2.01.25 Employee Time Booking

The **Employee Time Bookings** form records and administers various time bookings in the system. Various time bookings are entered through the action create time booking in the employee form. Hours for the accounts, special hours, flexible time, overtime and holiday can be added or debited. Additionally, the corresponding time booking in which the transaction has been added or debited is displayed.

Tip: For more on this subject see chapter 3.11.07 Work Time Administration.

The document type consists of the following elements:

- **Employee Time Booking:** This field specifies the key field of the recording. This is automatically provided with an employee name and a consecutive number.
- **Employee:** The employee for this booking is assigned from the system here.
- **Description:** This field specifies the actual description of the booking. It is filled with transaction accounts and booking date taken from the system.
- **Entry Date:** This date field specifies the entry date of the time recording. When creating the post this field is automatically set from the system.
- **Booking Date:** The recording date specifies the date of recording of this time entry. This field is defined from the action "Set Posting Date".
- **Amount:** The amount of hours which should be posted are defined here.
- **Time Account:** This field specifies the time account (holiday, overtime, special hours, flexible time) in which it is posted.
- **Respective Time Posting:** The associated time recording is displayed here. Through a link, the user can access a second recording.
- **Comments:**This field is specifies the comments for these recordings.

This dokument includes the following actions:

- **Set Password:** This action is used for the login of the employee, to log in to the system.
- **Add Contract:** This action is used for Employee Contract.
- **Create Time Booking:** By this action the time booking for the employees is created newly.
- **Recalculate Time Accounts:** This action is used to book between each working time accounts, e. g. holidays are paid (charged) or spare time compensation is booked to overtime.
- **Display Time Bookings:** This action displays all the employee time bookings of an employee.
- **Show Users Prefs:** This action displays all personal adjustments of an user.
- **Show Initiated Workflows:** This action allows the logged in employee to access the future workflows.