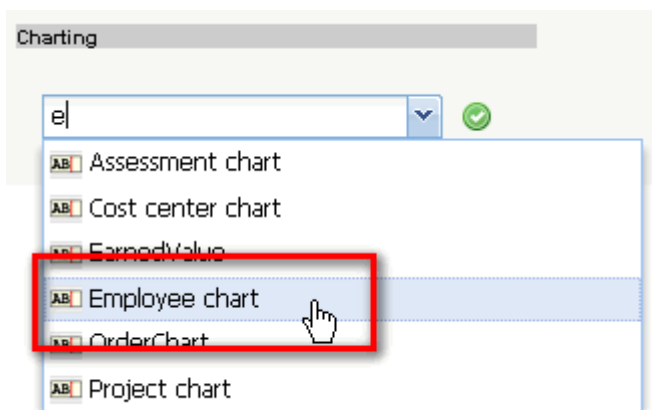


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## 4.12.03 Employee Charts and Capacity Charts

Using the employee charts and capacity charts, the system supplies overviews referring to services, utilization and capacities. These include general overviews, time sheets and occupation sheets, target/actual comparison, utilization charts and capacity charts and overviews of absences (vacation, illness, ...).



In the document, selection criteria for the chart must be determined.

### Employee chart

Generate chart

Document Edit View

InputData Parameters Format Results

1. Name: *If you would like to save a chart please enter a description*

Name:

Description:

Chart:

Report Selection:

2. Input data: *To gather all the documents relevant for the chart please use the search engine (if need be repeatedly)*

Search:

Search word:  Category:

Input data:

3. Main parameters: *Please select parameters:*

Chart period:

In the example all employees for the uni Cambridge ...

Employee chart

Generate chart

Document Edit View

InputData Parameters Format Results

1. Name: *If you would like to save a chart please enter a description*

Name: 4

Description: Employee chart

Chart: 13 - Time sheet

Report Selection

2. Input data: *To gather all the documents relevant for the chart please use the search engine (if need be repeatedly)*

Search

Search word: Cambridge

Category: Unit

Input data: No entries

Find

.. and the time span "Current Month" is selected.

Search

Search word: Cambridge

Category: Unit

Input data

1	Unit Cambridge

3. Main parameters: *Please select parameters:*

Chart period: Current month

Start: 01.10.2009

End: 31.10.2009

Afterwards the chart "Time Sheet is generated.

This chart provides an overview of the project services and working hours of employees in the

selected time interval. The project services are based on the entered data used in the Time Tracker for the jobs of the employees. The working time data is entered in the Time Tracker as “Come-Go” or can be determined automatically by the system using an option as the sum of the project times. The absences (vacation, illness, maternity, ...) can be decentralized in Time Tracker or are defined centrally in absence recording.

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	
01.10.2009	Thursday	08:00-13:00	3 - Project Management	3-4 Project Management		5,00			Kick-Off meeting
		13:00-15:00	3- 3.1-1 Concept - 3 Planning	3-5 3.1-1 Concept - 3 Planning	8,00	2,00			Concept planning
						7,00	-1,00		
02.10.2009	Friday	08:00-17:00	3 - Customizing	3-6 Customizing		9,00			Customizing
					8,00	9,00	1,00		
03.10.2009	Saturday				0,00	0,00	0,00		
04.10.2009	Sunday				0,00	0,00	0,00		
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	8,00	6,00			Concept planning
						10,00	2,00		
06.10.2009	Tuesday	08:00-16:00	Sickness			8,00			
					8,00	8,00	0,00		
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	8,00	3,50			Customizing
						11,50	3,50		
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	8,00	3,00			Concept 4-6
						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	8,00	5,50			New planning concept
						9,50	1,50		

The chart “time sheets” provides an overview of the project services of the employees and the list of individual occupations with comments from the time recording. This chart generates a summary of the totals and individual time sheets for an employee, based on the recording in the TimeTracker for the jobs of the employees. The chart is typically used for internal documents for controlling or as an external document for invoicing.

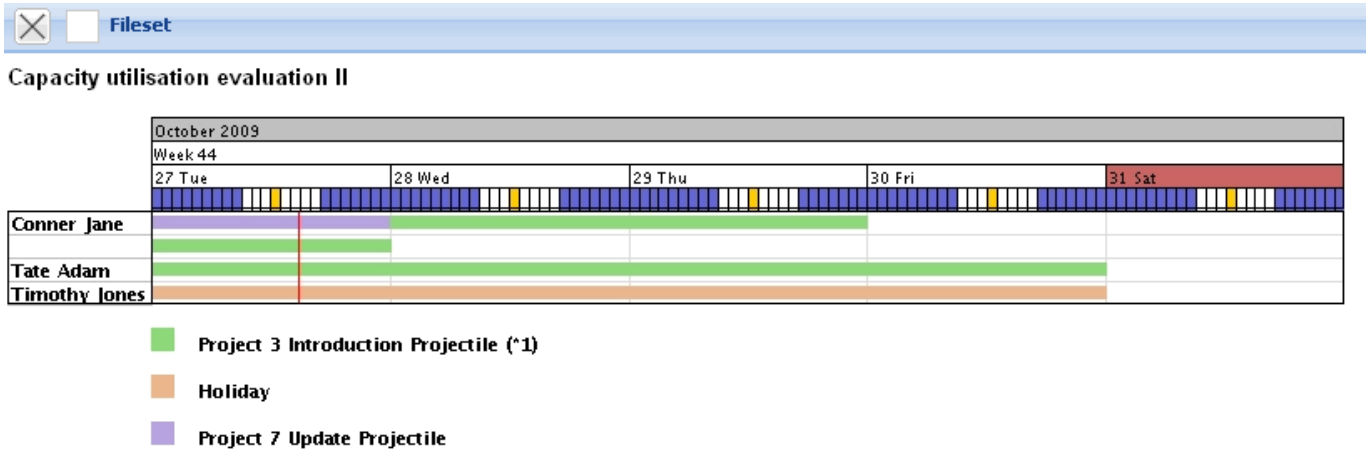
EmployeeOccupation															
EmployeeOccupationSumJob															
TopProject	Project	Job	Employee	Occupation	Cost center	PlannedBegin	PlannedEnd	Time	Time[Pd]	ActualBegin	ActualEnd	PlannedTime	JobClosed	AllActualTime	AllPlannedTime
3 Introduction Projectile	3 Introduction Projectile	3-4 Project Management	Conner Jane	Customizing	Development	19.10.2009	30.10.2009	20,00	2,50	01.10.2009	08.10.2009	30,00		20,00	30,00
3 Introduction Projectile	3 Introduction Projectile	3-5 3.1-1 Concept - 3 Planning	Conner Jane	Schulung	Development	19.10.2009	21.10.2009	19,75	2,47	01.10.2009	20.10.2009	30,00	20.10.2009	19,75	30,00
3 Introduction Projectile	3 Introduction Projectile	3-6 Customizing	Conner Jane	Schulung	Development	02.10.2009	30.10.2009	16,50	2,06	02.10.2009	09.10.2009	20,00		16,50	20,00
3 Introduction Projectile	3.1 Introduction Accounting	3.1-1 Introduction Projectile	Conner Jane	Allgemeine Tatigkeit		09.06.2009	01.10.2009	3,50	0,44	08.10.2009	08.10.2009	0,00		7,50	0,00
								59,75	7,47			80,00		63,75	80,00

EmployeeOccupationSingle												
Date	Weekday	Time	Period	TopProject	Project	Job	Occupation	Employee	TTCComment	TTOccupation	TTCustomer	TTTticket
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	Schulung	Conner Jane	Concept planning			
02.10.2009	Friday	9,00	08:00-17:00	3 Introduction Projectile	3 Introduction Projectile	3-6 Customizing	Schulung	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	Schulung	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			

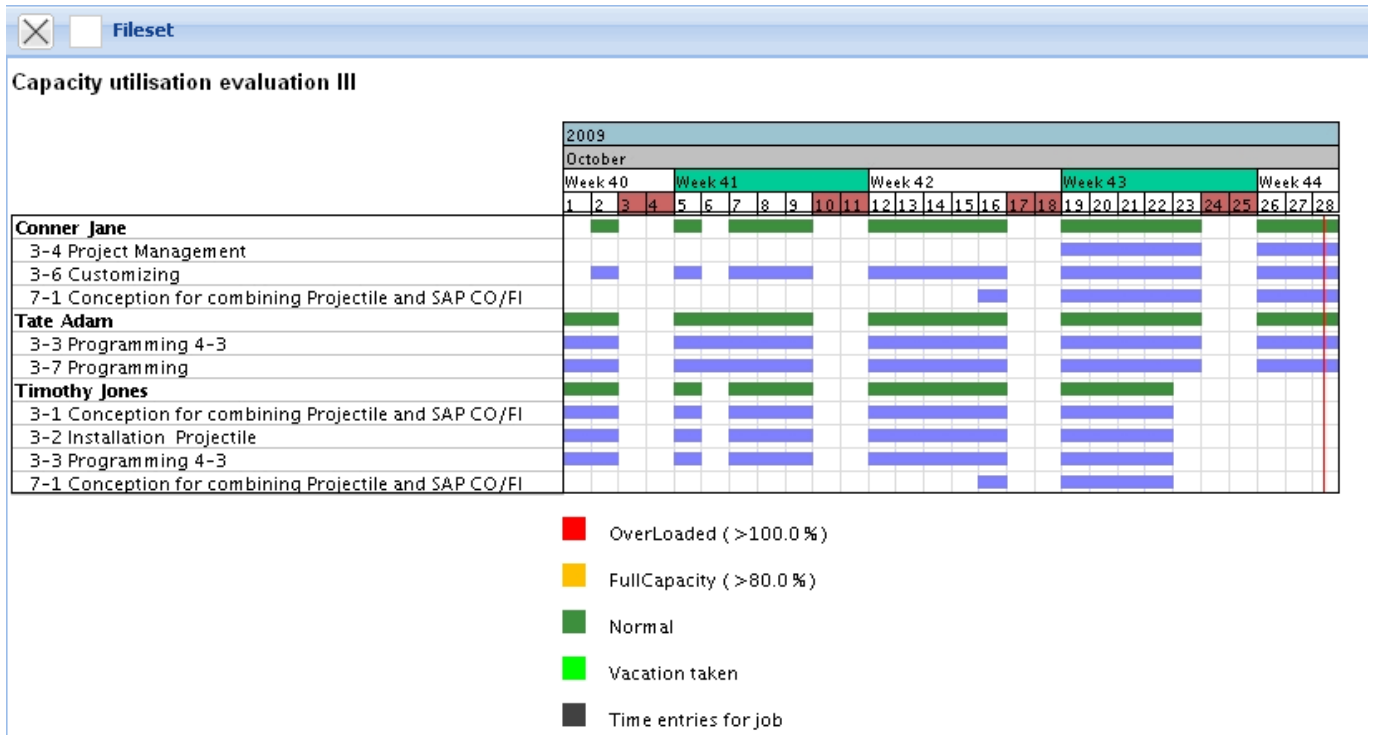
The chart “Project Time External/Internal” provides an overview of all relevant data of the employees working in the selected time interval. In addition to this information, including information from the performance evaluation, the billing and the travel expenses entries are listed.

Employee	Present time	External job	Internal job	Difference	Planned time	Illness	AllPresentTime	Actual Vacation	Vacation time	Travel cost
Conner Jane	71,75	63,75	0,00	0,00	58,25	8,00	71,75	0,00	0,00	280,00
Tate Adam	45,00	42,00	0,00	0,00	42,00	0,00	45,00	0,00	0,00	0,00
Timothy Jones	85,42	61,42	0,00	5,00	59,12	0,00	85,42	0,00	0,00	80,00
			0,00	5,00	159,37	8,00	202,17	0,00	0,00	360,00

The chart "Utilization Overview II" generates employee-related, a list of all tasks of the employee and assigns them to the plan, according to their planned periods. This chart contains messages, if tasks cannot be completed on time due to lack of capacity .



The chart "Utilization Overview III" generates employee-related, a list of all tasks of the employees and assigns them to plan according to their planned periods. In the first row of the employees, the capacities of employees are displayed in three categories (red - overloaded, yellow -f and green - normal capacity). The thresholds can be set by the user (upper capacity utilization limit and lower capacity utilization limit). In addition, the first line of each employee also contains the planned absences. In the lines under the name of all employees all jobs of the employees are displayed, in order to resolve resource conflicts by overloads.

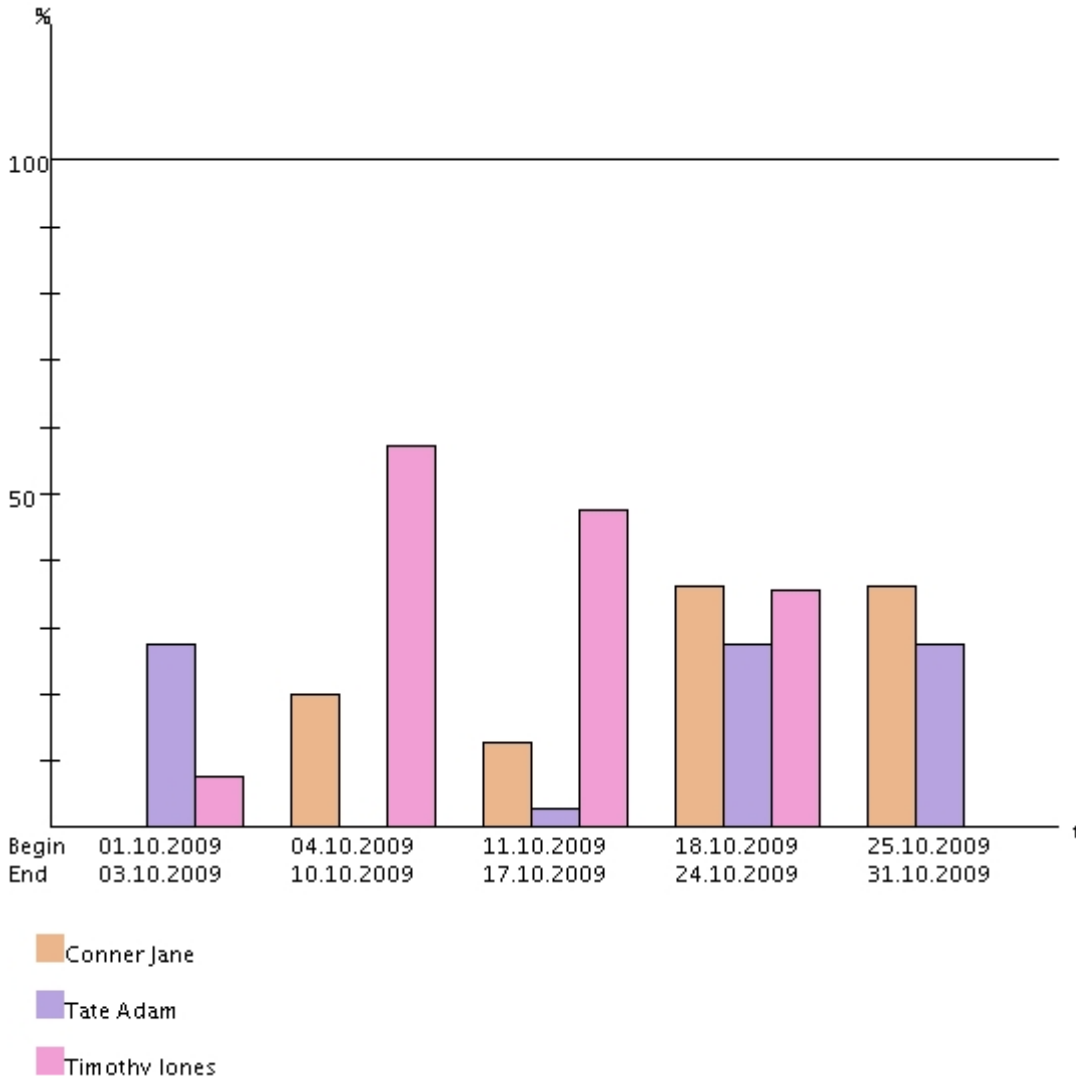


The "Capacity evaluation II" chart generates employee-related, an overview of all planned tasks of the employee for any period during the viewing time span. In the tabular view, the estimated percentage of the employee's project time of the periods are listed. The periods can be selected by the user in the "Parameter" tab (the default is weekly).

**Capacity evaluation II: 01.10.2009 - 31.10.2009**

(All values in %)

Employee	Project	1.10.2009 - 3.10.2009	KW 41	KW 42	KW 43	KW 44
Conner Jane	3 Introduction Projectile Active	0,00	0,00	12,50	34,72	34,72
	7 Update Projectile Passive	0,00	0,00	0,31	1,56	1,56
	Absences	0,00	20,00	0,00	0,00	0,00
	Total	0,00	20,00	12,81	36,28	36,28
Tate Adam	3 Introduction Projectile Active	27,53	0,00	2,73	27,53	27,53
	Total	27,53	0,00	2,73	27,53	27,53
Timothy Jones	3 Introduction Projectile Active	7,67	37,15	46,89	33,03	0,00
	7 Update Projectile Passive	0,00	0,00	0,62	2,50	0,00
	Absences	0,00	20,00	0,00	0,00	0,00
	Total	7,67	57,15	47,52	35,53	0,00

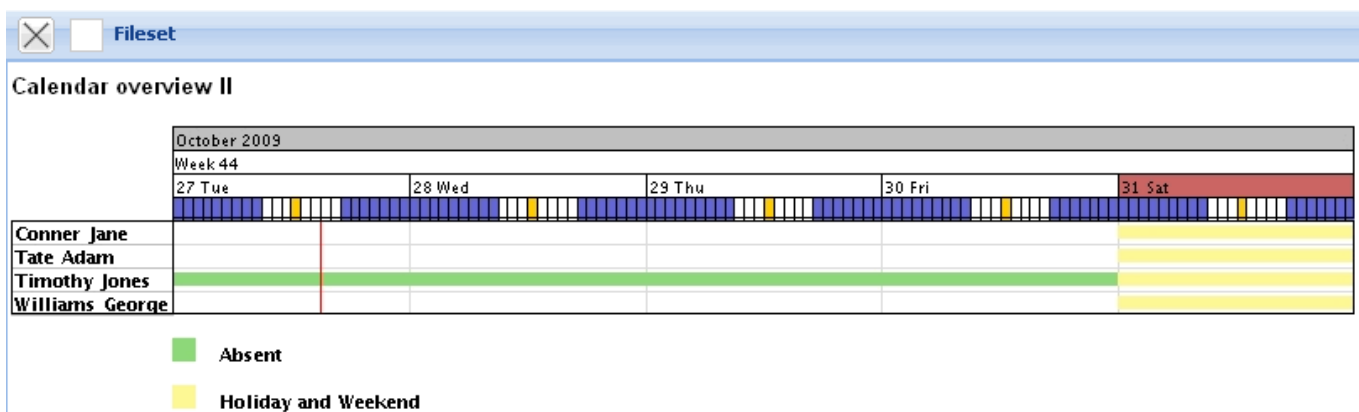


The "Capacity Analysis III" chart generates employee-related, an overview of all planned tasks of the employee for any period in the view time span. In the tabular view, the estimated absolute project times of the employees of the periods are listed. The system multiplies the time/effort with the respective internal hourly rates and returns the planned cost per period, the planned time/effort with the external hourly rates returns the revenue. The periods can be selected by the user in the tab "Parameter" tab (by default, weekly).

Employee	Project	Job	1.10.2009 - 3.10.2009 Hours	1.10.2009 - 3.10.2009 Internal cost rate	1.10.2009 - 3.10.2009 ExternalPrice	1.10.2009 - 3.10.2009 InternalWorkCost	1.10.2009 - 3.10.2009 ExternalWorkCost	KW 41 Hours	KW 41 Internal cost rate	KW 41 ExternalPrice	KW 41 InternalWorkCost	KW 41 ExternalWorkCost	KW 42 Hours	KW 42 Internal cost rate	KW 42 ExternalPrice
Conner Jane	7 Update Projectile	7-1 Conception for combining Projectile and SAP CO/FI	0,00	35,00	80,00	0,00	0,00	0,00	35,00	80,00	0,00	0,00	0,13	35,00	80,00
Conner Jane	3 Introduction Projectile	3-4 Project Management	0,00	35,00	115,00	0,00	0,00	0,00	35,00	115,00	0,00	0,00	0,00	35,00	115,00
Conner Jane	3 Introduction Projectile	3-5 3.1-1 Concept - 3 Planning	0,00	45,00	115,00	0,00	0,00	0,00	45,00	115,00	0,00	0,00	0,00	45,00	115,00
Conner Jane	3 Introduction Projectile	3-6 Customizing	0,00	45,00	115,00	0,00	0,00	0,00	45,00	115,00	0,00	0,00	5,00	45,00	115,00
Conner Jane: Absences			0,00					8,00					0,00		
Tate Adam	3 Introduction Projectile	3-3 Programming 4-3	0,77	75,00	100,00	57,69	76,92	0,00	75,00	100,00	0,00	0,00	0,00	75,00	100,00

Tate Adam	3 Introduction Projectile	3-7 Programming	3,64	75,00	115,00	272,73	418,18	0,00	75,00	115,00	0,00	0,00	1,09	75,00	115,00
Timothy Jones	3 Introduction Projectile	3-1 Conception for combining Projectile and SAP CO/FI	0,33	75,00	120,00	24,74	39,59	13,21	75,00	120,00	990,83	1.585,32	16,51	75,00	120,00
Timothy Jones	3 Introduction Projectile	3-2 Installation Projectile	0,07	75,00	115,00	5,41	8,30	0,00	75,00	115,00	0,00	0,00	0,18	75,00	115,00
Timothy Jones	3 Introduction Projectile	3-3 Programming 4-3	0,82	75,00	100,00	61,86	82,47	1,65	75,00	100,00	123,71	164,95	2,06	75,00	100,00
Timothy Jones	7 Update Projectile	7-1 Conception for combining Projectile and SAP CO/FI	0,00	75,00	125,00	0,00	0,00	0,00	75,00	125,00	0,00	0,00	0,25	75,00	125,00
Timothy Jones: Absences			0,00					8,00					0,00		
			5,63	610,00	1.100,00	422,43	625,47	30,86	610,00	1.100,00	1.114,54	1.750,27	25,22	610,00	1.100,00

The "Calendar Overview II" chart generates a summary of the presences and absences of selected employees during the viewing period. This version displays the absences only in the general form and does not differentiate in the types of absences.



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