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3.12.06 Employee Chart

The employee chart includes the employee-evaluation charts and overviews regarding capacity utilization and capacity. These include general overviews, time sheets and occupation sheets, plan/actual comparison, capacity utilization and capacity charts and overviews of absences (vacation, illness, ...).

Here, the following charts can be generated:

- Employee Overview
- Time Confirmation
- Occupation chart
- Time Sheet
- Project Time External/Internal
- Presence-/Absence Charts
- Employee Evaluation Target/Actual

and the capacity charts (described in chapter Capacity Charts):

- Capacity Utilisation Evaluation I, Capacity Utilisation Evaluation II and Capacity Utilisation Evaluation III
- Capacity Evaluation I, Capacity Evaluation II and Capacity Evaluation III
- Calendar Overview Evaluation I and Calendar Overview Evaluation II

Employee Overview

The **employee evaluation** chart provides an overview of the assignment of staff, project and occupation. Information of which employee is working at what time for which project is available here. This chart is based solely on the plan data (including start and end) of the Jobs.

The Time Confirmation chart, based on the actual data in the system provides the appropriate chart.

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Employee overview

Employee	Job	Project	Category project	Occupation	Cost center	JobBegin	JobEnd	EmployeeLink	JobLink	ProjectLink
Conner Jane								Conner Jane		
	3-1 Conception for combining Projectile and SAP CO/FI	3 Introduction Projectile	Customizing	Customizing	Management	09.06.2009	30.11.2009	Conner Jane	3-1 Conception for combining Projectile and SAP CO/FI	3 Introduction Projectile
	3-6 Customizing	3 Introduction Projectile	Customizing	Schulung	Management	02.10.2009	30.10.2009	Conner Jane	3-6 Customizing	3 Introduction Projectile
	7-1 Conception for combining Projectile and SAP CO/FI	7 Update Projectile	Customizing	Customizing	Management	16.10.2009	30.11.2009	Conner Jane	7-1 Conception for combining Projectile and SAP CO/FI	7 Update Projectile
	7.1-1 Specification	7.1 Introduction Accounting	Customizing	Allgemeine Tätigkeit	Management	16.10.2009	30.11.2009	Conner Jane	7.1-1 Specification	7.1 Introduction Accounting
Jones Timothy								Jones Timothy		
	3-1 Conception for combining Projectile and SAP CO/FI	3 Introduction Projectile	Customizing	Customizing	Development	09.06.2009	30.11.2009	Jones Timothy	3-1 Conception for combining Projectile and SAP CO/FI	3 Introduction Projectile
	3-2 Installation Projectile	3 Introduction Projectile	Customizing	Installation	Development	09.06.2009	30.10.2009	Jones Timothy	3-2 Installation Projectile	3 Introduction Projectile
	3-3 Programming 4-3	3 Introduction Projectile	Customizing	Programming - Java	Development	09.06.2009	30.10.2009	Jones Timothy	3-3 Programming 4-3	3 Introduction Projectile
	7-1 Conception for combining Projectile and SAP CO/FI	7 Update Projectile	Customizing	Customizing	Development	16.10.2009	30.11.2009	Jones Timothy	7-1 Conception for combining Projectile and SAP CO/FI	7 Update Projectile

Time confirmation

The **time confirmation** chart provides an overview of the project services/items of the employee and a list of individual occupations with comments from time recording. This chart generates an overview of the total and individual time confirmation of an employee based on the recording in the TimeTracker for the Jobs of the employees. The chart is typically used for internal confirmation for controlling or as external confirmation for invoicing.

The Employee Overview chart, based on the plan data in the system provides the appropriate chart.

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EmployeeOccupation

EmployeeOccupationSumJob

TopProject	Job	Employee	PlannedBegin	PlannedEnd	Time	ActualBegin	ActualEnd	PlannedTime	AllActualTime	AllPlannedTime
3 Introduction Projectile	3-4 Project Management	Conner Jane	19.10.2009	30.12.2009	20,00	01.10.2009	08.10.2009	30,00	28,00	30,00
3 Introduction Projectile	3-5 3.1-1 Concept - 3 Planning	Conner Jane	19.10.2009	21.12.2009	13,50	01.10.2009	09.10.2009	30,00	19,75	30,00
3 Introduction Projectile	3-6 Customizing	Conner Jane	02.10.2009	30.12.2009	16,50	02.10.2009	09.10.2009	20,00	24,50	20,00
3 Introduction Projectile	3.1-1 Introduction Projectile	Conner Jane	09.06.2009	01.10.2009	3,50	08.10.2009	08.10.2009	0,00	21,50	0,00
					53,50			*80,00*	*93,75*	*80,00*

EmployeeOccupationSingle

Date	Weekday	Time	Period	TopProject	Project	Job	Occupation	Employee	TTComment
01.10.2009	Thursday	5,00	08:00-13:00	3 Introduction Projectile	3 Introduction Projectile	3-4 Project Management	Customizing	Conner Jane	Kick-Off meeting
01.10.2009	Thursday	2,00	13:00-15:00	3 Introduction Projectile	3 Introduction Projectile	3-5 3.1-1 Concept - 3 Planning	Support	Conner Jane	Concept planning
02.10.2009	Friday	9,00	08:00-17:00	3 Introduction Projectile	3 Introduction Projectile	3-6 Customizing	Customizing	Conner Jane	Customizing
05.10.2009	Monday	4,00	09:00-13:00	3 Introduction Projectile	3 Introduction Projectile	3-4 Project Management	Customizing	Conner Jane	Interface concept
05.10.2009	Monday	6,00	14:00-20:00	3 Introduction Projectile	3 Introduction Projectile	3-5 3.1-1 Concept - 3 Planning	Support	Conner Jane	Concept planning
07.10.2009	Wednesday	8,00	08:00-16:00	3 Introduction Projectile	3 Introduction Projectile	3-4 Project Management	Customizing	Conner Jane	Concept exchange interface
07.10.2009	Wednesday	3,50	16:00-19:30	3 Introduction Projectile	3 Introduction Projectile	3-6 Customizing	Customizing	Conner Jane	Customizing
08.10.2009	Thursday	3,00	14:00-17:00	3 Introduction Projectile	3 Introduction Projectile	3-4 Project Management	Customizing	Conner Jane	Concept 4-6
08.10.2009	Thursday	3,50	09:00-12:30	3 Introduction Projectile	3.1 Introduction Accounting	3.1-1 Introduction Projectile	Programming-Java	Conner Jane	Kick-Off meeting
09.10.2009	Friday	5,50	12:30-18:00	3 Introduction Projectile	3 Introduction Projectile	3-5 3.1-1 Concept - 3 Planning	Support	Conner Jane	New planning concept
09.10.2009	Friday	4,00	08:00-12:00	3 Introduction Projectile	3 Introduction Projectile	3-6 Customizing	Customizing	Conner Jane	
		53,50							

Occupation Chart

The **occupation chart** provides an overview of the project services and working hours of employees in the selected time interval. The project services are based on manual data entry in the TimeTracker for the Jobs of the employees. The working time data is entered in the TimeTracker as “come-leave” or can be determined automatically by the system with the help of an option as the sum of the project times. The absences (vacation, illness, maternity leave, …) can be defined decentrally in TimeTracker or defined centrally in Absence Recording.

Dateien

Tätigkeitsnachweis

Mitarbeiter Schaub Peter

Datum	Zeiten	Projekt	Arbeitspaket	Projektzeit[h]	Projektzeit[Pt]	Plan-Arbeitszeit[h]	Arbeitszeit[h]	Differenz[h]	Arbeitszeit[Pt]	Differenz[Pt]
02.02.2004			Urlaub			0,00	0,00	0,00	0,00	0,00
03.02.2004			Urlaub			0,00	0,00	0,00	0,00	0,00
04.02.2004			Urlaub			0,00	0,00	0,00	0,00	0,00
05.02.2004			Urlaub			0,00	0,00	0,00	0,00	0,00
06.02.2004			Urlaub			0,00	0,00	0,00	0,00	0,00
09.02.2004	08:00-11:00	EP Implementation Projectile	EP-1 Projektleitung	3,00	0,38		3,00		0,38	
	13:00-17:00	EP.1 Planung	EP.1-1 Konzeptgespräche	4,00	0,50	0,00	4,00	7,00	0,50	0,88
10.02.2004	08:00-10:00	EP Implementation Projectile	EP-1 Projektleitung	2,00	0,25		2,00		0,25	
	13:00-20:00	EP.1 Planung	EP.1-1 Konzeptgespräche	7,00	0,88	0,00	7,00	9,00	0,88	1,12
11.02.2004	08:00-12:00,13:00-18:00	EP.1 Planung	EP.1-1 Konzeptgespräche	9,00	1,12	0,00	9,00	9,00	1,12	1,12
12.02.2004	08:00-13:00,13:30-17:00	EP Implementation Projectile	EP-1 Projektleitung	8,50	1,06	0,00	8,50	8,50	1,06	1,06
13.02.2004	08:00-12:00	EP Implementation Projectile	EP-1 Projektleitung	4,00	0,50	0,00	4,00	4,00	0,50	0,50
16.02.2004						0,00	0,00	0,00	0,00	0,00
17.02.2004	08:00-11:00	EP Implementation Projectile	EP-1 Projektleitung	3,00	0,38	0,00	3,00	3,00	0,38	0,38
18.02.2004						0,00	0,00	0,00	0,00	0,00
19.02.2004						0,00	0,00	0,00	0,00	0,00
20.02.2004						0,00	0,00	0,00	0,00	0,00
23.02.2004	08:00-16:30	EP Implementation Projectile	EP-1 Projektleitung	8,50	1,06	0,00	8,50	8,50	1,06	1,06
24.02.2004						0,00	0,00	0,00	0,00	0,00
25.02.2004						0,00	0,00	0,00	0,00	0,00
26.02.2004						0,00	0,00	0,00	0,00	0,00
27.02.2004	08:00-12:00	EP Implementation Projectile	EP-1 Projektleitung	4,00	0,50		4,00		0,50	
	14:00-17:30	EP.2 Customizing	EP.2-3 Testen	3,50	0,44	0,00	3,50	7,50	0,44	0,94
Summe				56,50	7,06	0,00	56,50	56,50	7,06	7,06

Time Sheet

The chart **time sheet** provides an overview of the project efforts and working hours of the employees in the selected time interval. The project efforts are based on the recording data in TimeTracker for the Jobs of the employees. The working hours are entered in TimeTracker as “coming and leaving” or they can be determined automatically by the system by using an option as the sum of the project times. The absences (holiday, illness, maternity leave, …) can be defined either decentrally in TimeTracker or centrally in Absence Recording.

In contrast to Occupation chart the comments of TimeTracker are here displayed and the information of Working Time Administration (holiday accounts, illness and flexi-time) are listed. Optionally, the postings from the working time accounts and a listing of the posted jobs can be displayed.

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Report_DailyTrackedTime

Conner, Jane Personnel Number 123

Date Total	Weekday Total	Times Total	JobName Total	Job Total	EstimatedWorkingTimeTotal[h] Total	ActualWorkingTimeTotal[h] Total	Difference[h] Total	Note Total
05.10.2009	Monday	09:00-13:00	3 - Project Management	3-4 Project Management		4,00		Interface concept
		14:00-20:00	3 - 3.1-1 Concept - 3 Planning	3-5 3.1-1 Concept - 3 Planning		6,00		Concept planning
					5,00	10,00	5,00	
06.10.2009	Tuesday	08:00-16:00	Sickness			8,00		
					5,00	8,00	3,00	
07.10.2009	Wednesday	08:00-16:00	3 - Project Management	3-4 Project Management		8,00		Concept exchange interface
		16:00-19:30	3 - Customizing	3-6 Customizing		3,50		Customizing
					5,00	11,50	6,50	
08.10.2009	Thursday	09:00-12:30	3 - Introduction Projectile	3.1-1 Introduction Projectile		3,50		Kick-Off meeting
		14:00-17:00	3 - Project Management	3-4 Project Management		3,00		Concept 4-6
					5,00	6,50	1,50	
09.10.2009	Friday	08:00-12:00	3 - Customizing	3-6 Customizing		4,00		
		12:30-18:00	3 - 3.1-1 Concept - 3 Planning	3-5 3.1-1 Concept - 3 Planning		5,50		New planning concept
					5,00	9,50	4,50	
10.10.2009	Saturday				0,00	0,00	0,00	
11.10.2009	Sunday				0,00	0,00	0,00	
12.10.2009	Monday				5,00	0,00	-5,00	
Total					30,00	45,50	15,50	

Chart for interval:	05.10.2009 - 12.10.2009
Planned time [h]	30,00
Tracked time [h]	45,50
Balance	15,50
Vacation taken	0,00 (h) 0,00 Day(s)
Days off due to sickness	8,00 (h) 1,00 Day(s)

Chart interval begin date:	05.10.2009
Flextime balance (old):	Does not use contracts
Vacation entitlement (old):	Does not use contracts
Chart interval end date:	12.10.2009
Flextime balance (new):	Does not use contracts
Vacation entitlement (new):	Does not use contracts
Time stamp chart creation	15.12.2009
Sum of paid-off time	0,00
Time tracking restriction date	03.08.2009

Manually created employee time account changes

No data found

SumTrackedTime

Project	Job	JobTimeSum
3 Introduction Projectile	3-4 Project Management	15,00
3 Introduction Projectile	3-6 Customizing	7,50
3 Introduction Projectile	3-5 3.1-1 Concept - 3 Planning	11,50
3.1 Introduction Accounting	3.1-1 Introduction Projectile	3,50
		37,50

Project Time External/Internal

The chart **Project Time external/Internal** provides an overview of all relevant working hour information of the employees in the selected time interval. In addition to this information, further information are also provided from the Billable Time, the Invoice and the Travel.

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Employee time overview

Employee	Present time	External job	Internal job	Difference	Planned time	Illness	AllPresentTime	Actual Vacation	Vacation time	Travel cost
Conner Jane	143,67	100,75	26,92	0,00	122,17	8,00	143,67	0,00	0,00	280,00
Jones Timothy	160,92	32,92	0,00	-2,50	30,62	0,00	160,92	80,00	0,00	80,00
Tate Adam	138,00	42,00	0,00	-11,00	42,00	0,00	138,00	88,00	0,00	0,00
Williams George	24,00	0,00	0,00	7,50	0,00	0,00	24,00	0,00	0,00	0,00
			26,92	*-6,00*	*194,78*	*8,00*	*466,58*	*168,00*	*0,00*	*360,00*

Employee Plan/Actual

The chart **Employee Plan/Actual** provides an overview of the planned and the achieved project efforts and working hours of the employees in the selected time interval. By using this chart, the proportion of project time to working hours (column capacity) can be illustrated. The capacity refers to the “net-working hours”, i.e. working hours without the absences.

The chart can also illustrate the 'plan and actual time' graphically, if the option is set “with image”.

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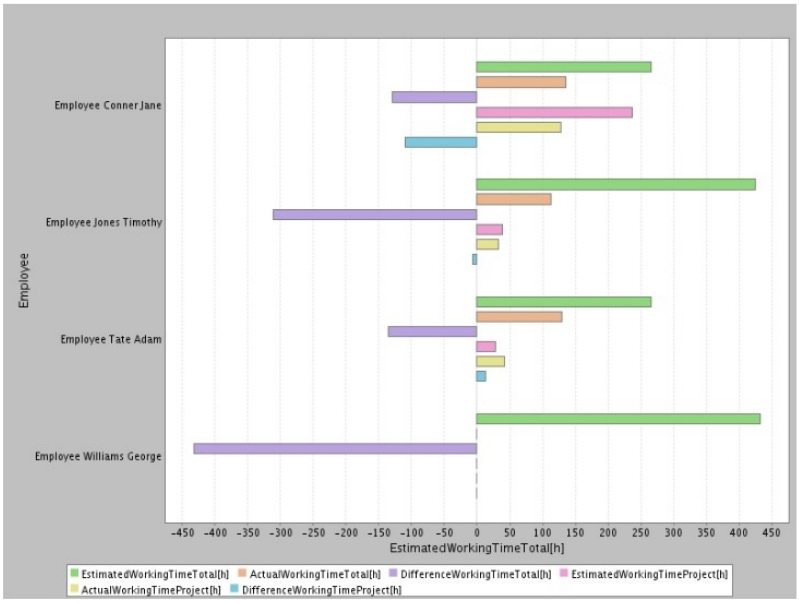
Employee Target/Actual Working Times (WT)

Employee Name	Employee	Projects	Estimated WT Tota l[h]	Actual WT Total [h]	Difference WT Total [h]	Estimated WT Project [h]	Actual WT Project [h]	Difference WT Project [h]	Capacity[o/o]
Conner, Jane	Conner Jane	10 Introduction Projectile , 11 Project LB 3-9 Development , 11.1 Introduction Accounting , 12 Programming Projectile , 13 Implementation Projectile 3.0 , 2 Introduction Projectile 2.7 , 3 Introduction Projectile , 3.1 Introduction Accounting , 6 QM-Module , 7 Update Projectile , 7.1 Introduction Accounting	265,00	135,67	-129,33	236,60	127,67	-108,93	48,18
Jones, Timothy	Jones Timothy	11 Project LB 3-9 Development , 3 Introduction Projectile , 7 Update Projectile	424,00	112,92	-311,08	39,16	32,92	-6,24	7,76
Tate, Adam	Tate Adam	11 Project LB 3-9 Development , 3 Introduction Projectile	265,00	130,00	-135,00	28,46	42,00	13,54	15,85
Williams, George	Williams George		432,00	0,00	-432,00	0,00	0,00	0,00	0,00
			1.386,00	*378,58*	*-1.007,42*	*304,22*	*202,58*	*-101,64*	*71,79*



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