Handout for Supervisors

Link: https://zeiterfassung.unibe.ch

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

1   Timesheet

Timesheet – briefly explained

Displayed period

Print time sheet

New clock in/out entry

Record holidays and absences (full- and half-day)

Record absences (in hours) Individual holiday days (part-time employees)

Acknowledgement of time worked

Record periodic absences

Switch between different positions and persons

Recorded working times

Balance

Sums/Balances: working time balance, holiday balance,…

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.
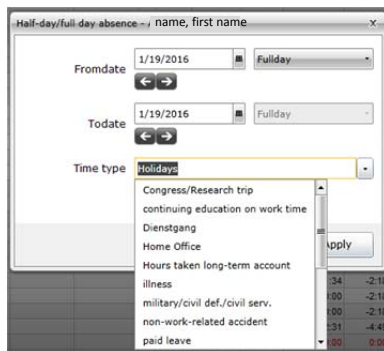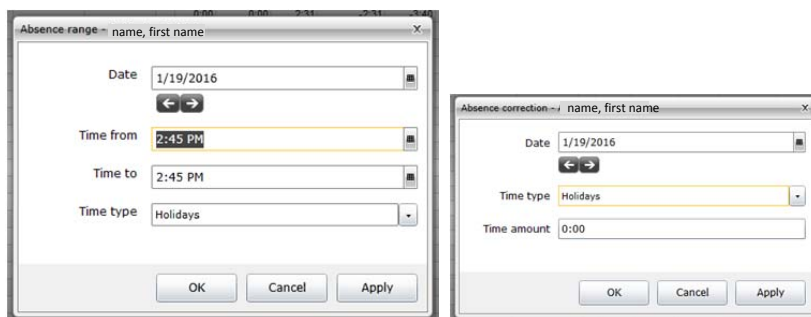
1.2 Record absences

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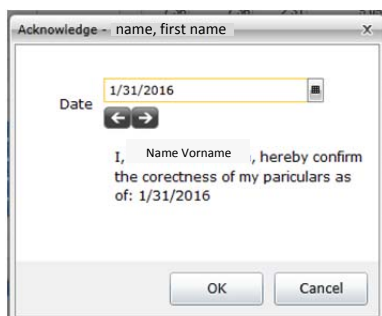
You can also use "**Periodic absences**". Select "Time and attendance" -> "Employee data" -> "Periodic absences".

1.3 Recording of holidays for part-time employees

If you are a part-time employee, you are to record individual holiday days 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".
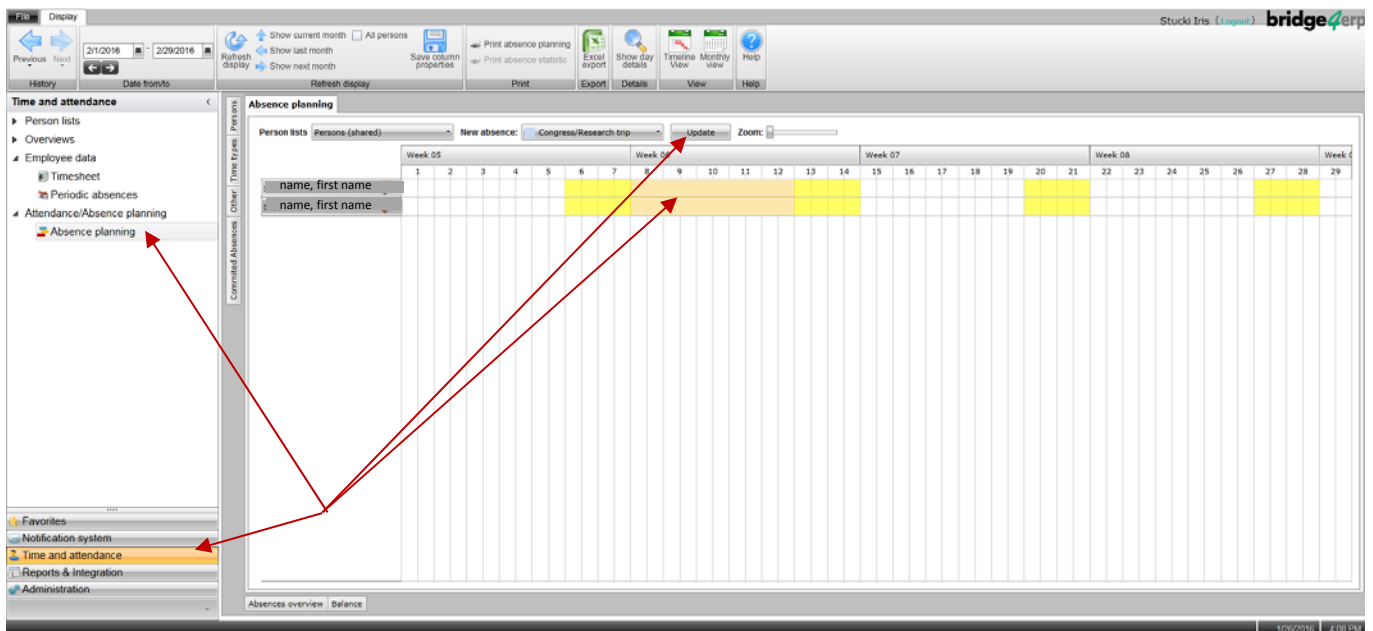
4 Tips & tricks

- 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.
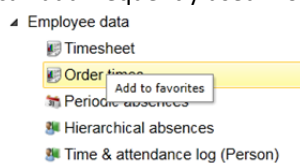
- Search for employees: Time and attendance > Persons lists > Shared queries > Persons > Search (by name, ID or personnel number)
- Filter lists: Right mouse button and "Filter data". (Delete filter: Click on right mouse button and "Delete filter".

- Save lists: The list with the applied filters can be saved under ⊞ Save current list as... . The list will be saved under "My queries".

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
- Recording of hierarchies and subordinates

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	Quota	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	

Date	Commentary

Recorded working times and absences

Totals	Abbr.	Unit	Quantity
Quota time	QT	Hours	104:30
advance working time	PT	Hours	37:55
total working time	PPT	Hours	83:46
Lunch break	LB	Hours	0:10
Holidays	105	Hours	12:35
Doctor	DOC	Hours	2:00
illness	ILL	Hours	2:31
Unpayed leave	UPL	Hours	2:31
military/civil def./civil serv.	MIL	Hours	2:31

Totals	Abbr.	Unit	Quantity
short vacation	BKU	Hours	1:16
work-related accident	ACW	Hours	2:31
non-work-related accident	ACH	Hours	2:31
continuing education on work time	TE	Hours	5:02
Congress/Research trip	KFR	Hours	2:31
paid leave	PAL	Hours	5:00
Parental leave	ZS	Hours	2:31
Work-time compensation	JCO	Hours	2:31
Public duty	PO	Hours	2:31

Monthly sums

Balances	Abbr.	Unit	Start	Account.	Correct.	End
working time-balance	GLZ	Hours	-48:15	-20:44	0.00	-68:59
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Holidays	105	Hours	10:30	-12:35	0:00	207:55
Holidays	105	Days	0.0	5.0	0.0	5.0
Unpayed 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

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, …)