **Valid based on** selection field contains the reference that must apply for the absence to be valid on the day. Select the reference "Target time" in the **Valid based on** selection field if the absence is only to be valid on days for which the target time has been specified for the person. Select "No reference" if the absence is to be valid on all days.
8. Click **Save** in the toolbar to save the absence type.

The correction and booking types are automatically created with the absence.
With the option "Arrival during workday", the booking type for display in the monthly overview is created as "Arrive", and with the option "Leave during workday", it is created as "Leave".

Create Leave during workday incl. next day

Absences during workdays incl. the next day are recorded by making a Leave booking with the corresponding absence type. The booking can be performed at the terminal, in a web application or as a correction. A corresponding entry in the booking type allocation is required if bookings with this absence type also need to be possible via terminals.
If the actual time for the booking day is not sufficient, it is filled up to the target time.

On the day after the booking, the absence still applies until it is ended by an Arrive booking or by an Arrive during workday booking.

If an Arrive booking is made, the absence is ended on the day previous to the booking. If an Arrive during workday booking is made, the absence is ended on the day of the booking. If the actual time on the booking day is not sufficient, it is filled up to the target time.

Automatic sequence changes are not possible for the bookings.

For sequence checking, the following applies:

Leave during workday booking:
Status must be 'Present'.
Status is set to 'Absent'.

Absences during the workday are allocated as hourly absences on the day of the booking. The value 1, for one day, is entered as the daily value for the absence.
The absence time is calculated until the target hours are reached, taking the work time into account. The value 0:00 is entered if the target hours have already been reached or if the booking is made after the end of work time. The absence is calculated as a whole-day absence on the next days. The calculation once again counts as Arrive during workday for the last day if the absence is ended on the day of the Arrive booking.

Proceed as follows to create an absence type with the day validity "Leave during workday incl. next day"s:

1. Open the **Edit absence type** dialog and click in the toolbar on **Create new record** to create a new absence type.
2. For a new record, enter a meaningful name in the **Name** and **Short name** fields. These fields are language-dependent.

   Note: The short name is required to output the absence in the yearly and monthly overviews.

3. Select the **Day validity** "Leave during workday incl. next day".
4. Assign the absence type to an absence group in the **Absence group** selection field if the total day ratios and absence hours are to be provided in the yearly overview. Select the identifier **Single output in reports** if the totals for the absence type should also be individually output.
5. The reference account is defined using the options in the **Credit from** selection field. This is usually the target time.
6. Activate the **Fill up** checkbox so that there is a time credit.
7. The **Valid based on** selection field contains the reference that must apply for the absence to be valid on the day. Select the reference "Target time" in the **Valid based on** selection field if the absence is only to be valid on days for which the target time has been specified for the person. Select "No reference" if the absence is to be valid on all days.
8. Click **Save** in the toolbar to save the absence type.

The correction and booking types are automatically created with the absence.

3.1.3 ▸ Work with corrections

The term "corrections" refers to all allocation-related manual changes to the employee master record via the user interface. This applies to both past and future changes.

The corrections include:
- Manual arrive and leave bookings
- Absence bookings
- Setting and changing time and holiday accounts
- Changing permissions or defaults
- Changing master data allocations such as the calendar and work schedule
- Reallocation following changes to the master data

Every correction requires a correction type, which contains the correction action to be carried out and specifies the necessary parameters during input.

The system offers several dialogs and options for inputting corrections.
These include:
- Changing allocation-related employee record fields on the various tabs of the **Edit Persons** dialog.
- Manual bookings and daily corrections in a person's monthly overview.
- Booking absences in a person's yearly overview.
- All corrections in a person's correction input area.
- All corrections for a person or group of persons in the **Corrections** dialog.

Change employee record fields

Allocation-related employee record fields are directly linked with the correction types for changing or setting the value. The correction can therefore be conducted using the various tabs in the **Edit Persons** dialog. The applicable correction type is already pre-selected in the correction input dialog. In some fields, the system provides two correction types. One correction type for resetting the value and another correction type for changing the specified value.

The fields that are directly associated with a correction include:

- Valid from date
- Valid until date
- Time calendar
- Work schedule
- Account allocation profile
- Account calculation profile
- Department
- Cost centre
- Business authorisation permission
- Sequence check
- Absence times credit
- Month target time
- Year target time
- Patrol default
- All holiday memories for the current and next year

To edit an employee record field:

1. Go to the **Time** main menu.
2. Click the **Person administration** menu item and then **Persons** to open the **Selection Persons** dialog.
3. Click the person for whom you would like to make a correction.
4. Select the tab with the field to be edited and click this field to open the correction input dialog.
5. If not pre-selected, select the desired correction type.
6. Enter the new value or select the new allocation. The input field or selection field is based on the employee record field that you want to edit.
7. Enter the date from which the new value applies.

   Note: It is not necessary to enter the date for holiday accounts. The earliest date in the current year is determined for the current year; 1 January applies for the next year.

8. The history of corrections that have already been conducted can be seen in the table.
9. Click the **Apply** button. On applying the changes, the correction input is saved and the allocation is started. The wait dialog is displayed during the allocation.

10. Once the allocation is complete, the dialog for entering the correction closes and the **Edit Persons** dialog reopens.
11. You can exit the dialog or conduct a further correction for the person. It is not necessary to save your changes as the correction has already been processed and is therefore effective.

Execute corrections in the monthly overview

Use the **Corrections** button in the central toolbar of the monthly overview to execute all manual bookings and absences as well as all corrections that are not linked to an employee record field.

To conduct a correction in the monthly overview:

1. Go to the **Time** main menu.
2. Click the **Person administration** menu item and then **Persons** to open the **Selection Persons** dialog.
3. Click the person for whom you would like to conduct a correction and select **Monthly overview** in the central toolbar.
4. Click the **Corrections** button in the central toolbar to open the dialog for the corrections.
5. Select the desired correction type.
6. On making a selection, the necessary input fields for the correction type are displayed.
7. Enter the appropriate values in the fields.
8. Click the **Apply** button. On applying the changes, the correction input is saved and the allocation is started. The wait dialog is displayed during the allocation.
9. Once the allocation is complete, the dialog for entering the correction closes and the Monthly overview is displayed once more.
10. You can exit the dialog or conduct a further correction for the person. It is not necessary to save your changes as the correction has already been processed and is therefore effective.

Execute daily corrections in the monthly overview

In addition to using the **Corrections** button in the central toolbar, you can also conduct day-related corrections in an optimised correction dialog. This dialog is designed for the most important corrections that can apply to a specific day. The possible corrections are pre-defined in the dialog. You simply need to enter the applicable values. Several corrections can be conducted for each day. No date has to be specified.

To conduct a daily correction in the monthly overview:

1. Go to the **Time** main menu.
2. Click the **Person administration** menu item and then **Persons** to open the **Selection Persons** dialog.
3. Click the person for whom you would like to conduct the corrections and select **Monthly overview** in the central toolbar.
4. Go to the relevant month and click the day for which you would like to conduct the corrections in the **Date** column.
5. Clicking the date opens the dialog with the possible corrections.
6. Enter the information for the corrections that you want to conduct for this day.
7. Click the **Apply** button. On applying the changes, the correction input is saved and the allocation is started. The wait dialog is displayed during the allocation.
8. Once the allocation is complete, the dialog for entering the correction closes and the Monthly overview is displayed once more.
9. You can exit the dialog or conduct a further correction for the person. It is not necessary to save your changes as the correction has already been processed and is therefore effective.

Book absences in the yearly overview

You can book absences in the yearly overview by clicking the **Corrections** button in the central toolbar or marking the time range directly on the **Calendar** tab.

The procedure for conducting corrections by clicking the button is the same as that described for corrections in the monthly overview.

Note: If you want to book an absence that runs from one year into the next, select the time range up to the end of the year and change the Until date in the correction dialog to the date on which the absence should end.

To conduct a correction in the calendar view:

1. Go to the **Time** main menu.
2. Click the **Person administration** menu item and then **Persons** to open the **Selection Persons** dialog.
3. Click the person for whom you would like to conduct the corrections and select **Yearly overview** in the central toolbar.
4. Position the cursor over the day on which the absence begins then hold down the left mouse button and drag to the date on which the absence ends.
5. Release the left button to open the correction dialog.
6. Select the desired absence in the selection field and check the **Valid from** and **Valid until** date fields.
7. Click the **Apply** button. On applying the changes, the correction input is saved and the allocation is started. The wait dialog is displayed during the allocation.
8. Once the allocation is complete, the dialog for entering the correction closes and the yearly overview is displayed once more.
9. You can exit the dialog or conduct a further correction for the person. It is not necessary to save your changes as the correction has already been processed and is therefore effective.

Execute multiple corrections for a person

If you want to record multiple corrections for one person for different days, you should ideally use the general correction dialog, which you can access directly via the selection field in the central toolbar in the person-related dialogs. You can use the general correction dialog to record all manual bookings and absences. The dialog also provides an overview of the corrections that have already been conducted for the person.

To conduct corrections for a person in the general correction dialog:

1. Go to the **Time** main menu.
2. Click the **Person administration** menu item and then **Persons** to open the **Selection Persons** dialog.
3. Click the person for whom you would like to conduct the corrections and select **Corrections** in the central toolbar to open the input dialog for corrections.
4. Use the selection field to select the desired correction type and enter the necessary values and the date from which the changes should take effect. The values and date information depend on the correction type selected.
5. Once you have entered all the necessary details, click the **Apply** button. On applying the changes, the correction input is saved and the allocation is started. The wait dialog is displayed during the allocation.
6. Once the allocation is complete, the new correction will again be displayed in the **Yearly overview** table.
7. You can exit the dialog or conduct a further correction for the person. It is not necessary to save your changes as the corrections have already been processed and are therefore effective.

Execute corrections for a group of persons

Use the **Edit Corrections** dialog to record corrections for a group of persons. After selecting the persons via the search function, select the correction type and enter the necessary details for the correction. You can conduct all corrections for manual bookings, absences or changes to the employee record fields. Once you have recorded all the corrections, you can save these and then start their processing.

To conduct corrections for multiple persons:

1. Go to the **Time** main menu.
2. Click the **Corrections** menu item to open the **Edit Corrections** dialog.
3. Click the magnifier to open the **Selection Persons** dialog.
4. Select the required persons and apply them to the correction input dialog by clicking the **Edit selected search results**.
5. Use the selection field to select the desired correction type and enter the necessary values and the date from which the changes should take effect. The values and date information depend on the correction type selected.
6. Once you have entered all the necessary details, click the **Apply** button. On applying the changes, a correction record is created for each person displayed in the table.
7. Once you have entered all the corrections, you can save these or process them by clicking the **Start correction** button in the central toolbar.

Information on correction types

The correction types can be divided into the following four main groups:

- Manual arrive and leave bookings
- Absence times
- Changes to employee record fields, such as permissions and the allocation of master data
- Reallocation

A. Manual bookings

Manual arrive and leave bookings are usually used in the event of forgotten bookings. These bookings also include the hourly absences, which are booked with a "from" and an "until" time.

- Arrive: Adds an arrive booking. Depending on the person's status, the arrive booking can result in the end of a business authorisation, the end of a break or an hourly absence.
- Leave: Adds a leave booking. Depending on the person's status, the leave booking can result in the end of a business authorisation, a break or an hourly absence.
- Arrive/leave: Adds an arrive and leave booking.
- Leave/arrive: Adds a leave and arrive booking.
- Business authorisation: Adds a business authorisation booking. Depending on the person's status, this results in the start of a business authorisation or the end of a business authorisation.
- Break: Adds a break booking. The booking is classed as the start of a break.
- Hourly absence: Adds the start and end booking of an hourly absence.

B. Absence times

The absences include all full-day and half-day absences. Each absence has a corresponding correction type. In the event of half-day absences, only a date needs to be specified. The same applies to full-day absences if these are only booked for one day.

C. Changing employee record memories

This correction type comprises all corrections that change an employee record memory or a time account.

There are three different sub-groups:

I. Single-day corrections: This group only changes the employee record memory for the specified day. At the end of the day, the value re-establishes the original value.

The most important single-day correction types include:

- Work schedule for day: Changes the work schedule.
- Do not calculate break 1, 2, 3: The break is not calculated for the specified day. Break 1 represents the first break in the time daily program; break 3 represents the third break in the time daily program.
- Do not calculate break: No breaks are calculated for the day.
- Maximum working hours - day: The maximum working hours for the day are restricted to the value specified.
- Maximum business authorisation period - day: The maximum business authorisation period for the day is restricted to the value specified.
- Maximum target break time - day: The target break time for the day is restricted to the value specified.
- Before/after work time - day: Sets the before/after work time permission to the specified values. The time frame can be extended by specifying the times in the "before work time" area, the "after work time" area or both areas.

II. The second group changes the employee record memory from the specified date.
The most important corrections in the group with changes that are valid from the specified date include:

- Edit work schedule: Sets the allocation of the work schedule to the new work schedule.
- Edit business authorisation permission: Changes the business authorisation permission to the new value.
- Change time calendar: Changes the allocation for the time calendar.

- Edit maximum working hours: Changes the person's personal maximum working hours. The personal maximum working hours overwrite the maximum working hours from the time daily program but not the daily maximum working hours set for a day.
- Sequence checking: Changes the sequence check for arrive and leave bookings.
- Set balance: Sets the balance to the new value.
- Yearly target: Sets the target time for the year
  Note: The target time should generally be set at the start of the year.
- Set patrol time: Sets the patrol time to the new value.

III. The third group includes the corrections for holiday entitlements.

These corrections are valid from the start of the year or the earliest point from which a person can be allocated.

D. Reallocation

Reallocations are a special type of correction. These reallocate the person from the specified date. This correction is only needed if retrospective changes are made to the master data.

3.1.4 ▸ Work with before/after work times

Time ranges in the day that are not covered by time rules such as work time or breaks fall into the before/after work time range. The bookings are accepted by the system in this range, and a specifics entry is generated for before/after work time violation. Attendance in the before/after work time range is allocated in the attendance time, but not in the work time.

Note: The specifics entered for before/after work time violations should not be displayed in the info centre as the entry is not usually cancelled by a correction and therefore the info centre always remains red.

In special cases, attendance in the before/after work time range can be authorised. In order for the attendance to be allocated as work time, permission to this effect must be assigned. The permission can be assigned for specific time ranges before and after the work time, for individual days, or for a period of several days. The system is set up by default for permissions before and after the work time.

In some working hours models, persons may book shortly before or after the work time. To ensure that these bookings do not result in a specifics entry, a leave range can be stored. The specifics entry is then only generated for bookings outside the leave period.

Before/after work time permission in the daily correction dialog

The system is set up for assignment of permission for time ranges before and after the work time.

Bookings within the time frame are accepted and allocated by the system. As well as the allocation, a specifics entry is generated for before/after work time violations if the booking is outside the Leave range and no before/after work time permission has been granted.

The leave range is stored in the time daily program as a time constant and therefore applies for all persons to whom the time daily program has been allocated by means of a work schedule or a correction.

Validity of the leave period:

- Time frame at the start of the day, before the work time: At the end of the time range.
- Time frame between other time ranges: No validity of the leave period.
- Time frame at the end of the day, after the work time: At the start of the time range.
- Time daily programs

The Leave time for the before/after work time range is one of the time constants of the time daily programs. It is not a component of the time daily programs default configuration and must be manually added if required.

3.1.5 ▸ Work with business authorisation and business authorisation periods

A business authorisation generally exists if a person is conducting a task outside the company but on behalf of the company, e.g. collecting or delivering post.
The time required for such tasks can be separately recorded and identified by the system as business authorisation time if the person has the appropriate business authorisation permission.

Edit business authorisation permission

1. Go to the **Time** main menu.
2. Click the **Person administration** menu item and then **Persons** to open the **Selection Persons** dialog.
3. Click the person for whom you would like to change the business authorisation permission.
4. Select the **Time** tab on which you will find a field for the business authorisation permission and click this field to open the correction input dialog.
5. If not pre-selected, select the desired correction type.
6. Enter the new value for the business authorisation permission by enabling the checkbox to allocate the business authorisation permission or disabling the checkbox to remove the business authorisation permission.
7. Enter the date from which the new value applies.
8. The history of corrections that have already been conducted can be seen in the table.
9. Click the **Apply** button. On applying the changes, the correction input is saved and the allocation is started. The wait dialog is displayed during the allocation.
10. Once the allocation is complete, the dialog for entering the correction closes and the **Edit Persons** dialog reopens.

In addition to the described option of editing the business authorisation permission using the **Edit Persons** dialog, you can use all other correction dialogs for the correction.

If the business authorisation permission should only be changed for one day, you should ideally conduct the correction in the daily correction dialog.

Types of business authorisation bookings

Business authorisation bookings can be directly booked through bookings on the terminal and bookings in the **Web bookings** dialog or manually booked through corrections. The system provides three booking types with the relevant correction types.

- **Business authorisation:** General business authorisation booking. Depending on the person's status in the system, the booking is interpreted as business authorisation start or business authorisation end.
- **Business authorisation - leave:** The "Business authorisation - leave" booking is generally booked on the terminal if the person leaves for a business authorisation and the business authorisation is started. Following the booking, the person's status is changed to "Business authorisation - absent". The business authorisation can be terminated by arrive/leave bookings or a general business authorisation booking.
- **Business authorisation - arrive:** The "business authorisation - arrive" booking is generally booked on the terminal if the person arrives from a business authorisation and the business authorisation is ended. Following the booking, the person's status is changed to "Business authorisation - present".

Maximum business authorisation period

By specifying a maximum business authorisation period, the business authorisation period can be restricted to the specified value. If the maximum business authorisation period is exceeded, the business authorisation period calculated is capped and displayed in the capped hours account.

You can specify the maximum business authorisation period:

- In the time daily program: This setting applies to all persons if the appropriate time daily program is used and no personal maximum business authorisation period or maximum business authorisation period for the day is specified.

- In the employee record: This specification for the person directly overrides the settings from the time daily program if no maximum business authorisation period is specified for the day.
- By specifying a maximum business authorisation period for the day using an appropriate correction. This correction overrides all other specifications for the maximum business authorisation period.

Automatic booking dates

The automatic booking dates for business authorisation are part of the time daily program.

The specification "Business authorisation start" specifies the time at which a person with business authorisation permission is booked in if the first booking of the day is a "business authorisation - arrive" booking and the time of the booking is after the "business authorisation start".

The "Business authorisation end" time specifies the time at which a person with business authorisation permission is booked out if the last booking of the day is a "business authorisation - leave" booking and the time of the booking is before the "business authorisation end".

3.1.6 ‣ Evaluate time accounts

dormakaba MATRIX provides versatile report functions for evaluating time accounts.

The reports can either be called up from the employee record or using the **Reports** entry from the menu tree.

A. Display time accounts using the employee record

This view always displays reports in terms of months or years for each employee record.

You can select one or several employee records and use the navigation arrow in the toolbar to browse between the different records. You can print out the overviews or save them in PDF format.

1. In the menu bar, click **Access** and open **Person administration** in the menu tree.
2. Click **Persons** to open the **Selection Persons** dialog.
3. Select one or more employee records and click **Edit selected search results** in the toolbar to transfer the records to the edit dialog.
4. Select a report, such as day data, from the selection field in the toolbar.
5. The report will be displayed in a table in the lower part of the dialog. You can use the arrows to switch the next or previous time period.

Note: You can use the **Details** button to switch directly to the **Edit Fixed reports settings** dialog and edit the table columns.

B. Display time accounts using the "Reports" menu

This view always displays reports in freely selectable time periods and for all or several employee records at the same time.

You can print out the overviews or save them in PDF format.

1. In the menu bar, click **Time** and open the **Reports** entry in the menu tree.
2. Click the required report, such as monthly data. The edit dialog opens.
3. Select the time period to be displayed using the date fields in the dialog heading.
4. Select one or more employee records and click **Edit selected search results** in the toolbar to transfer the records to the display dialog.
5. The report will be displayed in a table in the lower part of the dialog. You can use the arrows to switch the next or previous time period.

Note: Only data from the previously selected time period will be shown. Return to the selection dialog to change the time period.

3.1.7 ▸ Work with holiday accounts

The system provides you with a range of functions for managing holiday accounts.
The functions include:

- Holiday accounts for the previous, current and next year
- The holiday accounts are displayed on a separate tab in the **Edit person** dialog
- Predefined absence types
- Corrections for setting the holiday accounts
- Allocation of holiday accounts.
- Transfer of the holiday accounts to the respective accounts from the previous year during the yearly reconciliation
- Account comparisons for cancelling holidays

Types of holiday accounts

A range of holiday accounts are provided for the previous year, the current year and next year. The holiday accounts from the respective next year are transferred during the internal yearly reconciliation. The specific date is set automatically by a yearly reconciliation in account comparison.

Note: The holiday accounts used in your system depend on the system configuration and can be set by your technicians.

If holiday bookings are subject to a workflow, the absence is allocated regardless of the workflow status. This means that it is set as taken for the past and for the current day, and set as planned holiday for the future. The **Allocate as planned holiday** setting must also be considered for absences when calculating as planned holidays.

Holiday accounts – previous year

The holiday accounts for the previous year are transferred from the respective accounts of the current year by the internal yearly reconciliation. No subsequent further calculations are performed on the accounts. The accounts cannot be changed.

The holiday accounts for the previous year include:

Vacation taken previous year	Contains the number of days of holiday taken for the previous year. It is transferred from holiday taken – current year.
Total holiday – previous year	Contains the number of days for the total holiday of the previous year. It is transferred from total holiday – current year.
Remaining holiday - previous year	Contains the remaining holiday for the previous year. It is transferred from remaining holiday – current year.
Remaining holiday - pre-previous year	Contains the remaining holiday for the pre-previous year. It is transferred from remaining holiday – previous year.
Shift holiday – previous year	Contains the shift holiday for the previous year. It is transferred from shift holiday – current year.
Disability leave - previous year	Contains the severely handicapped holiday for the previous year. It is transferred from severely handicapped – holiday current year.
Special leave – previous year	Contains special leave for the previous year. It is transferred from special leave – current year.
Vacation entitlement - previous year	Contains the holiday entitlement for the previous year. It is transferred from holiday entitlement – current year.
Holiday expired – previous year	Contains the expired holiday for the previous year. It is transferred from expired holiday – current year.

Additional holiday – previous year	Contains the additional holiday for the previous year. It is transferred from additional holiday – current year.
Additional holiday 2 - previous year	Contains the additional holiday 2 for the previous year. It is transferred from additional holiday 2 – current year.
Additional holiday 3 - previous year	Contains the additional holiday 3 for the previous year. It is transferred from additional holiday 3 – current year.

Holiday accounts – current year

Some holiday accounts for the current year are transferred from the respective accounts of the next year by internal yearly reconciliation or calculated using corrections and holiday withdrawals.

The holiday accounts for the current year include:

Holiday taken	Contains the number of days of holiday taken for the current year. A holiday day counts as taken if it is calculated in the daily reconciliation and a corresponding entry is saved in the absences. Therefore, an entered day still counts as planned for the current day until the daily reconciliation.
Planned holiday	Contains the number of days that are planned as holiday. The current day still counts as planned holiday. The value is calculated and cannot be changed directly.
Total holiday	Contains the number of holiday days for the current year. Calculation formula:
	Total holiday = Holiday entitlement + Remaining holiday from previous year + Special leave + Severely handicapped holiday + Shift holiday + Additional holiday + Additional holiday 2 + Additional holiday 3
Remaining holiday from previous year	Contains the remaining holiday from the previous year. It is transferred from remaining holiday – previous year. The account cannot be changed.
Remaining holiday	Contains the remaining holiday for the current year. Calculation formula:
	Remaining holiday = Total holiday - Taken holiday - Expired holiday
Shift holiday	Contains the shift holiday for the current year. It is transferred from shift holiday – next year or by making a correction.
Leave for severely handicapped persons	Contains the severely handicapped holiday for the current year. It is transferred from severely handicapped holiday – next year. The account can be changed by making a suitable correction.
Special leave	Contains the special leave for the current year. It is transferred from special leave – next year. The account can be changed by making a suitable correction.
Holiday entitlement	Contains the holiday entitlement for the current year. It is transferred from holiday entitlement – next year. The value can be changed by making a suitable correction.
Remaining holiday	Contains the total number of remaining holiday days for the current year. Calculation formula:
	Remaining holiday = Remaining holiday - Planned holiday
Expired holiday	Contains the expired holiday for the current year. This is calculated on the

	basis of an account comparison that must be set up in line with the specifications for holiday cancellation.
Additional holiday	Contains the additional holiday for the current year. It is transferred from additional holiday – next year or by making a suitable correction.
Additional holiday 2	Contains additional holiday 2 for the current year. It is transferred from additional holiday 2 – next year or by making a suitable correction.
Additional holiday 3	Contains additional holiday 3 for the current year. It is transferred from additional holiday 3 – next year or by making a suitable correction.

Holiday accounts – next year

The holiday accounts for next year are not changed by the internal yearly reconciliation and are used as default entries for transferral to the current year.

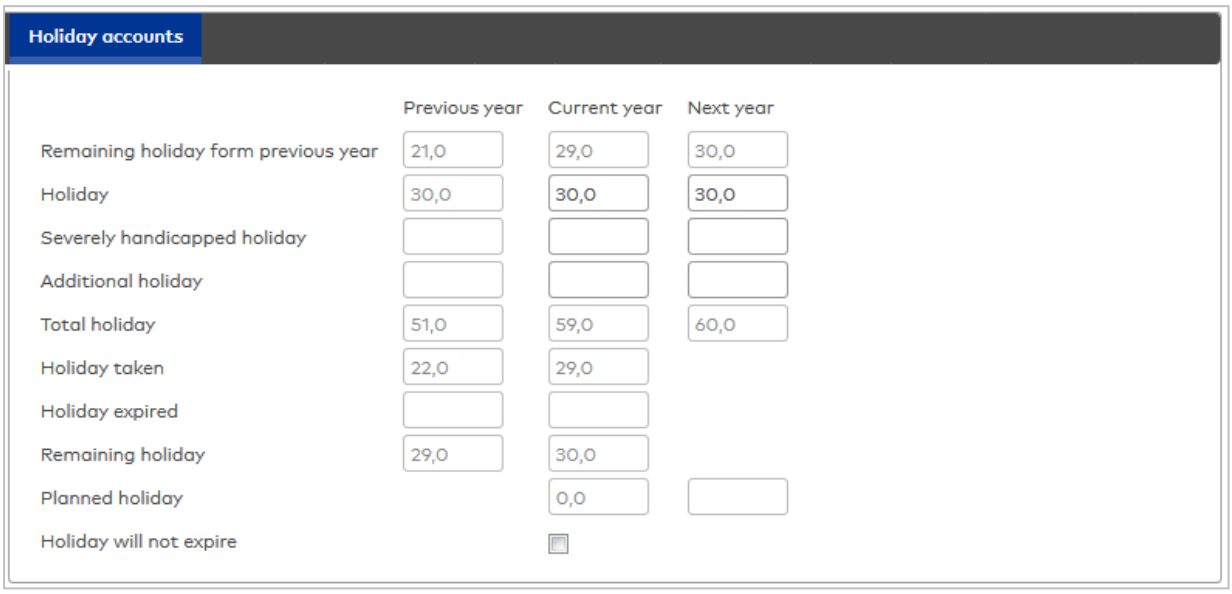
The holiday accounts for next year include:

Planned holiday	Contains the number of days that are planned as holiday. The value is calculated and cannot be changed directly.	
Total holiday – next year	Contains the total number of holiday days for the next year. Calculation formula:	
	Total holiday – next year	= Holiday entitlement – next year + Remaining holiday from current year + Special leave next year + Severely handicapped holiday – next year + Shift holiday – next year + Additional holiday – next year + Additional holiday 2 – next year + Additional holiday 3 - next year
Remaining holiday - next year from previous year	The value corresponds to the remaining holiday – current year account and is used for better visualisation of holiday accounts.	
Shift holiday – next year	Contains the shift holiday for the next year. The value is not changed during transfer. The account can be specified by making a suitable correction.	
Disability leave - next year	Contains the severely handicapped holiday for the next year. The value is not changed during transfer. The account can be specified by making a suitable correction.	
Special leave – previous year	Contains special leave for the previous year. The value is not changed during transfer. The account can be specified by making a suitable correction.	
Vacation entitlement - next year	Contains the holiday entitlement for the next year. The value is not changed during transfer. The account can be specified by making a suitable correction.	
Additional holiday – next year	Contains the additional holiday for the next year. The value is not changed during transfer. The account can be specified by making a suitable correction.	
Additional holiday 2 - next year	Contains additional holiday 2 for the next year. The value is not changed during transfer. The account can be specified by making a suitable correction.	
Additional holiday 3 - next year	Contains additional holiday 3 for the next year. The value is not changed during transfer. The account can be specified by making a suitable correction.	

Holiday accounts in the "Edit person" dialog

The current holiday accounts are displayed on the **Holiday accounts** tab in the **Edit Persons** dialog.
The accounts for the previous year, the current year and the next year are displayed.

Note: If you require further accounts, ask your technician to set these.



Holiday accounts

	Previous year	Current year	Next year
Remaining holiday form previous year	21,0	29,0	30,0
Holiday	30,0	30,0	30,0
Severely handicapped holiday			
Additional holiday			
Total holiday	51,0	59,0	60,0
Holiday taken	22,0	29,0	
Holiday expired			
Remaining holiday	29,0	30,0	
Planned holiday		0,0	
Holiday will not expire		☐	

You can change the defaults for the holiday accounts "holiday", "severely handicapped holiday" and "additional holiday" for the current year and next year using corrections. Open the correction dialog by clicking in the appropriate field.

The correction for the current year becomes effective on 1 January or the specified "Valid from" date, if the person is only included in time allocation during the course of the year.
1 January is used for the next year.

Note: For deviations in the holiday year, the start month can be changed in system parameter "30 Start of the holiday year".

Booking "holiday" absences

Like all the other absence times, the "holiday" absence times are booked in the yearly overview.

Alternatively, the absence can also be booked in the dialog for the daily corrections or the **Corrections** dialog. The holiday accounts are updated when the absence is allocated.

Note: If the holiday absence is subject to a workflow, a booked holiday is only allocated subject to approval.

Cancelling holiday days

As a rule, the holiday must be taken in the calendar year or the holiday year. Sometimes, an extension is possible. If the holiday is not taken by the end of this period, it expires or becomes payable. In cases such as these, the expired or paid out holiday days must be deleted from the system.

This can be performed manually using a correction in the employee record or by running an account comparison.

A. Cancel holiday days manually in the employee record using a correction

The correction is a field-specific correction on the **Holiday accounts** tab in the **Edit Persons** dialog. The correction allows you to set the **Holiday expired** account to a specified date.

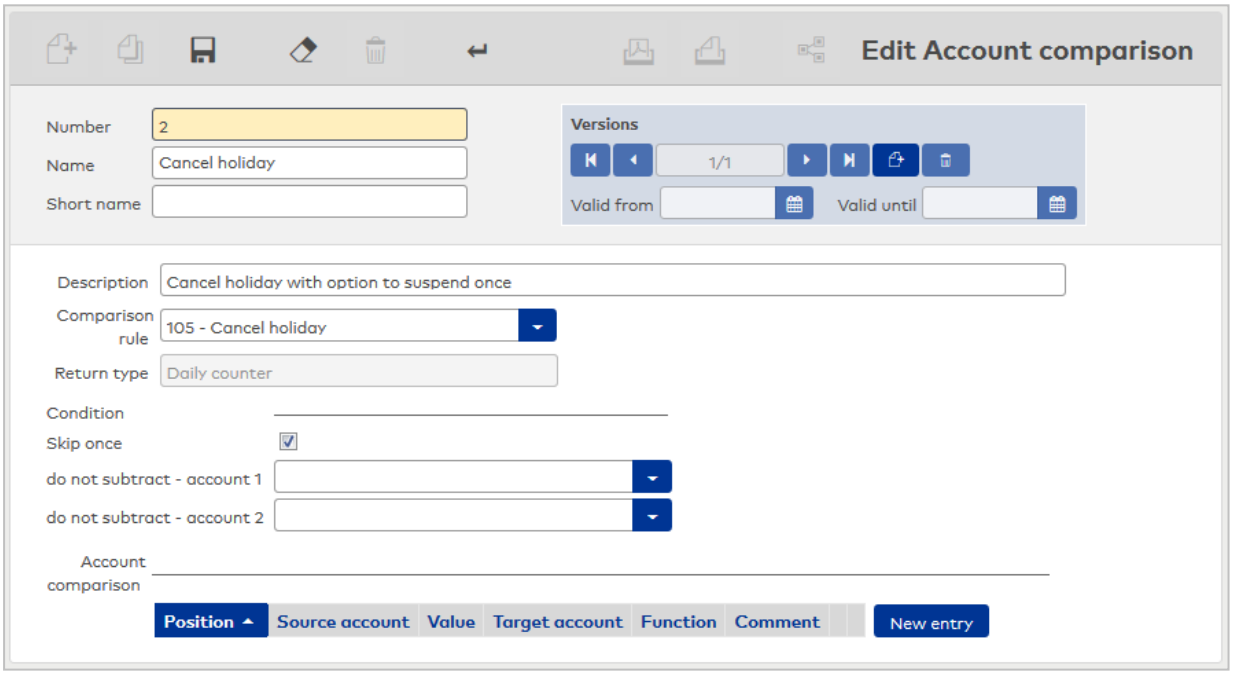
Note: A requirement for this is that the corresponding holiday accounts and corrections have been set up by the Service department.

B. Cancel holiday days using account comparison

MATRIX provides a simple comparison rule used for cancelling holiday days via account comparison. This is allocated on the stated reference date using an account comparison stored in the account comparison profiles.

Note: The identifier **Holiday does not expire** must be set in the employee record for persons who are being exempted from holiday cancellation once in exceptional cases. The identifier must be set at the latest before the day on which it is checked. This identifier is automatically reset again after the check.

More information on the comparison rule can be found under: Cancel holiday comparison rule.



I. Create account comparison

First, create an account comparison using the "Cancel holiday" comparison rule. To do this, proceed as follows:

1. Click **Time** in the menu bar, followed by **Master data administration** in the menu tree and then **Account administration**.
2. Click **Account comparison** in the menu to open the **Selection Account comparison** dialog.
3. Click **Create new record** in the toolbar to create a new account comparison.
4. Enter a meaningful name in the **Name** and **Short name** fields.
5. Select comparison rule **105 Cancel holiday**.
6. If the cancellation is to be skipped once for individual persons, activate the **Skip once** checkbox. In this case, the holiday is not cancelled for persons with the "Do not cancel holiday" identifier set. The identifier in the employee record is a one-time identifier and is subsequently reset.
7. If necessary, specify the holiday accounts which are not to be taken into account in the check. These are usually holiday accounts from the previous year that were transferred to the current year with the remaining holiday during the internal turn of the year for holiday accounts.
8. In the **Account comparison** , table you can specify a target account in which the number of expired holiday days is entered.

Note: The **Expired holiday** account for the current year is automatically set using the calculated value and must therefore not be entered.

9. Click **Save** in the toolbar to save the entries.

II. Add account comparison to the account comparison profile

Enter the account comparison in the corresponding account comparison profiles. To do this, proceed as follows:

1. Click the **Account comparison profiles** menu item to open the **Selection Account comparison profiles** dialog.
2. Click the account comparison profile you want to add to.
3. Click **Configure** in the toolbar to open the configuration dialog.
4. Open a new entry in the table and enter a name (e.g. Account comparison).
5. Select **Yearly** for the reconciliation and transfer the row.
6. Click **Save and back** in the toolbar to return to the invoking dialog.
7. Switch to the new tab.
8. Deactivate the **Internal reconciliation** checkbox so that the internal yearly reconciliation is not executed again.
9. Enter the **Day** and the **Month** on which the holiday is to be checked and cancelled.
10. Enter the previously created account comparison in the table.
11. Click **Save** in the toolbar to save the entries.
12. Repeat steps 2 to 11 for all account comparison profiles in which the new account comparison is to be included.

3.1.8 ▸ Book absences

Absences or absence times are defined as times at which persons are managed with a particular status in the system due to a specified absence.
Absences with corrections are booked using the MATRIX Person administration dialogs. You can also book absences in connection with a Leave booking on the terminal or using the **Edit booking** dialog in the Self Service system.

When using TP4 terminals, absences are permanently connected with a booking button. In contrast, terminals of the types 96xx and 97xx and the **Edit booking** dialog in the Self Service system support the selection of absences from a list.

Proceed as follows to book absences on the terminal:

I. Create a general booking type for Leave with absence type.
II. Allocate the booking type to the terminal codes.
III. Allocate the absence types to the terminals.
IV. Create suitable variable booking instructions for the terminals and allocate to the booking keys.

I. Create general booking type

Proceed as follows to set up a general booking type for Leave with absence type:

1. Switch to the main **System** menu, open the **Administration** menu and then the **Application** menu.
2. Click the **Booking type** menu item and create a new booking type.
3. For a new record, enter a meaningful name in the **Name** and **Short name** fields. These fields are language-dependent.

   Note: The short name is required for displaying the booking in the monthly overview.

4. Select the "Time" entry from the **Module** selection field.
5. Select the "Arrive booking" entry from the**Display in column** selection field .
6. Select the entry "1030 Combined absence" from the **User program** selection field.
7. Save the entry.

II. Allocate booking type

The booking type must be connected with the device-specific booking code to allow bookings with absence types to be made on the terminal. Proceed as follows:

1. Switch to the main **System** menu, open the **Administration** menu and then the **Application** menu.
2. Click the **Booking type allocation** menu item.
3. Select the previously created booking type for bookings with absence reasons with the desired combination of device type and booking code in the **Booking type (time)** column.
4. Save the entry.

III. Allocate absence types to the terminal

As the terminals can only display a limited number of absence types in the list, you much specify which absence types can be allocated to every terminal. Every absence type can be used in multiple allocations. Terminals can only be assigned once.

Proceed as follows to assign absence types to the terminal:

1. Switch to the main **Time** menu, open the **Master data administration** menu and then the **Absences** menu.
2. Click the **Terminal allocations** menu item.
3. Create a new terminal allocation or select an existing terminal allocation.
4. Assign the absence types to be used.
5. Assign the corresponding terminals.
6. Save the inputs.

IV. Create variable booking instructions

It may be necessary to create further variable booking instructions depending on the peripherals in use and how the bookings are recorded. This is particularly important for devices with fixed allocation of absence types to function keys.

Proceed as follows to create variable booking instructions for TP4 devices:

1. Switch to the main **Devices** menu.
2. Click the **Class administration** menu item and then on **Class settings**.
3. Click **TP4 variable booking instructions**.
4. Click the variable booking instruction 215 and click **Copy** to create a new variable booking instruction.
5. Enter the desired number and name.
6. Enter a preselection text and an acknowledgement text.
7. Select the value "0 Must be present, set absent status" from the **Sequence checking status** selection field.
8. Open the details below the edit type and the details below the definitions in the **Parameter definition** table. Replace the number of the absence type. For example, replace 2032 with 2001 for an absence type with the number 2001.
9. Save the variable booking instruction.
   Now assign a key allocation to the newly created variable booking instruction.
10. Click **TP4 BUK key allocation**.
11. Open the desired key allocation and enter the new variable booking instruction for the intended key.
12. Save the entry.

When using devices of the types 96xx and 97xx, it is advisable to select the absence reason from a list during booking.

Proceed as follows to create a variable booking instructions for devices of the types 96xx and 97xx:

1. Go to the **Devices** main menu.
2. Click the **Class administration** menu item and then on **Class settings**.
3. Click on **dormakaba variable booking instructions**.
4. Create a new variable booking instruction and enter a suitable name.
5. Enter the preselection text. Example: Select the cost centre.
6. Activate the **Employee record required** checkbox and **Create log record**.
7. Select an as yet unassigned special function (F0 – FE) for **Record type/Record type modification**.
8. Set the **Report** parameter to "Absences" in the **Keyboard input 1** area.
9. Select the corresponding dialog text from the dormakaba terminal texts in the **Dialog text** selection field. This is usually "d0".
10. Save the variable booking instruction.

Assign a key allocation to the new dormakaba variable booking instruction:

1. Click the **Class administration** menu item in the main **Devices** menu and then on **Class settings**.
2. Click on **dormakaba VBI key allocation** and click on the desired key allocation.
3. Enter the new variable booking instruction for the intended key and save the input.

Note 1: Terminals on which bookings with absence reasons are to be made are commissioned as usual in Device administration. Ensure that the newly created or changed BUK key allocation has been set in the terminals.

Note 2: Further information on 96 xx and 97 xx devices can be found in Set up a dormakaba 96 00/97 00 terminal.

3.1.9 ▸ Work with cost centres

Depending on the MATRIX, cost centres are managed as simple organisational elements or the system supports cost centre registration.

Note: System parameter 120 must be activated for cost centre registration. A suitable licence is required for activation.

The range of functions provided by active cost centre registration include:

- Cost centres, definition of cost centres with overhead rates and version administration
- Cost centre groups for display in the reports
- Wage types for cost centres
- Terminal groups for the selection of cost centres in connection with terminals of the types 96xx and 97xx
- Additional tab in Person administration for person-related individual parameters for cost centre registration and cost centre bookings
- Booking type, correction type and function assignment for the allocation of correction types to cost centre registration
- Variable booking instructions for terminal bookings
- Wage types for cost centre registration
- "Cost centre individual log" and "Cost centre total log" reports

Create, group and allocate cost centres

If cost centre management is activated, the cost centres are subject to version administration.
The created cost centres can be combined into groups for evaluation in reports and assigned as reports for cost centre selection in the terminal allocations.

You can create cost centres as follows:

1. Switch to the main **Time** menu.
2. Click the **Person administration** menu item and then on **Cost centre management**.
3. Click **Cost centres**.
4. Click **Create new record**. Every cost centre requires a number. A name and short name must also be entered.
5. Enter the general costs of the cost centre. The general costs are multiplied by the booked working hours for evaluation.
6. Save the cost centre and create further cost centres as required.

Create cost centre groups as follows:

1. Click **Cost centre groups** in Cost centre management.
2. Click **Create new record**. Every cost centre group requires a number. A name and short name must also be entered.
3. Assign the desired cost centres to the group. A cost centre can be assigned to multiple groups.
4. Save the cost centre group and create further cost centre groups as required.

To add cost centres to terminal allocation:

1. Click the **Terminal allocations** menu item in cost centre management.
2. Click **Create new record**. Every terminal allocation requires a number. A name and short name must also be entered.
3. Assign the desired cost centres. A cost centre can be assigned to multiple terminals.
4. Assign the corresponding terminals.
5. Save the terminal allocation and create further terminal allocations as required.

Enable cost centre bookings for persons

If cost centre registration is active, the tab **Cost centres** is added to the employee record.

Cost centre bookings are only generated for persons for whom cost centre registration is activated.

Note: Please note that data can only be entered using corrections if the person has already been allocated.

Proceed as follows to allow a person to participate in cost centre registration.

1. Click **Persons** in Person administration and click the person who is to participate in cost centre registration.
2. Select the **Cost centres** tab and activate the **Included in cost centre registration** checkbox.
3. Enter the cost centre in the header data. This cost centre is the master cost centre for the respective person. A person can automatically switch back to the master cost centre at the end of the day.
4. If the Person is intended to automatically switch back to the master cost centre at the end of a day, activate the **Rollback master cost centre** checkbox. The master cost centre is the cost centre that is usually displayed in the header data.
5. Enter the person's cost rate.
6. Save the inputs.

If the person participates in cost centre registration, the cost centre bookings are displayed in both tables and corrections related to cost centre registration can be made.

The upper table contains the calculated working hours and the cost centre costs. The lower table contains the corresponding bookings that are relevant for cost centre registration.

Create correction types, booking types and variable booking instructions

The most important correction types and booking types are already set up during installation. Depending on the peripherals in use and how cost centre bookings are recorded, it may be necessary to set up further variable booking instructions. This is particularly important for devices with fixed allocation of cost centres to function keys.

Proceed as follows to create variable booking instructions for TP4 devices:

1. Go to the **Devices** main menu.
2. Click the **Class administration** menu item and then on **Class settings**.
3. Click **TP4 variable booking instructions**.
4. Click the variable booking instruction 212 and click **Copy** to create a new variable booking instruction.
5. Enter the desired number and name.
6. Enter a corresponding preselection and acknowledgement text.
7. Select the value "1 – Must be absent, set present status" for the **Sequence checking status** selection.
8. Open the details below the edit type and the details below the definitions in the **Parameter definition** table. Replace 99 with 10, for example (for the cost centre with the number 10).
9. Save the variable booking instruction.

Proceed as follows to assign a key allocation to the new variable booking instruction:

1. Click the **Class administration** menu item in the main **Devices** menu and then on **Class settings**.
2. Click **TP4 BUK key allocation** and click the desired key allocation.
3. Enter the new variable booking instruction for the intended key and save the input.

Proceed as follows to create the variable booking instruction for dormakaba devices:

1. Go to the **Devices** main menu.
2. Click the **Class administration** menu item and then on **Class settings**.
3. Click on **dormakaba variable booking instructions**.
4. Create a new variable booking instruction and enter a suitable name.
5. Enter the preselection text. Example: Select the cost centre.
6. Activate the **Employee record required** checkbox and **Create log record**.
7. Select an as yet unassigned special function (F0 – FE) for **Record type/Record type modification**.
8. Set the **Report** parameter to "Cost centres" in the **Keyboard input 1** area.
9. Select the corresponding dialog text from the dormakaba terminal texts in the **Dialog text** selection field. This is usually "d0".
10. Save the variable booking instruction.

Assign a key allocation to the new dormakaba variable booking instruction:

1. Click the **Class administration** menu item in the main **Devices** menu and then on **Class settings**.
2. Click on **dormakaba VBI key allocation** and click on the desired key allocation.
3. Enter the new variable booking instruction for the intended key and save the input.

Terminal for cost centre booking

Terminals on which cost centre bookings are to be made are commissioned as usual in Device administration. Ensure that the newly created or changed BUK key allocation has been set in the terminals.

Allocating the booking type

The booking type must be connected with the device-specific booking code to allow bookings with absence types to be made on the terminal. To do so, proceed as follows:

1. Switch to the main **System** menu, open the **Administration** menu and then the **Application** menu.
2. Click the **Booking type allocation** menu item.
3. Select the booking type for bookings with absence reason from the **Booking type (time)** column for the corresponding device type and booking code.
4. Save the entry.

Wage types for cost centre registration

Wage types or accounts are recorded in the account calculation profiles according to the rules defined in the profiles.
The respective account must be allocated for use in cost centre registration to ensure that the time calculated for a wage type can be allocated to a cost centre.

Proceed as follows to create an account for cost centre registration:

1. Switch to the **Time** main menu, open the **Master data administration** menu and then the **Account administration** menu.
2. Click the **Time accounts** menu item.
3. Click on **Create new record** and enter a name and, if necessary, a short name.
4. Enter the percentage used to evaluate the account.
5. Select the **Elapsed time** time type.
6. Assign the **Account with cost centres** entry to the dialogs.
7. Save the account.

If the new account is used for account calculation, an entry will be automatically created for the cost centre including the account and recorded time for the cost centre to which bookings are currently being posted.

Evaluations and reports

Two additional cost centre management reports for evaluating cost centre bookings have been added.

You can use the **Cost centre individual log** report to create clear analyses of costs and booked times in the cost centres and cost centre groups listed by person.
You can select individual cost centres, multiple cost centres or all cost centres for display.

You can use the **Cost centre total log** report to create clear analyses of cost centres arranged by working hours, personnel costs, general costs and total costs.
You can select individual cost centres, multiple cost centres or all cost centres for display.

3.1.10 ‣ Work with delayed time daily programs

Time daily programs are used to define for every day in what time intervals the bookings are allocated. Time daily programs also contain important specifications and constants for time recording and time allocation.

An important component of a time daily program is the daily reconciliation time. The day ends with the daily reconciliation and the final calculations are then performed.

The daily reconciliation time is not necessarily at midnight, 24:00. Often it is the case that a day starts on the previous day or ends on the following day. This is known as a delayed time daily program.

As a rule, a time daily program extends over 24 hours. This rule can be cancelled by overlaps in delayed time daily programs and by switching between the time daily programs.

The subsequent time daily program compensates for gaps between days caused by delays. Where overlaps are present, the new time daily program starts at the end of the previous time daily program.

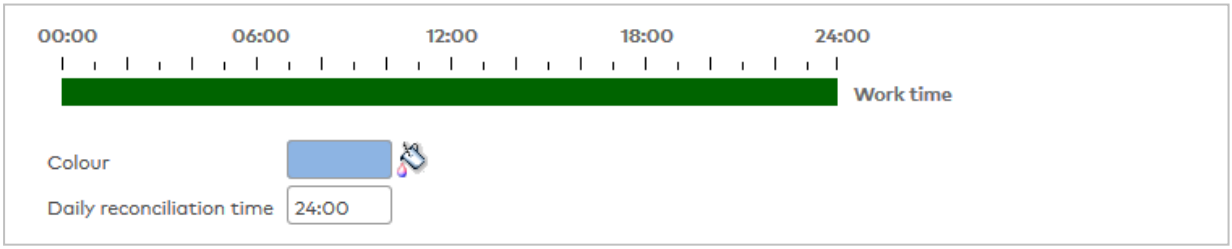
As an exception to this rule, you can define time daily programs without specifying a daily reconciliation time. These time daily programs start at the end of the previous time daily program and end at the start of the following time daily program.

The following rules apply to the daily reconciliation time:

- 24:00 – Standard daily program starting at 00:00 and ending at 24:00.
- 00:01 to 23:59 – The time daily program starts at the specified time on the previous day and ends at the specified time on the current day.
- 00+01 to 23+59 – The time daily program starts at the specified time on the current day and ends at the specified time on the next day.
- No specification – The time daily program starts at the end of the previous time daily program and ends at the start of the following time daily program.

Standard daily program

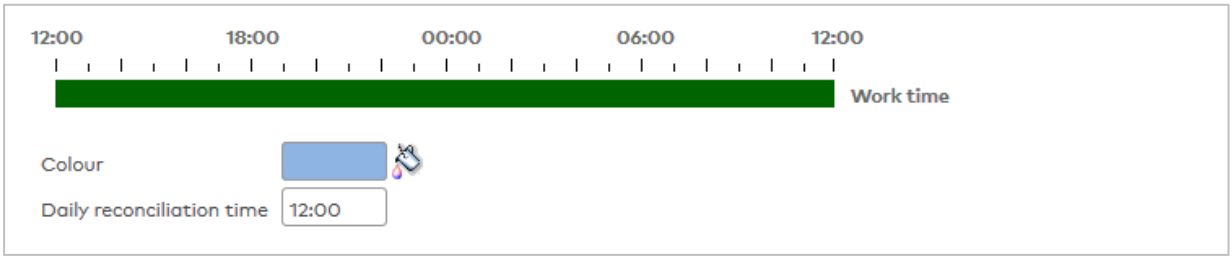
The standard daily program covers the current day starting at 00:00 and ending at 24:00.
The daily reconciliation is executed at 24:00.



Time daily program starting on the previous day

If you enter a value in the range 00:01 to 23:59 for the daily reconciliation time, the time daily program starts at the specified time on the previous day. The daily reconciliation is executed at the specified time on the current day.

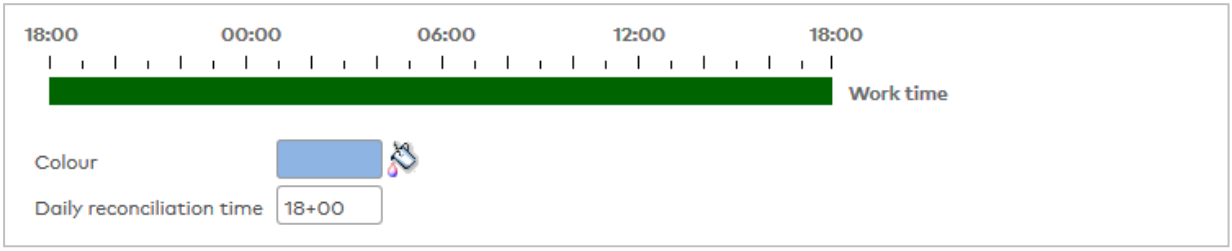
The example shows a time daily program starting on the previous day at 12:00.



Time daily program ending on the following day

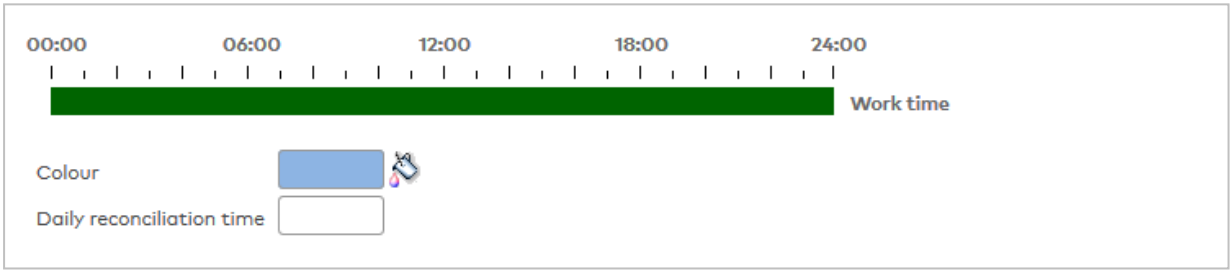
If you enter a value in the range 00+01 to 23+59 for the daily reconciliation time, the time daily program starts at the specified time on the current day. The daily reconciliation is executed at the specified time on the next day.

The example shows a time daily program starting on the current day at 18:00.



Variable time daily program

If a value is not specified for the daily reconciliation time, the start is determined by the time daily program of the previous day and the end by the time daily program of the next day.

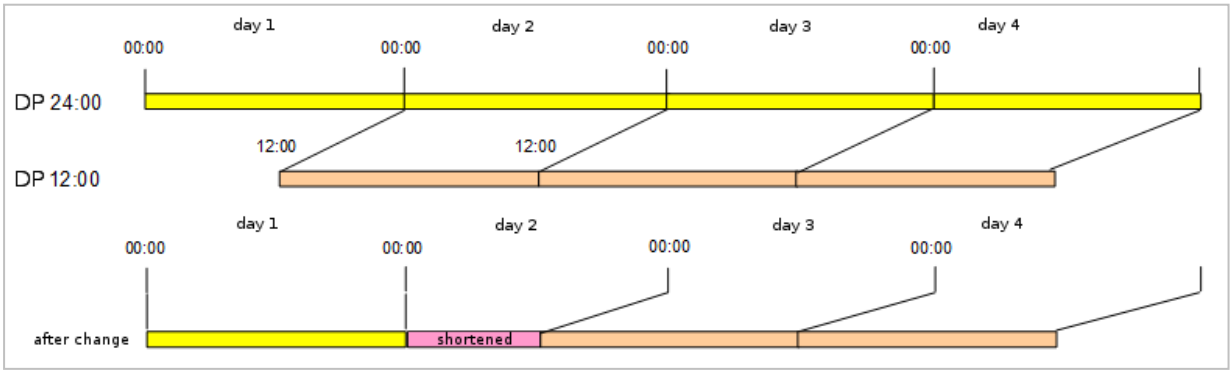


Variable time daily programs are used when the system must be changed to a different time daily program and the time daily program on the next day must start before the end of the current time daily program.

Overlaps

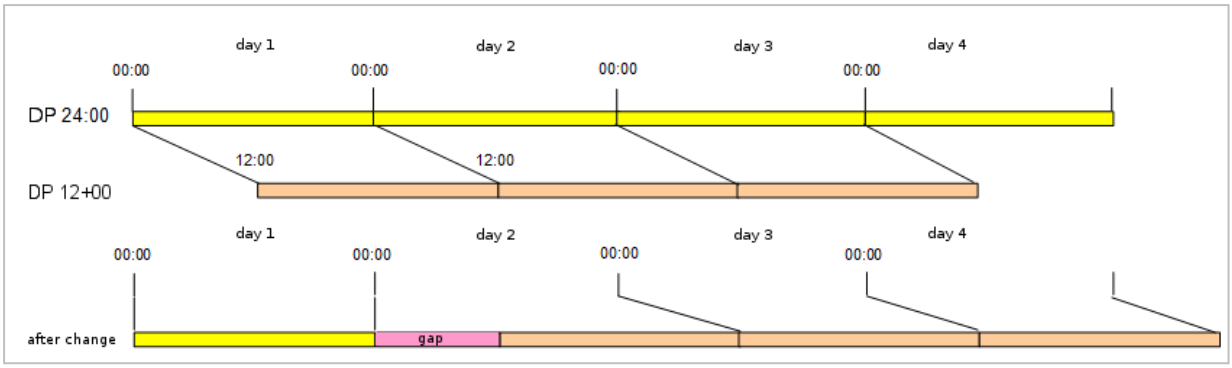
Changing from time daily programs with different daily reconciliation times may lead to overlaps or gaps between the time daily programs.
Time daily programs with a specified daily reconciliation time always end at the specified daily reconciliation time. The daily reconciliation time is therefore also the start of the following time daily program.
Time daily programs without a specified daily reconciliation time end at the start of the following time daily program.

Change from time daily program 24:00 to a time daily program 12:00 on day 2.



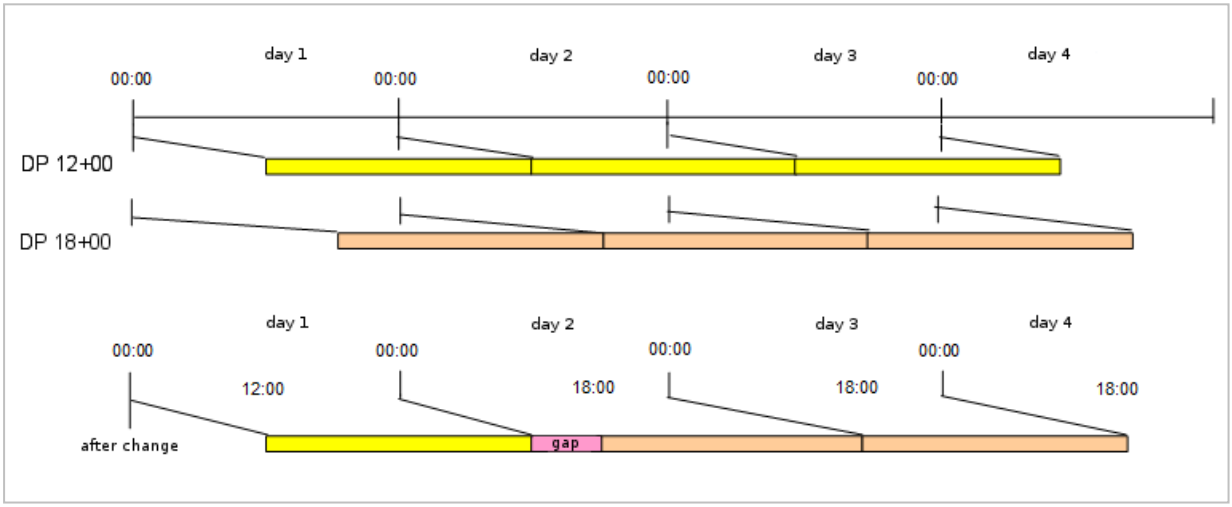
This change results in a shortened time daily program on day 2, as the time daily program cannot start at 12:00 on the previous day but only at the daily reconciliation time of 24:00.

Change from time daily program 24:00 to a time daily program 12+00 on day 2.



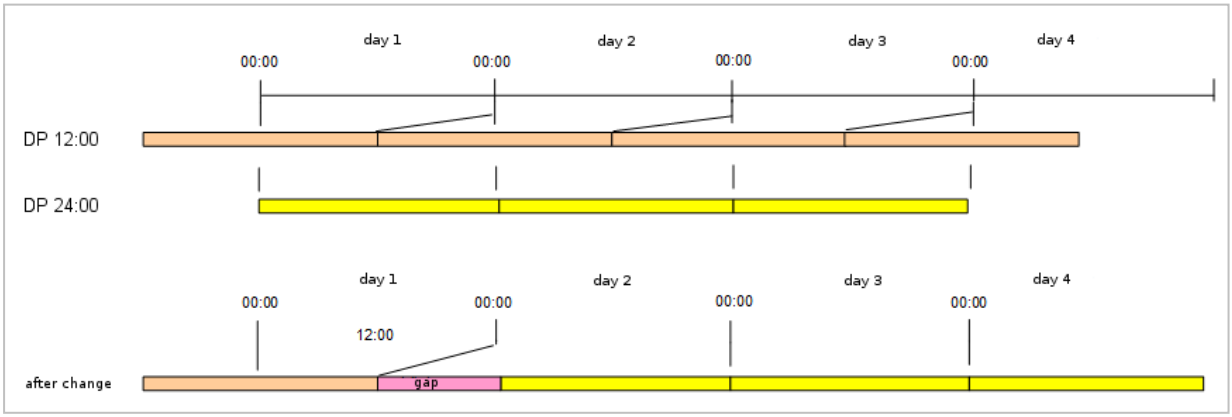
The result after the change is a gap at the start of day 2. The time daily program 12+00 fills this gap with the before/after work time range.

Change from time daily program 12:00 to a time daily program 18:00 on day 2.



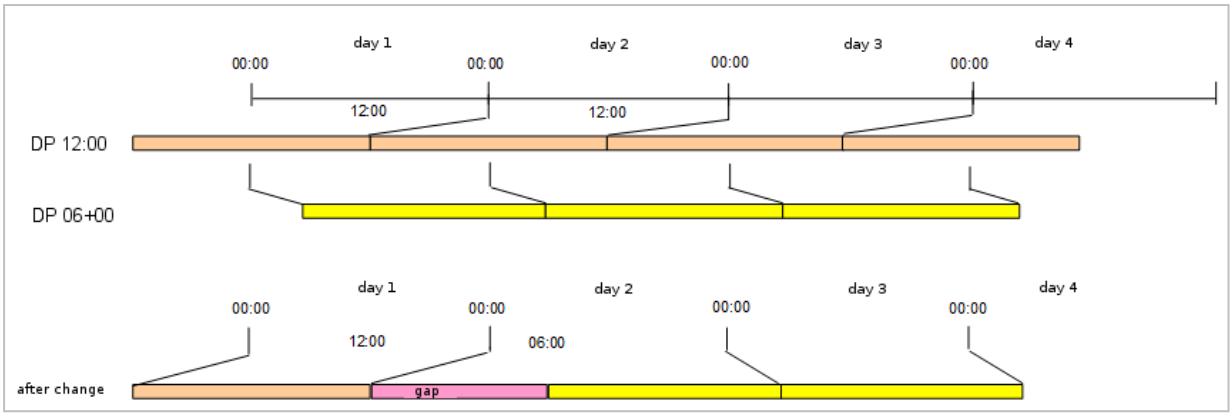
The result after the change is a gap on day 2 between 12:00 and 18:00. The time daily program 18+00 fills this gap with the before/after work time range.

Change from time daily program 12:00 to a time daily program 24:00 on day 2.



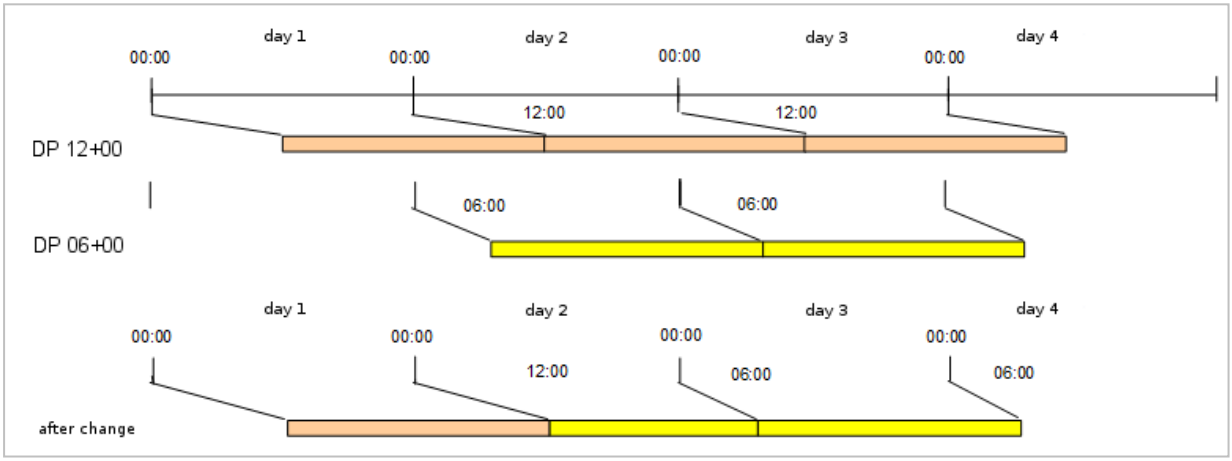
This change results in a gap at the start of day 2, as the time daily program on the previous day ends at 12:00. The time daily program 24:00 fills this gap with the before/after work time range.

Change from time daily program 12:00 to a time daily program 06+00 on day 2.



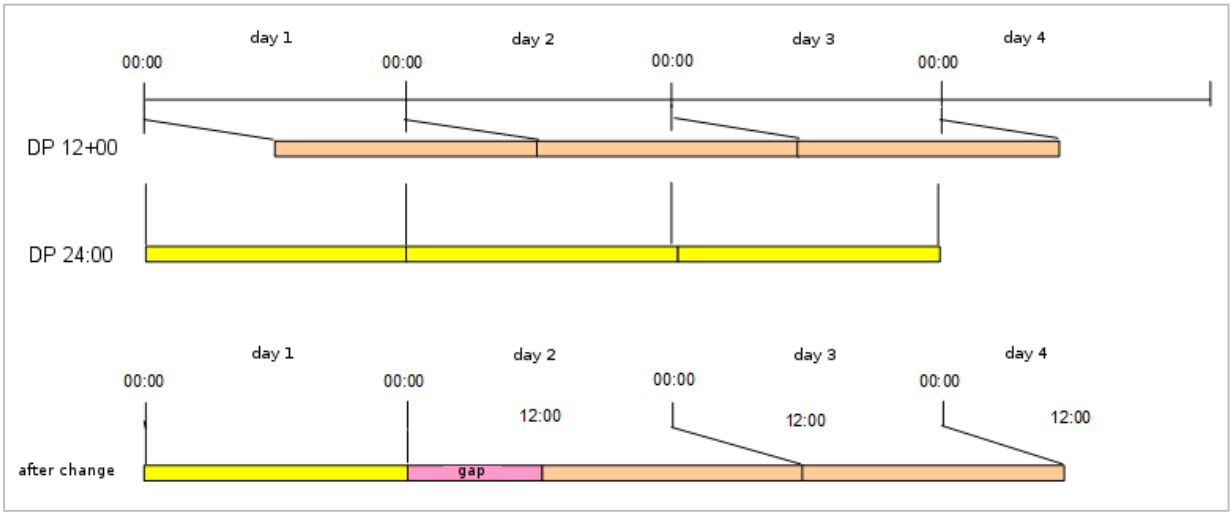
This change results in a gap at the start of day 2, as the time daily program on the previous day ends at 12:00. The time daily program 06+00 fills this gap with the before/after work time range.

Change from time daily program 12+00 to a time daily program 06+00 on day 2.



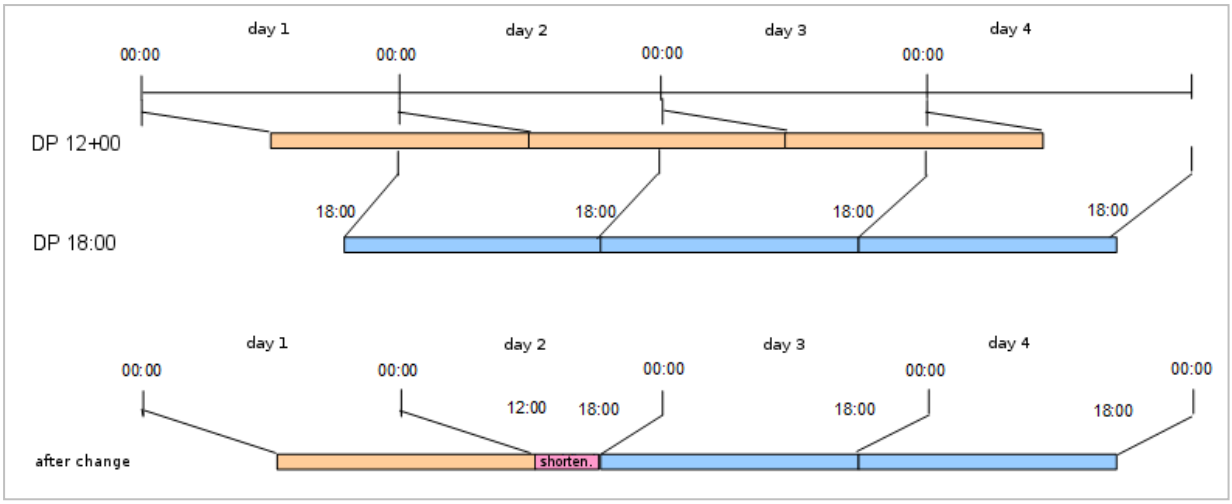
This change results in a shortened time daily program on day 2, as the time daily program cannot start at 06:00 but only at the daily reconciliation time of 12:00.

Change from time daily program 12+00 to a time daily program 24:00 on day 2.



This change results in a gap at the start of day 2, as the time daily program 24:00 ends at 24:00. The time daily program 12+00 fills this gap with the before/after work time range.

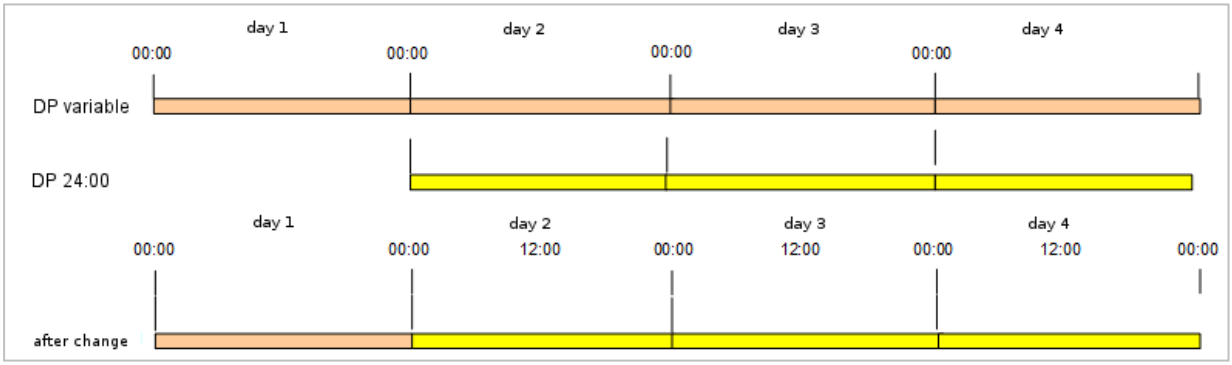
Change from time daily program 12+00 to a time daily program 18:00 on day 2.



This change results in a shortened time daily program on day 2, as the time daily program cannot start at 18:00 on the previous day but only at the daily reconciliation time of 12:00 on the current day.

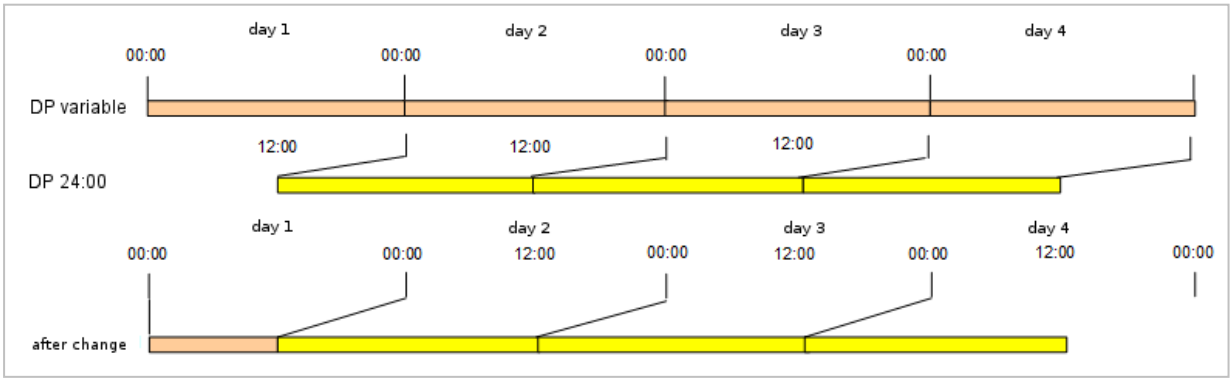
Note: If this change is made, it is possible that the day for which the time daily program change is made may start and end at the same time. This happens when the daily reconciliation time of the current time daily program is greater than or equal to the start of the time daily program to which the system is being changed.

Change from time daily program without daily reconciliation time to a time daily program 24:00 on day 2.



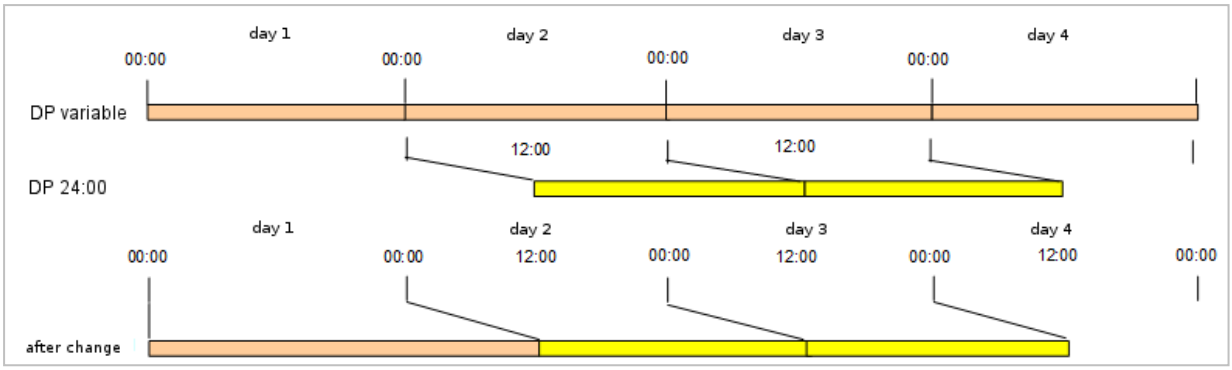
Changing the time daily programs does not result in any overlaps or gaps, as the same daily reconciliation time applies to both time daily programs.

Change from time daily program without daily reconciliation time to a time daily program 12:00 on day 2.



This change results in a shortened time daily program on the previous day. The time daily program on the previous day is ended by the new time daily program at 12:00.

Change from time daily program without daily reconciliation time to a time daily program 12+00 on day 2.



This change results in a longer time daily program on the previous day. The time daily program from the previous day only ends at the start of the new time daily program at 12:00 on the day of the change.

3.1.11 ▸ Use extended time allocation

In the basic time allocation, you enter the bookings for calculating working hours and manage absences such as vacation, flexitime days or sick days.

The extended time allocation allows you to manage additional time accounts for wage types, overtime, extra work and extra pay.

Extended time management elements include:

- Time accounts: for wage types, overtime, extra work and extra pay.
- Account reconciliations: with internal resets of accounts and daily calculations and setting time accounts to zero. Account reconciliations are a constituent part of account comparison profiles, to which they are allocated.
- Additional conditions: for additional checks for account calculation.
- Account calculations: for daily calculation of time accounts.
- Account calculation profiles: with the summary of the account calculations. Account calculation profiles are allocated to the persons in person administration.
- Account comparisons: for daily, weekly, monthly, yearly and periodical evaluation and comparison of the time accounts.
- Account comparison profiles: with the summary of the account comparisons. Account comparison profiles are allocated to the persons in person administration.

For examples of extended time allocation see:

- Additional conditions
- Account comparisons
- Account calculations

Setting up time accounts

Time accounts are additional records for wage types, overtime, extra work and extra pay. You can fill these accounts in the account calculation via the defined rules and evaluate and transfer them in the account comparisons.

Proceed as follows to set up a new time account:

1. Click the **Master data** menu item in the **Time** main menu, and then on **Accounts**.
2. Click **Time accounts** to open the **Selection Time Accounts** dialog.
3. Create a new time account using the toolbar.
4. Each time account requires a number. The number is predefined and can be changed, if required.
5. Enter a relevant name and short name. It may be useful to include the percentage in the name for time accounts with a percentage evaluation.
6. Specify the percentage for the evaluation of the account. The percentage may be needed if time accounts are allocated with different percentages.
7. Select the type for the time account.
   Options:
   - Elapsed time: The account is intended for an elapsed time.
   - Day counter: The account is intended for day counters, such as vacation days.
8. Select the dialog in which you want to use the account. Only select the dialogs that you require, so that the selection remains clear.
9. Save the new time account.
10. If required, repeat steps 3 to 9 until you have created all required time accounts.

Setting up additional conditions

You can use additional conditions to define additional rules for account calculation which cannot be mapped using standard rules, such as rules for day types, time, hours and absences. To create additional conditions, configure generally applicable calculation modules with specific details and values.

Proceed as follows to set up a new additional condition:

1. Click the **Master data** menu item in the **Time** main menu, and then on **Accounts**.
2. Click **Additional conditions** to open the **Selection Additional conditions** dialog.
3. Create a new additional condition with a name and a short name.
4. Each additional condition requires a number. The number is predefined and can be changed, if required.
5. Enter a relevant name and short name.
6. You can add a description for the additional condition in the **Description** text box.
7. Select a condition rule. After selecting the rule, the required input and output fields for the rule parameters are displayed.
8. Fill the input fields with specific values and make your selection in the selection fields.

   Note: Some entries are optional depending on the condition rule. If details for checking the condition are missing, the condition is considered not met.

9. Save the new additional conditions.
10. If required, repeat steps 3 to 9 until you have created all required account calculations.

Setting up account calculations

The account calculation allows you to specify the conditions under which an account is filled during a day.

Proceed as follows to set up a new account calculation:

1. Click the **Master data** menu item in the **Time** main menu, and then on **Accounts**.
2. Click **Account calculations** to open the **Selection Account calculations** dialog.
3. Create a new account calculation with a name and a short name.
4. Each account calculation requires a number. The number is predefined and can be changed, if required.
5. Enter a relevant name and short name.
6. Enter an account calculation description in the **description** field.
7. Fill the condition block. The block consist of the conditions for:
   - Day types/weekdays
   - Time/hour rules with the reference account for the calculated value
   - Absence rules
   - Additional conditions
8. In the account calculation table, enter the accounts that should be calculated, if the conditions are met.
9. Save the new account calculation.
10. If required, repeat steps 3 to 9 until you have created all required account calculations.

Setting up account calculation profiles

Account calculation profiles are groups of account calculations. The account calculations are executed according to the sequence in the account calculation profile.

Proceed as follows to set up a new account calculation profile:

1. Click the **Master data** menu item in the **Time** main menu, and then on **Accounts**.
2. Click **Account calculation profile** to open the **Selection Account calculation profiles** dialog.
3. Create a new account calculation profile using the toolbar.
4. Each account calculation profile requires a number. The number is predefined and can be changed, if required.
5. Enter a relevant name and short name.
6. Enter all account calculations required for the account calculation profile into the account calculations table.

   Note: The editing sequence corresponds to the sequence in the table. Change the sequence by changing the position specification.

7. Save the new account calculation profile.
8. If required, repeat steps 3 to 7 until you have created all required account calculation profiles.

Setting up account reconciliations

Account reconciliations are executed at the end of an allocation period to reset the accounts to 0. The account reconciliations are used in account comparisons.

Proceed as follows to set up an account reconciliation:

1. Click the **Master data** menu item in the **Time** main menu, and then on **Accounts**.
2. Click the "Account reconciliations" menu item to open the "Selection Account reconciliations" dialog.
3. Create a new account reconciliation with a name and a short name.
4. Each account reconciliation requires a number. The number is predefined and can be changed, if required.
5. Enter a relevant name and short name.
6. Select the type for the account reconciliation. The type specifies, firstly, the selection of the reconciliation rules and, secondly, use in account comparison profiles.

   Note: After saving, the type cannot be changed.

7. Enter the time accounts in the table, which should be reset to zero on account reconciliation.
8. Save the new account reconciliation.
9. If required, repeat steps 3 to 8 until you have created all required account reconciliations.

Setting up account comparisons

Account comparisons form the components for comparing accounts filled via account calculation, or for special treatment of accounts such as the balance for balance capping or balance matching.

Proceed as follows to set up a new account comparison:

1. Click the **Master data** menu item in the **Time** main menu, and then on **Accounts**.
2. Click **Account comparisons** to open the **Selection Account comparison** dialog.
3. Create a new account comparison using the toolbar.
4. Each account comparison requires a number. The number is predefined and can be changed, if required.
5. Enter a relevant name and short name.
6. Enter an account comparison description in the **description** field.
7. Select the corresponding comparison rule and enter the parameter specifications.

   Note: Other parameter fields for the comparison rule are shown depending on the rule selected.

8. Save the new account calculation profile.
9. If required, repeat steps 3 to 8 until you have created all required account comparisons.

Setting up account comparison profiles

An account comparison profile consists of account comparisons and reconciliations for setting the account to zero.

Proceed as follows to set up a new account comparison profile:

1. Click the **Master data** menu item in the **Time** main menu, and then on **Accounts**.
2. Click **Account comparison profiles** to open the **Selection Account comparison profiles** dialog.
3. Create a new account comparison profile using the toolbar.
4. Each account comparison profile requires a number. The number is predefined and can be changed, if required.
5. Enter a relevant name and short name.
6. Switch to the **Day** tab to define the daily comparison. Enter the reconciliation with the internal reconciliation rules and in the table, all account reconciliations required for the daily comparison.

   Note: The position in the table corresponds to the calculations sequence. If required, change the sequence by changing the position.

7. Switch to the **Month** tab to define the monthly comparison. Enter the reconciliation with the internal reconciliation rules and specify the day for the execution of the comparison. In the table, enter all account reconciliations required for the monthly comparison.

   Note: The position in the table corresponds to the calculations sequence. If required, change the sequence by changing the position.

8. Switch to the **Year** tab to define the yearly comparison. Enter the reconciliation with the internal reconciliation rules and specify the day and the month for the execution of the comparison. In the table, enter all account reconciliations required for the yearly comparison.

   Note: The position in the table corresponds to the calculations sequence. If required, change the sequence by changing the position.

9. Save the new account comparison profile.
10. If required, repeat steps 3 to 9 until you have created all required account comparison profiles.

Allocate account comparison profiles and account calculation profiles

You allocate account comparison and account calculation profiles to persons in person administration where you can allocate one account comparison profile and one account calculation profile to each person.

Proceed as follows to allocate an account comparison and account calculation profile to a person:

1. Click **Person administration** in the **Time** main menu.
2. Click **Persons** to open the **Selection Persons** dialog.
3. Select the person to whom you want to allocate an account comparison profile and an account calculation profile.
4. Switch to the **Time allocation** tab.
5. Click the **Account comparison profile** selection field to open the correction dialog.
6. Select the required account comparison profile and start the allocation by pressing the **Apply** button. After allocation is complete, you will return to the **Time allocation** tab.
7. Click the **Account allocation profile** selection field to open the correction dialog.
8. Select the required account allocation profile and start the allocation by pressing the **Apply** button. After allocation is complete, you will return to the **Time allocation** tab.

3.1.11.1 Time allocation: Additional condition examples

The following description contains some examples of additional conditions.

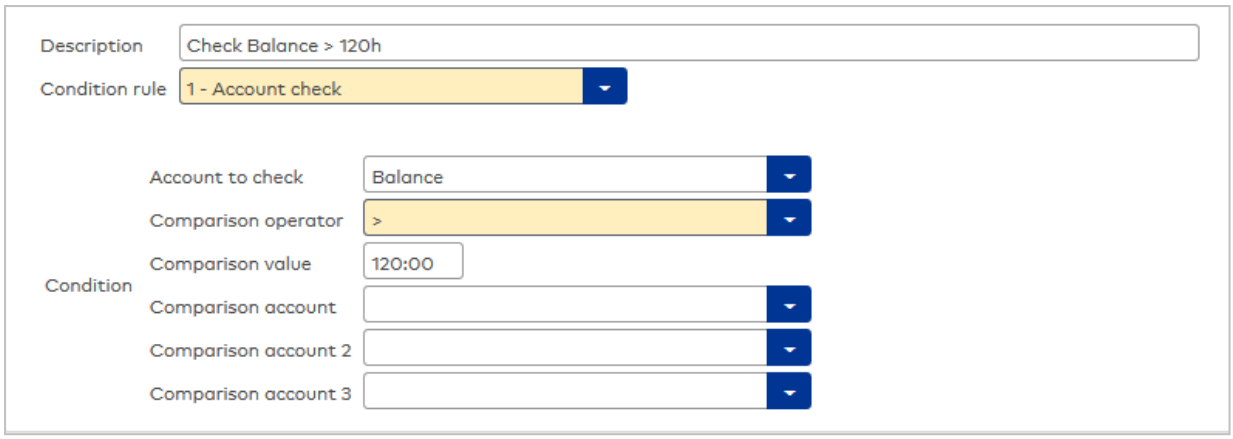
I. Check account

To check accounts, select the **Account check** condition rule.

Check balance greater than 120:00 hours

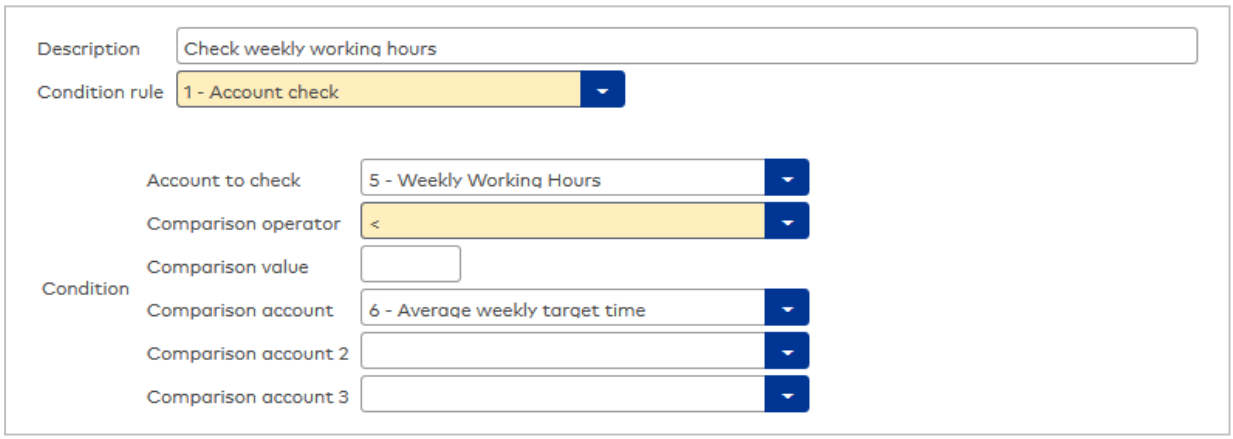
To check if the balance has exceeded a value, select the balance as the account to be checked. Select > as comparison operator and as comparison value enter the value for which you want to check.

If the balance has a value greater than the comparison value, the condition is met.



Check weekly working hours

In this example, the cumulative working hours for the week are checked against the pre-defined average weekly target time of the person. The condition in this example is met if the weekly working hours are less than the average weekly target time.

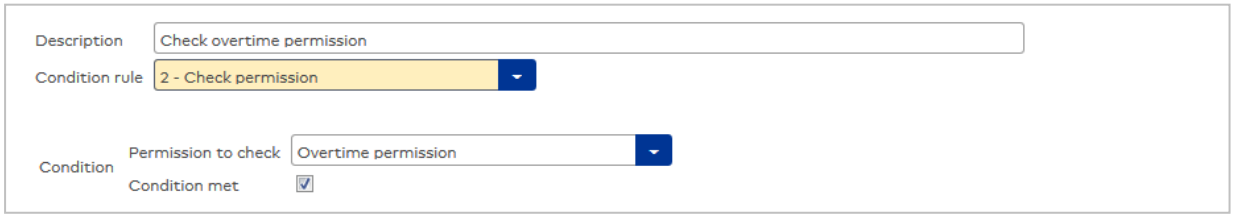


II. Check permission

To check a permission, select the condition rule **Check permission**.

Overtime permission

In the selection field, select the permission, for example the overtime permission.
Enable the **Condition met** checkbox to check if the permission exists. If this is the case, the condition is met.

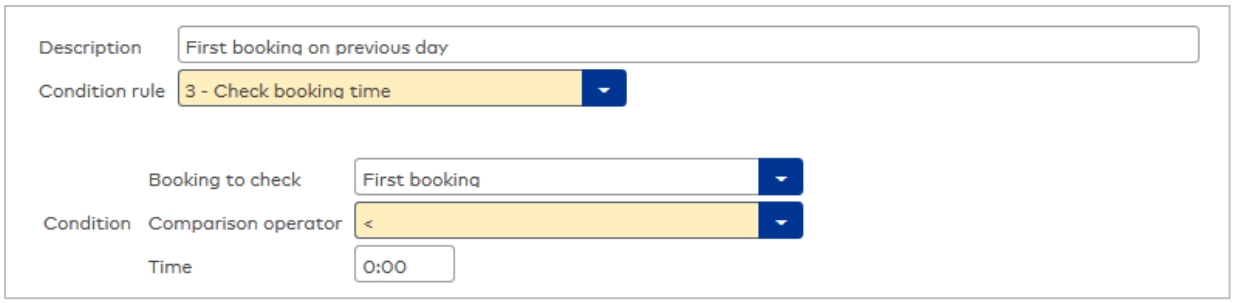


III. Check booking time

To check booking times, select the **Check booking time** condition rule.

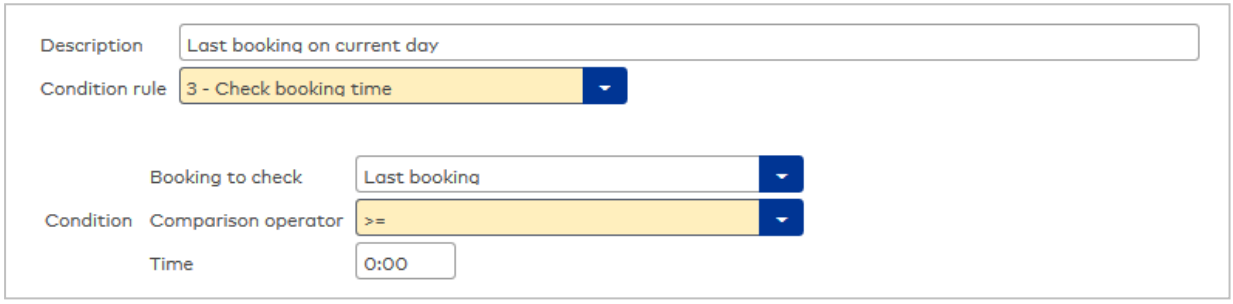
First arrive on previous day

In this example, a check is performed if the first arrive booking is on the previous day, i.e. before 00:00.



Last leave on current day

In this example, a check is performed if the last leave booking is on the current day, i.e. after midnight, 00:00.



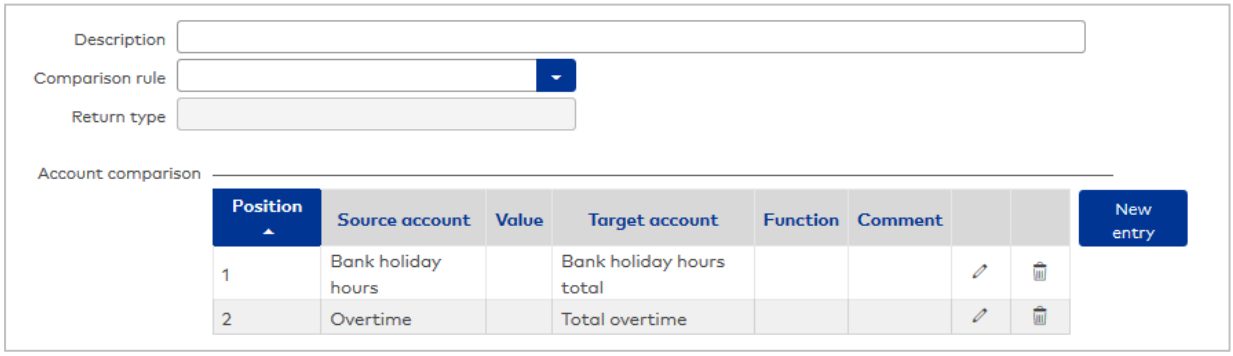
3.1.11.2 Time allocation: Account comparison examples

The following description contains some examples of account comparisons.
These are initially defined independently of the execution date. The execution times are only specified on allocation to the account comparison profiles.

The account comparisons are allocated to the account comparison profiles.

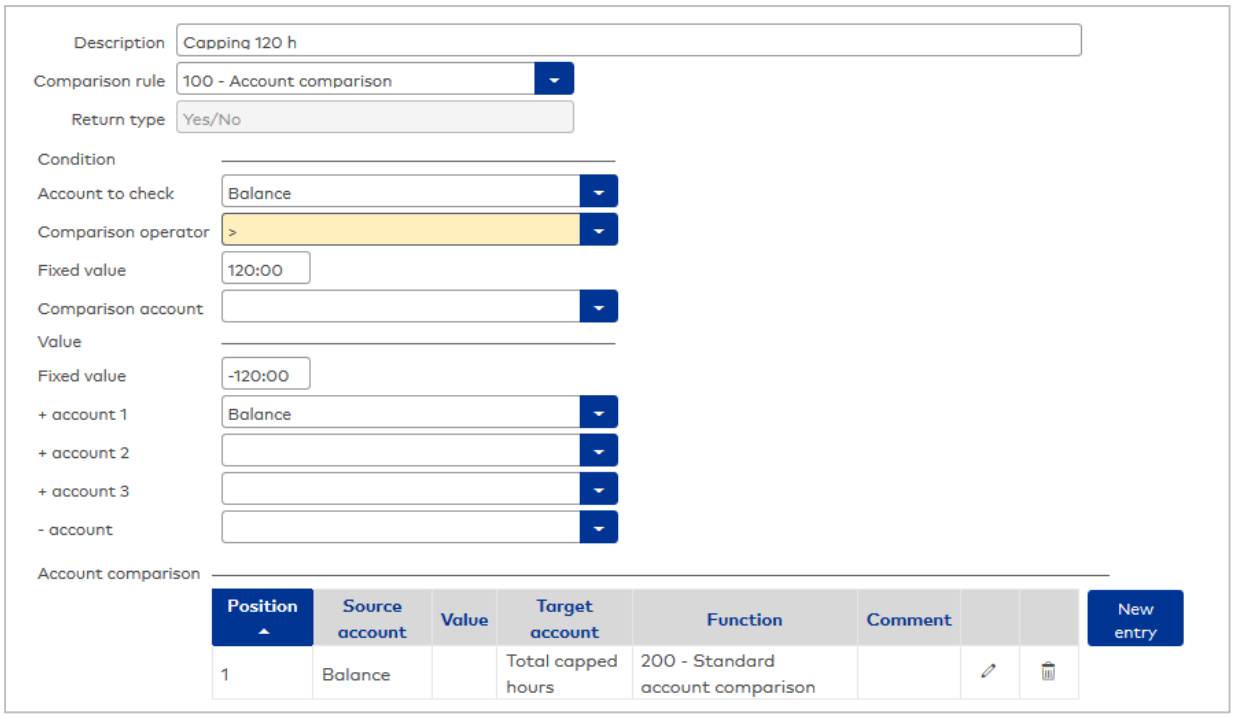
Monthly accounts

To the system, all accounts are the same. Only the logic determines if an account is used as a daily or monthly account or as an account for interim values.
Accounts used as monthly accounts can be generated by cumulating the daily data in the daily account reconciliation.
A comparison rule is not required for this account comparison.



Balance capping at 120:00 hours

If the balance has a value greater than 120:00 hours, the balance is to be reduced to 120:00. The capped hours are credited to the "Capped hours" time account.



In the condition block, it is checked that the balance has a value >120:00 hours.

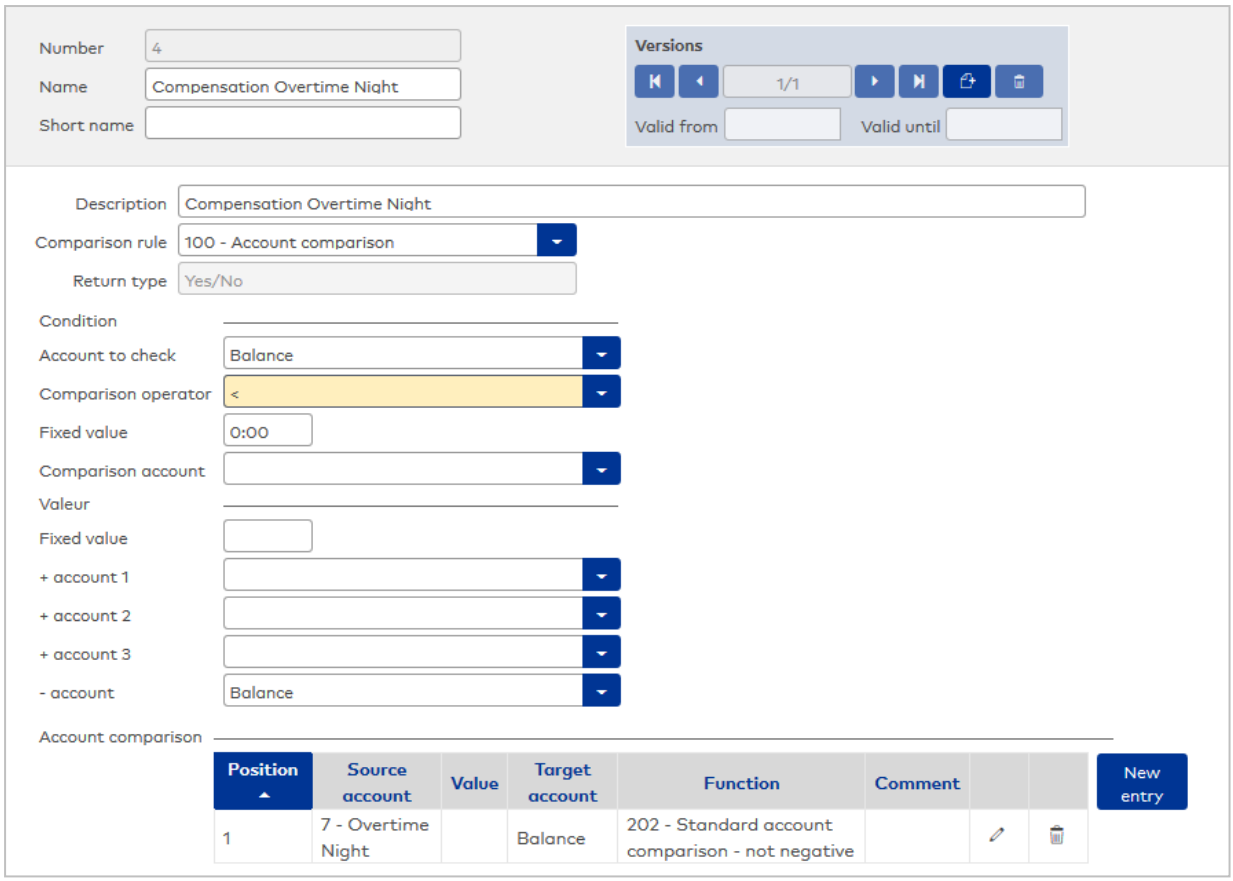
If the condition is met, the value is calculated from the value block. In the example, the fixed value 120 is deducted from the balance to produce the amount by which the balance exceeds 120:00 hours.

In the account comparison, the calculated value of the **Balance** is then subtracted and the **Total capped hours** credited to the account.

Balance comparison

If the balance has a negative value for a particular time, this can be compensated from overtime accounts. The "Account comparison" comparison rule is used for this. The account being checked is the balance. The source account is the account from which the time is taken.

If several overtime accounts are available, individual balance matching must be created for each account. The processing sequence is defined in the account comparison profiles.



In the condition block, it is checked that the balance has a value <0.
If the condition is met, the value of the balance is calculated and returned as a positive value for the account comparison.
The balance value here is positive, as the value of the balance is negated again in the **X-account** selection field.

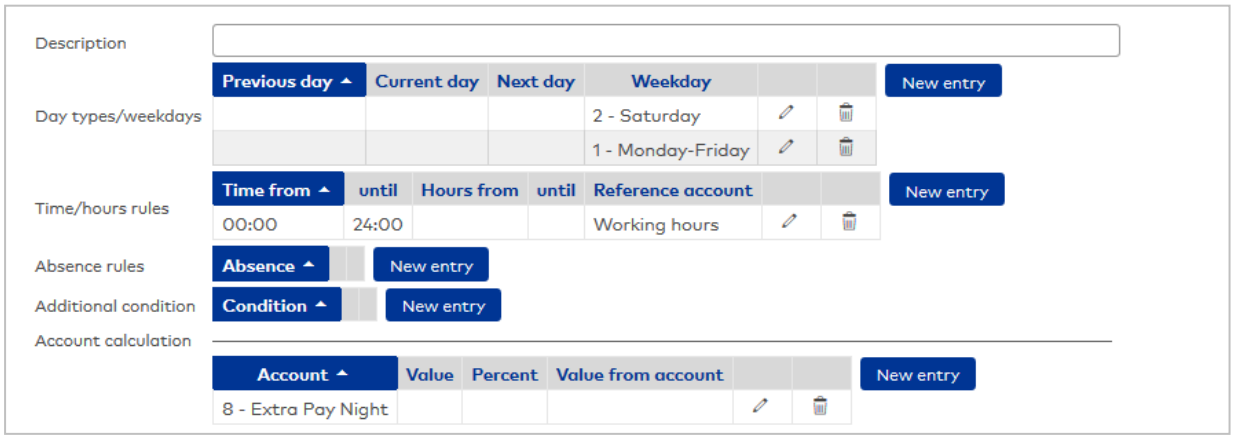
The source account in the account comparison is reduced by the calculated value and the target account is increased by the value by which the source account was reduced.
The source account is reduced to a maximum of 0.

3.1.11.3 Time allocation: Account calculation examples

The following description contains some examples of account calculations.

Night shift premium Mo-Sa 20:00-24:00

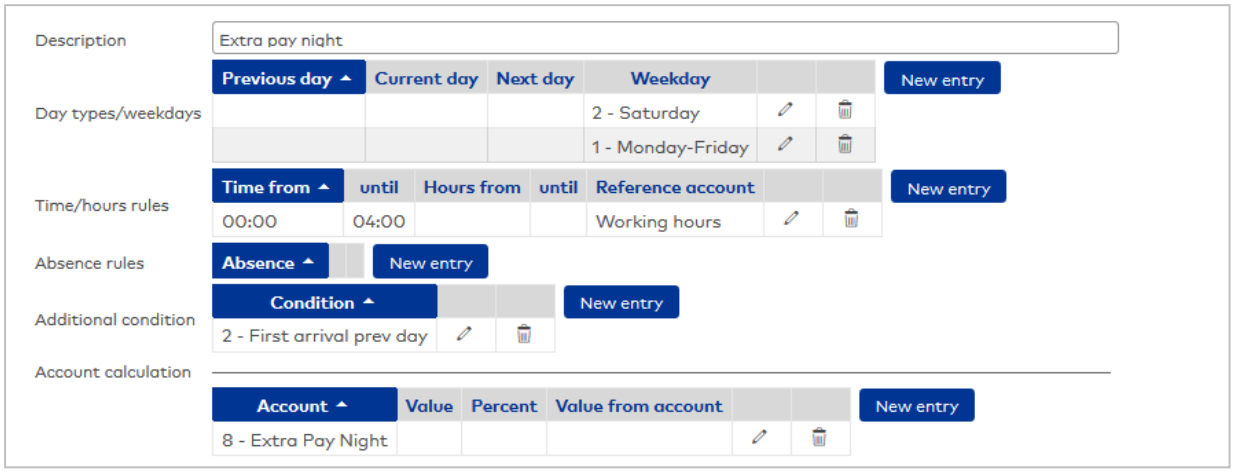
For the weekdays Monday-Saturday, a night shift premium is to be set for the period from 20:00-24:00.



Night shift premium Mo-Sa 00:00-04:00 if first Arrive on previous day

For the weekdays Monday-Saturday, a night shift premium is to be set for the period between 00:00 and 04:00 hours if the first Arrive was on the previous day.

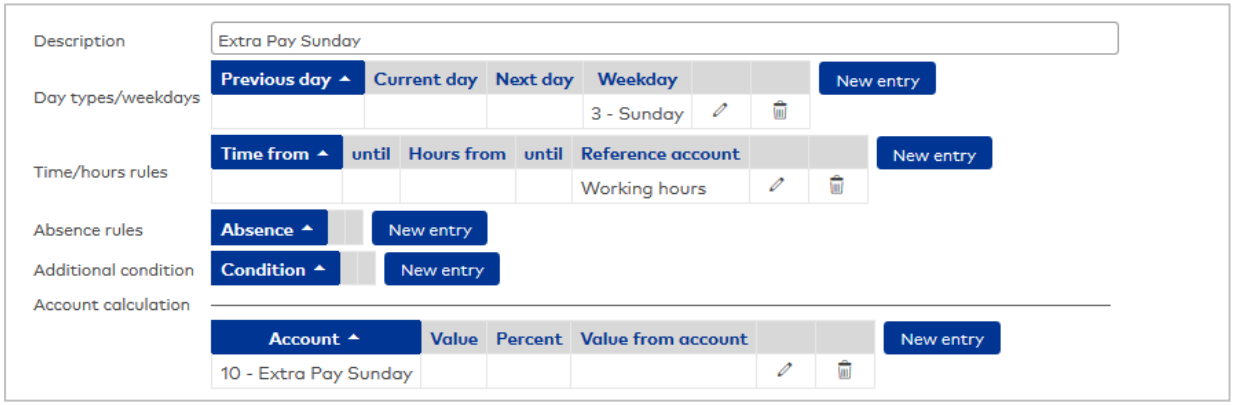
As well as the day type/weekday rule and the time rule, an additional condition for checking the booking time is also used in this example.



Sunday premium

Working hours on a Sunday are to be set as a Sunday premium.

In the time/hours rule, only the reference account needs to be specified if the extra pay applies for the whole day from 00:00-24:00.



3.1.12 ▸ Set up shift administration

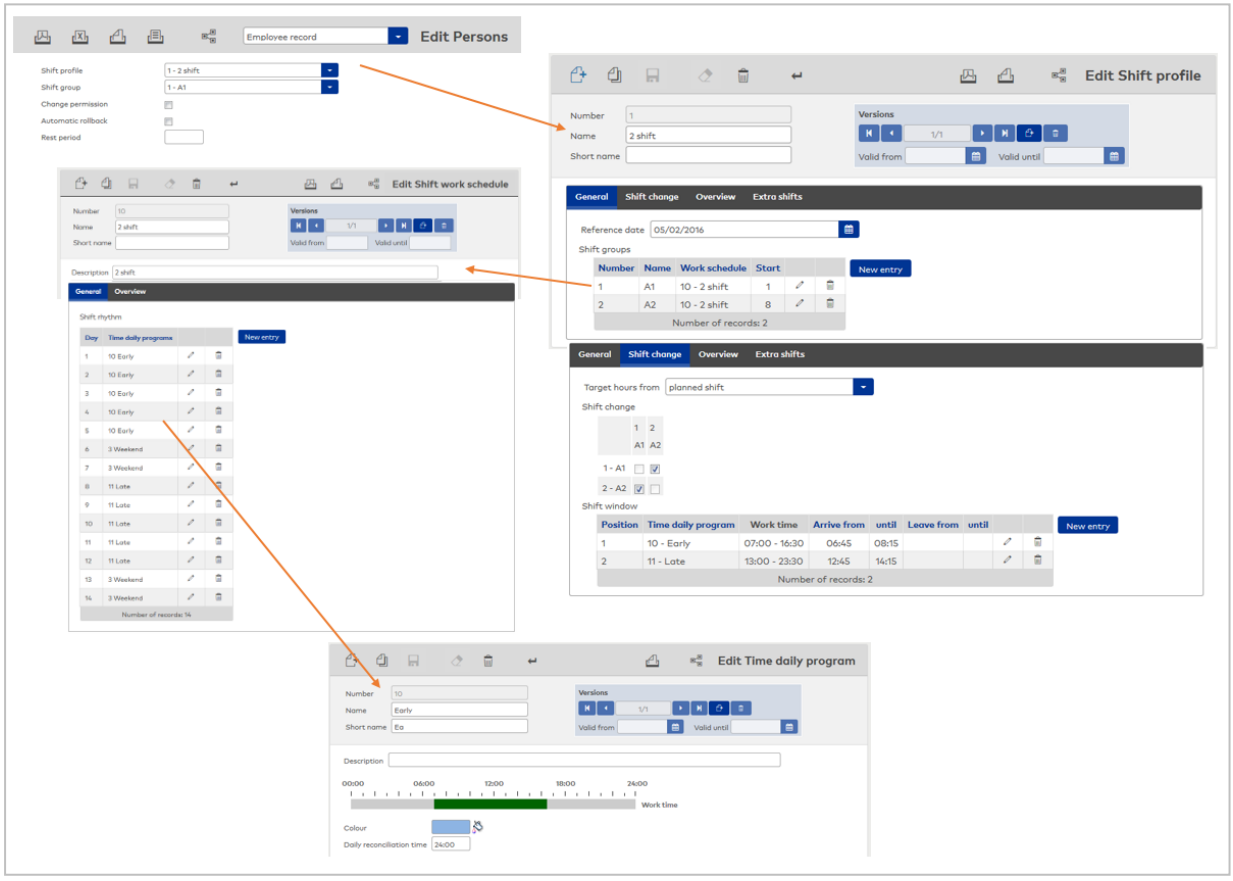
With the shift administration option, the system provides all components that allow any shift models to be realised, such as 2- and 3-shift operation, partially and fully continuous shift operation, and simple flexitime working hours models such as IT, job sharing or porters.

Note: To use the shift administration, system parameter "90 Shift administration" must be activated.
The configuration for the person administration must be customised for shift administration by the service.

The components of the shift administration comprise:

- Shift profiles, which combine individual shift plans and shift change options with the shift windows for automatic allocation.
- Work schedules with the type "Shift", with the layout for the shift rhythm.
- Time daily programs
- Extended employee record dialog with:
  - Shift profile
  - Shift group
  - Change permission
  - Automatic rollback

The graphic below shows the relationship between the individual dialogs.



For more information, see the descriptions of the dialogs.

Proceed as follows to set up a system for shift administration:

I. Create time daily program

An individual shift is represented by a time daily program such as Early, Late or Night shift.

1. Go to the **Time** main menu and open **Master data administration** in the menu tree.
2. Click **Time daily programs** to open the **Selection Time daily programs** dialog.
3. Click **Create new record** in the toolbar to create a new time daily program.
4. For a new record, enter a meaningful name in the **Name** and **Short name** fields. These fields are language-dependent.

5. In the time range fields, enter the time intervals and fill out the time constant range.
6. Click **Save** in the toolbar to save the time daily program.
7. Repeat steps 3 to 6 until you have created all time daily programs for the shift administration.

II. Create work schedule with the type "Shift"

The shift rhythm is mapped by the sequence of time daily programs in the work schedule with the type "Shift".

1. Click **Work schedules** in the menu to open the **Selection Work schedules** dialog.
2. Click **Create new record** in the toolbar and select the type **Shift** to create a new work schedule for the shift administration.
3. For a new record, enter a meaningful name in the **Name** and **Short name** fields. These fields are language-dependent.
4. Create an entry for each day of the shift rhythm in the **Time daily programs** table and assign to it the time daily program which is to be used for this particular day.
5. Click **Save** in the toolbar to save the work schedule.

III. Create shift profile

The shift profile is composed of several shift groups and links the shift groups, and therefore the shifts, with the calendar days via the reference date.

1. Click **Shift profiles** to open the **Selection Shift profiles** dialog.
2. Click **Create new record** in the toolbar to create a new shift profile.
3. For a new record, enter a meaningful name in the **Name** and **Short name** fields. These fields are language-dependent.
4. Enter the reference date on the **General** tab. The reference date is used to link the shift rhythm with the calendar days.
5. Create the shift groups in the **Shift groups** table, allocate to each shift group the corresponding work schedule with the shift rhythm, and enter the offset for the start of the shift rhythm in the **Start** column.
6. Save the inputs.
7. Switch to the **Shift change** tab.
8. In the shift change table, mark the **permitted shift changes** with a cross.
9. In the shift windows table, enter the daily programs for the shift change and define the **shift windows** for arrive, leave or both.
10. Save the entry.
11. Change to the **Overview** tab and check the shift rhythm for the defined shift groups.

IV. Allocate persons to the shift administration

For a person to be included in the shift administration, a shift profile must be allocated to the person. When you create new persons, you can enter the allocation directly. For persons who are to be included in the shift administration at a later time, a shift profile is allocated by means of corrections.

For shift administration examples, see:
2-shift example
3-shift example
10-shift example

3.1.12.1 Shift administration: 2-shift example

Simple 2-shift operation such as job sharing or porters can be illustrated using a simple shift plan with corresponding rhythm. Allocation to the relevant shift is via the start date for the shift in the shift profile. Generally, no extra shifts or free shifts are taken into account in this model.

Example: Job sharing, one person works Early (E), the other person Late (L), and the change is weekly.

Work schedule

The two-weekly rhythm is defined in the work schedule. At the weekend, the time daily program we =

weekend applies, which is not shown in the other versions.

Shift rhythm

Day	Time daily programs		
1	10 Early		
2	10 Early		
3	10 Early		
4	10 Early		
5	10 Early		
6	3 Weekend		
7	3 Weekend		
8	11 Late		
9	11 Late		
10	11 Late		
11	11 Late		
12	11 Late		
13	3 Weekend		
14	3 Weekend		

Number of records: 14

The work schedule produces the basic pattern as a 2-week rhythm starting on a Monday with the first day as illustrated.

Rhythm Start week day Monday

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
Ea	Ea	Ea	Ea	Ea	--	--	La	La	La	La	La	--	--

Shift profile

The shift profile is based on the work schedule defined above and contains the two shift groups which differ in terms of their start date.
As the shift rhythm is to begin on a Monday for the shift group A1, a reference date must be set for a Monday, such as April 14th 2014.
The start for shift group A1 is then 1, while the start date for shift group A2 is delayed by 7 days and is therefore 8.

Reference date 01/02/2017

Shift groups

Number	Name	Work schedule	Start		
1	A1	10 - 2 shift	1		
2	A2	10 - 2 shift	8		
Number of records: 2					

New entry

Permitted shift changes and shift windows

Shift changes by means of bookings are possible, if a shift is to be replaced. An automatic rollback to the planned shift should take place at the end of the day, so that the shift rhythm is retained.
Two shift groups are defined in the shift profile. The shift change table therefore contains two change options.
The two time daily programs Early and Late are used in the work schedules. For these time daily programs, the shift windows for the permitted shift change are entered by means of Arrive bookings.

Target hours from planned shift

Shift change

	1 A1	2 A2
1 - A1	☐	☑
2 - A2	☑	☐

Shift window

Position	Time daily program	Work time	Arrive from	until	Leave from	until		
1	10 - Early	07:00 - 16:00	06:45	08:15				
2	11 - Late	16:00 - 24:00	12:45	14:15				
Number of records: 2								

New entry

Overview

As an overview for the shift profile using April 2014 as an example, the shift rhythm that results for the two shift groups is as illustrated.

June 2017

June 2017	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr
1 - A1	La	La	--	--	Ea	Ea	Ea	Ea	Ea	--	--	La	La	La	La	La	--	--	Ea	Ea	Ea	Ea	Ea	--	--	La	La	La	La	La
2 - A2	Ea	Ea	--	--	La	La	La	La	La	--	--	Ea	Ea	Ea	Ea	Ea	--	--	La	La	La	La	La	--	--	Ea	Ea	Ea	Ea	Ea

3.1.12.2 Shift administration: 3-shift example

For 3-shift operation with Early, Late and Night shift, there are, in principle, two possible solutions.

With the first solution, three work schedules form the basis for the three shift groups. Shift allocation is by means of bookings in each case. However, this means that no planning is possible for the future, as there is no fixed shift allocation for the persons.

The second solution is based on a work schedule with a 3-week rhythm, which is used for all three shift groups. In the shift profile, the shift groups differ in terms of their start date. The fixed shift allocation of the persons to the shift groups allows a certain degree of planning.

Work schedule

The three-weekly rhythm is defined in the work schedule.
At the weekend, the time daily program we = weekend applies, which is not shown in the other versions.

Shift rhythm

Day	Time daily programs		
1	10 Early		
2	10 Early		
3	10 Early		
4	10 Early		
5	10 Early		
6	3 Weekend		
7	3 Weekend		
8	11 Late		
9	11 Late		
10	11 Late		
11	11 Late		
12	11 Late		
13	3 Weekend		
14	3 Weekend		
15	4 Night		
16	4 Night		
17	4 Night		
18	4 Night		
19	4 Night		
20	3 Weekend		
21	3 Weekend		
Number of records: 21			

The work schedule produces the basic pattern as a 3-week rhythm starting on a Monday with the first day as illustrated.

Rhythmus | Start Wochentag | Montag

Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So
Fr	Fr	Fr	Fr	Fr	--	--	Sp	Sp	Sp	Sp	Sp	--	--	4	4	4	4	4	--	--

Shift profile

The shift profile is based on the work schedule defined above and contains the three shift groups which differ in terms of their start date.

As the shift rhythm is to begin on a Monday for the shift group A1, a reference date must be set for a Monday, such as 16.01.2017.

Reference date 01/02/2017

Shift groups

Number	Name	Work schedule	Start		
1	Shift A	3 - 3 Shift	1		
2	Shift B	3 - 3 Shift	8		
3	Shift C	3 - 3 Shift	15		
Number of records: 3					

New entry

Shift change

Shift changes by means of bookings are possible, if a shift is to be replaced. An automatic rollback to the planned shift should take place at the end of the day, so that the shift rhythm is retained.
Two shift groups are defined in the shift profile. The shift change table therefore contains three change options.

Target hours from planned shift

Shift change

	1 Shift A	2 Shift B	3 Shift C
1 - Shift A	☐	☑	☑
2 - Shift B	☑	☐	☑
3 - Shift C	☑	☑	☐

Shift window

The three time daily programs Early, Late and Night are used in the work schedules. For these time daily programs, the shift windows for the permitted shift change are entered by means of Arrive bookings.

Shift window

Position	Time daily program	Work time	Arrive from	until	Leave from	until		
1	10 - Early	07:00 - 16:00						
2	11 - Late	16:00 - 24:00						
3	4 - Night	00:00 - 07:00						
Number of records: 3								

New entry

Overview

As an overview for the shift profile using April 2014 as an example, the shift rhythm that results for the two shift groups is as illustrated.

June 2017

June 2017	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr
1 - Shift A	Ea	Ea	--	--	La	La	La	La	La	--	--	4	4	4	4	4	--	--	Ea	Ea	Ea	Ea	Ea	--	--	La	La	La	La	La
2 - Shift B	La	La	--	--	4	4	4	4	4	--	--	Ea	Ea	Ea	Ea	Ea	--	--	La	La	La	La	La	--	--	4	4	4	4	4
3 - Shift C	4	4	--	--	Ea	Ea	Ea	Ea	Ea	--	--	La	La	La	La	La	--	--	4	4	4	4	4	--	--	Ea	Ea	Ea	Ea	Ea

3.1.12.3 Shift administration: 10-shift example

Work is performed in two shifts: Early and Late.
Numbers of persons should be as consistent as possible in each shift and on each day.

Daily target: 08:00 hours.
Weekly target: 32 hours.
Production days per week: 5
Workdays per person per week: 4
The requirements result in 10 shift groups with 4 workdays each per week, based on two basic patterns.

Work schedule

The two basic patterns are illustrated with the 2 work schedules, Early and Late, and comprise 70 days.
At the weekend, the time daily program we = weekend applies, which is not shown in the other versions.

Shift rhythm

Day	Time daily programs										
1	11 Late			25	10 Early			49	3 Weekend		
2	11 Late			26	10 Early			50	10 Early		
3	11 Late			27	3 Weekend			51	10 Early		
4	11 Late			28	3 Weekend			52	10 Early		
5	3 Weekend			29	11 Late			53	3 Weekend		
6	3 Weekend			30	11 Late			54	10 Early		
7	3 Weekend			31	3 Weekend			55	10 Early		
8	3 Weekend			32	11 Late			56	3 Weekend		
9	10 Early			33	11 Late			57	3 Weekend		
10	10 Early			34	3 Weekend			58	11 Late		
11	10 Early			35	3 Weekend			59	11 Late		
12	10 Early			36	10 Early			60	11 Late		
13	3 Weekend			37	10 Early			61	11 Late		
14	3 Weekend			38	3 Weekend			62	3 Weekend		
15	11 Late			39	10 Early			63	3 Weekend		
16	11 Late			40	10 Early			64	10 Early		
17	11 Late			41	3 Weekend			65	10 Early		
18	3 Weekend			42	3 Weekend			66	10 Early		
19	11 Late			43	11 Late			67	10 Early		
20	3 Weekend			44	3 Weekend			68	3 Weekend		
21	3 Weekend			45	11 Late			69	3 Weekend		
22	10 Early			46	11 Late			70	3 Weekend		
23	3 Weekend			47	11 Late			Number of records: 70			
24	10 Early			48	3 Weekend						

The work schedule produces the basic pattern as a 10-week rhythm starting on a Monday with the first day as illustrated.

Rhythm | Start week day | Monday

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
La	La	La	La	--	--	--	--	Ea	Ea	Ea	Ea	--	--	La	La	La	--	La	--	--	Ea	--	Ea	Ea	Ea	--	--
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
La	La	La	La	--	--	--	--	Ea	Ea	Ea	Ea	--	--	La	La	La	--	La	--	--	Ea	--	Ea	Ea	Ea	--	--
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su														
La	La	La	La	--	--	--	--	Ea	Ea	Ea	Ea	--	--														

Shift profile

The shift profile is based on the work schedules defined above and contains the 10 shift groups which differ in terms of different start dates and are alternately based on a different work schedule.
As the shift rhythm is to begin on a Monday for the shift group A1, a reference date must be set for a Monday, such as March 31st 2014.

Reference date 01/02/2016

Shift groups

Number	Name	Work schedule	Start		
1	A1	11 - 10 shift A	1		
2	A2	6 - 10 shift B	1		
3	B1	11 - 10 shift A	15		
4	B2	6 - 10 shift B	15		
5	C1	11 - 10 shift A	29		
6	C2	6 - 10 shift B	29		
7	D1	11 - 10 shift A	43		
8	D2	6 - 10 shift B	43		
9	E1	11 - 10 shift A	57		
10	E2	6 - 10 shift B	57		
Number of records: 10					

New entry

Shift change

Shift changes by means of bookings are possible, if a shift is to be replaced.
To ensure that the rhythm of the free days is retained, however, a change is only permitted between the different basic patterns with the same start date.

10 shift groups are defined in the shift profile. The shift change table therefore contains 10 change options, with only a few allowed.

Target hours from planned shift

Shift change

	1 A1	2 A2	3 B1	4 B2	5 C1	6 C2	7 D1	8 D2	9 E1	10 E2
1 - A1	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐
2 - A2	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐
3 - B1	☐	☐	☐	☑	☐	☐	☐	☐	☐	☐
4 - B2	☐	☐	☑	☐	☐	☐	☐	☐	☐	☐
5 - C1	☐	☐	☐	☐	☐	☑	☐	☐	☐	☐
6 - C2	☐	☐	☐	☐	☑	☐	☐	☐	☐	☐
7 - D1	☐	☐	☐	☐	☐	☐	☐	☑	☐	☐
8 - D2	☐	☐	☐	☐	☐	☐	☑	☐	☐	☐
9 - E1	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑
10 - E2	☐	☐	☐	☐	☐	☐	☐	☐	☑	☐

Shift window

The two time daily programs Early and Late are used in the work schedules. For these time daily programs, the shift windows can be entered for the bookings.

Shift window

Position	Time daily program	Work time	Arrive from	until	Leave from	until		
1	10 - Early	07:00 - 16:00	06:45	08:15				
2	11 - Late	16:00 - 24:00	12:45	14:15				
Number of records: 2								

New entry

Overview

As an overview for the shift profile using April 2016 as an example, the shift rhythm that results for the ten shift groups is as illustrated.

June 2017

June 2017	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr
1 - A1	--	--	La	La	--	La	La	--	--	Ea	Ea	--	Ea	Ea	--	--	La	--	La	La	La	--	--	Ea	Ea	Ea	--	Ea	Ea	--
2 - A2	--	Ea	Ea	--	Ea	Ea	--	--	La	--	La	La	La	--	--	Ea	Ea	Ea	--	Ea	Ea	--	--	La	La	La	La	--	--	Ea
3 - B1	--	--	La	--	La	La	La	--	--	Ea	Ea	Ea	--	Ea	Ea	--	--	La	La	La	La	--	--	Ea	Ea	Ea	Ea	--	--	--
4 - B2	--	Ea	Ea	Ea	--	Ea	Ea	--	--	La	La	La	La	--	--	Ea	Ea	Ea	Ea	--	--	--	La	La	La	La	--	--	--	--
5 - C1	Ea	--	--	La	La	La	La	--	--	Ea	Ea	Ea	Ea	--	--	--	La	La	La	La	--	--	--	--	Ea	Ea	Ea	Ea	--	--
6 - C2	--	Ea	Ea	Ea	Ea	--	--	--	La	La	La	La	--	--	--	--	Ea	Ea	Ea	Ea	--	--	La	La	La	--	La	--	--	Ea
7 - D1	--	--	La	La	La	La	--	--	--	--	Ea	Ea	Ea	Ea	--	--	La	La	La	--	La	--	--	Ea	--	Ea	Ea	Ea	--	--
8 - D2	--	--	Ea	Ea	Ea	Ea	--	--	La	La	La	--	La	--	--	Ea	--	Ea	Ea	Ea	--	--	La	La	--	La	La	--	--	Ea
9 - E1	--	--	La	La	La	--	La	--	--	Ea	--	Ea	Ea	Ea	--	--	La	La	--	La	La	--	--	Ea	Ea	--	Ea	Ea	--	--
10 - E2	--	Ea	--	Ea	Ea	Ea	--	--	La	La	--	La	La	--	--	Ea	Ea	--	Ea	Ea	--	--	La	--	La	La	La	--	--	Ea

4 Dialogs in the Time module

The **Time** module provides complete configuration for time recording and time management systems.

Person administration allows you to maintain person data and person-related master data such as booking permissions and to set up organisational elements such as departments and cost centres.

Work schedules, time daily programs and break plans are maintained in the master data, and the account administration and absence types can also be accessed from here.

The calendar administration offers calendars, bank holidays and special days, allowing you to specify dependencies on the date in the various daily programs.

The time system has further functions relating to booking permissions and e-mail texts.

Use the **Person administration** menu to manage persons, departments and cost centres for time management.

Use the **Master data administration** menu to manage all the necessary master data such as work schedules, time daily programs and break plans.

Use the **ID card administration** menu to manage the ID cards in your system, if ID card administration level 3 is activated.

Use the **Door opening** menu to manage the master data required for the simple door opening functions in the time system.

Use the **Calendar administration** menu to manage the calendars with special days and the necessary configuration data.

Use the **Data transfer** menu to manage the definitions required for data transfer and the execution of the transfer.

Use the **Booking** menu item to perform web bookings for persons with permission.

Use the **Corrections** entry to implement corrections to master record booking data.

Use the **Reports** menu contains the fixed reports and the reports that you have created yourself which are allocated to the reports main menu.

Use the **Special reports** menu contains the reports that you have created yourself which are not allocated to the reports main menu.

Use the **LED attendance display** menu item to define the positions where the persons are to be displayed on the hardware LED displays.

Use the **Attendance display** menu item to open the configured popup dialogs belonging to the attendance display.

4.1 Person administration

The **Person administration** menu allows you to manage all person records and other master data required for the time system, such as departments, cost centres and booking profiles.

Booking profiles are composed of several time terminals which are allocated to persons in order to assign booking permissions.

Using the VBI permission, booking permission can be limited to specific keys or variable booking instructions.

Functions are also available to help you with person administration. These include, for example, maintenance of departments and cost centres and the setup of search profiles.

E-mail texts are short texts which are displayed on the terminal during a booking, in addition to the booking information.

The **Groups yearly overview** provides an overview of the absence times for the selected persons. The overview is shown for one month at a time.

The **Shift overview** provides an overview of the shift groups and the allocated persons for the shift profiles.

Use the **Persons** menu item to manage the employee records of all persons included in time recording and time management.

Use the **Departments** menu item to manage all departments that you can allocate to persons.

Use the **Booking profiles** menu item to manage the booking profiles which determine booking permissions for persons.

Use the **VBI permissions** menu item to manage VBI permissions. These can be assigned to persons in order to limit their booking options.

Use the **E-mail texts** menu item to manage the short texts to be displayed on the terminal.

Use the **Reasons for blocking person** menu item to manage the reasons for blocking, with which you can easily block or clear persons for time booking.

Use the **Search profiles** menu item to manage the search profiles which you can use in selection dialogs, with corrections and in reports for searching persons.

Use the **Cost centre management** menu to access cost centre management dialogs.

4.1.1 Groups yearly overview

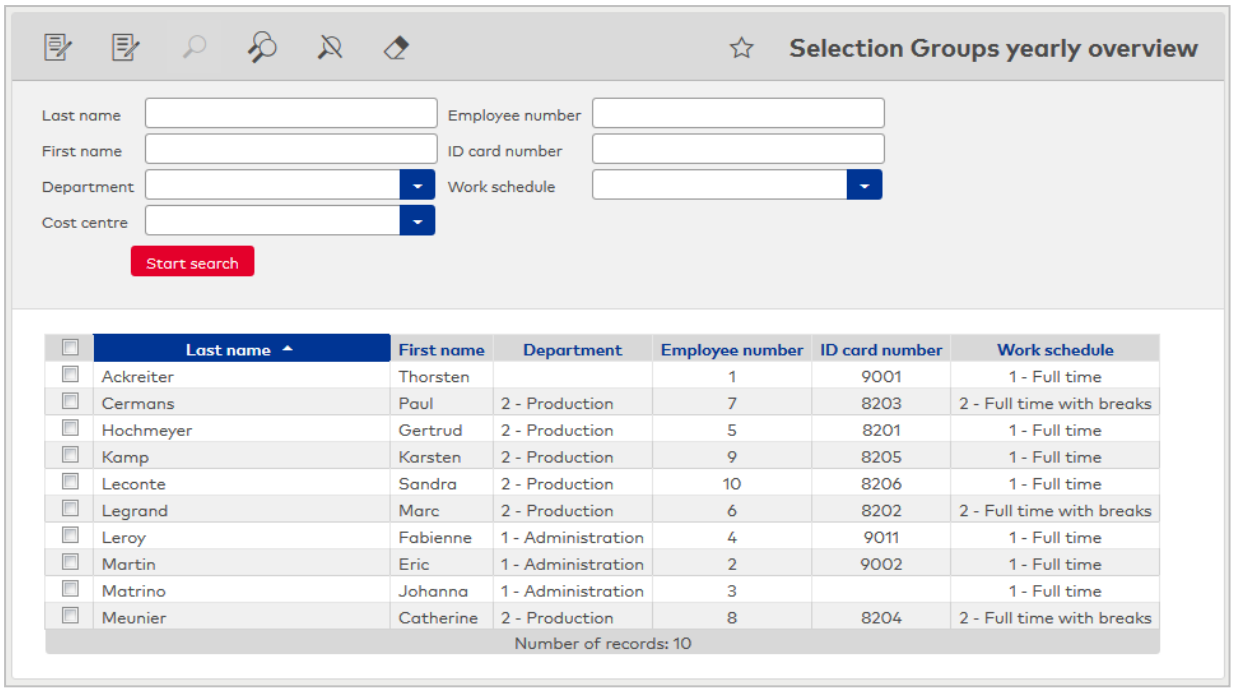
The **Groups yearly overview** provides a clear representation of all absence times, workdays, other days and allocation-relevant time daily programs for a person or a group of persons.

Output is on a monthly basis for the selected persons as a group overview.

"Selection Groups yearly overview" dialog

The **Selection Groups yearly overview** dialog lists all employee records created in the system along with the filter criteria, such as department, ID card number and work schedule. To obtain a yearly overview of absence times for person records, select individual or multiple person records.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Last name column:
Contains the last name of the person.

First name column:
Contains the first name of the person.

Department column:
Contains the department to which the person belongs.

Employee number column:
Contains the unique employee number.

ID card number column:
Contains the company ID card/access ID card number of the person.

Work schedule column:
Contains the number and name of the work schedule.

Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Display Groups yearly overview" dialog

The **Display Groups yearly overview** dialog displays the absence times, workdays, other days and time daily programs of selected persons in calendar form for the selected month.

The data is based on

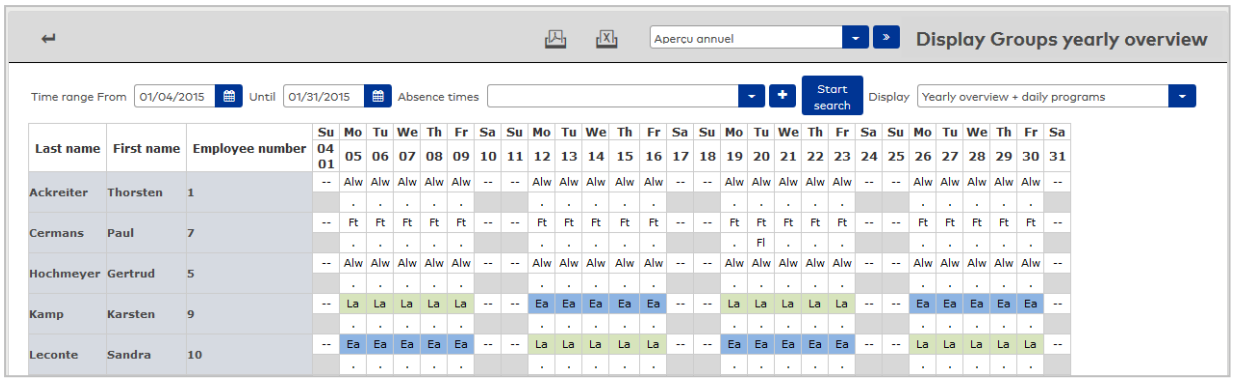
- Accounts from the current employee record for the columns next to the daily data table
- Past daily reconciliation data
- Daily absence data entries

The time daily programs are determined using the working hours schedules that are relevant for allocations.

You can use the buttons in the toolbar to print the report or to save it as a PDF. Use the **Back to selection** button to return to the selection dialog.

Note: The period is reduced to 31 days when output as a PDF.

View: Yearly overview + daily programs example



Time range From date field:
Contains the first day for the display period.

Until date field:
Contains the last day for the display period.

Absence types multiple selection field:
Contains the absence types as filters for the display. If a selection is made, only the absence times with the selected absence types are shown.
Options:

- All absence types created and active in the system.

Start search button:
Starts the search and displays a new yearly overview.

Display selection field:
Use this selection field to switch between different displays.
Options:

- Yearly overview: The absence times, workdays, bank holidays and other days are displayed.
- Daily programs: The daily programs relevant for allocation are displayed.
- Yearly overview + daily programs: Both the preceding displays are shown together. The time daily programs are shown in the top line and the absence times and workdays in the second line.

Yearly overview lines calendar view:
In addition to bank holidays and absence times, this line displays additional information about attendance for the selected month for each person.
Details in the display:

- Days before and after a validity period in which the person is included in time management and days in the future that are not absences.
- Neutral days. These are days without target time or attendance, such as Saturday and Sunday. The display shows the colour code for the relevant weekday.
- Bank holidays
- Absence times with short name
- Attendance. These are days with target time when the person was present.
- Absence without excuse. These are days with target time on which no working hours were allocated.

Note: The display for non-relevant days, days with attendance and days with absence without an excuse is configured in the system parameters. Both the colour and the character can be configured for display.

Daily programs lines calendar view:
The time daily programs for each person are shown in this line. For persons subject to shift administration, this corresponds to the shift for the day.
For the past, the time daily programs are displayed according to the allocation; for the future, the planned time daily programs are displayed according to the current shift profile and the planned shift allocations. If the person is not subject to shift administration, the time daily programs are displayed according to the work schedule.

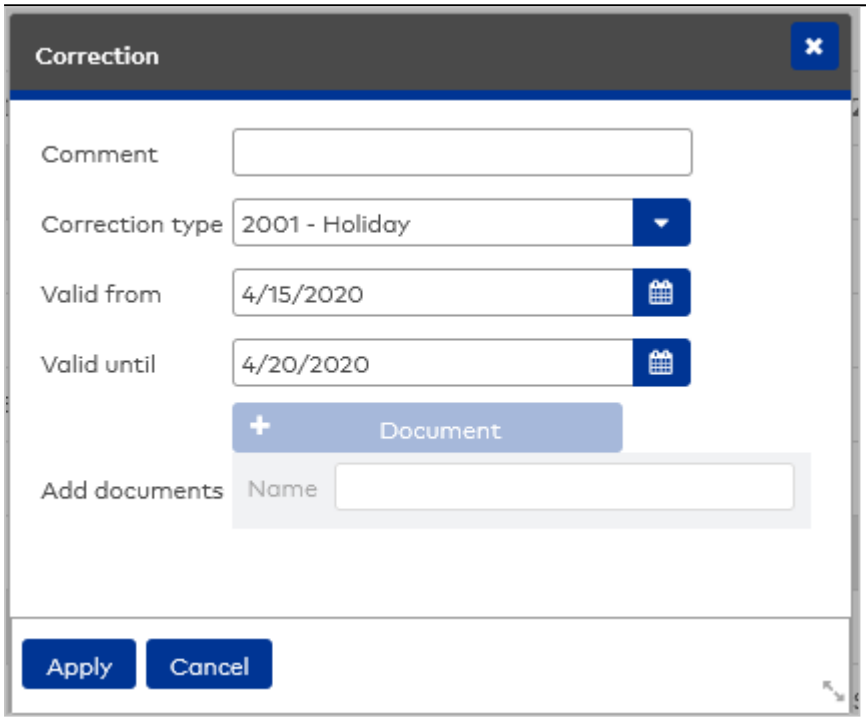
Calendar view totals:
How the totals are displayed in the table can be configured separately for each user in the system using the Personal fixed reports settings or using the link in the main toolbar. Groups can be formed for the totals for different absence types.

Inserting corrections and absence times into the overview

Click a specific day to open the **Edit Daily corrections** dialog. This dialog enables you to make the most important corrections and allocate these when transferring.

Open the dialog for entering an absence by selecting a time range with the mouse.
Position the cursor over the date on which the absence should begin, then hold down the left mouse button and drag to the date on which the absence should end. Release the mouse button to open the dialog for entering the absence.

Note: For absences that run from one year into the next, select the area to the end of the year and enter the date on which the absence should end in the **Valid until** date field.



Correction type selection field:
Contains the correction type for the absence.

Valid from date field:
Contains the date for the first day of absence. The date is transferred from the yearly overview but can be changed if necessary.

Valid until date field:
Contains the date for the last day of absence. The date is transferred from the yearly overview but can be changed if necessary.

Previous absence selection field:
If absences are booked in the correction dialog with the identifier "Subsequent absence time", a selection of existing previous absences will be offered. When one of these absences is transferred, it is connected to the new absence.
Options:

- All absences created in the system with the identifier "Subsequent absence time".

Note: The selection field is only present if absence types with the identifier "Subsequent absence time" are defined in the system.

Substitute selection field:
This option is present if the correction is linked to a workflow and the workflow requires a substitute. If several substitutes are possible but no selection is made, all substitutes will be notified. Otherwise, only the substitute entered receives an approval message.

Add documents area:
If the option of adding documents is activated for the absence type, the block on importing documents is released.
+ Document button:
Opens the browser for selecting the document.

Apply button:
Click this button to accept the input. Upon acceptance, the input is saved and a reallocation performed. After the allocation, the yearly overview is displayed again.

Cancel button:
Click this button to discard the input and return to the yearly overview.

4.1.2 Shift overview

The **Display Shift overview** dialog displays the shift groups corresponding to the selected shift profile with the shift rhythm and the allocated persons.

The display shows one month at a time, and you can switch between a daily and a weekly representation.

Use the configuration to show the line total for persons present and the line total for absence times with absence reason for the individual shift groups.

The shift group selection allows you to limit the overview to a specific shift group.
If necessary, you can select the person group to be displayed using the selection dialog for persons.

The familiar correction dialog for daily corrections can be called up in the person rows.

Further information on working with shift administration can be found in the section "Working with the system" under "Setting up shift administration".

"Selection Shift overview" dialog

The **Selection Shift overview** dialog lists all existing shift profiles. To obtain a monthly overview of shift groups for particular shift profiles, select individual or multiple shift profiles.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

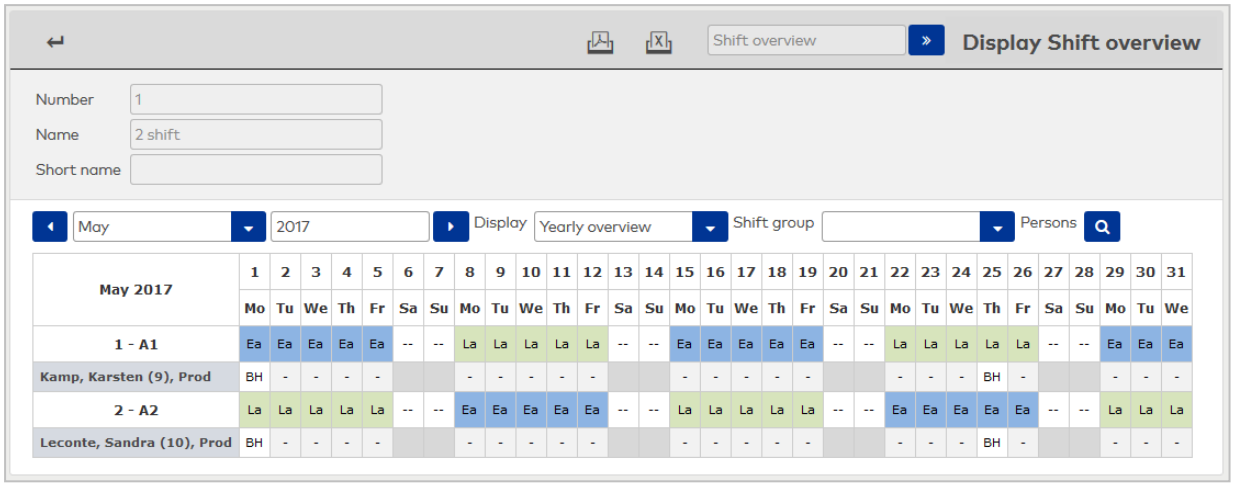
"Display Shift overview" dialog

The **Display Shift overview** dialog displays the shift rhythm of the shift groups and the absence times, workdays and other specifics for person records. The display shows one month at a time, or one month with

calendar weeks depending on the selected view.

You can use the buttons in the toolbar to print the report or to save it as a PDF. Use the **Back to selection** button to return to the selection dialog.

Display: Example of yearly overview



Month/year selection field:
Selection of the month/year to be displayed.
You can use the arrows to scroll backwards or forwards one month at a time.

Display selection field:
Use this selection fields to change the display layout.
Options:

- Yearly overview: In the yearly overview, the shift groups are displayed with their shift rhythm and the allocated persons for the selected month.
- Shift overview CW: In the shift overview CW, the shift groups are displayed with their shift rhythm for one month, with the respective calendar weeks from the previous and next month added to the overview at the start and end of the month.

Shift group selection field:
Limits the display of a shift group of the selected shift profile.
Options:

- No selection: All shift groups are displayed.
- Individual shift groups from the allocated shift profile.

Default: All shift groups.

Persons button :
Use the button to open the selection dialog for persons. Use the selection to limit the number of persons in the overview.

Shift group line calendar view:
The time daily programs are displayed according to the shift rhythm in the shift group lines.

Person line calendar view:
In addition to bank holidays and absence times, this line displays additional information about attendance for the selected month for each person.
Details in the display:

- Days before and after a validity period in which the person is included in time management and days in the future that are not absences.
- Neutral days. These are days without target time or attendance, such as Saturday and Sunday. The display shows the colour code for the relevant weekday.
- Bank holidays
- Absence times with short name
- Attendance. These are days with target time when the person was present.
- Absence without excuse. These are days with target time on which no working hours were allocated.

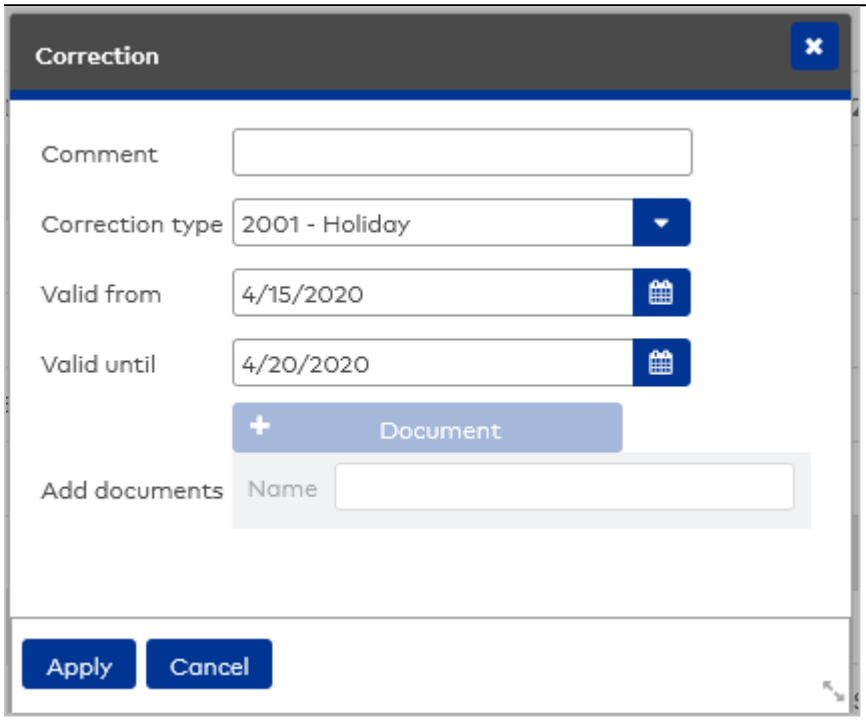
Note: The display for non-relevant days, days with attendance and days with absence without an excuse is configured in the system parameters. Both the colour and the character can be configured for display.

Inserting corrections and absence times into the overview

Click a specific day to open the **Edit Daily corrections** dialog. This dialog enables you to make the most important corrections and allocate these when transferring.

Open the dialog for entering an absence by selecting a time range with the mouse.
Position the cursor over the date on which the absence should begin, then hold down the left mouse button and drag to the date on which the absence should end. Release the mouse button to open the dialog for entering the absence.

Note: For absences that run from one year into the next, select the area to the end of the year and enter the date on which the absence should end in the **Valid until** date field.



Correction type selection field:
Contains the correction type for the absence.

Valid from date field:
Contains the date for the first day of absence. The date is transferred from the yearly overview but can be changed if necessary.

Valid until date field:
Contains the date for the last day of absence. The date is transferred from the yearly overview but can be changed if necessary.

Previous absence selection field:
If absences are booked in the correction dialog with the identifier "Subsequent absence time", a selection of existing previous absences will be offered. When one of these absences is transferred, it is connected to the new absence.
Options:

- All absences created in the system with the identifier "Subsequent absence time".

Note: The selection field is only present if absence types with the identifier "Subsequent absence time" are defined in the system.

Substitute selection field:
This option is present if the correction is linked to a workflow and the workflow requires a substitute. If

several substitutes are possible but no selection is made, all substitutes will be notified. Otherwise, only the substitute entered receives an approval message.

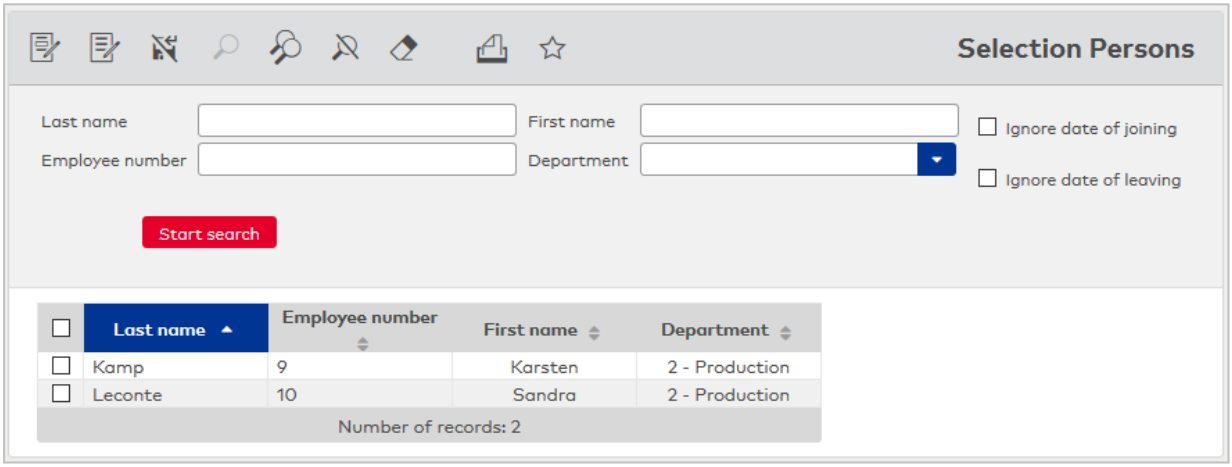
Add documents area:
If the option of adding documents is activated for the absence type, the block on importing documents is released.
+ Document button:
Opens the browser for selecting the document.

Apply button:
Click this button to accept the input. Upon acceptance, the input is saved and a reallocation performed. After the allocation, the yearly overview is displayed again.

Cancel button:
Click this button to discard the input and return to the yearly overview.

"Selection persons" dialog

Use the **Selection Persons** dialog to search for persons and directly apply them to the invoking dialog.



Select one or more entries and click **Apply selected search results** in the toolbar.

4.1.3 Persons

You must create an employee record in your system for each person with booking permissions. This record forms the basis for time recording and time management and contains the master data required for time recording.

The employee record also contains organisational elements and up-to-date information on any bookings made.

A report selection allows you to easily evaluate time sheets with regard to such items as daily and monthly reconciliation data or absences.

Delete persons

Persons can be deleted regardless of data housekeeping limits. Dependent data is also deleted, where possible.

This is not possible for:

- Incomplete workflows
- Incomplete corrections

After deleting a person, their bookings are neutralised by removing the link to the deleted person. This prevents the adulteration of cost centre calculations. Cost centre calculations are retained without reference to persons.

Note: Please bear in mind that the default data housekeeping limit for personal records that are marked as Blocked or Former Employee is 60 days. These records will be deleted once this period has expired.

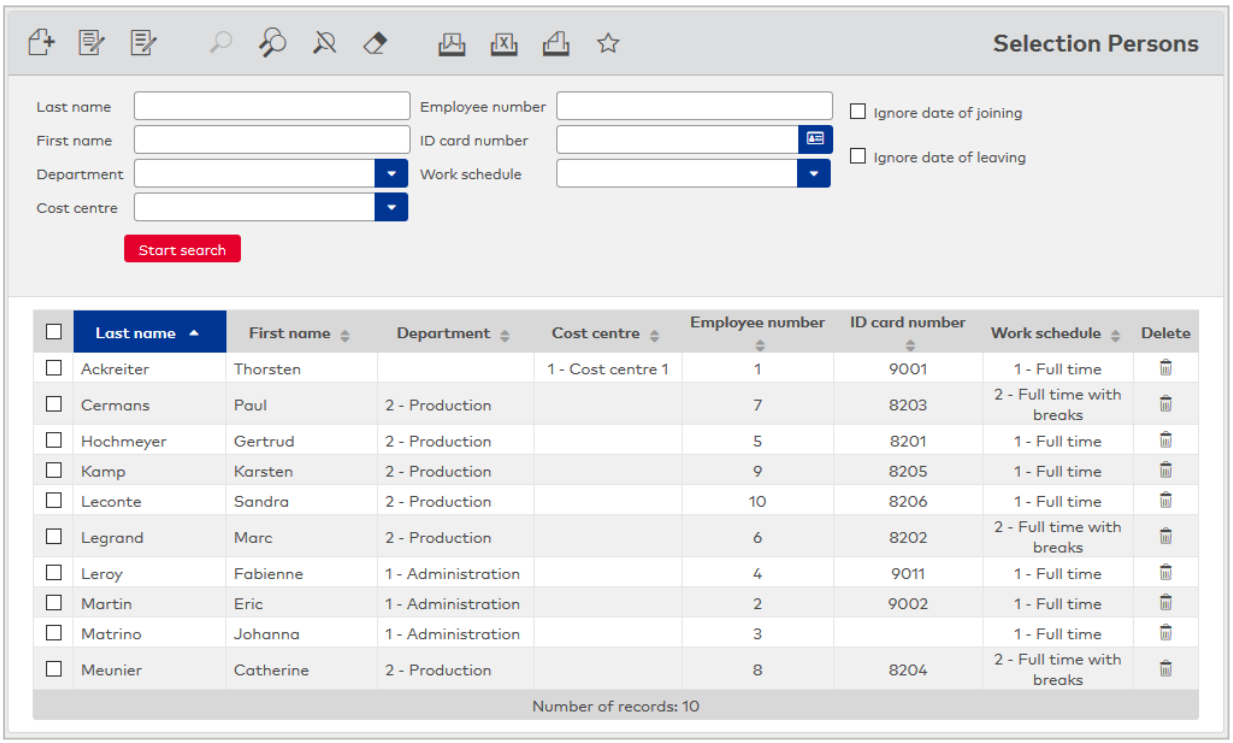
"Selection persons" dialog

The **Selection Persons** dialog lists all employee records in the system along with filter criteria, such as department, ID card number and work schedule. Select individual or multiple employee records for editing.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

Note: The search fields and columns of the table may contain different fields depending on the employee record configuration selected.

Apply ID card number button:
If a PC reader is configured, you can also use the button to scan the ID card number directly.



Note: When the **Several ID cards per person** option is active, an individual record is displayed in the table for each of the person's ID cards.

"Edit persons" dialog

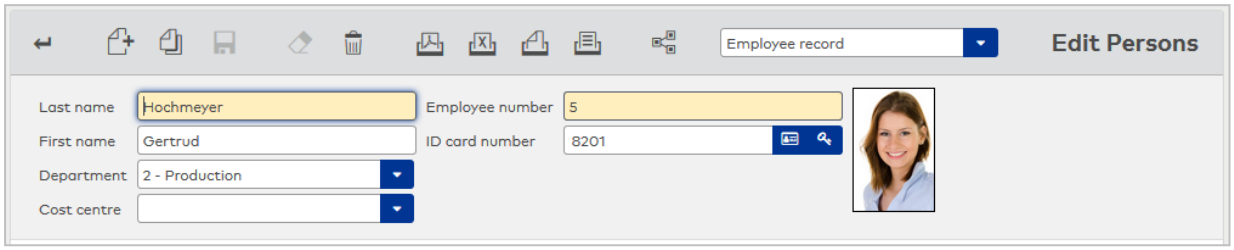
Use the **Edit Persons** dialog to create new persons and edit existing persons. Each person requires a unique employee number and at least a last name.

Note: The header and tabs in this dialog may contain different fields, depending on how the system is integrated in your company.
The dialog described is the standard dialog for time management.

You can use the buttons in the toolbar to navigate between records, to create, copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.

The selection field allows you to switch between the employee record view and reports for the time account overviews.

Dialog header



Last name input field:
Contains the last name of the person. This field is mandatory.

First name input field:
Contains the first name of the person.

Department selection field:
Contains the department to which the person belongs.
Options:

- All departments created in the system.

Note: The department allocation can be changed using a field-specific correction, if necessary.

Cost centre selection field:
Contains the cost centre to which the person belongs.
Options:

- All cost centres created in the system.

Note: The cost centre allocation can be changed using a field-specific correction, if necessary.

Employee number input field:
Contains the unique employee number. This field is mandatory.

Note: If the **Automatic generation of employee numbers** option is activated in the system parameters, no employee number can be entered.

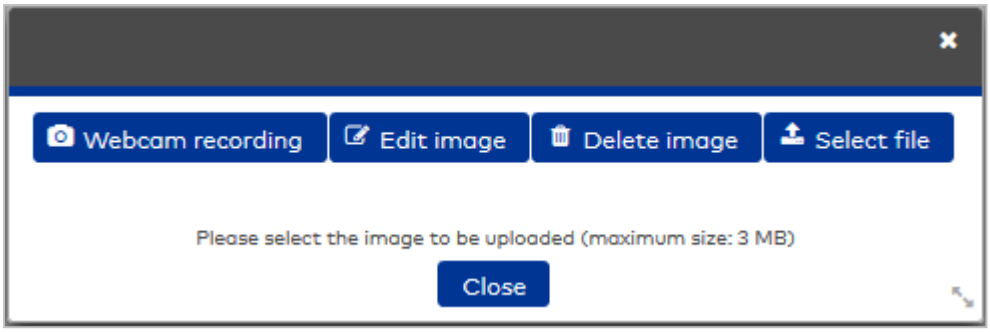
ID card number input field:
Contains the number of the company ID card/access ID card, if available.

Apply ID card number button:
If a PC reader is configured, you can also use the button to scan the ID card number directly.

Encode and print ID card button:
If a PC reader is configured as an ID card creation system, the ID card can be encoded directly using this button. You can encode and print the ID cards simultaneously using a MAGiCARD printer.

ID card label input field:
Contains the label visible on the ID card. This can be any text or a printed or handwritten number.

Photo frame :
Opens a pop-up dialog in which you can add, change or delete the person's profile photo. Click in the frame.



Webcam recording button:
Opens a connected webcam to take a profile photo directly. The following requirements must be fulfilled in order to be able to use this function:

- Connected webcam
- MATRIX must use an HTTPS connection
- The website requires permission to use the browser

Edit image button:
Opens the photo in a simple image editor. The available editing functions allow you to crop, flip and rotate your images.

Note: Webcam recording and image editing are not supported by Internet Explorer 11.

Delete image button:
Removes an existing image from the record. The image is immediately deleted and cannot be restored.

Select file button:
Opens a search dialog. Switch to the directory where the image file is saved, select the file and then click **Open**.

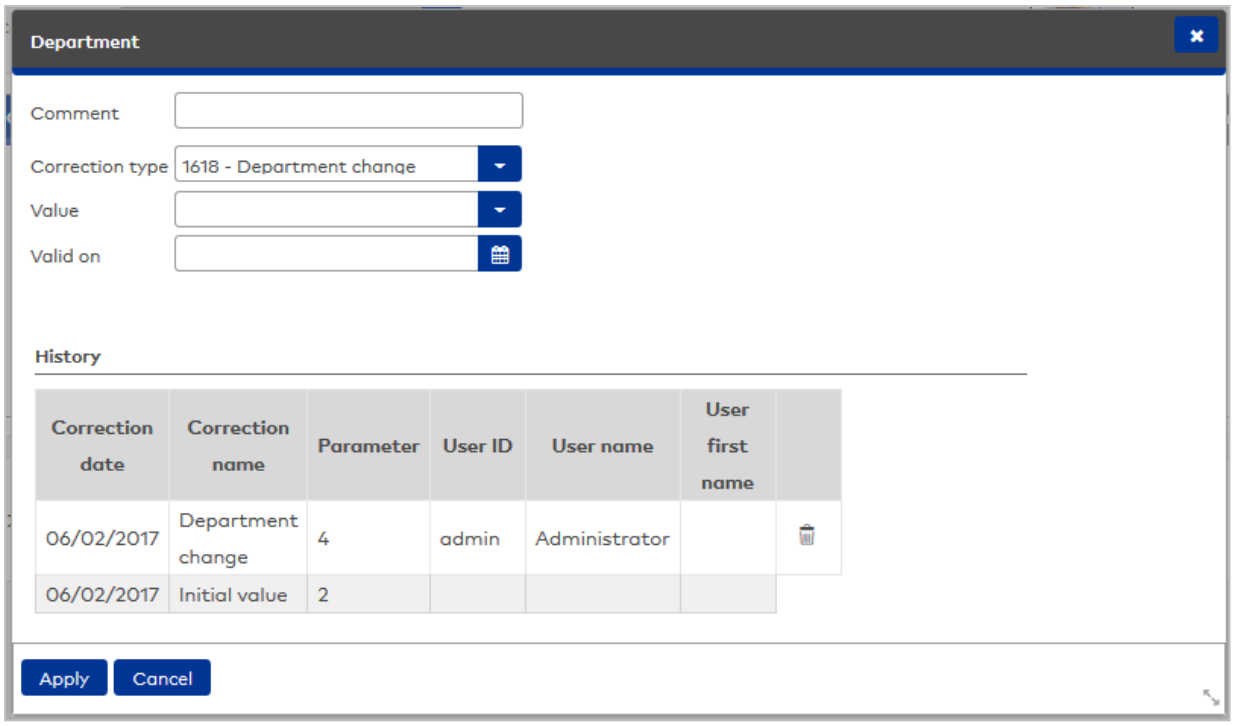
Close button:
Accepts the changes and closes the pop-up dialog.

Employee record view

This view allows you to see and edit all employee record data in the time system.

Allocation-relevant fields can only be changed using a correction since the changes are valid at or from the indicated time.
Click on the employee record field. A pop-up dialog for field-related corrections will open in which the correction can be entered.

Field-related correction dialog:
A correction can be entered into the field-related correction dialog precisely. The employee record field is used to indicate the correction type and the possible parameter fields. Two correction types are also possible in a few cases. The dialog also contains the history of corrections which have already been implemented.



Comment input field:
Free text field for a comment.

Correction type selection field:
Contains the correction type.
Options:

- Allocated correction types from the employee record field definitions.

Parameter fields:
The correction type specifies the parameter fields. As a general rule, the field for the value is available as a minimum; the date field is also often available.

History table:
The table contains the corrections which have already been implemented.

Correction date column:
Contains the date and the time of creating the correction.

Correction type column:
Contains the correction type.

Parameter column:
Contains the parameter value for the correction.

User ID column:
Contains the ID of the user who made the correction.

User name column:
Contains the last name of the user who made the correction.

User first name column:
Contains the first name of the user who made the correction.

Apply button:
Applies the correction input and initiates the allocation.

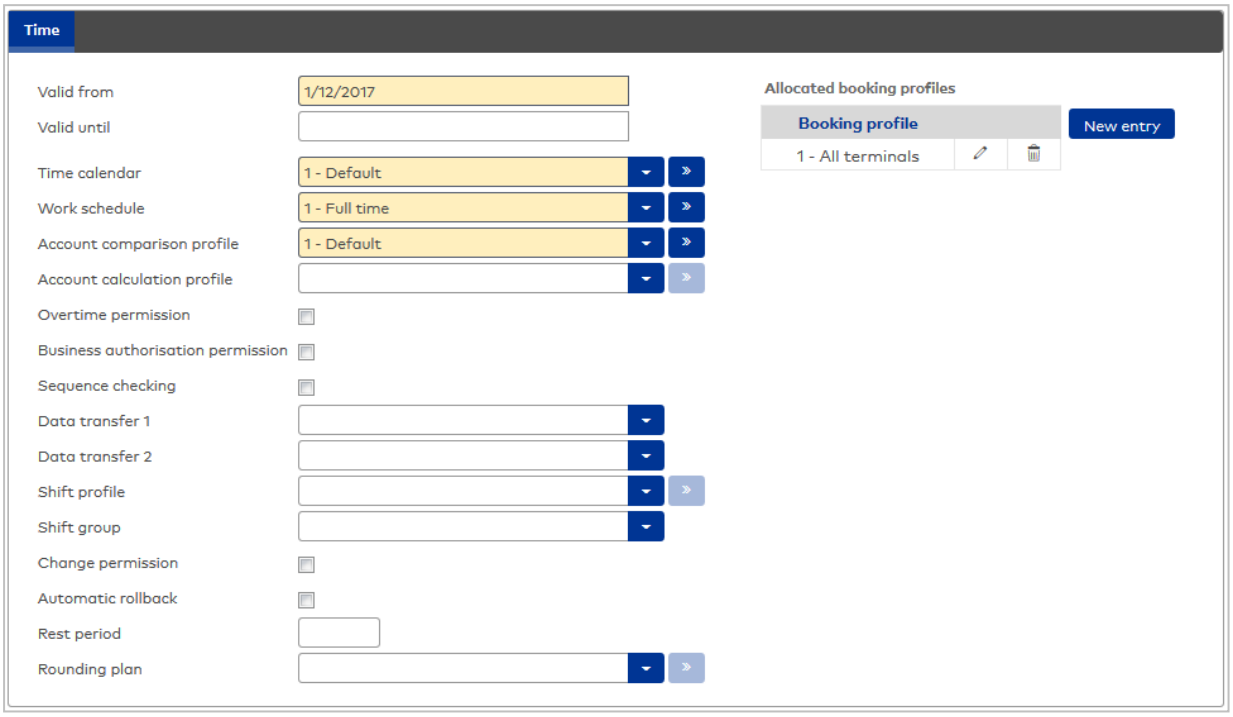
Cancel button:
The inputs are discarded and you return to the invoking dialog. No allocation is executed.

The following description contains information on the individual tabs.

Note: Not all fields and tabs may be available, depending on your system settings and your licence.

"Time" tab

The **Time** tab contains the settings required for the person to be included in time allocation and shift administration.



Valid from date field:
Contains the date from which the person is included into time allocation. Enter a date, or click the calendar icon and select a date.
After saving, the field can only be changed by performing a correction, provided that a "Valid until" date has been entered. The calendar icon is then no longer visible.

Valid until date field:
Contains the date until which the person is included in time allocation. Enter a date or click the calendar icon and select a date. The person has no limit if the field is empty. Once saved, the field can only be changed using a correction. The calendar icon is then no longer visible.

Time calendar selection field:
Contains the calendar with respective bank holidays and special days.
Options:

- All calendars created in the system.

The calendar allocation can be changed using a field-specific correction if required.

Work schedule selection field:
Contains the work schedule with the time daily programs for time allocation.

Note: If a person is subject to shift administration, the work schedule is only used if no shift allocation can be determined for a day. Otherwise, the allocation-relevant time daily program is determined from the shift profile.

Options:

- All work schedules created in the system.

You can permanently change the allocation of the work schedule using a field-specific correction.

Account comparison profile:
Contains the account comparison profile with the account reconciliations and resetting of accounts to zero.
Options:

- All account comparison profiles created in the system.

You can change the account comparison profile allocation using a field-specific correction, if required.

Account calculation profile selection field:
Contains the account calculation profile for the daily calculation of time accounts.
Options:
- All account allocation profiles created in the system.

You can change the account profile allocation using a field-specific correction, if required.

Overtime permission checkbox:
Indicates whether the person has overtime permission.
Options:
- Activated: The person has overtime permission. Working hours exceeding the target time are credited to the "Overtime" account.
- Not activated: The person does not have overtime permission. The total working hours are allocated to the balance.

Business authorisation permission checkbox:
Indicates whether the person is authorised for business authorisation bookings.
Options:
- Activated: The person may make business authorisation bookings.
- Not activated: The person is not allowed to make business authorisation bookings

Default: Not activated.
You can change the business authorisation permission using corrections.

Sequence checking checkbox:
Indicates whether a sequence check is carried out for arrive/leave bookings. This setting also affects booking on a terminal.
Options:
- Activated: Arrive/leave bookings are checked to ensure their sequence is correct. If it is not correct, a sequence error is displayed.
- Not activated: Arrive and leave bookings are checked automatically by the system to ensure their sequence is correct.

Default: Not activated.
You can change the sequence check using corrections.

Data transfer 1 and 2 selection field:
Contains the selection for data transfer if this is set up in your system and this person's data is to be transferred.
Options:
- All jobs for data transfer created in the system.

Default: No selection.

Shift profile selection field:
Contains the shift profile with the shift groups, if the person is subject to shift administration.
Options:
- All shift profiles created in the system.

Default: No selection.

Shift group selection field:
Contains a shift group from the selected shift profile.
Options:
- All shift groups of the selected shift profile.

Default: No selection.

Change permission checkbox:
Indicates whether an automatic shift change by means of bookings is allowed.
Options:
- Activated: An automatic shift change may be performed.
- Not activated: Automatic shift changes are not allowed.

Default: Not activated.

Automatic rollback checkbox:
Contains the identifier for automatic rollback after a shift change by means of bookings. At the end of the

day, the person remains in the shift group to which they changed, if this identifier is not set. If automatic rollback is set, the person is allocated back to the shift group in which they were before the shift change.
Options:

- Activated: Automatic rollback is executed.
- Not activated: Automatic rollback is not executed.

Default: Not activated.

Rest period input field:
Allows you to specify a rest period between two shifts. The rest period is checked when the first booking of the day is made. If the absence time between the last booking on the previous day and the first booking on the current day is less than the rest period, a specifics entry to this effect is generated.
Input format: hh:mm

ID cards table:
This table displays the ID cards allocated to the person when you have set ID card administration level 2 or 3. Use the buttons in the table to edit or delete the allocated ID cards or add new ID cards.

Note: If ID card administration level 3 is set, the ID cards are managed in the ID card administration and you may only select ID cards from the table which are not yet allocated to a person.

ID card number column:
Contains the ID card number encoded in the ID card, clearly identifying the ID card across the company.

Encode and print ID card button:
If a PC reader is configured as an ID card creation system, the ID card can be encoded directly using this button. You can encode and print the ID cards simultaneously using a MAGiCARD printer.

ID card label column:
Contains the label visible on the assigned ID card, if available.

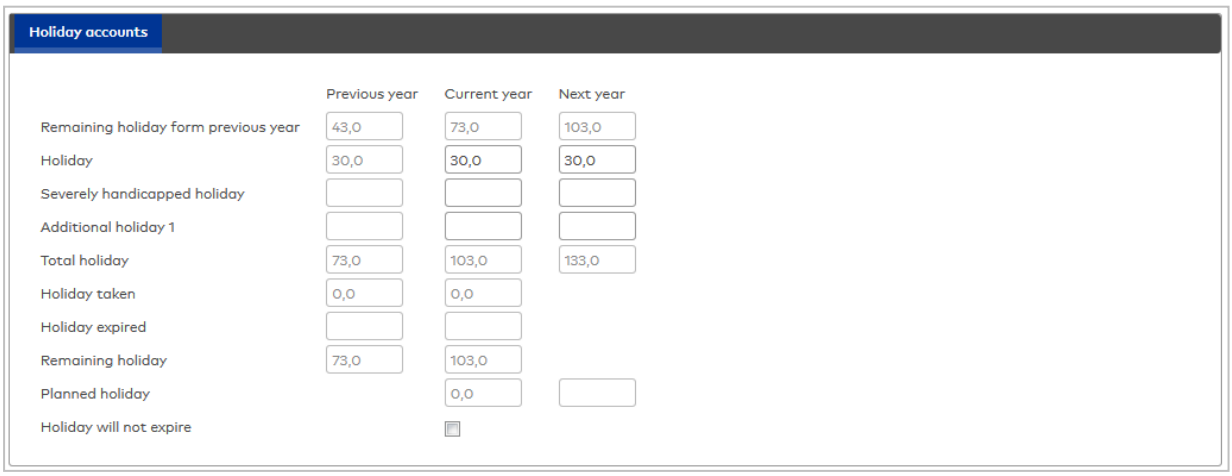
ID card type column:
Contains the ID card type of the ID card which essentially determines the reading technology and the evaluation of the internal ID string.

Allocated booking profiles:
Booking profiles define the terminals on which the person is permitted to book. Each person may be allocated several time booking profiles.

Booking profile column:
Contains the allocated booking profiles.

"Holiday accounts" tab

The **Holiday accounts** tab contains an overview of the current holiday accounts for the previous year, the current year and the next year. See also ▸ Work with holiday accounts.



Previous year column:
Contains the holiday accounts for the previous year which are applied during the year reconciliation in the current year.

Current year column:
Contains the holiday accounts for the current year.

Next year column:
Contains the holiday accounts for the next year. These accounts generally contain specifications for holiday accounts which are transferred into the current year accounts during the year reconciliation.

Holiday will not expire checkbox:
Indicates whether the holiday will not be cancelled if there is an automatic cancellation.
Options:
- Activated: The holiday is not cancelled
- Not activated: the holiday is cancelled.

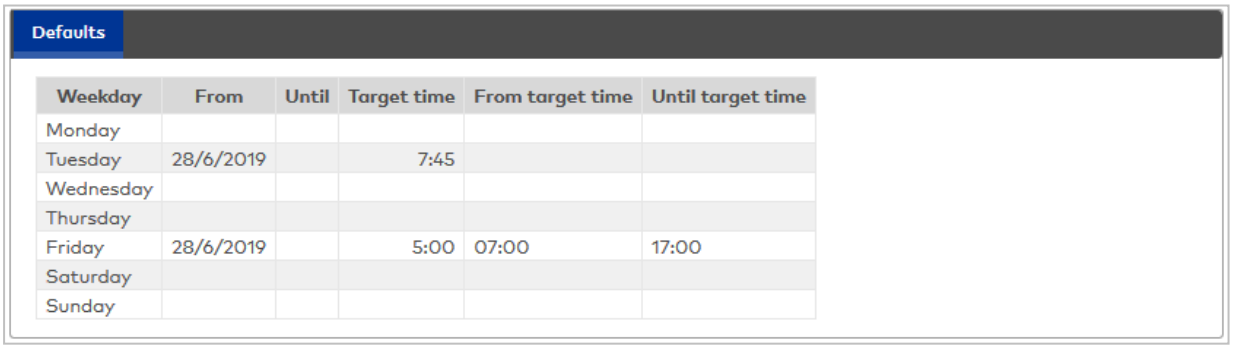
Default value: Not activated.

Note: You can change the specifications for holiday accounts using the field-specific corrections or the different correction dialogs.

"Defaults" tab

The **Defaults** tab contains the default values that are valid for the person in question on the current date. The tab provides various defaults and a one-week rhythm, depending on the setting of system parameter Time 43 "Personal specifications mode".
These defaults can be used to define individual defaults for every day from Monday to Sunday for each person. If a specification is present for a day in the defined time range, this replaces the setting made in the time daily program. The substitute program from the work schedule applies on bank holidays.

Default settings 0:
The table of defaults shows the current values.


Defaults

Weekday	From	Until	Target time	From target time	Until target time
Monday					
Tuesday	28/6/2019		7:45		
Wednesday					
Thursday					
Friday	28/6/2019		5:00	07:00	17:00
Saturday					
Sunday					

Weekday column:
Contains the weekday for the defaults.

From column:
Contains the date from which the defaults apply. If no date is specified, the defaults apply from the "Valid from" date.

Until column:
Contains the date until which the defaults are valid. If no date is specified, the defaults have no time limitations.

Target time column:
Contains the target hours default.

From target time column:
Contains the "From" time for the work time.

Until target time column:
Contains the "Until" time for the work time.

Default settings 1:
Addition default options.

Weekday	From	Until	Target time	From target time	Until target time
Monday	01/13/2021			06:00	18:00
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Absence times

Weekday	From	Until	Absence type
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Maximum working hours column:
Contains the maximum working hours default.

Core time from / until column:
Contains the default core time range.

Business authorisation start default:
Contains the default for the start of business authorisation.

Business authorisation end default:
Contains the default for the end of business authorisation.

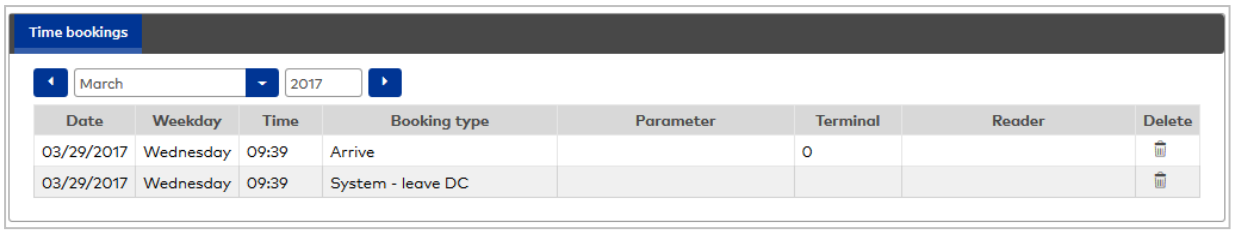
Absences table:
Defaults for absences on the various days can be specified in the table of absences. A typical example is an absence for trainees visiting their vocational training college.

Absence column:
Contains the default for the absence that applies on the current day.

Default settings 2:
These settings apply in a 2-week rhythm beginning on the "From" date.
This allows a separate default to be assigned to every week. If no details are entered in a certain week, the value from the respective time daily program that is relevant for allocations applies.

"Time bookings" tab

The **Time bookings** tab shows the allocation-relevant bookings of the person for each month.



Left, right arrow buttons:
Use these buttons for scrolling one month forwards or backwards.

Month selection field:
Contains the month to be displayed.
Options:

- January – December

Year input field:
Contains the year to be displayed.

Bookings table:
The bookings table displays the bookings. You can delete individual bookings using the delete function.

Date column:
Contains the date of the booking.

Weekday column:
Contains the weekday of the booking.

Booking type column:
Contains the booking type of the booking.

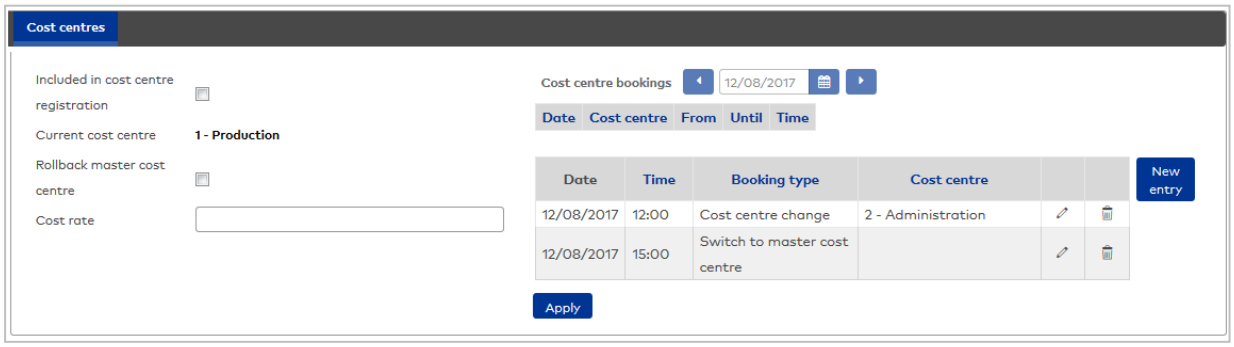
Parameter column:
Contains the parameters of the bookings, if the booking contains parameters. This is usually the case for corrections.

Terminal column:
Contains the terminal in the case of booking on a terminal.

Reader column:
Contains the reader in the case of booking on a reader.

"Cost centres" tab

The **Cost centres** tab contains the allocation-relevant information concerning the person's cost centre registration. Next to this, the cost centre bookings are displayed specifically for each day. You can make corrections related to cost centre registration.



Included in cost centre registration checkbox:
Indicates whether the person is included in cost centre registration.
Options:

- Activated: Person participates in cost centre registration and the person's cost centre bookings will be allocated.
- Not activated: Person does not participate in cost centre registration.

Current cost centre display field:
Contains the cost centre to which the person currently books.

Rollback master cost centre checkbox:
Indicates whether the person automatically switches back to the master cost centre at the end of the day after changing cost centres.
Options:
- Activated: The person automatically switches back to the master cost centre at the end of the day. The next day begins with the master cost centre and working hours are booked to this cost centre.
- Not activated: The person remains in the booked cost centre.

Cost rate input field:
Contains the cost rate of the person. This value is multiplied by the cost centre's booked hours for evaluation.
Value range: Empty, 0.00–999999.99

Cost centre bookings date field:
Contains the date for displaying cost centre bookings. Navigate between the days using the navigation buttons.

Cost centre bookings table:
The table displays the cost centre bookings for the selected date and shows the booking times and working hours.

Date column:
Contains the date of the cost centre booking.

Cost centre column:
Contains the cost centre to which bookings are made.

Time column:
Contains the time of the booking.

Until column:
Contains the time of the Until booking.

Time column:
Contains the cost centre working hours.

Bookings table:
The bookings table contains the person's bookings that are relevant for cost registration.
Existing bookings can be changed or deleted and new bookings can be added.

Date column:
Contains the date of the cost centre booking.

Time column:
Contains the time of the From booking.

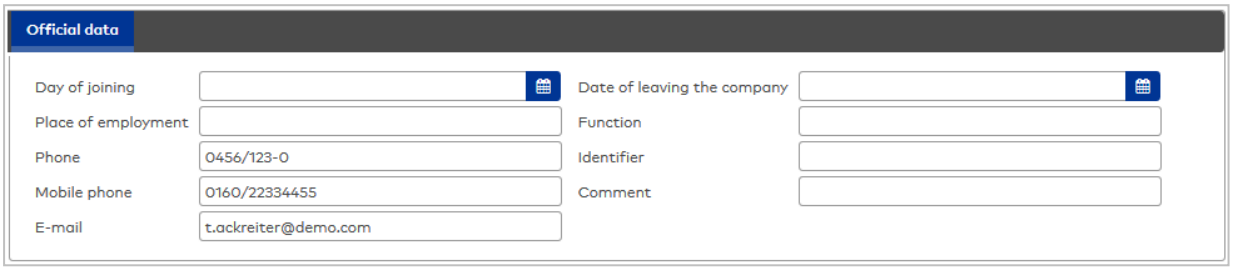
Booking type column:
Contains the booking type of the booking. Only booking types that are relevant for cost centre registration are permitted:
- Arrive with cost centre change
- Cost centre change
- Switch to master cost centre

Cost centre column:
Contains the cost centre to which bookings are made if the cost centre must be stated.

Apply button:
When the alterations are applied to the bookings table, calculation correction starts and the cost centre bookings are recalculated.

"Official data" tab

The **Official data** tab contains official contact data and additional information on company affiliation and function. All fields on this tab are optional; you do not have to enter any data.



Day of joining date field:
Contains the date from which the person is employed in the company. Enter a date or click the calendar icon and select a date.

Place of employment input field:
Contains the place of employment to which the person is allocated, such a subsidiary or branch office.

Phone input field:
Contains the business phone number of the person.

Mobile phone input field:
Contains the business mobile phone number of the person.

E-mail input field:
Contains the business e-mail address of the person.

Date of leaving the company date field:
Contains the date from which the person has left/will leave the company.
If the set leaving date is in the past, the blocking reason "Former employee" will be set immediately. If the person is assigned as a user, this authorisation will also be blocked.
Time allocation is not affected by the leaving date. This allows corrections to be made for the person retrospectively if necessary. If no further allocations are made after the leaving date, the "Valid until" date in time allocation must be set manually.
If the set leaving date is in the future, background tasks ensure that the blocking reason is set starting on the day after the leaving date. The time zone of the respective person is taken into consideration.

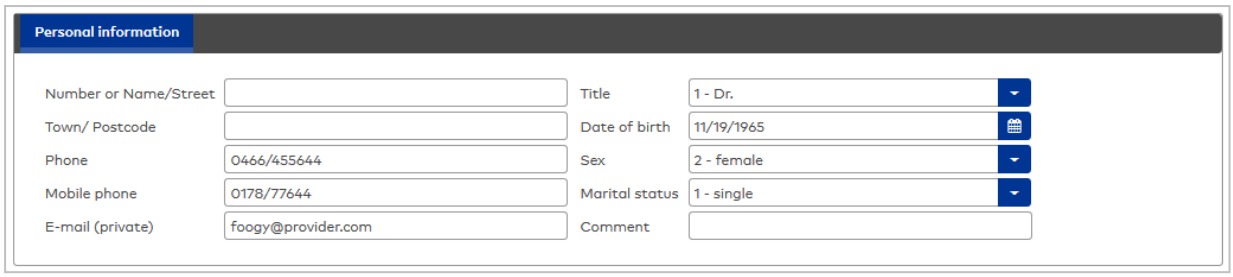
Function input field:
Contains the function of the person within the company.

Identifier input field:
For specifying additional attributes, such as the company car LPN.

Comment input field:
Free text field for specifying additional comments.

"Personal information" tab

The **Personal information** tab contains personal contact data and additional information on the person. All fields on this tab are optional; you do not have to enter any data.



Number or Name/Street input field:
Contains the street and street number where the person is registered.

Town/Postcode input field:
Contains the postcode and city where the person is registered.

Phone input field:
Contains the private phone number of the person.

Mobile phone input field:
Contains the private mobile phone number of the person.

E-mail input field:
Contains the private e-mail address of the person.

Title selection field:
Contains the academic title of the person. Select a title from the list.

Date of birth date field:
Contains the date of birth of the person. Enter a date or click the calendar icon and select a date.

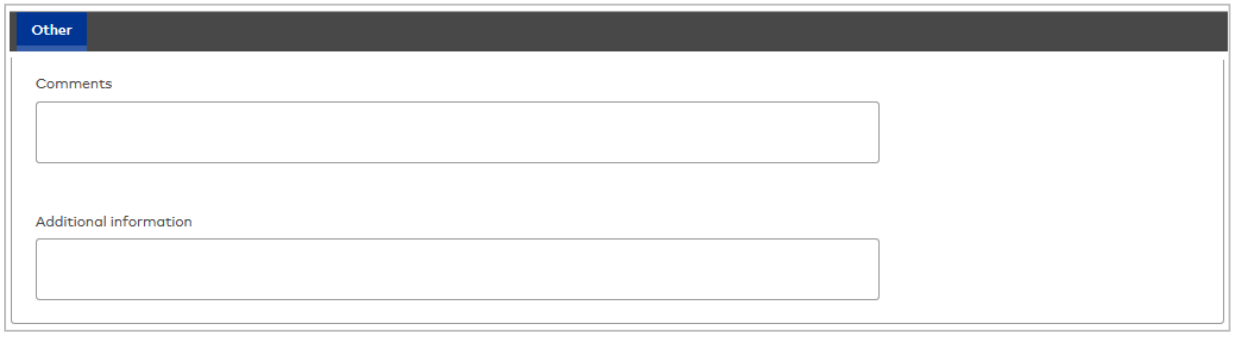
Sex selection field:
Contains the gender of the person. Select a gender from the list.

Marital status selection field:
Contains the marital status of the person. Select a marital status from the list.

Comment input field:
For specifying additional comments.

"Other" tab

The **Other** tab contains two input fields in which you can save additional comments and information.



"Documents" tab

The **Documents** tab contains all the documents saved for the respective person.

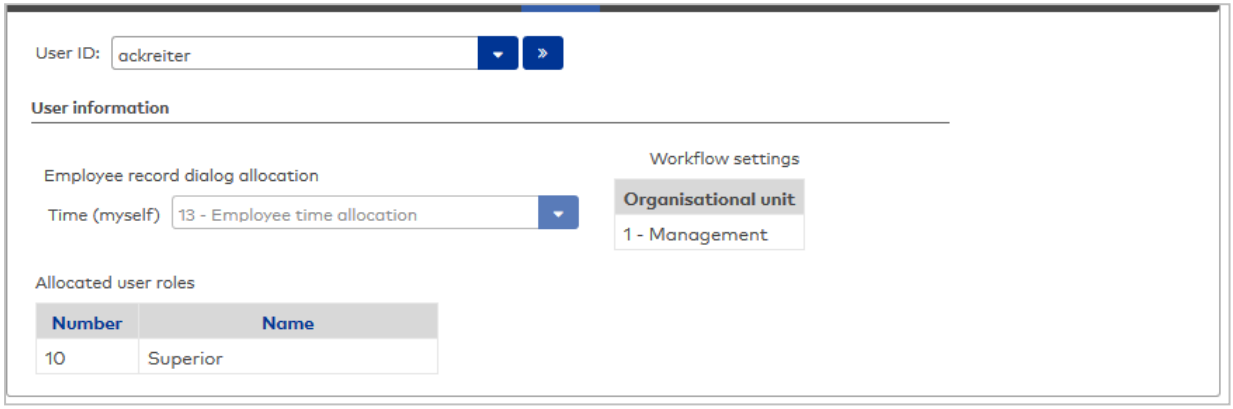
Note: This tab is only present if documents have been imported for this person.

Click the symbols to download or delete any of the saved documents. Documents can be added to employee records using the **Document import** interface.

"Login" tab

The **Login** tab contains the necessary information on the login into the system. In addition to the operators who administrate the system, people who carry out visitor reservations, perform room administration or carry out web bookings, for example, also require a user ID for logging in.

Note: This tab is mainly used to display the associated user data. You can use the **Details** symbol to switch directly to the **Edit user** dialog and edit the user data there.



User ID field:
Displays the system-wide unique user name. You can use the **Details** symbol to open the **Edit user** dialog, where you can create or edit the user record.

Allocate employee record configuration:
For the maintenance of employee master data, you must select a configuration for the employee record dialog for every user.
If the selection is empty, but the user has access permissions for person maintenance, a corresponding message appears when person maintenance is opened from the menu.

Note: The selections are only active with the relevant licence.

Person administration time selection field:
Determines the employee record dialog for opening the employee master data from the **Access** menu.
Options:

- All employee record dialogs created in the system.

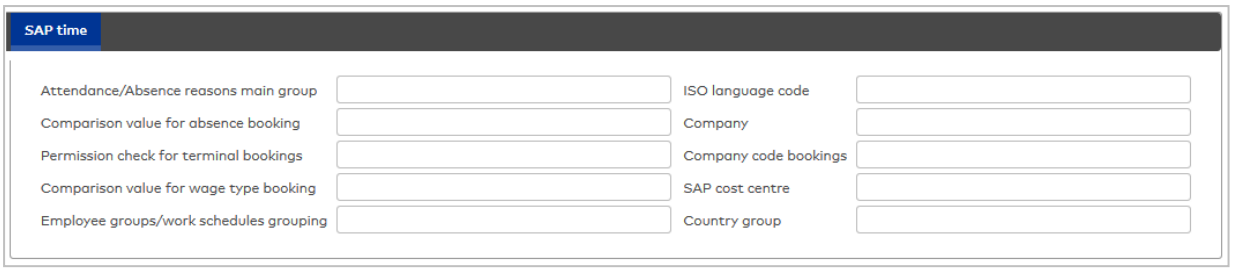
Allocated user roles table:
Contains the user roles allocated to the user, in which the access permissions for the dialogs are specified.

Alternative tabs

The most important alternative tabs which are generally used for attendance recording, such as with an SAP connection, are described below, or supplementally to the tabs described.

"SAP time" tab

This tab contains the typical employee record fields for the SAP connection.
All fields are for display only and cannot be changed, as the values are overwritten at each transfer.



Attendance/Absence main group display field:
Contains the allocation for the absence/attendance grouping.

Comparison value for absence booking display field:
Contains the allocation for the absence/attendance grouping.

Permission check for terminal bookings display field:
Contains the allocation for the time event type group.

Comparison value for wage type booking display field:
Contains the allocation for the external wage types grouping.

Employee groups/work schedules grouping display field:
Contains the allocation for the work schedule grouping.

ISO language code display field:
Contains the allocation of the language.

Company display field:
Contains the company indicator.

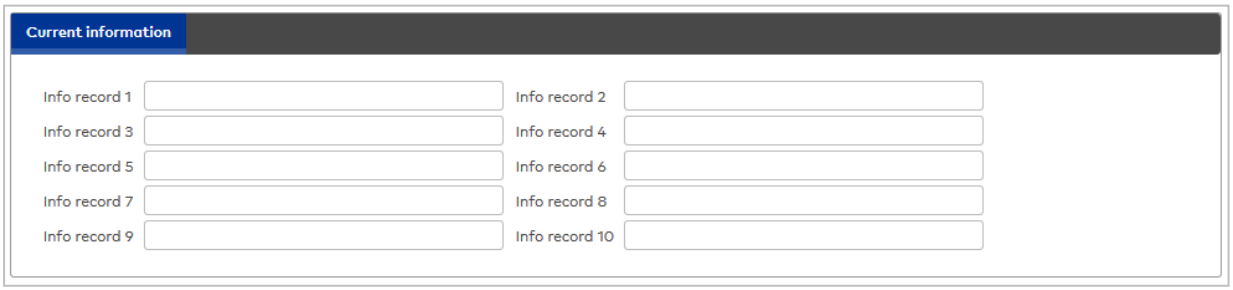
Company code bookings display field:
Contains the allocation for the company code bookings booking group.

SAP cost centre display field:
Contains the allocation for the cost centre.

Country group display field:
Contains the allocation for the country grouping.

"Current information" tab

The **Current information** tab contains the 10 possible info records that can be displayed for bookings on the terminal.

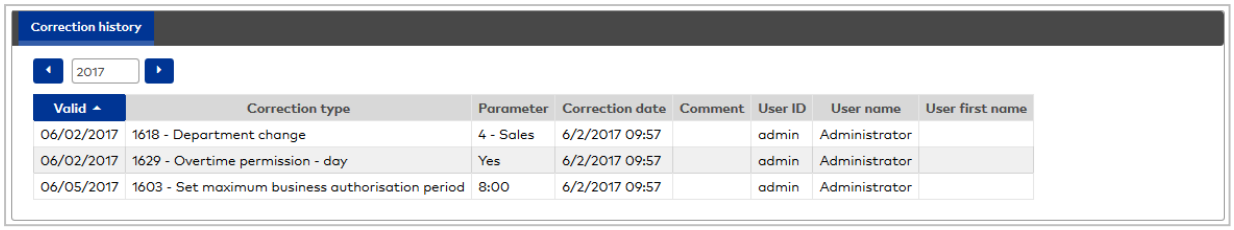


Info records 1 - 10 display fields:
Contains the values for the allocated info records.

Note: The "Info record allocations" dialog is used to define which employee record accounts and time accounts are allocated to the info records.
See also: Working with the system: Working with info records.

"Correction history" tab

This tab shows the history of the allocation-related corrections to the employee record. It does not include bookings and absences.



Valid	Correction type	Parameter	Correction date	Comment	User ID	User name	User first name
06/02/2017	1618 - Department change	4 - Sales	6/2/2017 09:57		admin	Administrator	
06/02/2017	1629 - Overtime permission - day	Yes	6/2/2017 09:57		admin	Administrator	
06/05/2017	1603 - Set maximum business authorisation period	8:00	6/2/2017 09:57		admin	Administrator	

Year selection:
The correction history is shown for each year. Use the scroll keys to skip forwards or back a year.

Table of corrections:

Valid column:
Contains the date from which the change is valid.

Correction type column:
Contains the correction type of the correction that has been performed.

Parameter column:
Contains the parameters for the correction.

Correction date column:
Contains the date when the correction was performed.

Comment column:
Contains the comment for the correction, provided this has been entered.

User ID column:
Contains the ID of the user who made the correction.

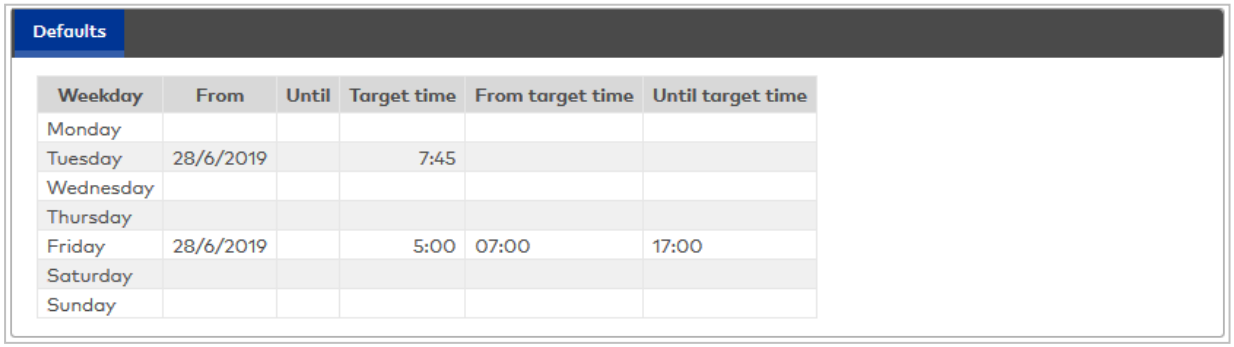
User name column:
Contains the last name of the user who made the correction.

User first name column:
Contains the first name of the user who made the correction.

"Defaults" tab

The default values for the target hours and the from/until working hours that apply to the respective person for the current date are shown on the **Defaults** tab.
These defaults can be used to define individual defaults for every day from Monday to Sunday for each person. If a default is present for a day in the defined time range, this replaces the target hours or work hours from the time daily program. The substitute program from the work schedule applies on bank holidays.

The defaults are not version-controlled as the valid time range is specified for every default.



Weekday	From	Until	Target time	From target time	Until target time
Monday					
Tuesday	28/6/2019		7:45		
Wednesday					
Thursday					
Friday	28/6/2019		5:00	07:00	17:00
Saturday					
Sunday					

Weekday display:
Contains the weekday on which the default applies.

From date field:
Contains the date of the first day of the default. If no entry is made, the default applies from the first day of the allocation.

Until date field:
Contains the date for the last day of the default. If no entry is made, the default applies until the last day of the allocation.

Target time total:
Contains the target time for the specified time range.

From target time time field:
Contains the beginning of the work time.

Until target time time field:
Contains the end of the work time.

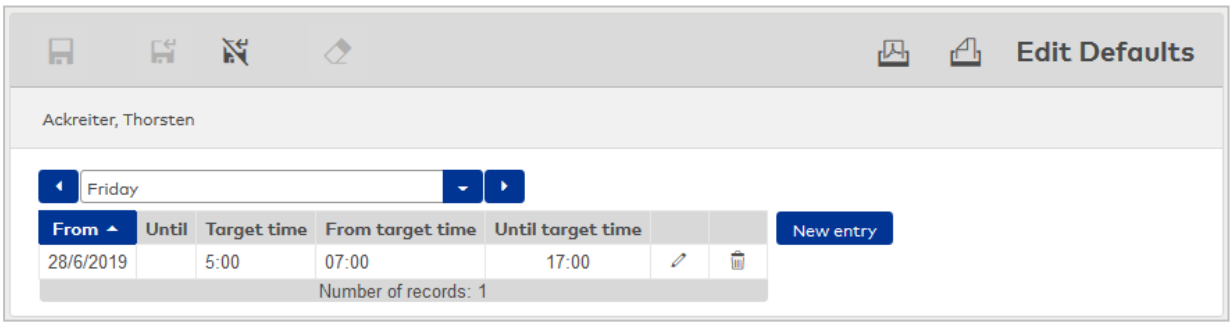
Click the weekday to open the **Edit Defaults** dialog.

"Edit defaults" dialog

The **Edit Defaults** dialog is used to create new defaults and to change or delete existing defaults.

Note: Defaults must not overlap. The value stated in the time daily program relevant for allocations applies to time ranges without defaults.

Input can be saved or discarded using the central toolbar. When saved, the allocation is made. Changes are effective immediately and the system jumps back to the Person administration dialog.



Date field:
Contains the weekday for the defaults. Use the arrows to scroll through the days from Monday to Sunday.

Table:
The table contains the defaults for the displayed weekday.

From date field:
Contains the date of the first day of the default. If no entry is made, the default applies from the first day of the allocation.

Until date field:
Contains the date for the last day of the default. If no entry is made, the default applies until the last day of the allocation.

Target time total:
Contains the target time for the specified time range.

From target time time field:
Contains the beginning of the work time.

Until target time time field:
Contains the end of the work time.

Report views and corrections

The report views provide a clearly arranged display and evaluation of a person's time accounts directly from their employee record.

Note: Welche Werte in der Tabelle ausgegeben werden, ist für jeden Benutzer im System über die Personal fixed reports settings oder über den Quersprung in der zentralen Symbolleiste separat konfigurierbar.

In the monthly overview, you can access the daily correction dialog directly from the display and directly book absences in the yearly overview. Conduct general corrections in the correction dialog.

Monthly overview

The **Monthly overview** contains a day-specific overview of the allocation-relevant bookings, absence times and time accounts for the selected month.

You can navigate between the versions using the arrows.

January 2016

Date	Wd	From	To	Absence	Target time	Actual time	Daily balance	Balance
01/01/2016	Fri			Bank holiday	8:00	8:00		71:19
01/02/2016	Sat							71:19
01/03/2016	Sun							71:19
01/04/2016	Mon				8:00		-8:00	63:19
01/05/2016	Tue				8:00		-8:00	55:19
01/06/2016	Wed				8:00		-8:00	47:19
01/07/2016	Thu				8:00		-8:00	39:19
01/08/2016	Fri				8:00		-8:00	31:19
01/09/2016	Sat							31:19
01/10/2016	Sun							31:19
01/11/2016	Mon				8:00		-8:00	23:19
01/12/2016	Tue				8:00		-8:00	15:19

Click a specific day to open the **Edit Daily corrections** dialog. You can use this dialog to make several corrections to the date displayed and insert, change and delete bookings.

Note: The possible corrections depend on the individual rights in relation to the correction types.

Yearly overview

The **Yearly overview** dialog displays the absence times, workdays or other specifics and the time daily programs in calendar format for a year. The display is selected using the selection field for the display options.

You can also select between the calendar view and the totals view.

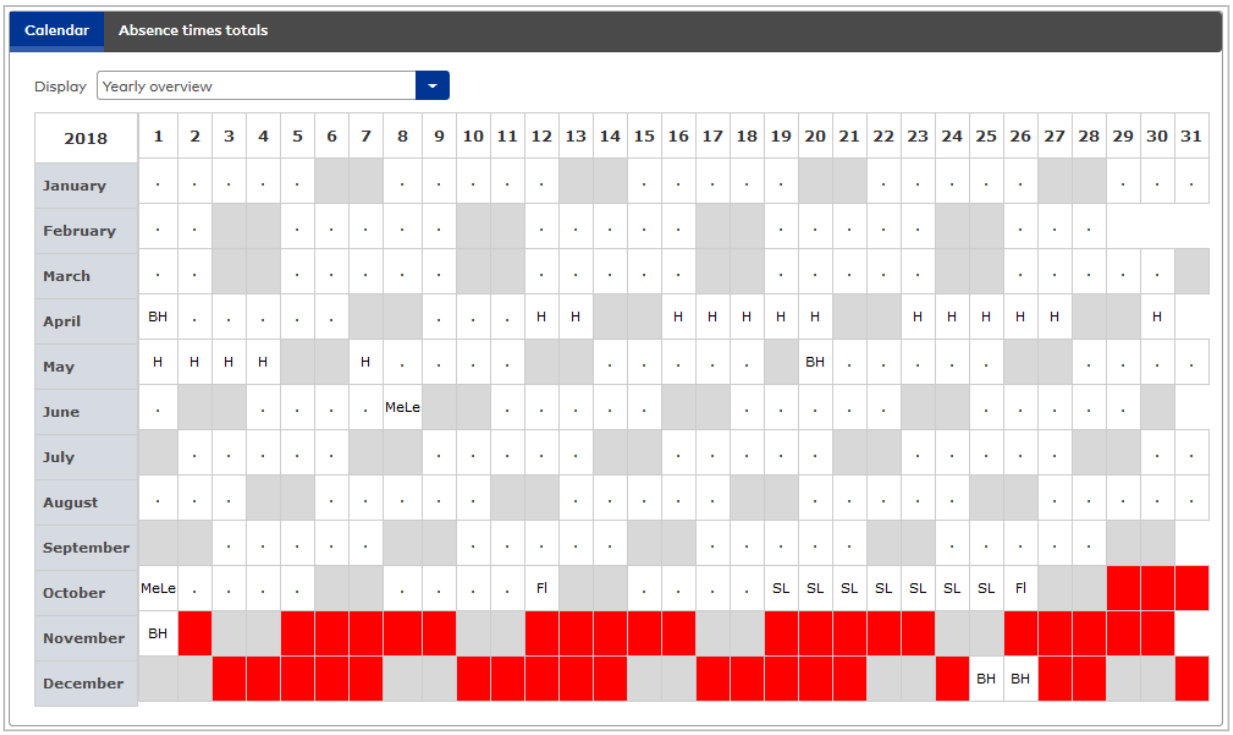
Note: If the shift administration option is activated, the **Extra shifts** tab is also shown.

Year picker:
Contains the year to be displayed. You can use the navigation arrows to scroll back or forward a year or you can enter the year directly to jump to the required year.

"Calendar" tab

This tab provides you with a calendar overview. You can view all absences with short names for specific days in the calendar.

View: Yearly overview + daily programs - per day example.



Display selection field:
Contains the options to be displayed:
Options:

- Yearly overview: with absence times, workdays and special days such as absence without excuse and days without target time. The columns of the overview are oriented to the date.
- Yearly overview - per day: as yearly overview. The columns of the overview are oriented to the weekdays.
- Yearly overview + time daily programs: Yearly overview with added line with the time daily programs. The time daily programs are output in the first line.
- Yearly overview + time daily programs - per day: As yearly overview + daily programs. The columns of the overview are oriented to the weekdays.
- Daily programs: only the daily programs are displayed.
- Daily programs - per day: as daily programs. The columns of the overview are oriented to the weekdays.

"Daily programs" calendar view

For the past, the time daily programs are displayed according to the allocation; for the future, the planned time daily programs are displayed according to the current shift profile and the planned shift allocations. If the person is not subject to shift administration, the time daily programs are displayed according to the work schedule.
In the two-line versions of the display, the time daily programs are shown in the first line.

"Yearly overview" calendar view

The workdays and other specifics are displayed in this line, along with the bank holidays and absence times.
Details in the display:

- Days before and after the validity period, on which the person is included in time management, and days in the future that are not absence times or bank holidays.
- Days without target time. These are days without target time or attendance. These are usually the weekend. For part-time employees or persons subject to shift administration, these also include days on which the person does not work.
- Bank holidays
- Absence times with short name
- Attendance. These are days with target time when the person was present.
- Absence without excuse. These are days with target time on which no working hours were allocated.

Note: The display for non-relevant days, days with attendance, days with absence without an excuse and days without target time is configured in the system parameters. Both the colour and the symbol for the display can be predefined.

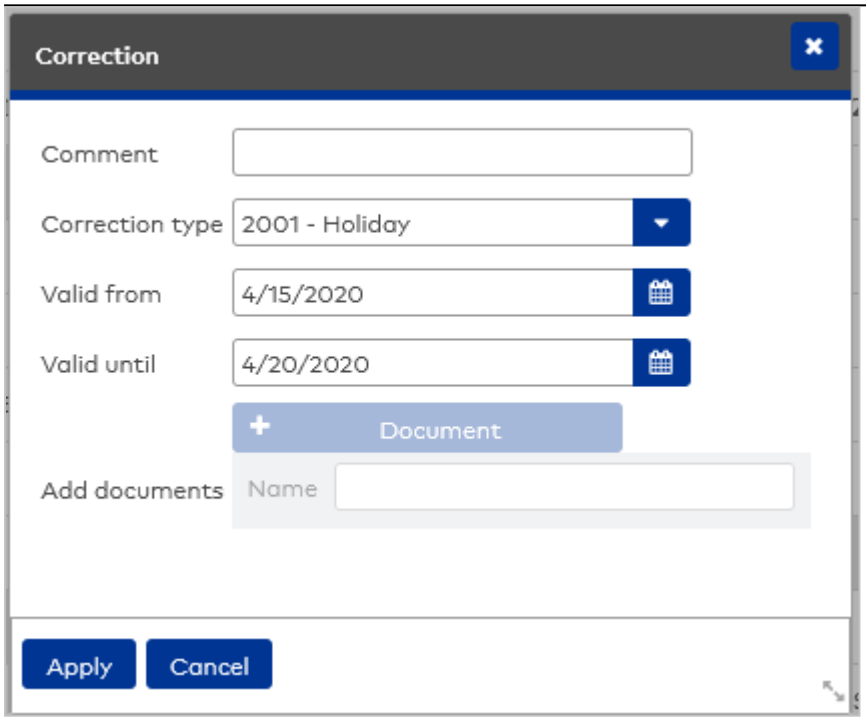
Direct daily correction:
Click a day to open the **Edit Daily corrections** dialog where you can enter, change, delete or cancel an absence for this day.

Inserting corrections and absence times into the overview

Click a specific day to open the **Edit Daily corrections** dialog. This dialog enables you to make the most important corrections and allocate these when transferring.

Open the dialog for entering an absence by selecting a time range with the mouse.
Position the cursor over the date on which the absence should begin, then hold down the left mouse button and drag to the date on which the absence should end. Release the mouse button to open the dialog for entering the absence.

Note: For absences that run from one year into the next, select the area to the end of the year and enter the date on which the absence should end in the **Valid until** date field.



Correction type selection field:
Contains the correction type for the absence.

Valid from date field:
Contains the date for the first day of absence. The date is transferred from the yearly overview but can be changed if necessary.

Valid until date field:
Contains the date for the last day of absence. The date is transferred from the yearly overview but can be changed if necessary.

Previous absence selection field:
If absences are booked in the correction dialog with the identifier "Subsequent absence time", a selection of existing previous absences will be offered. When one of these absences is transferred, it is connected to the new absence.
Options:

- All absences created in the system with the identifier "Subsequent absence time".

Note: The selection field is only present if absence types with the identifier "Subsequent absence time" are defined in the system.

Substitute selection field:
This option is present if the correction is linked to a workflow and the workflow requires a substitute. If several substitutes are possible but no selection is made, all substitutes will be notified. Otherwise, only the substitute entered receives an approval message.

Add documents area:
If the option of adding documents is activated for the absence type, the block on importing documents is released.
+ Document button:
Opens the browser for selecting the document.

Apply button:
Click this button to accept the input. Upon acceptance, the input is saved and a reallocation performed. After the allocation, the yearly overview is displayed again.

Cancel button:
Click this button to discard the input and return to the yearly overview.

"Absence times totals" tab

The Absence times totals tab displays the absence times and absence groups for each month. The totals row displays the days and absence hours.

Calendar | Absence times totals

2018	Att	BH	Ho	Si	Fl	SpHol	MeLe	SwP	SL	SdW	AccW	Pl	M	W/oP	Bt	BA	BTdw	V	FE	MS
January	23.0																			
February	20.0																			
March	22.0																			
April	8.0	1.0	13.0																	
May	18.0	1.0	5.0																	
June	21.0						1.0													
July	22.0																			
August	23.0																			
September	20.0																			
October	13.0			7.0	2.0		1.0		7.0											
November		1.0																		
December		2.0																		
Totals in days	190.0	5.0	18.0	7.0	2.0		2.0		7.0											
Time sum		24:00	144:00	40:00			4:00		40:00											

Note: The attendance days are shown in the first left-hand column after the month. These are generally the days on which the person is registered as present in the system.

"Extra shifts" tab

This tab displays the personal extra shifts. You can add further extra shifts and change or delete existing extra shifts.

Note: The **Extra shifts** tab is only available if the shift administration option is activated.

Extra shifts table:
The table displays the extra shifts for the year.

Time daily program column:
Contains the time daily program for the extra shift.

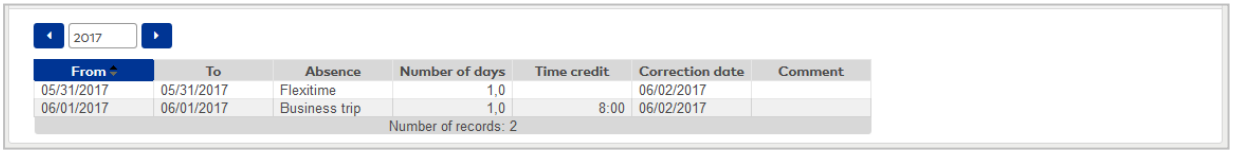
From date column:
Contains the from date for the extra shift. For extra shifts over a period of time, this is the first day for the extra shifts.

Until date column:
Contains the until date for the extra shift. For extra shifts over a period of time, this is the last day for the extra shifts.

Absence times

The **Absences** report provides an overview of the absence times per month.

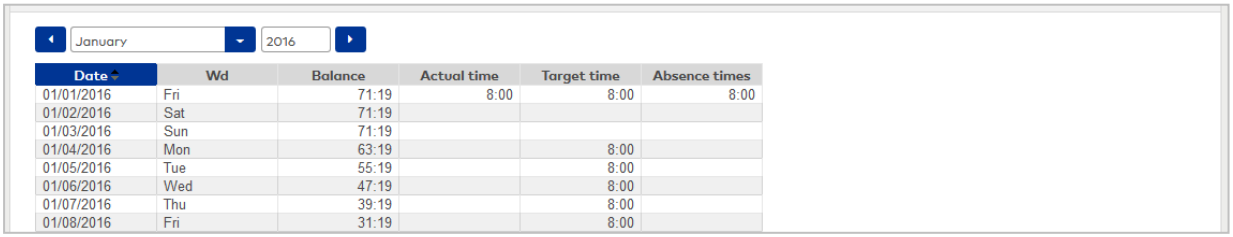
You can navigate between the versions using the arrows.



Daily data

The **Daily data** report provides a day-specific overview of time accounts per calendar month.

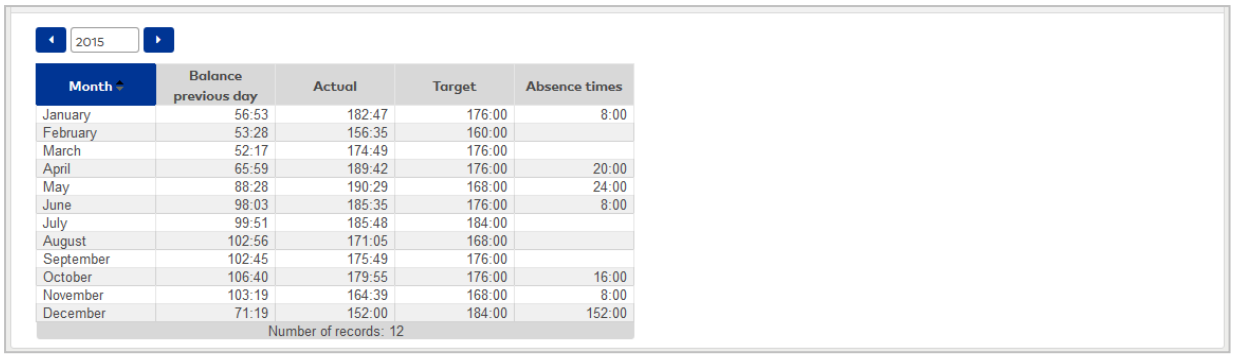
You can navigate between the versions using the arrows.



Monthly data

The **Monthly data** report provides a month-specific overview of the time accounts per year.

You can navigate between the years using the arrows.



2015

Month	Balance previous day	Actual	Target	Absence times
January	56:53	182:47	176:00	8:00
February	53:28	156:35	160:00	
March	52:17	174:49	176:00	
April	65:59	189:42	176:00	20:00
May	88:28	190:29	168:00	24:00
June	98:03	185:35	176:00	8:00
July	99:51	185:48	184:00	
August	102:56	171:05	168:00	
September	102:45	175:49	176:00	
October	106:40	179:55	176:00	16:00
November	103:19	164:39	168:00	8:00
December	71:19	152:00	184:00	152:00

Number of records: 12

Specifics

The **Specifics** report provides an overview of missing bookings and other specifics within a month.

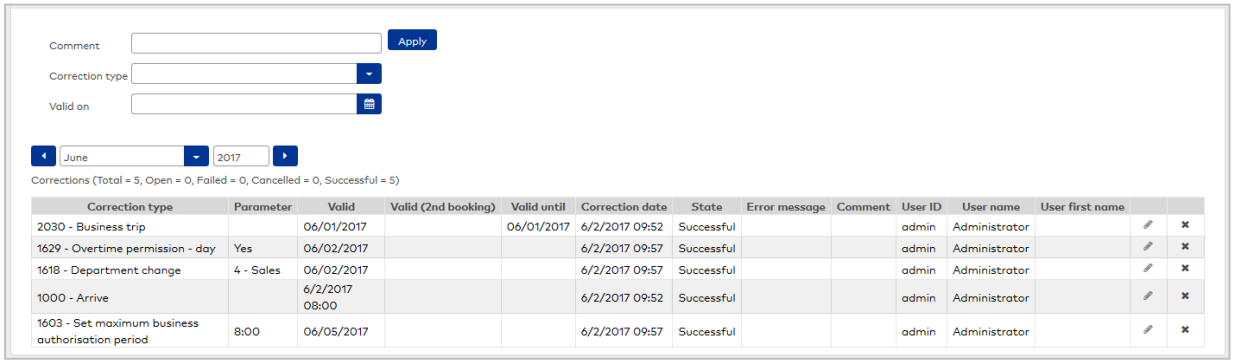
You can navigate between the versions using the arrows.

September 2016

Date/Time	Weekday	Name
09/01/2016	Thursday	No presence
09/02/2016	Friday	No presence
09/05/2016	Monday	No presence
09/06/2016	Tuesday	No presence

Corrections

The **Corrections** dialog provides an overview of all the corrections made to the person record and can be used to add further corrections.



Comment Apply

Correction type

Valid on

June 2017

Corrections (Total = 5, Open = 0, Failed = 0, Cancelled = 0, Successful = 5)

Correction type	Parameter	Valid	Valid (2nd booking)	Valid until	Correction date	State	Error message	Comment	User ID	User name	User first name
2030 - Business trip		06/01/2017		06/01/2017	6/2/2017 09:52	Successful			admin	Administrator	
1629 - Overtime permission - day	Yes	06/02/2017			6/2/2017 09:57	Successful			admin	Administrator	
1618 - Department change	4 - Sales	06/02/2017			6/2/2017 09:57	Successful			admin	Administrator	
1000 - Arrive		6/2/2017 08:00			6/2/2017 09:52	Successful			admin	Administrator	
1603 - Set maximum business authorisation period	8:00	06/05/2017			6/2/2017 09:57	Successful			admin	Administrator	

Comment input field:
Use this field to enter free text as a comment or remark on the correction.
Correction type selection field:
Contains the list of the possible correction types. The other input fields are displayed depending on the correction type.
Options:

- All correction types released in the system.

Valid from date field:
Contains the date for the correction.
For bookings, this shows the date and time of the booking.

For absences, this is the first day of absence.
If changes are made to employee records (such as permissions), this is the date from which the new setting applies.

Valid on (2nd booking) date field:
Contains the second date plus the time for a booking.

Valid until date field:
Contains the second date for full-day absences. The date indicates the final day of absence.

Further **parameter fields**:
Depending on the correction type selected, further parameters are required for the correction.

Apply button:
Click this button to save the correction input. Upon saving, the person is automatically recalculated.

Information line:
The number of corrections by status is displayed in the table:

- Total: Number of corrections in the table.
- Open: These corrections still need to be processed.
- Failed: It was not possible to complete corrections; entries remain in the table, where they can be corrected or deleted.
- New: Newly entered corrections for which the correction process has not yet been triggered.

Table:
The table contains all saved corrections. If a correction has already been processed, its status is displayed. If the correction could not be processed, you will receive further information in the error message.
You can re-edit corrections that have been saved but not yet allocated by clicking the **Edit** column.

Correction type column:
Displays the type of correction for the correction record.

Parameter column:
Displays the parameters for the correction.

Valid date field:
Contains the date and, if available, the time for the correction.

Valid (2nd booking) columns:
Contains the date and time of the second booking.

Valid until column:
Contains the end of a full-day absence period.

Correction date column:
Contains the date and the time of creating the correction.

State column:
Indicates the process status.
Display:

- New: The correction has been entered, but not yet processed.
- Successful: The correction has been successfully processed.
- Error: The correction could not be processed.

Error message column:
Displays a message if a correction record could not be processed.

Edit/delete column:
Button to edit the entry. This button is activated if the entry has not yet been allocated or was allocated incorrectly

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Note: The content of the table line is adopted in the entry line and deleted from the table. After the change is complete, the entry must be accepted again by pressing **Apply**.

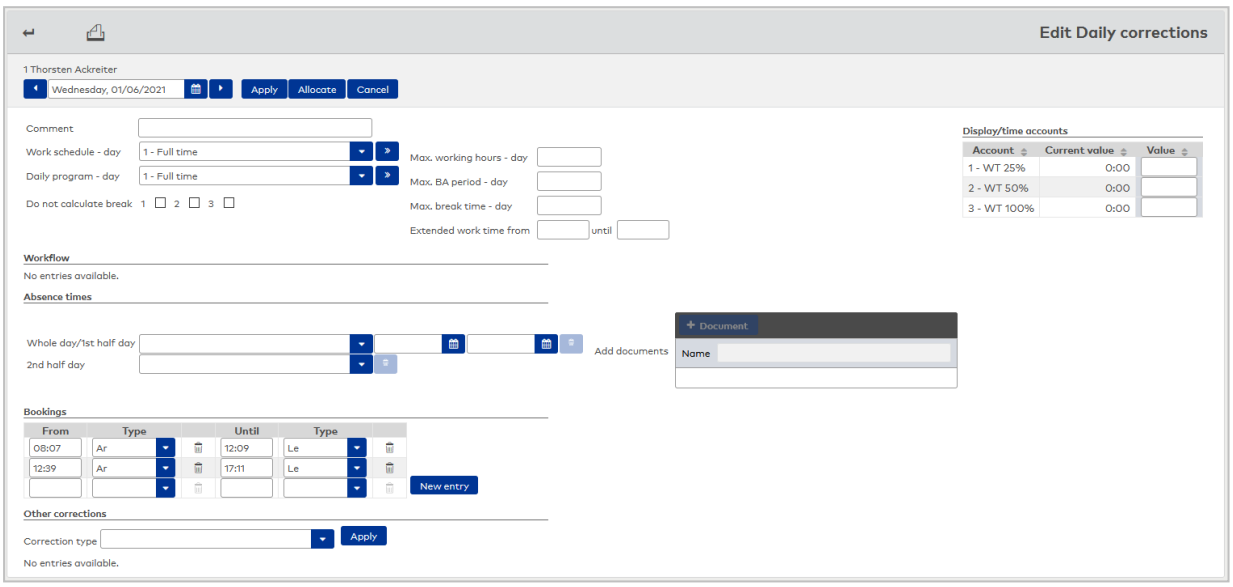
Cancel button:
This button is activated if the entry has already been allocated.

"Edit Daily corrections" dialog

Use the **Edit Daily corrections** dialog to enter, change, delete or cancel absences for a selected day.

To open this dialog click a day in the yearly overview and the monthly overview of the employee record, or click a person in the info centre.

You can use the buttons in the toolbar to print the daily corrections.



Date field:
Contains the day for which the daily correction is to be performed.

Apply button:
Applies the entries, performs the allocation and then closes the dialog.

Allocate button:
Applies the entry and performs the allocation. The current values are displayed in the dialog.

Cancel button:
Rejects the changes and closes the dialog.

Comment text field:
Free text to describe the correction.

Work schedule - day selection field:
Contains the work schedule for a one-off change. At the end of the day, the original work schedule becomes valid again.
Options:

- All work schedules created in the system.

Daily program - day selection field:
Contains the time daily program for a one-off change. At the end of the day, the original time daily program becomes valid again.
Options:

- All time daily programs created in the system.

Do not calculate break 1-3 checkbox:
Contains the identifiers for the various breaks if these should not be calculated.
Options:

- Not activated: The break is calculated.
- Activated: The break is not calculated.

Maximum working hours - day input field:
Specifies the maximum number of working hours for the day. This specification overrides all other information about the maximum number of working hours for this day.

Maximum business authorisation period - day input field:
Specifies the maximum business authorisation period for the day. This specification overrides all other information about the maximum business authorisation period for this day.

Extended work time from, until time fields:
To enter from and until times for an extended work time. Specifying an extended work time affects the pre-/post-range time period in which bookings are recorded but not allocated. When the work time is extended, the bookings are included in the calculation.
If you only wish to extend the work time at the start, specify a "from" time before the start of the work time. If you wish to extend the work time at the end, specify an "until" time after the end of the work time.
Input format: hh:mm

Workflow table:
The table displays the workflows which have not yet been approved.
The workflows can be approved directly or rejected.

Absence times area:
You can enter additional absences of several days in this area. An existing whole or half day absence is displayed and can be changed or deleted, if necessary. A change results in deletion of the existing absence and creation of the new absence.
If absence times with previous absences are defined in the system, the selection field will be presented to enable these to be chosen.

Note: If the details of an existing absence are changed, a new absence is created which overwrites the existing absence in the overlapping time range. The existing absence remains unchanged.
If the absence is not enabled for use in the **Daily corrections** dialog, a corresponding absence is shown in read mode and the absence cannot be deleted.

Whole day/1st half day selection field:
Selection of an absence for the day. You can enter a time range for absences of several days. If no dates are entered in the date fields, the absence is generated only for the day shown in the area at the top of the dialog.
Options:
- All absences released for the booking.

Previous absence selection field:
If absences are booked in the correction dialog with the identifier “Subsequent absence time”, a selection of existing previous absences will be offered. When one of these absences is transferred, it is connected to the new absence.
Options:
- All absences created in the system with the identifier “Subsequent absence time”.

Note: The selection field is only present if absence types with the identifier "Subsequent absence time" are defined in the system.

2nd half day selection field:
For entering a second half day absence.

Add documents area:
If the option of adding documents is activated for the absence type, the block on importing documents is released. The button opens the browser for selecting the document.

Time accounts area:
Depending on configuration, the table contains default accounts as display fields and created time accounts

that can be directly changed via the dialog. The default accounts are shown first, followed by the created time accounts.

Account column:
Contains the number and name of the account.

Current value column:
Contains the current value of the account.

Value column:
For entering the value by which the account is to be changed. A positive value is added, a negative value is subtracted.

Bookings area:
The table contains all bookings for the day. Where booking pairs cannot be formed, an empty input field is displayed for the time of the missing booking. You can create new bookings using the **New entry** button or delete existing bookings. To change bookings, you must open the booking for editing by using the button after the **Type** column and then change the booking type.

Note: Terminal bookings can only be deleted or altered if the appropriate rights are configured for the user.

If corrections with parameters have been configured in the dialog (such as absences during workdays or cost centre bookings), the columns required for entering parameters will be displayed. Depending on the selected correction type and the person's permitted data groups, a cost centre selection box will be displayed in the Parameter column. The column remains empty for correction types without parameters.

Note: Arrive bookings are shown in the two columns on the left and leave bookings in the two columns on the right, together with their time and type.
When entering new bookings, the types of booking that are possible depend on the configuration. It is therefore also possible to enter leave bookings in the columns on the left and arrive bookings in the column on the right.

From column:
Indicates the time for the arrive booking.

From **Type** column:
Contains the possible booking types for arrive bookings.

Parameter column:
Contains the necessary booking parameters. When booking an absence, this is the selection of possible absences; when booking a cost centre, this is the selection of possible cost centres.

Until column:
Indicates the time for the leave booking.

Until **Type** column:
Contains the possible booking types for leave bookings.

Parameter column:
Contains the necessary booking parameters. When booking an absence, this is the selection of possible absences; when booking a cost centre, this is the selection of possible cost centres.

Other corrections area:
In this area, you can make further corrections that require additional parameters. When a correction type is selected, the input fields for the parameters are enabled. The selection of the possible correction types is configured via the **Edit Configuration** dialog.

Apply button:
Applies the corrections to the table.

Table:
Corrections that have already been processed can be marked directly in the table for cancelling. Newly

entered corrections can be selected again for editing. The actions possible in each case are shown in the **Actions** column.

Correction type column:
Contains the correction type of the booking.

Time column:
Contains the time of the booking. If no time is shown, the booking is at the start of the time daily program.

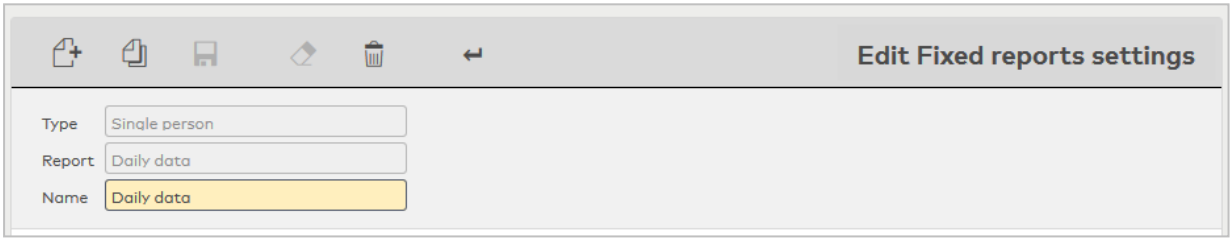
Parameter column:
Depending on the correction type, the parameters are displayed that apply to the booking.

"Edit Fixed reports settings" dialog

The **Edit Fixed reports settings** dialog specifies which data is displayed in the fixed reports.

The settings can be changed at any time and come into effect immediately after saving.

Use the buttons in the toolbar to save, accept or discard the selection.



Module display:
Contains the module which holds the report.

Type display:
Contains the report's type. The individual reports are opened in the employee record and group reports using the **Reports** menu in the menu tree.

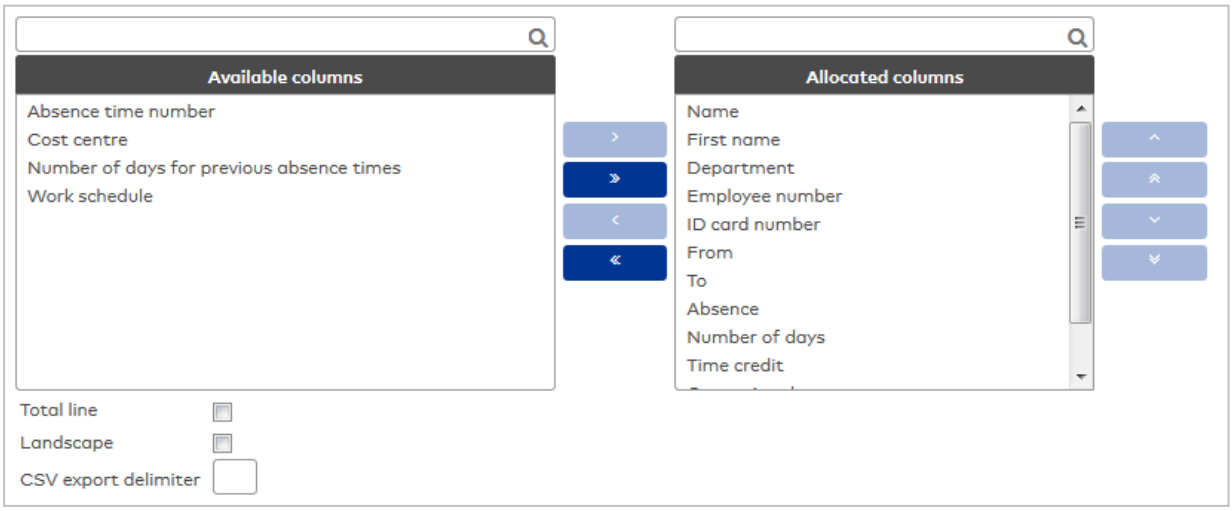
Name display:
Contains the name of the report.

The main body of the dialog deals with the properties of the reports.

Absence times

Configuration for individual and group reports:

- Absence times



Selection report **columns**:
The columns to be output are assigned using the selection reports. All employee record fields and time accounts that are enabled for use in the absences report can be selected.

Total line checkbox:
Indicates whether the total line is shown with the group reports.
Options:
- Activated: The total line is displayed. The total consists of the daily counter and time sum accounts added together.
- Not activated: The total line is not displayed.

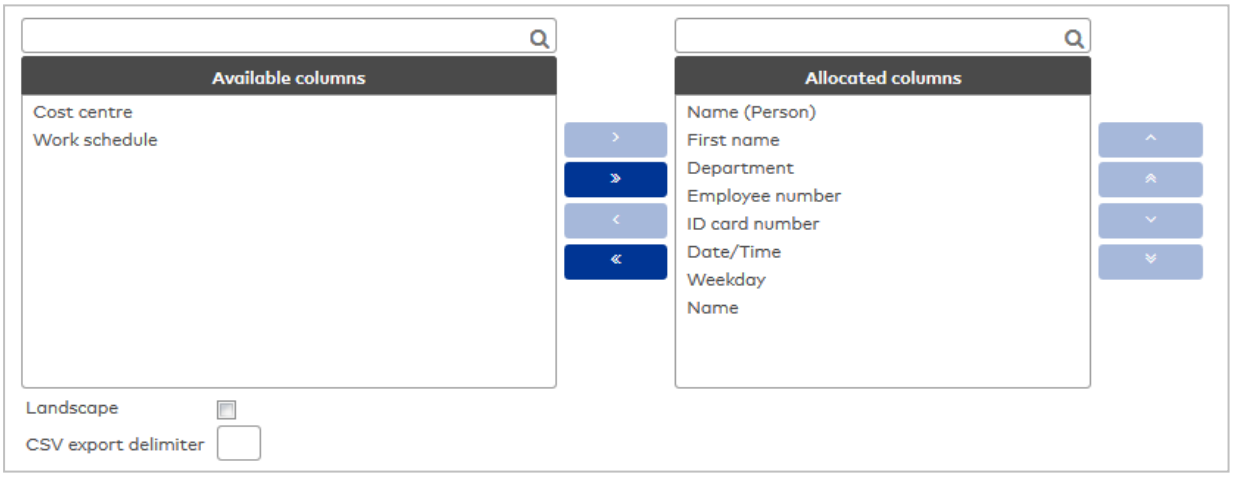
Default value: Not activated.

Landscape checkbox:
Defines the format for printouts and the PDF version of the report.
Options:
- Activated: The report is produced in landscape format.
- Not activated: The report is produced in portrait format.

Default value: Not activated.

Specifics and corrections

Configuration for individual and group reports:
- Specifics
- Corrections



Selection report **columns**:
The columns to be output are assigned using the selection reports. All employee record fields and time accounts that are enabled for use can be activated.

Landscape checkbox:
Defines the format for printouts and the PDF version of the report.
Options:
- Activated: The report is produced in landscape format.
- Not activated: The report is produced in portrait format.

Default value: Not activated.

Graphical time statistics

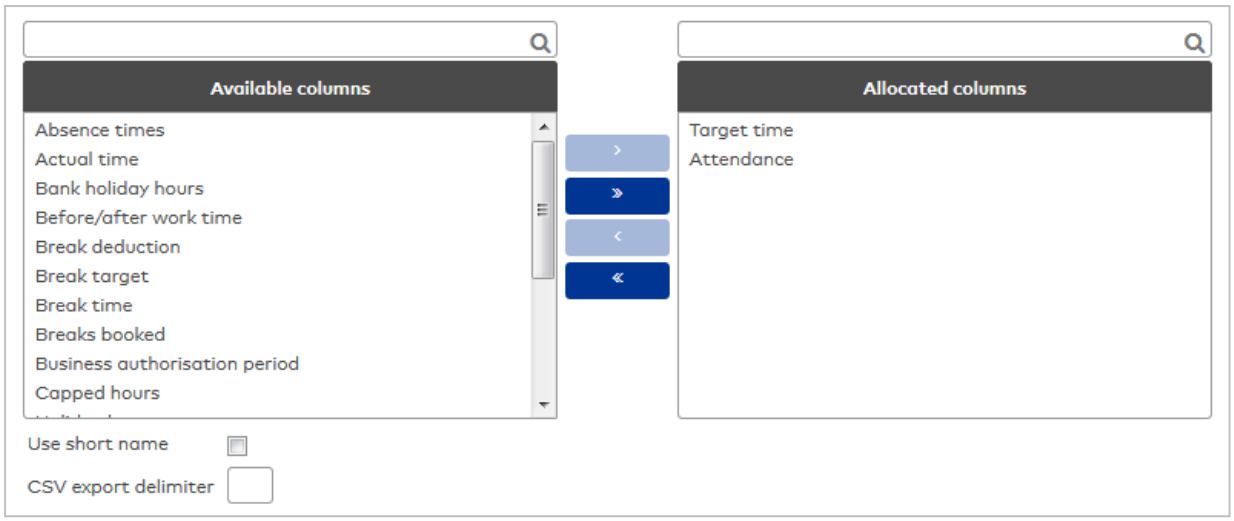
Configuration for the graphical time statistics report.

The configuration consists of the tabs:

- **General**: Contains the columns for the monthly overview.
- **Colours**: Contains the selection of colours for displaying the time bars.

"General" tab

The accounts to be displayed are selected in this tab.



Selection report **columns**:
The columns to be output are assigned using the selection reports. All fields of the elapsed time type that are enabled for use can be activated.

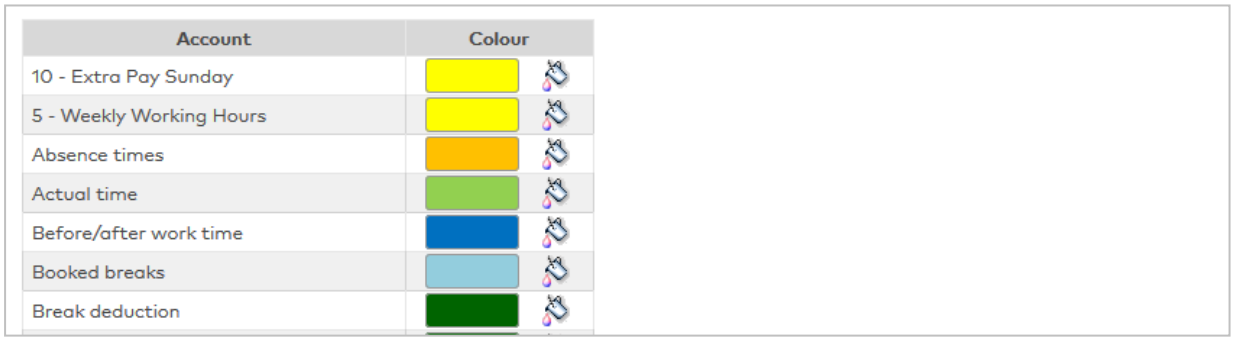
Use short name checkbox:
Indicates if names or short names should be used for accounts.
Options:

- Not activated: Names are used.
- Activated: Short names are used.

Default value: Not activated.

"Colours" tab

This tab contains the colours for displaying the time bars in the statistics.



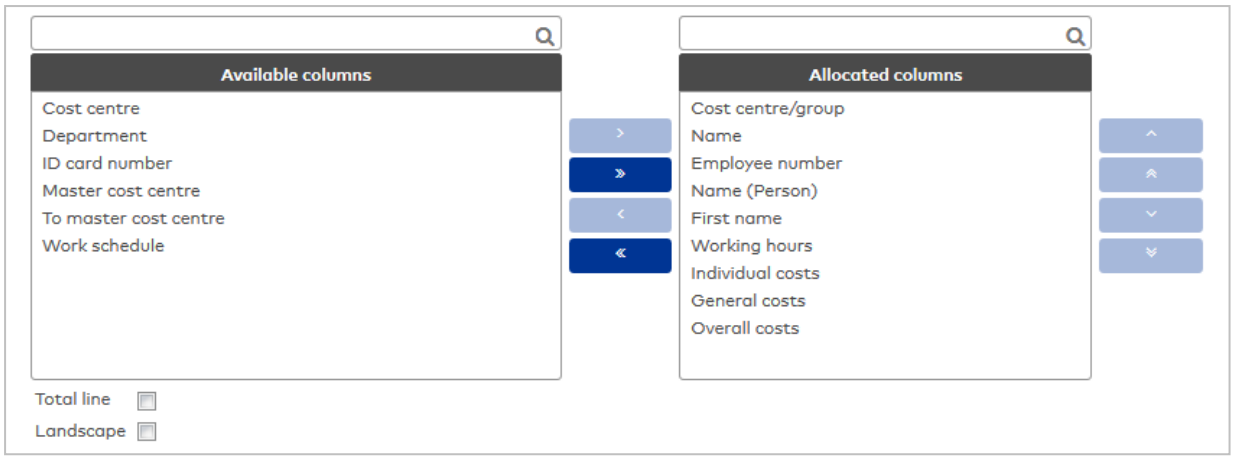
The table contains all available accounts for time statistics.

Account column:
Contains the name for the account.

Colour column:
Contains the colour for time bar. Click the colour symbol to select.

Cost centres

Configuration of cost centre individual logs and cost centre total logs.



Selection report **columns**:
The columns to be output are assigned using the selection reports. All employee record fields and cost centre bookings that are enabled for use can be selected.

Total line checkbox:
Indicates whether the total line is displayed.
Options:
- Activated: The total line is displayed. Columns containing costs and elapsed times are totalled.
- Not activated: The total line is not displayed.

Default value: Not activated.

Landscape checkbox:
Defines the format for printouts and the PDF version of the report.
Options:
- Activated: The report is produced in landscape format.
- Not activated: The report is produced in portrait format.

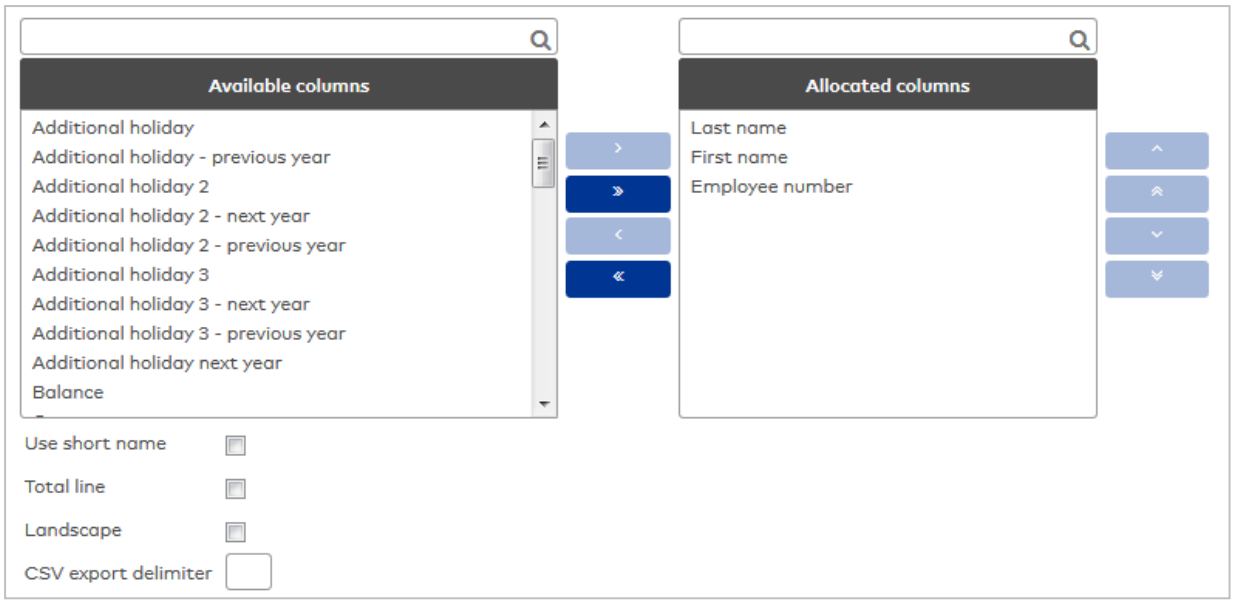
Default value: Not activated.

Yearly overview

Configuration for the Groups yearly overview.
The configuration consists of the tabs:
- General: Contains the columns for the monthly overview.
- Groupings: Contains groups for the totals.
- Absence type allocation: Contains the allocation of the absence types to the groupings.

"General" tab

This tab is used to define the accounts and therefore the columns for display in the yearly overview.



Selection report **columns**:
The columns to be output are assigned using the selection reports. All employee record fields and time accounts that are enabled for use in the yearly overview report can be selected.

Use short name checkbox:
Indicates if names or short names should be used for column headers. If the short name is selected, the absence types are also displayed with their respective short names.
Options:
- Not activated: Names of columns and absence types are used.
- Activated: Short names are used.

Default value: Not activated.

Total line checkbox:
Indicates whether the total line is shown with the group reports.
Options:
- Activated: The total line is displayed. The total consists of the daily counter and time sum accounts added together.
- Not activated: The total line is not displayed.

Default value: Not activated.

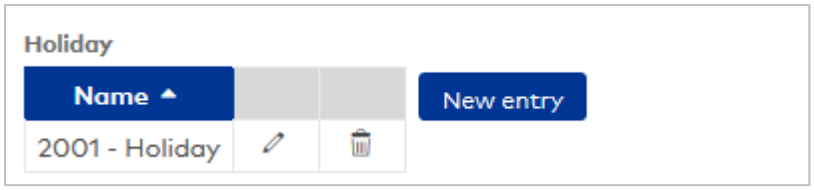
Landscape checkbox:
Defines the format for printouts and the PDF version of the report.
Options:
- Activated: The report is produced in landscape format.
- Not activated: The report is produced in portrait format.

Default value: Not activated.

"Groupings" tab:
The groups of absence types for generating totals are defined on this tab. The individual absences are selected on the **Absence type allocation** tab.

Groups table:
The groups are created in the table.

"Absence type allocation" tab:
On this tab, the absence types are allocated to the groupings.



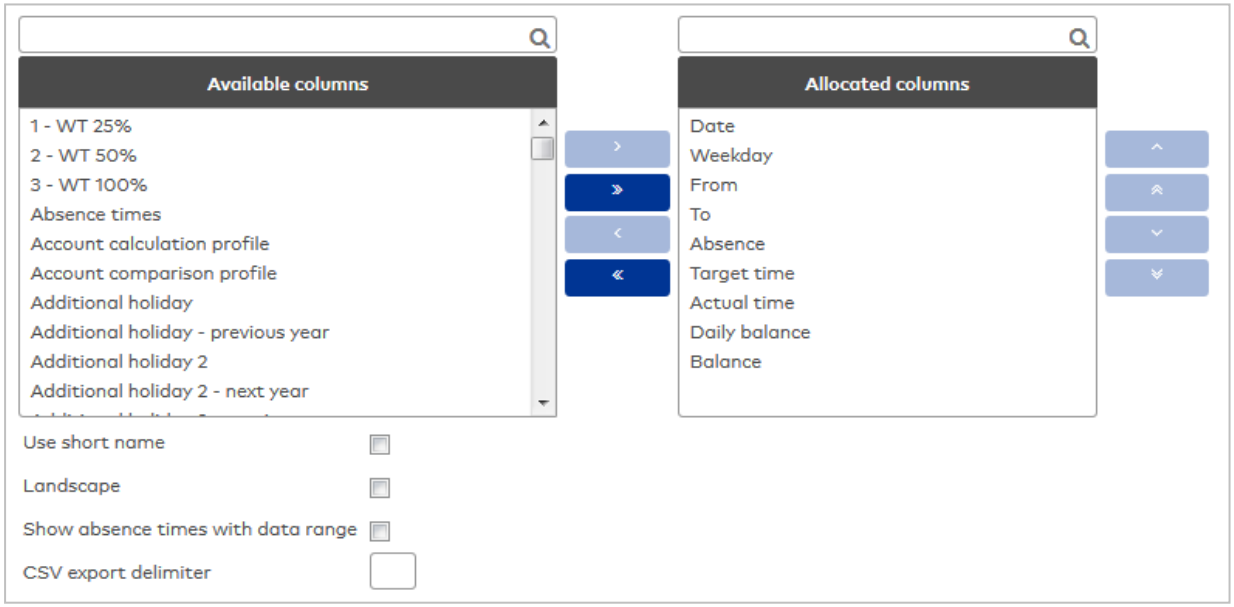
Groupings table:
Each grouping is assigned a table for allocating the absences. All absence types created in the system are available for selection.

Monthly overview

Configuration for the individual and group reports with the monthly overview.
The configuration consists of the tabs:

- **General**: contains the columns for the monthly overview.
- **Monthly data**: contains the columns for the monthly data.
- **Time accounts**: contains the time accounts that are displayed.
- **Reconciliation presentation**: contains the allocations of the time accounts from the reconciliations to the columns for the display.

"General" tab
This tab is used to define the accounts and therefore the columns for display in the monthly overview.



Selection report **columns**:
The columns to be output are assigned using the selection reports. All employee record fields and time accounts that are enabled for use can be activated.

Use short name checkbox:
Indicates if names or short names should be used for column headers. If the short name is selected, the absence types are also displayed with their respective short names.
Options:
- Not activated: Names of columns and absence types are used.
- Activated: Short names are used.

Default value: Not activated.

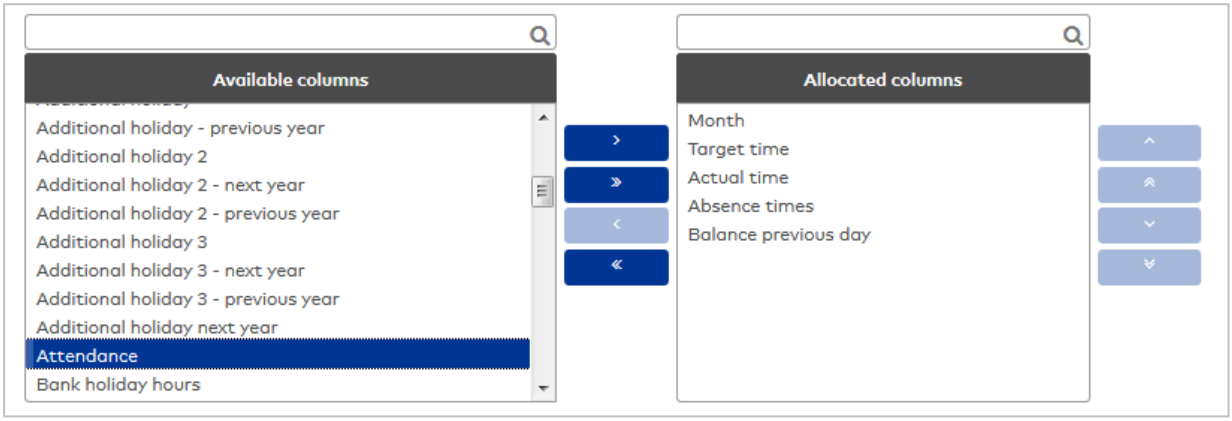
Landscape checkbox:
Defines the format for printouts and the PDF version of the report.
Options:

- Activated: The report is produced in landscape format.
- Not activated: The report is produced in portrait format.

Default value: Not activated.

"Monthly data" tab

This tab is used to define the employee record accounts and time accounts and therefore the columns for display of the line with the monthly data in the monthly overview.

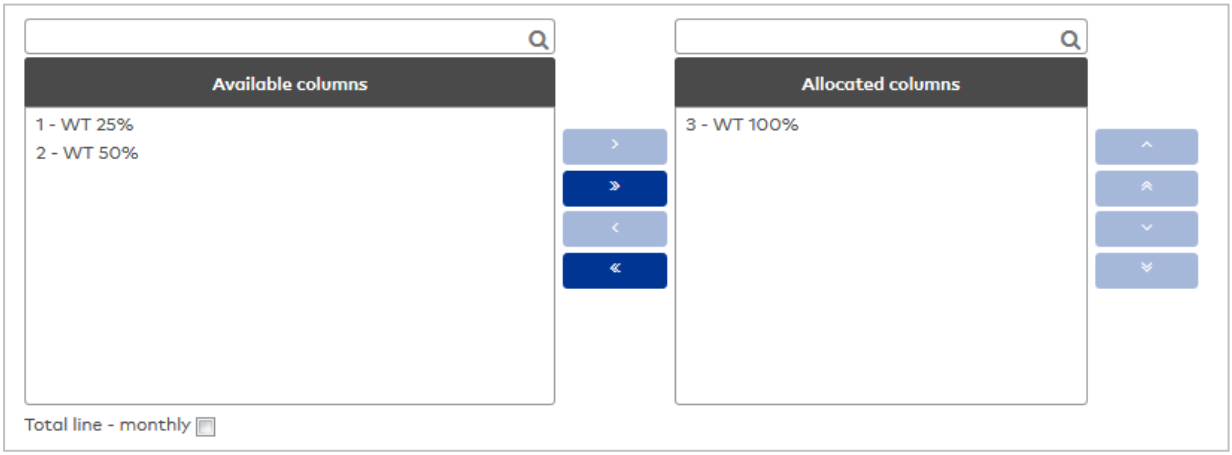


Selection report **columns**:
The columns to be output are assigned using the selection reports. All employee record fields and time accounts that are enabled for use can be activated.

"Time accounts" tab

This tab is used to select the accounts which are displayed together in the time accounts column.

Note: Each account is displayed in a separate line, provided the account contains a value that does not equal 0.



Selection report **columns**:
The columns to be output are assigned using the selection reports. All employee record fields and time accounts that are enabled for use can be activated.

"Reconciliation presentation" tab

This tab is used to allocate the time accounts from the reconciliations to the columns in the monthly overview.
This allows, for example, the weekly actual time to be displayed in the "Actual time" column.

Note: The table lists all columns that are enabled for display in the monthly overview.

Column	Monthly reconciliation	Weekly reconciliation	Yearly reconciliation	Periodic reconciliation	
Date					
Weekday					
From					
To					
Absence					
Target time	Total target time				
Actual time	Total actual time				
Daily balance					
Balance					
Colour-coded account balance					

View ☐ Monthly reconciliation ☐ Weekly reconciliation ☐ Yearly reconciliation ☐ Periodic reconciliation

Column column:
Contains the column from the monthly overview.

Weekly reconciliation selection fields:
Contains the accounts from the weekly reconciliation.

Yearly reconciliation selection fields:
Contains the accounts from the yearly reconciliation.

Periodic reconciliation selection fields:
Contains the accounts from the periodic reconciliation.

Display:
These checkboxes are used to define which reconciliations are displayed in the monthly overview.

Note: Display is on the day on which the reconciliation was generated. The table shows a provisional monthly reconciliation for the monthly reconciliation, which contains the totals up to the previous day.

Monthly reconciliation checkbox:
Defines whether monthly reconciliations are displayed.
Options:
- Activated: The reconciliations are displayed.
- Not activated: The reconciliations are not displayed.

Default value: Not activated.

Weekly reconciliation checkbox:
Defines whether weekly reconciliations are displayed.
Options:
- Activated: The reconciliations are displayed.
- Not activated: The reconciliations are not displayed.

Default value: Not activated.

Yearly reconciliation checkbox:
Defines whether yearly reconciliations are displayed.
Options:
- Activated: The reconciliations are displayed.
- Not activated: The reconciliations are not displayed.

Default value: Not activated.

Periodic reconciliation checkbox:
Defines whether periodic reconciliations are displayed.
Options:
- Activated: The reconciliations are displayed.
- Not activated: The reconciliations are not displayed.

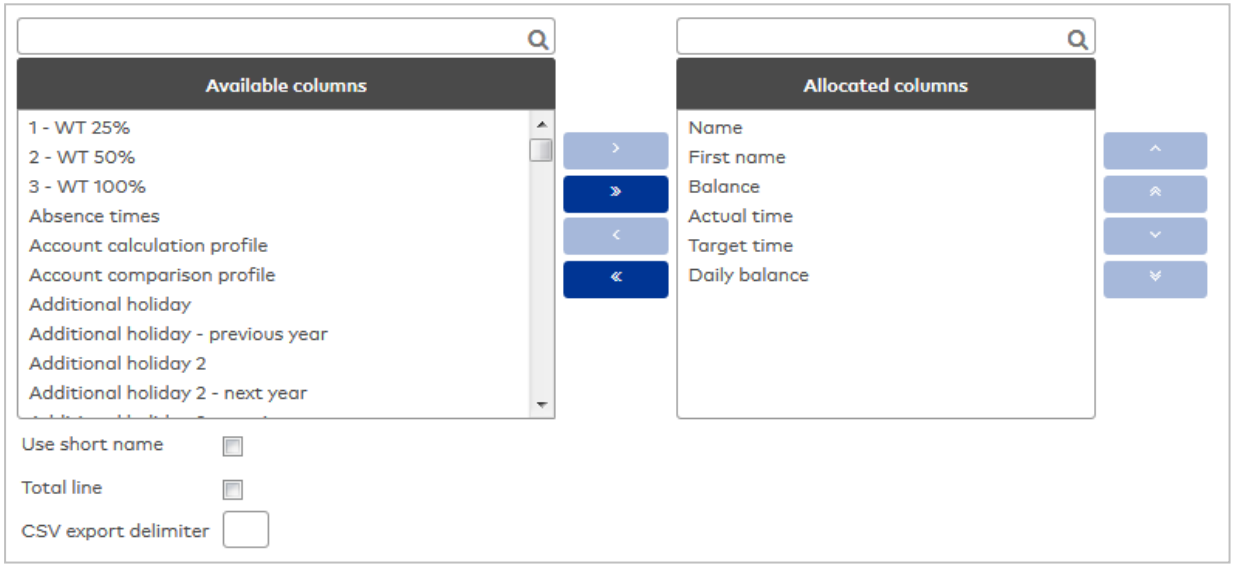
Default value: Not activated.

Period overview

Configuration for the Period overview report. The configuration consists of the tabs:
- General
- Grouping
- Absence type allocation
- Calculation

"General" tab

The accounts to be displayed are selected in this tab.



Selection report **columns**:
The columns to be output are assigned using the selection reports. All accounts with the types Elapsed time and Daily counter are available for selection.

Use short name checkbox:
Indicates if names or short names should be used for accounts.
Options:
- Not activated: Names are used.
- Activated: Short names are used.

Default value: Not activated

Total line - absent checkbox:
Indicates whether the total line for absent persons is displayed for the shift groups. For the past, the absence times are displayed according to the allocation; for the future, the planned absence times are displayed.
Options:
- Not activated: The total line is not displayed.
- Activated: The total line is displayed.

Default value: Activated.

"Groupings" tab:

The groupings for generating absence times totals are defined under this tab. Groupings are created in a table. Each grouping is assigned a unique number that is only unique for the respective configuration and a name in the respective language. The groupings form the basis for the selection reports on the Absence

times allocation tab.

Number column:
Contains the unique number of the grouping for this configuration.

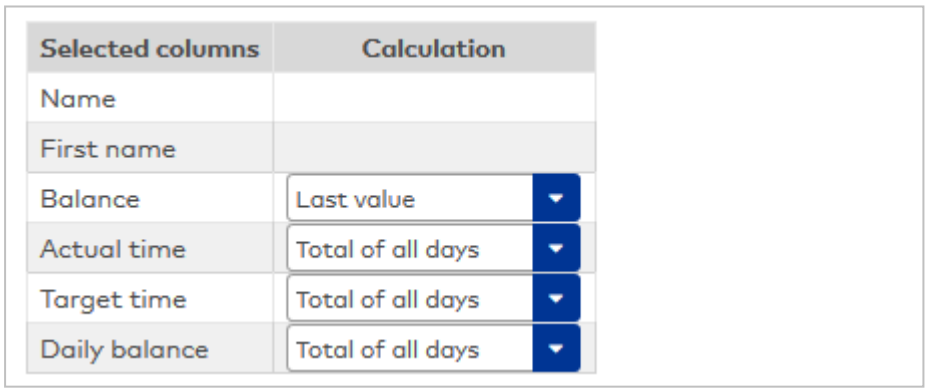
Name column:
Contains the name of the grouping.

Short name column:
Contains the short name of the grouping.

"Absence times allocation" tab:
On this tab, the absence types are allocated to the groupings. An absence type may be allocated to multiple groupings. There is a separate selection report for each grouping.

Name column:
Contains the allocated absence type.

"Calculation" tab:
The calculation rules for the totals are assigned to the selected accounts on this tab.



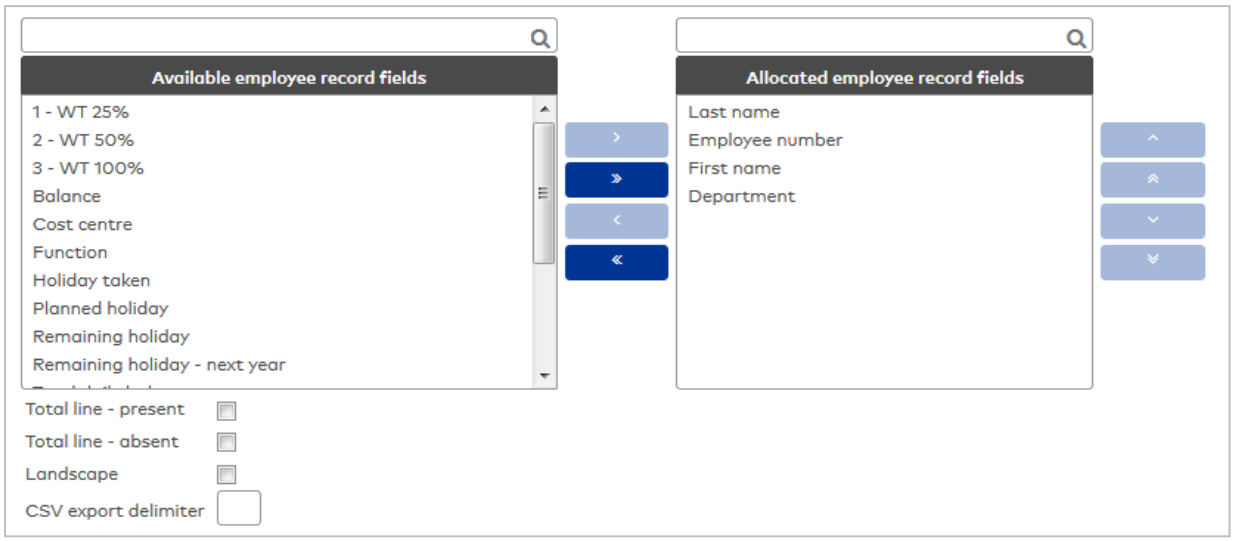
Selected columns column:
Contains the column for the report with the name.

Calculation column:
Contains the calculation rule for generating the total.
Options:

- Last value: Value from the last daily reconciliation of the time range.
- Total of all days: All days are added.
- Total from last reconciliation: All days are added from the last reconciliation.

Shift overview

Configuration for the Shift overview report. This configuration is also used for selecting persons for the report.



Selection report **columns**:
The columns to be output are assigned using the selection reports. All employee record fields that are enabled for use can be activated.

Total line - present checkbox:
Indicates whether the total line for persons present is displayed for the shift groups. For the past, the time daily programs are displayed according to the allocation; for the future, the planned time daily programs are displayed according to the current shift profile and the planned shift allocations.
Options:
- Not activated: The total line is not displayed.
- Activated: The total line is displayed.

Default value: Activated.

Total line - absent checkbox:
Indicates whether the total line for absent persons is displayed for the shift groups. For the past, the absence times are displayed according to the allocation; for the future, the planned absence times are displayed.
Options:
- Not activated: The total line is not displayed.
- Activated: The total line is displayed.

Default value: Activated.

Landscape checkbox:
Defines the format for printouts and the PDF version of the report.
Options:
- Activated: The report is produced in landscape format.
- Not activated: The report is produced in portrait format.

Default value: Not activated.

Status report

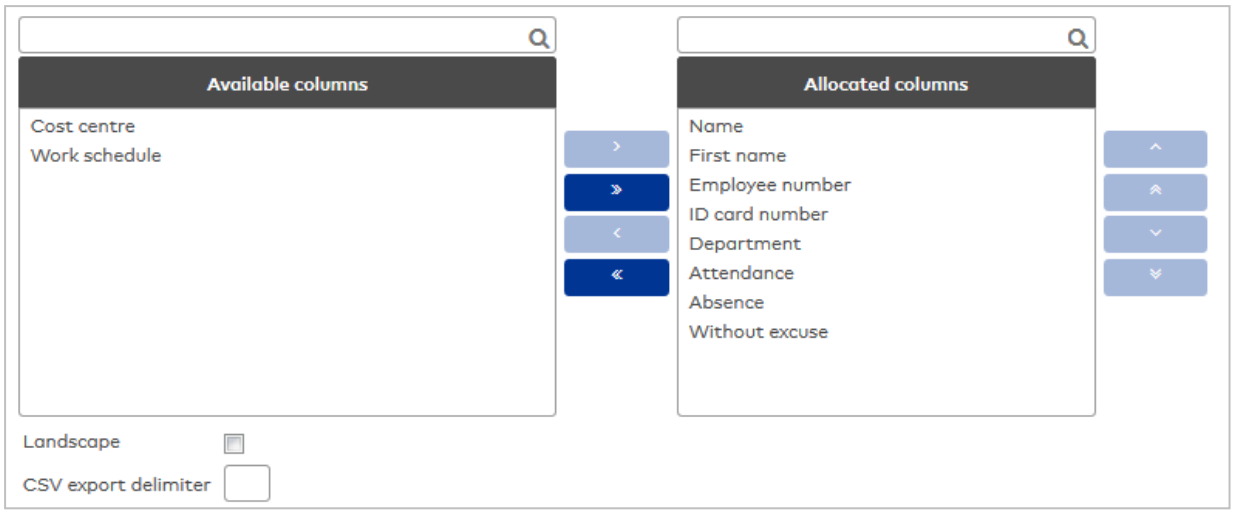
Configuration for individual and group reports:
- Status report

The configuration consists of the tabs:

- **General**: Contains the report columns.
- **Attendance status allocation**: contains the booking elements for the attendance and absence status.

"General" tab:

This tab is used to define the accounts and therefore the columns for display in the report.



Selection report **columns**:
The columns to be output are assigned using the selection reports. All employee record fields and time accounts that are enabled for use in the status report can be activated.

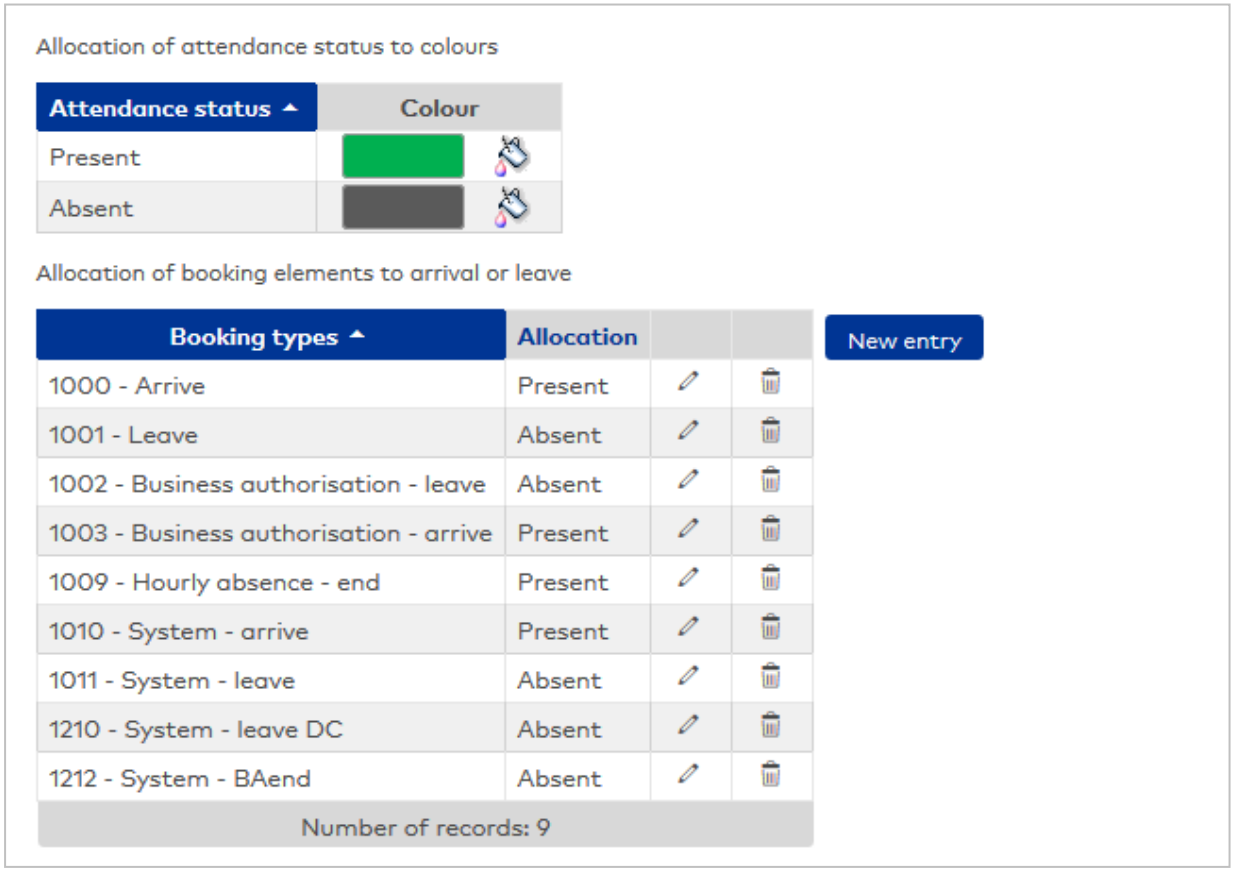
Landscape checkbox:
Defines the format for printouts and the PDF version of the report.
Options:

- Activated: The report is produced in landscape format.
- Not activated: The report is produced in portrait format.

Default value: Not activated.

"Attendance status allocation" tab:

The various bookings which determine the attendance or absence status are defined on this tab.



Allocation of attendance status to colours:
Contains the colour for the display of the Present and Absent time ranges. Click the colour symbol to select.

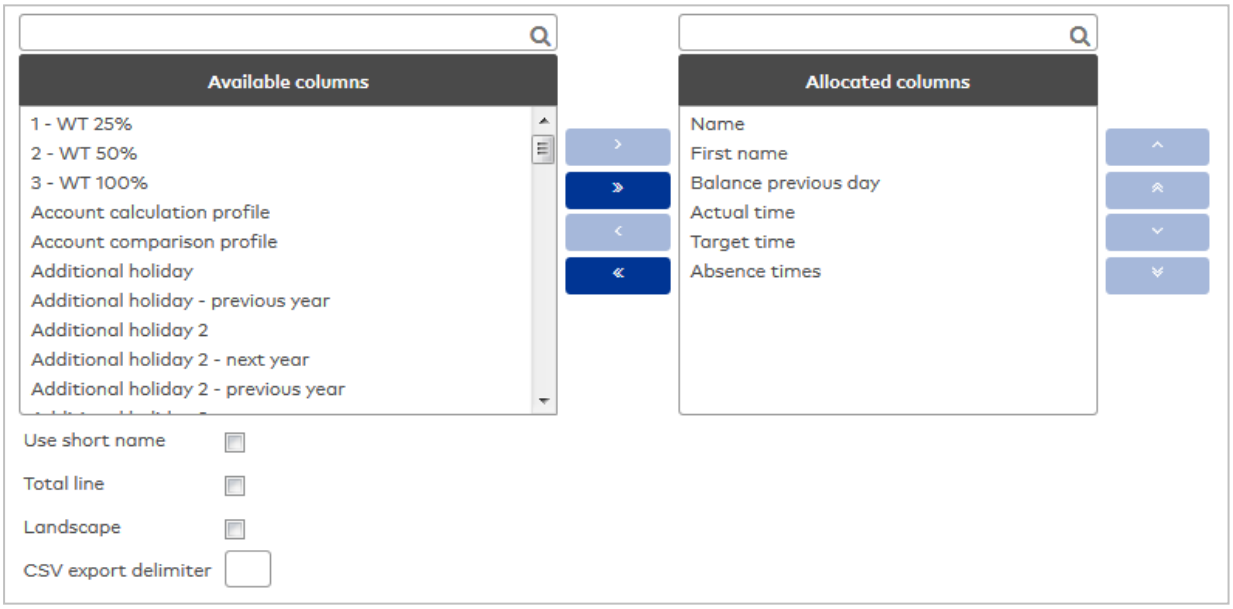
Allocation of booking types to absent and present:
The booking types for displaying the time ranges as absent or present are defined in the table.

Booking type column:
Contains the booking type for the allocation.
Options:
- All time system booking types created in the system.

Allocation column:
Contains the allocation as Arrive or Leave.
Options:
- Arrive
- Leave

Daily and monthly data

Configuration for individual and group reports:
- Daily data
- Monthly data



Selection report **columns**:
Various columns can be allocated to the report using the selection report. All employee records and time accounts available for the respective report can be selected.

Use short name checkbox:
Indicates if names or short names should be used for column headers. If the short name is selected, the absence types are also displayed with their respective short names.
Options:
- Not activated: Names of columns and absence types are used.
- Activated: Short names are used.

Default value: Not activated.

Total line checkbox:
Indicates whether the total line is shown with the group reports.
Options:
- Activated: The total line is displayed. The total consists of the daily counter and time sum accounts added together.
- Not activated: The total line is not displayed.

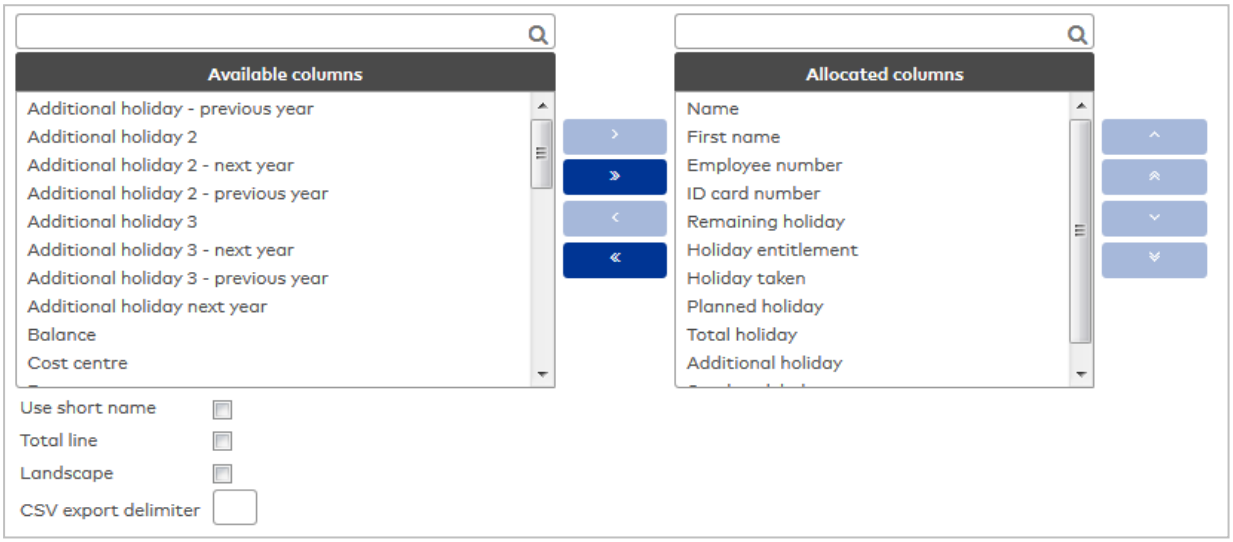
Default value: Not activated.

Landscape checkbox:
Defines the format for printouts and the PDF version of the report.
Options:
- Activated: The report is produced in landscape format.
- Not activated: The report is produced in portrait format.

Default value: Not activated.

Holiday data

Configuration for individual and group reports:
- Holiday data



Selection report **columns**:
The columns to be output are assigned using the selection reports. All employee record fields and time accounts that are enabled for use in the holiday report can be selected.

Use short name checkbox:
Indicates if names or short names should be used for column headers. If the short name is selected, the absence types are also displayed with their respective short names.
Options:
- Not activated: Names of columns and absence types are used.
- Activated: Short names are used.

Default value: Not activated.

Total line checkbox:
Indicates whether the total line is shown with the group reports.
Options:
- Activated: The total line is displayed. The total consists of the daily counter and time sum accounts added together.
- Not activated: The total line is not displayed.

Default value: Not activated.

Landscape checkbox:
Defines the format for printouts and the PDF version of the report.
Options:
- Activated: The report is produced in landscape format.
- Not activated: The report is produced in portrait format.

Default value: Not activated.

"Selection ID cards" dialog

Use the **Selection ID cards** dialog to search for ID cards that have not yet been allocated and transfer them directly to the invoking dialog.

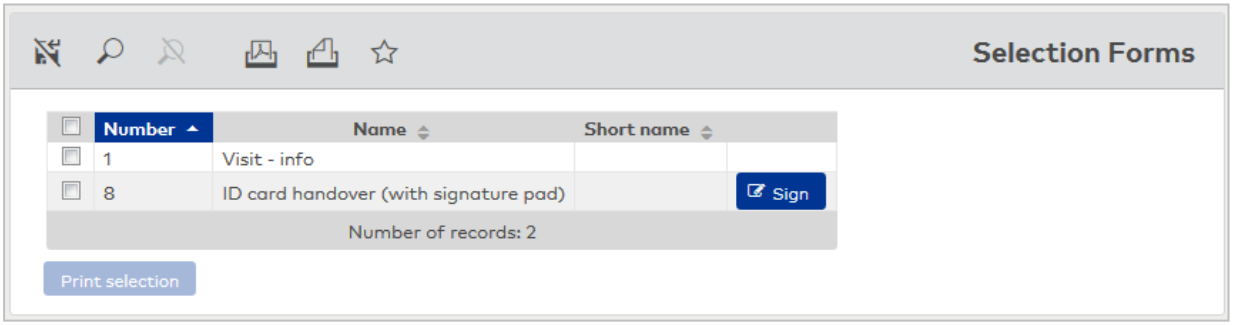
Note: When selecting ID cards as replacement ID cards, only ID cards of the same ID card type as the ID card to which the replacement ID card is to be allocated will be considered. This applies also to combi ID cards if they have an ID string with the same ID card type.

Click an entry to directly apply the corresponding record.

"Selection forms" dialog

Use the **Selection Forms** dialog to select the forms to be printed out.

Note: The selection dialog is not displayed if only one form is present and if the form does not require a signature.



All existing forms are displayed in the table. Highlight a form and start printing by pressing the **Print selection** button.

Sign button:
This opens the form in a popup dialog. It can be read and signed in this dialog. The forms are subsequently saved in MATRIX or can be output as PDFs or as hardcopies using a printer.

Note: This button is only present if a form requires a digital signature. A device providing a touchscreen or signature pad must be connected in order to use this function.

4.1.4 Departments

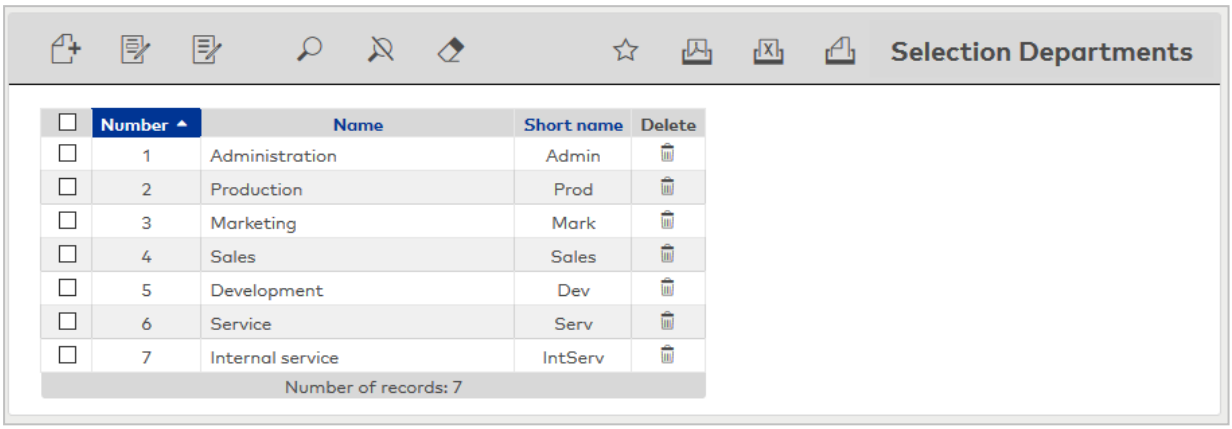
The departments allow you to map your company's organisational structure. The departments created can then be allocated to persons.

Creating departments is optional, although it is recommended for larger companies. Employee records, annual overviews, bookings and evaluation reports can be filtered using the departments.

"Selection departments" dialog

The **Selection Departments** dialog displays all created departments.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit department" dialog

Use the **Edit Department** dialog to create new departments and edit existing department records. Each department requires a unique number; it is recommended that you specify a name and a short name.

Departments are used to allocate person records to organisational units.

You can use the buttons in the toolbar to navigate between records, to create, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.

Number input field:
Contains the department's unique number. When you create a new record, the number increases automatically by an increment of one. However, you can also enter your own number between one and six digits (1–999999).

Name input field:
Contains the department's name. When you enter a new name, you can enter any combination of figures and letters. This field is language-dependent.

Short name input field:
Contains the department's short name. When you enter a new short name, you can enter any combination of figures and letters. This field is language-dependent.

4.1.5 Booking profiles

Booking profiles comprise any number of terminals which are allocated to the time system. They are allocated to persons who thereby receive booking permission for the terminals.

The permission to book to a terminal is equivalent to the transfer of the employee record to the terminal. All employee records known to the terminal are permitted to book to the terminal.

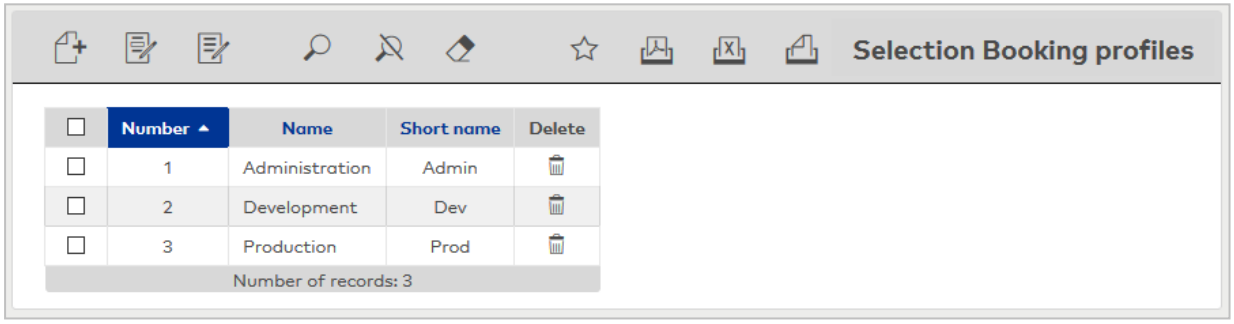
Time bookings have no calendar-related or time-related dependencies.

Each person may be allocated several time booking profiles.

"Selection Booking profiles" dialog

The **Selection Time booking profiles** dialog displays all booking profiles created for time recording.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



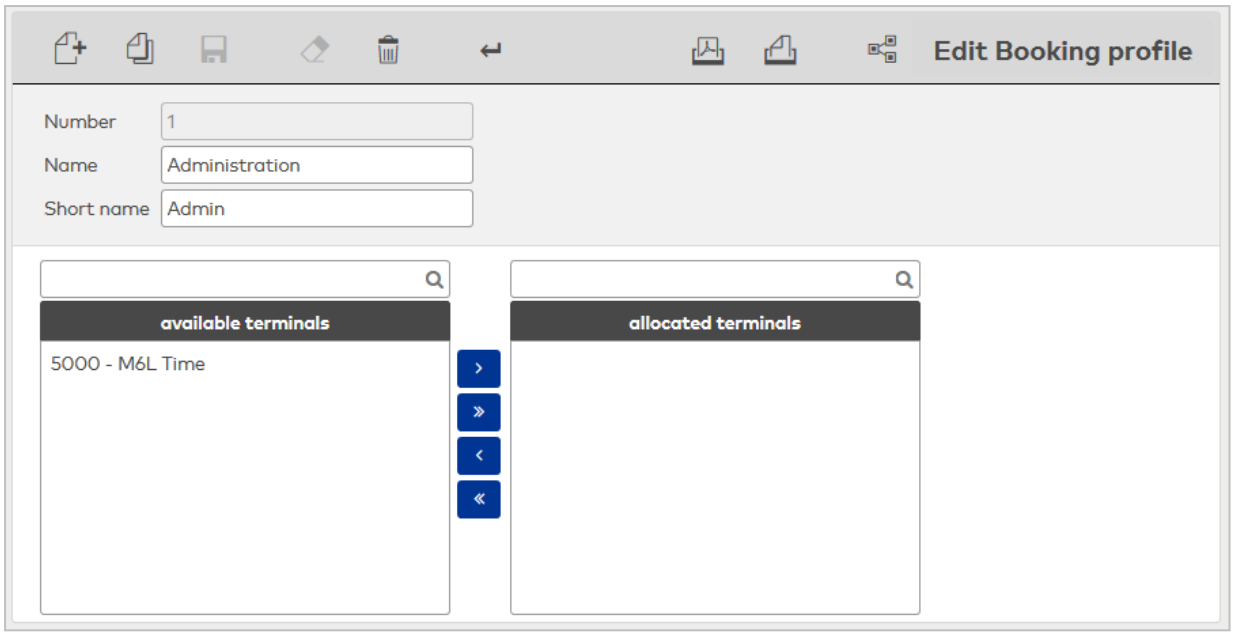
Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Booking profile" dialog

Use the **Edit Time booking profile** dialog to create new booking profiles and edit existing ones. Each booking profile requires a unique number; it is recommended that you specify a name and a short name.

You can assign several terminals to each booking profile, and each terminal can exist in several time booking profiles. You allocate persons to the profiles in person administration.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



available terminals list:
Contains all terminals which can be added to the booking profile. Available are all terminals which have not yet been allocated to the booking profile. Click a terminal to select it, and click the right arrow to allocate the terminal.

allocated terminals list:
Contains all terminals allocated to the booking profile. Click a terminal to select it, and click the left arrow to remove the allocation of this terminal.

Note: To select several entries simultaneously press the Ctrl key while clicking.

4.1.6 VBI permissions

VBI permissions are a simple grouping of variable booking instructions.

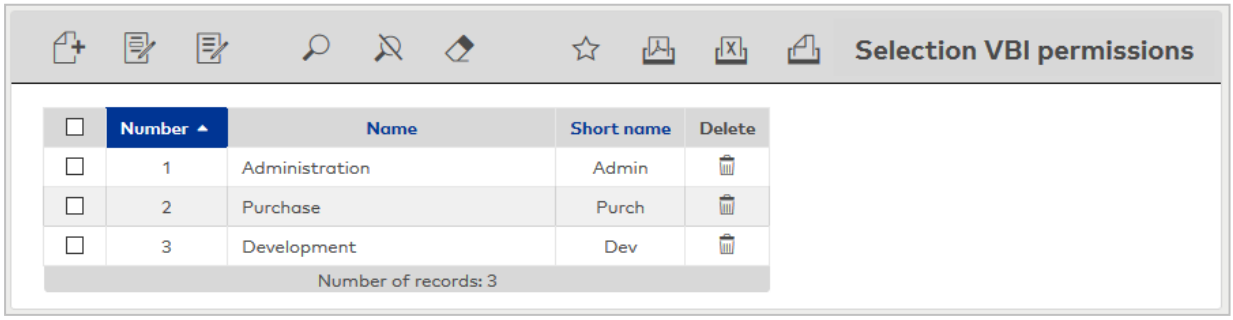
For the allocation of booking permissions to the terminals, you can use the VBI permissions to define which booking instructions can be used by a person.

You allocate VBI permissions to persons in person administration. You can allocate only one VBI permission to each person.

"Selection VBI permissions" dialog

The **Selection VBI permissions** dialog displays all VBI permissions created for time recording.

Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.



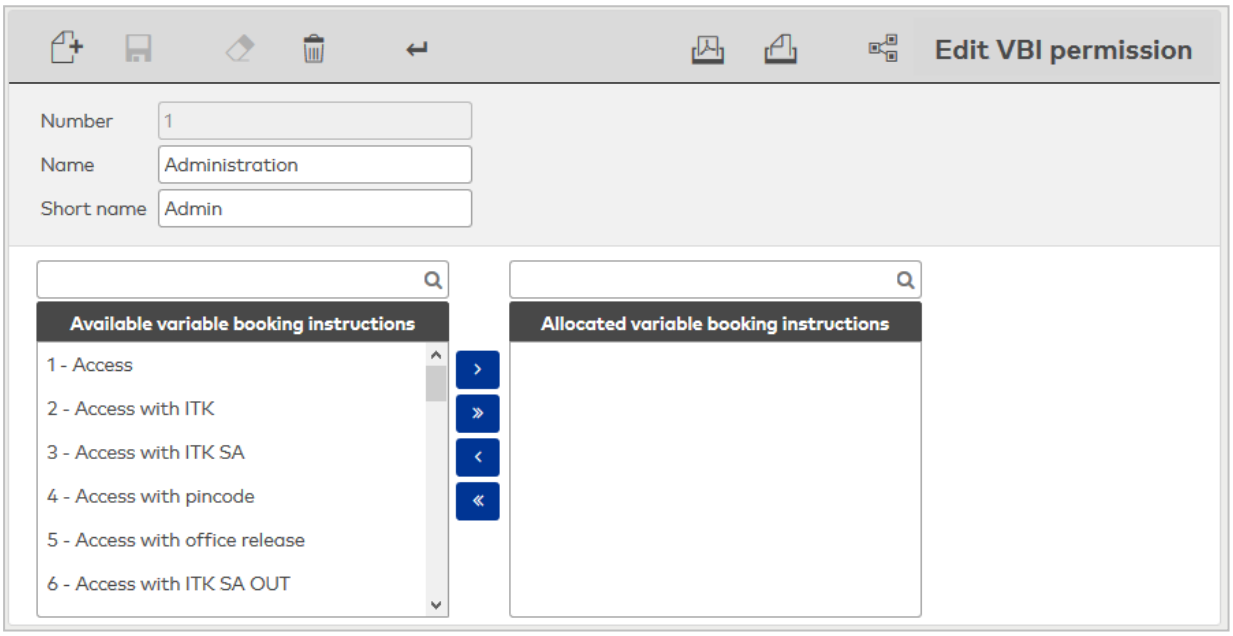
Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit VBI permission" dialog

Use the **Edit VBI permission** dialog to create new VBI permissions and edit existing VBI permissions. Each VBI permission requires a unique number; it is recommended that you specify a name and a short name.

You can allocate several variable booking instructions to each VBI permission, and each booking instruction can exist in several VBI permissions. You allocate persons to the VBI permissions in person administration.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Available variable booking instructions report:
Contains all variable booking instructions which can be allocated to the VBI permission. Click a variable booking instruction to select it, and then click the right arrow. The selected variable booking instruction is now added to the selection.

Allocated variable booking instructions report:
Contains all variable booking instructions that are allocated to the selection. Click a variable booking instruction to select it, and click the left arrow to remove the variable booking instruction from the selection.

Note: To select several variable booking instructions simultaneously press the Ctrl key while clicking.

4.1.7 E-mail texts

E-mail texts contain brief information which can be shown to a person during a booking on the terminal.

The email text to be displayed can be individually assigned for each person in person administration on the **Time** tab.

"Edit E-mail texts" dialog

Use the **Edit E-mail texts** dialog to define e-mail texts. You can enter a total of 30 e-mail texts. The number of e-mail texts is fixed and cannot be changed.

Note: E-mail texts are not multilingual. If you require a text in several languages, you must enter a separate e-mail text for every language required.

Number display field:
Contains the unique number for the e-mail text. This number is fixed and cannot be changed.

Short name input field:
Contains a short name for the e-mail text.

Text row input field:
Contains the e-mail text for the output on the terminal. Any combination of numbers and letters is allowed.

4.1.8 Reasons for blocking person

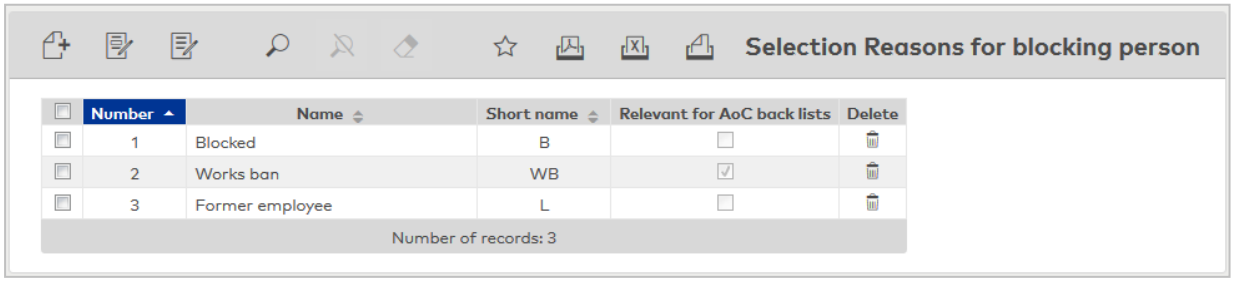
In this area you can maintain the reasons for blocking persons. They can then be allocated to the persons in person administration. This procedure allows persons to be simply blocked or cleared without losing the person master data. Blocked persons cannot perform any bookings. A blocking reason for a person applies at the same time also for all ID cards allocated to the person. In addition to default blocking reasons, you can also create additional blocking reasons.

Note: If a user is set up for the blocked person, the user must be blocked separately so that this user can no longer log into the system.

"Selection reasons for blocking person" dialog

The **Selection Reasons for blocking person** dialog displays all reasons created for blocking persons.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Relevant for AoC black lists column:
Contains the identifier indicating whether the reason for blocking also applies to the AoC black lists.

Note: This column is only available if the AoC function is activated in the system parameters.

Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit reason for blocking persons" dialog

Use the **Edit Reasons for blocking person** dialog to create new blocking reasons persons and edit existing blocking reasons. Each reason for blocking requires a unique number; it is recommended that you specify a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.

Relevant for automatic deletion checkbox:
Indicates whether persons with this reason for blocking are automatically deleted via the **Blocked persons** data housekeeping limits. Activate this checkbox if persons with this reason for blocking are to be deleted via the data housekeeping limits.

Relevant for AoC black list checkbox:
Identifier indicating that the reason for blocking affects the AoC black list. Activate the checkbox if a blocked ID card with the reason for blocking shall be included in the AoC black list.

Note: The checkbox is only present if the AoC function is activated in the system parameters.
If you block an ID card with a reason for blocking relevant to AoC black list, blocking only becomes effective after a synchronisation with the AoC readers.
Changes do not affect existing blocks.

4.1.9 Search profiles

Search profiles always apply to the respective person group and are accordingly available in either person administration, external company employee administration or visitor administration. They can be used by opening the advanced search function (double magnifying glass) provided in the selection dialogs.

Search profiles enable users to display or edit persons, visitors or external company employees with corresponding characteristics. All elements with direct relationships to a person group can be included in the selection process. The selected set can be specified precisely using linkable search criteria and used in all person-related dialogs.

Search profiles also play an important role in the output of person-related reports. The group of persons for the report is determined by a search profile. Likewise, the period for the search for data with time reference and the output period are defined by the search profile.

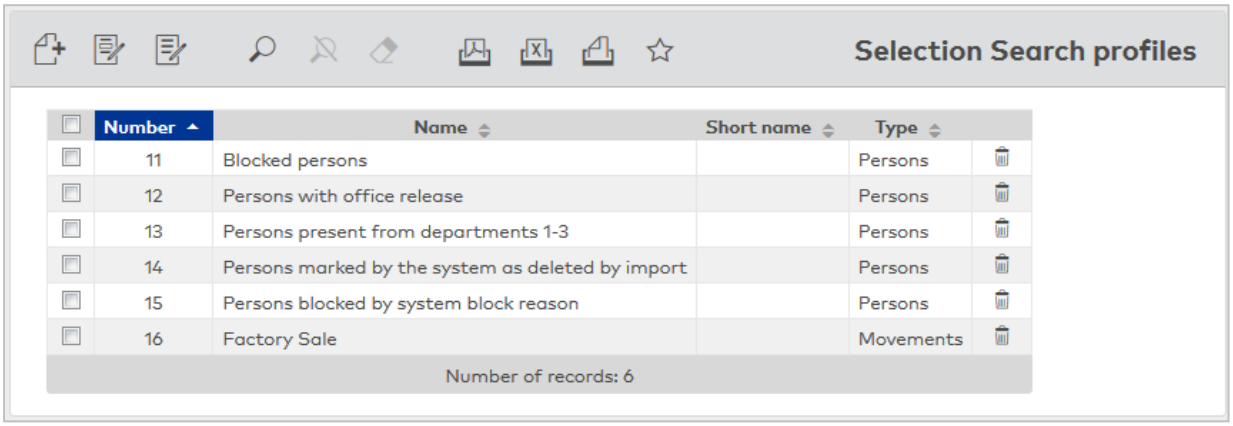
If the search profile requires parameters to be entered, parameter input is automatically activated when opening the report.

"Selection search profiles" dialog

All search profiles created in the system are displayed in the **Selection Search profiles** dialog.

The search profiles are available from the person administration, external company administration and visitor administration dialogs for advanced search functions.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Type display field:
Contains the data type on which the search profile is based and for which it is used.

Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit search profiles" dialog

Use the **Edit Search profile** dialog to create new search profiles and edit existing search profiles. Each search profile requires a unique number; it is recommended that you specify a name and a short name.

The search profile fields present in the **Edit Search profile** dialog depend on the data type.

You can use the buttons in the toolbar to navigate between records, to create, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.

Data types: persons, external company employees, visitors

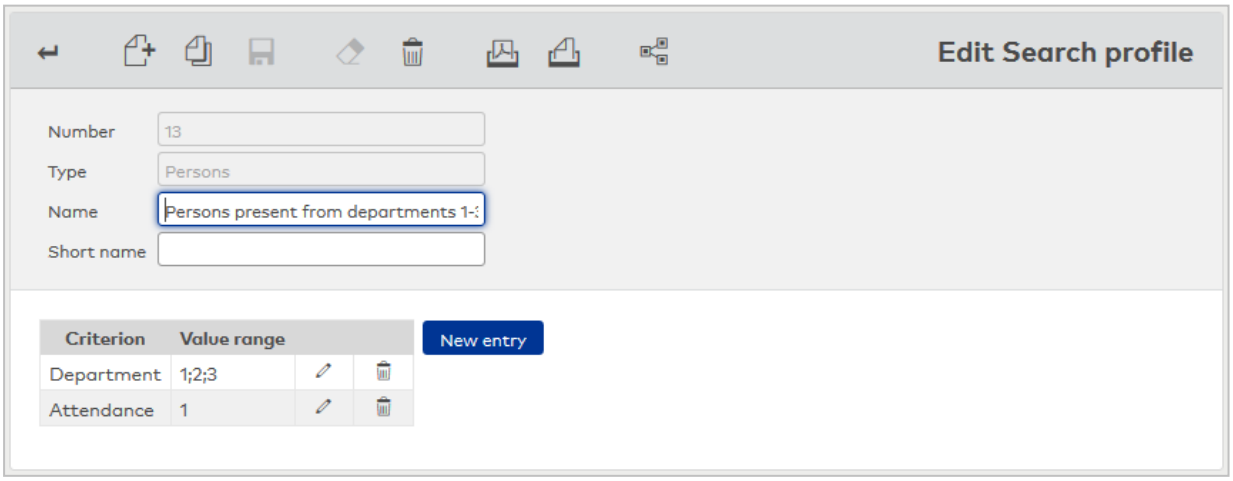


Table:
The table contains the conditions of the search profile.

Criterion selection field:
Contains the search element for the search condition.

Value range input field:
Contains the value or value range describing your search quantity.
Possible parameters:

- The parameters depend on the selected criterion. A tooltip in the opened input line shows all possible values and operators for the criterion.
- Use the wildcard @EMPTY if you wish to search for missing or empty fields.
- Use the wildcard @NOTEMPTY if you wish to search for arbitrary values.
- To keep the value range flexible, use wildcards of the type @1, @2, @3 etc., where 1 stands for the first parameter, 2 stands for the second parameter etc. Specific values will be queried if a search profile is used.
- An OR operator can be created within a row using a semicolon **;**.

"Edit search profiles" dialog (value entry)

If a search profile containing wildcards is used, specific values will be queried in the **Apply filter** dialog.

Input fields:
The input fields are determined by the search profile. All fields from the search profile that contain a wildcard will be displayed.

Cancel button:
Cancels the input and returns to the invoking dialog without evaluating the search profile.

Next button:
The search is carried out using the specified search criteria. The following selection dialog contains all persons (or visitors, external company employees) that match the search criteria.

4.1.10 Cost centre management

Depending on the licence, cost centres are either managed as simple organisational elements or the system supports cost centre registration.

Note: A suitable licence is required for cost centre registration. If you possess a licence of this kind, you can activate cost centre registration using the system parameters.

Creating cost centres is optional. If cost centres are employed as organisational elements, you can search for employee records using the cost centre.

When cost centre registration is active, additional menu items for cost centre groups and for allocating cost centres to terminals are enabled. Person administration is given an additional tab for cost centre bookings and the person-related individual parameters for cost centre registration. Two additional reports for evaluating cost centre registration are added to the report menu items. Persons can book cost centre allocations and cost centre changes as they happen.

Further information on creating, assigning and evaluating cost centres can be found in the section "Working with MATRIX" under ▸ Work with cost centres.

Use the Cost centres menu item defines the cost centres.

Use the Cost centre groups menu item combines cost centres into groups for evaluation in the reports.

The Terminal allocations menu item defines cost centre and terminal allocations. The allocations determine which cost centres are transferred to which terminals for selection during cost centre bookings.

4.1.10.1 Cost centres

This section allows you to map your company's cost centres.

The created cost centres are allocated to persons in person administration.

Further information on creating, assigning and evaluating cost centres can be found in the section "Getting started" under "Working with cost centres".

"Selection Cost centres" dialog

The **Selection Terminal allocations** dialog displays all cost centres created in the system.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

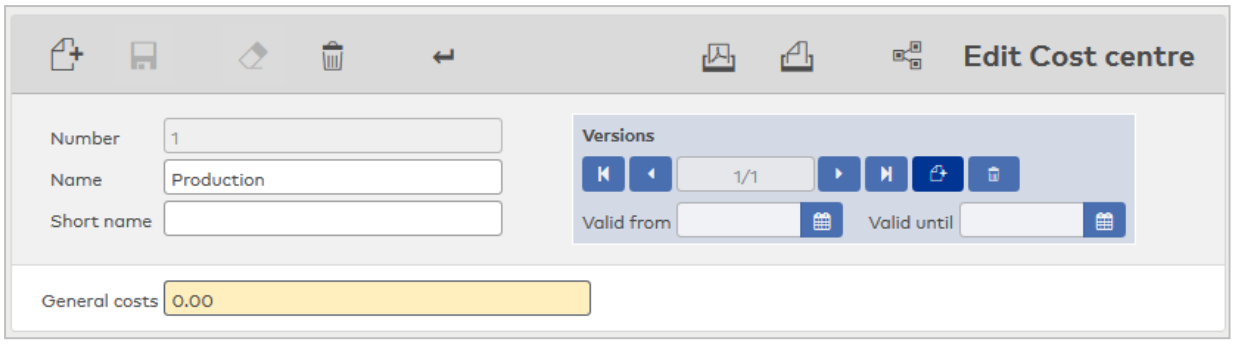
"Edit Cost centre" dialog

Use the **Edit Cost centres** dialog to create new ID cards and edit existing ID cards. Each cost centre requires a unique number. It is recommended that you specify a name and a short name.

If cost centre management is not active, cost centres only serve as organisational units and require no further parameters.

If cost centre management is active, the cost centres are subject to version management and contain data concerning general costs of the respective cost centre.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



General costs input field:
Contains the general costs for the cost centre. This value is multiplied by the cost centre's booked hours for evaluation.
Value range: Empty, 0.00–999999.99

4.1.10.2 Cost centre groups

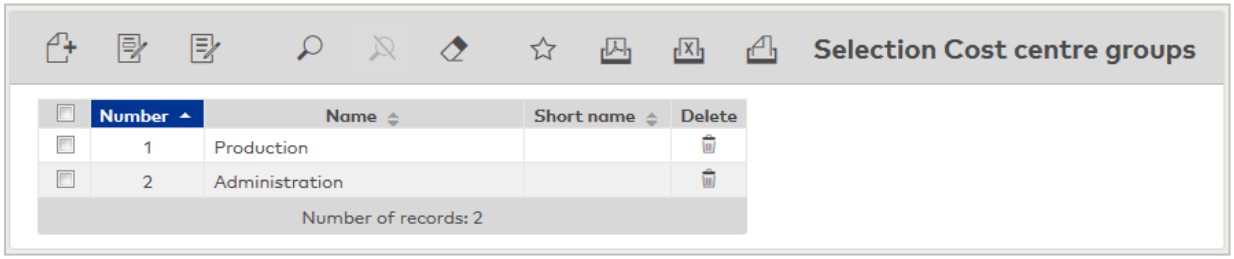
Cost centres can be combined into groups for report evaluation. Each cost centre can be allocated to multiple groups. All bookings from the cost centres are shown as totals in the reports.

Further information on creating, assigning and evaluating cost centre groups can be found in the section "Getting started" under "Working with cost centres".

"Selection Cost centre groups" dialog

The **Selection Cost centre groups** dialog displays all cost centre groups created in the system.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

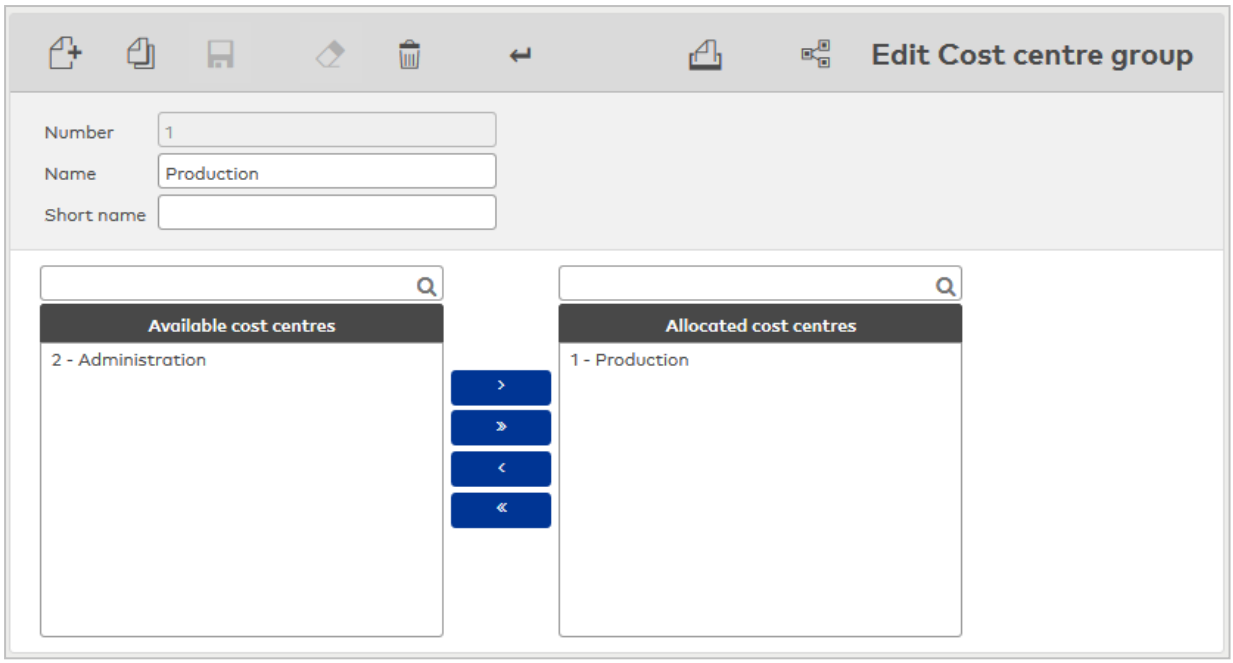


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit – Cost centre groups" dialog

Use the **Edit cost centre group** dialog to create new cost centre groups and edit existing cost centre groups. Each cost centre group requires a unique number; it is recommended that you specify a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Available cost centres report:
Contains all cost centres that can be added to the group.

Allocated cost centres report:
Contains all cost centres that are allocated to the group. These cost centres are considered jointly as a group in the cost centre evaluations.

4.1.10.3 Terminal allocations

Cost centres are allocated to terminals in terminal allocation. These cost centres are then available for selection during cost centre bookings. A cost centre can be allocated to multiple terminals.

Note: The allocated cost centres are only transferred to type 97xx terminals.

Further information on assigning cost centres to terminals can be found in the section "Getting started" under "Working with cost centres".

"Selection – terminal allocation" dialog

The **Selection – Terminal allocation** dialog displays all allocations of cost centres to terminals created in the system.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

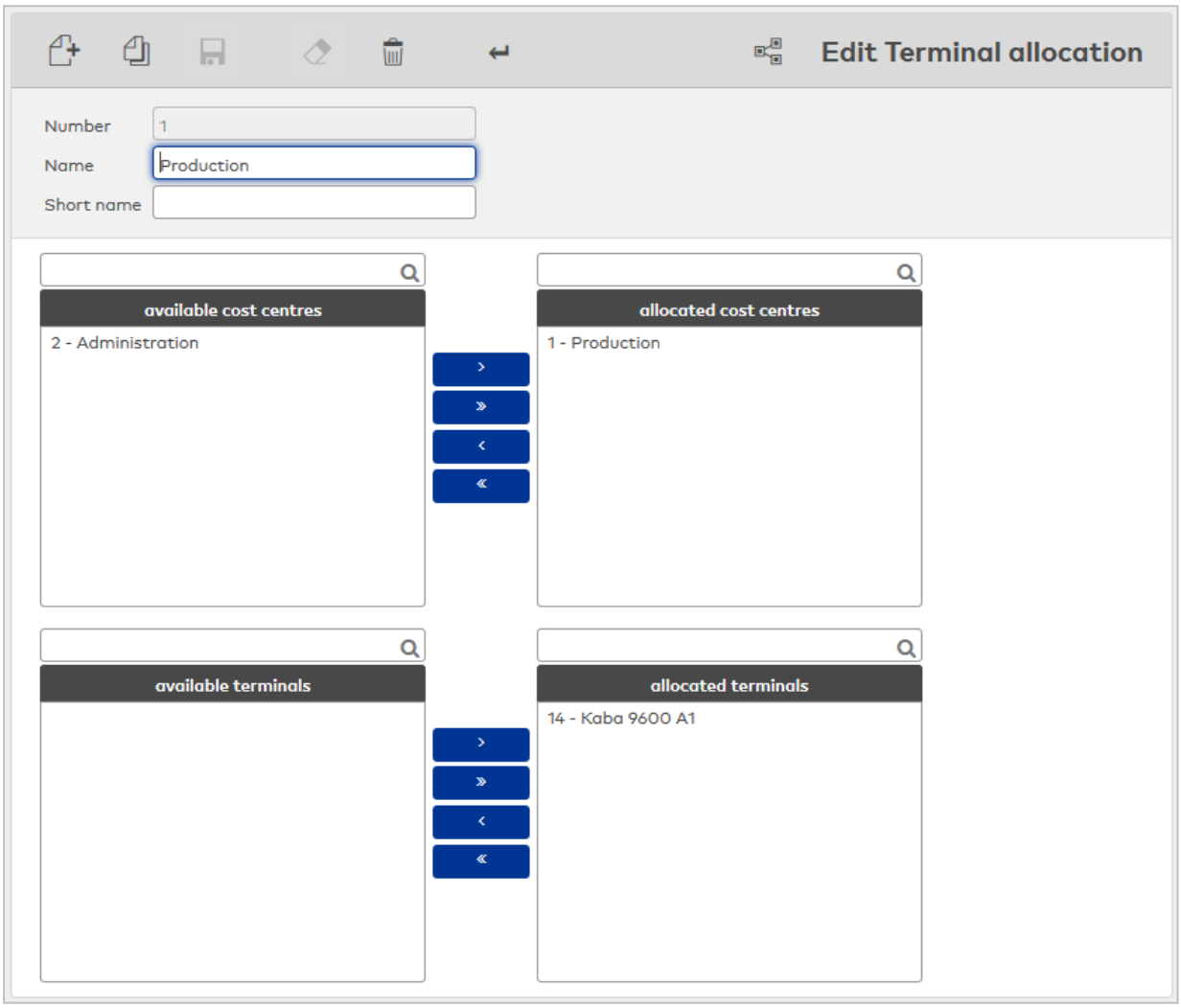
Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit – terminal allocation " dialog

Use the **"Edit – Terminal allocation** dialog to create new terminal allocations and edit existing terminal allocations. Each terminal allocation requires a unique number; it is recommended that you specify a name and a short name.

Cost centres are allocated to the terminals via terminal allocation. A cost centre can be allocated to any number of terminals, but a terminal can only be assigned a single terminal allocation.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Cost centres selection report:
The cost centres to be used are allocated using the selection reports. All cost centres created in the system are available.

Terminals selection reports:
The terminals to be used are allocated using the selection reports. All terminals created in the system are available.

4.2 Master data administration

The **Master data administration** menu allows you to manage all master data required for the time system, such as shift profiles, work schedules, time daily programs and break plans.

A shift profile combines the individual shift groups and allocates the work schedules to them.

A work schedule determines what time daily program is used for each individual day of a week. The time daily programs determine exactly to the minute how attendances and absences are allocated to a person. The calendar dependency can be controlled using substitute programs.

Break plans schedule the designated breaks for persons.

You will find all necessary master data for account calculation and reconciliation for extended time allocation in the sub-menu.

Absence booking and calculation can also be adjusted to company internal rules.

Use the **Shift profiles** to manage the shift profiles that are required for shift administration.

Use the **Work schedules** menu item to manage the work schedules that are required for time allocation.

Use the **Time daily programs** menu item to manage the time daily programs that are included in time allocation as a constituent part of work schedules.

Use the **Break plans** menu item to manage the break plans that are included in time allocation as a constituent part of time daily programs.

Use the **Rounding plans** menu item to manage the rounding plans for rounding bookings.

The **Account administration** sub-menu contains the master data for defining the account calculation, account comparison, account reconciliation and time accounts.

The **Absence times** sub-menu contains master data for defining absence types and absence groups.

Use the **Holiday rules** menu item to manage the holiday rules for automatic holiday entitlement calculations.

4.2.1 Shift profiles

The shift profile is composed of several shift groups. It links the shift groups, and therefore the shifts, with the calendar days via the reference date.

Within a shift profile, it is possible to change shifts automatically by means of shift windows for bookings.

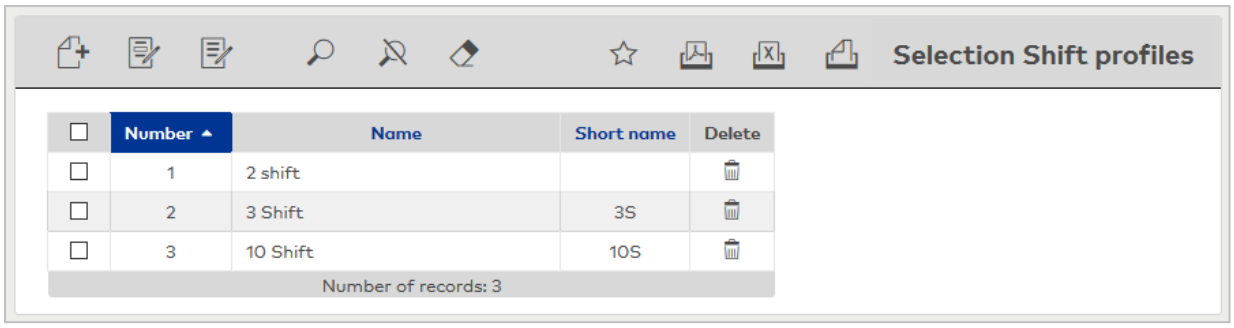
Shift profiles are allocated to persons. Only one shift profile can be allocated to each person. When allocated a shift profile, the person becomes subject to shift administration.

Further information on working with shift administration can be found in the section "Working with the system" under "Setting up shift administration".

"Selection Shift profiles" dialog

The **Selection Shift profiles** dialog displays all shift profiles created for shift administration.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

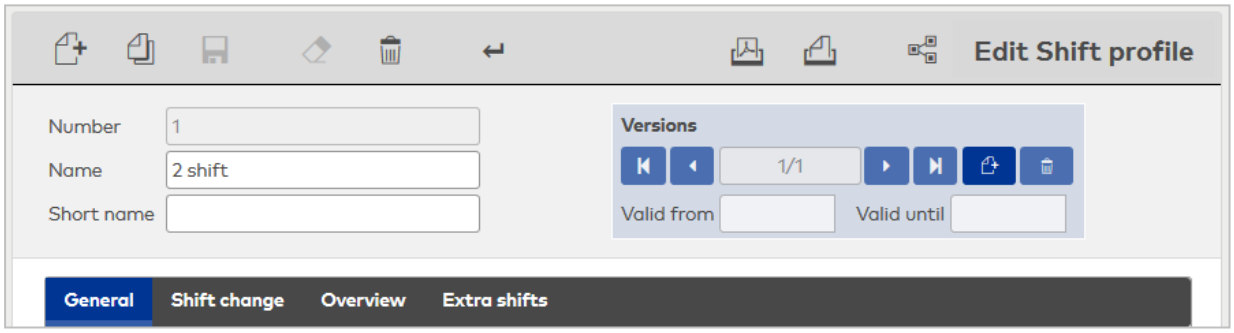


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Shift profile" dialog

Use the **Edit Shift profile** dialog to create new shift profiles and edit existing shift profiles. Each shift profile requires a unique number. It is recommended that you specify a name and a short name.

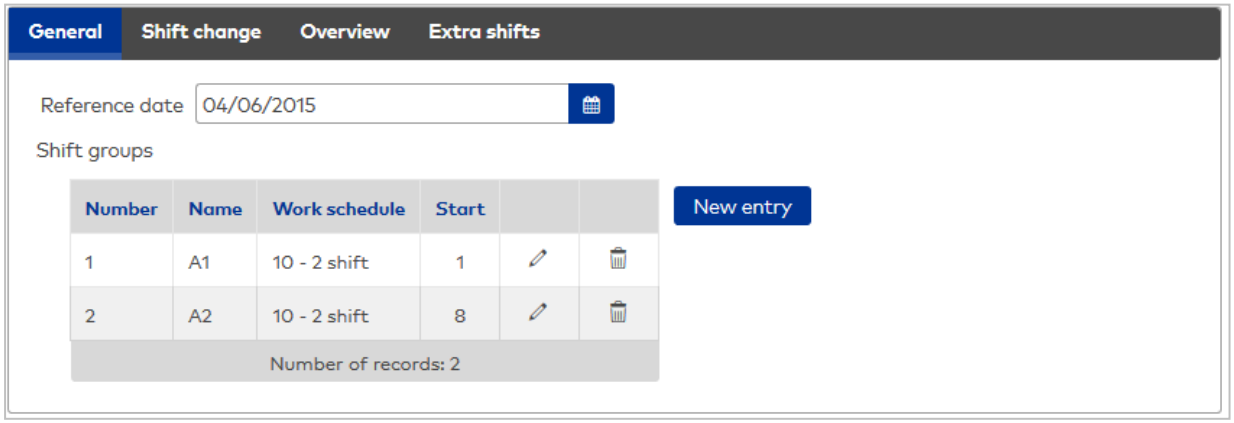
You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



A shift profile dialog consists of the header data and several tabs.

"General" tab

The shift groups with the allocation to a work schedule are generated on this tab.
The reference date is used to establish the relationship to the calendar days.



Reference date date field:
The start of the shift plan is oriented to the reference date and therefore matches the first day of the rhythm.

Note: Because there is only one reference date, the shift rhythm also applies before the reference date.

Shift groups table:
The table contains the shift groups with the allocations to the shift plans. Each shift group requires a number, a name and the allocation to a shift plan.

Number input field:
Contains the unique number for the shift group within a shift profile.
Value range: 1–999999
Default value: Next free number.

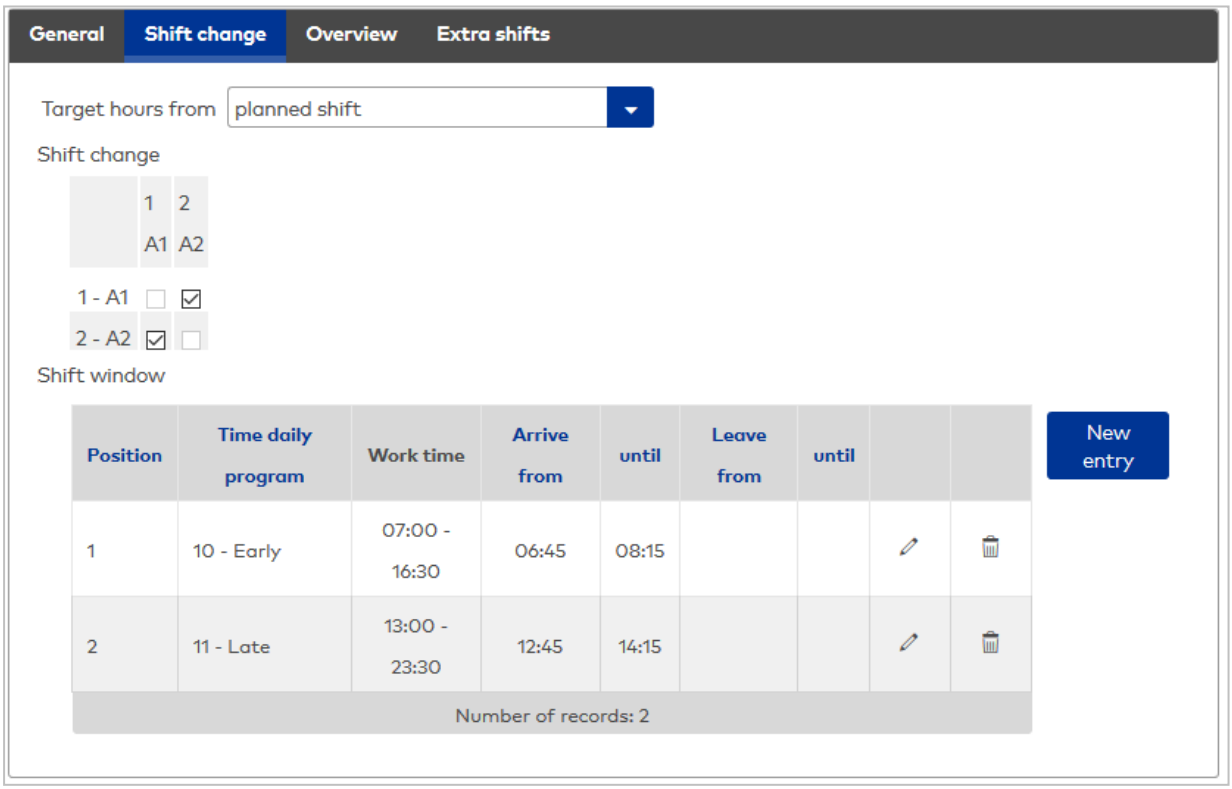
Name text field:
Free text for the name of the shift group. The text field is multilingual.

Work schedule selection field:
Contains the work schedule with the time daily programs for the shift rhythm.
Options:
- All work schedules created in the system with the type "Shift".

Start input field:
Defines the start, when the shift rhythm for the shift group begins. The number corresponds to the number of the entry in the work schedule. Example: If the number is 1, the shift rhythm begins with the first entry from the work schedule. If a digit is entered which is greater than the number of entries in the work schedule, the specified rhythm of the work schedule is incremented until the specified start is reached.
Value range: 1–9999

"Shift change" tab

This tab is used to define the automatic shift change between the shift groups of the shift profile.
The shift groups are derived from the **General** tab after saving. The shift windows for the possible time daily programs in which a booking leads to a shift change must also be defined.
All time daily programs used in the allocated work schedules of the shift groups are possible.



Target hours from selection field:
This selection determines what target time is used for allocation if there is a shift change for the day.
Options:
- Current shift: The target time is determined based on the daily program for the current shift.
- Planned shift: The target time is determined based on the daily program for the planned shift.

Default: Current shift.

Shift change table:
The table contains the shift groups that you can change between, in the form of a cross table. A permitted change is assigned by activating the checkbox in the intersection between two shift groups.
The lines in the table contain the shift group from which the change is made. The columns in the table contain the shift group to which the change is made.
Default: Activated

Shift windows table:
The shift windows table for the time daily programs contains the time ranges for automatic shift allocation by means of bookings. All time daily programs resulting from the allocated shift plans are available in the table.

Position input field:
The position is equivalent to the position in the table and defines the checking sequence for the automatic shift change. The check ends the first time there is a match between a booking and the specified shift windows. The change to the specified time daily program is implemented. Only the changes in accordance with the shift change table are taken into account.

Note: New entries are added at the position specified in the **Position** column. If you change an existing position, the entry is inserted in the corresponding position and the subsequent entries are moved.

Time daily program selection field:
Contains the time daily program with number and name for which the shift windows are valid. If the corresponding booking falls within the time frame, this time daily program is used for the allocation.
Options:
- All time daily programs used in the shift profile.

Valid display field:
Contains the version information for the time daily program, if several versions are valid within the scope of the shift profile for a time daily program.
If the versions are not selected for a time daily program, the validity period is shown as **.**.**** - **.**.****. In this case, the shift windows are valid for all versions of the time daily program.

Note: The column for the version is only available if several versions are valid for at least one time daily program. If no versions are used, the column is not visible.

Work time display fields:
Display the work times of the time daily program. If the versions are not selected for a time daily program and the time daily program has several versions with different work times, this is shown using the format **:**.
Example:
Work time version 1 from 08:00 to 10:00
Work time version 2 from 08:00 to 10:15
Display: 08:00 – **:**

Shift window:
The shift windows define the time ranges for the bookings. The shift windows can be defined for arrive, leave or both.
When a shift window is specified, it must always be as a pair with "From" and "Until" times.
The extended time format is used, allowing entries extending over several days.

Note: If time frames for arrive and leave bookings are specified, the shift change only takes place if the first arrive booking falls within the arrive time frame and the last booking within the leave time frame.

Arrive from input fields:
Contains the times for the start of the shift window for the arrive booking.

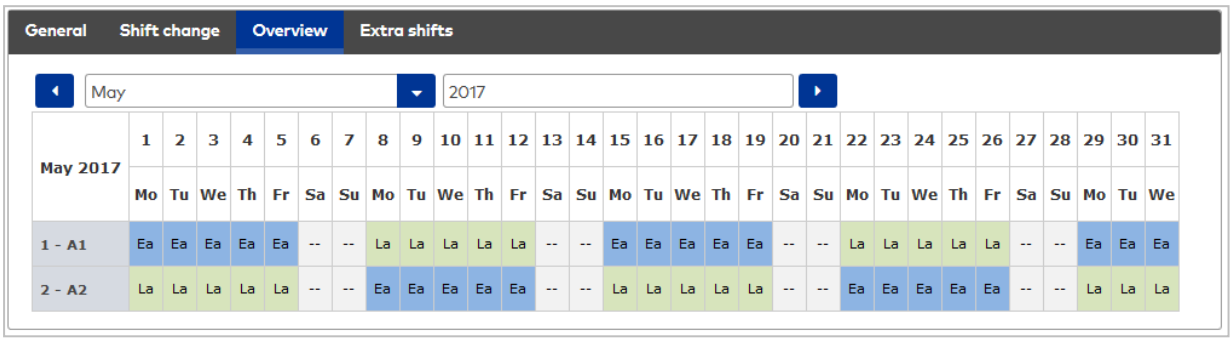
Arrive until input fields:
Contains the times for the end of the shift window for the arrive booking.

Leave from input fields:
Contains the times for the start of the shift window for the leave booking.

Leave until input fields:
Contains the times for the end of the shift window for the leave booking.

"Overview" tab

This tab displays the shift rhythm for the defined shift groups on a monthly basis. Display is for the selected month in each case.



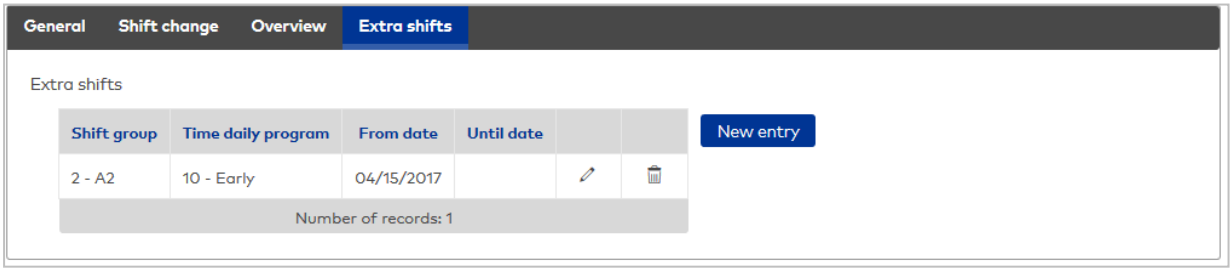
Month/year date field:
Selection of the month/year to be displayed.

Note: Click a time daily program to open the dialog for entering special days.

"Extra shifts" tab

This tab provides a table for managing the extra shifts that deviate from the shift plan. New extra shifts are added by adding a new entry to the table.
Alternatively, the extra shifts can also be entered directly in the overview.

Note: On days with extra shifts, no check for automatic shift change is performed. After an extra shift, there is an automatic rollback to the planned shift.



Extra shifts table
The extra shifts table contains the extra shifts for the corresponding shift groups.

Shift group selection field:
Contains the shift group for which the extra shift applies.
Options:
- All shift groups of the shift profile.

Time daily program selection field:
Contains the time daily program for the extra shift.
Options:
- All time daily programs in the system.

Date from, until date fields
Contains the date of the extra shift, if the extra shift only applies for one day.
For extra shifts lasting several days, the "Until" date is the last day of the extra shifts.

4.2.2 Work schedules

A work schedule determines what time daily program is used for each individual day of a week. The time weekly programs thus form the time-related basis for time credits.

Work schedules are generally divided up into weeks. In the case of other working hours models, dormakaba MATRIX also allows variable work schedules with a freely definable work cycle.

Note: The use of variable work schedules must be enabled using the system parameter Time 40.

A special type of work schedule is used for shift administration and can consist of a rhythm with more than or fewer than 7 days, like a variable work schedule. The shift rhythm for the shift groups of shift administration is mapped using this shift-type work schedule.

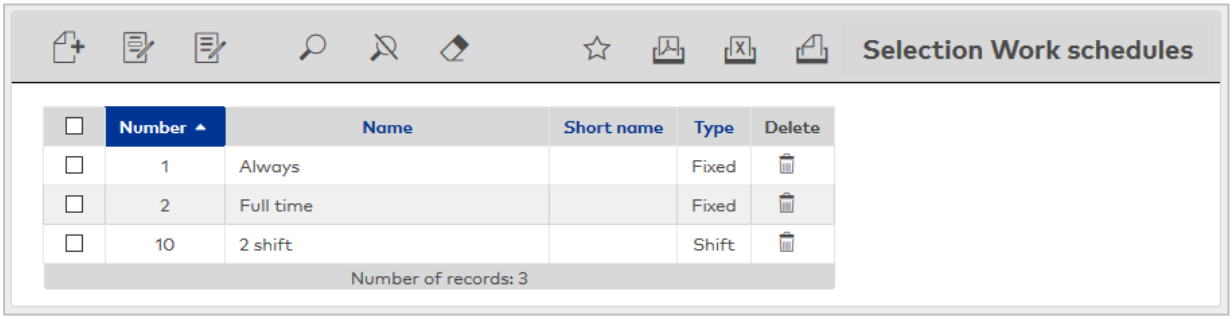
Note: The shift work schedule is only available if the shift administration licence has been activated.

Further information on working with work plans of the shift type can be found in the section "Working with the system" under "Setting up shift administration".

"Selection Work schedules" dialog

The **Selection Work schedules** dialog displays all work schedules created for the time system which determine the weekly work hours based on time weekly programs. Schedules can be extended and adjusted as required in accordance with the existing work time model in the company.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"New work schedule" dialog

The **New work schedule** dialog displays the available templates for the work schedules. The edit dialog depends on the type selected.

This selection will always appear when you click **Create new record** in the **Selection Work schedules** dialog. If you create a new record in the **Edit Work schedule** or **Edit Variable work schedule** dialog, this is always generated based on the type of the respective edit dialog.

Use the **Back to selection** button in the toolbar to go to the selection dialog.

Type column:
Contains the name of the available template type.

Description column:
Contains a short description for the respective type.

Variants

- One week fixed: Standard type of work schedule based on a working week.
- Variable number of days: Freely definable work schedule with cycle configurable on an individual basis. This option is only available if the corresponding system parameter has been activated.
- Shift: Work schedule that functions as a shift plan for shift administration, and which determines the shift rhythm. This type is only available if the shift administration licence has been activated.

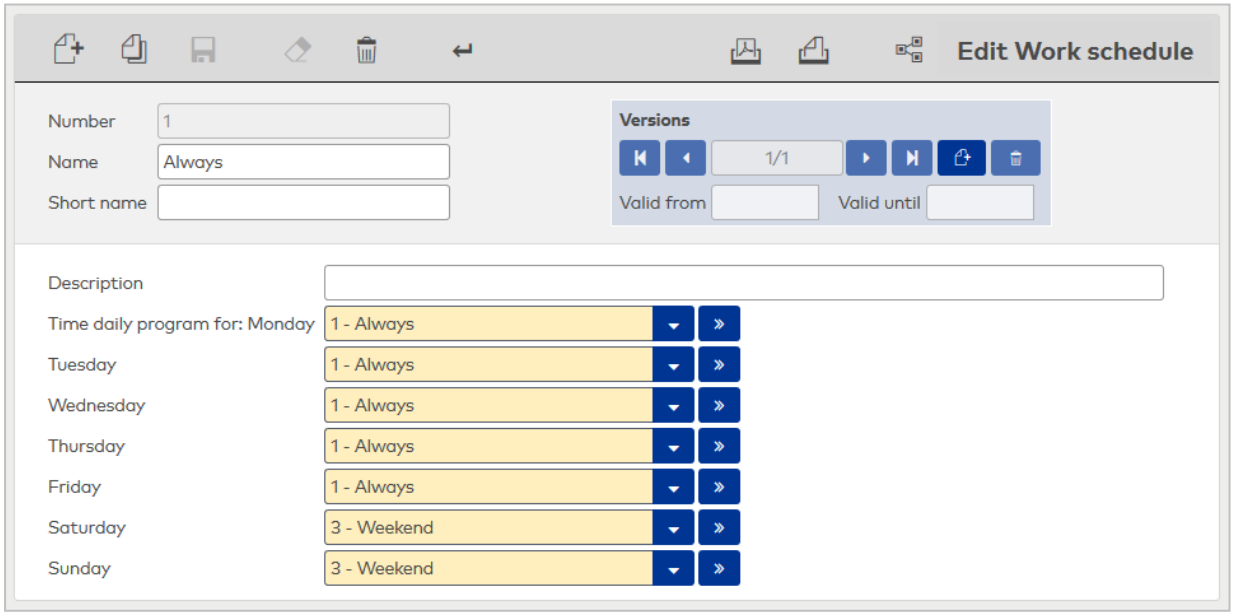
"Edit Work schedule" dialog

Use the **Edit Work schedule**dialog to create new work schedules and edit existing work schedules. Each work schedule requires a unique number; it is recommended that you specify a name and a short name.

Work schedules are allocation-relevant and subject to version management.

A time daily program is allocated to each calendar day in a week in a work schedule.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Time daily program for: Monday: to **Sunday** selection fields:
Contains the time daily program for the relevant weekday. You must select an entry for each weekday.
Options:

- All time daily programs created in the system.

"Edit Variable work schedule" dialog

Use the **Edit Variable work schedule** dialog to create and edit variable schedules. Each work schedule requires a unique number; it is recommended that you specify a name and a short name.

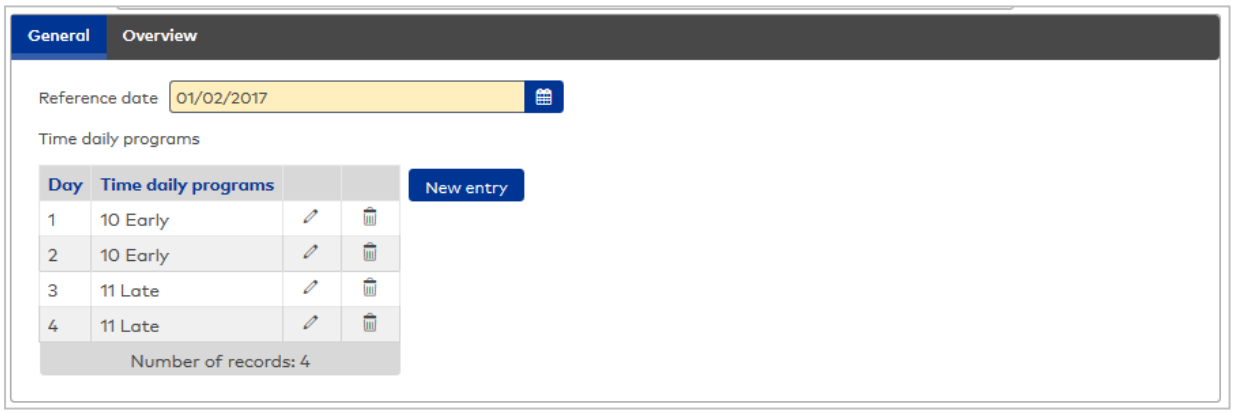
Work schedules are allocation-relevant and subject to version management.

An individual cycle can be defined in a variable work schedule. Different time daily programs can be assigned to any number of workdays in such a cycle.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.

"General" tab

Use this tab to define the work schedule cycle. Allocate a time daily program to each day.



Reference date field:
Contains the start date for the cycle. This date corresponds to day 1 in the table.

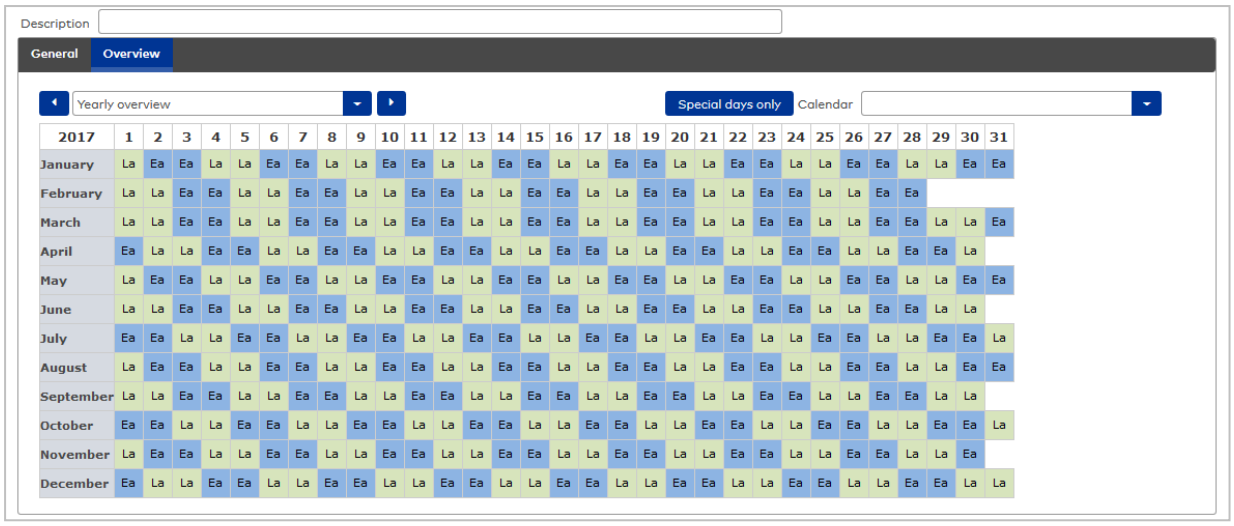
Time daily programs table:
Contains the corresponding time daily program for each day in the cycle.

Day column:
Contains the consecutive number for the day. The day determines the position within the cycle.

Time daily programs column:
Contains the time daily program for the day.

"Overview" tab

The Overview tab allows you to display the work schedule as a yearly overview or a monthly overview.



Arrow buttons:
Move the display period forwards or backwards by one interval.

Selection field:
Contains the display period. You can choose whether the calendar should be displayed as a year overview or a monthly overview.

Note: The colour in which the calendar matches the colour selected for the individual time daily programs.

Special days only or **All days** button:
Use this button to switch between the display of all days or special days only. The wording on the button changes according to the day types currently selected.

Calendar selection field:
When a calendar is selected, the special days defined in the calendar are also included in the display when calculating the substitute daily programs.
Options:

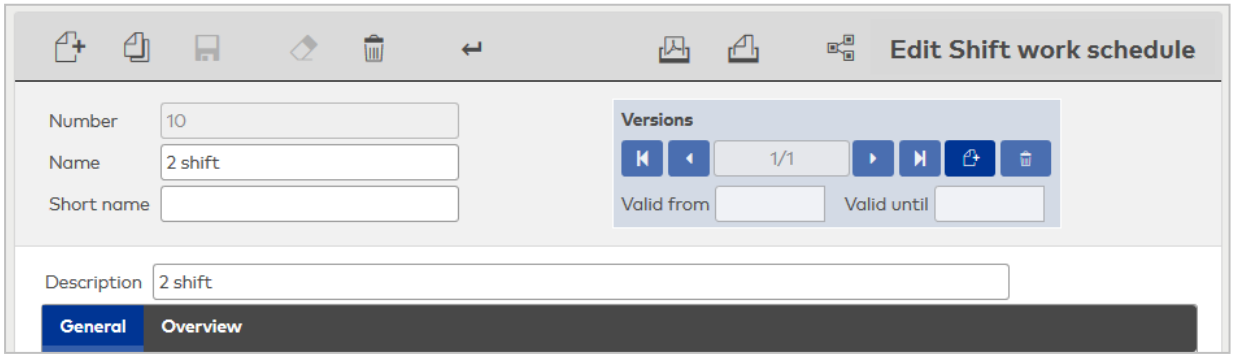
- All calendars created in the system.

"Edit Shift work schedule" dialog

The **Edit Shift work schedule** dialog is used to create and edit work schedules for shift administration. Each work schedule requires a unique number; it is recommended that you specify a name and a short name. Work schedules are allocation-relevant and subject to version management.

In a work schedule with the type "Shift", a shift rhythm is defined in which any number of workdays are allocated different time daily programs, which then map the shift rhythm.

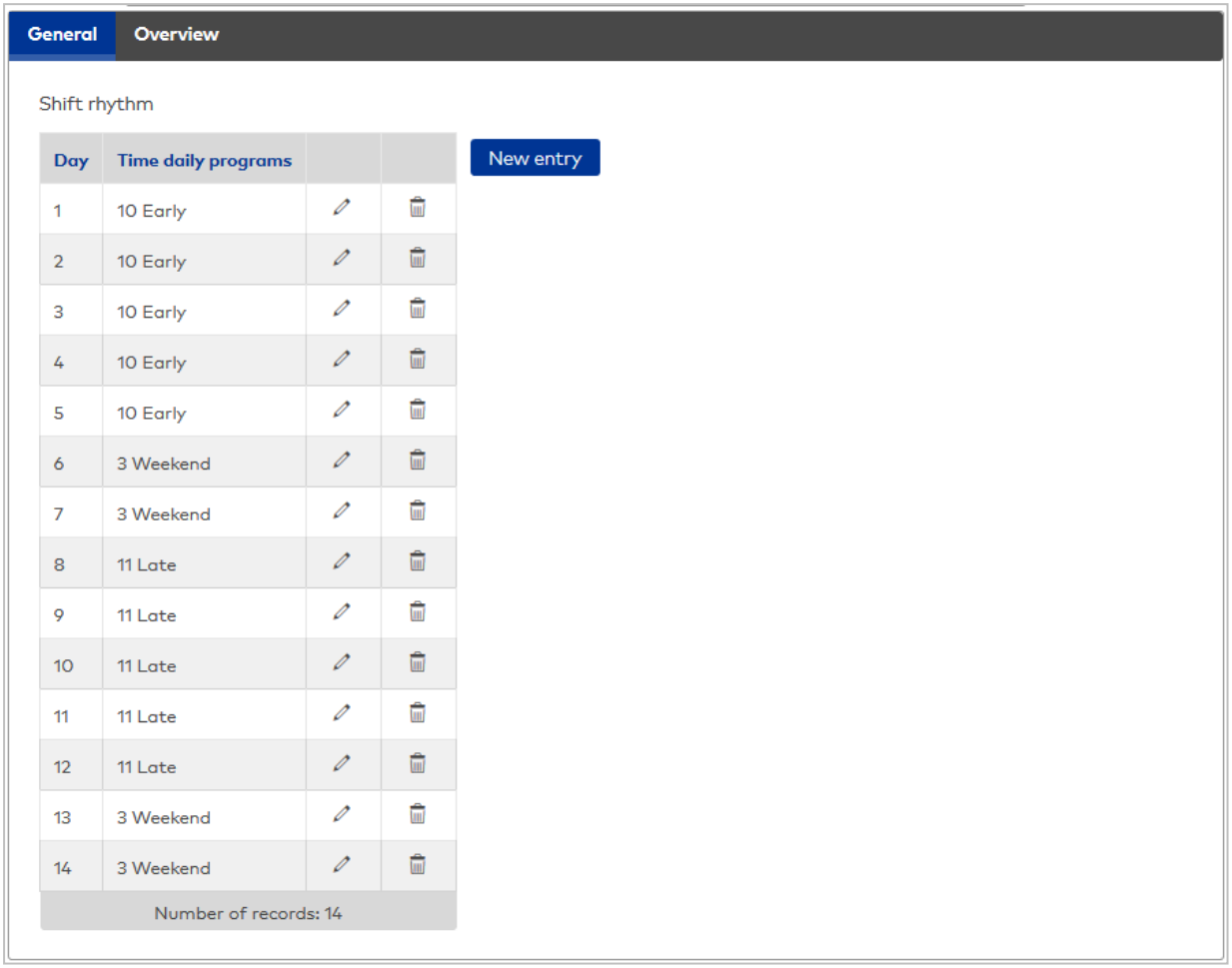
You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Description input field:
Free text to describe the work schedule.

"General" tab

This tab is used to define the shift rhythm by specifying the time daily programs.



Day	Time daily programs
1	10 Early
2	10 Early
3	10 Early
4	10 Early
5	10 Early
6	3 Weekend
7	3 Weekend
8	11 Late
9	11 Late
10	11 Late
11	11 Late
12	11 Late
13	3 Weekend
14	3 Weekend

Shift rhythm table:
Contains the corresponding time daily program for each day in the shift rhythm.

Day column:
Contains the consecutive number for the day. The day determines the position within the rhythm.

Time daily programs column:
Contains the time daily program valid for the shift for that day.
Options:

- All time daily programs created in the system.

"Overview" tab

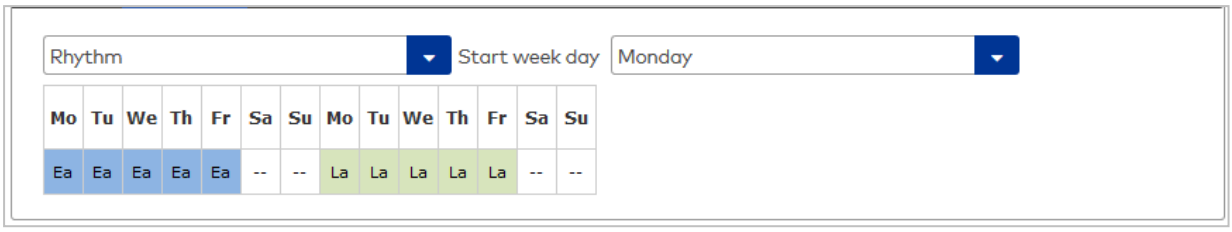
This tab offers the option of displaying either the one-off shift rhythm or the shift rhythm for a year.
You can select the display using the selection field.
Display options:

- Rhythm: Displays the one-off shift rhythm.
- Yearly overview: The shift rhythm is displayed for a year starting from the start month and taking into account the start date.
- Yearly overview - per day: The shift rhythm is displayed for a year starting from the start month and taking into account the start date.
  The display is oriented to the weekdays.

Display options

Rhythm overview

A one-off shift rhythm is displayed without reference to a date.



Start week day selection field:

The weekday determines the start of the display and therefore the start of the rhythm.

Options:

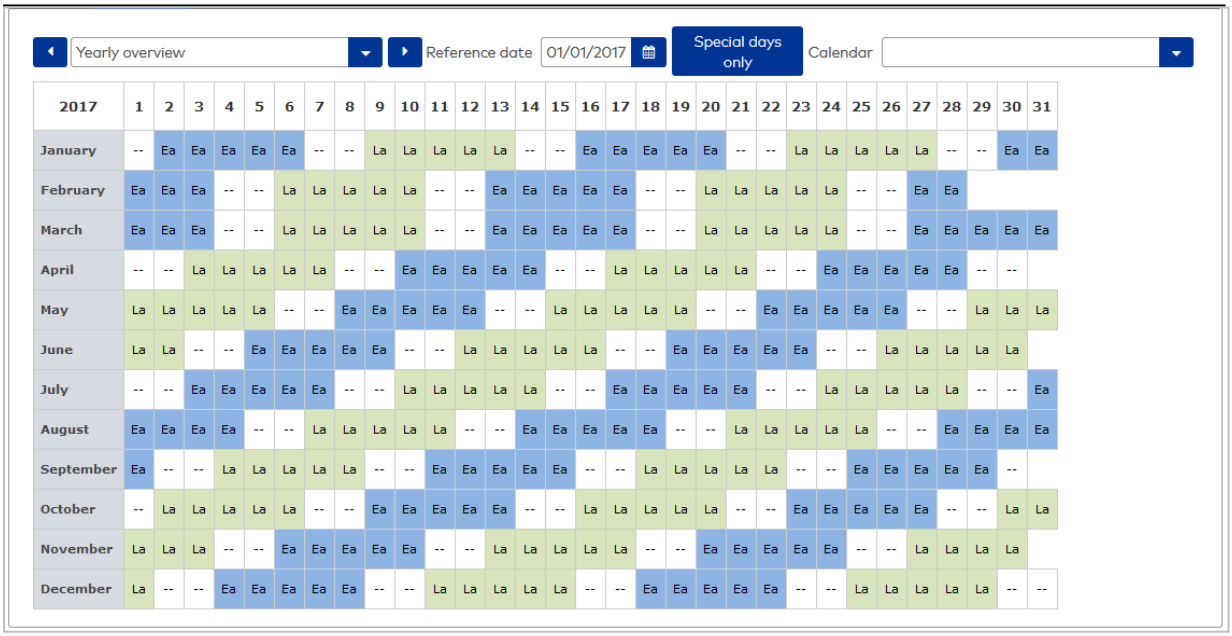
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Default: Monday.

Yearly overview overview

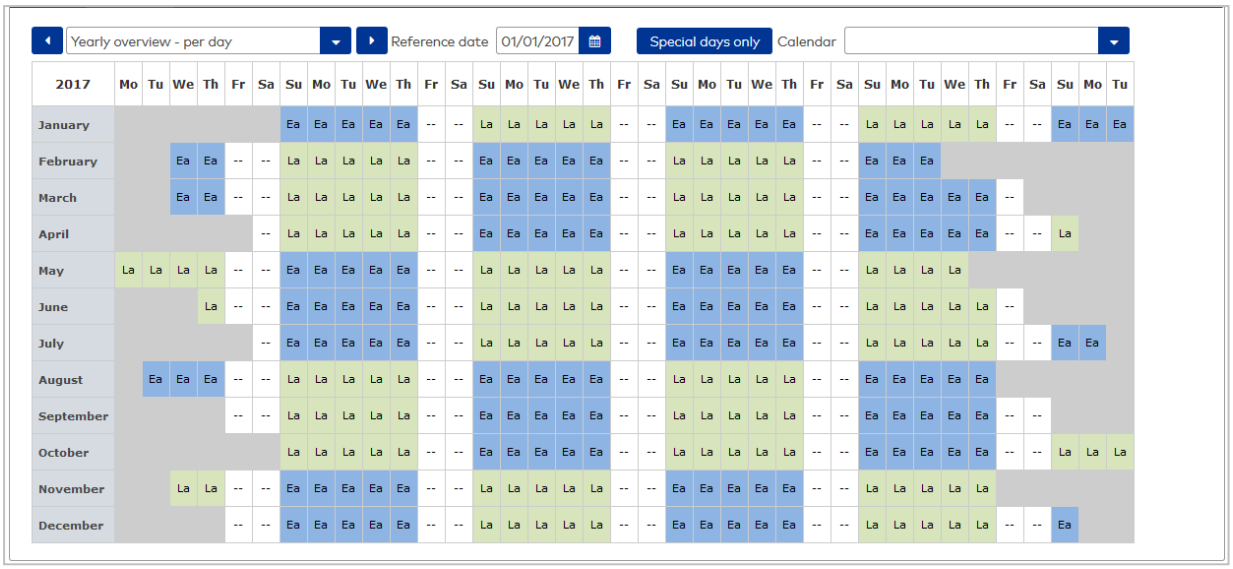
The shift rhythm for a year is displayed taking into account the reference date.

Note: If there are several versions for the work schedule, the display includes only the validity period of the selected version.



Yearly overview - per day overview:

The yearly overview with reference to the weekdays and taking into account the reference date is displayed.



Reference date date field:
By specifying a reference date, the rhythm can be oriented precisely to a date from which the shift rhythm begins. The shift rhythm is displayed in relation to the reference date for the past and the future.

Special days only/All days button:
Use this button to switch between the display of "All days" or "Special days only". The wording on the button changes according to the day types currently selected.

Calendar selection field:
When a calendar is selected, the special days defined in the calendar are also included in the display when calculating the substitute daily programs.
Options:

- All calendars created in the system.

4.2.3 Time daily programs

Time daily programs are an essential component of time recording and time management. They are allocated to the weekdays on which they are used in the work schedules.

Time daily programs are used to define for every day in what time intervals the bookings are allocated. Time daily programs also contain important specifications and constants for time recording and time allocation.

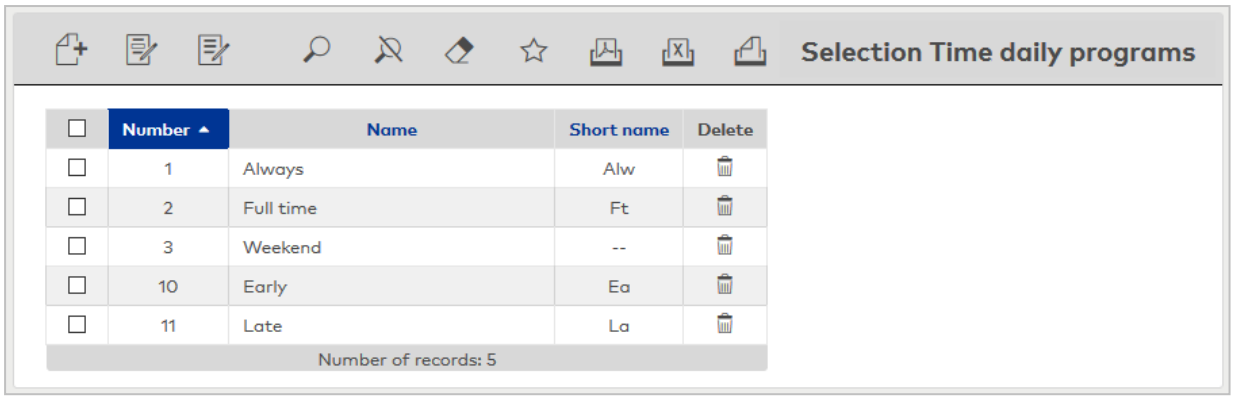
Substitute time daily programs can be used to allocate a separate time daily program to each day type, such as bank holidays or special days. As a prerequisite, the day types must have been entered in the calendar and suitable substitute time daily programs for the respective day type must be defined in the time daily program.

Basic information can be found in the section "Working with MATRIX" under ▸ Work with delayed time daily programs. Further information on working with time daily programs in shift administration can be found under ▸ Set up shift administration.

"Selection Time daily programs" dialog

The **Selection Time daily programs** dialog displays all time daily programs created for time management.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

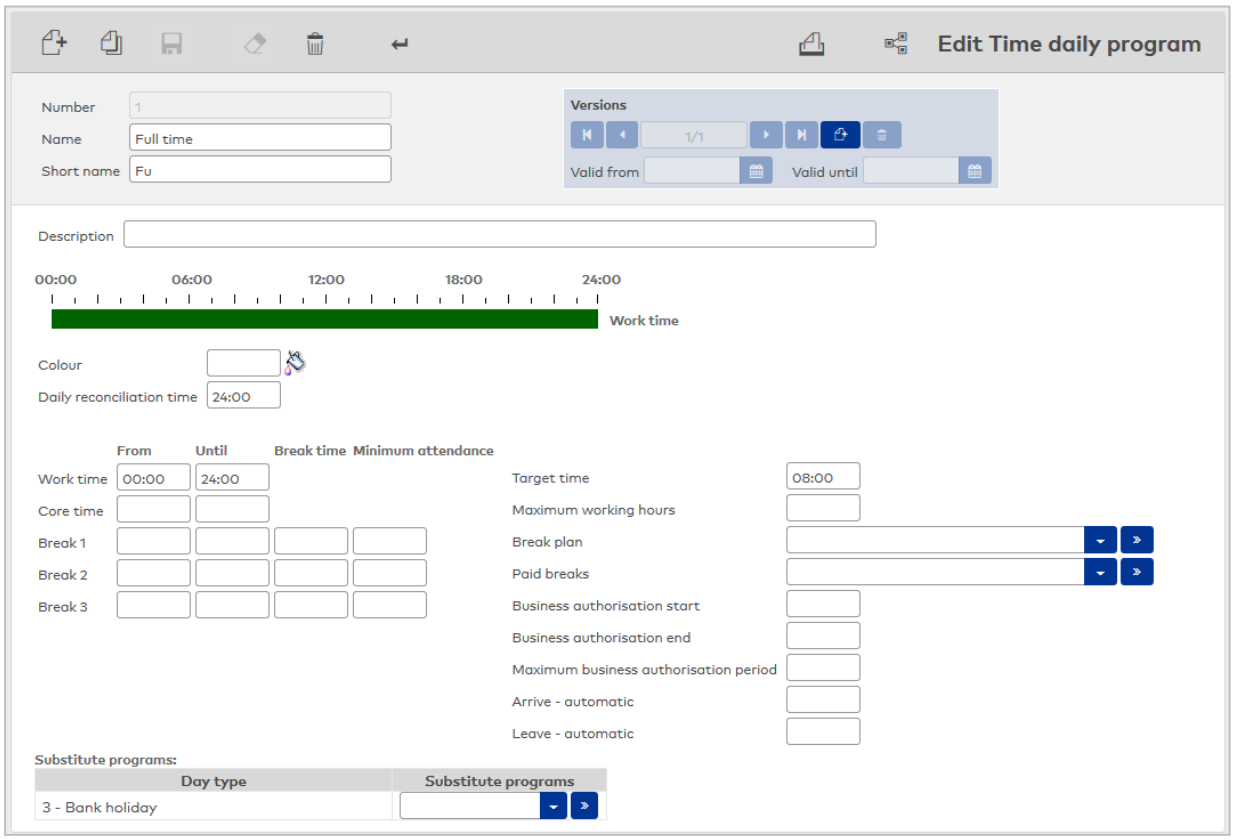
"Edit Time daily program" dialog

Use the **Edit Time daily program** dialog to create new time daily programs and edit existing time daily programs. Each time daily program requires a unique number. It is recommended that you specify a name and a short name.

Programs can be extended and adjusted as required in accordance with the existing work time models in the company.

Time daily programs are allocation-relevant and subject to version management.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Visualisation of the time ranges

The visualisation displays the period in which the resulting time ranges are valid according to their definition by coloured bars.
The time range includes the outer time range for the day. During this time range, bookings are recorded and the absence time is allocated in the before/after work time account but is not credited to the working hours and therefore the balance. The absence time can be credited as work time if a corresponding permission has been issued for before/after work time.

Colour field:
Displays the colour in which the time daily program is displayed in the work schedule overview. Click the **Colour** button and click a colour in the colour chart to allocate it.

Daily reconciliation time input field:
Contains the time for the execution of the daily reconciliation. The day ends with the daily reconciliation. The day for allocation purposes is not necessarily from 00:00-24:00, but can start and end at any time.
If the daily reconciliation time is set to a time less than 24:00, the day begins at the specified time on the previous day.
If the time daily program ends on the next day, the time for the daily reconciliation must be entered in the format hh+mm. If no data is entered for the daily reconciliation time, the daily program is oriented to the start of the subsequent daily program. These daily programs are designated as variable daily programs.

Formats and value ranges:

00:01-23:59 = The daily program starts at the specified time on the previous day and ends at the specified time on the current day.

24:00 = The daily program covers precisely the calendar day starting at 00:00 and ending at 24:00.

00+01-23+59 = The daily program starts at the specified time on the current day and ends at the specified time on the next day.
No input = Variable daily program oriented to the subsequent daily program.

Note: When daily programs with different daily reconciliation times are combined, this may lead to overlaps or gaps between the daily programs.
The gaps are filled by the subsequent daily program with the time range before/after work time.
If there is an overlap, the subsequent daily program only starts at the end of the current daily program and is therefore shorter.
An exception is the variable daily program which always ends at the start of the subsequent daily program.
For more information on delayed daily programs, see: Using delayed daily programs.

Time ranges

Work time:
Work time is the time range in which the person's attendance times are credited to the balance.

From input field: Specifies the start of the time range.
Until input field: Specifies the end of the time range.

Core time:
Core time is the time range in which the person must be present. Attendance times are calculated in the same way as in the work time period, but bookings in this time range are annotated with the comment "Booking in core time" in their Specifics area.

From input field: Specifies the start of the time range.

Until input field: Specifies the end of the time range.

Break 1, 2 and 3:
Indicates time ranges for fixed and variable breaks.
If no break time is indicated, the time range is classified as a fixed break. If a break time is indicated, the time range is classified as a variable break.

From input field: Specifies the start of the time range.

Until input field: Specifies the end of the time range.

Break time input field: This hour value specifies the break time for variable breaks that a person must take as a minimum within a time range. If the break actually taken is shorter than this minimum value, presence until the break time is finished are deducted from breaks and not calculated as working time.

Minimum attendance input field: Defines the required attendance time of a person at the start of the time range so that the break is calculated. If no data is entered, the attendance time is not evaluated.

If the first booking of the day lies within the time range, the time difference between the start of the time range and the time of booking reduces the break time to be taken.
If the last booking lies within the time range, the break time to be taken is reduced by the difference between the time of booking and the end of the time range.

If, as an exception, no break is to be calculated, you can suspend the break calculation for a specific break or for the day with an appropriate correction.

Defaults

Various time allocation settings are predefined in the defaults area.

Maximum working hours input field:
Defines the maximum working hours for a day which can be credited to a person's balance. This maximum work time is used if no maximum personal work time is specified for the person. You can override the maximum work time for one day using an appropriate correction.

Break plan selection field:
You can also define breaks using a break plan instead of specifying break times.
Options:

- All break plans created in the system.

Paid breaks selection field:
Paid breaks can also be used in addition to specified break times that are not calculated as working hours. Paid breaks are offset directly from the actual time and are classified as working hours.
Options:

- All break plans for paid breaks created in the system.

Target time input field:
Specifies the person's target work time in hours per day.

Business authorisation start input field:
Specifies the time when a person with business authorisation permission is booked if the first booking of the day is a "Business authorisation - arrive" booking and the time of the booking is after the "Business authorisation start".

Business authorisation end input field:
Specifies the time when a person with business authorisation permission is booked out if the last booking of the day is a "Business authorisation - leave" booking and the time of the booking is before the "Business authorisation end".

Maximum business authorisation period input field:
Defines the maximum business authorisation period per day which can be credited to a person's balance. This maximum business authorisation period is used if no maximum personal business authorisation period is specified for the person. You can override the maximum business authorisation period for one day using an appropriate correction.

Arrive - automatic input field:
For entering a fixed time for passive attendance recording at which an Arrive booking takes place automatically, if there are no bookings for the day.

Leave - automatic input field:
For entering a fixed time for passive attendance recording at which a Leave booking takes place automatically, if there are no bookings for the day.

Allocate absence time when target hours 0 checkbox:
Specifies whether the absence is still allocated if no target hours are provided for the day. This enables absences to be recorded even in passive time recording.

- Activated: The absence time is allocated if the target hours are 0.
- Inactivated: The absence period is not allocated.

Note: The checkbox is only present when passive time recording is activated.

Substitute programs table:
Contains substitute programs that you can define for individual day types.

Day type column:
Contains the unique number and language-dependent name of the day type. The day types are determined using the calendar, which is connected by permissions to the time weekly program.

Substitute programs selection field:
Select the substitute program which is used on days with the relevant day type.
Options:
- All time daily programs created in the system.

Note: Only the day types which are used in the calendars are available.

4.2.4 Break plans

Break plans map working time-dependent breaks. Working time-dependent breaks are based on working time only and not on fixed points in time during the day, as is the case for fixed and variable breaks.

Break plans for paid breaks are also supported in addition to required breaks depending on working hours.

Note: The use of paid breaks must be enabled using the system parameter “Time 130”.

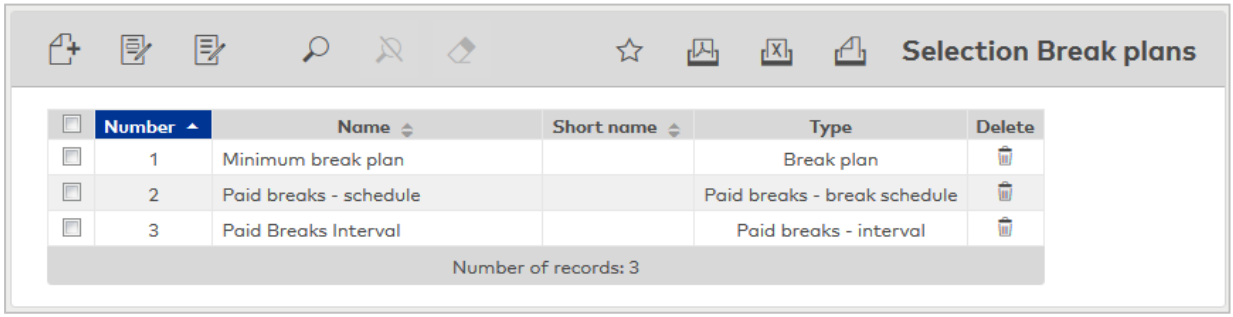
Break plans are allocated to time daily programs. Only one break plan for breaks that depend on working times and one break plan for paid breaks can be allocated to a time daily program.

Break plans are allocation-relevant and subject to version management.

"Selection Break plans" dialog

The **Selection Break plans** dialog displays all break plans created for time management.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Type column:
Contains the type of break plan. The type is determined during creation of a new entry and cannot be subsequently altered.

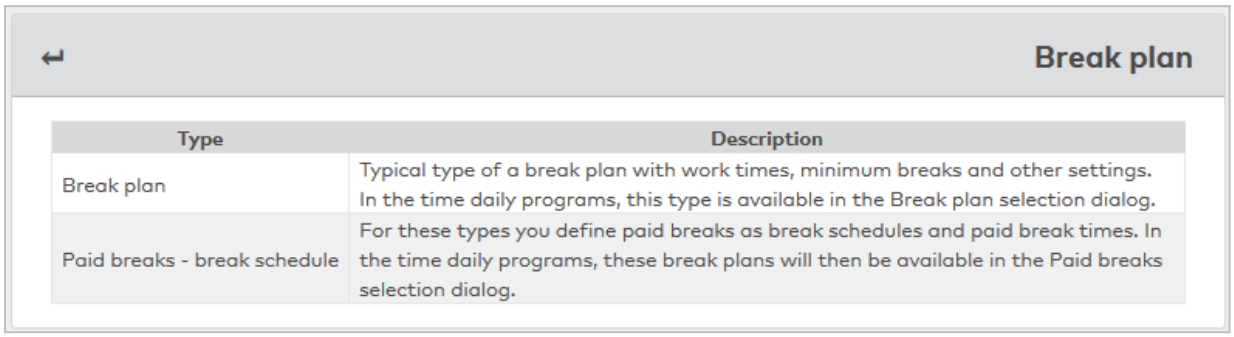
Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

“New break plan” dialog

The **New plan** dialog displays all the available break plan types. The edit dialog depends on the type selected.

This selection will always appear when you click **Create new record** in the **Selection Break plan** dialog.

Use the **Back to selection** button in the toolbar to go to the selection dialog.



Type column:
Contains the name of the break plan types.

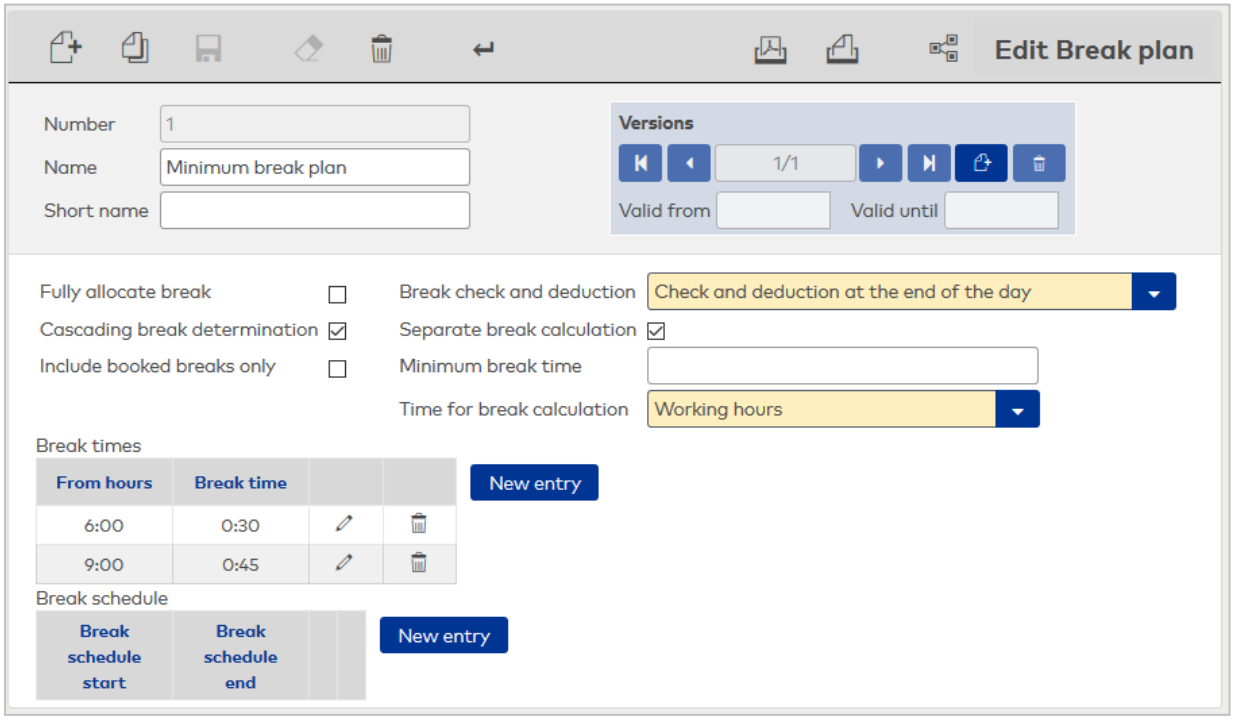
Description column:
Contains a short description of the respective break plan type.

- **Break plan**: Normal type for a break plan with work times, minimum breaks and further settings. This type is allocated in the time daily programs using the **Break plan** selection field.
- **Paid breaks – break schedule**: In these types, paid breaks are defined using a break schedule and a break time (break duration). This type is allocated in the time daily programs using the **Paid breaks** selection field.

"Edit Break plan" dialog

Use the **Edit Break plan** dialog to create new break plans and edit existing break plans. Each break plan requires a unique number; it is recommended that you specify a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Fully allocate break checkbox:
Determines how the break is to be allocated when specified working hours are reached.
Options:
- Active: The full break is deducted once the working hours have reached the specified value.
- Not active: Only the specific amount for the break is deducted which exceeds the specified value of the working hours.

Default value: Not active

Cascading break determination checkbox:
Determines how the different break times defined in the table are to be allocated in relation to the working hours.
Options:
- Activated: The first row in the table is checked first. Should a break deduction result, this is deducted from the working hours. The second table row is checked with the remaining working hours, which may result in an additional deduction, which then reduces the remaining working hours. The next table row is then checked and so on, until the remaining working hours no longer equal the corresponding value for the working hours specified for the break calculation, or the table has no more entries.
- Not activated: The break deduction is calculated based on the table row with the highest indicated working hours value below the total working hours.

Default value: Not active

Include booked breaks checkbox:
Determines whether only booked breaks or also interruptions due to leave and arrive bookings are included as a break.
Options:
- Active: Only booked breaks are included. Interruptions due to leave and arrive bookings are not considered a break
- Not active: Interruptions due to leave and arrive bookings are considered a break in addition to booked breaks.

Default value: Not active

Break check and deduction selection field:
Determines whether the check and a necessary break deduction are made at the end of the day or in accordance with the break plan.
Options:
- Check and deduction at the end of the day. A check is made to determine whether the break target is reached for the daily reconciliation. If not, the break deduction is made at the end of working hours.
- Check at the end of the day, deduction according to break plan. A check is made to determine whether the break target is reached for the daily reconciliation. If not, the break deduction is made at the specified working times each time.
- Check and deduction according to break plan. The check to determine whether the break target is achieved at the break times indicated in the table. If not, a break deduction is made directly.

Default value: Check and deduction at the end of the day.

Separate break calculation checkbox:
Determines whether the break target consisting of fixed and variable breaks and the breaks from a break plan are considered together or separately.
Options:
- Active: Breaks from the time daily program, such as fixed and variable breaks, and breaks from the break plan are totalled.
- Not active: Breaks from the time daily program and breaks from the break plan are considered completely separately.
  Note: If the two ranges overlap, breaks may be deducted twice.

Default value: Active.

Minimum break time input field:
Determines the minimum time that a person must be absent for the absence time to be calculated as a break. If no information is given, the absence time is calculated as a break if there are no other limitations such as a break schedule.

Time for break calculation selection field:
Specifies the time for the break calculation.
Options:
- Working hours. The working hours are used for the break calculation.
- Attendance: The attendance time is used for the break calculation.

Default: Working hours.

Break times table:
Contains the break times to be credited for different working times.

Working hours column:
Contains the credited working hours after which the break time must be taken.

Break time column:
This hour value specifies the break time that a person must take as a minimum after working a certain time. If the break actually taken is shorter than this minimum value, presence until the break time is finished are deducted from breaks and not calculated as working time.

Break schedule table:
Contains the break schedule if breaks are to be taken within time ranges.

Break schedule start column:
Contains the time when the break schedule begins.

Break schedule end column:
Contains the time when the break schedule ends.

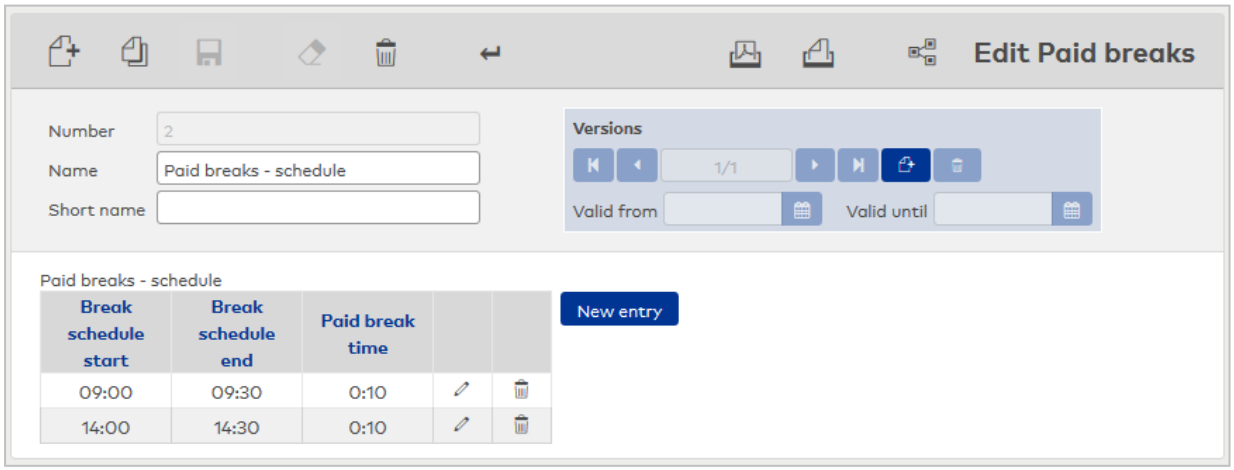
"Edit Paid breaks" dialog

Use the **Edit Paid breaks** dialog to create new break plans for paid breaks and edit existing break plans. Each break plan requires a unique number; it is recommended that you specify a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.

Paid breaks are not allocated as break times and are assigned directly in the time daily programs.

Paid breaks with break schedules
Time ranges are defined for paid breaks with break schedules. During these times, booked breaks can be allocated as paid breaks up to a specified maximum value. They are directly offset from the actual time and classified as working hours but have no influence on the calculation of minimum breaks.



Break schedule table:
Contains the break schedule if breaks are to be taken within time ranges. Up to three break schedules can be created.

Break schedule start column:
Contains the time when the break schedule begins.

Break schedule end column:
Contains the time when the break schedule ends.

Paid break time column:
Contains the maximum break time allocated as paid breaks in the break schedule.

4.2.5 Rounding plans

The rules and parameters for rounding time bookings are defined in the rounding plans.

Rounding plans are allocated to persons, with one rounding plan being allocated to each person.

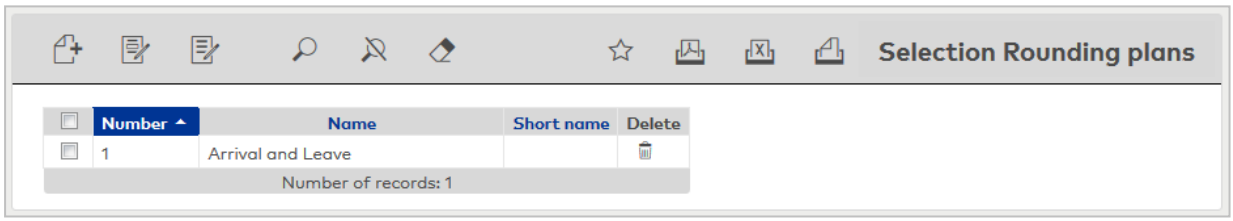
Rounding plans are allocation-relevant and subject to version management.

Note: This function is only available if the system parameter Time 42 is activated.

"Selection Rounding plans" dialog

The **Selection Rounding plans** dialog displays all rounding plans created for time management.

Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

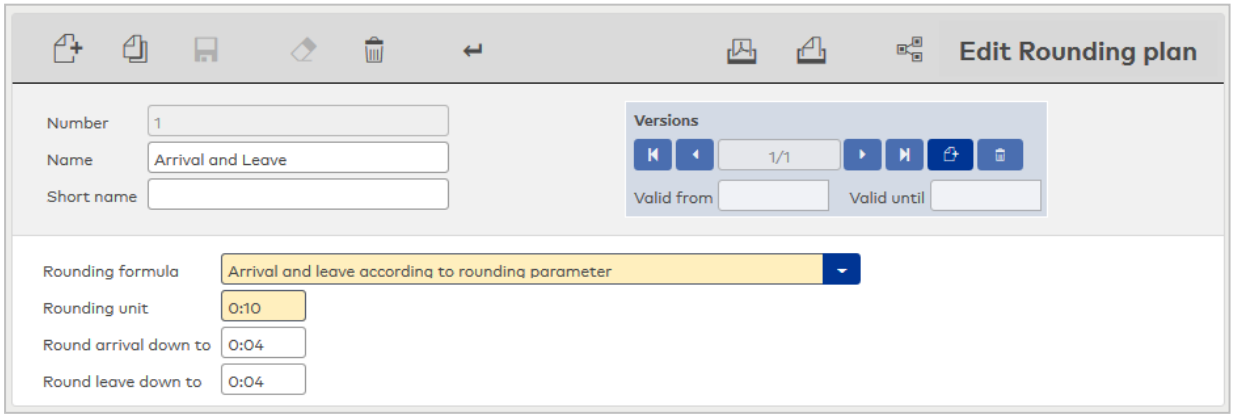


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Rounding plan" dialog

Use the **Edit Rounding plan** dialog to create new rounding plans and edit existing rounding plans. Each rounding plan requires a unique number; it is recommended that you specify a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Rounding formula selection field:
Contains the formula for rounding of bookings and intermediate bookings.
Options:

- No rounding: Intermediate bookings are not rounded. Only the first and last booking are rounded.
- Round down: Intermediate bookings are rounded down.
- Round up: Intermediate bookings are rounded up.
- Round arrival up and leave down

Default value: Arrival and leave according to rounding parameter.

Rounding unit input field:
This field defines which proportions of hours the bookings are rounded to. Meaningful input values are usually only divisors of 60, so that the rounding can always be to whole minutes.
Value ranges: 00:01 - 00:30.

Round arrival down to input field:
This field defines what minute limit an arrive booking is rounded down to. Bookings are then only rounded up from the next minute.
Value ranges: 00:01 - 00:30, but smaller or the same as the rounding unit.

Round leave down to input field:
This field defines what minute limit a leave booking is rounded down to. Bookings are then only rounded up from the next minute.
Value ranges: 00:01 - 00:30, but smaller or the same as the rounding unit.

4.2.6 Account administration

In the **Account administration** menu, you can define all the master data related to account comparisons, account calculations and account reconciliations.

see also: ▸ Work with holiday accounts

Use the **Account comparison profiles** menu item to define the account comparison profiles with account comparisons and account reconciliations.

Use the **Account comparisons** menu item to define the different account comparisons combined in the account comparison profiles.

Use the **Account reconciliations** menu item to define the account reconciliations with internal reconciliation rules and the time accounts that are to be set to zero.

Use the **Account calculation profiles** menu item to define the account calculation profiles with account calculations for individual time accounts.

Use the **Account calculation** menu item to define the rules for calculating time accounts on a daily basis.

Use the **Additional conditions** menu item to define additional conditions for use in account calculations.

Use the **Time accounts** menu item to define the time accounts required for your application.

4.2.6.1 Account comparison profiles

An account comparison profile consists of allocation rules and reconciliations for setting the account to zero.

The defined rules allow a daily, weekly, monthly, yearly or periodical view of the accounts filled by the account calculation profiles. The accounts are allocated in accordance with the defined rules. You create the individual rules in the account comparison and allocate the rules to account comparison profiles. You can use the individual rules in all account comparison profiles.

An account comparison profile is processed at the end of a day in the sequence

- daily
- weekly
- monthly
- yearly
- periodically.

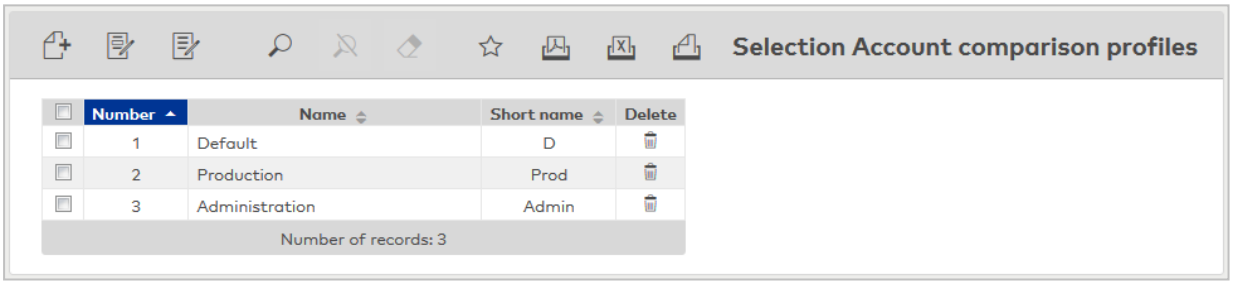
When a new account comparison profile is created, it contains allocations for day, month and year. For each allocation you must specify the time at which checks and allocation are performed. If necessary, you can add further allocations in the configuration. Each allocation type may be used more than once. For instance, you can create a second yearly reconciliation in March for calculating holidays in addition to the yearly reconciliation at the end of the year.

In person administration, each person from time management is assigned exactly one account comparison profile.

"Selection Account comparison profiles" dialog

The **Selection Account comparison profile** dialog displays all account comparison profiles created for time management.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Account comparison profile" dialog

Use the **Edit Account comparison profile** dialog to create new account comparison profiles and edit existing account comparison profiles. Each account comparison profile requires a unique number. It is recommended that you specify a name and a short name.

Note: The dialog may contain different tabs, depending on the configuration.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.

If required, you can add more allocation dates to the account comparison profile using the **Configuration** button in the toolbar. A tab is added for the new allocation date in the dialog.

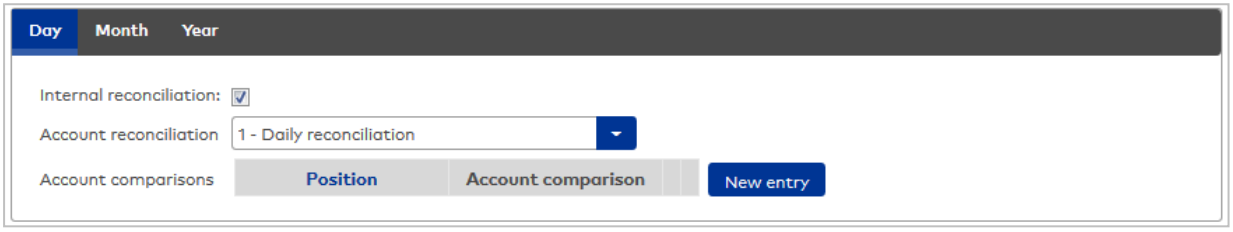
Allocations

The different allocations, such as day, week, month, year and periodical, are each displayed on their own tab.

In addition to the reconciliation for the account reset, you can specify the execution time and the account comparison for each allocation block.

Day

This tab contains the daily allocations. They are performed at the end of the day on a daily basis. Specification of the execution time is not required.



Internal reconciliation checkbox
Indicates whether the internal daily reconciliation is to be performed. In the internal reconciliation, the fixed time accounts for the day are reset and bookings out executed if the person is not listed with the status absent.

- Activated: The internal reconciliation is executed.
- Not activated: The internal reconciliation is not executed.

Account reconciliation selection field:
Contains the account reconciliation with the account reset of the specified accounts.
Options:

- Blank field.
- All day-type reconciliations created in the system.

Default value: Blank

Account comparisons table:
This table contains the individual account comparisons. The position in the table corresponds to the calculations sequence.

Note: New entries are added at the position specified in the **Position** column. This also applies to entries whose position is changed later.

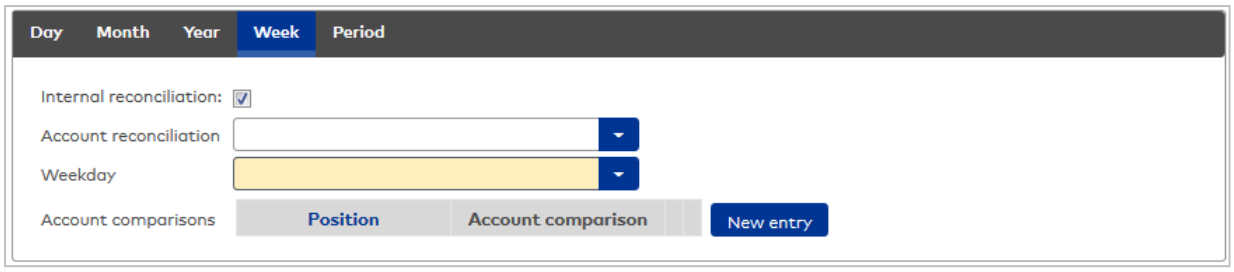
Position column:
Contains the position specification for the table:
Value range: 1-9999

Account comparison column:
Contains the selection of account comparisons to be performed.
Options:

- All account comparisons created in the system.

Week

This tab contains the weekly allocations which are executed on the specified day.



Account reconciliation selection field:
Contains the account reconciliation with the account resets of the specified accounts.
Options:

- Blank field.
- All week-type reconciliations created in the system.

Default value: Blank

Weekday selection field:
Determines the day for execution.
Options:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Default value: Sunday

Account comparison table:
This table contains the individual account comparisons. The position in the table corresponds to the calculations sequence.

Note: New entries are added at the position specified in the **Position** column. This also applies to entries whose position is changed later.

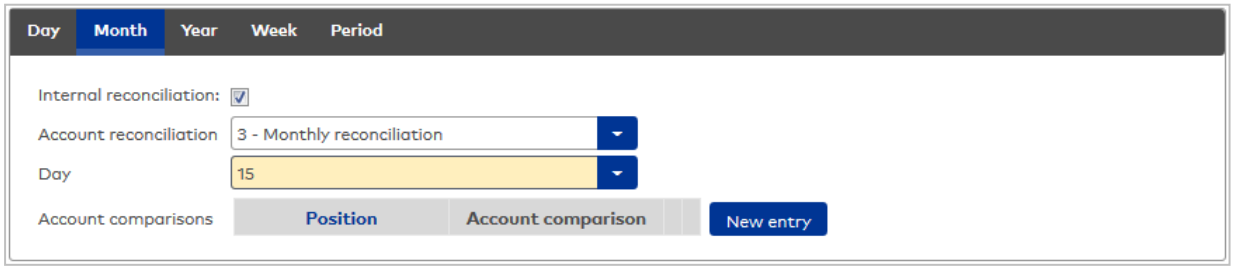
Position column:
Contains the position specification for the table:
Value range: 1-9999

Account comparison column:
Contains the selection of account comparisons to be performed.
Options:

- All account comparisons created in the system.

Month

This tab contains the monthly allocations which are executed on the specified day. If the specified day of the month is not included, as can be the case if, for example, day: 31 is entered, the allocation is executed on the last day of the month.



Internal reconciliation checkbox
Indicates whether the internal monthly reconciliation is to be performed. In the internal reconciliation, the fixed time accounts for the month are reset.

- Activated: The internal reconciliation is executed.
- Not activated: The internal reconciliation is not executed.

Account reconciliation selection field:
Contains the account reconciliation with the account resets of the specified accounts.
Options:

- Blank field
- All month-type reconciliations created in the system.

Default value: Blank

Day selection field:
Determines the day for execution.
Options:

- 1 to 31 for the possible days in a month.
- Last day of the month.

Default value: Last day of the month

Account comparison table:
This table contains the individual account comparisons. The position in the table corresponds to the calculations sequence.

Note: New entries are added at the position specified in the **Position** column. This also applies to entries whose position is changed later.

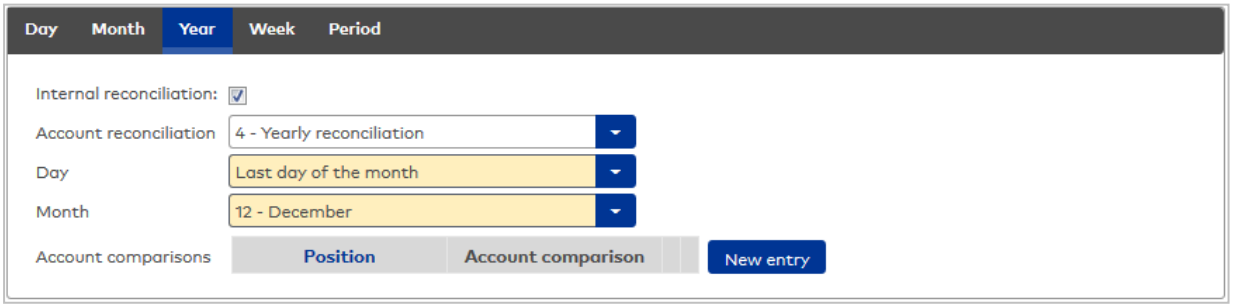
Position column:
Contains the position specification for the table:
Value range: 1-9999

Account comparison column:
Contains the selection of account comparisons to be performed.
Options:

- All account comparisons created in the system.

Year

This tab contains the yearly allocations which are executed on the specified day in the specified month.. If the specified day of the month is not included, as can be the case if, for example, day: 31 is entered, the allocation is executed on the last day of the month.



Internal reconciliation checkbox
Indicates whether the internal yearly reconciliation is to be performed. In the internal reconciliation, the holiday accounts for the current year are copied to the holiday accounts for the previous year and the holiday accounts from the following year are applied to the holiday accounts for the current year.

- Activated: The internal reconciliation is executed.
- Not activated: The internal reconciliation is not executed.

Account reconciliation selection field:
Contains the account reconciliation with the account resets of the specified accounts.
Options:
- Blank field
- All year-type reconciliations created in the system.

Default value: Blank

Day selection field:
Determines the day for execution.
Options:
- 1 to 31 for the possible days in a month.
- Last day of the month.

Default value: Last day of the month

Month selection field:
Determines the day for execution.
Options:
- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

Account comparison table:
This table contains the individual account comparisons. The position in the table corresponds to the calculations sequence.

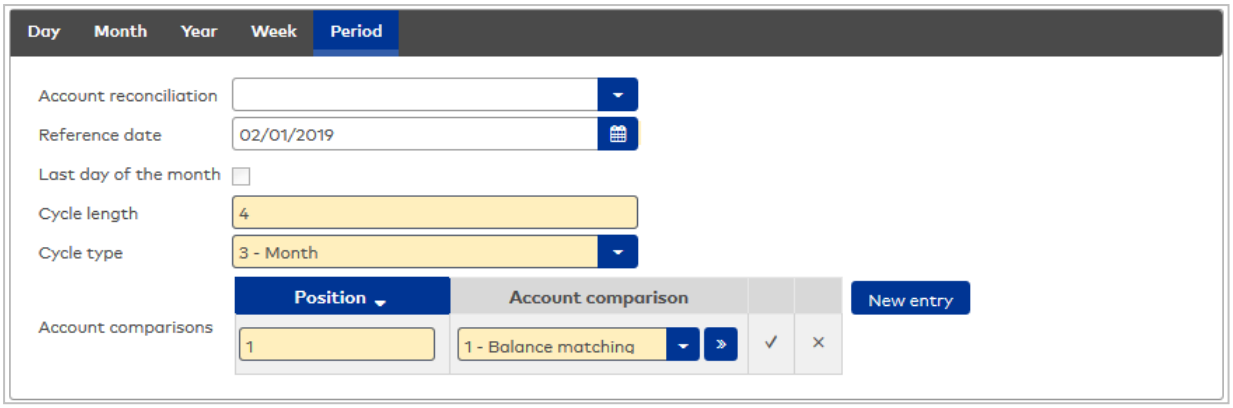
Note: New entries are added at the position specified in the **Position** column. This also applies to entries whose position is changed later.

Position column:
Contains the position specification for the table:
Value range: 1-9999

Account comparison column:
Contains the selection of account comparisons to be performed.
Options:
- All account comparisons created in the system.

Periodic

This tab contains the periodical allocations which are executed on the specified day in the specified month. If the specified day of the month is not included, as can be the case if, for example, day: 31 is entered, the allocation is executed on the last day of the month.



Account reconciliation selection field:
Contains the account reconciliation with the account resets of the specified accounts.
Options:

- Blank field
- All periodic-type reconciliations created in the system.

Default value: Blank

Reference date date field:
Determines the start date for calculating cycles. Select a date for the execution of the reconciliation. The reference date can be in the future or the past. This date is the basis for periodical reconciliation. If, for example, you enter 25.01.2012 and select the cycle type "monthly", the account comparison is always executed on the 25th of the month.

Last day of the month checkbox:
Indicates whether the reconciliation must be performed on the last day of a month.

Note: The checkbox is only active if the cycle type Month is configured and a day that is the last day of the reference month is selected as a reference day.
Example: 30th November. (The checkbox will be enabled)
If the reconciliation must always be performed on the 30th day of a month, the checkbox must be deactivated.
If the reconciliation must always be performed on the last day of a month, the checkbox must be activated.

Cycle length input field:
Contains the cycle length for the periodical calculation.
Value range: 1–9999
Cycle type selection field:
Contains the cycle types for the periodical calculation.
Options:

- Day
- Week
- Month
- Year

Account comparison table:
This table contains the individual account comparisons. The position in the table corresponds to the calculations sequence.

Note: New entries are added at the position specified in the **Position** column. This also applies to entries whose position is changed later.

Position column:
Contains the position specification for the table:
Value range: 1-9999

Account comparison column:
Contains the selection of account comparisons to be performed.
Options:

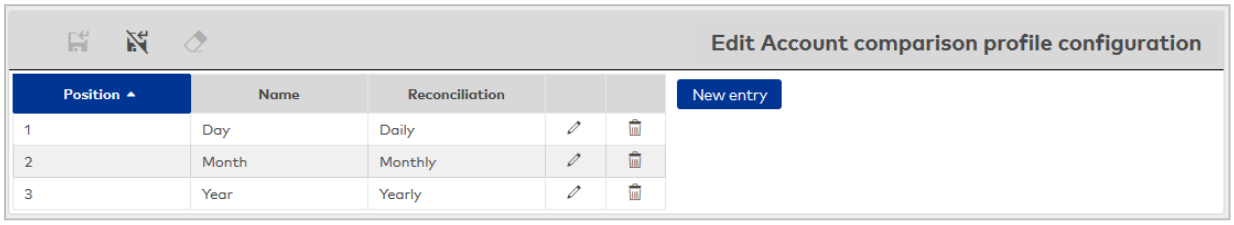
- All account comparisons created in the system.

"Edit Account allocation profile configuration" dialog

Use the **Edit Account comparison profile configuration** dialog to specify the allocations for an account clearance profile.

Specify a name for each allocation. This name is also the tab header for allocation in the "Edit Account comparison profile" dialog.

Use the buttons in the toolbar to accept or reject the changes. Use the **Cancel** button to return to the dialog.



Position column:
Contains the position that determines the position of the tab in the **Edit account comparison profile** dialog.
To change the position of a tab, enter the required position number.
Value range: 1–9999

Last name column:
Contains the name for the allocation which is also the tab header.

Reconciliation column:
Determines which type of allocation is used:
Options:
- Daily
- Weekly
- Monthly
- Yearly
- Periodically

Default value: Daily

4.2.6.2 Account comparison

Account comparisons form the bases for reconciliation of accounts which have been filled via the account calculation.

Account comparisons are based on general comparison rules and more specific rules for special comparisons. Accounts and values must be specified for the condition and the value assessment, depending on the comparison rules. If the condition is met, the calculated value or the specified value can be allocated to different accounts.
For a description of the rules see the Comparison rules.

You can control the account comparison by specifying a comparison rule. If no comparison rule is specified, the following applies:
- If you specify a source account for the account comparison, this is always reduced by the calculated value.
- If you specify a target account, this is always increased by the calculated or specified value.

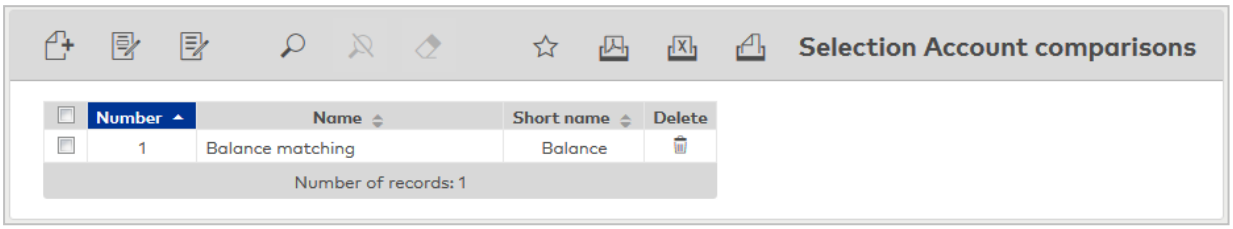
For a description of the rules see the Account comparison functions.

The account comparisons are used in the account comparison profiles where accounts are viewed on a daily, weekly, monthly, yearly or periodical basis.

"Selection Account comparisons" dialog

The **Selection Account comparison** dialog displays all account comparisons created for time management.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

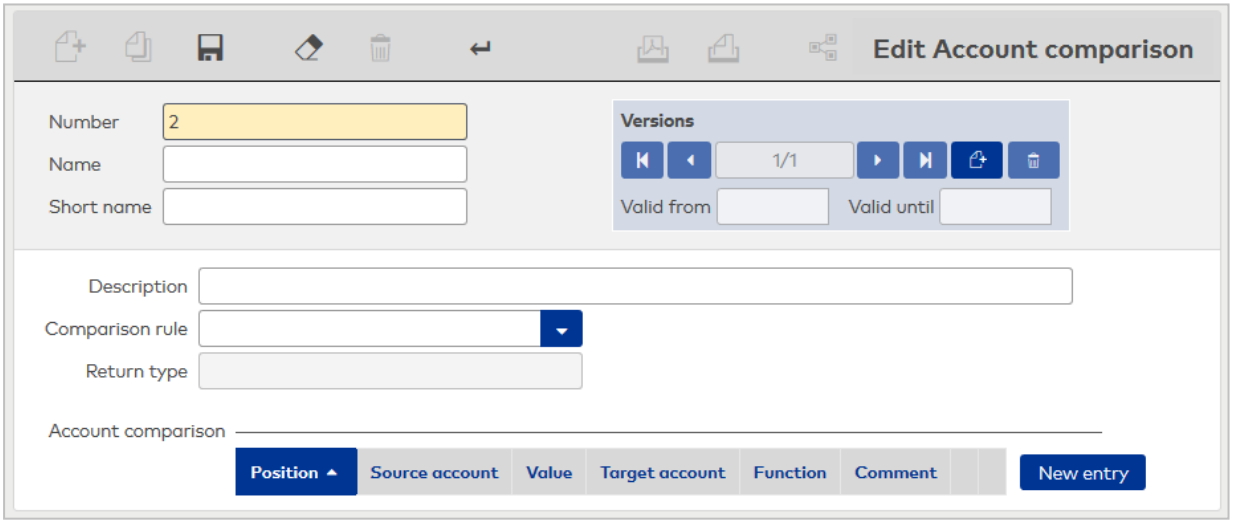


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Account comparison" dialog

Use the **Edit Account comparison** dialog to create new account comparisons and edit existing account comparisons. Each account comparison requires a unique number. It is recommended that you specify a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Description input field:
Free text to describe the account comparison.

Comparison rule selection field:
Contains the comparison rule. When you select a comparison rule, the required parameters for the conditions and value calculation are displayed.
Options:

- All comparison rules created in the system.

Note: The parameters for the rules are displayed depending on the selected comparison rule. In addition to the conditions, they also contain the parameters for value calculation.
For more information on the condition rules see the Comparison rules.

Return type display:
The return type is displayed depending on the selected comparison rule. For comparison rules with a

condition block, this is the type 'Yes/No', and for rules with only one value block, this is the type 'Time sum' or 'Daily counter'.

Account comparison table
The table contains the calculation of the accounts.

Position column:
Contains the position specification for the table: The position is equivalent to the sequence for processing the individual steps. If you change an existing position, the account comparison is inserted in the corresponding position and the following account comparisons are moved.
Value range: 1–9999

Source account selection field:
Contains the source account for the calculation, depending on the function selected.
Options:
- All accounts approved for account comparison.

Value input field:
Contains the fixed value for allocation. If a fixed value is specified for allocation, this value takes priority over the calculated value.
Value range: -9999 to +9999

Target account selection field:
Contains the target account for the calculation, depending on the function selected.
Options:
- All accounts approved for account comparison.

Function selection field:
Contains the allocation function for the calculation.
Options:
- All functions available in the system.

Note: For a description and further information on the functions see the Comparison functions.

Comment input field:
Free text to describe the processing step.

Account comparison rules

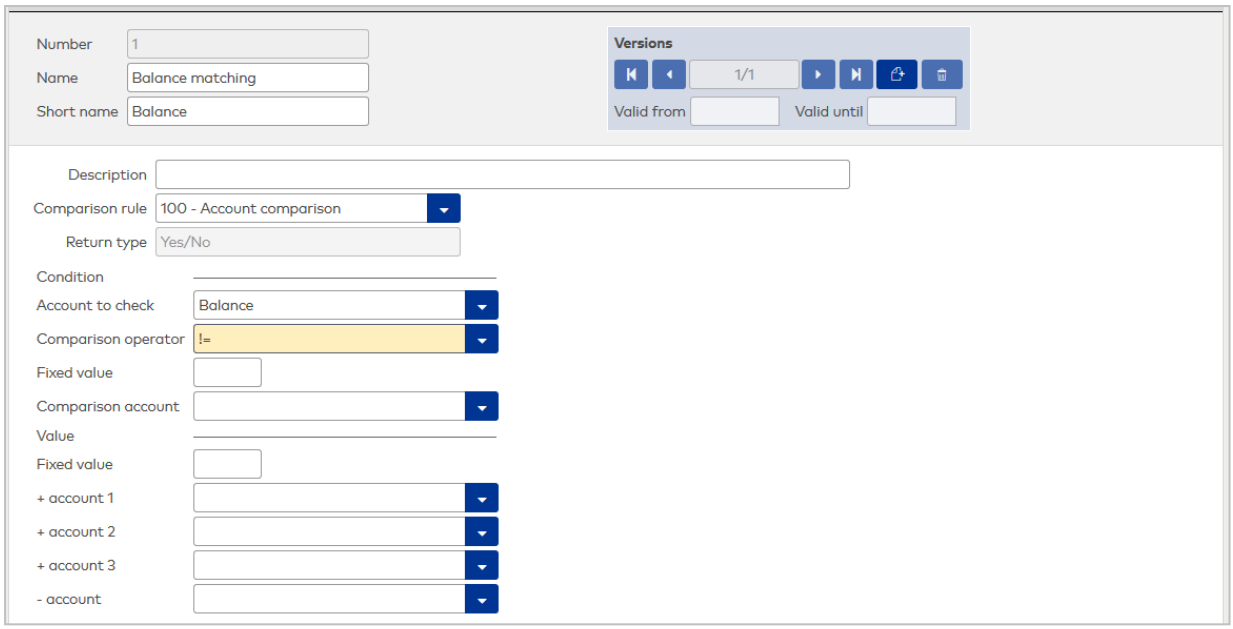
Comparison rules are the bases which are used in account comparisons. They are general rules which you must parametrise with specific accounts and values for the required use in account comparison.

Note: If not all required parameters are specified for a rule, the condition is considered as not met and the rule does not deliver a calculated value.

Account comparison

The account comparison compares the account to be checked in relation to the comparison operator with the sum of a fixed value and a comparison account. If no fixed value or comparison account is specified, 0 is used as the comparison value.
If the comparison turns out positive, the return value is calculated based on the sum of the specified accounts and the fixed value for the value calculation.
No value is returned, if the comparison is not fulfilled.

Note: Only accounts with the type "elapsed time" can be used with this comparison rule.



Condition

Account to check selection field:
Contains the account to be checked.
Options:

- All approved time accounts.

Comparison operator selection field:
Contains the comparison operator for the comparison.
Options:

==	Condition is met if the value of the account being checked is equal to the comparison value or the comparison account.
!=	Condition is met if the value of the account being checked is not equal to the comparison value or the comparison account.
>	Condition is met if the value of the account being checked is greater than the comparison value or the comparison account.
>=	Condition is met if the value of the account being checked is greater than or equal to the comparison value or the comparison account.
<	Condition is met if the value of the account being checked is less than the comparison value or the comparison account.
<=	Condition is met if the value of the account being checked is less than or equal to the comparison value or the comparison account.

Fixed value input field:
Contains the fixed value for the check.

Comparison account selection field:
Contains the account for the comparison.
Options:

- All approved time accounts.

Value

You can use a fixed value, up to three accounts for addition and one account for subtraction to calculate the value. If no specification is made, the calculated value is 0.

Accounts 1-3 selection field:
Contains the accounts for the value calculation addition.
Options:

- All approved accounts.

- Account selection field:
Contains the accounts for the value calculation subtraction.
Options:
- All approved accounts.

Fixed value input field:
Contains a fixed value for the value calculation addition.

Average calculation

The average calculation determines the average for the specified account based on the divisor.
You can specify a fixed value or an account as the divisor. If you specify a fixed value and an account, the divisor is calculated based on the sum of the two specifications.

Condition

The average calculation contains no condition.

Value calculation

Account selection field:
Contains the account the average value of which is to be calculated.
Options:
- All approved accounts.

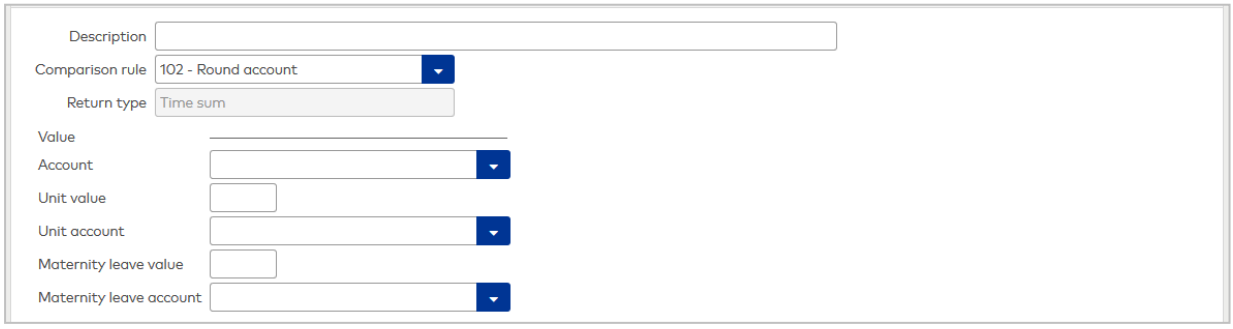
Value factor input field:
Contains the divisor for the average calculation.

Account selection field:
Contains the account which is used as a divisor.
Options:
- All approved accounts.

The return value is the calculated average.

Round account

This comparison rule calculates the rounding value in accordance with the unit, taking into account the specified leave.
You can specify a fixed value or an account as a unit and leave. If you specify a fixed value and an account, the unit and the tolerance are each calculated based on the sum of the two specifications.



Condition

The "Round account" comparison rule contains no condition.

Value calculation

Account selection field:
Contains the account for rounding.
Options:
- All approved accounts.

Unit value input filed:
Contains the unit for rounding in hours:minutes format.

Unit account selection field:
Contains the account with the unit.
Options:
- All approved accounts.

Maternity leave value input field:
Contains the unit for the leave in hours:minutes format.

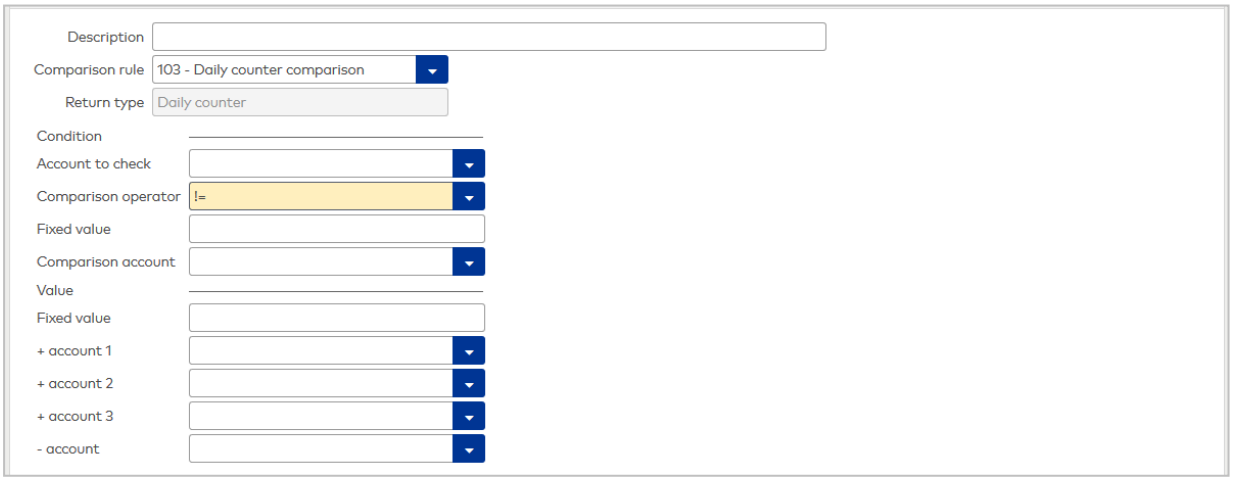
Maternity leave account selection field:
Contains the account for leave.
Options:
- All approved accounts.

The return value is the difference from the rounding account. The value is positive if the account is rounded up and negative it the account is rounded down.

Daily counter comparison

The daily counter comparison compares the account to be checked in relation to a comparison operator with the sum of a fixed value and a comparison account. If no fixed value or comparison account is specified, 0 is used as the comparison value.
If the comparison turns out positive, the return value is calculated based on the sum of the specified accounts and the fixed value for the value calculation.
No value is returned, if the comparison is not fulfilled.

Note: Only accounts with the type "daily counter" can be used with this comparison rule.



Return type:
The return of the module is a daily counter which can be used for further allocation with time accounts with the type "daily counter".

Condition

Account to check selection field:
Contains the account to be checked.
Options:
- All approved time accounts.

Comparison operator selection field:
Contains the comparison operator for the comparison.
Options:

- == Condition is met if the value of the account being checked is equal to the comparison value or the comparison account.
- != Condition is met if the value of the account being checked is not equal to the comparison value or the comparison account.
- > Condition is met if the value of the account being checked is greater than the comparison value or the comparison account.
- >= Condition is met if the value of the account being checked is greater than or equal to the comparison value or the comparison account.
- < Condition is met if the value of the account being checked is less than the comparison value or the comparison account.
- <= Condition is met if the value of the account being checked is less than or equal to the comparison value or the comparison account.

Fixed value input field:
Contains the fixed value for the check.

Comparison account selection field:
Contains the account for the comparison.
Options:

- All approved time accounts with the type "daily counter".

Value

You can use a fixed value, up to three accounts for addition and one account for subtraction to calculate the value. If no specification is made, the calculated value is 0.

Accounts 1-3 selection field:
Contains the accounts for the value calculation addition.

Options:

- All approved accounts.

- Account selection field:
Contains the accounts for the value calculation subtraction.
Options:

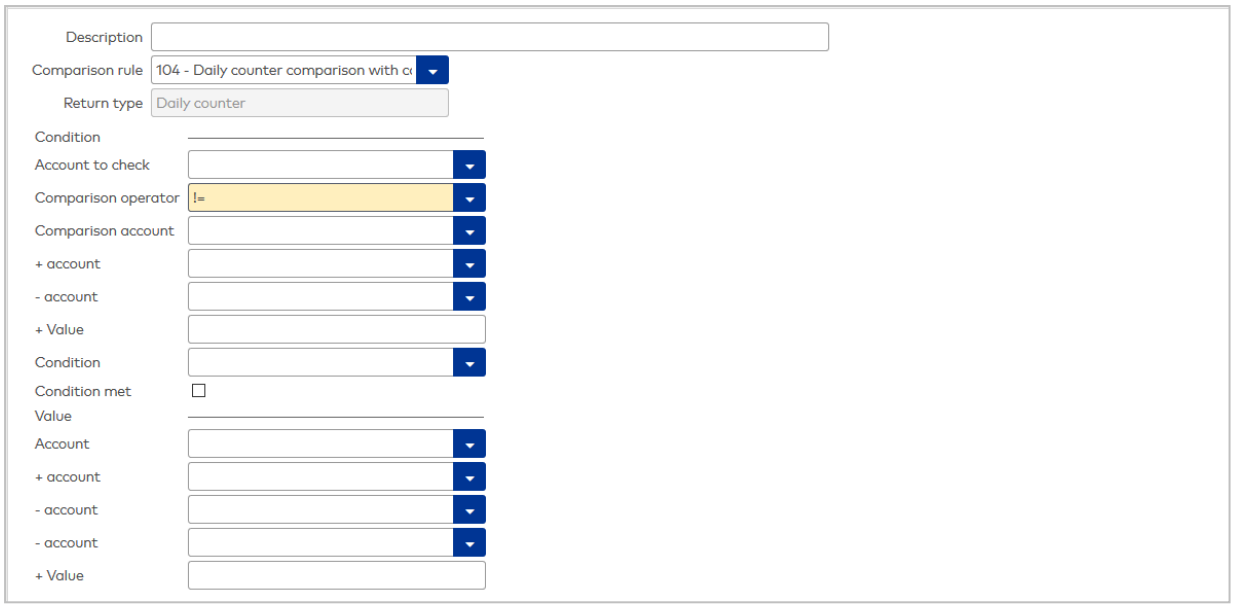
- All approved accounts.

Fixed value input field:
Contains a fixed value for the value calculation addition.

Daily counter comparison with condition

The daily counter comparison compares the account to be checked in relation to a comparison operator with the sum of a fixed value and a comparison account and an additional condition. If no fixed value or comparison account is specified, 0 is used as the comparison value.
If the comparison turns out positive, the return value is calculated based on the sum of the specified accounts and the fixed value for the value calculation.
No value is returned, if the comparison is not fulfilled.

Note: Only accounts with the type "daily counter" can be used with this comparison rule.



Return type:
The return of the module is a daily counter which can be used for further allocation with time accounts with the type "daily counter".

Condition

Account to check selection field:
Contains the account to be checked.
Options:

- All approved time accounts.

Comparison operator selection field:
Contains the comparison operator for the comparison.
Options:

== Condition is met if the value of the account being checked is equal to the comparison value or the comparison account.

!= Condition is met if the value of the account being checked is not equal to the comparison value or the comparison account.

> Condition is met if the value of the account being checked is greater than the comparison value or the comparison account.

>= Condition is met if the value of the account being checked is greater than or equal to the comparison value or the comparison account.

< Condition is met if the value of the account being checked is less than the comparison value or the comparison account.

<= Condition is met if the value of the account being checked is less than or equal to the comparison value or the comparison account.

Comparison account, + account and - account selection field:
Contains the account for the comparison.
Options:

- All approved time accounts with the type "daily counter".

+ Account and - account selection field:
Contains additional accounts for the comparison which are added to or subtracted from the comparison account.
Options:

- All approved time accounts with the type "daily counter".

Fixed value input field:
Contains the fixed value for the check.

Condition selection field:
Contains an employee record field of checkbox type.
Options:
- All the employee record fields enabled for the account comparison.

Checkbox: **Condition met**:
Indicates when a condition is fulfilled.
Options:
- Activated: The specified employee record field for the condition must be set to ensure that the condition is fulfilled.
- Not activated: The specified Employee record field for the condition must not be set to ensure that the condition is fulfilled.

Value
You can use a fixed value, two accounts for addition and two accounts for subtraction to calculate the value. If no specification is made, the calculated value is 0.

Accounts selection field:
Contains the accounts for the value calculation.
Options:
- All approved accounts.

Fixed value input field:
Contains a fixed value for the value calculation addition.

Cancel holiday

The "Cancel holiday" condition rule is specifically designed for checking holiday accounts. The condition rule is used if the holiday entitlement from the previous year has not been taken in one reconciliation and has therefore expired.
The holiday taken in the current year is compared with the remaining holiday from the previous year.

Note: For the comparison, it is assumed that the condition "Cancel holiday" is set for the persons.

The return value corresponds to the number of expired holiday days. This comparison immediately sets the value in the Holiday expired account for the current year.

Return type:
The return is a daily counter with the number of expired holiday days, which can be used for further allocation with time accounts with the type "daily counter".

Condition

Skip once checkbox:
Indicates whether the check is to be suspended on a one-off basis. If this identifier is set, the holiday does not expire and the identifier is reset.
Options:
- Activated: Holiday days which expire are calculated depending on the **Holiday days do not expire** identifier. The identifier is reset.
- Not activated: The calculation of holiday days which expire is calculated depending on the **Holiday days do not expire** identifier. The identifier is not changed.

do not subtract - account 1 / 2 selection fields:
Contains the holiday accounts which are not taken into account in the calculation of the expired holiday

days.
Options:
- All approved time accounts with the type "daily counter".

Account comparison functions

Account comparison functions contain rules that control how the calculated value is credited to the specified accounts during account allocation or whether other functions are used.

Note: The calculated value is based on the comparison rule; you can provide a specified value for the allocation. If you provide a specified value, only this value is taken into account.

---

200 Default account comparison
If you specify a source account for the account comparison, this is reduced by the calculated or specified value. If you specify a target account, this is always increased by the calculated or specified value.
The specified value has priority over the calculated value.

201 Account comparison percentage
If you specify a source account for the account comparison, this is reduced by the calculated or specified value while taking into consideration the percentage value of the account. If you specify a target account, this is always increased by the calculated or specified value while taking into consideration the percentage value of the account.
The specified value has priority over the calculated value.

202 Default account comparison, not negative
If you specify a source account for the account comparison, this is reduced by the calculated or specified value, but to a value of 0 as a maximum. If you specify a target account, this is increased by the calculated or specified value, but as a maximum by the value the source account has been reduced.
The specified value has priority over the calculated value.

203 Account comparison percentage, not negative
If you specify a source account for the account comparison, this is reduced by the calculated or specified value while taking into consideration the percentage value of the account, but to a value of 0 as a maximum. If you specify a target account, this is increased by the calculated or specified value while taking the percentage value into consideration, but as a maximum by the value the source account has been reduced.
The specified value has priority over the calculated value.

204 Copy account
A source and a target account are required for the copy function. The source account is copied into the target account. No calculated or specified value is taken into consideration.

205 Add account
The target account is increased by the calculated value or the total of the specified value and the specified source account.

206 Add account percentage
The target account is increased by the calculated value while taking into consideration the percentage value of the account. Alternatively it is increased by the total of the specified value while taking into consideration the percentage value of the specified source account.

207 Subtract account
The target account is reduced by the calculated value or the total of the specified value and the specified source account.

208 Subtract account percentage
The target account is reduced by the calculated value while taking into consideration the percentage value of the account. Alternatively it is reduced by the total of the specified value while taking into consideration the percentage value of the specified source account.

209 Multiply account
The target account is multiplied by the calculated value or the total of the specified value and the specified source account.

210 Divide account
The target account is divided by the calculated value or the total of the specified value and the specified source account.

4.2.6.3 Account reconciliations

Account reconciliations are the last step within an allocation. As a rule, account reconciliations include the reset of the time accounts. You can use an identifier to exclude accounts with a negative value from the reset.

Account reconciliations are divided into the types:

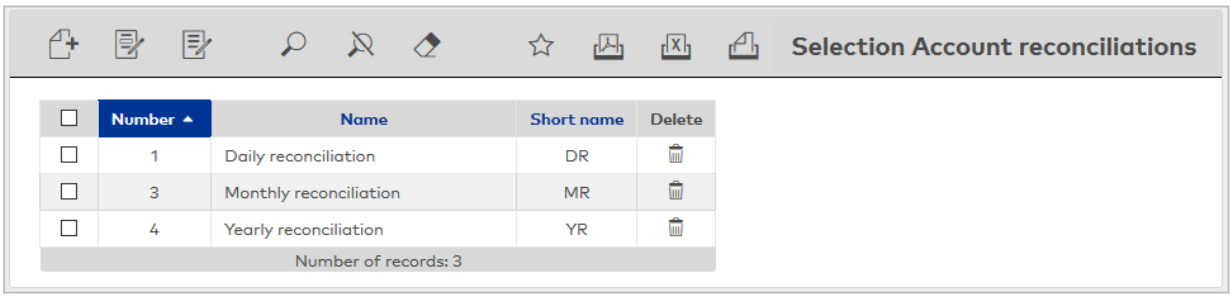
- daily
- weekly
- monthly
- yearly
- periodically.

The account reconciliations are used in the account comparison profiles.

"Selection Account reconciliations" dialog

The **Selection Account reconciliations** dialog displays all account reconciliations created for time management.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

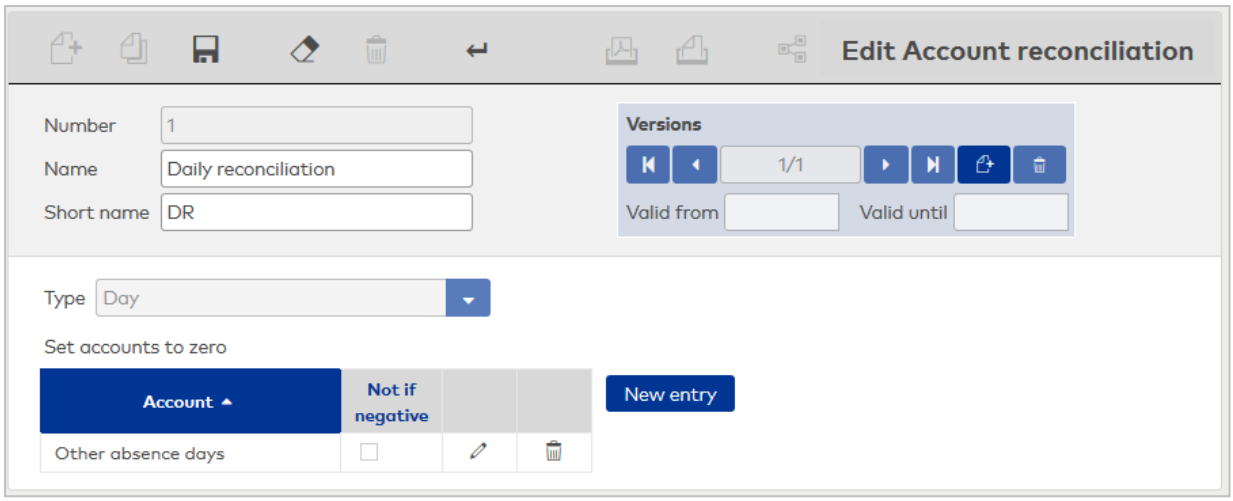


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Account reconciliation" dialog

Use the **Edit Account reconciliation** dialog to create new account reconciliations and edit existing account reconciliations. Each account reconciliation requires a unique number. It is recommended that you specify a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Type selection field:
Determines which type of reconciliation is used. Other parameters for the execution time are linked to the type.
Options:

- Day
- Week
- Month
- Year
- Periodic

Default value: Day

Note: After saving, the type cannot be changed.

Set accounts to zero table:
The table contains the accounts that are reset.

Account column:
Selection field for the account that is to be reset.
Options:

- All approved accounts.
- Blank

Not if negative column:
Indicates that an account with a negative value is not to be reset.
Options:

- Activated: A negative account is not reset.
- Not activated: A negative account is reset.

Default value: Not activated.

4.2.6.4 Account calculation profiles

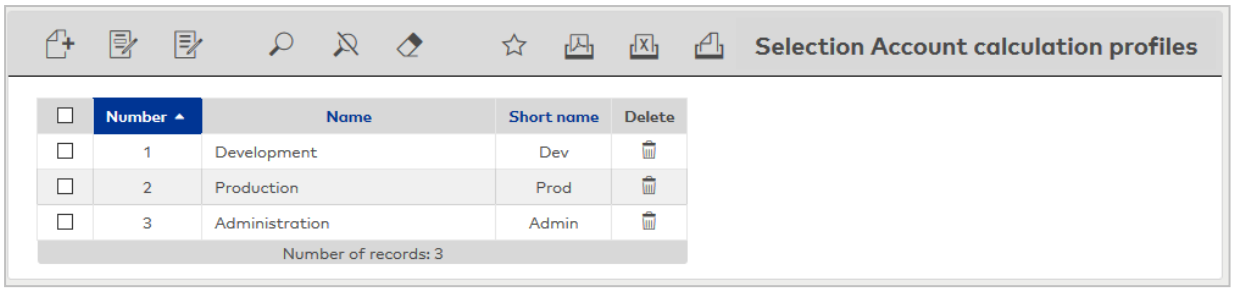
An account calculation profile contains a group of account calculations. The account calculations are executed according to the sequence in the account calculation profile.

An account calculation profile can be assigned to each person in person administration.

"Selection Account calculation profiles" dialog

The **Selection Account calculation profile** dialog displays all account calculation profiles created for time management.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

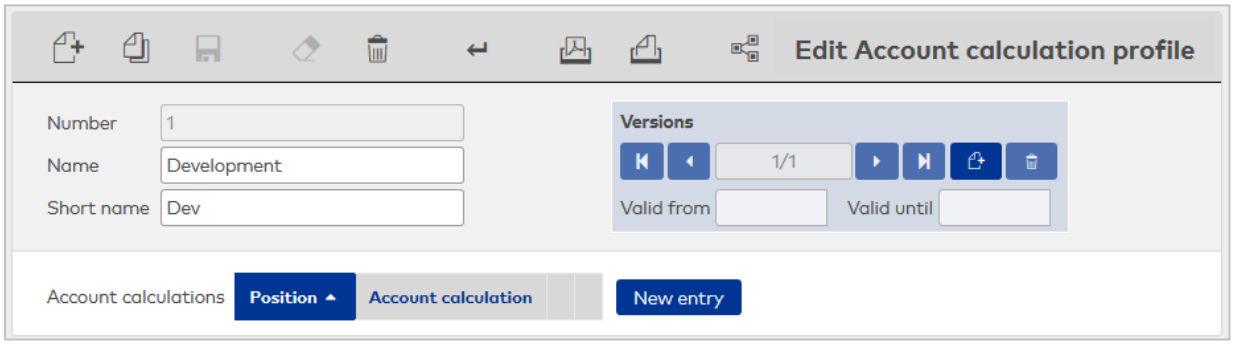


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Account calculation profile" dialog

Use the **Edit Account calculation profile** dialog to create new account calculation profiles and edit existing account calculation profiles. Each account calculation profile requires a unique number. It is recommended that you specify a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Account calculations table:
This table contains the allocated account calculations.

Position column:
Contains the input field for the position of the account calculation in the table. The account calculations are executed in sequence. If you change an existing position, the account calculation is inserted in the corresponding position and the following account calculations are moved.
Value range: 1-9999

Account calculation column:
Contains the selection for the individual account calculations with number and name.
Options:

- All account calculations created in the system.

4.2.6.5 Account calculations

An account calculation allows you to specify the conditions under which an account is filled during a day.

An account calculation consists of two main parts:

- Definition of conditions for calculating accounts, overtime, premiums, absences and counters.
- The actual account calculation.

Note: Per account calculation, you should only calculate one account and specify the required conditions. Further auxiliary accounts or counters can be included in calculations.

Condition blocks

You can specify a series of conditions in different blocks for calculating accounts. All blocks feature a logical conjunction (AND condition); a logical disjunction (OR) is used within a block.

Note: The additional conditions block is an exception. All conditions must be met in this block, so that the check proves positive and complete overall.

Day type and/or weekday

This block contains the day types and weekdays for which the account is calculated. For the current day, you can specify a day type and a weekday linked by an AND operator.
The following options are available for the current day:

- A "Bank holiday" day type in conjunction with a "Sunday" or "Weekday" if this is to be treated differently.
- Only one day type if bank holidays are to be treated the same, regardless of the actual weekday type.
- Only a weekday if all Sundays are treated the same, for example.
- Specification of day types for the previous or following day to take into account the change to and from a bank holiday.

Note: If there is no entry, this means that this block is not subject to a check and is considered complete.

Time/hours rules

This block determines the times and hours in conjunction with a reference account.
The times indicate a time frame within which the account is to be calculated. Use the hour rule to limit the time.
The reference account delivers the calculated value, which takes into account the time and hour rules and which can be used for account allocation if all conditions are met.

Absence rule

The absence rule block determines the conditions associated with an absence type.

Additional conditions

Use additional conditions to determine all other conditions that cannot be mapped by other blocks or for which other dependencies must be considered for account calculation.
Typical additional conditions include:

- Check of the first and last booking time
- Account comparisons such as working hours > target hours
- Check for permissions

Account calculation

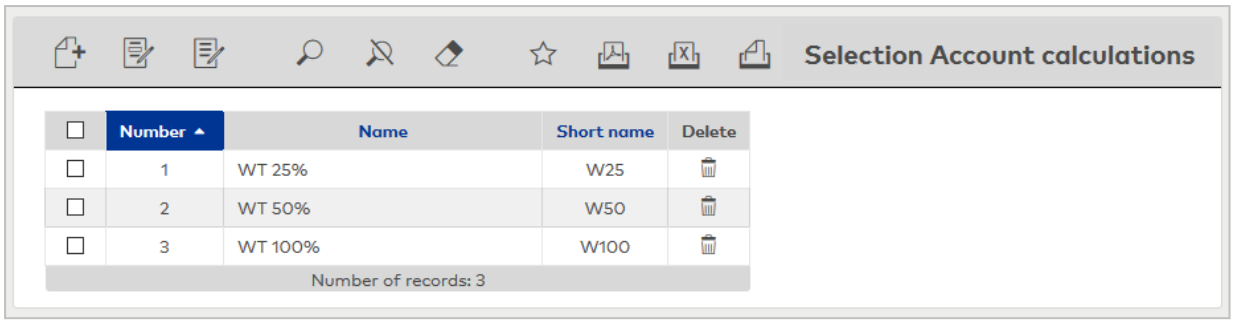
The account calculation block defines the actual calculation of accounts. The calculation is executed if the checks of the condition blocks have all been complied with.

You can also use specific values or content from other time accounts in addition to the calculated value based on the time and hour rules.

"Selection Account calculations" dialog

The **Selection Account calculation** dialog displays all account calculations created for time management.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

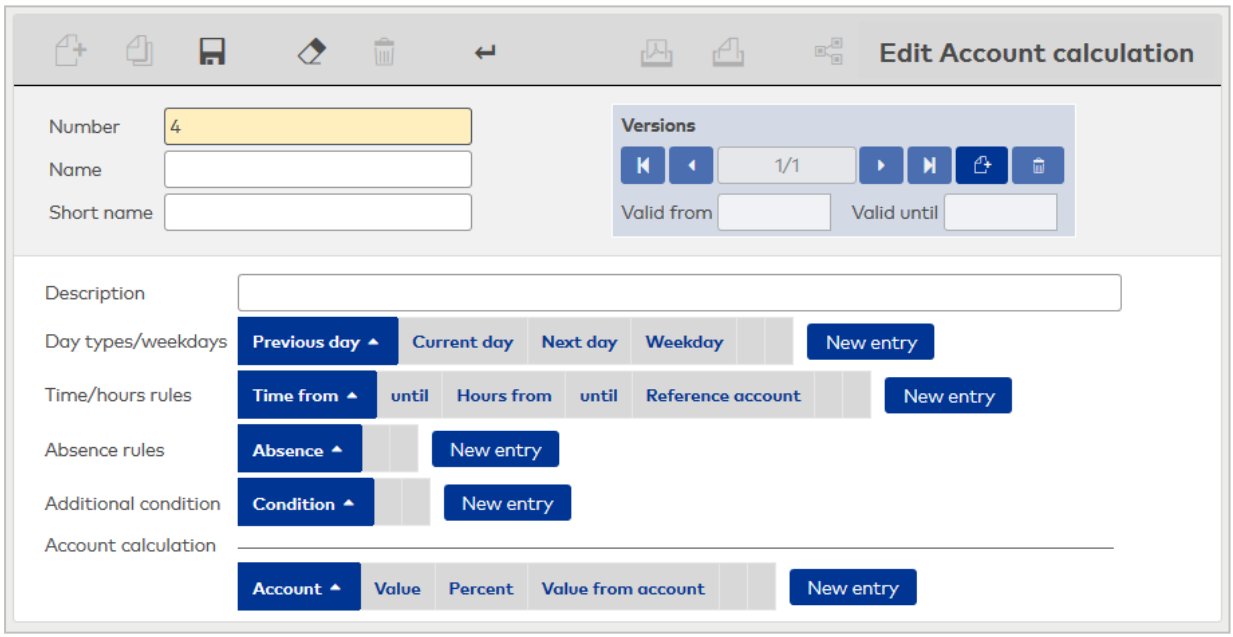


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Account calculation" dialog

Use the **Edit Account calculation** dialog to create new account calculations and edit existing account calculations. Each account calculation requires a unique number. It is recommended that you specify a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Description text field:
Free text to describe the account calculation.

Condition blocks
Use the condition blocks to define the different conditions which must be met to execute the account calculation. All blocks feature a logical conjunction (AND condition); a logical disjunction (OR) is used within a block.

Note: The additional conditions block is an exception. All conditions must be met in this block, so that the check proves positive and complete overall.

Day type/weekdays table
The day types and weekdays determine whether the calculation is executed for the relevant day. For example, bank holidays which fall on a Sunday can be calculated differently to those on a weekday or work day.
If no input is made, the condition is considered met.

Previous day selection field:
Determines the day type for the previous day.
Options:
- Blank field
- All day types created in the system.

Default value: Blank.

Current day selection field:
Specifies the day type and the weekday on which the calculation is executed for the current day. This information is not mandatory. If no input is made, the day type and weekday are not checked.

Day type selection field:
Determines the day type for the current day.
Options:
- Blank field
- All day types created in the system.

Default value: Blank

Following day selection field:
Determines the day type for the following day.
Options:
- Blank field
- All day types created in the system.

Default value: Blank

Weekday selection field:
Determines the weekday for calculation.
Options:
- Blank field
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Sunday
- Saturday
- Monday–Friday

Default value: Blank

Time/hour rules table
The time and hour rules determine the time frame for the condition, the hour rule can also determine a limit to the calculated value.

Note: If entering a time of 24:00, please consider the internal daily reconciliation. When reconciliation is conducted, the absences for the day are also allocated to the accounts (for example, the actual time). This would result in a difference between this account and accounts in which the time has been entered as 23:59.

Time from/until input fields:
Determines the time frame for the condition in which the value is calculated

Hours from/until input fields:
This optional specification can be used to limit the calculated value based on the time check further.

Reference account selection field:
Contains the account which is used for determining the calculated value. The calculated value can be as large as the value in the specified account as a maximum.

The key reference accounts are:

Attendance	Sum of the times between arriving and leaving including breaks and business authorisation periods, without hourly absences and without taking work times into account.
Working hours	Sum of the times between arriving and leaving without breaks up to the max. working hours, taking work times into account.
Total working hours	Sum of the times between arriving and leaving without breaks up to the max. working hours, including overtime and business authorisation periods, taking work times into account.
Business authorisation period	Total time between business authorisation "Leave" and business authorisation "Arrive", taking into account the set break calculation for the type of absence, up to the max. business authorisation period, taking work times into account.
Absence times	Sum of whole-day, half-day and hourly absences.
Overtime	Sum of the working hours exceeding the target hours, if overtime calculation is set for the person.
Actual hours	Sum of the times consisting of: Working hours + business authorisation time + absences – overtime.
Balance	Sum of the daily balance + balance for the previous day + general time credits.

Absence rules table:
The table contains the conditions related to an absence.

Absence column:
Contains the absence to be checked.
Options:
- All absence types created in the system.

Additional conditions table:
Additional conditions are used for special checks which are not covered by other conditions.

Additional condition selection field:
Contains the additional condition.
Options:
- All additional conditions created in the system.

Account calculation table:
This table contains the actual account calculation. Allocation is executed if all conditions are met. If no value is specified for the account calculation, the calculated value from the time/hours rules block is credited to the specified account.

Account selection field:
Contains the account to be calculated.
Options:
- All accounts in the system approved for account calculation.

Value input field:
Contains the fixed value for allocation. If a fixed value is specified for allocation, this value takes priority over the calculated value.
Value range: -9999 to +9999

Per cent input field:
Contains the percentage rate used to allocate the calculated value to the account.
If a negative percentage is specified, the calculated value is subtracted from the account based on the percentage.
Value range: -9999 to +9999

From account selection field:
Contains an account, the contents of which are used for the calculation. By specifying a percentage the

value for the calculation can be assessed in per cent.
Options:
- Blank field.
- All accounts in the system approved for account calculation.

Default value: Blank

4.2.6.6 Additional conditions

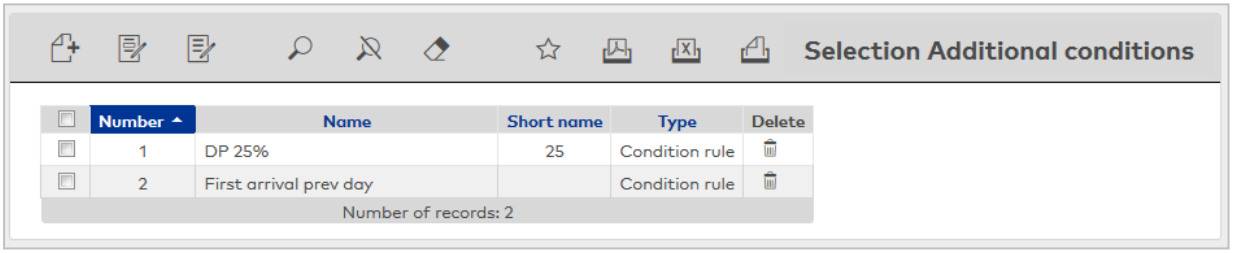
You can use additional conditions to define additional rules for account calculation which cannot be mapped using standard rules, such as rules for day types, time, hours and absences.

The basis for the additional conditions are "additional condition" calculation modules, which are parametrised by specifying values for a special condition.

"Selection Additional conditions" dialog

The **Selection Additional conditions** dialog displays all additional conditions created.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Type column:
Contains the types of the additional conditions.

Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"New additional condition" dialog

The **New additional condition** dialog displays the available types of additional conditions. The edit dialog depends on the type selected.

This selection will always appear when you click **Create new record**.

Use the **Back to selection** button in the toolbar to go to the selection dialog.

Type column:
Contains the name for the available types.

Description column:
Contains a short description for the respective type.

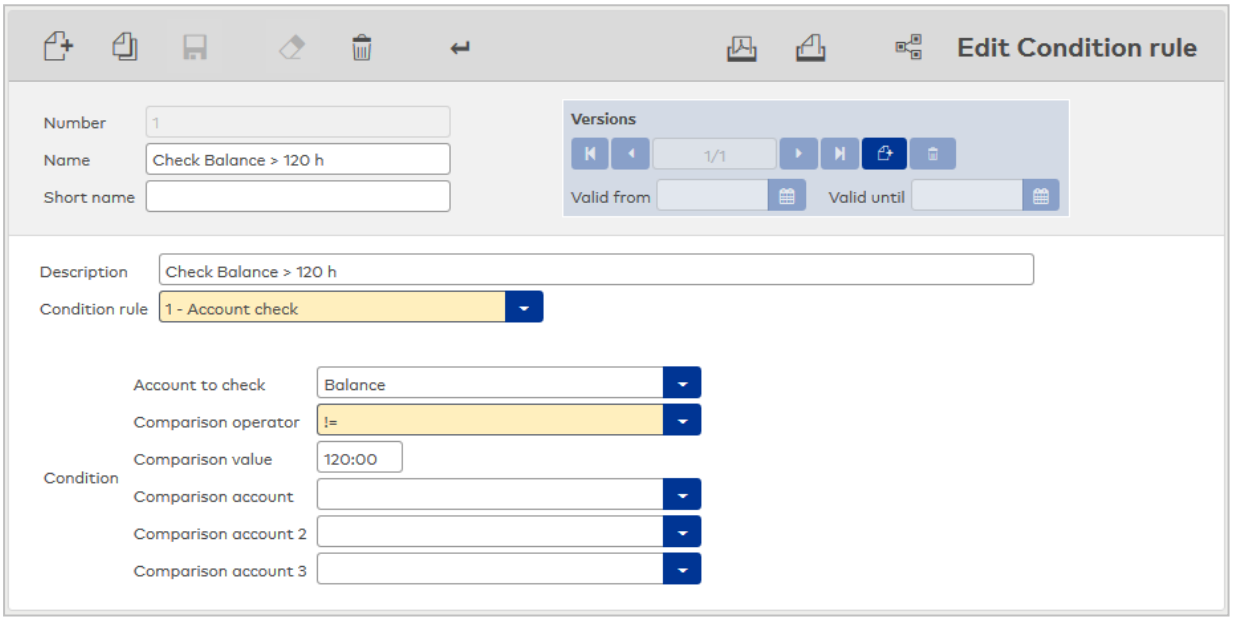
Available types:

- Condition rule: Additional condition based on a calculation module for which parameters can be configured.
- Report module: Additional condition based on a list of master data of a selected type.

"Edit Condition rule" dialog

Use the **Edit Condition rule** dialog to create new additional conditions with the type "condition rule" and edit existing additional conditions. Each additional condition requires a unique number. It is recommended that you specify a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Description text field:
Free text to describe the additional condition.

Condition rule selection field:
Contains the generally applicable condition rule with the checking logic for the additional condition. After selecting the condition rule, the required parameter fields are displayed as an input or selection field for parametrisation. You must complete the fields for the specific use.
Options:

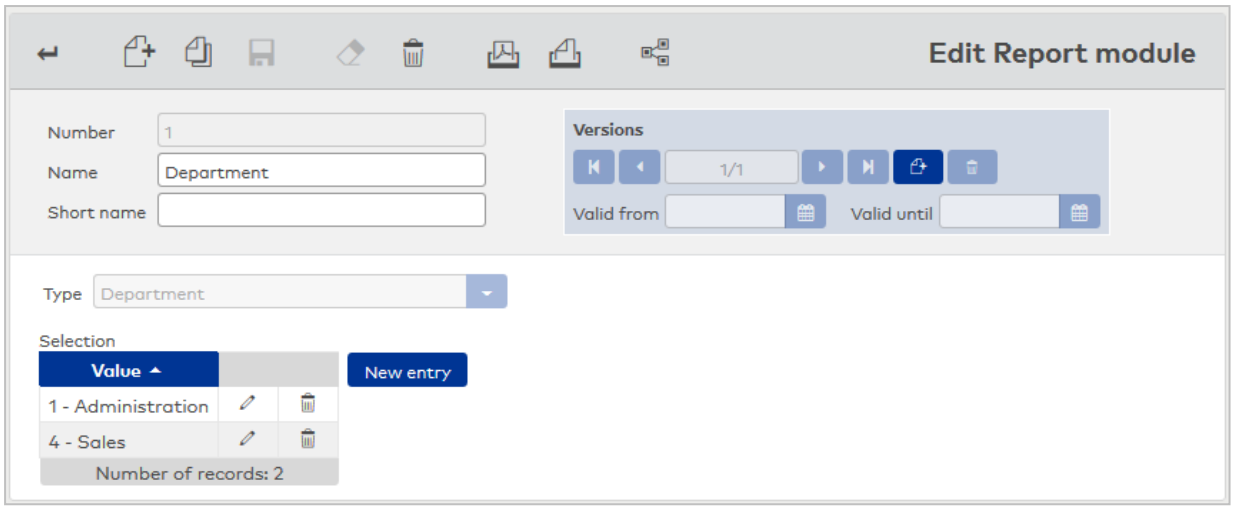
- All condition rules created in the system.

For a description of the condition rules with the parameter fields, see the section Additional conditions calculation modules.

"Edit Report module" dialog

Use the **Edit Report module** dialog to create new additional conditions with the type "report module" and edit existing additional conditions. Each additional condition requires a unique number. It is recommended that you specify a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Type selection field:
Contains the type for the list which determines the subsequent selection from the master data.

Note: After saving, the type cannot be changed.

Options:

- Department
- Cost centre
- Time daily program

Selection table:
The table contains the list of records for checking the additional condition.

Value column:
Contains the selected records for checking the additional condition.
Options:

- All created records of the selected type.

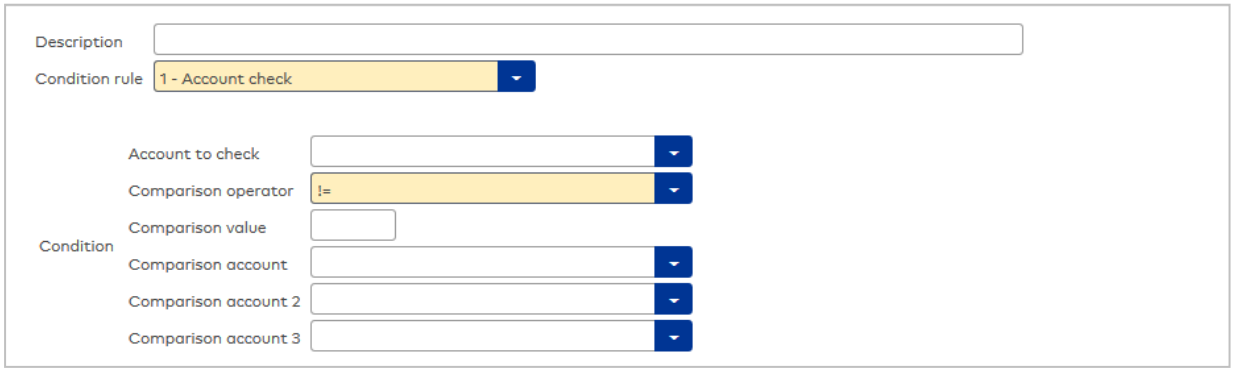
"Additional conditions calculation modules"

Additional conditions are generally applicable rules for defining additional conditions. In the **Additional conditions** dialog, you set the parameters using accounts or other specified values.

Note: If not all required parameters are specified for a condition, the condition is considered as not met and delivers the return value "0" (for no).

Account check

The account check compares the specified account with a comparison value based on the comparison operator.
The comparison value is calculated based on the sum of a fixed value and the content of up to three accounts. If no specifications are made for the fixed value and the comparison accounts, the comparison value is set to 0.



Account to check selection field:
Contains the account to be checked.
Options:
- All approved time accounts.

Comparison operator selection field:
Contains the comparison operator for the comparison.
Options:

==	Condition is met if the value of the account being checked is equal to the comparison value.
!=	Condition is met if the value of the account being checked is not equal to the comparison value.
>	Condition is met if the value of the account being checked is greater than the comparison value.
>=	Condition is met if the value of the account being checked is greater than or equal to the comparison value.
<	Condition is met if the value of the account being checked is less than the comparison value.
<=	Condition is met if the value of the account being checked is less than or equal to the comparison value.

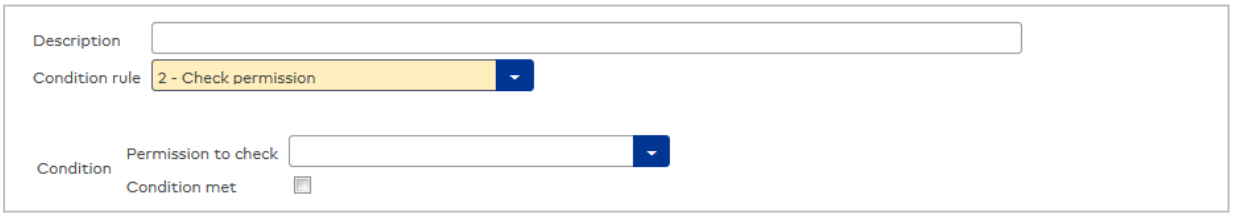
Fixed value input field:
Contains a fixed value for calculating the comparison value.

Comparison account 1-3 selection field:
Contains the comparison accounts for calculating the comparison value.
Options:
- All approved time accounts.

Return value:
0, no: The comparison is not complete.
1, yes : The comparison is complete.

Check permission

Checks a permission-type account for the value true or false.



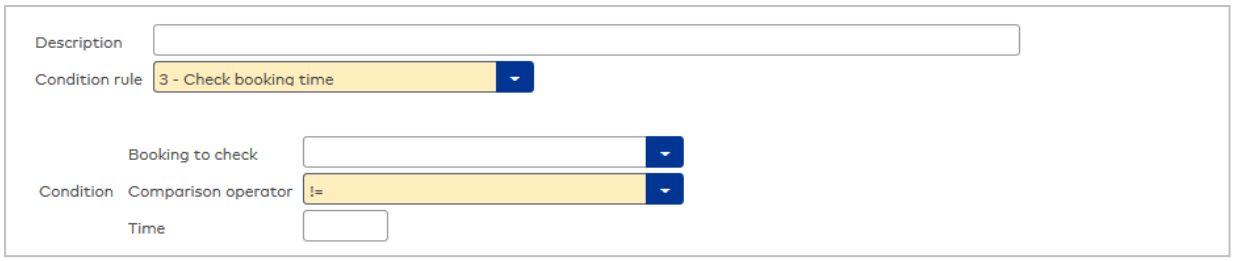
Permission to check selection field:
Contains the account to be checked.
Options:
- All approved permissions.

Permission checkbox:
Contains the identifier for the permission to be checked for.
Options:
- Activated: Checks for set permission.
- Not activated: Checks for not set permission.

Return value:
0, no: The comparison is not complete.
1, yes: The comparison is complete.

Check booking time

Checks a time-type account for the booking time before, after or at a particular time.



Booking to check selection field:
Contains the employee record field or account to be checked.
These are usually the employee record fields for the first and last booking.
Options:

- All approved time accounts.

Comparison operator selection field:
Contains the comparison operator for the comparison.
Options:

==	Condition is met if the value of the account being checked is equal to the comparison value.
!=	Condition is met if the value of the account being checked is not equal to the comparison value.
>	Condition is met if the value of the account being checked is greater than the comparison value.
>=	Condition is met if the value of the account being checked is greater than or equal to the comparison value.
<	Condition is met if the value of the account being checked is less than the comparison value.
<=	Condition is met if the value of the account being checked is less than or equal to the comparison value.

Time input field:
Contains the time for the comparison.

Note: You need to take the time range into account for deferred time daily programs. This is particularly important in the case of a day change, the time will be 00:00 hours or 24:00 hours at midnight, depending on the time for the daily reconciliation.
In the case of a daily reconciliation for the range between 00:01 and 23:59, the day change is at 00:00 hours as the time range for the daily program on the previous day starts in a negative range less than 00:00 hours.
In the case of a daily reconciliation for the range between 00+01 and 23+59, the day change is at 24:00 hours as the time range for the daily program on the current day starts in a positive range less and ends in a positive range greater than 24:00 hours on the next day.

Return value:
0, no: The comparison is not complete.
1, yes: The comparison is complete.

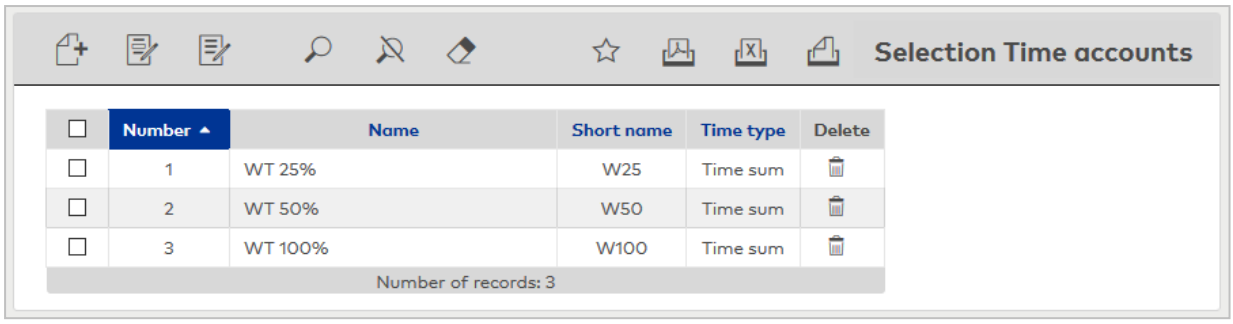
4.2.6.7 Time accounts

You can define other time accounts in addition to the accounts that the system provides as standard for the basic functions in time management. You can fill these accounts in the account calculation via the defined rules and evaluate and transfer them in the account comparisons.

"Selection Time accounts" dialog

The **Selection Time accounts** dialog displays all time accounts created for time management.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



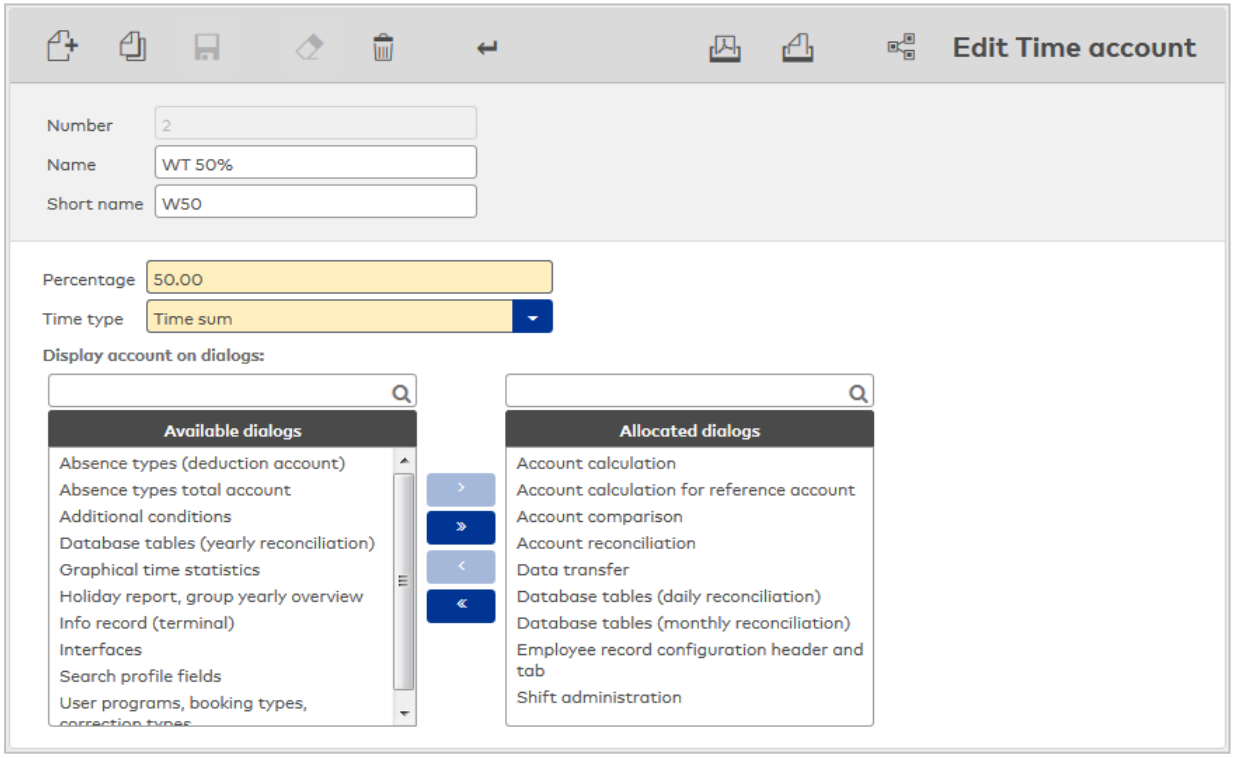
Time type column:
Time accounts can be of the types "Colour-coded account", "Daily counter" or "Elapsed time".

Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Time account" dialog

Use the **Edit Time accounts** dialog to create new time accounts and edit existing time accounts. Each time account requires a unique number. It is recommended that you specify a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Percentage input field:
Contains the percentage used to evaluate the time account in a calculation. The percentage is used, for example, if you want to transfer times from one account to another while taking into consideration the percentages.
Value range: -9999.99 – 9999.99 percent.
Default value: 100.00 percent.

Time type selection field:
Determines the type for the time account.
Options:
- Time sum
- Day counter
- Colour-coded account

Colour codes:
If the colour-coded account type is selected, the colour code table will be displayed. This can be used to allocate colours for displaying the time ranges. There is also an option for entering an e-mail recipient group.

Note: Time ranges that are not assigned a colour will be shown without colour.

Colour codes

Value range from	to		E-mail recipient group		
	0:00				
0:00	10:00				
10:00					

New entry

Value range from column:
Contains the time specification for the starting value of the time range. If no elapsed time is entered, no limit applies. The value is evaluated as >= for displaying traffic light colour codes.

Value range to column:
Contains the time specification for the end value of the time range. If no elapsed time is entered, no limit applies. The value is evaluated as < for displaying traffic light colour codes.

E-mail recipient group selection field:
Contains the e-mail recipient group to which an e-mail is sent when the stage is reached.
Options:
- Blank
- All e-mail recipient groups created in the system

Default: Blank

Show accounts in dialogs selection reports
Use the selection report to specify in which dialogs and selection fields the time account can be used.

4.2.7 Absence times

The **Absence times** sub-menu contains master data for defining absence types, absence groups and for allocating terminals.

see also: ▸ Create absence types

Use the **Absence types** menu item to manage absence types by defining how absences are allocated, displayed and entered with corrections.

Use the **Absence groups** menu item to manage the absence groups to ensure a more clearly arranged display of absences in the total overview of booked absences.

Use the **Terminal allocations** menu item to define absence type allocations and terminals. The allocations determine which absence types are transferred to which terminals for selection during Leave bookings with absence reasons.

4.2.7.1 Absence types

Absences are defined as times when a person is maintained in the system with a specific absence status. Each absence is associated with an absence type. Reference to the absence type definition regulates allocation, representation of the absence in reports and the year overview, correction entries and the validity of the absence.

A difference is made between

- Whole day absences
- Half-day absences
- Hourly absences
- Bank holidays

Whole day and half-day absences are generated using corrections; in exceptional cases, it is also possible to make a terminal booking using a suitable terminal function. These are related absence periods with a beginning and an end to the absence. The credited time depends on the setting for the respective absence type.

Hourly absences can be booked on a terminal or using a correction.

Bank holidays and half bank holidays are determined by the calendar and do not need to be manually booked.

Absence type – Holiday

Holiday is a special type of absence. The overall holiday entitlement for a year comprises the total days from different holiday accounts. These usually consist of:

- Entitlement from previous year
- Holiday entitlement for current year
- Leave for severely handicapped persons
- Additional holiday

Holiday accounts are automatically recalculated for each holiday transaction. All holiday accounts can be modified individually within a correction period.

Holiday accounts can be affected by the following procedures:

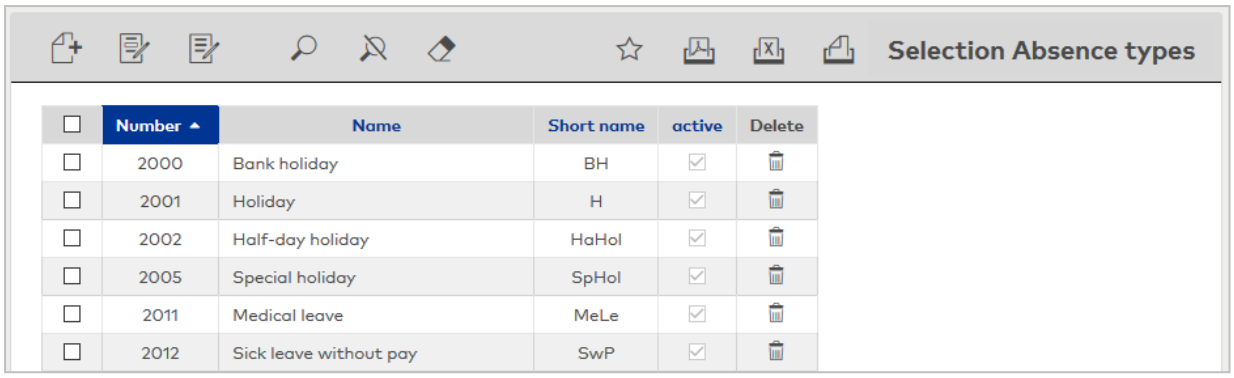
- Reduction due to absences scheduled in the corresponding holiday account in the absence type; only holiday actually taken is deducted, not holiday scheduled for the future
- Increase, reduction or resetting of the account due to corresponding requirements
- Entitlement from previous year is transferred after yearly reconciliation

According to definition, remaining holiday is the total of all the individual, aforementioned holiday accounts. Holiday is not deducted from the corresponding account until it is actually taken. This means that the holiday accounts and the value of the remaining holiday are kept up to date.

"Selection Absence types" dialog

The **Selection Absence types** dialog displays all types of absences created in the system.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

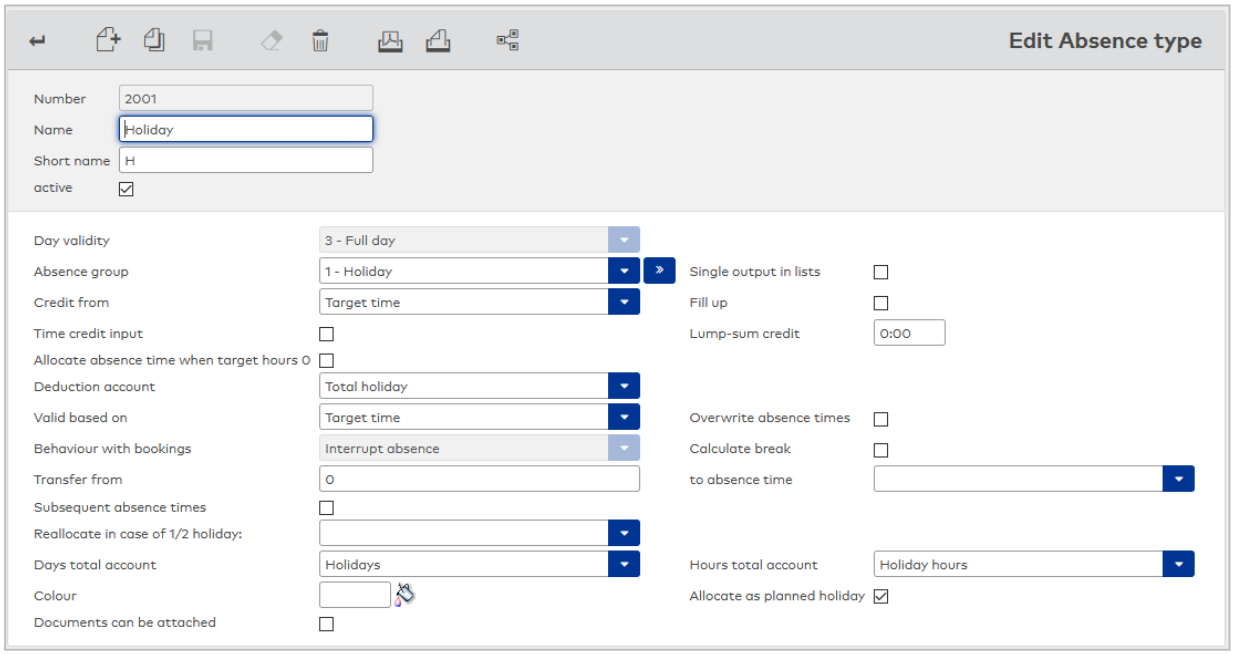
"Edit Absence type" dialog

Use the **Edit Absence type** dialog to create new absence types and edit existing records. Each absence type requires a unique number. It is recommended that you specify a name and a short name.

The absence types contain all necessary parameters which are required to allocate, correct and represent an absence.

Note: You select the day validity to specify the applicable parameters. That is why not all parameters are always required.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



active checkbox:
Indicates if the absence type can be used for the correction types.

Note: This indicator does not affect the use of correction types in the correction dialogs.

Selection:

- Activated: The absence type can be used.
- Not activated: The absence type is not available.

Day validity selection field:
Contains the information on when an absence is valid on a day. Day validity also determines whether only one absence or several absence times are possible on one day and specifies the required parameters for the absence type.
The following rules apply
- An absence of a whole day
- One or two half-day absences
- One half-day absence and several hourly absences
- Several hourly absences

Options:
- Whole day
- Half day
- Hourly
- Bank holiday
- Half bank holiday
- Blanket
- Arrival during workday
- Leave during workday
- During workday incl. next day

Note: Bank holiday and half bank holiday specifics: The absence type with the day validity "Bank holiday" or "Half bank holiday" is allocated to the corresponding day type "Bank holiday" or "Half bank holiday" so that it can be displayed in the yearly overview. A bank holiday or half bank holiday is thus treated in the same way as an absence. Manual correction is not necessary as allocation is automatic.
Not all fields are available for absence times with the day validities "Bank holiday" and "Half bank holiday".

Blanket: No time reference is indicated for absence types with blanket day validity. The time credit is indicated directly with the correction. This is why no automatic account calculation can be carried out for such absence times as a general rule.

For absence types with the day validity "Arrive during workday", the booking type output in the monthly overview is created as "Arrive". For absence types with the day validity "Leave during workday" and "Leave with following day" , the booking type output in the monthly overview is created as "Leave".

For absence types with the day validity "Leave during workday with following day", the booking types output in the monthly overview are created as "Arrive" and "Leave".

Hide in yearly overview checkbox:
Specifies whether the hourly absence types are hidden in the yearly overview.

Note: This option is only present for absence types of the "Hourly" day type.

- Activated: The absence type is hidden in the yearly overview.
- Inactivated: The absence type is shown in the yearly overview.

Absence group selection field:
Contains the allocation to an absence group that is displayed on the **Totals** tab of the yearly overview.
Options:
- All created absence groups

Single output in lists checkbox:
Determines whether the absence type is displayed as a separate column on the **Totals** tab of the yearly overview.
- Activated: Each absence type is displayed in its own column.
- Not activated: Absence type is not displayed separately.

Credit from selection field:
To indicate the account which determines what value is to be credited in the event of absence.
Options:
- No credit
- From absence type (only applies to hourly absences)
- Hourly absences
- Target time

- Target time from substitute program. Only applies if a substitute program is used.
- Half target time
- The time credit is taken from the Time credit for absence times employee record field on an individual basis.

Note: The Time credit for absence times employee record field is not shown by default.

Fill up checkbox:
Determines whether credit for this absence type is to be filled to the target time specified for the day.
- Activated: The absence period is filled up.
- Not activated: The absence period is not filled up.

Time credit input checkbox:
Determines whether time credit can be entered for this absence type when entering corrections. If no time credit is entered during correction, the time credit is calculated in line with the selection made in **Credit from**.
- Activated: The absence time can be entered when entering corrections.
- Not activated: The absence time cannot be entered.

Lump-sum credit entry field:
Specifies a fixed time credit which is calculated for the absence type on a flat-rate basis.

Allocate absence time when target hours 0 checkbox:
Specifies whether the absence is still allocated if no target hours are provided for the day. This enables absences to be recorded even in passive time recording.
- Activated: The absence time is allocated if the target hours are 0.
- Inactivated: The absence period is not allocated.

Note: The **Allocate absence time when target hours 0** checkbox is only present when passive time recording is activated.

Deduction account selection field:
Contains the time account from which the time credit for the absence is taken.
Options:
- All time accounts

Valid based on selection field:
Enables the absence type to be linked to the target hours. The absence is either calculated depending on the target hours or not. In conjunction with the target hours, the calculation can be controlled in such a way that, for instance, holidays are not calculated on weekends if the target time is pre-set to 0.00 hours for weekends.
Options:
- No reference. No checks are performed and the absence is always valid.
- Target hours. The absence is only valid on days with target hours.
- Bank holiday target hours. The absence is **not** valid on bank holidays with target hours.

Overwrite absence times checkbox:
Defines whether existing absences are overwritten if a correction is entered.
- Activated: Corrections overwrite absences with no query beforehand.
- Not activated: If absences already exist for the selected time period, an appropriate notification appears along with a query whether the existing absences are to be overwritten.

Behaviour with bookings selection field:
Defines how the system deals with bookings during absence.
Options:
- Booking allowed: The system accepts a booking with the absence bearing no influence. The absence and the bookings are credited separately from one another.
- Booking locked: The system rejects any booking.
- Interrupt absence: A booking interrupts the existing absence on the day of booking until the end of the day. The absence is valid again on the following day. The absence is not extended due to the interruption.
- End absence: A booking ends the absence on the day of booking and is thus valid until the previous day.

- Terminate on last day with target time: The absence is ended on the last day with target hours > 0:00 hours. For example, an absence on a Friday is ended by booking an arrival on Monday if no target hours apply at the weekend.

Calculate break checkbox:
Specifies whether breaks are calculated during the absence.

Note: The break calculation only applies to hourly absences.

Options:
- Activated: Breaks are calculated.
- Not activated: Breaks are not calculated.

Default value: Not activated

Transfer from _ days input field:
Number of valid days after which the absence is transferred to the specified following absence.

To absence time selection field:
Following absence to which the absence is transferred after the specified number of days.
Options:
- All absence types created in the system.

Subsequent absence times checkbox:
Identifier indicating whether the absence type belongs to the group of subsequent absence times. If an absence is booked with this identifier, any existing absence times with the "Subsequent absence time" identifier are offered. The absence can then be chosen from the selection in the same way as the previous absence. Linking the absences has the effect that the days of the linked absences are totalled. This is relevant, for example, for illnesses that are transferred to a different absence type after a specified number of days.
Options:
- Activated: The absence type belongs to the group of subsequent absence times.
- Not activated: The absence does not belong to the group of subsequent absence times.

Default value: Not activated.

Reallocate in case of 1/2-day holiday selection field:
Selection for half day absences if a whole day of absence falls on a half-day holiday. Typical example – Holiday: transfer to half-day holiday.
Options:
- All absence types of the half-day type created in the system.

Days total account selection field:
Selects an account into which absences are written, added up as fractions of a day.
Options:
- All "tenth of a day" accounts in which fractions of a day are calculated.

Hours total account selection field:
Selects an account into which absences are written, added up in hours.
Options:
- All "elapsed time" accounts.

Colour selection field:
Specifies the colour used to indicate this absence type in the yearly overview. Click the field to open the colour selection.

Allocate as planned holiday checkbox:
Indicates whether the absence is to be allocated as a planned holiday.
Options:
- Activated: The absence type is allocated as a planned holiday.
- Not activated: The absence type is not allocated as a planned holiday.

Default value: Not activated.

Documents can be attached checkbox:
Specifies whether documents can be added to the absence. If so, a download dialog for documents is available from the correction dialogs.

- Activated: Documents can be added.
- Inactivated: Documents cannot be added.

Default value: Not activated.

4.2.7.2 Absence groups

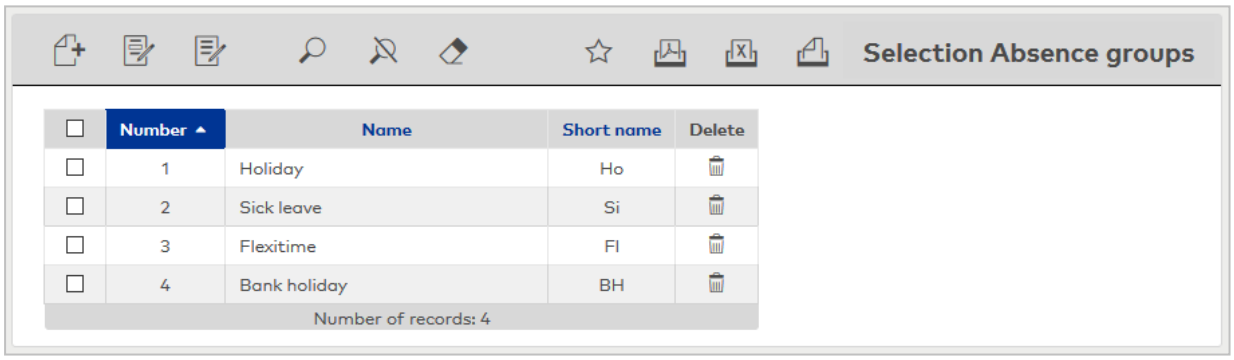
Absence groups are used to group absence types together, but play no role in allocation and evaluation of absences The number of days per month and the resultant total number of days and hours of absences in an absence group are shown in the **Totals** tab in a column in the year overview.

Absences with the same impact, such as whole days of holiday, half days of holiday and special leave, are typically classified in one absence group. In the year overview, the absence group column thus contains the total number of leave days per month and the total number of days and hours in the totals line.

"Selection Absence groups" dialog

The **Selection Absence groups** dialog displays all absence groups created in the system.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Absence groups" dialog

Use the **Edit Absence groups** dialog to create new absence groups and edit existing records. Each absence group requires a unique number. It is recommended that you specify a name and a short name.

Absence groups are used to represent different absence types in the year overview and therefore do not require any other parameters.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.

Number input field:
Contains the unique number for the absence group. When you create a new record, the number increases automatically by an increment of one. However, you can also enter your own number using between 1 and 4 digits (1–9999).

Name input field:
Contains the name for the absence group. When you enter a new name, you can enter any combination of figures and letters. This field is language-dependent.

Short name input field:
Contains the short name for the absence group. When you enter a new short name, you can enter any combination of figures and letters. This field is language-dependent.

4.2.7.3 Terminal allocations

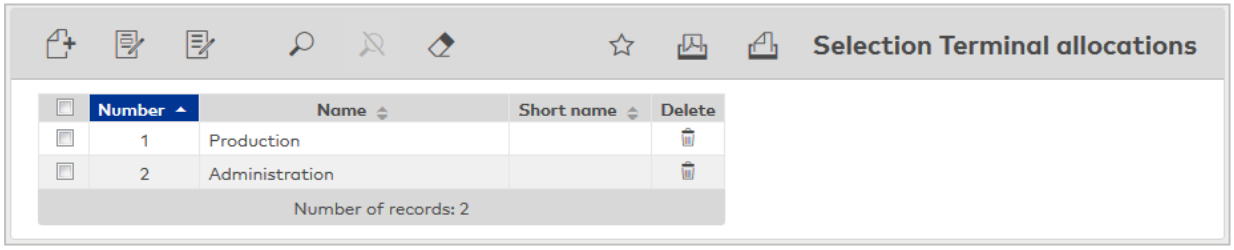
Absence types are allocated to terminals in terminal allocation. These absence types are then available for selection during Leave bookings with absence reasons. An absence type can be allocated to multiple terminals.

Note: The allocated absence types are only transferred to type 97xx terminals.

"Selection – terminal allocation" dialog

The **Selection terminal allocation** dialog displays all allocations of absence types to terminals created in the system.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



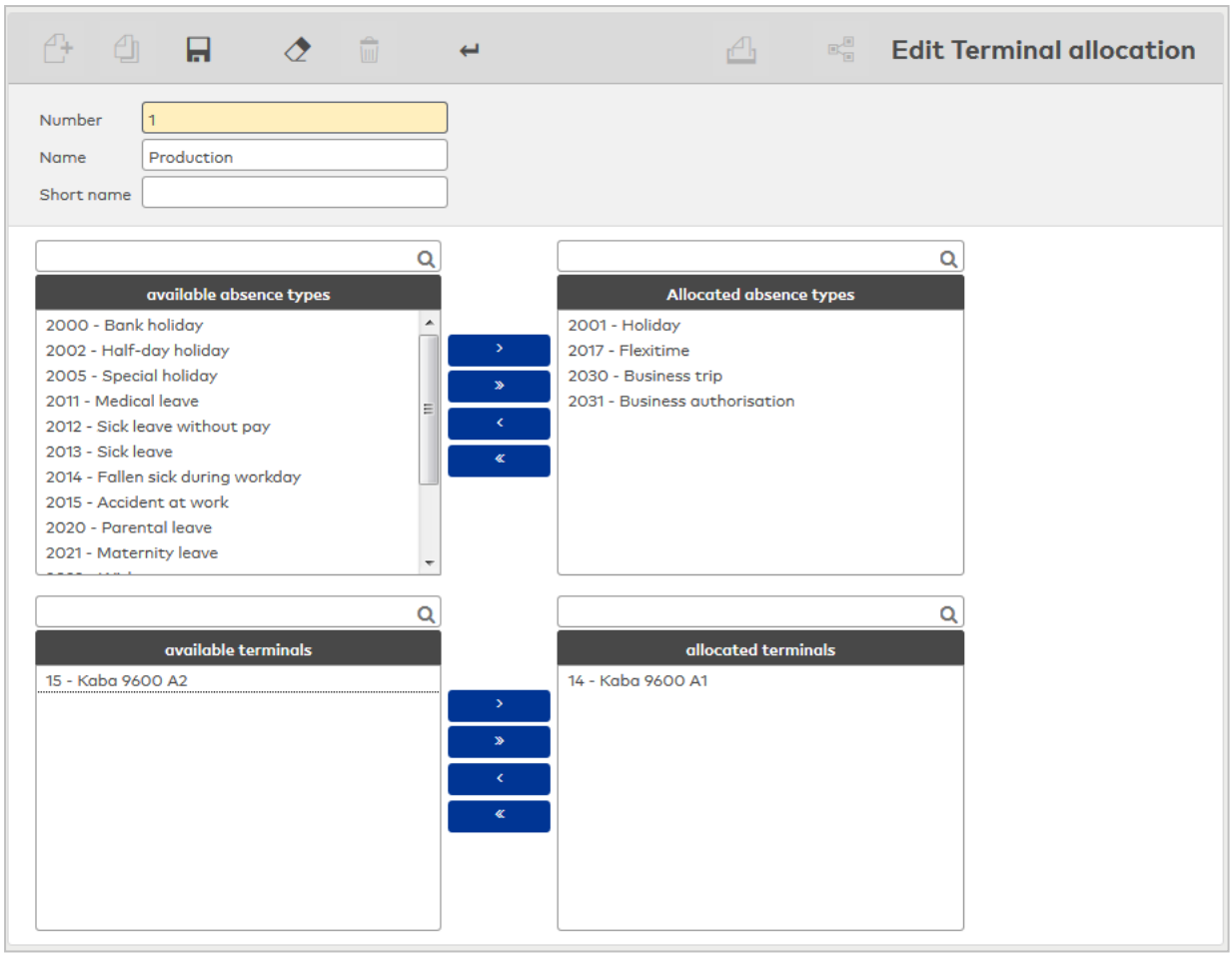
Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit – terminal allocation " dialog

Use the **"Edit – Terminal allocation** dialog to create new terminal allocations and edit existing terminal allocations. Each terminal allocation requires a unique number; it is recommended that you specify a name and a short name.

Absence types are allocated to the terminals via terminal allocation. An absence type can be allocated to any number of terminals, but one terminal can only be assigned a single terminal allocation.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Number input field:
Contains the unique number for the terminal allocation. When you create a new record, the number increases automatically by an increment of one. However, you can also enter your own number between one and six digits (1–999999).

Name input field:
Contains the name of the terminal allocation. When you enter a new name, you can enter any combination of figures and letters. This field is language-dependent.

Short name input field:
Contains the short name of the terminal allocation. When you enter a new short name, you can enter any combination of figures and letters. This field is language-dependent.

4.2.8 Holiday rules

The holiday rules define the rules and parameters for automatic calculation of holiday entitlement for the year.

Holiday rules are allocated to persons. Every person can be allocated precisely one holiday rule.

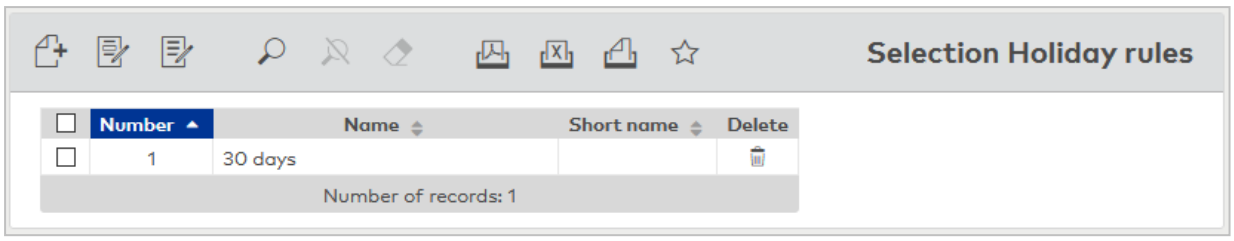
Holiday rules are relevant for allocations and subject to version management.

Note: This function is only available if system parameter Time 44 is activated.

"Selection Holiday rules" dialog

The **Selection Holiday rules** dialog displays all holiday rules created for time management.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

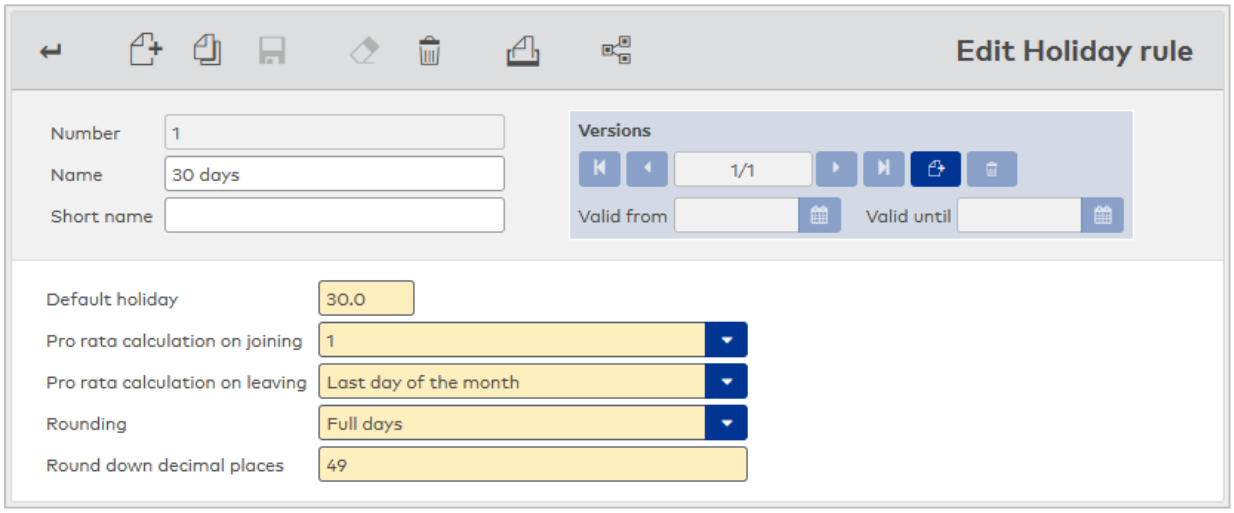


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Holiday rule" dialog

Use the **Edit Holiday rule** dialog to create new holiday rules and edit existing holiday rules. Every holiday rule requires a unique number; it is advisable to enter a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Default holiday input field:
Contains the number of days of holiday entitlement for one year.
Value range: 0–999
Default value: 0

Pro rata calculation on joining selection field:
Contains the day of joining. This determines whether the month is included in the calculation or not. If the person joins before the specified day, the month is included. If the person joins after the specified day, the month is not included.
Options: 1 to 31 and last day of the month.

Pro rata calculation on leaving selection field:
Contains the day of leaving. This determines whether the month is included in the calculation or not. If the person leaves before the specified day, the month is included. If the person leaves after the specified day, the month is not included.
Options: 1 to 31 and last day of the month.

Rounding selection field:
Specifies how the calculated holiday entitlement should be rounded. Calculations can be rounded to half days or whole days.
Options:
- Whole days: the calculated holiday entitlement is rounded to whole days.
- Half days: the calculated holiday entitlement is rounded to half days

Default: Whole days

Round down decimal places input field:
Specifies the decimal places up to which the value is rounded down. If this value is exceeded, the value is rounded up.
Value range: 1 to 99

4.3 ID card administration

Use the ID card administration to manage all ID cards in the system.

Note: ID card administration must be activated via the system parameters. A licence is required for this.

ID card administration is only present in the time system if the system is operated without the access licence. If the access system is active, the ID card administration is a component of the access system.

With ID card management, dormakaba MATRIX allows you to keep person data maintenance and ID card management separate. This is usually the case if these tasks are carried out by different organisations.

Additional criteria and options for ID card administration are:
- Identifier indicating to which organisational ID card user types the ID card can be assigned (persons, external company employees, visitors, LPN)
- ID card type: Identifies personalised and non-personalised ID cards for better handling and selection during allocation
- Replacement ID card concept with replacement ID cards and original ID cards
- Multiple ID cards for a single user using identical or different reader technologies
- Simplified handling of combi ID cards
- Reasons for blocking ID cards

Use the **ID card administration** to manage the ID cards in your system.

Use the **Reasons for blocking ID card** menu item is used to manage the reasons for blocking ID cards, which you can allocate to ID cards in order to block them.

4.3.1 ID cards

You can maintain your company's ID cards in this area. The ID cards created can be allocated to the ID card users in ID card administration or person administration.

In addition to access-relevant settings, ID cards contain organisational elements and control functions.

Extensive options are available for the individual issuance of access permissions and special access permissions of the ID cards.

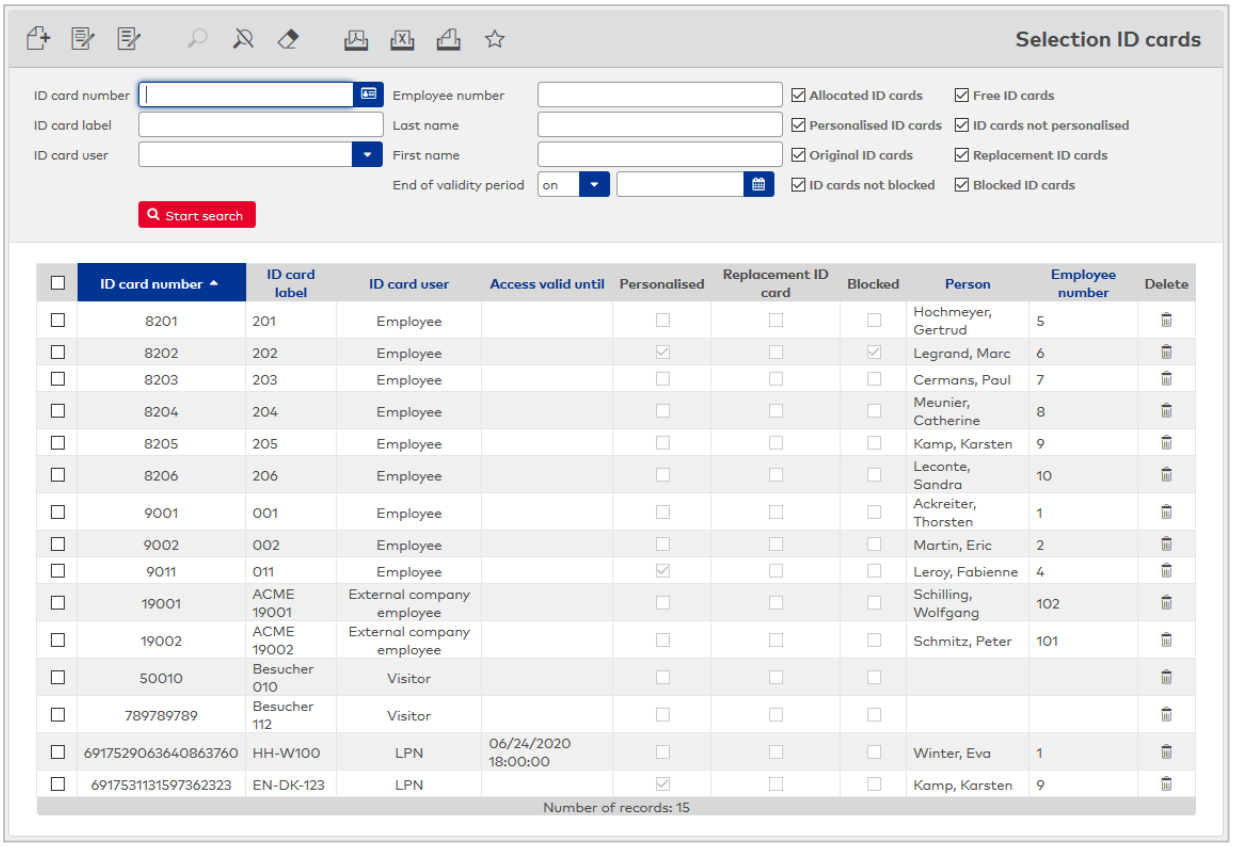
An original ID card can only be allocated to one ID card user. Replacement ID cards are allocated to an original ID card. An original ID card cannot be issued as replacement ID card. Access permissions can only be issued for original ID cards. Replacement ID cards inherit the access permissions from the allocated original ID card.

"Selection ID cards" dialog

The **Selection ID cards** dialog displays all ID cards created in the system.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

The ID card search function provides numerous filtering options. If a PC reader is configured, you can also use the **Apply ID card number** button to scan the ID card directly.



ID card number	ID card label	ID card user	Access valid until	Personalised	Replacement ID card	Blocked	Person	Employee number	Delete
8201	201	Employee					Hochmeyer, Gertrud	5	
8202	202	Employee		✓		✓	Legrand, Marc	6	
8203	203	Employee					Cermans, Paul	7	
8204	204	Employee					Meunier, Catherine	8	
8205	205	Employee					Kamp, Karsten	9	
8206	206	Employee					Leconte, Sandra	10	
9001	001	Employee					Ackreiter, Thorsten	1	
9002	002	Employee					Martin, Eric	2	
9011	011	Employee		✓			Leroy, Fabienne	4	
19001	ACME 19001	External company employee					Schilling, Wolfgang	102	
19002	ACME 19002	External company employee					Schmitz, Peter	101	
50010	Besucher 010	Visitor							
789789789	Besucher 112	Visitor							
6917529063640863760	HH-W100	LPN	06/24/2020 18:00:00				Winter, Eva	1	
6917531131597362323	EN-DK-123	LPN		✓			Kamp, Karsten	9	

Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

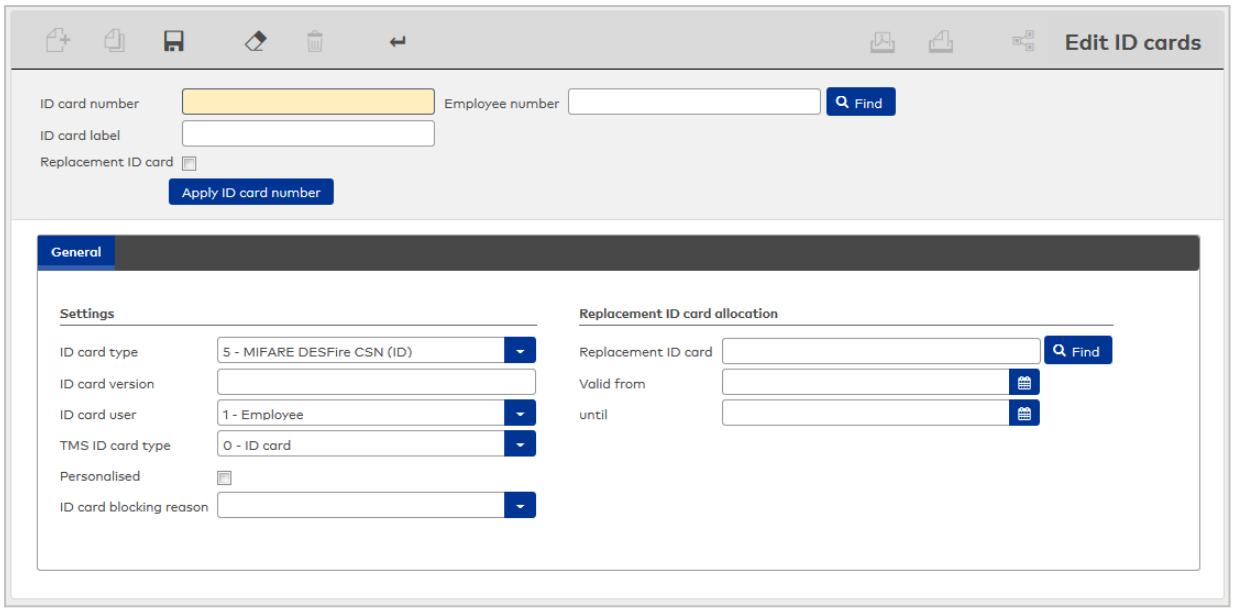
Note: You cannot delete an ID card if it still contains history entries. This is normally the case if the ID card is still allocated to a person or bookings still exist in the system for the ID card. The same applies to replacement ID cards if they are still allocated to an ID card.

"Edit ID cards" dialog

Use the **Edit ID cards** dialog to create new ID cards and edit existing ID cards. Each ID card requires a unique ID card number. This is normally the internal identification number of the ID card. If you have a desktop reader, you can read the ID card number using the PC reader.

You can use the buttons in the toolbar to navigate between records, to create, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.

Note: You cannot delete an ID card if it still contains history entries. This is normally the case if the ID card is still allocated to a person or bookings still exist in the system for the ID card. The same applies to replacement ID cards if they are still allocated to an ID card.



ID card number input field:
Contains the ID card number for the ID card. This is normally the internal identification number for the ID card. This field is mandatory.

ID card label input field:
Contains the label visible on the ID card. This can be any text or a printed or handwritten number.

Replacement ID card checkbox:
Identifier indicating whether this is a replacement ID card. A replacement ID card can only be allocated to another ID card. It cannot be allocated to a person. Access permissions can only be issued for original ID cards. Replacement ID cards inherit the access permissions from the respective original ID card.

Employee number input field:

Contains the unique employee number if the ID card is allocated to a person. Click the magnifier to open the **Selection Persons** dialog to search for and load employee data records.

Name display:
The last name and first name of the person are shown here if the ID card is allocated to a person.

Apply ID card number button:
If you are using a PC reader, you can use this button to transfer the ID card number directly from the PC reader.

Note: The button is only active when you create a new ID card and have activated the 'PC reader' option the system parameters.

Settings

ID card type selection field:
Contains the ID card type of the ID card which essentially determines the reading technology and the evaluation of the internal ID string.

ID card version input field:
Contains the version of the ID card. The ID card does not have an ID card version if the field is empty.

ID card user selection field:
Contains the organisational ID card user types.
Options: Employee, visitor, external company employee, LPN

Personalised checkbox:
Identifier indicating whether the ID card is personalised. Personalised ID cards normally contain the imprint of the ID card user name and a photo.

Reason for blocking ID card selection field:
Contains the reason for blocking an ID card. This ID card can no longer be used for booking if a reason for blocking has been set. There is no reason for blocking if the field is empty.

Reason for blocking person display field:
Contains the reason for blocking a person if the ID card has been allocated to a person who is blocked by a reason for blocking. A reason for blocking a person also applies to all ID cards allocated to the person. The reason for blocking the person cannot be cancelled or modified in ID card administration. This can only be done in person administration. No reason for blocking the allocated person exists if the field is empty or the ID card is not allocated to any person.

Replacement ID cards

Replacement ID card input field:
Contains the ID card number of an allocated replacement ID card. No replacement ID card is allocated to the ID card if the field is empty.

Enter the ID card number of the replacement ID card or click the magnifier . Click the magnifier to open the **Selection Replacement ID card** dialog to search for and load replacement ID cards.

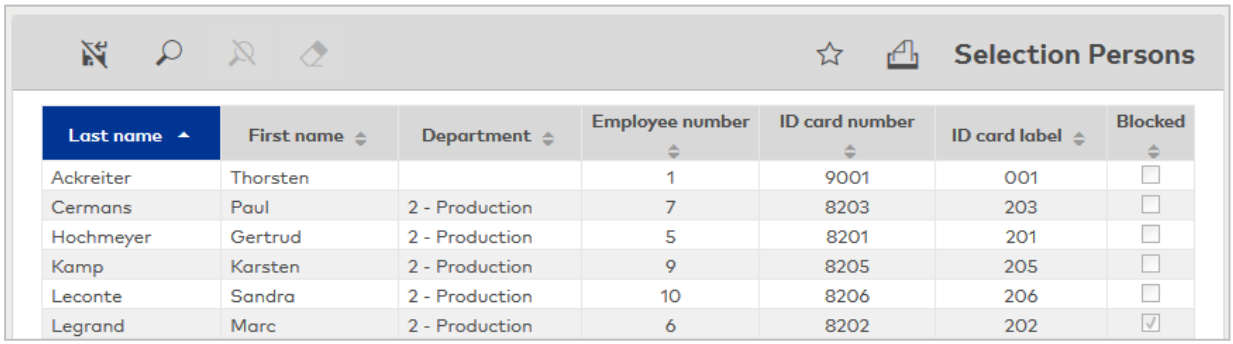
Valid from date field:
Contains the date from which the replacement ID card has been allocated. Enter a date or click the calendar icon and select a date. The replacement ID card has no limit in the past if the field is empty.

Until date field:
Contains the date until which the replacement ID card is granted access. Enter a date or click the calendar icon and select a date. The replacement ID card has no limit and is valid indefinitely if the field is empty.

"Selection persons" dialog

Use the **Selection Persons** dialog to search for persons and directly apply them to the invoking dialog.

Note: When the **Several ID cards per person** option is active, an individual record for the person is displayed in the table for every ID card.



Last name	First name	Department	Employee number	ID card number	ID card label	Blocked
Ackreiter	Thorsten		1	9001	001	☐
Cermans	Paul	2 - Production	7	8203	203	☐
Hochmeyer	Gertrud	2 - Production	5	8201	201	☐
Kamp	Karsten	2 - Production	9	8205	205	☐
Leconte	Sandra	2 - Production	10	8206	206	☐
Legrand	Marc	2 - Production	6	8202	202	☑

Click an entry to directly apply the corresponding record.

"Selection ID cards" dialog

Use the **Selection ID cards** dialog to search for ID cards that have not yet been allocated and transfer them directly to the invoking dialog.

Note: When selecting ID cards as replacement ID cards, only ID cards of the same ID card type as the ID card to which the replacement ID card is to be allocated will be considered. This applies also to combi ID cards if they have an ID string with the same ID card type.

Click an entry to directly apply the corresponding record.

4.3.2 Reasons for blocking ID card

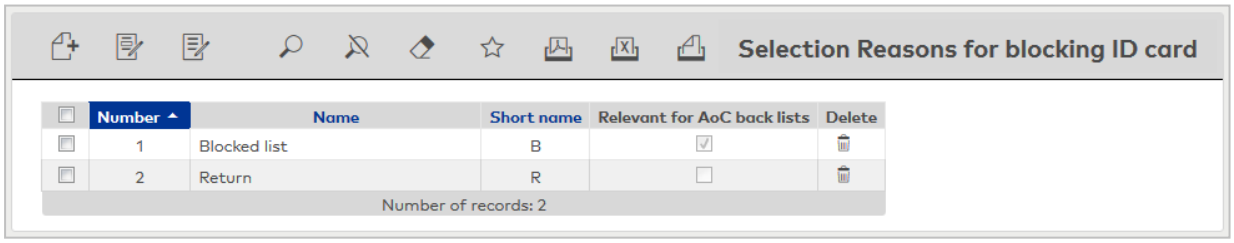
In this area you can maintain the reasons for blocking ID cards. They can then be allocated to the ID cards in ID card administration. This procedure allows ID cards to be simply blocked or cleared without losing the ID card master data. A reason for blocking an ID card does not at the same time also apply to the person to which the ID card has been assigned.

Creating reasons for blocking ID cards is optional. However, it is recommended for larger corporate structures since this allows, for example, to search for blocked ID cards.

"Selection reasons for blocking ID card" dialog

The **Selection Reasons for blocking ID card** dialog displays all created reasons for blocking ID cards.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



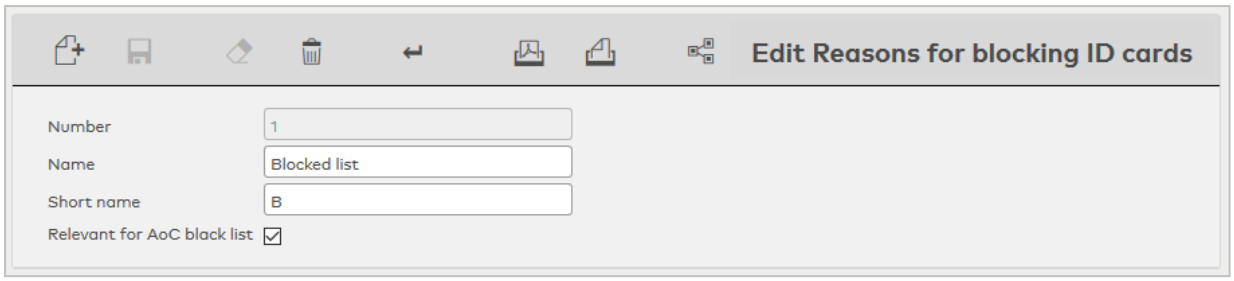
Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Reasons for blocking ID cards" dialog

Use the **Edit Reasons for blocking ID cards** dialog to create new blocking reasons for ID cards and edit existing blocking reasons.

Reasons for blocking are allocated to ID cards if the ID cards may no longer be used for booking. You can determine, depending on the reason for blocking, whether blocking shall affect the AoC black list.

You can use the buttons in the toolbar to navigate between records, to create, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Relevant for AoC black list checkbox:
Identifier indicating that the reason for blocking affects the AoC black list. Activate the checkbox if a blocked ID card with the reason for blocking shall be included in the AoC black list.

Note: The checkbox is only available if the AoC function is activated in the system parameters.
If you block an ID card with a reason for blocking relevant to AoC black list, blocking only becomes effective after a synchronisation with the AoC readers.

4.4 Door opening

Use the **Door opening** menu to manage all master data for opening doors and the basic access functions in the time system.

Note: System parameter Time 2 must be enabled in order to be able to use door opening in the Time component.

Door opening profiles group multiple time booking profiles and door opening daily programs required to control doors.

Door opening daily programs determine on a daily basis the time limits for the door control.

Door weekly profile allocation is used to allocate door weekly plans to the terminals and the connected doors.

Door weekly profiles define which door daily time is applied on each day of the week.

The **door daily times** contain the time limits for the simple door functions.

4.4.1 Door opening profiles

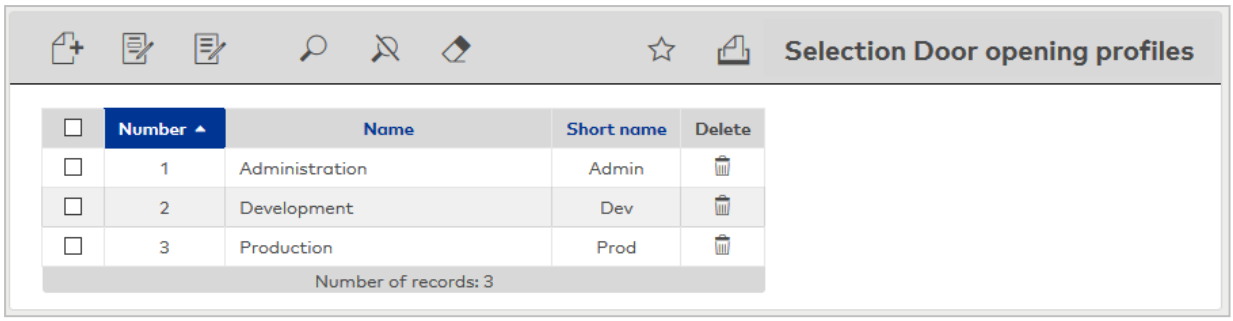
Door opening profiles are composed of any number of booking profiles and door opening daily programmes. The booking profiles determine the place and the door opening daily programmes determine the time.

You allocate the door opening profiles to persons in the person administration.

"Selection Door opening profiles" dialog

The **Selection Door opening profiles** dialog displays all door opening profiles created in the time system for door opening.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



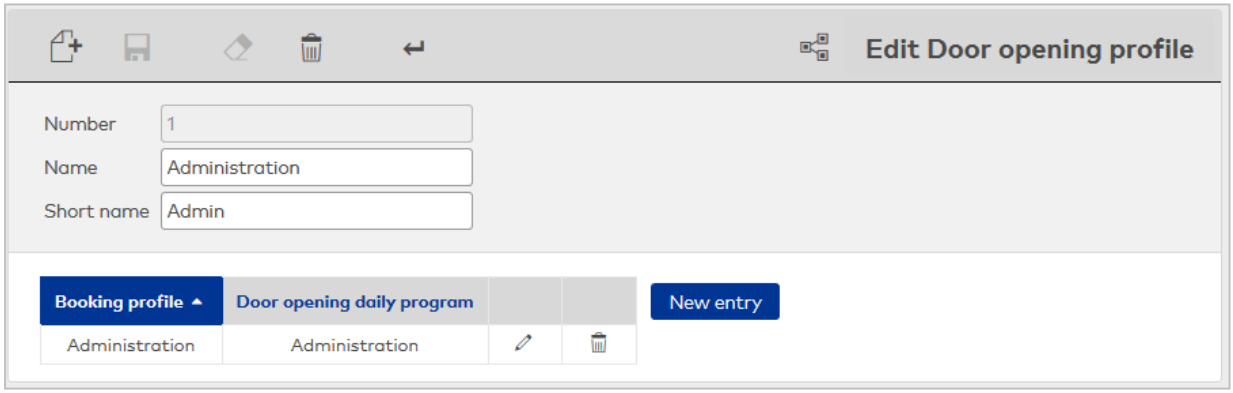
Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Door opening profile" dialog

Use the **Edit Door opening profile** dialog to create new door opening profiles and edit existing door opening profiles. Each door opening profile requires a unique number; it is recommended that you specify a name and a short name.

You can assign several booking profiles to each door opening profile. A booking profile can exist in several door opening profiles, but only once in a single door opening profile. You allocate persons to the profiles in person administration.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



The table with the permissions contains the pairs of booking profiles and door opening daily programs.

Booking profile selection field:
Contains the booking profile. All booking profiles created in the system are displayed.

Door opening daily program selection field:
Contains the door opening daily program for the permission. All door opening daily programs created in the system are available for selection.

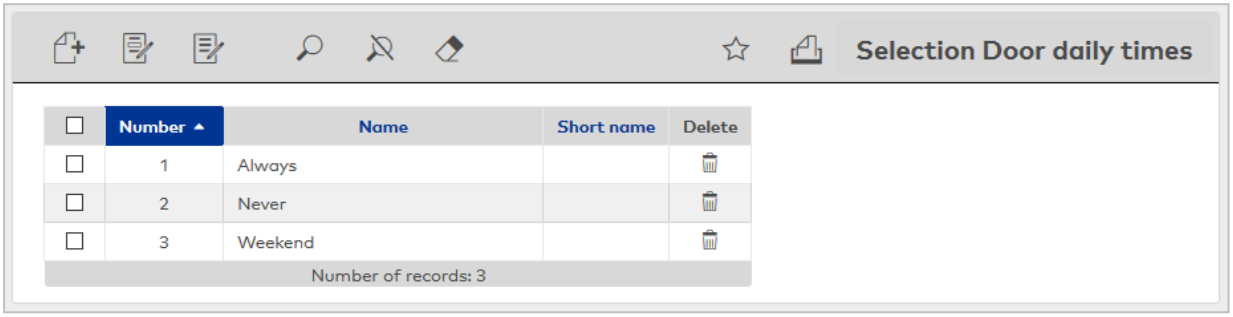
4.4.2 Door opening daily programs

Use the door opening daily programs to define the time intervals at which a person with an ID card with permission is allowed to open a door. In addition to the specification of the interval, you can define the door opening for particular days such as Monday to Friday, Saturday or Sunday.

"Selection Door opening daily programs" dialog

The **Selection Door opening daily program** dialog displays all door opening daily programs created for time recording.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

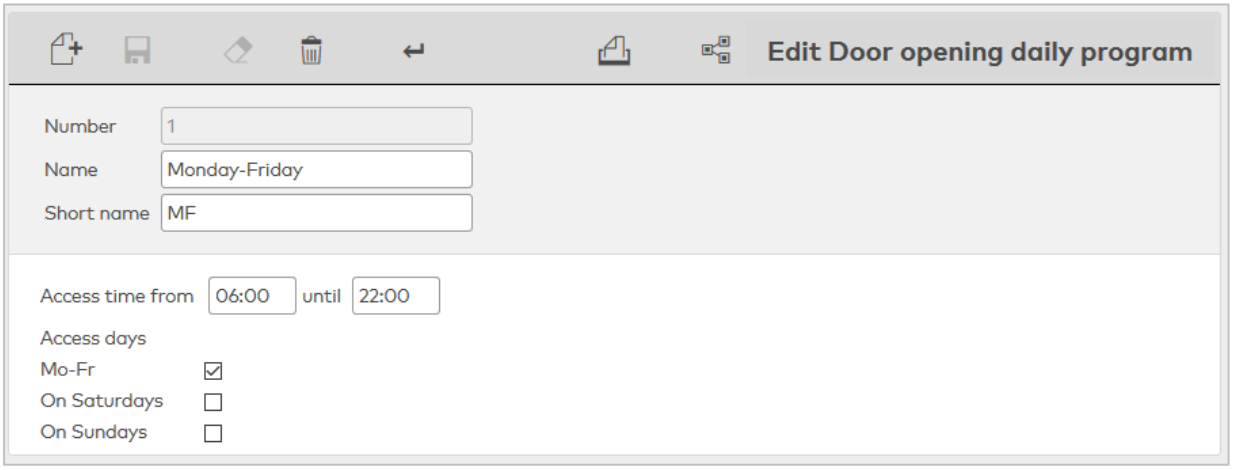


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Door opening daily program" dialog

Use the **Edit Door opening daily program** dialog to create new door opening daily programs and edit existing door opening daily programs. Each door opening daily program requires a unique number; it is recommended that you specify a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Access time from/until input fields:
Contains the start and end times between which door opening is allowed.
Value range: 00:00 to 24:00
Format: mm:hh

Access days:
The access days determine the days on which door opening is allowed.

Mo-Fr checkbox:
Indicates whether the door opening daily program is valid for the weekdays Monday to Friday.
Options:

- Activated: The door opening daily program is valid on these weekdays.
- Not activated: The door opening daily program is not valid on these weekdays.

Default: Not activated.

On Saturdays checkbox:
Indicates whether the door opening daily program is valid on Saturday.
Options:
- Activated: The door opening daily program is valid.
- Not activated: The door opening daily program is not valid on a Saturday.

Default: Not activated.

On Sundays checkbox:
Indicates whether the door opening daily program is valid on a Sunday.
Options:
- Activated: The door opening daily program is valid.
- Not activated: The door opening daily program is not valid on a Sunday.

Default: Not activated.

4.4.3 Door weekly profile allocation

In the door weekly profile allocation, you can allocate the door weekly profile to the terminals for the door opening.
Every terminal can manage only one door weekly profile for the basic door opening. The door weekly profile applies to all the doors managed by the terminal.

"Selection terminals" dialog

The **Selection Terminals** dialog displays all terminals created for time recording, to which you can allocate a door weekly profile for door control.

Note: The selection is empty if no terminal is created for time recording.

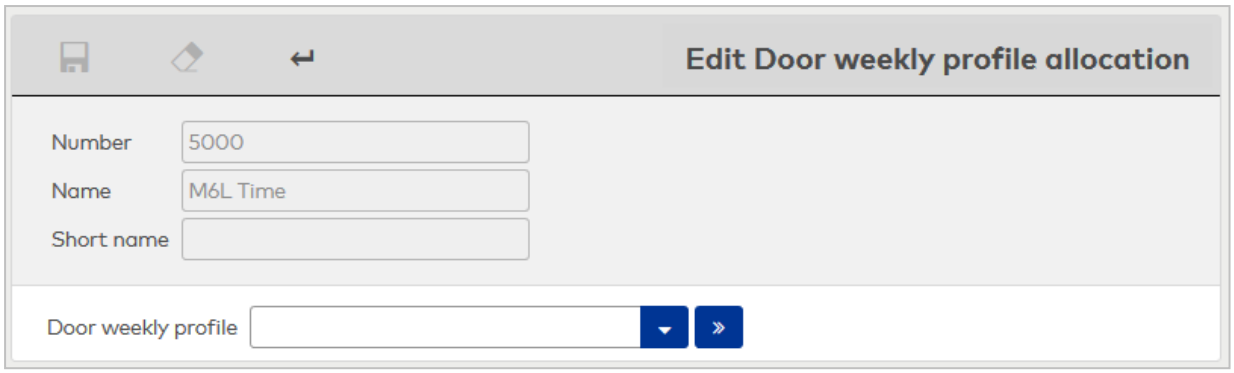
The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Door weekly profile allocation" dialog

Use the **Edit Door weekly profile allocation** dialog to allocate door weekly profiles to the terminals.
Each terminal can manage exactly one door weekly profile for door control.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Door weekly profile selection field:
Contains the door weekly profile for the door control.
Options:

- All door weekly profiles created in the system.

Default: No selection.

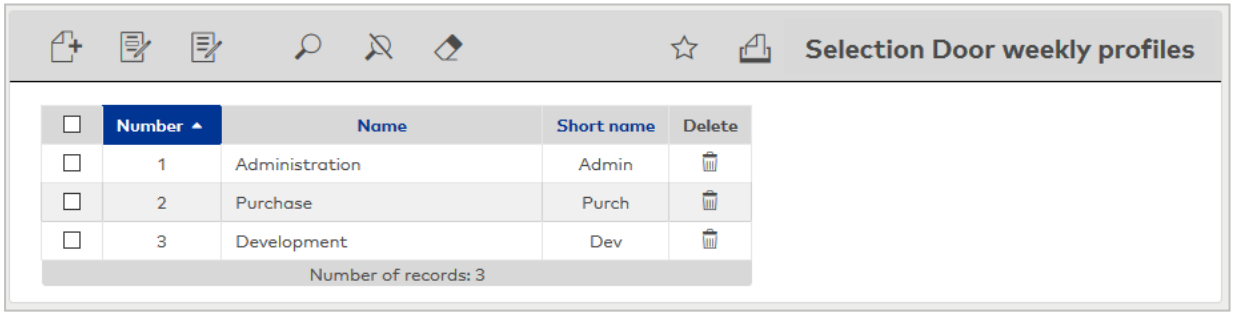
4.4.4 Door weekly profiles

The door weekly profiles are based on the door daily times and are allocated to the terminals in the door weekly profile allocation. A 7-day cycle applies to the door weekly profile, corresponding to a calendar week.

"Selection Door weekly profiles" dialog

The **Selection Door weekly profile** dialog displays all door weekly profiles created for the time system.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



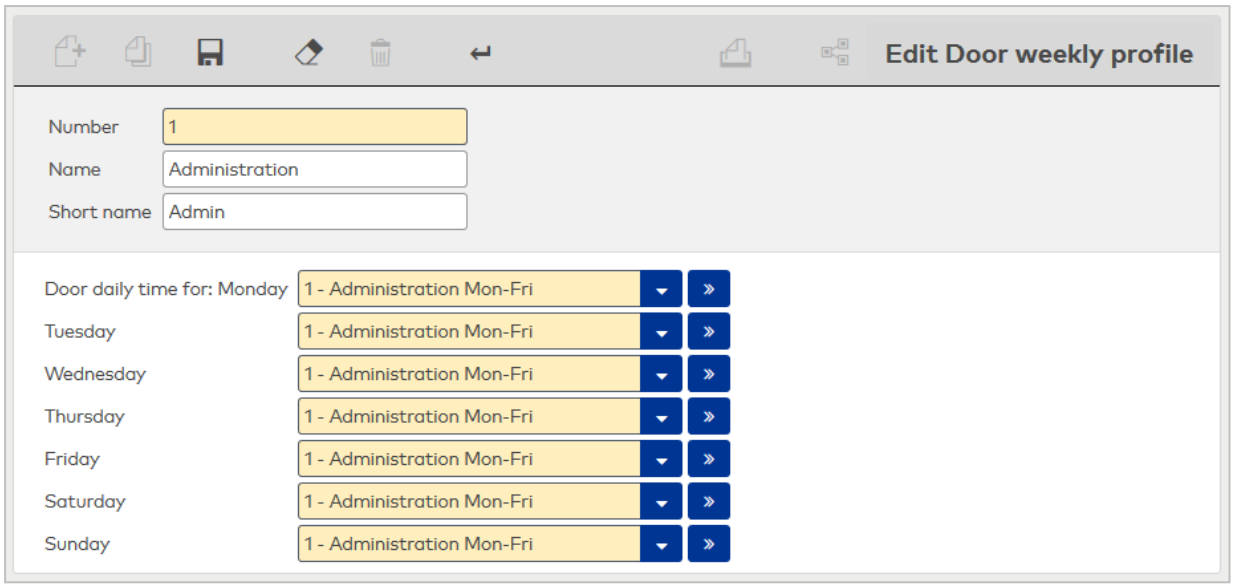
Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Door weekly profile" dialog

Use the **Edit Door weekly profile** dialog to create new door weekly profiles and edit existing door weekly profiles. Each door weekly profile requires a unique number. It is recommended that you specify a name and a short name.

A door weekly profile is allocated to each calendar day in a week.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Selection fields **Door daily time for: Monday** to **Sunday** selection fields:
Contains the door daily time to be used for each day of the week. You must select an entry for each day.
Options:

- All door daily times created in the system.

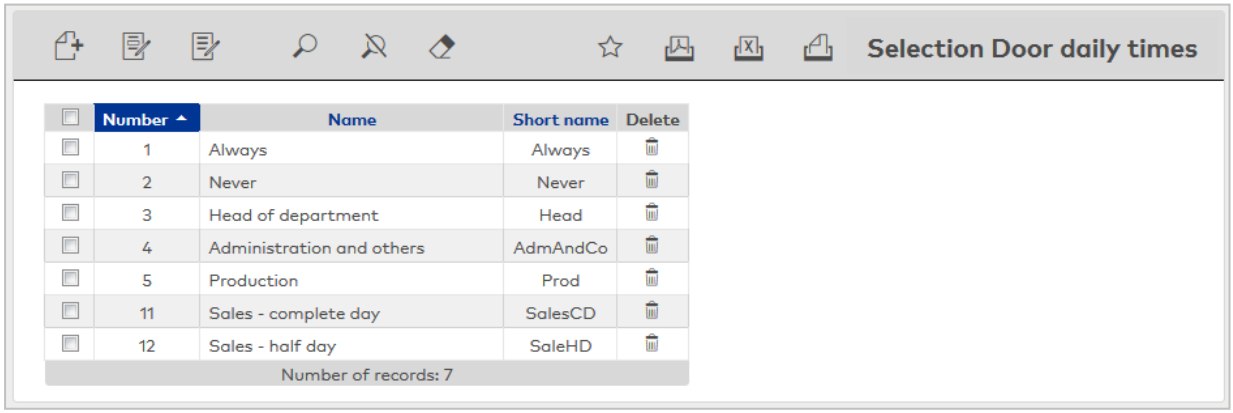
4.4.5 Door daily times

A door can have different target statuses in the course of a day and handle different functions. You can use a time interval to control to-the-minute control if a door can be opened with a valid ID card, for example, or to define the period in which a door is permanently open.

Door daily times are a fundamental component of door opening and are required for defining the door weekly profiles.

"Selection Door daily times" dialog

The **Selection Door daily times** dialog displays all door daily times created for the time system.

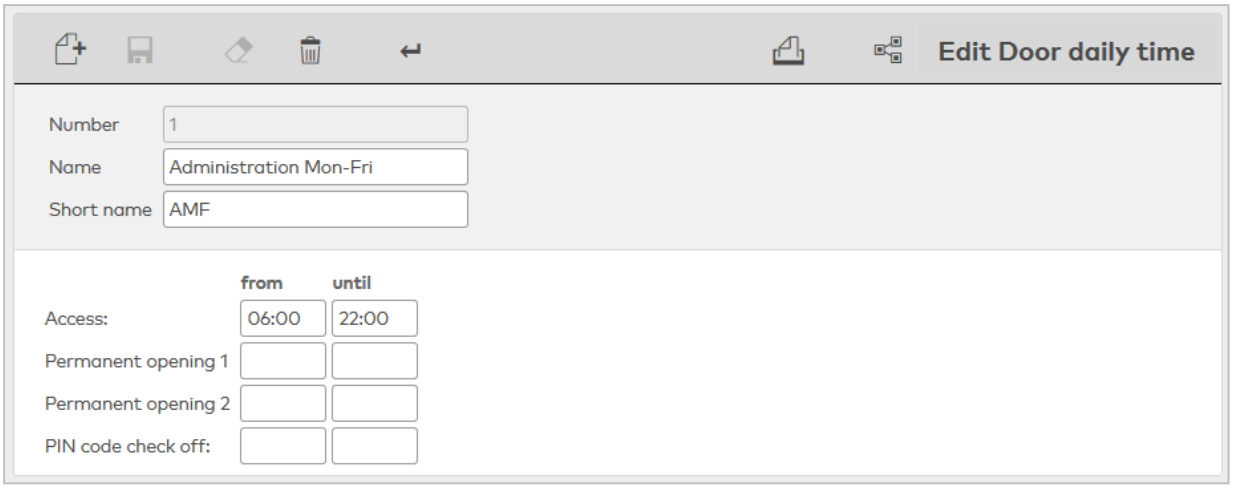


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Door daily time" dialog

Use the **Edit Door daily time** dialog to create new door daily times and edit existing door daily times. Each door daily time requires a unique number; it is recommended that you specify a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Time intervals **from/until**:
You can define different time intervals for access permission, permanent opening and PIN code checks in each door daily time program. If you enter a time interval, this has to contain a "From" and "Until" value.

Access input fields:
Contain the time interval in which door opening is possible for a booking.
Value range: 00:00-24:00
Format: hh:mm

Permanent opening 1/2 input fields:
Contain the time intervals in which the door is permanently open.
Value range: 00:00-24:00
Format: hh:mm

PIN code check off input fields:
Contain the time intervals during which the input of a PIN code is not requested.
Value range: 00:00-24:00
Format: hh:mm

4.5 Calendar administration

On the **Calendar administration** menu you can define any number of calendars that you can use to take different company and regional bank holiday and special day regulations into account.

A distinction is made between different day types (such as weekdays, weekends and bank holidays) in each calendar. These day types and country-specific bank holiday templates are pre-installed with the system. However, you can use the dialogs in the **Additional options** sub-menu to change this, if different regulations apply in your company.

You must allocate a calendar to every person when activated for the time system.

Use the **Calendar** menu item to define the calendar.

In the **Additional options** sub-menu you can define company-specific special regulations.

Use the **Manual special days** menu item to set up individual or recurring company-specific special days.

Use the **Bank holiday templates** menu item to define the templates for regional bank holidays. The system already contains a number of predefined bank holiday templates. You can use these directly, you do not have to enter them.

Use the **Bank holidays** menu item to define all fixed and floating bank holidays. All official bank holidays and a number of additional bank holidays are predefined in the system. You can use these directly; you do not need to enter them.

Use the **Weekdays** menu item to allocate a day type to each weekday. You can define a name, a short description and a colour for the calendar overview for each weekday in the calendar. All weekdays are predefined in the system. Editing is only required if you want to display them differently. If you want to display the weekdays differently in different calendars, you can create additional weekday records.

Use the **Day types** menu item to define the day types that can be used. These represent a group of days that should be handled in the same way. For example, all weekdays are grouped into the type "Weekdays" and bank holidays such as New Year's Eve and New Year's Day into the type "Bank holidays".

4.5.1 Calender

The calendar forms the basis of the company- and regional-dependent definition of bank holidays and manual special days such as company holidays. Each day is allocated to a specific day type which has specific access programs defined.

The calendar, which can be displayed as a year or a month overview, gives an overview of all bank holidays and special days. You can maintain special days individually. The standard day assignment (Monday to Sunday) is calculated automatically using the defaults.

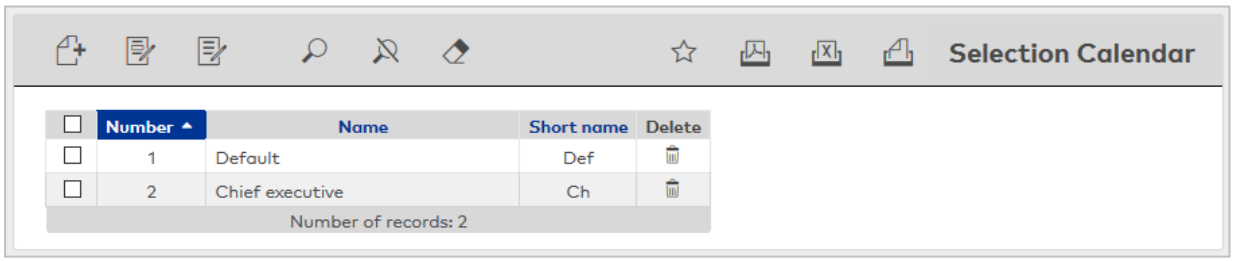
To take regional- and company-specific differences into account, you can save several calendars.

"Selection calendar" dialog

The **Selection Calendar** dialog displays all calendars created in the system.

You need at least one calendar to which you allocate bank holidays and manual special days according to your company's regional and operational specifications.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



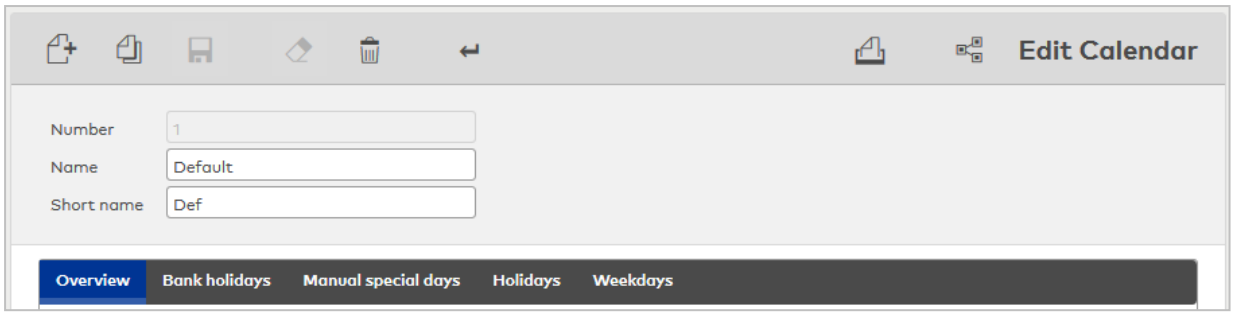
Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit calendar" dialog

Use the **Edit Calendar** dialog to create new calendars and edit existing calendar records. Each calendar requires a unique number; it is recommended that you specify a name and a short name.

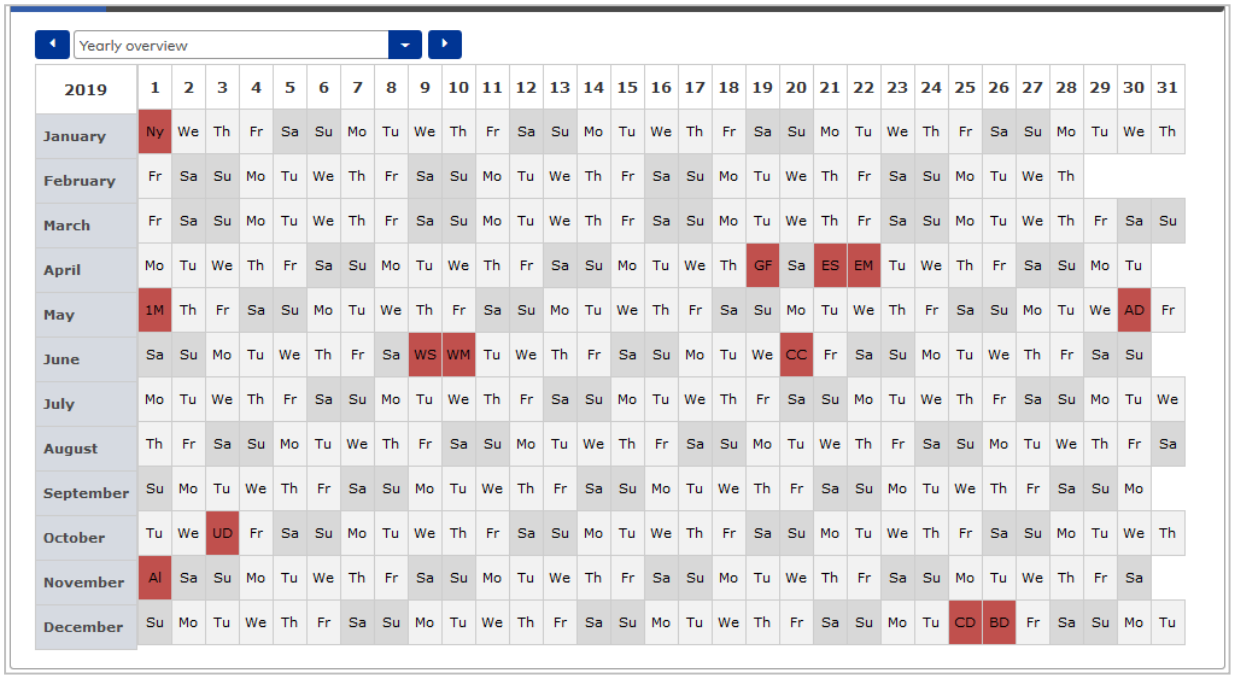
Use the relevant tabs to allocate bank holidays or bank holiday templates, manual special days and weekdays.

You can use the buttons in the toolbar to navigate between records, to create, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Overview

On the **Overview** tab, you can display the calendar as a yearly overview or a monthly overview.



Arrow buttons:
Move the display period forwards or backwards by one interval. Click the arrow pointing left to move the period back by one interval. Click the arrow pointing right to move the period forwards by one interval.

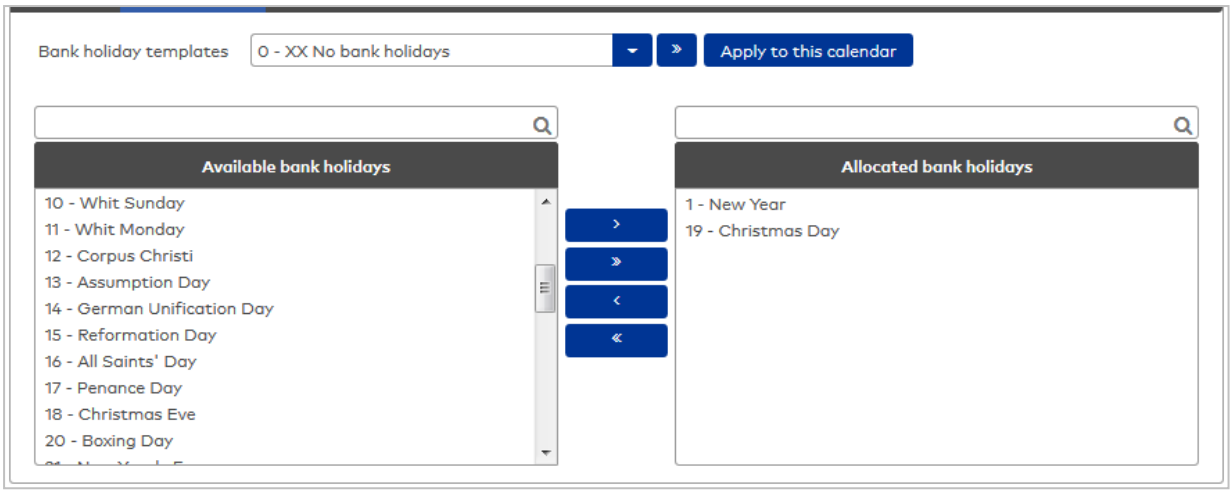
Selection field:
Contains the display period. You can choose whether the calendar should be displayed as a year overview or a monthly overview.

Note: You can change the colour in which the calendar is displayed in the **Edit weekday** dialog.

Bank holidays

Bank holidays tab, you can allocate the statutory bank holidays relevant to your company to the calendar. Alternatively, you can use country-specific bank holiday templates.

Note: A selected bank holiday template is only used as a template for the allocation. You can make changes to the allocation later on by using the arrow buttons. This does not change the bank holiday template itself.



Bank holiday templates selection:
Contains the selection of the bank holiday templates. Select the desired template.

Apply to this calendar button:
Click this button to apply the selected bank holiday template. This allocates the bank holidays from the selected template. The bank holidays are set up in the calendar after saving.

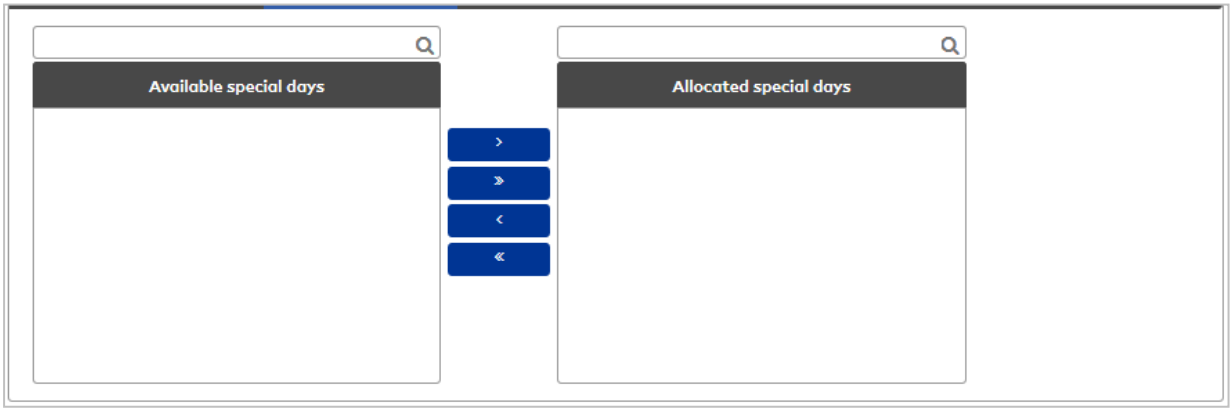
Available bank holidays report:
Contains all bank holidays created in the system. Click a bank holiday to select it and then click the arrow pointing right. This adds the selected day to the calendar.

Allocated bank holidays report:
Contains all bank holidays that are allocated to the calendar. Click a bank holiday to select it and then click the arrow pointing left to remove this day from the calendar.

Note: Select multiple bank holidays simultaneously by holding down the Ctrl key as you click them.

Manual special days

Use the **Manual special days** tab to allocate the created manual (company) special days to the calendar.



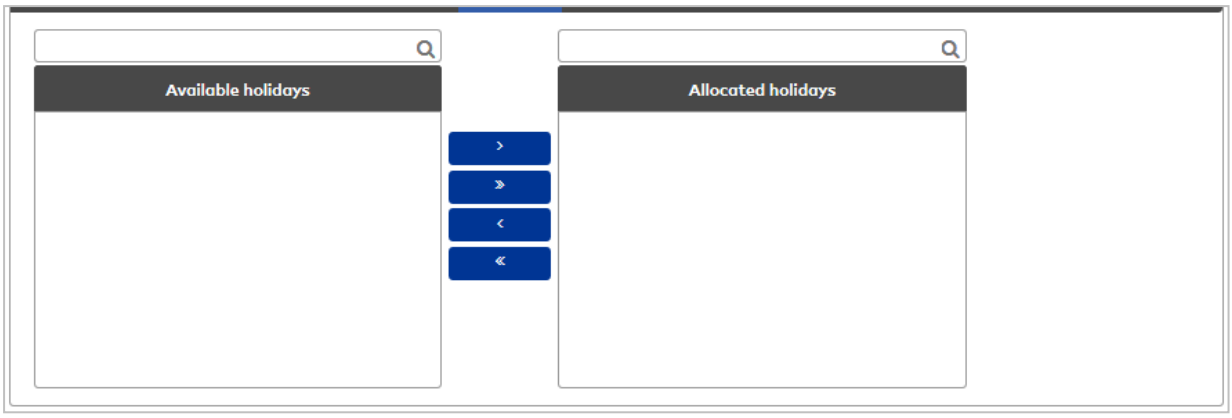
Available special days report:
Contains all manual special days that are created in the system. Click a special day to select it and then click the arrow pointing right. This adds the selected day to the calendar.

Allocated special days report:
Contains all the special days that are allocated to the calendar. Click a special day to select it and then click the arrow pointing left to remove this day from the calendar.

Note: You can select several bank holidays simultaneously by holding down the Ctrl key as you click them.

Holidays

Use the **Holidays** tab to allocate the created holidays to the calendar.



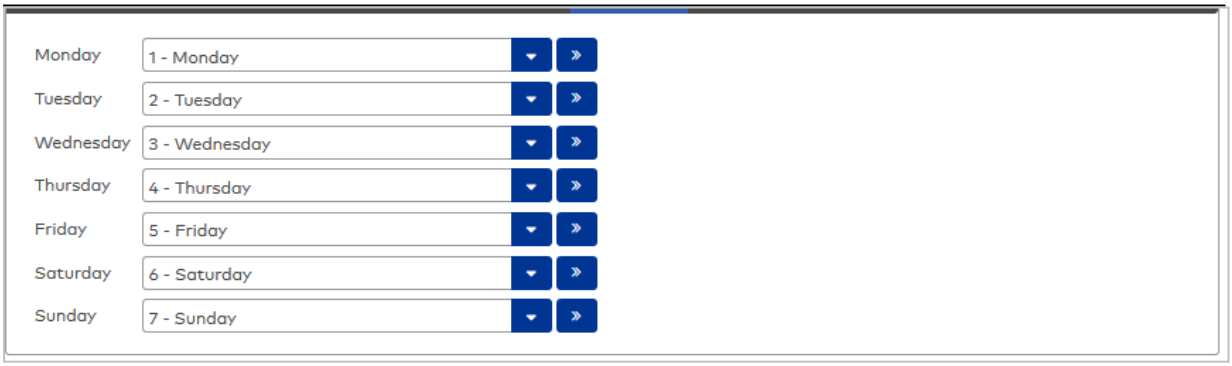
Available holidays report:
Contains all holidays created in the system. Click an entry to select it and then click the arrow pointing right. The selected holidays will be added to the calendar.

Allocated holidays report:
Contains all holidays that are allocated to the calendar. Click an entry to select it and click the arrow pointing left to remove the holidays from the calendar.

Weekdays

Use the **Weekdays** tab to allocate weekdays to the calendar. The allocated weekdays determine how the weekday is displayed in the calendar.

Note: By default, the pre-installed weekdays are already selected. You only need to change the selection if you have created additional weekdays.



Monday – Sunday selection fields:
Contain the allocated weekday.
Options:

- All weekdays created in the system.

4.5.2 Additional options (calendar)

The additional options for calendar administration can be used to make individual adjustments to bank holidays, special days and weekdays for the calendar display.

In addition, holiday days, manual special days, bank holidays, bank holiday templates, weekdays and day types can be defined.

4.5.2.1 Holidays

In addition to special days and bank holidays, holidays are a range of special days in the calendar on which abnormal conditions have to be taken into account.

Holidays are intrinsically linked to the special day type "Holidays". If this day type is not present in the system, no holidays can be defined.

Note. During evaluation of holidays, they are overwritten by manual special days and bank holidays.

"Selection holidays" dialog

The **Selection Holidays** dialog displays all holidays created in the system.

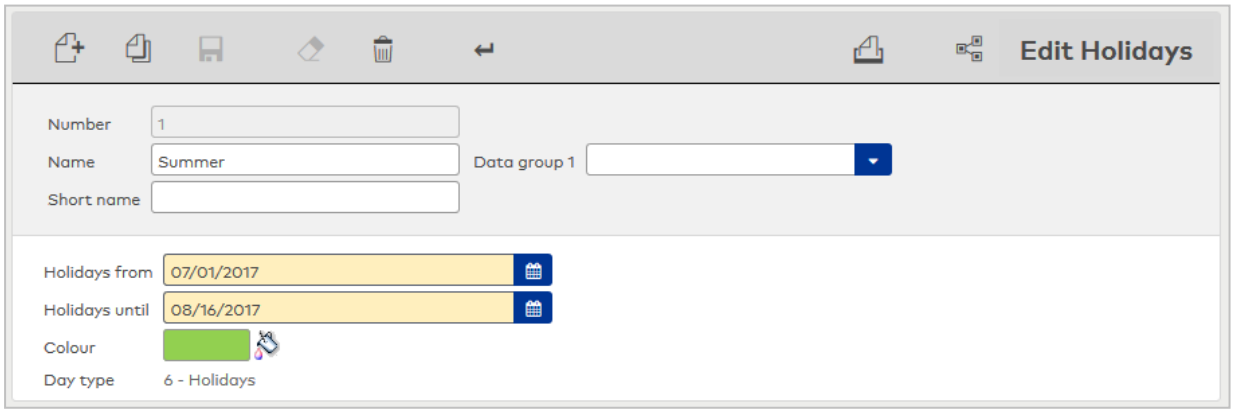
"Edit holidays" dialog

Use the **Edit Holidays** dialog to create new holidays and edit existing holidays. Holidays require a unique number; it is recommended that you specify a name and a short name.

Holidays are defined as a range and are always intrinsically linked to the day type "Holidays".

Note: If the day type "Holidays" is not present in the system, no holidays can be defined.

You can use the buttons in the toolbar to navigate between records, to create, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Holidays from date field:
Contains the first day of the holidays.

Holidays until date field:
Contains the last day of the holidays.

Colour field:
Contains the colour for the calendar display. Click the **Colour** button to change the colour. The colour chart is opened.

4.5.2.2 Manual special days

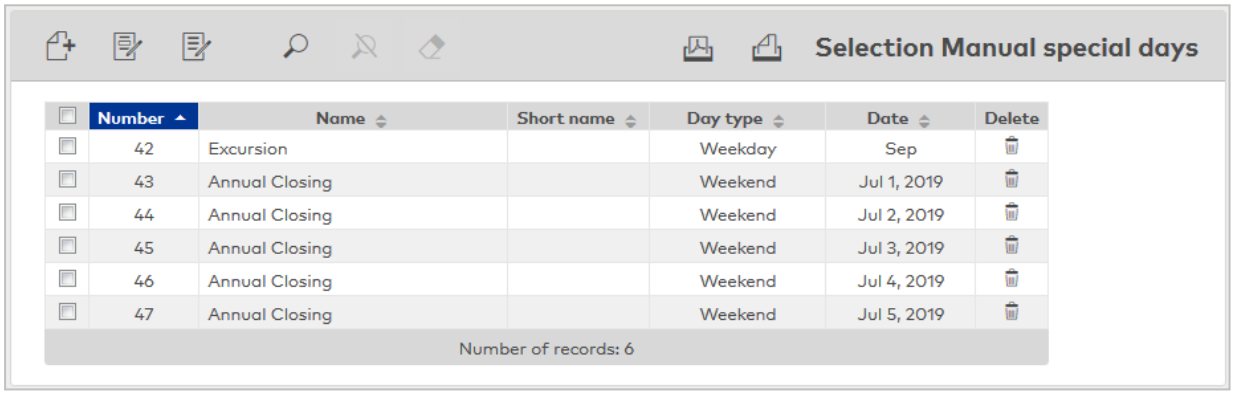
Manual special days refer to special days within the company. These can be individual days, annually-recurring days or periods such as company holidays.

"Selection Manual special days" Dialog

The **Selection Manual special days** dialog displays all company special days that can be used for calendar definition.

A period is always displayed in the form of individual days.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Day type column:
Contains the day type that is allocated to the special day.

Date column:
Contains the date of the special day.

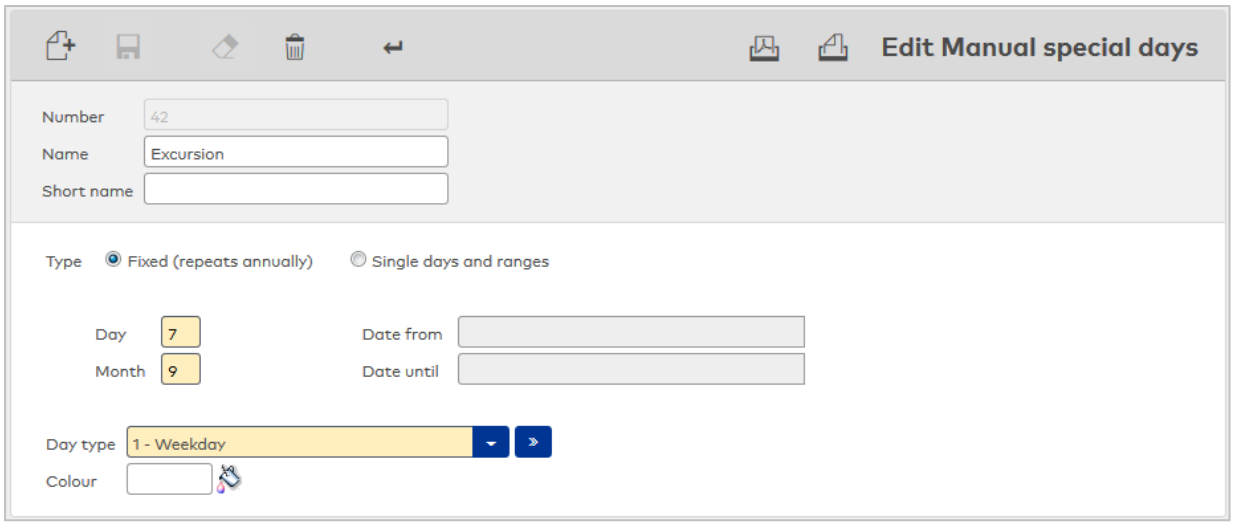
Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Manual special days" dialog

Use the **Edit Manual special days** dialog to create company special days and edit existing special day records. Each record requires a unique number; it is recommended that you specify a name and a short name.

You can create fixed, annually-recurring special days as well as individual events or even time periods (ranges). For ranges, individual special days are created according to the information you specify; they can then be edited individually.

You can use the buttons in the toolbar to navigate between records, to create, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Fixed radio button:
Defines a fixed special day that is repeated annually.

Single days and ranges radio button:
Defines a single special day or a single period. Select this option if you want to specify company holidays for your company in the calendar. When you specify a range, individual special days are generated for the period.

Day date field:
Contains the day of a date specification as a two-digit number. This field is only active for the **Fixed** option.

Month date field:
Contains the month of a date specification as a two-digit number. This field is only active for the **Fixed** option.

Date from field:
Contains the date of an individual special day or the start date for a period. This field is only active for the **Single days and ranges** option. Enter a date, or click the calendar icon and select a date.

Date until date field:
Contains the end date for a period. This field is only active for the **Single days and ranges** option. Enter a date, or click the calendar icon and select a date.

Day type selection field:
Contains the day type that should be allocated to the special day. Select a day type.

Colour field:
Contains the colour for the calendar display. Click the **Colour** button to change the colour. The colour chart is opened.

4.5.2.3 Bank holiday templates

To make bank holidays easy to use, the system provides country-specific bank holiday templates enhanced with a template containing all bank holidays, and a template containing no bank holidays.

You can adapt these templates according to your company's local specifications, or create additional templates on the basis of existing ones by copying them. There is no function for replacing the original templates with ones that have changed.

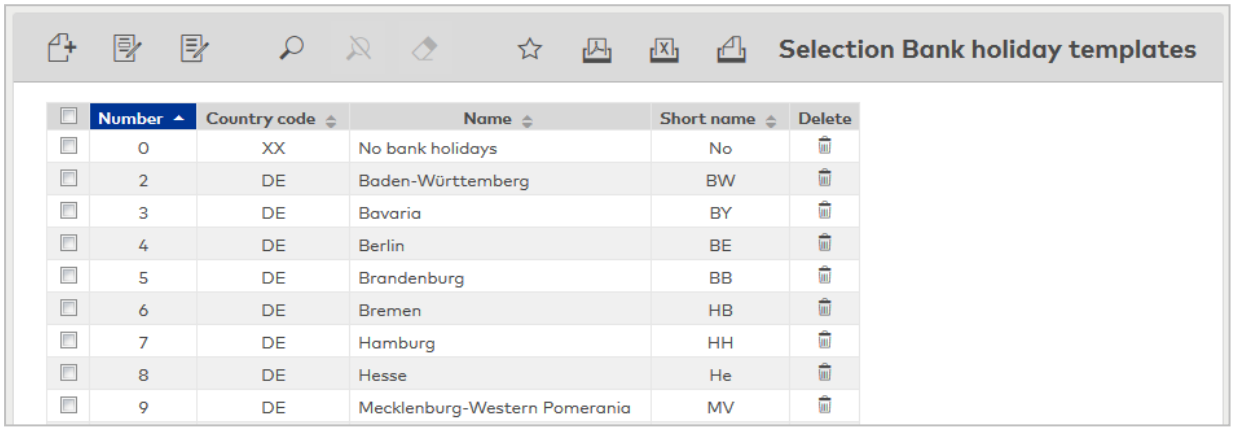
Note: Changes to the template do not affect the existing calendar as the template is only used when a calendar is created. When it is allocated, the bank holidays it contains are simply copied to the calendar.

"Selection bank holiday templates" dialog

The **Selection Bank holiday templates** dialog displays all bank holiday templates that can be used for the calendar definition.

By default, a series of bank holiday templates are pre-installed in the system. You can create as many of your own bank holiday templates as you like according to your company's regional and operational specifications.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Number	Country code	Name	Short name	Delete
0	XX	No bank holidays	No	
2	DE	Baden-Württemberg	BW	
3	DE	Bavaria	BY	
4	DE	Berlin	BE	
5	DE	Brandenburg	BB	
6	DE	Bremen	HB	
7	DE	Hamburg	HH	
8	DE	Hesse	He	
9	DE	Mecklenburg-Western Pomerania	MV	

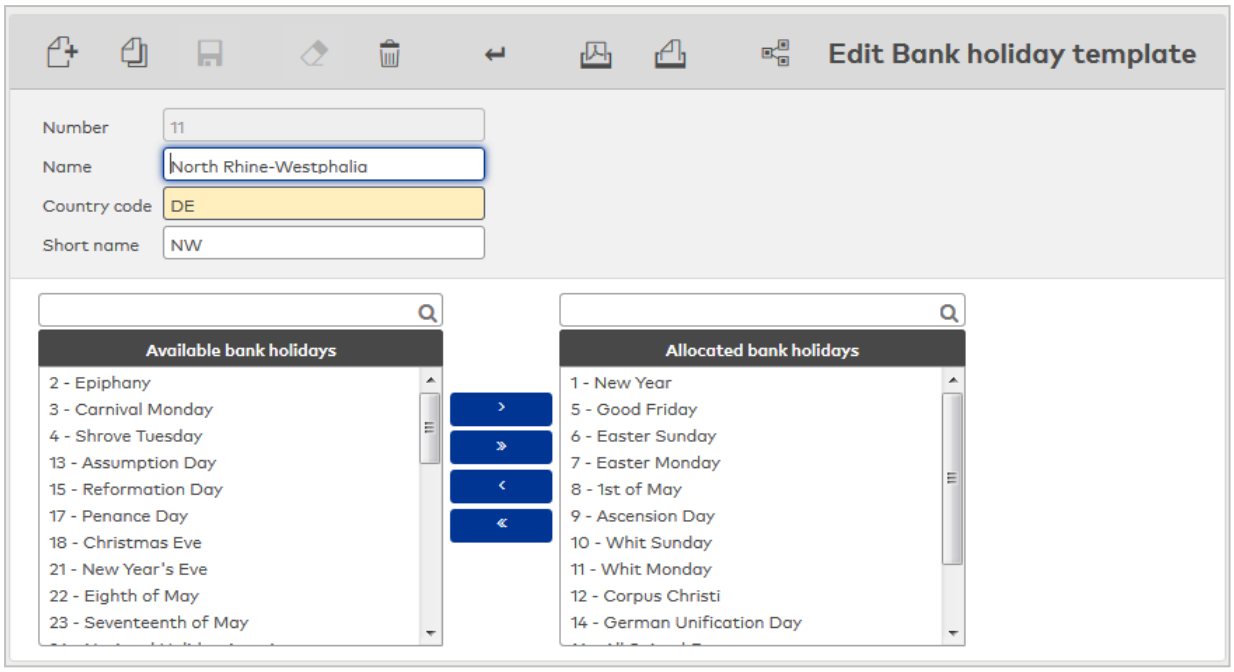
Country code column:
Contains a country code for the bank holiday template.

Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit bank holiday template" dialog

Use the **Edit Bank holiday template** dialog to create new bank holiday templates and edit existing bank holiday template records. Each bank holiday template requires a unique number and a country code; it is recommended that you specify a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Country code input field:
Contains the bank holiday template's country code. In the selection field of the bank holiday templates, the country code appears in front of the name in the calendars. Bank holiday templates with the same country code are therefore grouped in the selection field which makes them easier to identify
Value range: 2 characters.

Available bank holidays report:
Contains all bank holidays created in the system. Click a bank holiday to select it and then click the arrow pointing right. This adds the selected day to the bank holiday template.

Allocated bank holidays report:
Contains all the bank holidays that are allocated to the bank holiday template. Click a bank holiday to select it and then click the arrow pointing left to remove this day from the bank holiday template.

Note: You can select several bank holidays simultaneously by holding down the Ctrl key as you click them.

4.5.2.4 Bank holidays

In addition to manual (business) special days, bank holidays are special days in the calendar, on which unusual conditions have to be taken into account.

Fixed bank holidays take place every year on the same date. Floating bank holidays have a calendar reference and can be calculated by the system.

To make it easier to use, the system provides bank holiday templates that take country-specific differences in bank holidays into account. You can also create individual templates in the dialog for bank holiday templates. You do not need to maintain the bank holidays every year as the system updates them independently.

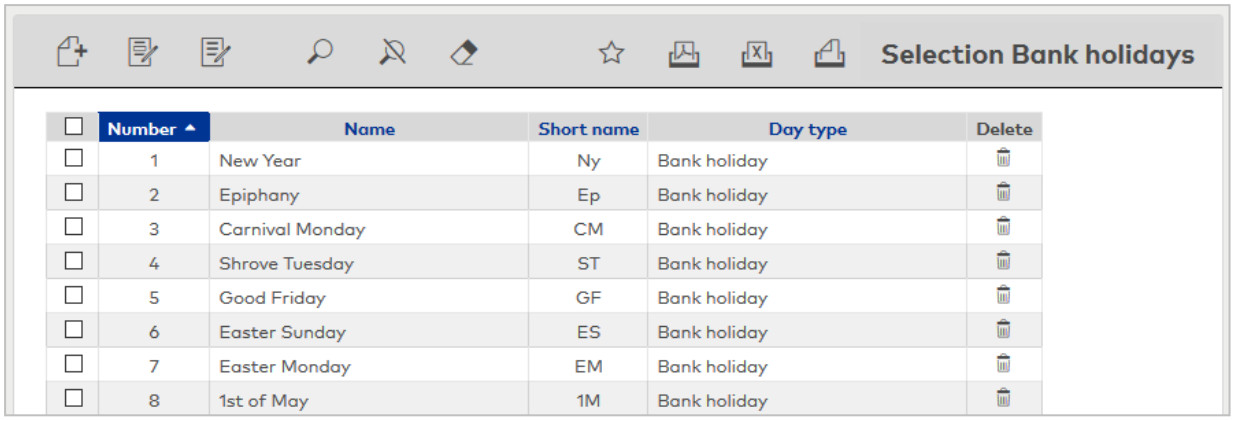
To take regional differences in bank holidays into account, you can easily enter or edit them in the system.

"Selection bank holidays" dialog

The **Selection Bank holidays** dialog displays all bank holidays that can be used to create the bank holiday templates.

By default, a series of bank holidays are pre-installed in the system. You can create as many additional bank holidays as you like according to your company's regional specifications.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Number	Name	Short name	Day type	Delete
1	New Year	Ny	Bank holiday	
2	Epiphany	Ep	Bank holiday	
3	Carnival Monday	CM	Bank holiday	
4	Shrove Tuesday	ST	Bank holiday	
5	Good Friday	GF	Bank holiday	
6	Easter Sunday	ES	Bank holiday	
7	Easter Monday	EM	Bank holiday	
8	1st of May	1M	Bank holiday	

Day type column:
Contains the day type that is allocated to the bank holiday.

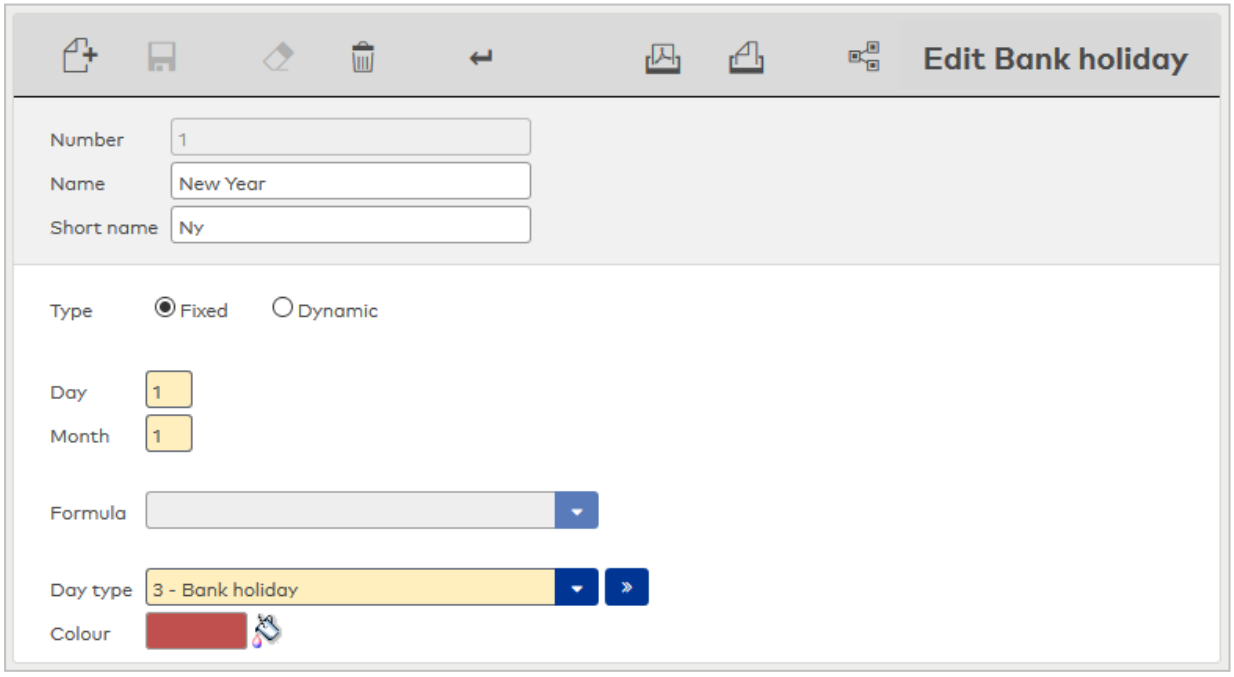
Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit bank holiday" dialog

Use the **Edit Bank holiday** dialog to create new bank holidays and edit existing bank holiday records.

Bank holidays can be fixed, that is, tied to a fixed calendar day, or dynamic, that is, they take place on a different calendar day each year.

You can use the buttons in the toolbar to navigate between records, to create, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Fixed radio button:
Defines a fixed bank holiday. Select this option if the bank holiday is on the same date each year.

Dynamic radio button:
Defines a floating bank holiday. Select this option if the bank holiday is on a different date each year.

Day date field:
Contains the day of a date specification as a two-digit number. This field is only active for the **Fixed** option.

Month date field:
Contains the month of a date specification as a two-digit number. This field is only active for the **Fixed** option.

Formula selection field:
Contains the formula for calculating a dynamic bank holiday. The formulas are specified by the system. This field is only active for the **Dynamic** option.

Day type selection field:
Contains the day types. This is usually the entry **Bank holiday** or **Half bank holiday** (e.g. for New Year's Eve and Christmas Eve if these days generally count as half bank holidays in your company.) However, you can also allocate any other day types you like.

Colour field:
Contains the colour for the calendar display. Click the **Colour** button to change the colour. The colour chart is opened.

4.5.2.5 Weekdays

Weekdays form the basis of automatic calendar generation and define the layout of a calendar week.

The system specifies seven weekdays that cannot be deleted. You can change the day type and the colour in which the weekdays are displayed in the calendar.

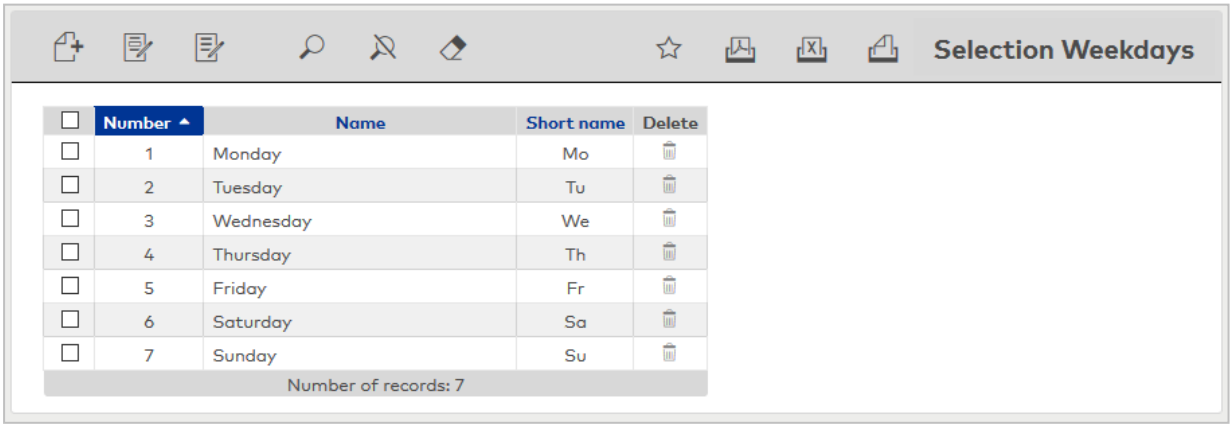
If you want to maintain different calendars with different day types or display the weekdays in different colours, you can create additional weekdays and edit them accordingly.

"Selection weekdays" dialog

The **Selection Weekdays** dialog displays the weekdays contained in the calendar.

The weekdays are created with their name and the usual short name. You can change this information, although we do not recommend this.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

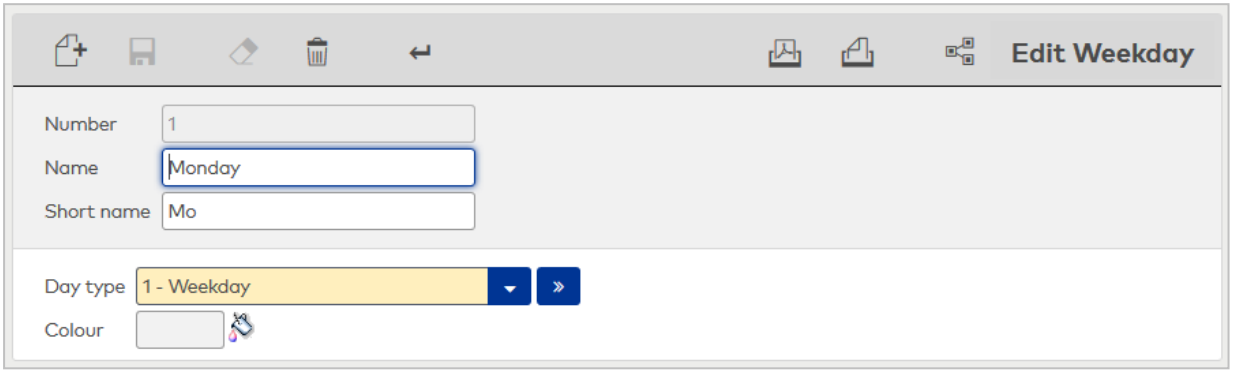


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit weekday" dialog

Use the **Edit Weekday** dialog to change the colour in which the weekday is displayed in the calendar and the allocation of the day type.

You can use the buttons in the toolbar to navigate between records, to save or reject changes made to the record, or to print a record. Use the **Search** button to return to the selection.



Colour field:
Contains the colour for the calendar display. Click the **Colour** button to change the colour. The colour chart is opened.

Day type selection field:
Contains the allocated day type.
Options:

- All day types created in the system.

4.5.2.6 Day types

Day types make up groups of days to which the same processing rules apply. This significantly reduces the amount of effort needed to maintain the calendar.

The system specifies the following day types:

- Week day, Wd
- Weekend, We
- Bank holiday, BH
- Special bank holiday, SBH
- Half bank holiday, HBH

You can also create additional day types.

Note: You can only delete day types if there are no references to them in the system.

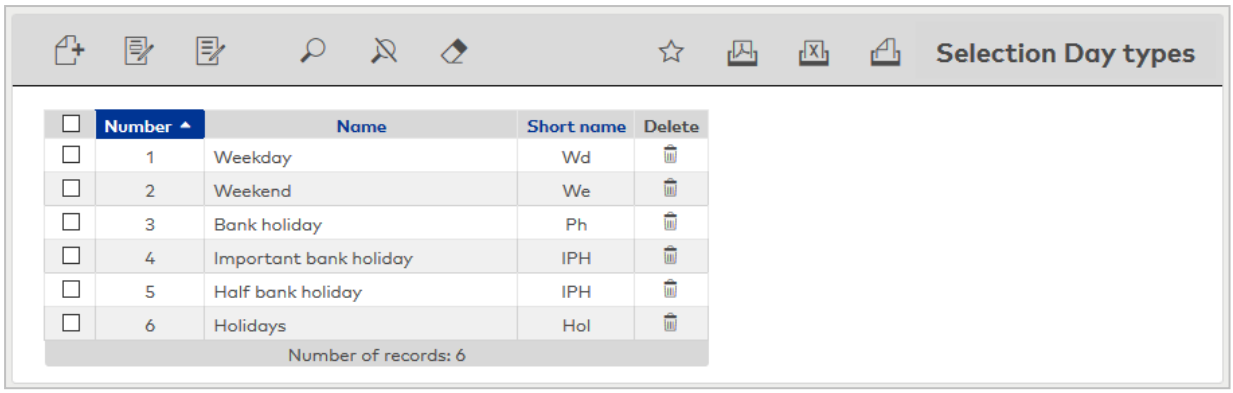
The calendar-related substitute program handles the special days on the basis of the allocated day types. Day types are used internally as the link between the special days and substitute programs.

"Selection day types" dialog

The **Selection Day types** dialog displays all day types that can be used for calendar definition.

By default, the following day types are pre-installed: week day, weekend, bank holiday, special bank holiday and half bank holiday.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit day type" dialog

Use the **Edit Day type** dialog to create new day types and edit existing day type records. Each record requires a unique number; it is recommended that you specify a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.

Absence type selection field:
Contains the allocated absence if there is a correlation with an absence. This is usually the case for bank holidays.
Options:

- All Bank holiday or Half bank holiday absence types created in the system.

4.6 Data transfer

Use the **Data transfer** menu to manage the interfaces to your payroll system and set up data transfer jobs. Use the monitor function to control and execute transfers.

Use the **Monitoring** menu item provides information on the completed jobs.

Use the **Jobs** menu item to manage the data transfer jobs.

Use the **Format configuration** menu item to configure the interface.

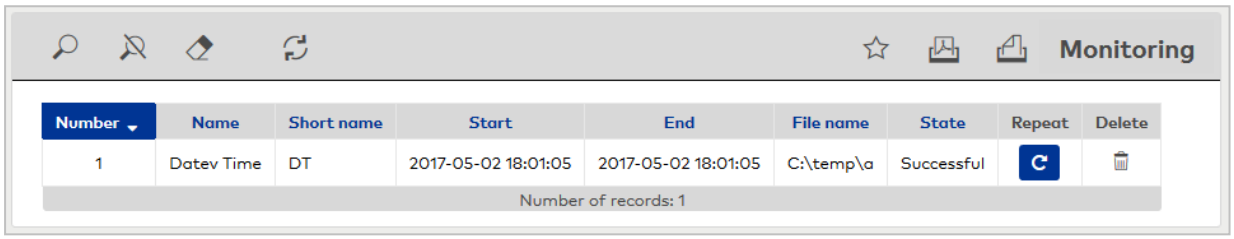
4.6.1 Monitoring

Use this entry to display all executed jobs with their execution time and status. You have the option of repeating or deleting the job.

"Monitoring" dialog

The **Monitoring** dialog displays all the completed data transfer jobs.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Start column:
Contains the date and the time when the job was started.

End column:
Contains the date and the time when the job was completed.

File name column:
Contains the directory and the file name for the transfer file.

State column:
Displays the job status.
Values:

- Successful: The job was successfully completed.
- Running: The job is being processed.
- Error: The job could not be executed.

Repeat column:
Button to repeat the job.

4.6.2 Jobs

Use this menu item to manage the data transfer jobs. You can define separate jobs for wage types and absences or one job for both. If a job contains the transfer for wage types and absences, the wage types are processed first followed by the absences.

You can execute the jobs manually or in a test run for test purposes. The test run does not change any data in the database. The extension "test" is added to the file during a test run. The number of persons can be limited in a test run.

"Selection Jobs" dialog

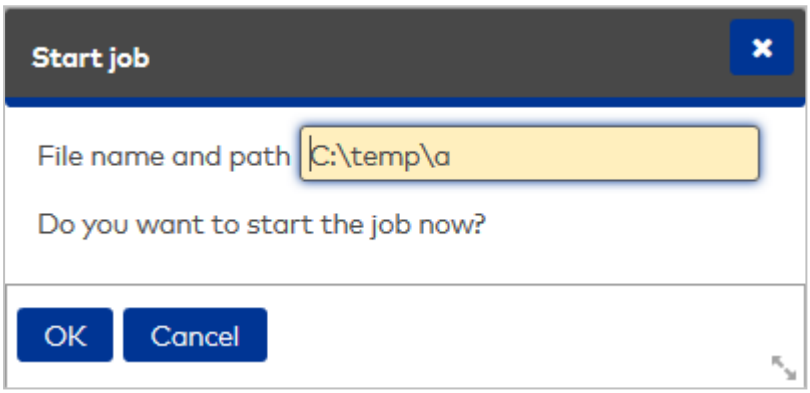
The **Selection Jobs** dialog displays all jobs for data transfer created for time management.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

The table displays all created jobs. You can execute a test run for each job or start the job manually.

Test column:
Contains the button for the test run. Click the button in the corresponding row to start the test run for a job.

Start column:
Contains the button to start. Click the button in the corresponding row to start the job manually. The start window opens.



File name input field:
Contains the directory and the file name for the transfer file. Check the information or change if required.

OK button:
Click this button to start the job.

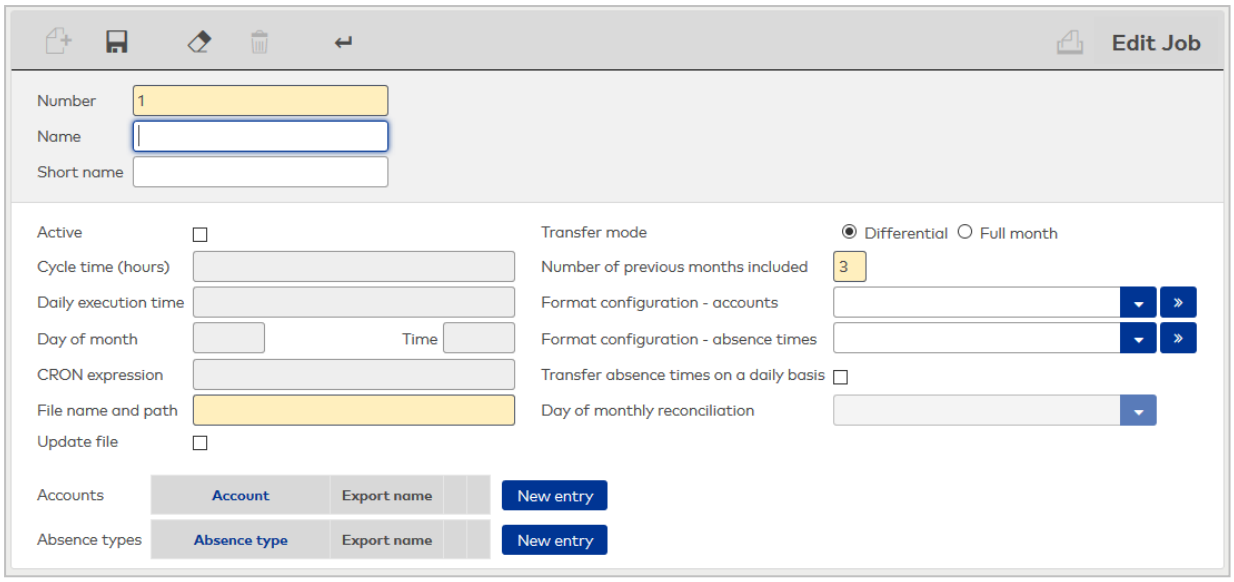
Cancel button:
Click this button to cancel the transfer process.

Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit job" dialog

Use the **Edit Job** dialog to create new jobs for data transfer and to edit existing jobs. Each job requires a unique number. It is recommended that you specify a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Active checkbox:
Indicates whether the job is activated.
Options:

- Activated: The job is activated.
- Not activated: The job is not activated and is not executed.

Default value: Activated.

Cycle time (hours) input field:
Specified time in the cycle for repeating the job in hours.
Value range: 1-12 hours

Daily execution time input field:
Contains the time if the job is to be executed at a specific time.
Value range: 00:00-24:00

Day of month ... time input fields:
Contains the time if the job is to be executed at a particular time on a particular day.
Value range for day: 1-31
Value range for time: 00:00-24:00

CRON expression input field:
Contains the execution time if it is calculated by a Cron expression. The Cron expression type is a Quartz Cron expression. This includes one more field than the usual UNIX Cron expression.
Format:

- Seconds
- Minutes
- Hours
- Day of the month
- Month
- Day of the week

Examples:

0 15 2 ? * *	Every day at 02:15
0 15 2 ? * MON-FRI	Monday to Friday at 02:15
0 15 2 15 * ?	Every 15th of the month at 02:15
0 15 2 L * ?	On the last day of the month at 02:15
0 0/15 * * * ?	Every 15 minutes

File name and path input field:
Contains the name and the path of the file for data transfer.

Update file checkbox:
Indicates whether an existing file is to be updated.
- Activated: File is updated.
- Not activated: File is not updated.

Default value: Not activated.

Transfer mode selection field:
Determines whether the transfer is made differentially or as a complete month.
In the case of a differential transfer, only the changes compared to the last transfer are taken into account.

Number of previous months included input field:
Contains the number of months included for changes.

Format configuration - accounts selection field:
Contains the format configuration for time accounts.
Options:
- All format configurations for accounts created in the system.

Format configuration - absence times selection field:
Contains the format configuration for absences.
Options:
- All format configurations for absences created in the system.

Transfer absence times on a daily basis checkbox:
Indicates how absences are transferred.
- Activated: Absence times are transferred on a daily basis.
- Not activated: Absence times are transferred with from and until dates.

Default value: Not activated.

File name and path input field:
Contains the directory and the file name for the transfer file.

Update file checkbox:
Indicates whether new data are added to the end of an existing file.
- Activated: The data are added to the end of an existing file.
- Not activated: A new file is written.

Default value: Not activated.

Accounts table:
This table contains the time accounts with their export names for data transfer.

Account column:
Contains the time accounts for transfers.
Options:
- All time accounts in the system approved for transfer.

Export name column:
Input field for the account name. The account is displayed with this name in the transfer file.

Absence types table:
This table contains the absences with their export names for data transfer.

Account column:
Selection field for absence types for transfer.
Options:
- All absence types created in the system.

Export name column:
Input field for the name of the absence type. The absence type is displayed with this name in the transfer file.

4.6.3 Format configuration

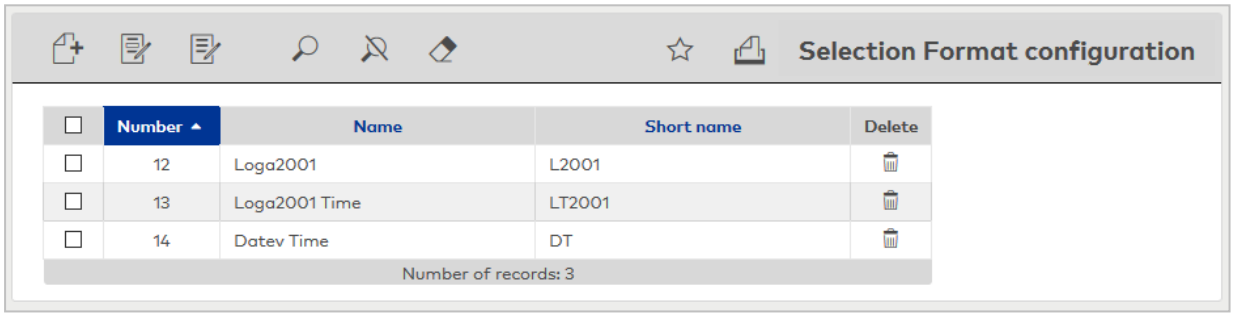
Use the format configuration to manage the formats for transfer files. In addition to general information on the file, you also define the type and, if required, complex formatting for each individual field in the file.

Select a pre-configured format configuration to generate a new format configuration. The templates are set up when the system is installed and take into account the most prevalent payroll programmes. Templates for transferring absences and time sheets are provided.

"Selection Format configurations" dialog

The **Selection Format configuration** dialog displays all format configurations for data transfer created for time management.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



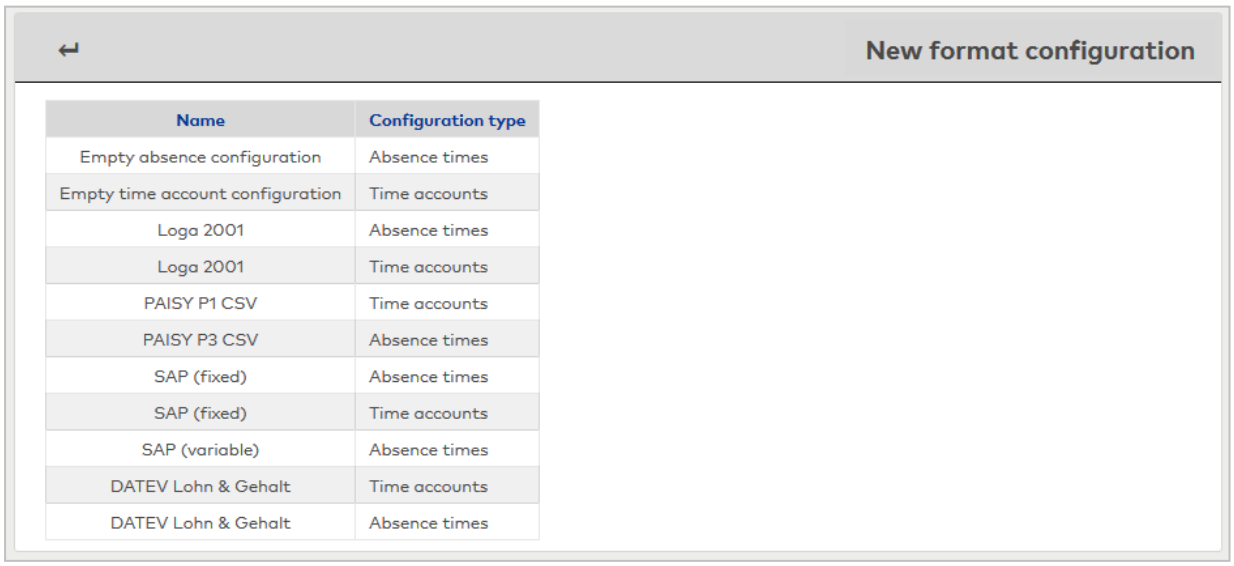
Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"New format configuration" dialog

The **New format configuration** dialog displays the templates available for format configuration. The **Edit Format configuration** dialog depends on the configuration types selected.

Use the **Back to selection** button in the toolbar to go to the selection dialog.

Click a template to apply it for editing in the dialog.



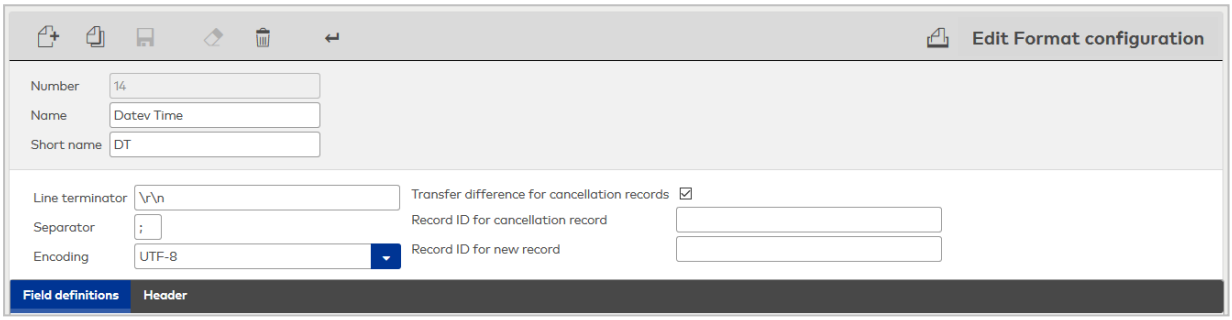
Last name column:
Contains the name of the available templates.

Configuration type column:
Contains the type for configuration. The type specifies the data for transfer.
Options:
- Absences: Absences are provided for export.
- Time accounts: Time accounts are provided for export.

"Edit Format configuration" dialog

Use the **Edit Format configuration** dialog to create new format configurations and edit existing format configurations. Each format configuration requires a unique number. It is recommended that you specify a name and a short name.

You can use the buttons in the toolbar to navigate between records, to create a new record, to copy, delete or print a record and to save or reject changes made to the record. Use the **Back to selection** button to return to the selection dialog.



Line terminator input field:
Specification for the line feed in the form of an escape sequence. Usually \n or \r\n.

Separator input field:
Separator between fields or 0, if no separator is used.

Encoding selection field:
Contains the encoding for the file.

Transfer difference for cancellation records checkbox:
Indicates whether difference is transferred for cancellation records.
- Activated: The difference is transferred.
- Not activated: The difference is not transferred.

Default value: Activated.

Field definitions tab:
This tab contains the table for formatting specifications for the individual field in the file.

Header tab:
This tab contains the table with the fields for the file header. Each row corresponds to a field.

Note: Both tables consist of the same columns and are only described only once.

Field definitions | Header

Position	Field name	Value	Type	Formatting	Min. length	Max. length	Padding character	No separator		
1	Record type	Fixed value	Text	[ZEITENKAL]	0	50				
2	Function	Record ID (cancellation/new)	Text		0	12				
3	Unique ID	Unique ID	Text		0	12				
4	Origin of data	Fixed value	Text	MATRIX	0	8				
5	Date as addition for origin	Export time	Date/time	yyyy-MM-dd	0	10				
6	Administrator ID	Executing user	Text		0	8				
7	Client	Fixed value	Text	1	0	5				
8	Payroll subunit	Fixed value	Text	1	0	5				
9	Employee number	Employee number	Text		0	12				
10	Name	Last name	Text		0	80				

New entry

Position column:
input field for specifying the position of the field in the file.

Note: The position specification must precisely match the field position in the file. If necessary, change the position by editing the row and indicating the respective position. The rows are then moved in line with the change in position.

Field name column:
Contains the input field for the field name.

Value column:
Selection field for defining the field value.
Options:

- Blank
- Fixed value
- Name of the absence type/wage type
- Value of wage type
- Start date for absence type:
- End date for absence type:
- Approved employee record fields
- Current user
- Payroll month/payroll month + 1

Type column:
Selection field for the field types.
Options:

- Text
- Number
- Date/Time
- Normal time
- Decimal time
- Decimal day
- Extended format specification

Formatting column:
Selection field for formatting the field of the selected type.
If the type is "Groovy expression", you can specify the value here as a fixed value or as a complex formatting expression.

Formatting codes for the type "Date"

Symbol	Meaning	Display	Example
G	Continent	Text	AD
C	Country of the continent (>=0)	Number	

Y	Year of the continent (>=0)	Year	1996
x	Year	Year	1996
w	Week	Number	27
e	Weekday	Number	2
E	Weekday	Text	Tuesday; Tue
Y	Year	Year	1996
D	Day of the year	Number	189
M	Month of the year	Month	July; Jul; 07
d	Day of the month	Number	10
a	Half day	Text	PM
K	Hour for half day (0-11)	Number	0
h	Time for half day (1-12)	Number	12
H	Hour (0-23)	Number	4
k	Time (1-24)	Number	5
m	Minute	Number	30
s	Second	Number	55
S	Fraction of a second	Number	978
z	Time zone	Text	Pacific Standard Time; PST
Z	Time zone offset/Id	Zone	-0800; -08:00; America/Los_Angeles
'	Escape for text	Separator	
' '	Apostrophe		'

Min. length column:
Selection field for specifying the minimum field length. Enter "0" for a dynamic length.
Value range: 0-999

Max. length column:
Selection field for specifying the maximum field length. Enter "0" for a dynamic length.
Value range: 0-999

Fill character column:
Input field for the padding character, if the field value does not reach the minimum length.
Value range: 1 character

No delimiter column:
Checkbox to indicate whether separators are used between the fields in the file or not.

- Activated: No separators are used.
- Not activated: Separators are used.

Default value: Not activated.

4.7 Booking

Along with the option of recording booking on the terminals, bookings can also be recorded in the web application.

For this purpose, the person must be able to log into the application and must have access permissions for the web booking dialog.

Persons who participate in the booking process can be granted access to the system in person administration. The person is thereby set up as a user in the system and can log into the system with their user ID and password. Once they have been allocated the appropriate user role, the person is assigned access permissions for the dialog interface. After a person has been set up as a user, changes to the user account can now only be made in the **Edit User** dialog.

For persons who are only set up as users in the system, and do not therefore participate in the booking process, access permission for web booking is sufficient. These users cannot book for themselves. For this reason, persons access web booking via a selection dialog.

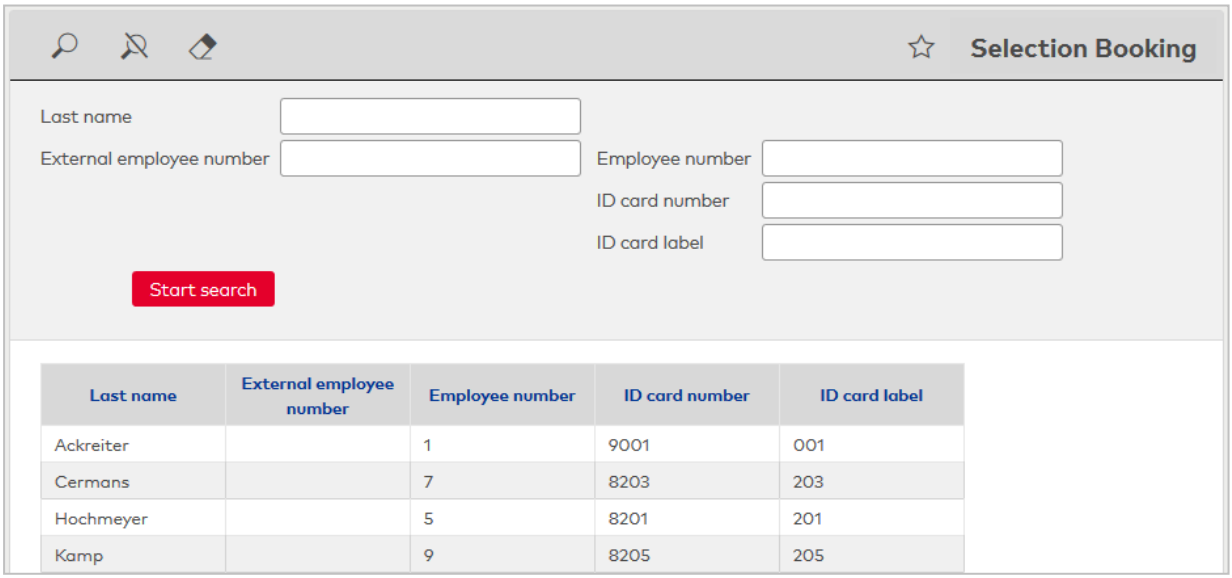
"Selection Booking" dialog

The **Selection Booking** dialog displays all persons created.

Note: If the **Several ID cards per person** option is active, a separate record is displayed in the table for every ID card.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

Note: Persons who have left the company are not included in this selection.



Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit booking" dialog

Use the **Edit Booking** dialog to execute bookings for the persons displayed.

This table displays the person's time bookings for each day.

Date display:
Contains the date of the booking log. Click the left arrow to move the date back by one day. Click the right arrow to move the date forward by one day. You can also enter a date or click the calendar icon and select a date.

Time column:
Shows the time when a booking was made on the selected date.

Booking type column:
Shows the type of booking, arrive or leave for example.

Parameter column:
Displays the parameters of a booking, if existing.

Arrive, Leave, BA - leave, BA - arrive buttons:
Use the buttons to execute the bookings. The booking acknowledgement appears in the message line and is transferred to the table. After execution the booking is displayed in the booking log.

Parameter selection field:
Depending on the parameters required for booking, a button is shown next to the selection field containing the relevant parameters. Parameters are required when making bookings with cost centre changes or for booking "Leave with absence" events.

4.8 Corrections

Changes can be made to the master data records using corrections. The dialog is designed to make many different types of corrections and also allows you to enter many corrections at the same time. The dialog provides a generating function and a related searching procedure for applying the same corrections to different master data.

Input entries in the dialog interface are saved as correction records in the database and processed in a correction process. Corrections are applied directly to the master data and are valid immediately.

"Edit corrections" dialog

Use the **Edit Corrections** dialog implement booking corrections for employee records.

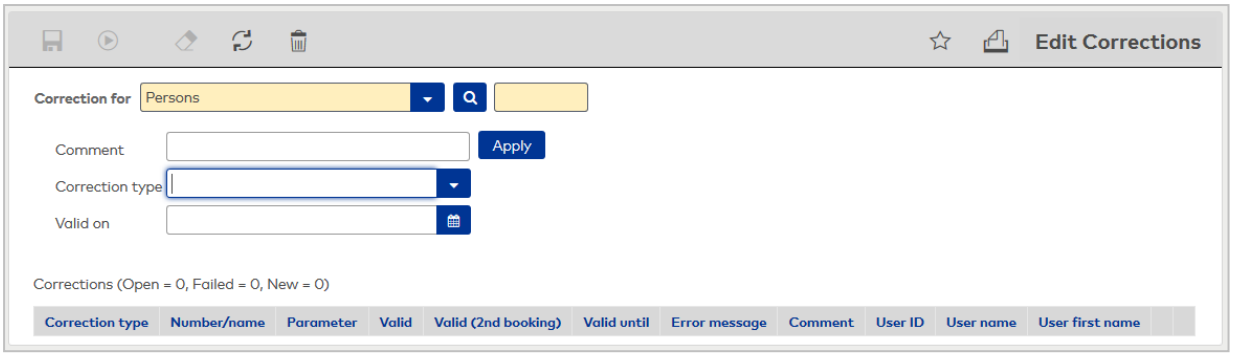
Editing is completed in two steps:

First, enter all the corrections to be carried out. There are no restrictions with regard to the number and type of corrections. Corrections can be changed or deleted in the table at any time.

Then click the **Start corrections** button. Only now are the corrections transferred into the system and can no longer be changed or deleted.

Correction files not processed show as "failed" in the table, so that they can be re-processed.

Use the buttons on the toolbar to save and discard the correction inputs and start processing corrections or print or delete the displayed records. You can display the progress of correction processing by clicking the **Refresh** button.



Correction for selection field:
Selects the record type.

Button
Use this button to open the selection dialog for the record type. If you select multiple records, an ***** is displayed int the input field.

Correction type selection field:
Selects the correction type. Selecting the correction type determines the master data reference and the parameter fields in the input line. The other input fields relate to the correction type selected.
Options:

- All correction types created in the system.

Valid from date field:
Contains the date for the correction.
For bookings, this shows the date and time of the booking.
For absences, this is the first day of absence.
If changes are made to employee records (such as permissions), this is the date from which the new setting applies.

Valid on (2nd booking) date field:
Contains the second date plus the time for a booking.

Valid until date field:
Contains the second date for full-day absences. The date indicates the final day of absence.

Further **parameter fields**:
Depending on the correction type selected, further parameters are required for the correction.

Apply button:
Use this button to create the correction records and transfer them into the table. One correction record is generated for each master data record.

Corrections ( ) progress display
After startup, the number of corrections is displayed with the current status. These are updated at time intervals of 2 seconds in order to show the progress.

Total	Number of corrections in the table
Open	Corrections that must still be processed
Failed	Corrections that could not be completed; the entries remain in the table where they can be corrected or deleted.
New	Newly entered corrections for which correction processing has not yet been triggered

Table:
The table displays all correction records that have not yet been processed. The records can be deleted or modified.

Correction type column:
Displays the type of correction for the correction record.

Number/name column:
Displays the number and name of the employee record to which the correction is applied.

Parameter column:
Displays the parameters required for correction. The master data reference and the new value are displayed, respectively.

Valid date field:
Contains the date and, if available, the time for the correction.

Valid (2nd booking) columns:
Contains the date and time of the second booking.

Valid until column:
Contains the end of a full-day absence period.

Error message column:
Displays a message if a correction record could not be processed.

Comment column:
Contains the comment for correction, provided this has been entered.

User ID column:
Contains the ID of the user.

User name column:
Contains the last name of the user.

User first name column:
Contains the first name of the user.

4.9 Reports (time)

The **Reports** menu provides you with various fixed reports, which offer you reconciliation calculations and booking overviews for time accounts summarised by day or by month.

These reports provide a clearly arranged overview of bookings in the time system within freely selectable time periods. Unlike individual reports, which are launched from a person record, these are group reports. This means that you can combine a number of person records or all person records in a single report.

In addition to the fixed reports, you will also find the created reports of the report configurator here, which are allocated to the reports main menu, together with the time-controlled reports.

You can print out all reports or save them as a PDF file.

The **Holiday report** provides an overview of the holiday accounts.

The **Graphical time statistics** report provides a clear graphical readout of time accounts.

The **Daily data** report provides an overview of the absence times per calendar day.

The **Monthly data** report provides an overview of the absence times per month.

Us the **Absence times** entry for an overview of absences within a freely selectable period.

The **Monthly overview** contains an overview of the relevant bookings and different time accounts.

The **Person yearly overview** provides an overview of the absence times for each year. The overview is shown for one person at a time.

The **Absence statistics** offers an overview of the absence times for a selected time period. The display distinguishes between short and long absence times.

The **Period overview** offers an overview of the totals for different time accounts for a selected time period.

The **Daily overview** clearly displays all bookings by a group of employees for one day and details of the time accounts.

The **Wage report individual log** provides a daily overview of accounts of individual persons.

The **Cost centre individual log** report provides an overview of cost centre bookings created by individual persons.

The **Cost centre total log** report provides an overview of cost centre bookings created by individual persons.

The **status report** provides a rapid, clearly arranged evaluation of persons who were present, were absent due to an absence or were absent without an excuse on a particular day.

The **Specifics** entry for an overview of missing bookings and other specifics within a freely selectable period.

Use the **Corrections - persons** entry to search for booking corrections to a person record within a freely selectable period.

Use the **Corrections - persons** entry to search for booking corrections by a specific user within a freely selectable period.

Use the **Time-controlled reports** entry to call up reports at configurable times.

4.9.1 Holidays report

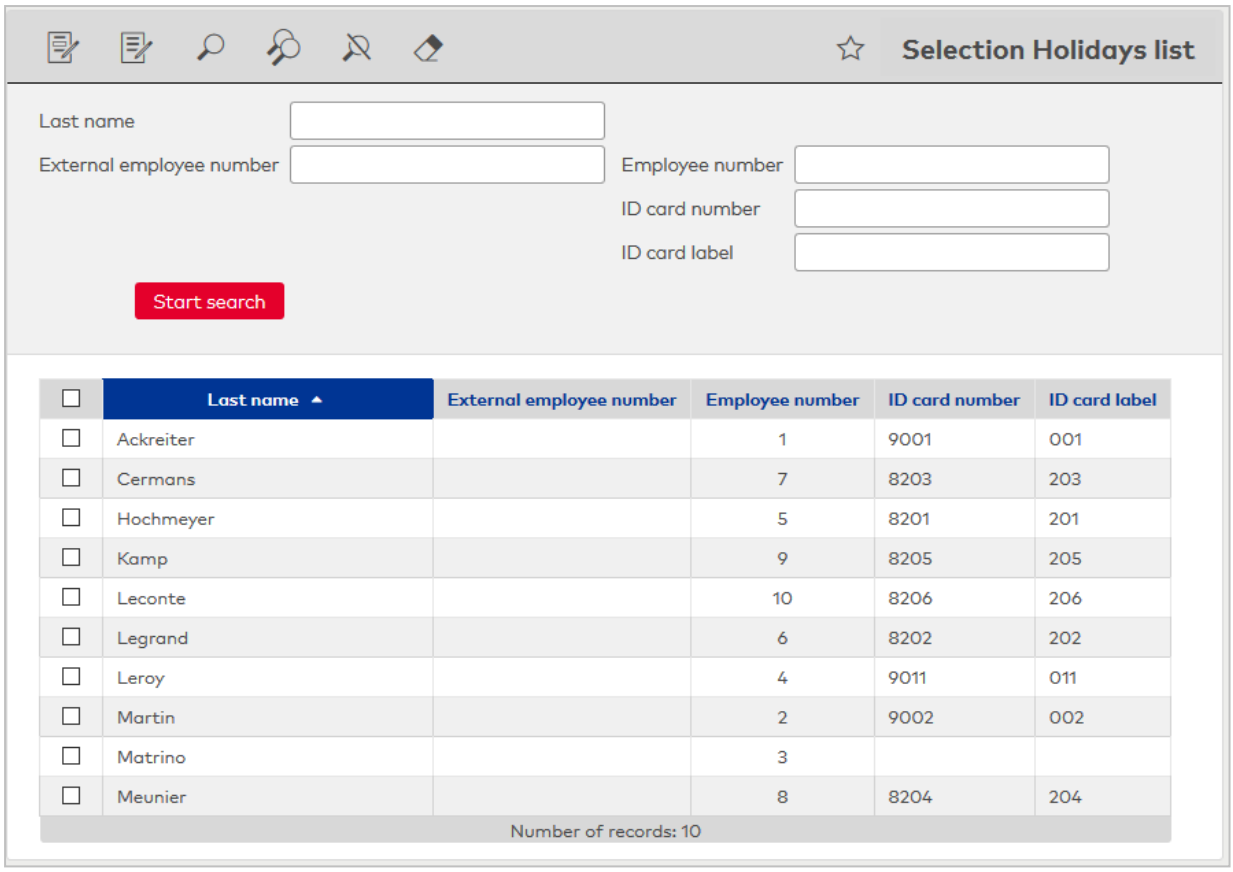
The holidays report provides a clear evaluation of persons' holiday accounts for a specific day.

You can select an individual person, several or all persons for display, e.g. all persons in a department.

"Selection Holidays report" dialog

The **Selection Holidays report** dialog lists all existing persons. Select individual or multiple persons to apply them to the Holidays report display.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

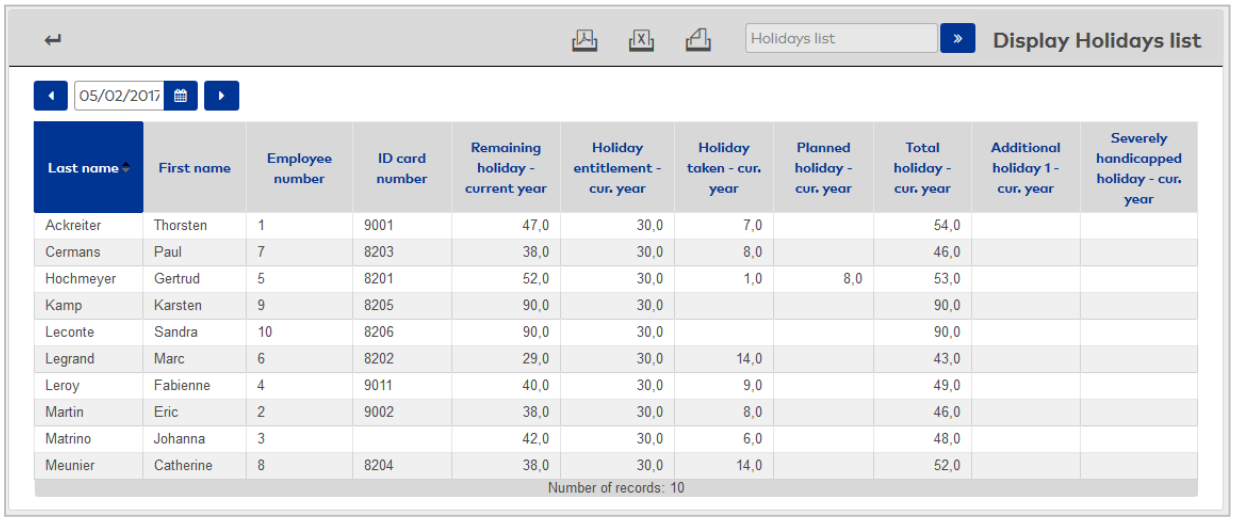


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Display Holidays report" dialog

The **Display Holidays report** dialog shows different holiday accounts for previously selected person records by day.
The data is based on the daily reconciliation data.

You can use the buttons in the toolbar to print the report or to save it as a PDF. Use the **Back to selection** button to return to the selection dialog.



Date field:
Contains the date for display. Enter the date directly or click the calendar icon and select a date to change the day for display.
You can use the arrows to scroll backwards or forwards a day.

Table:
The table displays the daily data.
The values to be displayed in the table can be configured separately for each user in the system using the Personal fixed reports settings or using the link in the main toolbar.
If the total line is shown, the totals are added in the holiday accounts columns.

4.9.2 Graphical time statistics

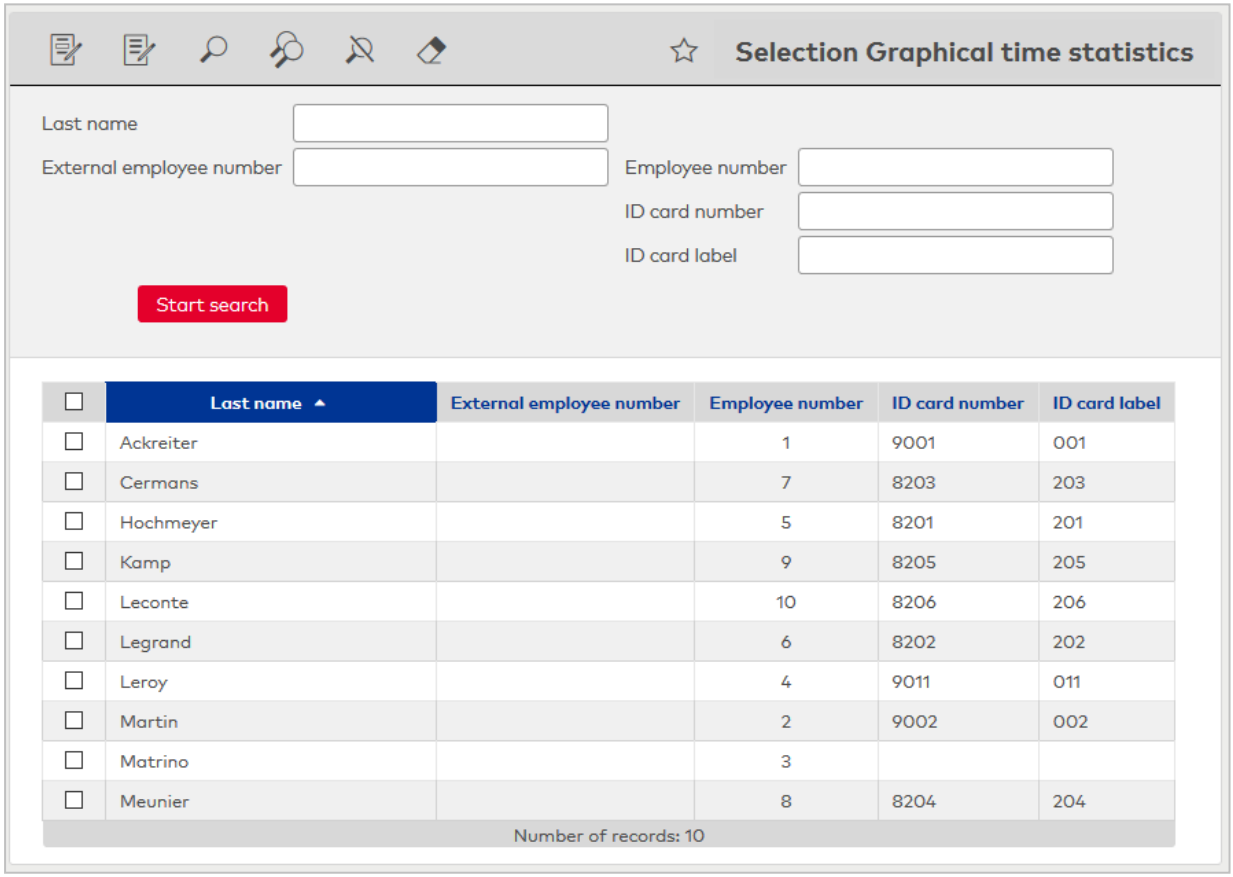
The Graphical time statistics allows clear graphic display of time accounts for persons over a specified period.

You can select an individual person, several or all persons for display, e.g. all persons in a department.

"Selection Graphical time statistics" dialog

The **Selection Graphical time statistics** dialog lists all existing persons. Select individual or multiple persons to apply them to the Graphical time statistics display.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

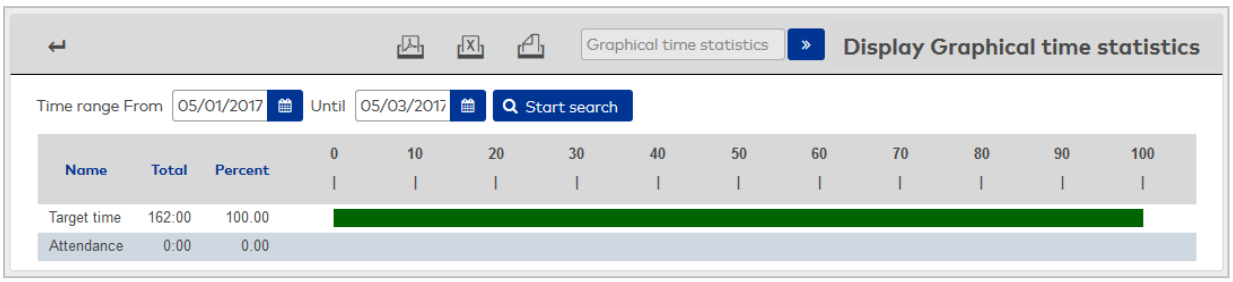


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Display Graphical time statistics" dialog

The **Graphical time statistics** dialog displays different time accounts for previously selected persons for the selected period Day.
The report is based on daily reconciliation data.

You can use the buttons in the toolbar to print the report or to save it as a PDF. Use the **Back to selection** button to return to the selection dialog.



Time range from:
Contains the time range to be displayed. Enter the required From and Until date directly or click the calendar icon and select a date to change the time range.

Start search button:
Starts the search for the specified period.

Table:
The table displays the selected accounts.
The accounts to be displayed in the table can be configured separately for each user in the system using the Personal settings for fixed reports or using the link in the main toolbar.

Name column:
Contains the name for the account.

Total column:
Contains the total for the selected persons' account.

Percent column:
Contains the percentage value in relation to the account with the largest time sum.

Column **0 .... 100**:
Displays the account in graphical time bars in the pre-set colour, depending on the percentage value.

Note: The account with the largest value is 100%. Only the displayed accounts are taken into account when calculating the percentage value.

4.9.3 Daily data

The **Daily data** provides a clearly arranged evaluation of time accounts per calendar day. In addition to actual and target times, this data also includes business authorisation periods, absence times or break times for the selected calendar day and the accumulated balance up to this calendar day.

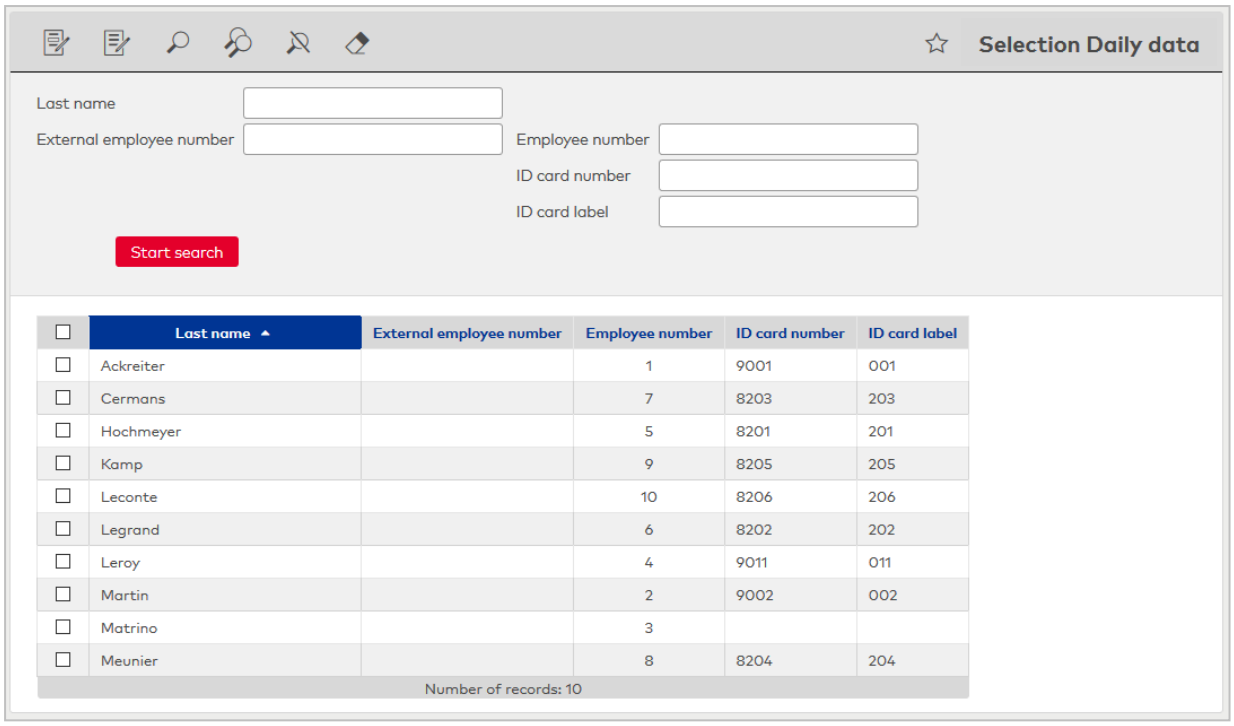
Daily data can only be displayed for completed days.

You can select an individual person, several employees or all employees for display, e.g. all employees in a department.

"Selection Daily data" dialog

The **Selection Daily data** dialog lists all existing person records. Select individual or several person records to receive an overview of booking periods and balances by calendar day.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

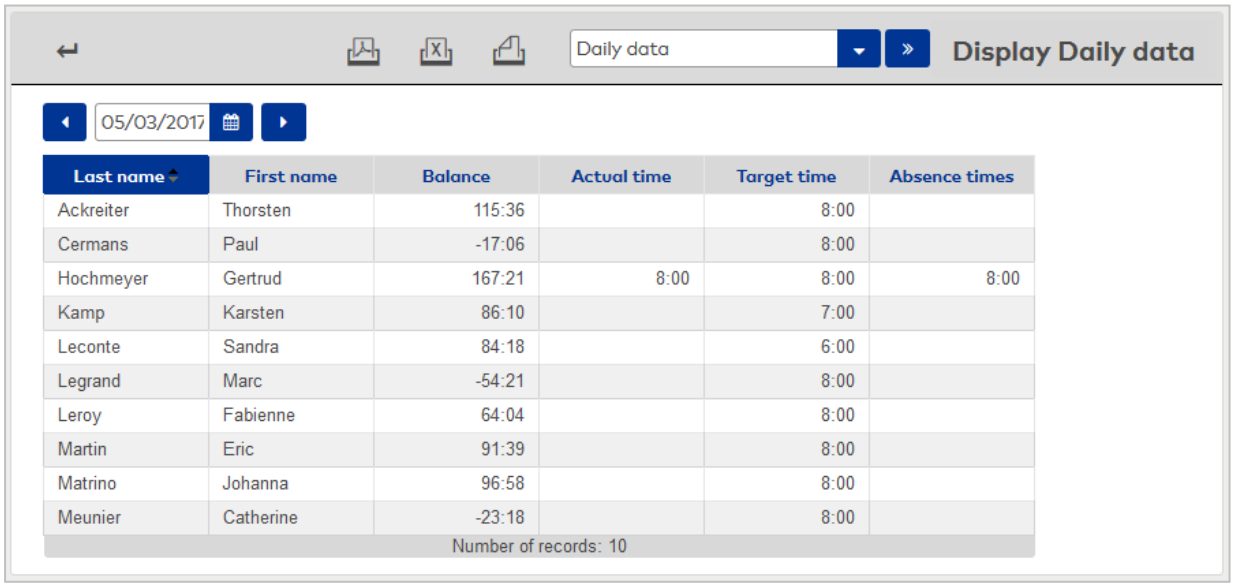


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Display Daily data" dialog

The **Display Daily data** dialog displays the different accounts and special master data allocations such as the work schedule for previously selected person records per day.
The data is based on the daily reconciliation data.

You can use the buttons in the toolbar to print the report or to save it as a PDF. Use the **Back to selection** button to return to the selection dialog.



Date field:
Contains the date for display. To change the date for display, enter the date directly or click the calendar icon and select a date.
You can use the arrows to scroll backwards or forwards a day.

Table:
The table displays the daily data.
You can configure the specific values to be displayed in the table and whether the total line is displayed separately for each user in the system using the Personal fixed reports settings or using the link in the main toolbar.
If the total line is shown, the totals in the columns are made up of daily counter or time sum accounts.

4.9.4 Monthly data

The **Monthly data** provides a clearly arranged evaluation of time accounts of persons per month. In addition to the totals for actual time and target time, this data also includes business authorisation periods, absence times or break times for the selected month and the accumulated balance up to this month.

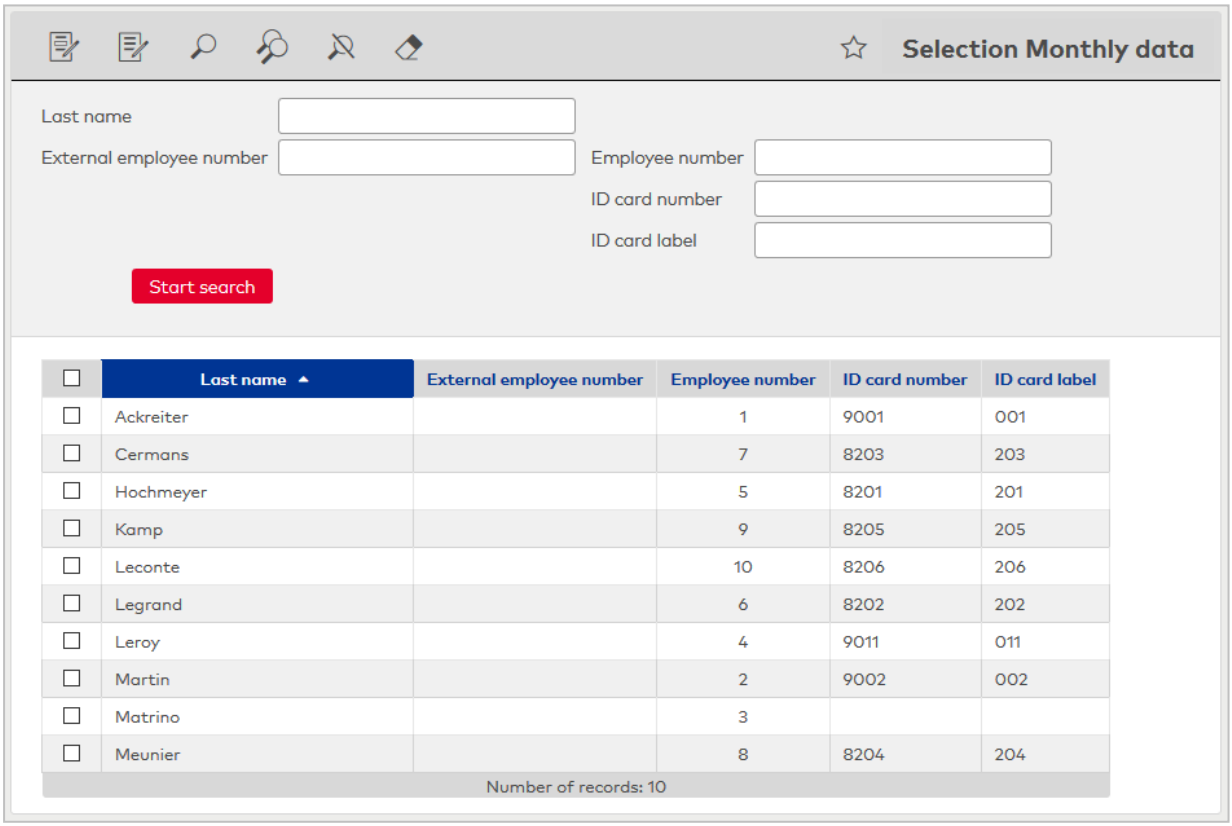
Monthly data can only be displayed for completed months.

You can select an individual person, several or all persons for display, e.g. all persons in a department.

"Selection Monthly data" dialog

The **Selection Monthly data** dialog lists all existing person records. Select individual or a number of person records to receive an overview of booking periods and balances for calendar months.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

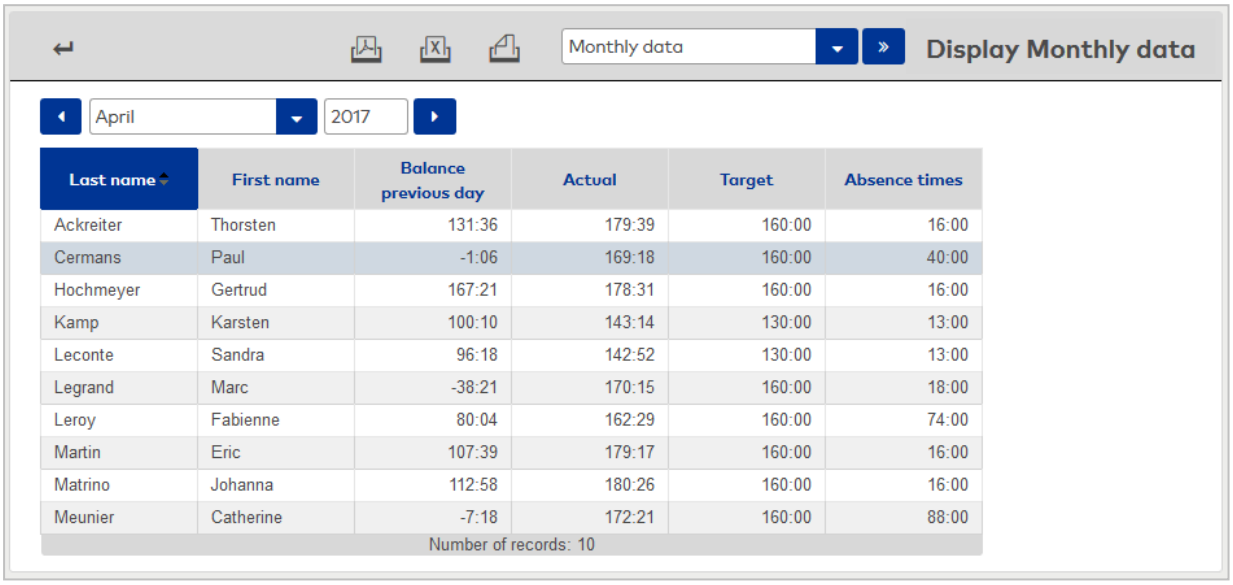


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Display Monthly data" dialog

The **Display Monthly data** dialog displays different accounts for previously selected person records by month.
The data is based on the monthly reconciliation data.

You can use the buttons in the toolbar to print the report or to save it as a PDF. Use the **Back to selection** button to return to the selection dialog.



Last name	First name	Balance previous day	Actual	Target	Absence times
Ackreiter	Thorsten	131:36	179:39	160:00	16:00
Cermans	Paul	-1:06	169:18	160:00	40:00
Hochmeyer	Gertrud	167:21	178:31	160:00	16:00
Kamp	Karsten	100:10	143:14	130:00	13:00
Leconte	Sandra	96:18	142:52	130:00	13:00
Legrand	Marc	-38:21	170:15	160:00	18:00
Leroy	Fabienne	80:04	162:29	160:00	74:00
Martin	Eric	107:39	179:17	160:00	16:00
Matrino	Johanna	112:58	180:26	160:00	16:00
Meunier	Catherine	-7:18	172:21	160:00	88:00
Number of records: 10					

Month, year date fields:
Contains the month and year for the display. To display a different month, enter the required month directly or select the month in the selection field. To change the year, enter the required year directly.
You can use the arrows to scroll backwards or forwards one month at a time.

Table:
The table displays the monthly data.
You can configure the specific values to be displayed in the table and whether the total line is displayed separately for each user in the system using the Personal fixed reports settings or using the link in the main toolbar.
If the total line is shown, the totals in the columns are made up of daily counter or time sum accounts.

4.9.5 Absence times

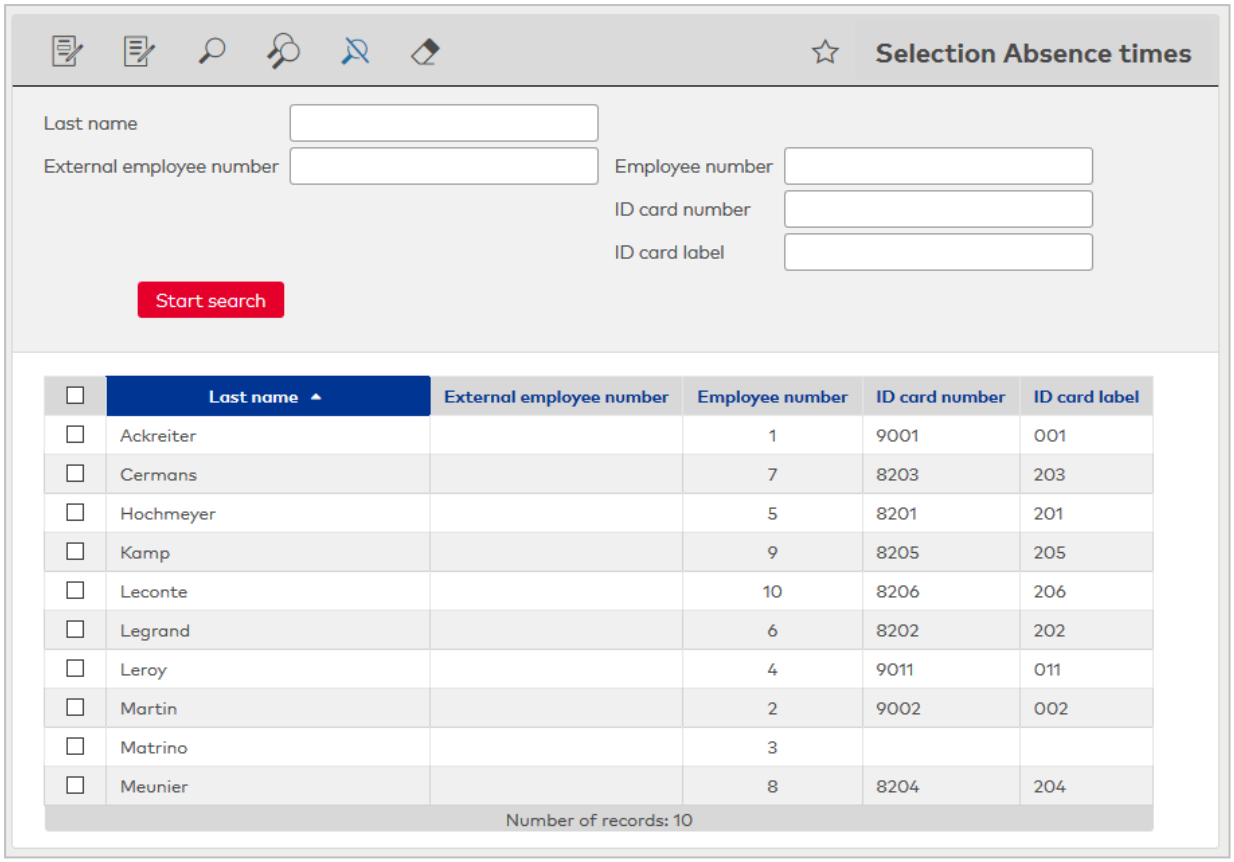
The report of **Absence times** provides a clearly arranged evaluation of absence times of persons using a freely selectable time period with the date, accumulated days and hours, and the reason for absence.

You can select an individual person, several or all persons for display, e.g. all persons in a department.

"Selection Absence reasons" dialog

The **Selection Absence times** dialog lists all existing employee records. Select individual or a number of person records to receive an overview of absences for the selected records for the selected time period.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

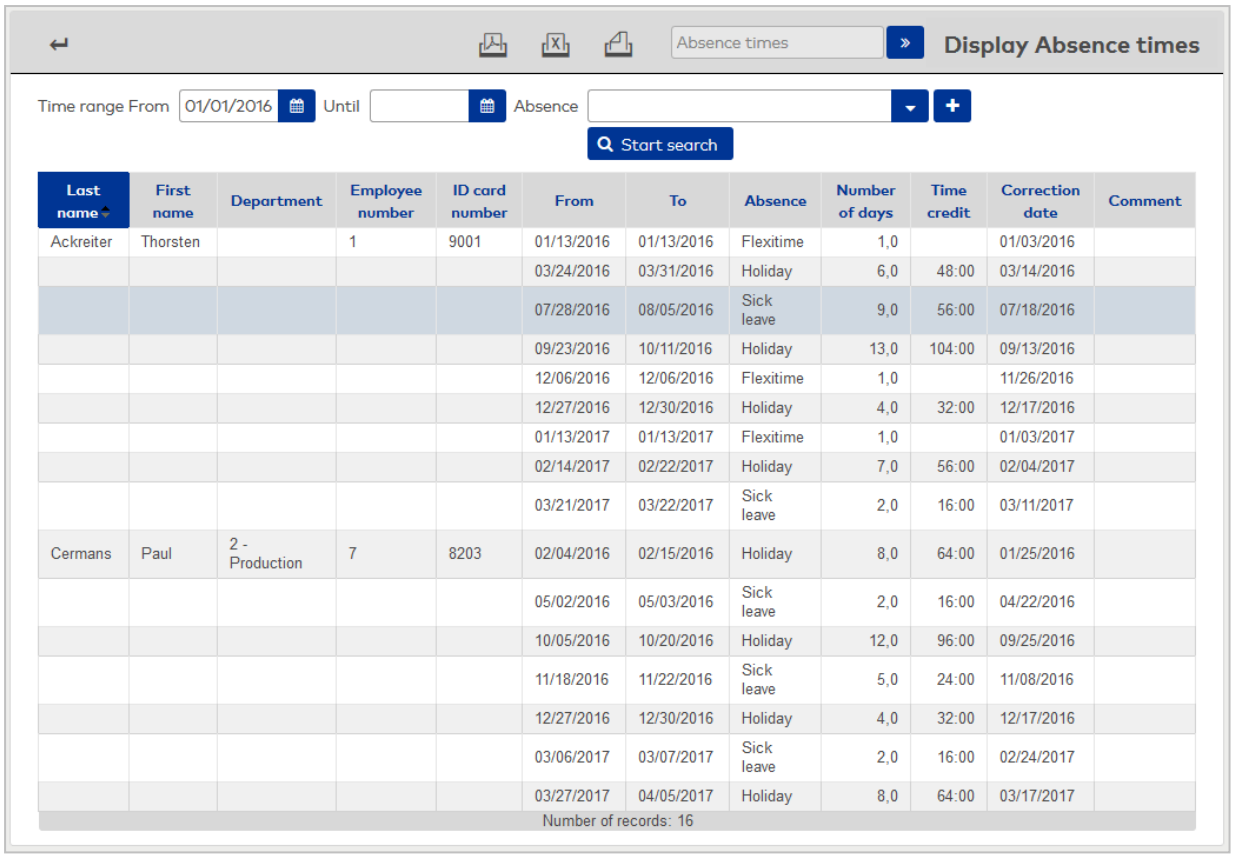


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Display Absence times" dialog

The **Display Absence times** dialog displays absences for previously selected person records.
The data is based on absence times and the daily absence entries.

You can use the buttons in the toolbar to print the report or to save it as a PDF. Use the **Back to selection** button to return to the selection dialog.



Last name	First name	Department	Employee number	ID card number	From	To	Absence	Number of days	Time credit	Correction date	Comment
Ackreiter	Thorsten		1	9001	01/13/2016	01/13/2016	Flexitime	1,0		01/03/2016	
					03/24/2016	03/31/2016	Holiday	6,0	48:00	03/14/2016	
					07/28/2016	08/05/2016	Sick leave	9,0	56:00	07/18/2016	
					09/23/2016	10/11/2016	Holiday	13,0	104:00	09/13/2016	
					12/06/2016	12/06/2016	Flexitime	1,0		11/26/2016	
					12/27/2016	12/30/2016	Holiday	4,0	32:00	12/17/2016	
					01/13/2017	01/13/2017	Flexitime	1,0		01/03/2017	
					02/14/2017	02/22/2017	Holiday	7,0	56:00	02/04/2017	
					03/21/2017	03/22/2017	Sick leave	2,0	16:00	03/11/2017	
Cermans	Paul	2 - Production	7	8203	02/04/2016	02/15/2016	Holiday	8,0	64:00	01/25/2016	
					05/02/2016	05/03/2016	Sick leave	2,0	16:00	04/22/2016	
					10/05/2016	10/20/2016	Holiday	12,0	96:00	09/25/2016	
					11/18/2016	11/22/2016	Sick leave	5,0	24:00	11/08/2016	
					12/27/2016	12/30/2016	Holiday	4,0	32:00	12/17/2016	
					03/06/2017	03/07/2017	Sick leave	2,0	16:00	02/24/2017	
					03/27/2017	04/05/2017	Holiday	8,0	64:00	03/17/2017	

Number of records: 16

Table:
The table displays the absences.
Welche Werte in der Tabelle ausgegeben werden, ist für jeden Benutzer im System über die Personal fixed reports settings oder über den Quersprung in der zentralen Symbolleiste separat konfigurierbar.

Note: Depending on the setting for the report, the last line contains the totals for the **Number of days** and **Time credit** columns. The total is made using all displayed persons and absence times.

4.9.6 Monthly overview

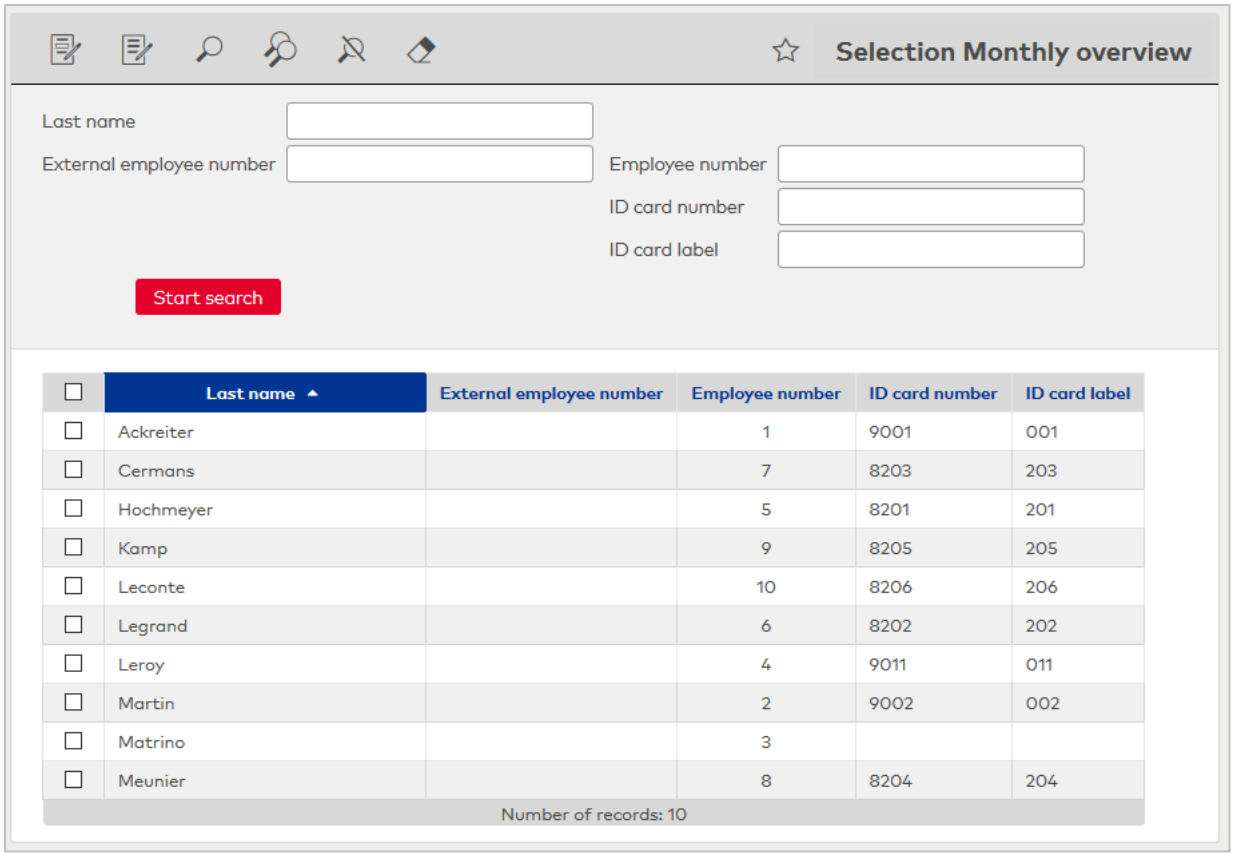
The **Monthly overview** provides a clearly arranged display of all bookings by an employee in the time system using a freely selectable time period specifying the date and time, and time account details.

A master data record is always displayed for each report; if more than one person is selected, you can browse between the individual monthly overviews

"Selection Monthly overview" dialog

The **Selection Monthly overview** dialog lists all existing person records. Select individual or multiple person records to see an overview of all bookings for the selected records for a freely selectable time period.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



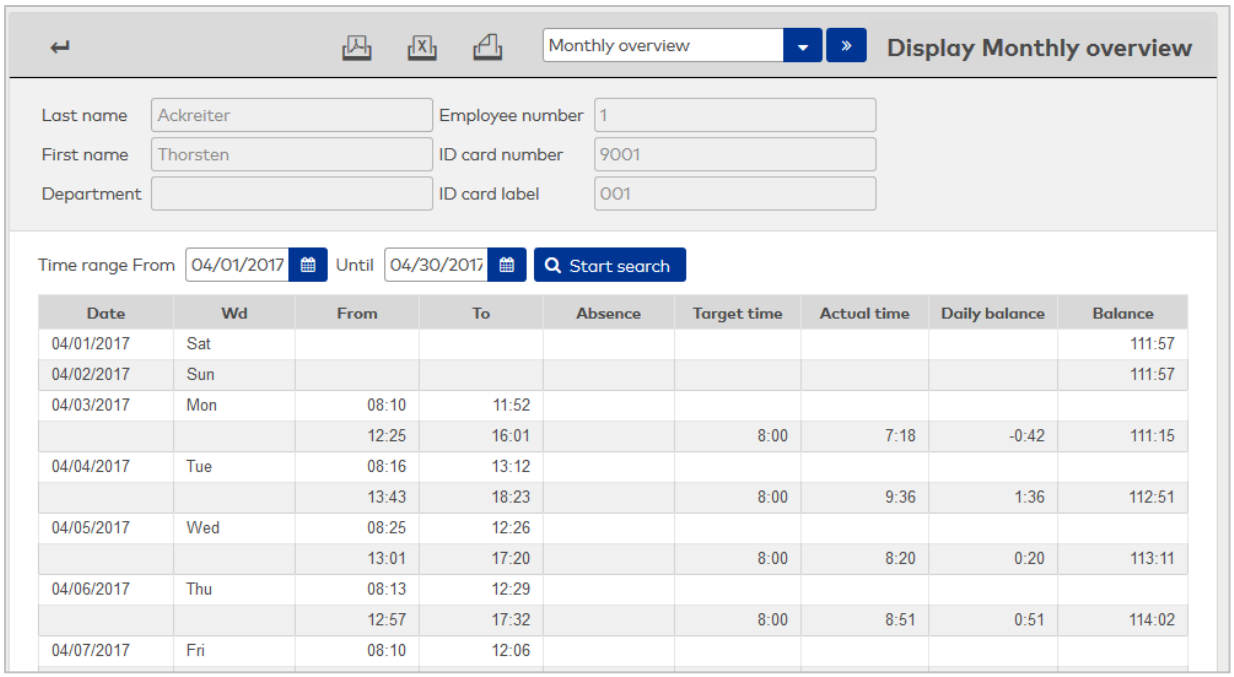
Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Display Monthly overview" dialog

The **Display monthly overview** dialog displays bookings for a person with dates, times, daily reconciliation accounts and information on absences for the selected time period.

Note: If "Monthly data" exist within the time range, the "Monthly data" table displays these data.

You can use the buttons in the toolbar to browse between several person records, print out the report or save in PDF format. Use the **Back to selection** button to return to the selection dialog.



Time range From and **Until** date fields:
Contains the first and last day of the time range for searching absences.
To change a date, enter the date directly or click the calendar icon and select a date.

Note: After changing a date you must run the search again using the "Start search" button.

Table:
The table displays the data for the monthly overview.
You can configure the specific values to be displayed in the table and whether the reconciliation data are displayed separately for each user in the system using the Personal fixed reports settings or using the link in the main toolbar.
Corrections:
Click a specific day to open the **Edit Daily corrections** dialog. You can use this dialog to make several corrections to the date displayed and insert, change and delete bookings.

Note: The possible corrections depend on the individual rights in relation to the correction types.

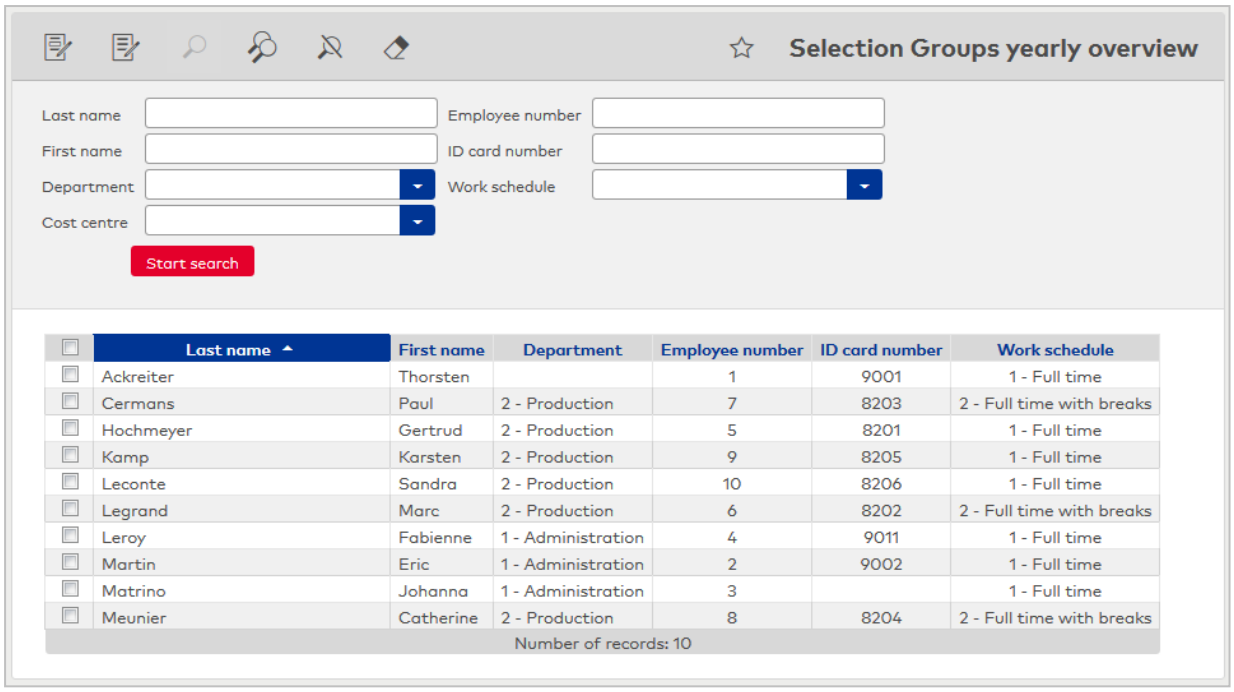
4.9.7 Person yearly overview

The **Person yearly overview** provides a clear representation of all absence times, workdays, other days and allocation-relevant time daily programs for a person or a group of persons.
Output is on a yearly basis for the selected persons.
The person yearly overview is particularly suitable for output and transfer of data as in PDF format.

"Selection Person yearly overview" dialog

The **Selection Person yearly overview** dialog lists all existing person records. To obtain a yearly overview of absence times for person records, select individual or multiple person records.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Display Person yearly overview" dialog

The **Display Person overview** dialog displays the absence times, workdays or other specifics and the time daily programs of the selected persons in calendar form. The display is selected using the selection field for the display options.

You can also select between the calendar view and the totals view.
They are based on the daily absence data entries.

Note: If the shift administration option is activated, the **Extra shifts** tab is also shown.

Note: The tab with the totals is only available if the identifier to display the absence details is activated for the user.

You can use the buttons in the toolbar to browse between records, print out the report or save in PDF or CSV file format. Use the **Back to selection** button to return to the selection dialog.

Year date field:
Contains the year to be displayed. To change the year, enter the required year directly.
You can use the arrows to scroll backwards or forwards one year at a time.

Month selection field:
Contains the starting month to be displayed. When this is called up, the default value from the system parameter "Yearly overview starting month" is used.
Options:

- January – December

Absence types multiple selection field:
Contains the absence types as filters for the display. If a selection is made, only the absence times with the selected absence types are shown.
Options:

- All absence types created and active in the system.

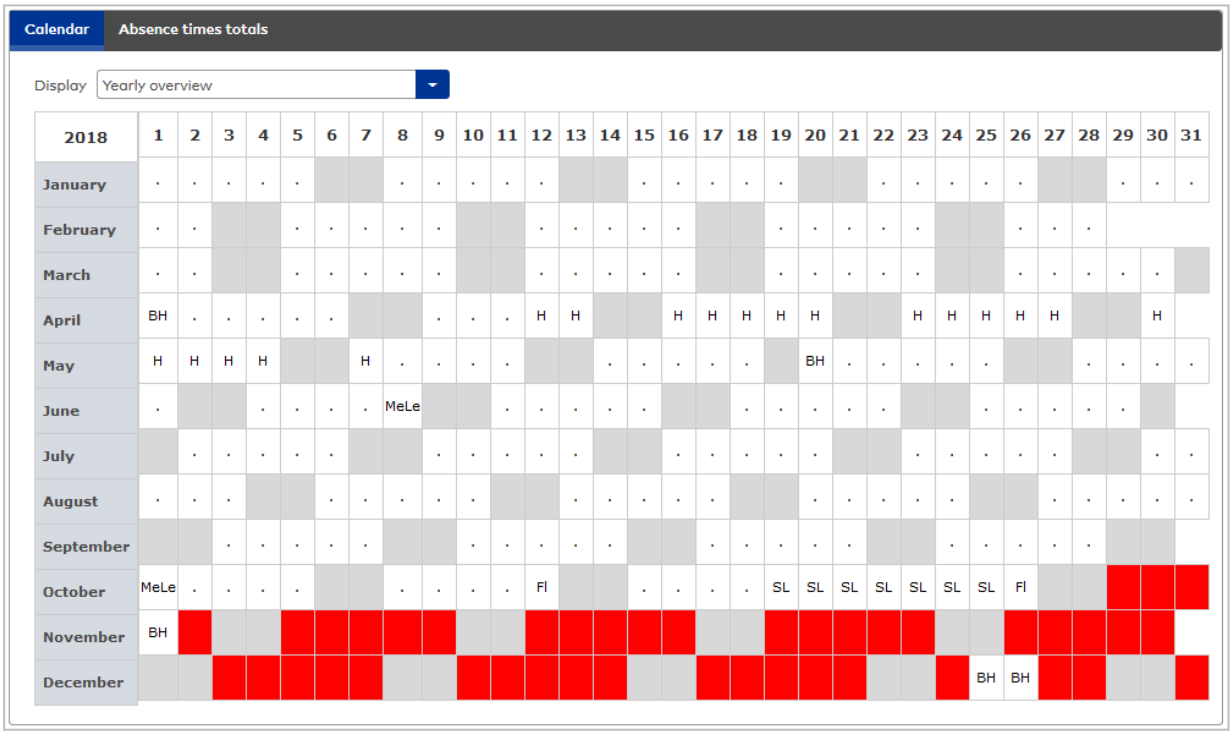
Start search button:
Click this button after selecting the absences to refresh the display.

"Calendar" tab

This tab provides you with a calendar overview. You can view all absences with short names for specific days in the calendar.

Note: If the identifier to display the absence details is not activated for the user, the absences are displayed with the colour and indicator according to the pre-set system parameters in anonymised format.

View: Yearly overview + daily programs - per day example.



Display selection field:
Contains the options to be displayed:
Options:

- Yearly overview: with absence times, workdays and special days such as absence without excuse and days without target time. The columns of the overview are oriented to the date.
- Yearly overview - per day: as yearly overview. The columns of the overview are oriented to the weekdays.
- Yearly overview + time daily programs: Yearly overview with added line with the time daily programs. The time daily programs are output in the first line.
- Yearly overview + time daily programs - per day: As yearly overview + daily programs. The columns of the overview are oriented to the weekdays.

- Daily programs: only the daily programs are displayed.
- Daily programs - per day: as daily programs. The columns of the overview are oriented to the weekdays.

"Daily programs" calendar view

For the past, the time daily programs are displayed according to the allocation; for the future, the planned time daily programs are displayed according to the current shift profile and the planned shift allocations. If the person is not subject to shift administration, the time daily programs are displayed according to the work schedule.
In the two-line versions of the display, the time daily programs are shown in the first line.

"Yearly overview" calendar view

The workdays and other specifics are displayed in this line, along with the bank holidays and absence times.
Details in the display:

- Days before and after the validity period, on which the person is included in time management, and days in the future that are not absence times or bank holidays.
- Days without target time. These are days without target time or attendance. These are usually the weekend. For part-time employees or persons subject to shift administration, these also include days on which the person does not work.
- Bank holidays
- Absence times with short name
- Attendance. These are days with target time when the person was present.
- Absence without excuse. These are days with target time on which no working hours were allocated.

Note: The display for non-relevant days, days with attendance, days with absence without an excuse and days without target time is configured in the system parameters. Both the colour and the symbol for the display can be predefined.

"Absence times totals" tab

The Absence times totals tab displays the absence times and absence groups for each month. The totals row displays the days and absence hours.

Calendar | Absence times totals

2018	Att	BH	Ho	Si	Fl	SpHol	MeLe	SwP	SL	SdW	AccW	Pl	M	W/oP	Bt	BA	BTdw	V	FE	MS
January	23.0																			
February	20.0																			
March	22.0																			
April	8.0	1.0	13.0																	
May	18.0	1.0	5.0																	
June	21.0						1.0													
July	22.0																			
August	23.0																			
September	20.0																			
October	13.0			7.0	2.0		1.0		7.0											
November		1.0																		
December		2.0																		
Totals in days	190.0	5.0	18.0	7.0	2.0		2.0		7.0											
Time sum		24:00	144:00	40:00			4:00		40:00											

Note: The attendance days are shown in the first left-hand column after the month. These are generally the days on which the person is registered as present in the system.

4.9.8 Absence statistics

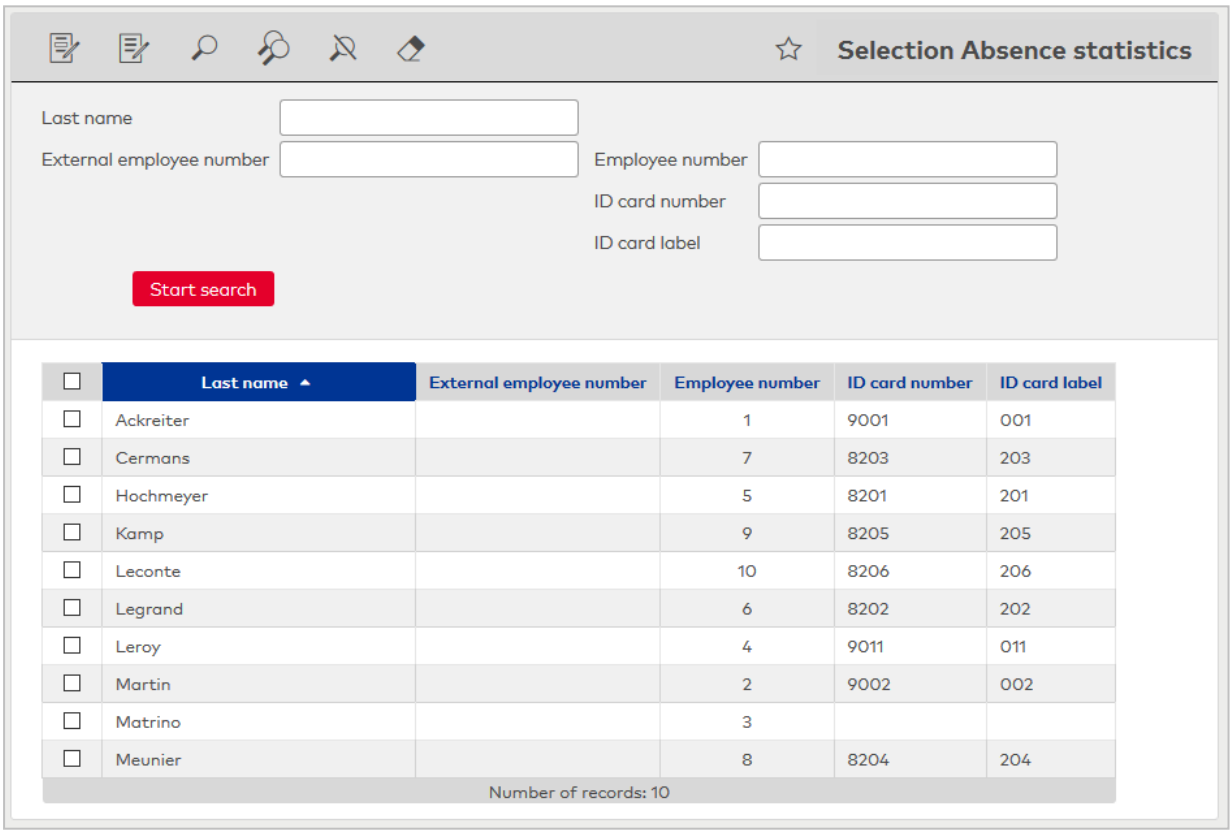
The absence statistics allows clear display of the selected absence times for persons for a specified period. The display distinguishes between absence events with up to x days and those with more than x days. The date limit can be freely selected.

You can select an individual person, several or all persons for display, e.g. all persons in a department.

"Selection Absence statistics" dialog

The **Selection Absence statistics** dialog lists all existing persons. Select individual or multiple persons to apply them to the graphical time statistics display.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

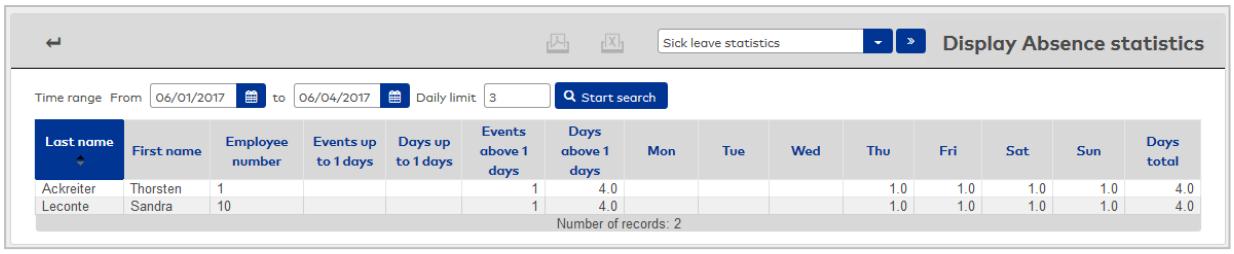


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Display Absence statistics" dialog

The **Display absence statistics** dialog displays different accounts for previously selected persons for the selected period.
The data is based on the daily absence entries.

You can use the buttons in the toolbar to print the report or to save it as a PDF. Use the **Back to selection** button to return to the selection dialog.



Time range from __ until:
Contains the time range to be displayed. Enter the required From and Until date directly or click the calendar icon and select a date to change the time range.

Date limit input field:
Contains the number of days until which an event is still to be displayed as a short or long absence.
Value range: 0–99

Start search button:
Starts the search for the specified period.

Table:
The table displays the selected persons with their absence times.
The columns to be included in the table can be separately configured for each user present in the system using "Personal settings for fixed reports" or using the link in the central toolbar. The absences that are evaluated are also specified in the configuration.

Note on the columns: The information displayed in these columns corresponds to the current status of the employee record. It primarily serves to identify the displayed person. Further columns can be added if necessary.

The configured absences are evaluated for every person for the period.

Events up to x days column:
Contains the number of events of up to x days (x corresponds to the specified date limit).

Days up to x days column:
Contains the total number of days from the events up to x days (x corresponds to the specified date limit).

Events above x days column:
Contains the total number of events of over x days (x corresponds to the specified date limit).

Days over x days column:
Contains the total number of days from the events over x days (x corresponds to the specified date limit).

Weekdays columns:
The weekdays columns show the total absence days for the specified period for each day of the week.

Days total column:
Contains the total of all days for the period.

Total line:
The total for the relevant column is shown in the total line.

4.9.9 Period overview

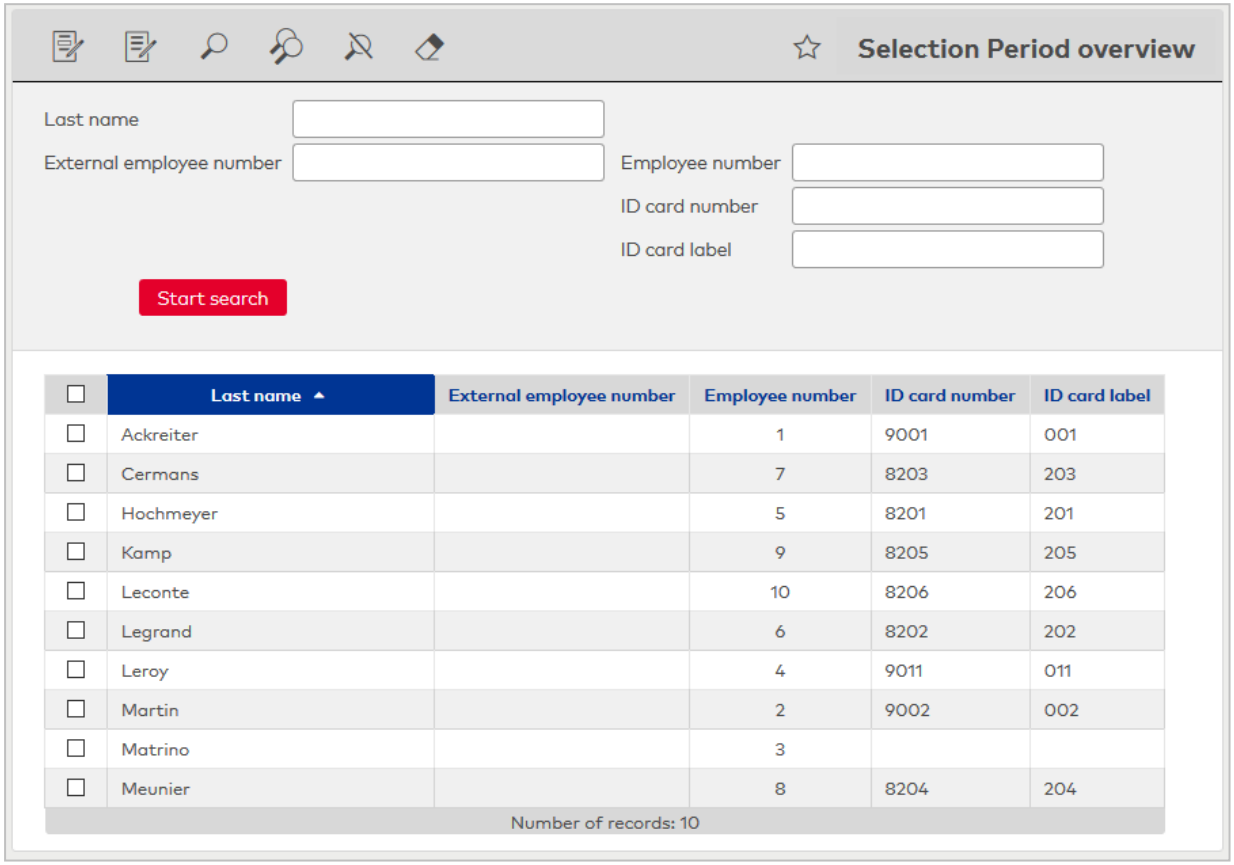
The **Period overview** report allows clear evaluation of different accounts over a freely selectable period for a group of persons. Individual accounts can also be taken into account in the search.

The totals for the individual accounts of a person are generated for the displayed period.
A total line for the period can also be displayed for all persons.

"Selection Period overview" dialog

The **Selection Period overview** dialog lists all existing persons. Select individual or multiple persons to apply them to the Period overview display.

Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

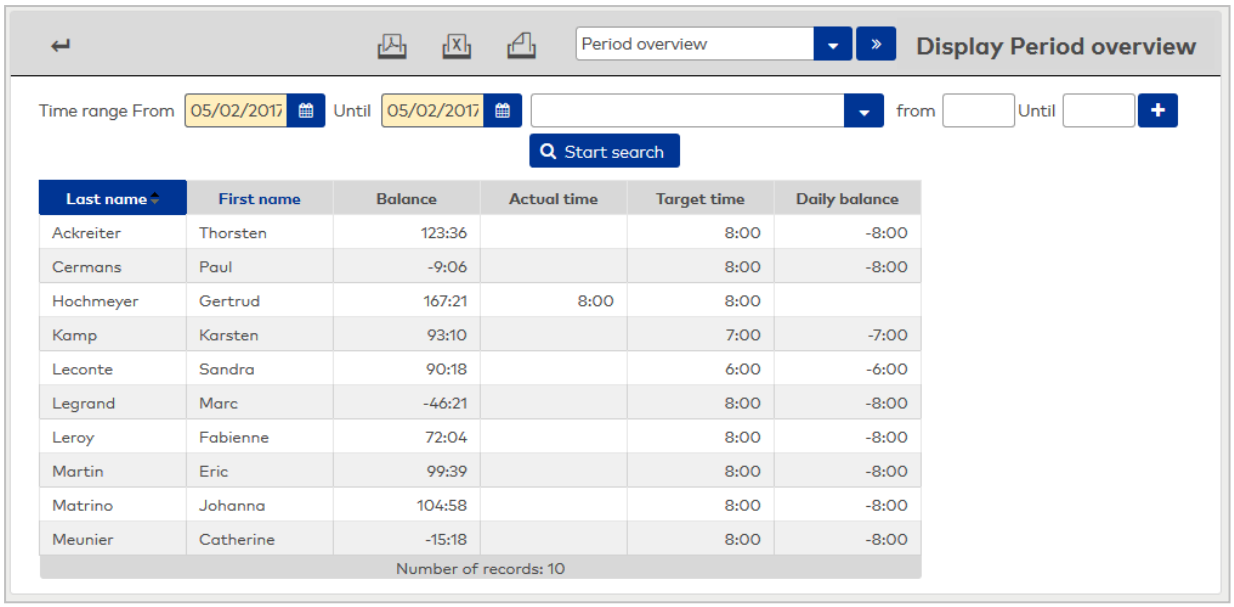


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Display Period overview" dialog

In the **Display Period overview** dialog, various accounts for the previously selected persons are displayed as totals for a specified time range.
The data is based on the daily reconciliation data and the calculation defined in the configuration.

You can use the buttons in the toolbar to print the report or to save it as a PDF. Use the **Back to selection** button to return to the selection dialog.



Time range From and **Until** date fields:
The time range for search and display can be selected using the two date fields. The "From" date is a required field. If the "Until" date is left empty, the previous day's date is used. Output for the future is not possible.
To change a date, enter the date directly or click the calendar icon and select a date.
Time accounts multiple selection:
This multiple selection allows time accounts to be taken into account in the search.
The value range is defined by entering a **from** and an **until** value.
From date field:
Contains the smallest value for the search for the specified time account.
Until date field:
Contains the largest value for the search for the specified time account.

Note: After changing a date or the multiple selection, you must run the search again using the **Start search** button.

Table:
The table displays the daily data.
You can configure the specific values to be displayed in the table and whether the total line is displayed separately for each user in the system using the Personal fixed reports settings or using the link in the main toolbar.
If the total line is shown, the totals in the columns are made up of daily counter or time sum accounts.

4.9.10 Daily overview

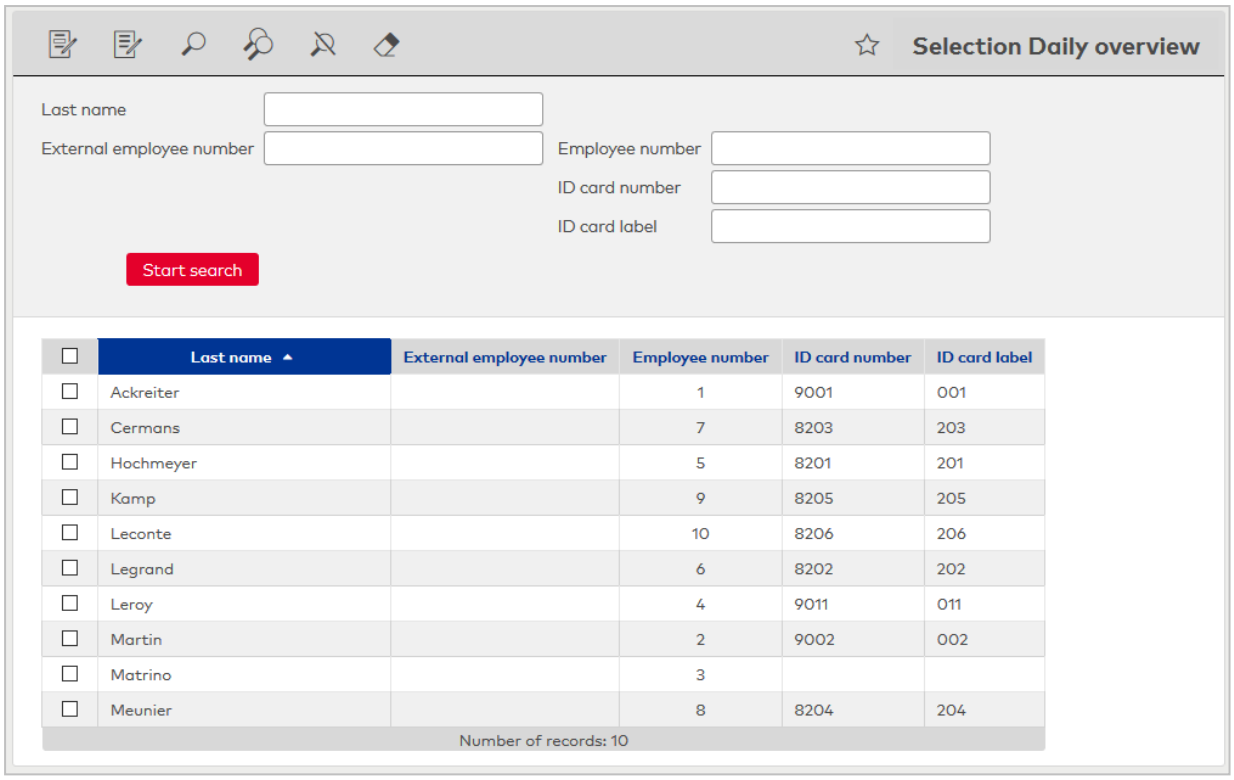
The **Daily overview** clearly displays all bookings by a group of employees for one day and details of the time accounts.

Navigate between the days using the arrow keys.

"Selection Daily overview" dialog

The **Selection Daily overview** dialog lists all existing person records. Select individual or multiple person records to see an overview of all bookings for the selected records for a freely selectable time period.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

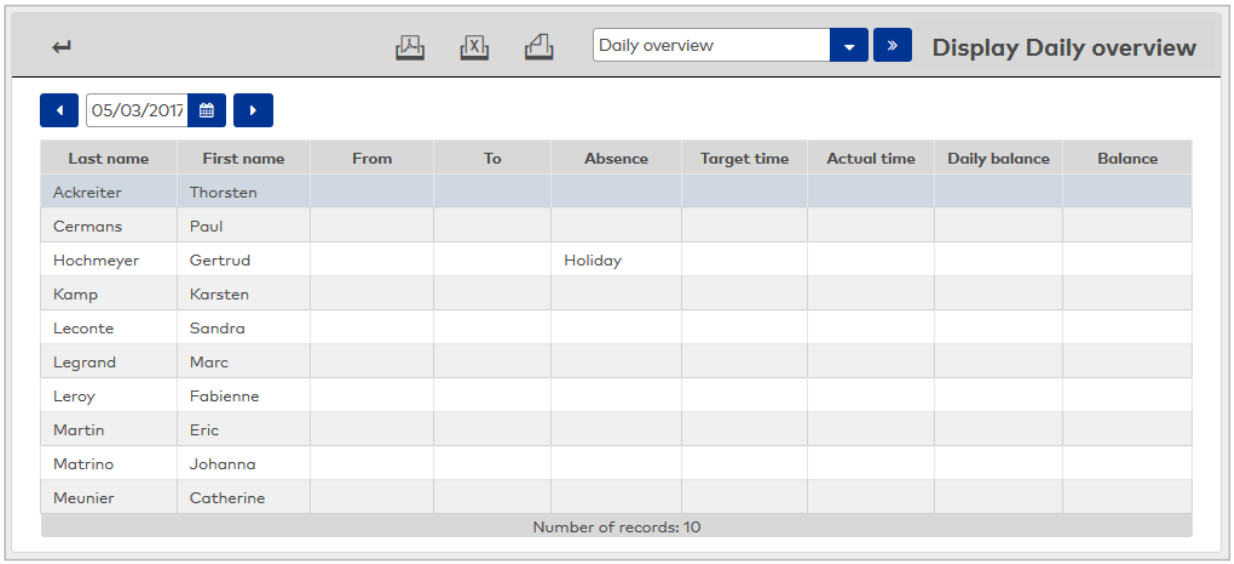


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Display Daily overview" dialog

The **Display Daily overview** dialog displays bookings for a person group with date and time, accounts and information on absences for the selected day.
The data is based on bookings, daily reconciliation data and daily absence entries.

You can use the buttons in the toolbar to print the report or to save it as a PDF or CSV. Use the **Back to selection** button to return to the selection dialog.



Date field:
Contains the date for display. To change the date for display, enter the required date or click the calendar icon and select a date.
You can use the arrows to scroll backwards or forwards a day.
Table:
The table displays the data for the daily overview.
The values to be displayed in the table can be configured separately for each user in the system using the Personal fixed reports settings or using the link in the main toolbar.

4.9.11 Wage report individual log

The **Wage report individual log** can be used for clear evaluation of time accounts per day for a person.

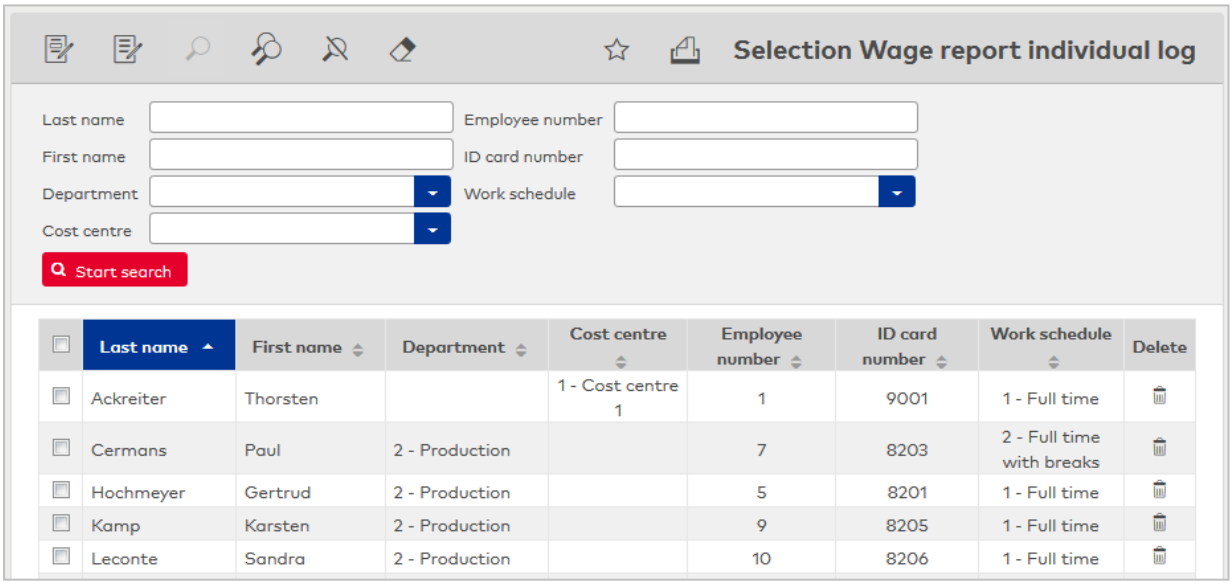
Accounts can only be displayed for completed days.

You can select an individual person, several employees or all employees for display, e.g. all employees in a department.

"Selection Wage report individual log" dialog

The **Selection Wage report individual log** dialog lists all existing employee records. Select individual or multiple employee records to receive an overview of time accounts by calendar day.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



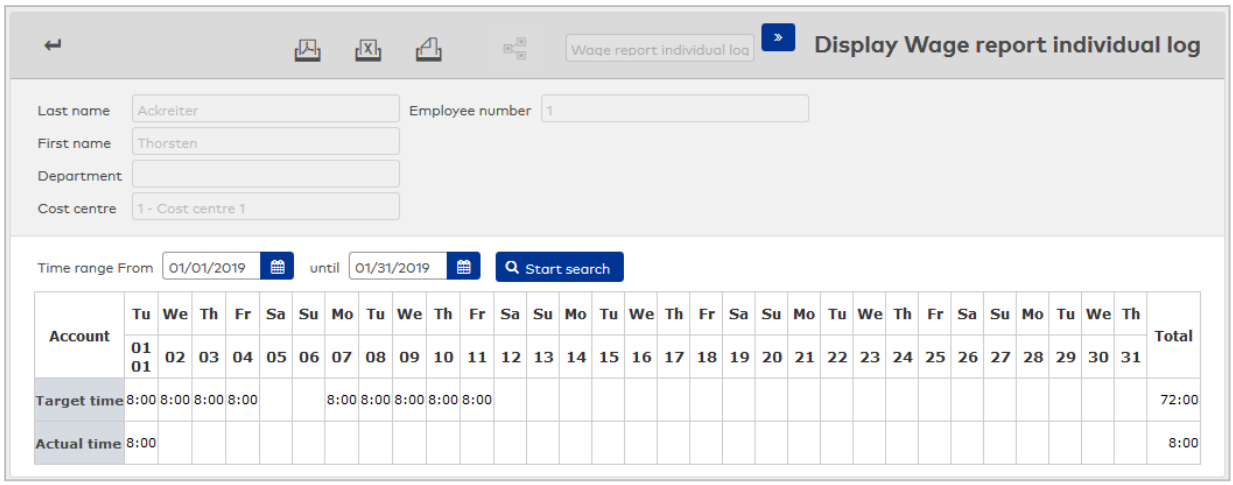
Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Display Wage report individual log" dialog

The **Display wage report individual log** dialog displays various time accounts for a specific person.
The data is based on the elapsed time accounts taken from the daily reconciliation data.

Any time range can be selected.

You can use the buttons in the toolbar to print the report or to save it as a PDF. Use the **Back to selection** button to return to the selection dialog.



Time range From and **Until** date fields:
The time range for search and display can be selected using the two date fields. The "From" date is a mandatory field. If the "Until" date is left empty, the previous day's date is used. Output for the future is not possible.

If the total line is shown, the totals in the columns are made up of daily counter or time sum accounts.

Table:
The table displays the days within the time range along with the elapsed time of the selected accounts. Welche Werte in der Tabelle ausgegeben werden, ist für jeden Benutzer im System über die Personal fixed reports settings oder über den Quersprung in der zentralen Symbolleiste separat konfigurierbar.

4.9.12 Cost centre individual log

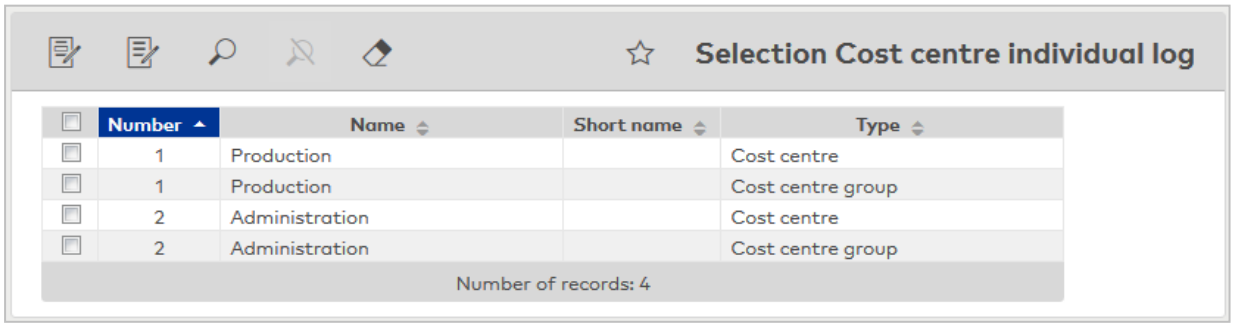
You can use the **Cost centre individual log** report to create clear analyses of costs and booked times in the cost centres and cost centre groups listed by person.

You can select individual cost centres, multiple cost centres or all cost centres for display.

"Selection Cost centre individual log" dialog

All present cost centres and cost centre groups are listed in the **Selection Cost centre individual log** dialog. Select individual or multiple cost centres to obtain an overview of the booked times for the cost centres in question.

Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.



Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Display Cost centre individual log" dialog

Use the **Display Cost centre individual log** dialog to display the booked working hours, costs per cost centre and costs per person for a freely definable period.
The data is based on the daily cost centre bookings entries.

You can use the buttons in the toolbar to print the report or to save it as a PDF. Use the **Back to selection** button to return to the selection dialog.

Table:
The cost centres and persons are displayed in the table along with the respective values.
Depending on the report settings, the last line contains the totals of the cost columns. The total is calculated from all displayed cost centres and persons.

Welche Werte in der Tabelle ausgegeben werden, ist für jeden Benutzer im System über die Personal fixed reports settings oder über den Quersprung in der zentralen Symbolleiste separat konfigurierbar.

4.9.13 Cost centre total log

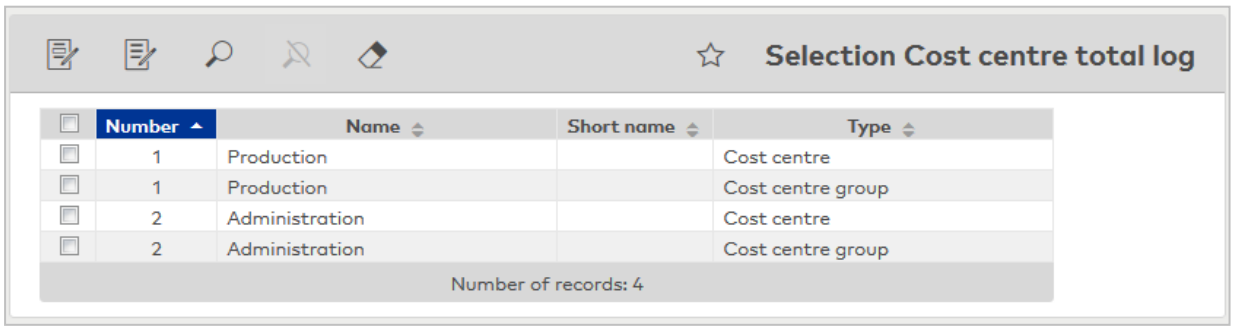
You can use the **Cost centre total log** report to create clear analyses of cost centres arranged by working hours, personnel costs, general costs and total costs.

You can select individual cost centres, multiple cost centres or all cost centres for display.

"Selection Cost centre total log" dialog

All present cost centres and cost centre groups are listed in the **Selection Cost centre total log** dialog. Select individual or multiple cost centres to obtain an overview of the booked times and costs for the cost centres in question.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Display Cost centre total log" dialog

Use the **Display Cost centre total log** dialog to display the booked working hours and costs per cost centre for a freely definable period.
The data is based on the daily cost centre bookings entries.

You can use the buttons in the toolbar to print the report or to save it as a PDF. Use the **Back to selection** button to return to the selection dialog.

Table:
The table displays the absences.
Depending on the report settings, the last line contains the totals of the cost columns. The total is calculated from all displayed cost centres.

Welche Werte in der Tabelle ausgegeben werden, ist für jeden Benutzer im System über die Personal fixed reports settings oder über den Quersprung in der zentralen Symbolleiste separat konfigurierbar.

4.9.14 Status report

The status report provides a rapid, clearly arranged evaluation of persons who were present, were absent due to an absence or were absent without an excuse on a particular day.

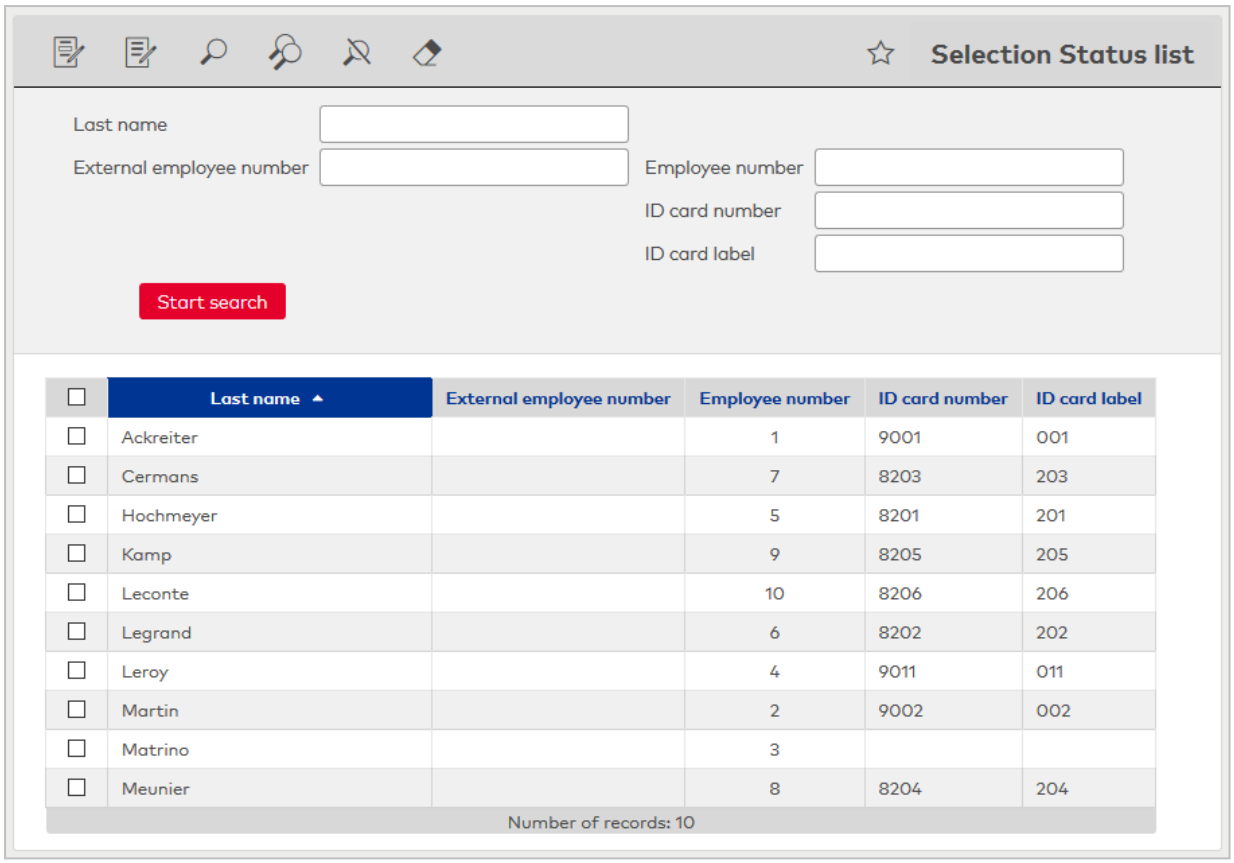
For persons who are present, the attendance time ranges for the day are shown. For persons with absence the absence type is displayed. Persons with absence without an excuse get an entry under specifics.

You can select the data for individual persons, several employees or all employees for display, e.g. all employees in a department, or filter the display for a specific type of absence.

"Selection Status report" dialog

The **Selection Status report** dialog lists all existing person records. To get a status report, select individual or multiple person records.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

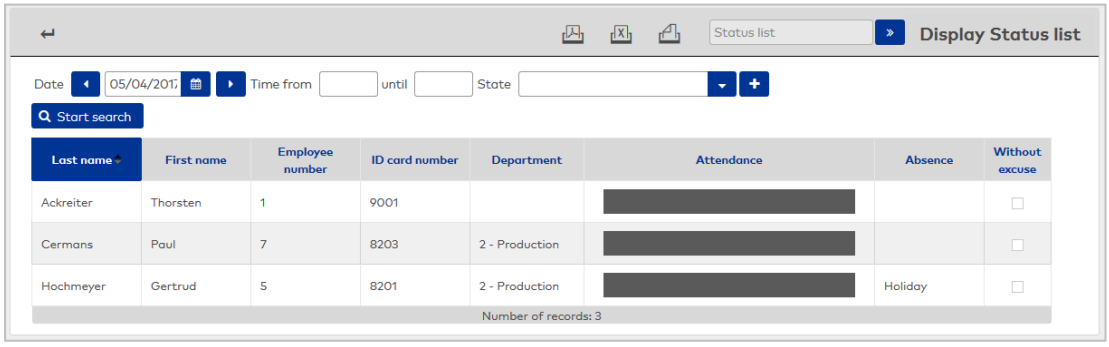


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Display Status report" dialog

The **Display Status report** dialog displays the attendances, absences and specifics for the selected persons. The data is based on bookings, daily reconciliation data and the daily absence entries.

You can use the buttons in the toolbar to print the report or to save it as a PDF. Use the **Back to selection** button to return to the selection dialog.



Date field:
Contains the date for display. To change the date for display, enter the date directly or click the calendar icon and select a date.
You can use the arrows to scroll backwards or forwards a day.

Time from field:
Contains the start time for the search.

until field:
Contains the end time for the search.

State multiple selection:
Contains the absence or status for the search.
Besides the absence types, additional selections are also possible for the status.

- Present: The person was listed as Present in the time range. A person is considered Present when the last booking before the start of the period was an arrive booking, or there is an arrive booking within the period. The earliest booking is displayed in each case.
- Absent: The person was listed as Absent in the time range. A person is considered Absent when the last booking before the start of the period was a leave booking and there is no further booking for the period and no absence for the period.
- Absent without excuse: The person was not listed as Present or Absent during the period and there is no absence for the person.

Search button:
Starts the search. If you have changed the selection for the search, you must update the display using the **Start search** button.

Table:
The table displays the persons and the status information.
Welche Werte in der Tabelle ausgegeben werden, ist für jeden Benutzer im System über die Personal fixed reports settings oder über den Quersprung in der zentralen Symbolleiste separat konfigurierbar.

Note: When exporting the status report as a PDF, the exact booking times are output instead of a bar graph of attendances.

4.9.15 Specifics

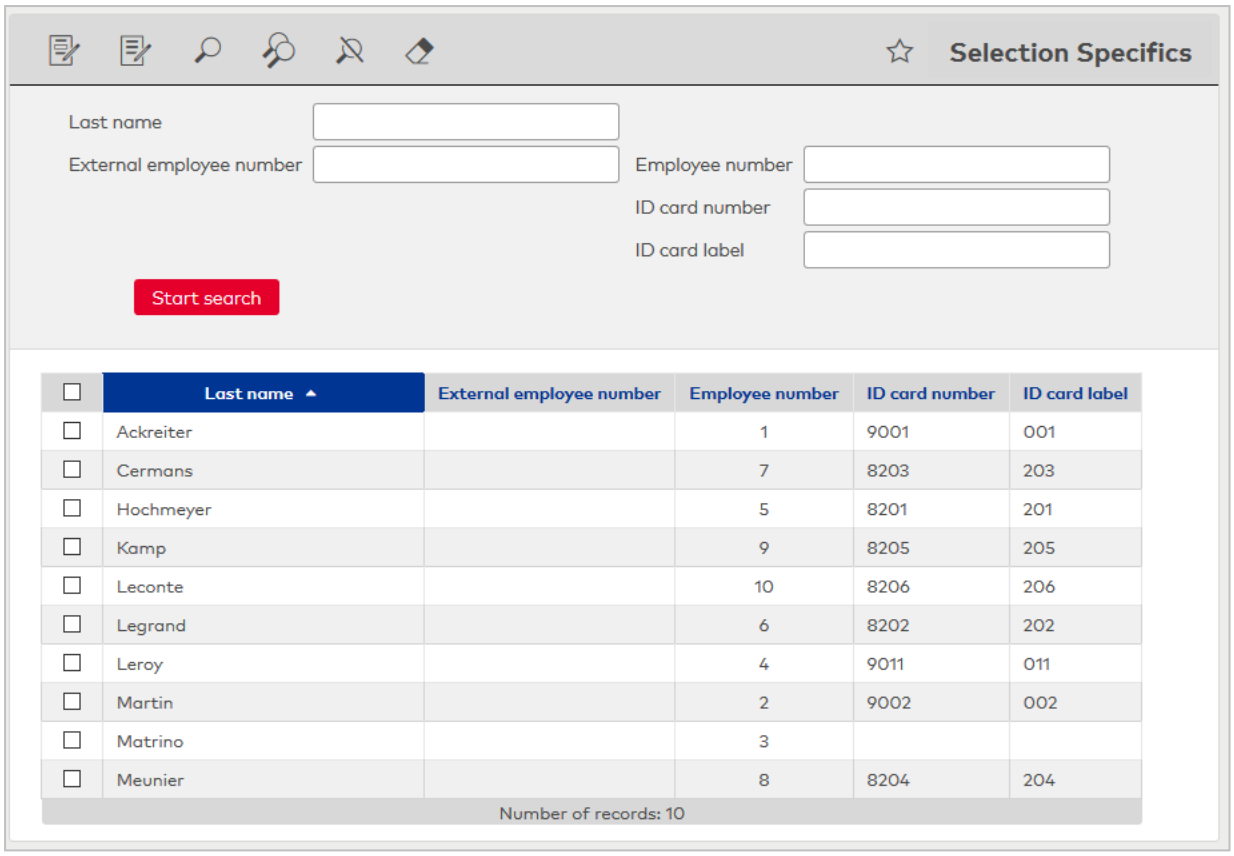
The report of **Specifics** allows clear evaluation of all deviations in the time system, such as forgotten arrive or leave bookings, for a freely selectable time period.

You can select the data for individual persons, several or all persons for display, e.g. all persons in a department.

"Selection specifics" dialog

The **Selection Specifics** dialog lists all existing person records. Select individual or a number of person records to receive an overview of special booking events for the selected records for the selected time period.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

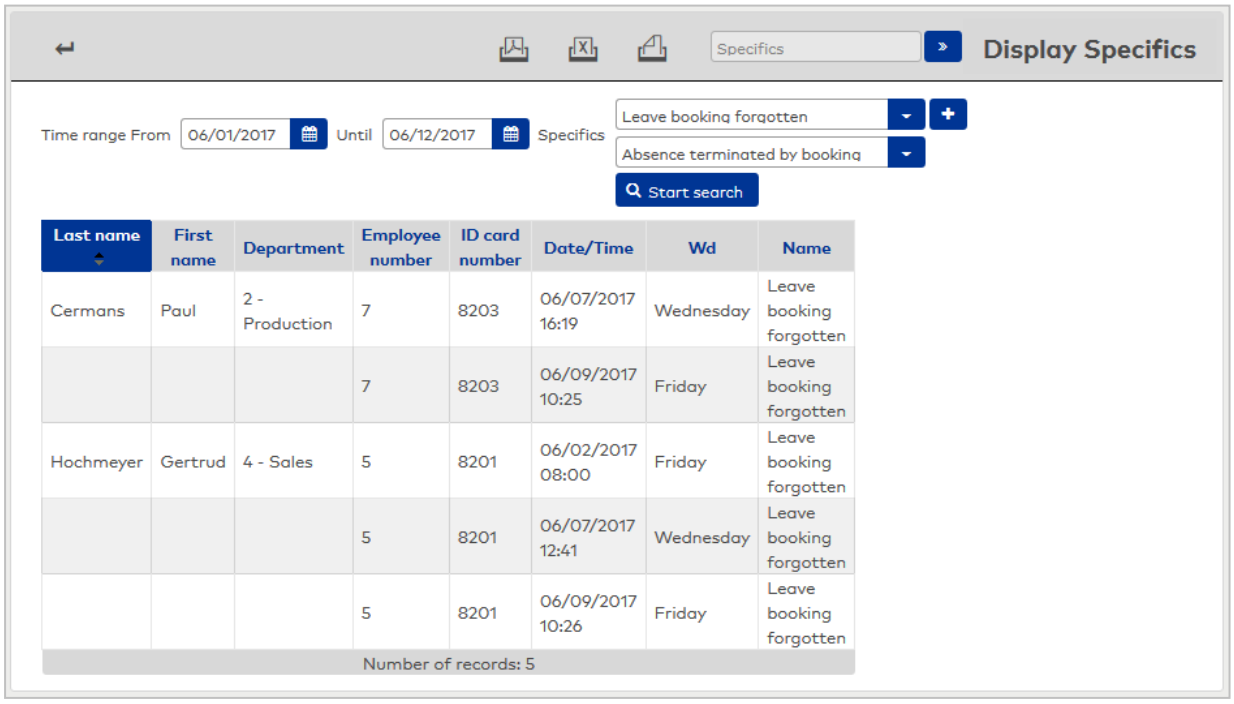


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Display Specifics" dialog

The **Display Specifics** dialog displays missing bookings or other deviations for previously selected person records.
The data is based on the daily specifics entries.

You can use the buttons in the toolbar to print the report or to save it as a PDF. Use the **Back to selection** button to return to the selection dialog.



Time range From and **Until** date fields:
Contains the first and last day of the time range for searching specifics.
To change a date, enter the date directly or click the calendar icon and select a date.

Specifics selection field:
Contains the specific if you want to filter the display to a particular specific.
Options:

- All specifics set up in the system.

Note: After changing a date or the selection of specifics you must run the search again using the **Start search** button.

Welche Werte in der Tabelle ausgegeben werden, ist für jeden Benutzer im System über die Personal fixed reports settings oder über den Quersprung in der zentralen Symbolleiste separat konfigurierbar.

4.9.16 Corrections persons

The **Corrections – persons** report gives you a comprehensive overview of all booking corrections in a selected time period.

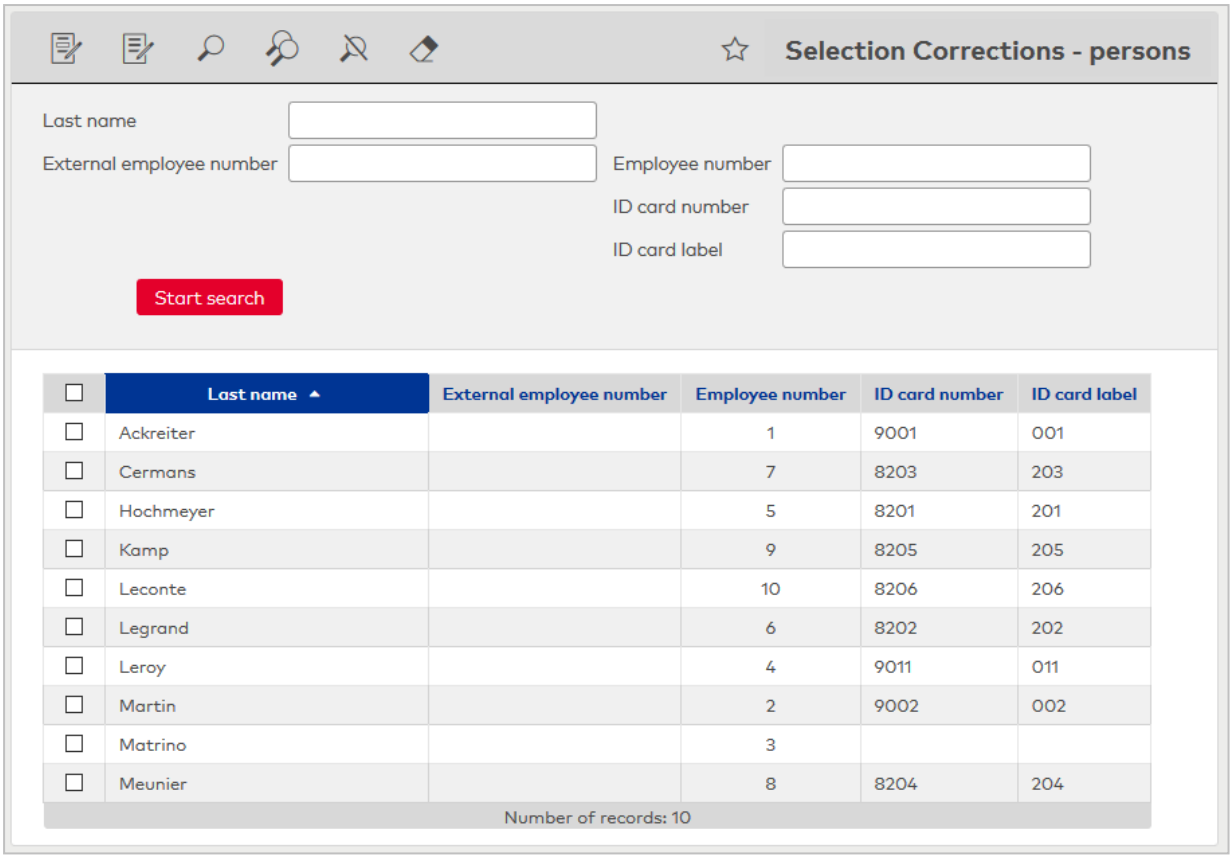
The report contains the modified data for the corrected person records and the type of correction. It also indicates when the correction was implemented and the user who made the correction.

You can select individual person records, several or all records for display, e.g. all employees in a department.

"Selection Corrections - persons" dialog

The **Selection Corrections - persons** dialog lists all existing person records. Select individual or several person records to receive an overview of all booking corrections for the selected records for a freely selectable time period.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



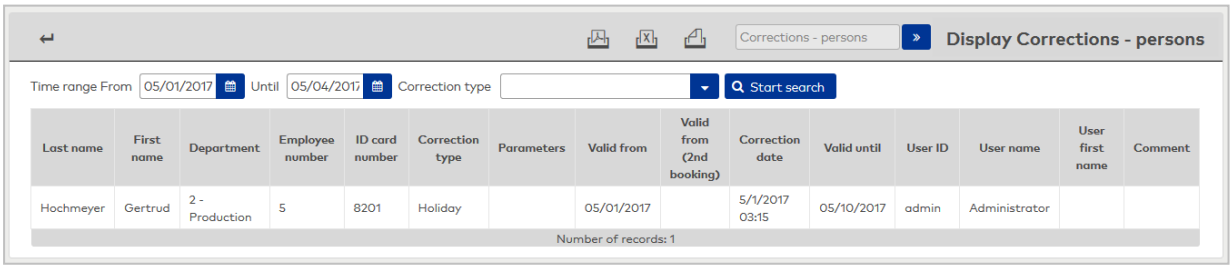
Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Display Corrections - persons" dialog

The **Display Corrections - persons** dialog displays the corrections to person records by user.
The data is based on the correction entries.

Use the date fields to select the time period for display. Use the **Start search** button to update the display.

You can use the buttons in the toolbar to print the report or to save it as a PDF. Use the **Back to selection** button to return to the selection dialog.



Time range From and **Until** date fields:
Contains the first and last day of the time range for searching corrections for persons.
To change a date, enter the date directly or click the calendar icon and select a date.

Note: After changing a date you must run the search again using the **Start search** button.

Welche Werte in der Tabelle ausgegeben werden, ist für jeden Benutzer im System über die Personal fixed reports settings oder über den Quersprung in der zentralen Symbolleiste separat konfigurierbar.

4.9.17 Corrections users

The **Corrections – users** report gives you a quick overview of all the corrections that a user has made in a selected time period.

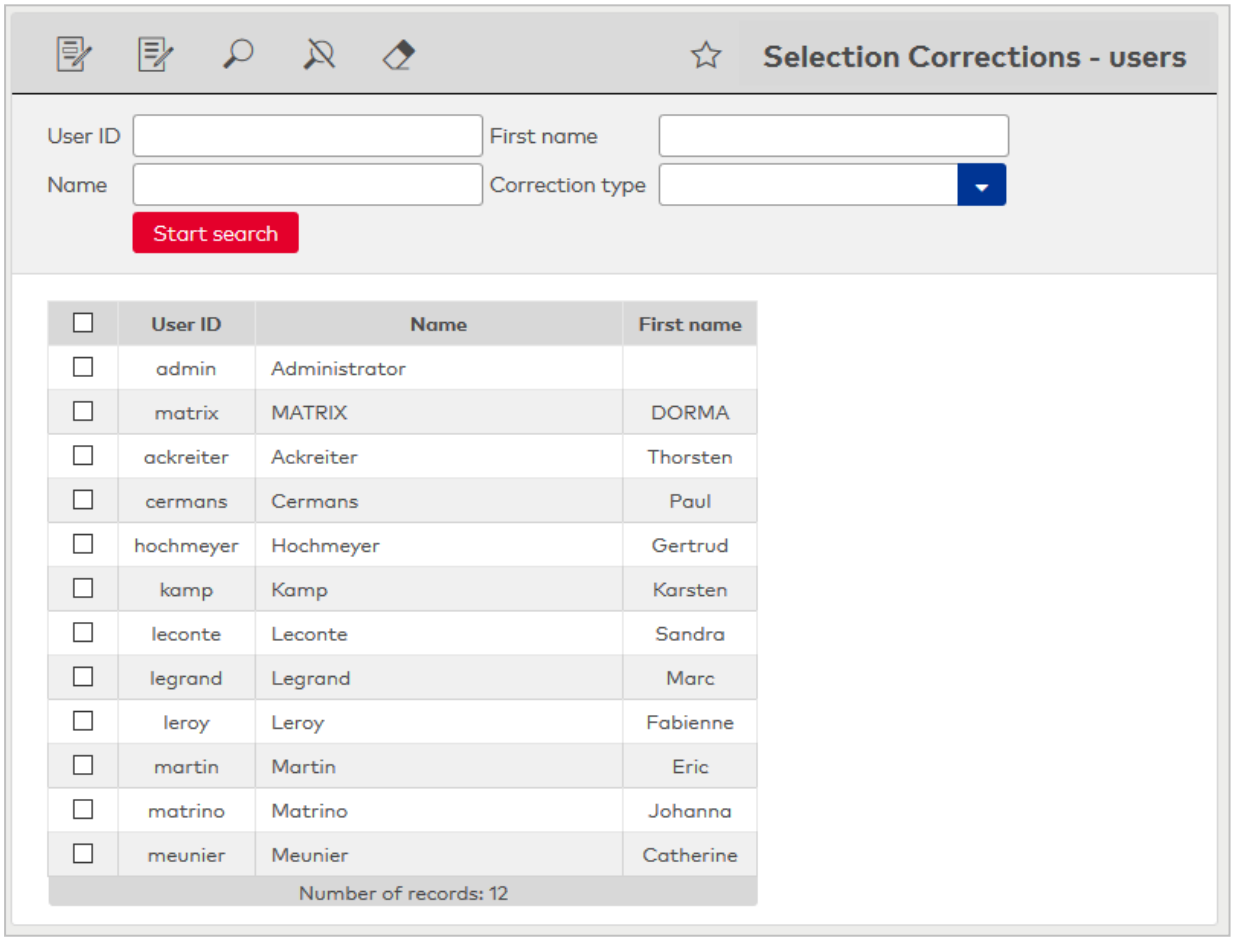
This report contains the respective person data, the correction type and the day and time of the correction.

You can select individual users or multiple users for display.

"Selection Corrections - users" dialog

The **Selection Corrections – users** dialog lists all existing user records. Select individual or several users to receive an overview of booking corrections by the selected users.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



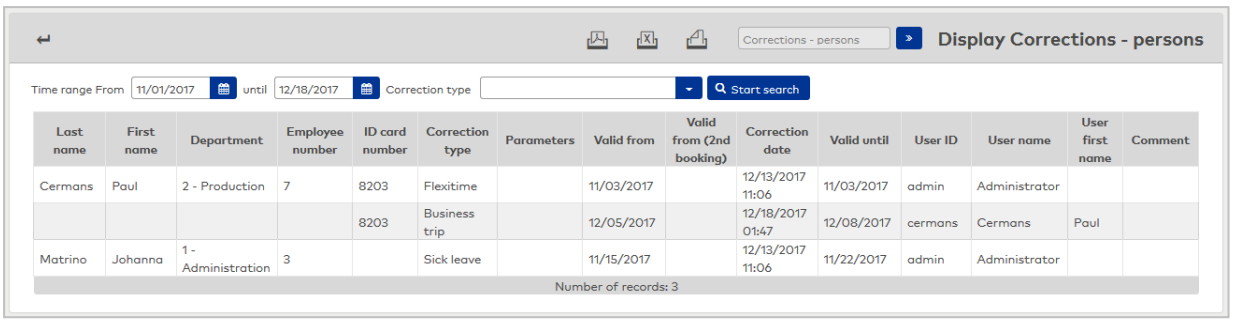
Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Display Corrections - users" dialog

The **Display Corrections - users** dialog displays the corrections to person records by user.
The data is based on the correction entries.

Use the date fields to select the time period for display. Use the **Start search** button to update the display.

You can use the buttons in the toolbar to print the report or to save it as a PDF. Use the **Back to selection** button to return to the selection dialog.



Last name	First name	Department	Employee number	ID card number	Correction type	Parameters	Valid from	Valid from (2nd booking)	Correction date	Valid until	User ID	User name	User first name	Comment
Cermans	Paul	2 - Production	7	8203	Flexitime		11/03/2017		12/13/2017 11:06	11/03/2017	admin	Administrator		
				8203	Business trip		12/05/2017		12/18/2017 01:47	12/08/2017	cermans	Cermans	Paul	
Matrino	Johanna	1 - Administration	3		Sick leave		11/15/2017		12/13/2017 11:06	11/22/2017	admin	Administrator		

Number of records: 3

Time range From and **Until** date fields:
Contains the first and last day of the time range for searching corrections for persons.
To change a date, enter the date directly or click the calendar icon and select a date.
Correction type selection field:
Contains the correction type that was being searched for.
Options:

- All correction types created in the system.

Note: After changing a date or correction type selection, start the search again using the **Start search** button.

Welche Werte in der Tabelle ausgegeben werden, ist für jeden Benutzer im System über die Personal fixed reports settings oder über den Quersprung in der zentralen Symbolleiste separat konfigurierbar.

4.9.18 Time-controlled reports

You can use the time-controlled reports to execute dynamic reports at configurable times. You can define daily, weekly, monthly or periodically recurring times. You can also specify flexibly recurring times using a Cron expression.

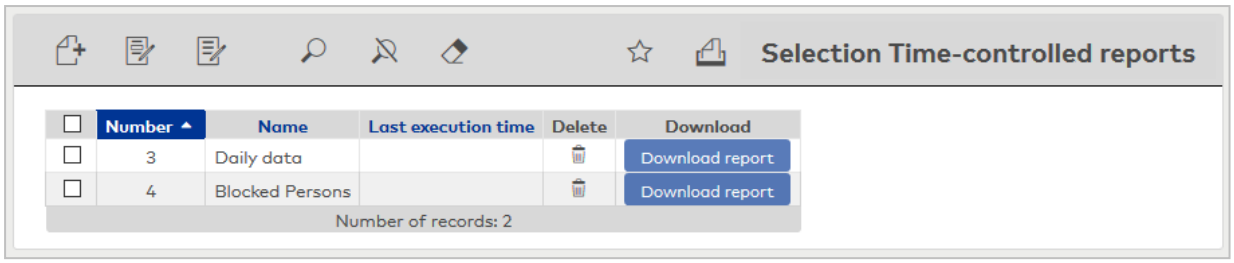
Time-controlled reports are saved as job definitions that are automatically executed at the defined times. The resulting reports are saved on the server in a directory that is only accessible to the current user, who can download the latest version to a workstation.
The report can be sent by e-mail in addition, provided that a mail server is configured. The sending of the e-mail is not saved in the database, but directly executed. If it is not possible to connect to the mail server, a message to this effect is generated.

Note: Time-controlled reports are only available if the system parameter “210 Use time-controlled reports” is activated. System parameter "211 Target directory for time-controlled reports" defines the target directory in which the reports are saved.

"Selection Time-controlled reports" dialog

The **Selection Time-controlled reports** dialog displays all time-controlled reports created for the logged-in user.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.

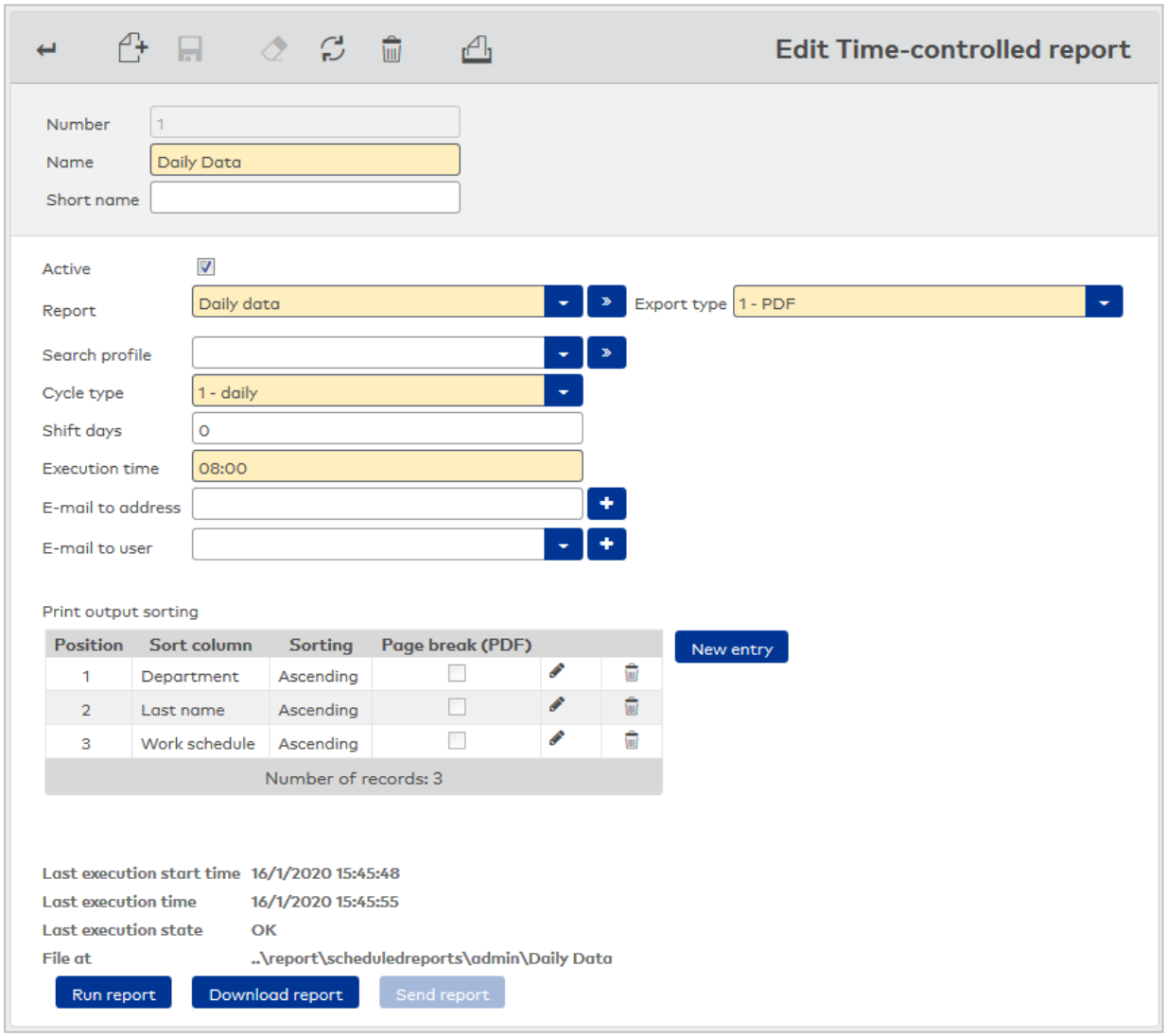


Download report button:
Use this button to save the last report created from the server onto the workstation.

Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit Time-controlled report" dialog

You can use the **Edit Time-controlled report** dialog to create and edit time-controlled reports.



Active checkbox:
Indicates whether the time-controlled report is active.
Activated: Time-controlled report is active and executed reports are saved.
Not activated: Time-controlled report is not active and no reports are executed.

Report selection field:
Selection of the dynamic report that is to be created.
Options:
- All dynamic reports created in the system that do not require additional search parameters.

Export type selection field:
Selects whether the report is exported as a PDF or CSV file.

Cycle type selection field:
Selects the interval for executing the report.
Options:
- daily: Execution time = time in hh:mm format (24-hour format)
- weekly: Execution time = time in hh:mm format; allocation of one or more weekdays on which the report is to be generated
- monthly: Execution time = time in hh:mm format; allocation of one or more days of the month on which the report is to be generated
- periodically: Specification of an execution cycle in whole hours. Example: If the value "4" is entered in **Cycle (hours)**, the report is generated every 4 hours from the current time.
- Cron expression: manual input of a Cron expression. The **Show CRON syntax help** button displays a help text for a valid syntax in the dialog.

E-mail to address multiple input:
Contains an e-mail address to which the report will be sent. Multiple e-mail addresses can be specified, if necessary.

E-mail to user multiple selection:
Contains the user to whom the report will be sent. Multiple users can be specified, if necessary.

Print output sorting table:
All fields defined for person selection in the configured header data can be used for sorting the records in the report.

Note: The table is only present if fixed reports have been selected such as the "Yearly overview – Person" or the "Daily data" and "Monthly overview" from the Time module.

Position column:
Contains the table row. If the position is changed, all subsequent positions will be incremented by one position.

Sort column column:
Contains the sorting sequence which specifies the field name.

Sorting column:
Specifies how the data is sorted.
Options:
- Ascending: The records are sorted in ascending order, starting with the smallest value.
- Descending: The records are sorted in descending order, starting with the greatest value.

Execution time input field:
Specifies the time when the time-controlled report is to be created. Other fields may be displayed depending on the cycle type selected.

Last execution time display:
Contains the time when the report was generated.

Last execution state display:
Contains a status message for the last execution.

Run report button:
Immediately generates a report, regardless of the specified interval.

Download report button:
Downloads the last generated report from the server directory to the workstation.

Send report button:
Sends the report to the specified e-mail addresses. The mail server must be set up for this.

4.10 Special reports

The **Special reports** menu lists all the created reports which are not included in the reports main menu **Reports**.

Click a report to call it up and display it. If the report is linked to a search profile which still contains wildcards for the search, the corresponding input fields for the search are displayed. Once the search values have been entered, the search can be executed and the result is displayed in the report.

"Display *Report*" dialog

Use the **Display *report*** dialog to display the configurable reports. The dialog title contains the name of the report.

Example: Report with parameter input

Example: Fixed report without parameter input

The table contains the fields configured in the search profile report layout.

4.11 LED attendance display

To display the attendance status on the created LED attendance displays, the required persons must be allocated to the LED positions on the LED attendance displays.

The attendance display is updated automatically in the terminal periphery. For this purpose, the booking terminals and the LED attendance displays must belong to one infrastructure node.

A person can be allocated to several LED attendance displays.

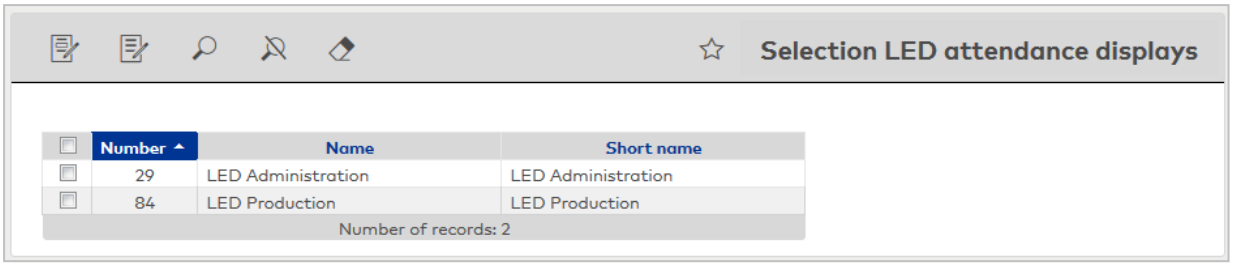
Note: The LED attendance display is only available if system parameter Devices 9 is activated.

"Selection LED attendance display" dialog

The **Selection LED attendance displays** dialog displays all LED attendance displays created for time recording. Each LED attendance display is represented by a unique number and a name.

Note: The selection is blank if no LED attendance displays are created for time recording in the device administration.

Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

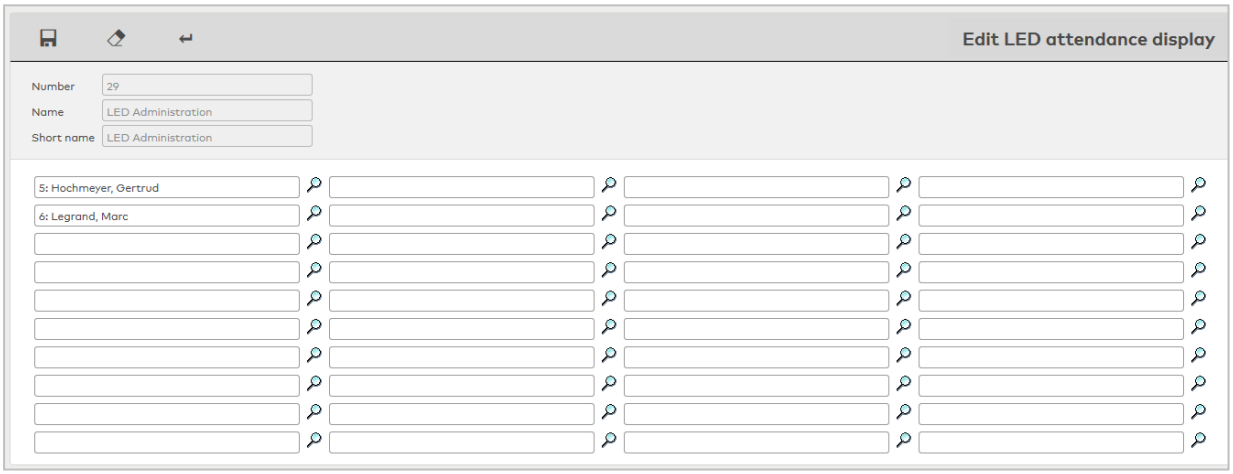


Open a record by clicking it. Open multiple records by highlighting the records and clicking the **Edit selected search results** symbol.

"Edit LED attendance display" dialog

Use the **Edit LED attendance display** dialog to allocate persons to the LED positions.

The number of persons that can be managed by an LED attendance display is determined by the class of the LED attendance display and may be 40, 80 or 120 persons, with 40 persons displayed on each tab.



Tabs:
The tabs 1-40, 41-80 and 81-120 contain the positions on the LED attendance displays.

Note: The tabs are only displayed for LED attendance displays that can manage more than 80 or 120 persons. For LED attendance displays with 40 positions, no tabs are displayed.

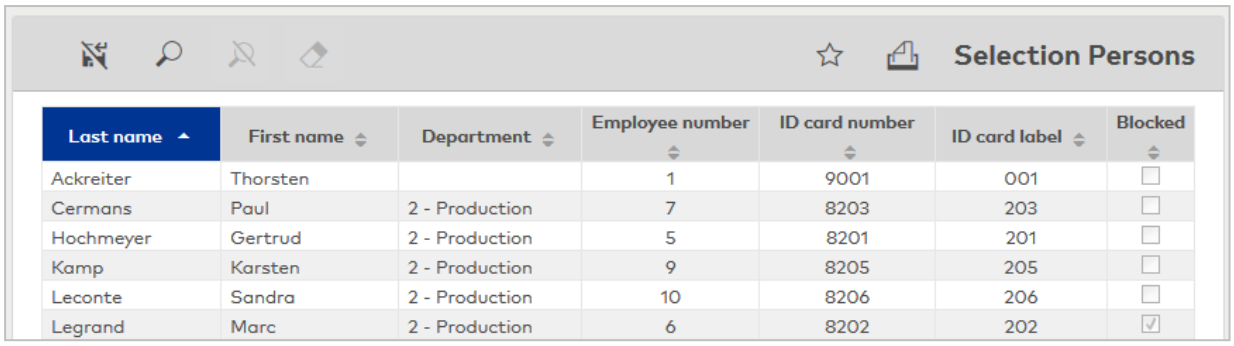
Persons input fields:
Contains the person whose status is shown in the corresponding LED position.
You only need to enter the employee number.
Instead of entering the employee number, you can allocate a person using a search dialog, which is activated via the magnifying glass.
The allocated persons are displayed with: Employee number, last name, first name.

"Selection persons" dialog

Use the **Selection Persons** dialog to search for persons and directly apply them to the invoking dialog.

Note: When the **Several ID cards per person** option is active, an individual record for the person is displayed in the table for every ID card.

Note: Persons who have left the company are not included in this selection.



Last name	First name	Department	Employee number	ID card number	ID card label	Blocked
Ackreiter	Thorsten		1	9001	001	☐
Cermans	Paul	2 - Production	7	8203	203	☐
Hochmeyer	Gertrud	2 - Production	5	8201	201	☐
Kamp	Karsten	2 - Production	9	8205	205	☐
Leconte	Sandra	2 - Production	10	8206	206	☐
Legrand	Marc	2 - Production	6	8202	202	☑

Click an entry to directly apply the corresponding record.

4.12 Attendance display (time)

The attendance display allows the user to view the attendance status of the allocated persons at any time.

The attendance display is user-specific. Every user can be assigned a global configuration. In addition, every user can create their own, individual configurations.

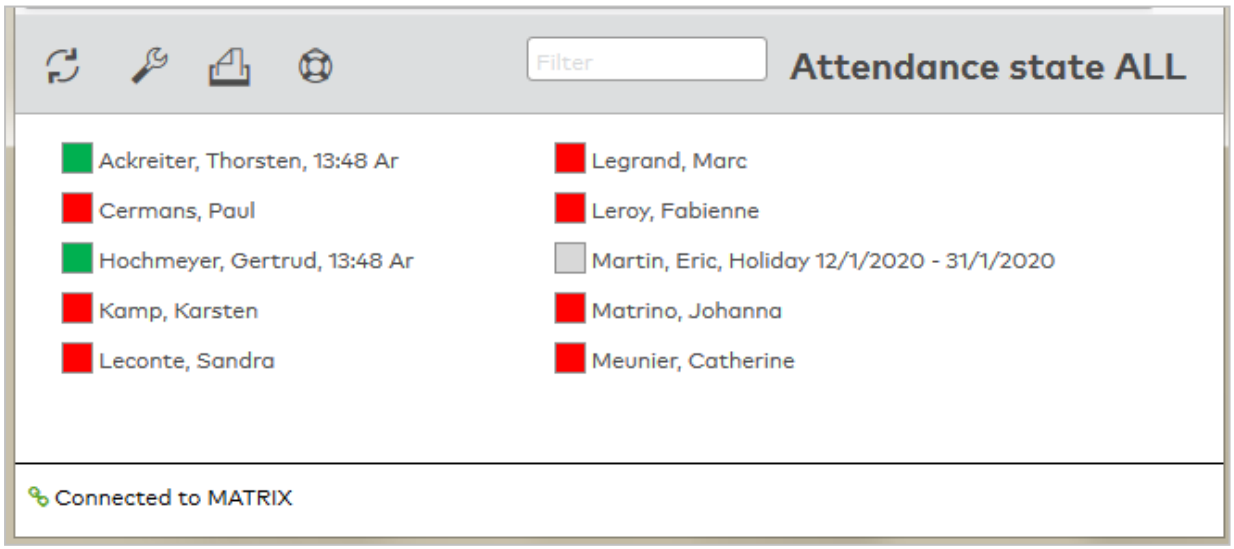
The **Selection Configurations** dialog displays all configurations that the user can view. If only one configuration is present, the respective attendance display will be opened directly in the popup dialog. If multiple configurations are present, they can be opened in parallel.

Note: This function is only available if the system parameter "Attendance display" is enabled.

"Attendance display" dialog

The **Attendance display** popup dialog displays the current status of persons.

Use the toolbar to update, print or filter the display. Use the Configure button to call up the "Edit Configuration" dialog for the respective attendance display. The name of the configuration is shown in the toolbar on the right.



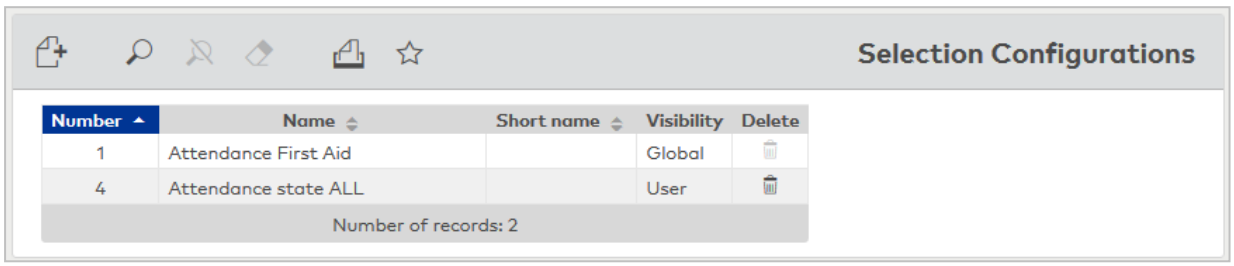
Display:
The current attendance/absence state is displayed as a symbol. The respective colours and further groupings depend on the configuration. In addition to the name, further employee record fields and accounts can be configured for display.

"Selection configurations" dialog

The **Selection Configurations** dialog displays all attendance display configurations available to the user.

Click on **Create new record** to create your own user-specific configurations.

The Search function can be used to limit the selection using a single filter criterion or a group of filter criteria.



Click on an attendance display to open it.

"Edit Configuration" dialog

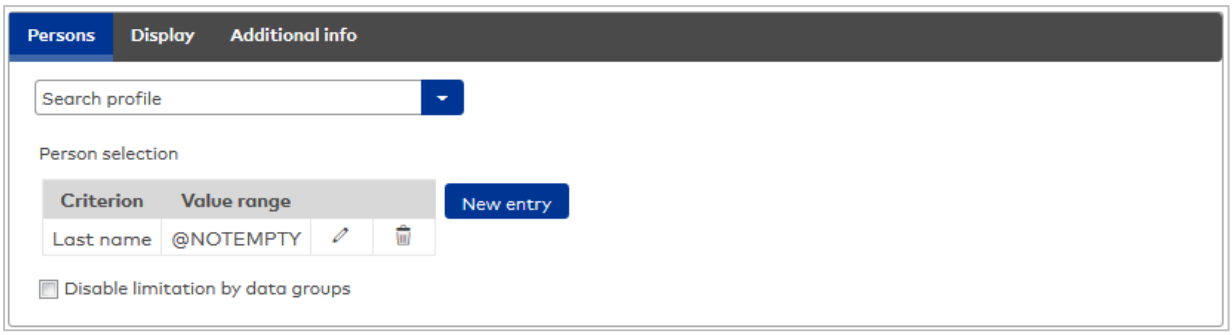
The **Edit Configuration** dialog is used to create and edit user-specific configurations for the attendance display. Each configuration requires a unique number. It is recommended that you specify a name and a short name.

Use the buttons on the toolbar to create new records, delete records, save changes made to a record or discard changes made to a record. Use the **Back to selection** button to return to the selection dialog.

Attendance display (time) configuration

"Persons" tab

The persons to be displayed are defined on this tab.



Person selection table:
The Person selection table contains the criteria for the search. Within a row, an OR link can be created with a semicolon (;).

Criterion selection field:
Contains the search element for the search condition.

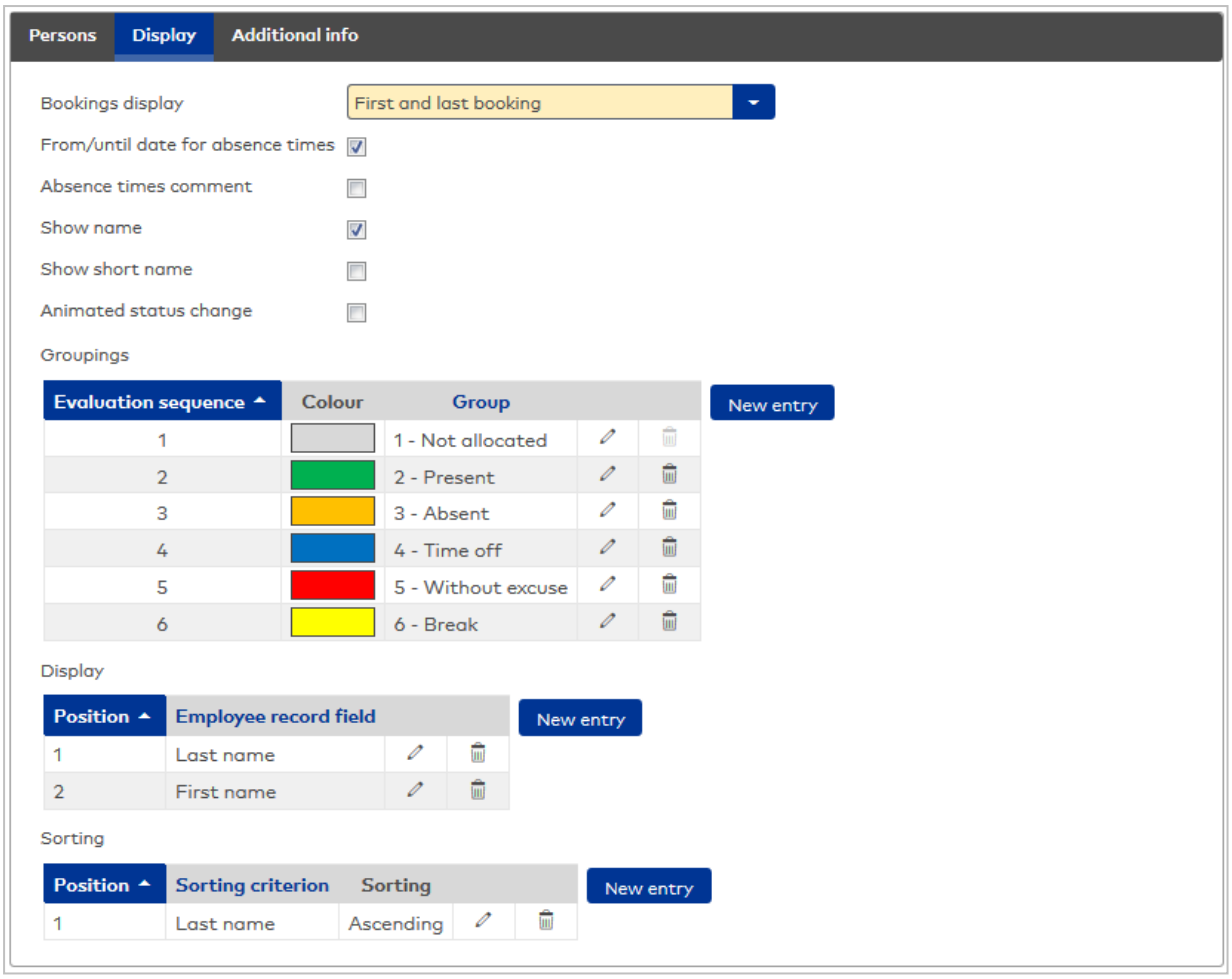
Value range input field:
Contains the value or value range describing your search quantity.
If you want to search for missing or empty fields, use the wildcards @EMPTY or @NOTEMPTY for fields which contain any value.

Note: Other wildcards are not allowed in this search.

Disable limitation by data groups checkbox:
User authorisations for data groups are taken into account in the attendance display. If the checkbox is activated, the existing user authorisations are not taken into account. The user is shown all records.

"Display" tab

This tab is used to define the details of the display, such as additional data, sorting and colours.



Bookings display selection field:
Defines whether booking times are shown in the attendance display.
Options:

- No bookings: No bookings are displayed.
- First and last booking: The first and last bookings of the day are displayed.
- All bookings of one day: All bookings of one day are displayed.

Default: No bookings.

From/until date for absence times checkbox:
Indicates whether absence times are displayed with from and until date.
Options:

- Activated: Absence times are displayed with from and until dates.
- Not activated: Absence times are displayed without date information.

Default: Not activated.

Absence times comment checkbox:
Indicates whether comments are displayed for absence times.
Options:

- Activated: Any comments present are displayed.
- Not activated: No comments are displayed.

Default: Not activated.

Show name checkbox:
Indicates whether absence times are displayed with their name.
Options:

- Activated: Absence times are displayed with their name.
- Not activated: The name of the absence times is not shown.

Default: Not activated.

Show short name checkbox:
Indicates whether absence times are displayed with their short name.
Options:

- Activated: Absence times are displayed with their short name.
- Not activated: The short name of the absence times is not shown.

Default: Not activated.

Groupings table:
The table contains the groupings that are displayed in the attendance display. The colour in which the grouping is displayed can be changed.

Colour column:
Contains the colour for the display.

Group column:
Contains the grouping.

Display table:
The details of the person are defined in this table.

Position column:
Contains the position specification for the table:
Value range: 1-9999

Employee record field column:
Contains the employee record field to be displayed.

Sorting table:
All fields used in the search can be used for sorting of persons in the display.

Position column:
Contains the position specification for the table:
Value range: 1-9999

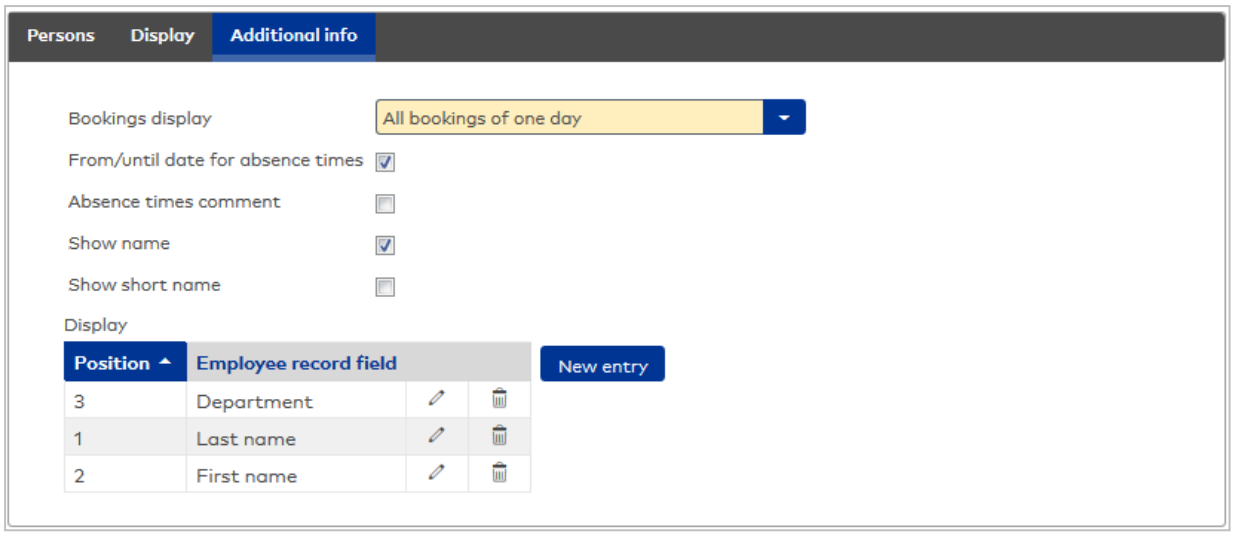
Sorting criterion column:
Contains the sorting criterion and specifies the sorting sequence and the field name. If multiple fields are specified, the first sorting uses the first field.

Sorting column:
Specifies how the data is sorted.
Options:

- Ascending – The records are sorted in ascending order, starting with the smallest value.
- Descending – The records are sorted in descending order, starting with the greatest value.

"Additional info" tab

This tab is used to configure data that is displayed as additional information when the mouse cursor is hovered over a person in the display (tooltip).



Bookings display selection field:
Defines whether booking times are shown in the attendance display.
Options:

- No bookings: No bookings are displayed.
- First and last booking: The first and last bookings of the day are displayed.
- All bookings of one day: All bookings of one day are displayed.

Default: No bookings.

From/until date for absence times checkbox:
Indicates whether absence times are displayed with from and until date.
Options:

- Activated: Absence times are displayed with from and until dates.
- Not activated: Absence times are displayed without date information.

Default: Not activated.

Show name checkbox:
Indicates whether absence times are displayed with their name.
Options:

- Activated: Absence times are displayed with their name.
- Not activated: The name of the absence times is not shown.

Default: Not activated.

Show short name checkbox:
Indicates whether absence times are displayed with their short name.
Options:

- Activated: Absence times are displayed with their short name.
- Not activated: The short name of the absence times is not shown.

Default: Not activated.

Display table:
The details of the person are defined in this table.

Position column:
Contains the position specification for the table:
Value range: 1-9999

Employee record field column:
Contains the employee record field to be displayed.

5 Glossary

T

Time booking profiles

Time booking profiles define the terminals on which a person can perform time bookings.

Time daily program

Time daily programs are used for the to-the-minute definition of the time intervals in which the bookings for a person are allocated every day.

Time weekly program

A time weekly program determines for each individual day of a week which time daily program is used.

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