

Employee Handout

Link: <https://zeiterfassung.unibe.ch>

Log in with campus account: User = campus\username. Password: = campus account password

1 Timesheet

Timesheet – briefly explained

The screenshot shows the Bridge ERP Timesheet interface. Annotations with red arrows point to various features:

- Displayed period:** Points to the date range selector at the top left.
- Print time sheet:** Points to the 'Print' button in the top toolbar.
- New clock in/out entry:** Points to the 'Clock in/out' button in the top toolbar.
- Record holidays and absences (full- and half-day):** Points to the 'Absence range' and 'Absence time' buttons in the top toolbar.
- Record absences (in hours) Individual holiday days (part-time employees):** Points to the 'Absence time' button in the top toolbar.
- Acknowledgement of time worked:** Points to the 'Acknowledge' button in the top toolbar.
- Record periodic absences:** Points to the 'Periodic absences' link in the left sidebar.
- Switch between different positions:** Points to the 'Change work profile' button in the top toolbar.
- Recorded working times:** Points to the 'Time in' and 'Time out' columns in the main table.
- Balance:** Points to the 'Balance' column in the main table.
- Sums/Balances: working time balance, holiday balance,...** Points to the 'Sums/Balances' row at the bottom of the table.

The main table displays columns: Date, Day, Cross, Net time, Time out, Day balance, Balance, Comment, and Signature. It shows data for the period from 1/12/2016 to 1/31/2016.

1.1 Record working time

To record working time, enter time into “clock in/clock out”. Time entered can be deleted with a counter entry. To do so requires entering the same time again.

Tip: You can record several clock in/clock out entries one after another by using the “Apply” button.

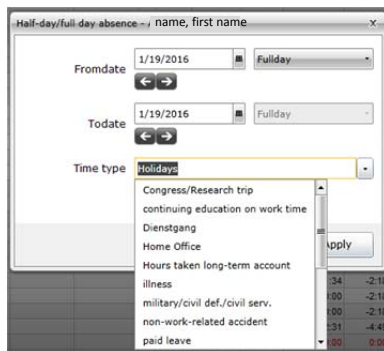
The 'Clock in/out correction' dialog box is shown. It has the following fields:

- Date:** 1/19/2016
- Time:** 2:43 PM
- Time type:** -

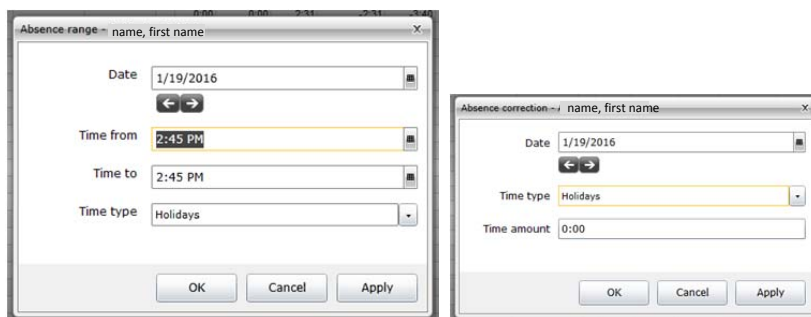
Buttons at the bottom: OK, Cancel, Apply.

1.2 Record absences

Holidays and full-day or half-day absences are to be recorded under “Half-day/full-day absences”. Select the correct type of absence under “Time type”.



Use “Absence range” (Time from - Time to) or “Absence time” (Time amount) to record **absences in hours**.



To delete absences, click the right mouse button and “Delete all bookings”.

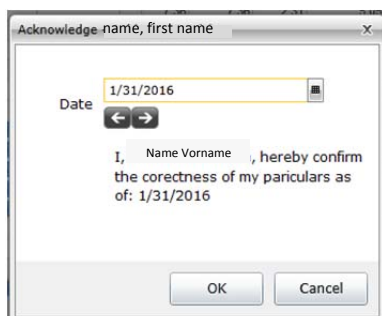
You can also use “**Periodic absences**”. Select “Time and attendance” -> “Employee data” -> “Periodic absences”.

1.3 Recording of holidays for part-time employees

If you are a part-time employee, you are to record individual holiday days or absence days by entering these into “Absence time” (see 1.2). You are to record individual absence days or individual holiday days by entering 8.4 hours in lieu of your daily quota of working time. Just like any other employee, part-time employees can record full holiday weeks as “Half-day or full-day absences”.

1.4 Acknowledgement of time worked

Acknowledge time worked on your timesheet on the last day of a respective month. Time worked must be acknowledged by your direct boss(es) within the first five working days of the new month.



Note: Acknowledgement in the system saves printing out and signing the monthly timesheet. However, timesheets may still be printed out in PDF format.

1.5 Sums/balances

The electronic timesheet and the PDF timesheet contain the same information concerning sums and balances. Sums and balances are updated at the end of a respective time accounting period. (See page 4)

2 Employees who record absences only

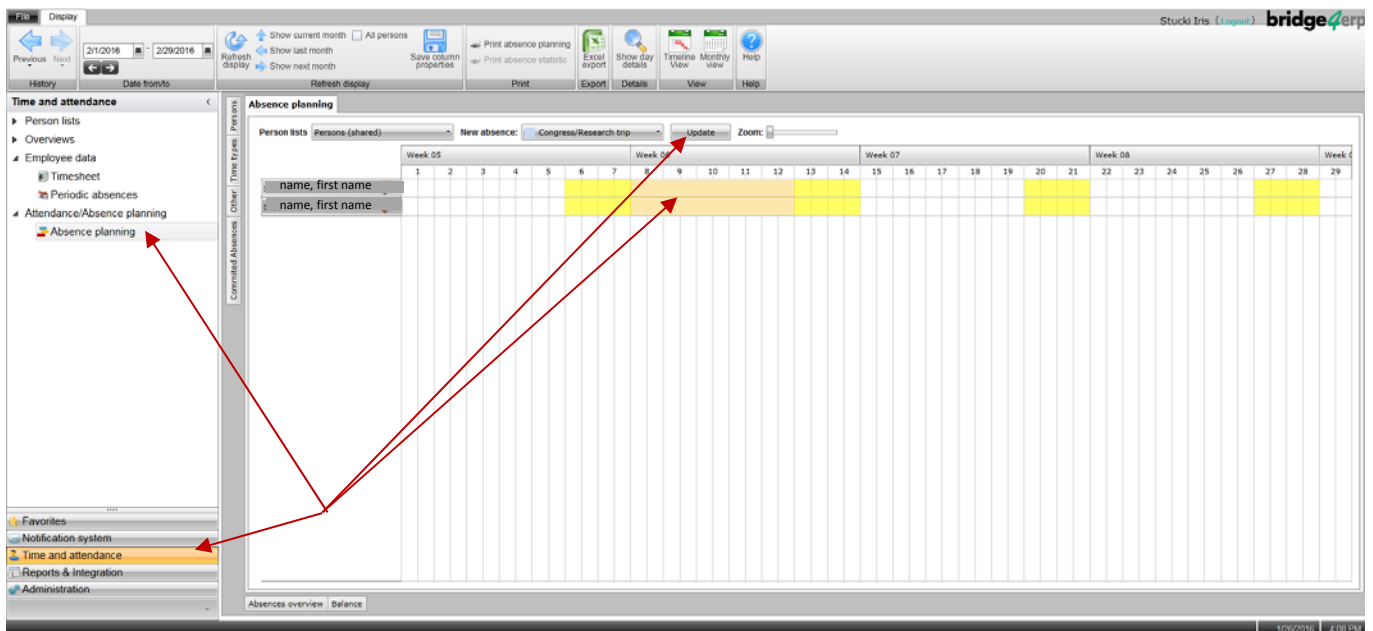
For employees who only need to record their absences, the planned working time corresponds to the actual working time. These employees are to record their absences and acknowledge their timesheets as described in 1.2 and 1.3 respectively.

3 Employees with several positions


The system has multiple user accounts for employees who hold several positions. If you are an employee holding more than one position, you can register with any of your logins to view all of your user accounts. To switch between positions, click on "Persons".

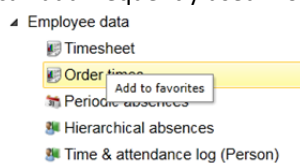
3.1 Absence recording for employees holding several positions

Employees holding several positions can record full-day absences for all of their positions at once via "Absence planning".



4 Tips & tricks

- Window pinning: Use the pin symbol  to fix lists or windows.
- When the "Week" column is displayed on your timesheet, you can use the grouping function to display the weekly sums as well.
- You can add frequently used modules to your favorites list by right-clicking.



5 Questions

Please contact your JAZ manager for any queries you may have, including questions concerning the following topics:

- Balance corrections
- Summarising several positions held
- Authorisation to record/allocate time to projects

6 Timesheet PDF

name, first name personnel number 1/1/2016 – 1/31/2016
Universität Bern / - / 27.2.20 Verwaltungsdirektion / 27.2.20.11 Personalabteilung

Date	Da	Wpr	Coming/Leaving	Pres	PaidP	Quote	Balance	Credits/Deduction
1/1/2016	Fr	STD	0815\$ 1200\$ 1330\$ 1805\$	8:20	8:20	0.00	-65:41	
1/2/2016	Sa	STD		0.00	0.00	0.00	-65:41	
1/3/2016	Su	STD		0.00	0.00	0.00	-65:41	
1/4/2016	Mo	STD		0.00	0.00	2:31	-68:12	
1/5/2016	Tu	STD	0915\$ 1225\$	3:10	3:10	2:31	-67:33	
1/6/2016	We	STD		0.00	0.00	2:31	-70:04	
1/7/2016	Th	STD	0755\$ 1210\$ 1300\$ 1700\$	8:15	8:15	2:31	-64:20	
1/8/2016	Fr	STD		0.00	2:31	2:31	-64:20	ILL 2:31
1/9/2016	Sa	STD		0.00	0.00	0.00	-64:20	
1/10/2016	Su	STD		0.00	0.00	0.00	-64:20	
1/11/2016	Mo	STD	0930\$ 1200\$ 1230\$ 1800\$	8.00	8.00	2:31	-58:51	
1/12/2016	Tu	STD		0.00	2:31	2:31	-58:51	TE 2:31
1/13/2016	We	STD		0.00	0.00	2:31	-61:22	
1/14/2016	Th	STD	0730\$ 1220\$ 1240\$ 1800\$	10:10	10:00	2:31	-53:53	LB 0:10
1/15/2016	Fr	STD		0.00	0.00	2:31	-56:24	
1/16/2016	Sa	STD		0.00	0.00	0.00	-56:24	
1/17/2016	Su	STD		0.00	0.00	0.00	-56:24	

Recorded
working times
and absences

Totals	Abbr	Unit	Quantity	Totals	Abbr	Unit	Quantity
Quota time	QT	Hours	104:30	short vacation	BKU	Hours	1:16
advance working time	PT	Hours	37:55	work-related accident	ACW	Hours	2:31
total working time	PPT	Hours	83:46	non-work-related accident	ACH	Hours	2:31
Lunch break	LB	Hours	0:10	continuing education on work time	TE	Hours	5:02
Holidays	105	Hours	12:35	Congress/Research trip	KFR	Hours	2:31
Doctor	DOC	Hours	2:00	paid leave	PAL	Hours	5:00
illness	ILL	Hours	2:31	Parental leave	ZS	Hours	2:31
Unpaid leave	UPL	Hours	2:31	Work-time compensation	JCO	Hours	2:31
military/civil def./civil serv.	MIL	Hours	2:31	Public duty	PO	Hours	2:31
Balances	Abbr	Unit	Start	Account	Correct	End	
working time-balance	GLZ	Hours	-48:15	-20:44	0.00	-68:59	
working time-balance	GLZ	Hours	-48:15	-20:44	0.00	-68:59	
Holidays	105	Hours	10:30	-12:35	0.00	207:55	
Holidays	105	Days	0.0	5.0	0.0	5.0	
Unpaid leave	UPL	Days	0.0	1.0	0.0	1.0	
military/civil def./civil serv.	MIL	Days	0.0	1.0	0.0	1.0	
short vacation	BKU	Days	0.0	0.5	0.0	0.5	
work-related accident	ACW	Days	0.0	1.0	0.0	1.0	
non-work-related accident	ACH	Days	0.0	1.0	0.0	1.0	
continuing education on work time	TE	Days	0.0	2.0	0.0	2.0	
Congress/Research trip	KFR	Days	0.0	1.0	0.0	1.0	
paid leave	PAL	Days	0.0	1.0	0.0	1.0	
Parental leave	ZS	Days	0.0	1.0	0.0	1.0	
Work-time compensation	JCO	Days	0.0	1.0	0.0	1.0	
Public duty	PO	Days	0.0	1.0	0.0	1.0	

Monthly sums

Balance in
hours

Annual sums in
days

Complaints must be reported to the superior within three days.

Lunch break: Deduction in the event of a shorter lunch break (30 minutes must be deducted once a working time of 7 hours is reached)

Total working time: working time + paid absences (e.g. holidays, visits to the doctor, ...)