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## **3.11.07 Working Time Administration** (continued)

## **Administering Accounts**

After defining the employee contracts, the working time administration is ready for use. The corresponding data for time accounts (working hours, holidays, special hours) are taken from the working time recording. The information from work time recording uses the conditions of the valid employee contracts by using the action "Create time booking", which can be recorded at any given time.

In the following example, the time and vacation account of the employee Jean Griffith is edited. The employee was hired on 02.11.2009 and has entered the following times up to 16.11.2009 (or entered from another person when absent):

F	ileset									? ×
Occupation Emplo	ovee G	riffith Je	an							
Date	Times	Project	Job	Job time[h]	Job time[Pd]	Estimated working time[h]	Working time[h]	Difference[h]	Working time[Pd]	Difference[Pd]
02.11.2009	08:00-16:00	6 QM-Module	6-2 Customizing	8,00	1,60	7,70	8,00	0,30	1,60	0,06
03.11.2009	08:00-15:30	6 QM-Module	6-3 QM-Module	7,50	1,50	7,70	7,50	-0,20	1,50	-0,04
04.11.2009			Illness			7,70	8,00	0,30	1,60	0,06
05.11.2009			Illness			7,70	8,00	0,30	1,60	0,06
06.11.2009	08:00-16:30	6 QM-Module	6-3 QM-Module	8,50	1,70	7,70	8,50	0,80	1,70	0,16
09.11.2009			Holiday			7,70	7,70	0,00	1,54	0,00
10.11.2009			Holiday			7,70	7,42	-0,28	1,48	-0,06
11.11.2009			Holiday			7,70	7,70	0,00	1,54	0,00
12.11.2009	08:00-17:00	6 QM-Module	6-3 QM-Module	9,00	1,80	7,70	9,00	1,30	1,80	0,26
13.11.2009	08:30-13:00	6 QM-Module	6-3 QM-Module	4,50	0,90		4,50		0,90	
	13:30-17:00	6 QM-Module	6-4 QM-Module 5.50	3,50	0,70	7,70	3,50	0,30	0,70	0,06
16.11.2009	08:00-14:30	7 Update Projectile	7-2 QM Management	6,50	1,30	7,70	6,50	-1,20	1,30	-0,24
Total				47,50	9,50	84,70	86,32	1,62	17,26	0,32

After activating the action "Recalculate time accounts" the dialog ...

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Employee Griffith Jean							
🖹 🔒 📥	🗇 🖂   🖨   Document 🕶 Edit 🕶 View 🕶 Back references	Actions T					
Master data Maximum project capability Date hired Overtime account	Address       Communication       Work time management       Skills         100       %       Employment capacity       100       %         03.11.2009       •       Employment end date	<ul> <li>01 - Set password</li> <li>02 - Add contract</li> <li>03 - Create time booking</li> <li>05 - Recalculate time account</li> <li>07 - Display time bookings</li> <li>08 - Generate report data</li> <li>ShowInitiatedWorkflows</li> </ul>					
account	d	ShowUserPrefs					
Flexible work time	h						
Date booking overtime							
Date booking holiday							
Date booking flexible time							
Time tracking limit							
Previous time tracking limit							
Employment							
contracts		2					
	Employee contract ID	Employee	Contract begin	Contract end			
	1 6-1	Griffith Jean	01.08.2009	30.11.2009			
	2 6-2	Griffith Jean	01.12.2009				

## opens.

$\times$	Recalculate times
all	
Date	30.11.2009
Perfo	m

The date to be used for the recalculation is entered and after clicking "perform" the calculation is newly performed.

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In the example: The employee Jane Conner (contract begin on 03.11.2009) has 28 days of vacation per year, no remaining vacation and one day of vacation recorded in the system.

The state of the vacation account for 03.11.2009 amounts to 8 days. The employee has accumulated 1,3 hours of overtime and no special hours up to the given deadline, i.e. the difference of the actual working hours between 03.11.2009 and 30.11.2009 is greater than the planned working time of the employee.

In the working hours administration, Projectile determines the target time of the employee, taking the defined holidays, the calendar and the deviations from the contracts into account.

Employee Griffith Jean									
🖹 📓 🐣	🔚 🧝 🎂 🗇 🖂 📙 Document * Edit * View * Back references * Actions *								
Master data	Address Communication Work time ma	anagement Skills Mi	isc						
Maximum project capability	100 % Employment capac	ity 100 %							
Date hired	03.11.2009 • Employme	nt end date							
Overtime account	0 h								
Vacation account	8 d								
Flexible work time	1,3 h								
Date booking overtime	30.11.2009								
Date booking holiday	30.11.2009								
Date booking flexible time	30.11.2009								
Time tracking limit									
Previous time tracking limit									
Employment contracts		2	P						
	Employee contract ID	Emp	bloyee	Contract begin	Contract end				
	1 6-1	Griff	iith Jean	01.08.2009	30.11.2009				
	2 6-2	Griff	iith Jean	01.12.2009					

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**Note**: After these entries are performed the time cannot be recorded for days before or on the posting date in TimeTracker or absence recording. If the time must be entered for the individual employees after these times have been posted, the time account for the employee must be deleted. After the new times entries have been completed, posting can be recalculated once again.

The working time administration is equivalent to a book entry system, which determines the account balance from the contract data and the tracking and recording data. Posting between the two accounts can be performed here. This function is used for example, by payment of vacation entitlement or overtime. Using the action "create time booking" ...

Employee Griffith Jean							
🗎 📓 🐣	Document • Edit • View • Back references •	Actions •					
Master data	Address Communication Work time management Skills	4 01 - Set password					
Maximum	100 % Employment capacity 100 %	02 - Add contract					
capability		03 - Create time booking					
Date hired	03 11 2009 Employment end date	05 - Recalculate time accounts					
		07 - Display time bookings					
Overtime account	0 h	08 - Generate report data					
Vacation		ShowInitiatedWorkflows					
account	o a	ShowUserPrets					

... the appropriate dialog is opened.

	and the second	
Employe	e timeaccount change	
Flexible time Vacation		1,3h 7.0 d
all		
Booking date		
Amount time	0 h	
AmountTimeDays	0 d	
From account	~	
To account	Flexible time	
Employee	Griffith Jean	
Note		
Perform		Cancel

In the following example, an employee is paid 1 overtime hour on 01012009. This amount must then be debited from the flexible time account.

Employ	ee timeaccount change	
Flexible time /acation		1,3h 7.0d
all		
Booking date	30.11.2009	
Amount time	1] h	
AmountTimeDays	0 d	
From account	Flexible time	
To account	PayedOffTime 🗸	
Employee	Griffith Jean	
Note		
Perform		Cancel

After clicking "Perform", the flexible time account is reduce from 1,3 hours to 0,3 hours.

X S Employee Griffith Jean							
🖹 🔒 🐣	Document	Edit      View      Back reference	es • Action	s •			
Master data	Address Communication	Work time management Skill	s Misc				
Maximum project capability	100 % Emp	loyment capacity 100 %					
Date hired	03.11.2009 💌 🕶	Employment end date	0	3 <b>v</b>			
Overtime account	0 h						
Vacation account	8 d						
Flexible work time	0,3 h						
Date booking overtime	30.11.2009						
Date booking holiday	30.11.2009						
Date booking flexible time	30.11.2009						
Time tracking limit							
Previous time tracking limit	•						
	200						
Employment contracts		) of 1   👂 🕅   ಿ	3	0			
	Employee of	contract ID	Employee		Contract begin	Contract end	
	1 6-1		Griffith Je	an	01.08.2009	30.11.2009	
	2 6-2		Griffith Je	an	01.12.2009		

The individual posting can be displayed using the action "Display time booking" in ...

Last update: 2019/10/25 en:handbuch:kapitel\_3:3.11.07\_arbeitszeitverwaltung\_fortsetzung https://infodesire.net/dokuwiki/doku.php?id=en:handbuch:kapitel\_3:3.11.07\_arbeitszeitverwaltung\_fortsetzung&rev=1262599364 14:09

Master data       Address       Communication       Work time management       Skills	Employee Griffith Jean						
Master data       Address       Communication       Work time management       Skills       Image: Skills	Back references  Actions	🗇 🖂   🔒   Document 🔻 Edit 🔻 View 🕶 B					
Maximum Employment conscitu	gement Skills 🚯 01 - Set password	Address Communication Work time managem	Master data				
project capability 100 % 100 % 03 - Create time booking	100 % 02 - Add contract 03 - Create time booking	100 % Employment capacity	Maximum project capability				
Date hired 03.11.2009	end date	03.11.2009 Employment end	Date hired				
Overtime account 0 h 08 - Generate report data	08 - Generate report data	0 h	Overtime account				
Vacation account 8 d ShowUserPrefs	ShowUserPrefs	8 d	Vacation account				

## ... a return list.

X	Collection 23.12.2009 16:49:04							
Coll	Collection Edit file Report							
103	• 14	4	page 1 of 1   🕨 🕅   🍣	P				
	H H		Employee	Description	Erfassungsdatum			
	1	<b>*</b>	Employee Griffith Jean	Contract vacation startup	23.12.2009 14:02:43			
	2	<b>*</b>	Employee Griffith Jean	Tracked SpecialTime till 31.08.2009	23.12.2009 14:02:43			
	3	<b>*</b>	Employee Griffith Jean	Tracked FlexibleTime till 31.08.2009	23.12.2009 14:02:43			
	4	<b>*</b>	Employee Griffith Jean	Tracked FlexibleTime till 30.09.2009	23.12.2009 14:02:43			
	5	<b>*</b>	Employee Griffith Jean	Tracked SpecialTime till 30.09.2009	23.12.2009 14:02:43			
	6	<b>*</b>	Employee Griffith Jean	Tracked FlexibleTime till 31.10.2009	23.12.2009 14:02:43			
	7	<b>*</b>	Employee Griffith Jean	Tracked SpecialTime till 31.10.2009	23.12.2009 14:02:43			
	8	<b>*</b>	Employee Griffith Jean	Vacation taken till 30.11.2009	23.12.2009 14:02:43			
	9	<b>*</b>	Employee Griffith Jean	Tracked SpecialTime till 30.11.2009	23.12.2009 14:02:43			
	10	<b>*</b>	Employee Griffith Jean	Tracked FlexibleTime till 30.11.2009	23.12.2009 14:02:43			
	11	<b>*</b>	Employee Griffith Jean	Booking Flexible time - PayedOffTime 30.11.2009	23.12.2009 16:48:24			
	12	<b></b>	Employee Griffith Jean	Booking Flexible time - PayedOffTime 30.11.2009	23.12.2009 16:48:24			

Employee timeaccount cha	ange Griffith Jean Booking Flexible time - PayedOffTime 30.11.2009 23.12.2009 16:48:24
A Document • Edit • View	w • Back references • Actions •
Employee timeaccount change	1261583304051-0
Employee	Griffith Jean
Description	Booking Flexible time - PayedOffTime 30.11.2009
Erfassungsdatum	23.12.2009
Booking date	30.11.2009 💌 🕶
Menge	1
Employee timeaccount change type	PayedOffTime 🗸
LinkedDocument	Griffith Jean Booking Flexible time - PayedOffTime 30.11.2009 23.12.2009 16:48:24
Note	

The account balance which refer to the accounts vacation, flexible time and special hours can be viewed centrally in a function. Each employee can check this data in the Time Tracker and thus has direct access to the remaining vacation entitlement and the overtime/undertime.

On the function bar in the menu item "Working Time Management", the functionalities "Show Time Accounts" and "Book Time Accounts" can be performed.

Menu
Menu 📃
Query Manager
Navigate document
🕀 🦲 Administration
Tracking and Recording
🖃 🔂 Working Time Management
Show Time Accounts
E Book Time Accounts
🕀 🐫 Products
Statusreport
🗄 🥝 No running approvals
\Xi New mail: 64

In the following example, for various selected employees,

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X Sh	ow time accounts		? 🗙
End	22.12.2009		Perform
Employees		~	
	<b>₽ Q</b>		
Unit		▼ ⊕×	

... the account balance for 01012009 can be displayed.

X	now time accounts	? 🗙
End	22.12.2009 💽 🗸	Perform
Employees		2
	<ul> <li>A <sup>[1]</sup> Griffith Jean</li> <li>A <sup>[2]</sup> Conner Jane</li> <li>A <sup>[3]</sup> Jones Timothy</li> </ul>	
Unit	× D×	

In the overview, the account balance for flexible time and vacation can be displayed for selected employees.

Time Accounts of Employees					
Employee	Flexible work time	Vacation	Note		
Conner Jane	80,00	2,5			
Griffith Jean	60,00	7,0			
Jones Timothy	10,00	20,0			
	150,00	29,5			

Posting time accounts can also be performed centrally for all employees. Using the timed action service, all posting for the employees can be performed periodically and using the functionality 'book time accounts" posting can be performed manually.

In the following example, posting for a selected employee is performed on 01012009.



After clicking the "Perform" button, a dialog for ...

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the posting status of each employee is displayed.



**Note:** If the stored date in the calendar "vacation entitlement expires" is reached, the excess amount of the annual vacation entitlement is cut off (the appropriate posting is created and recorded). The procedure for overtime or special hours is the same for which the limit of the permitted maximum is exceeded.

