Zeiterfassung

Common

Allows to define timerecording specific settings. Involves naming and linking of timeranges and calculation rules. Furthermore idle time regulations and report complexity can be set.

This setting is only available, if timerecording activated!

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Basics

In general the timerecording module allows booking of two different time spans. Each timespan is framed by a start and end booking. It is possible to change labels for both timespan and booking activities here at any time. Changing the booking activity labels can be done at *transponder button configuration*.

Depending on used device at the vehicle this labels can be seen directly on this device. For other devices you can see the assignment between labels and key names, selecting the according device via *Mode*.

naming of the time spans and sums

The labels for timespans and sums are relevant for the timerecording report. The assignment of booking activities to the according timespans and the assignment, how to sum up the worktime can be done later via *time calculation* subpoint. To work with your own labels there, just click *save settings* after naming completed.

time span 1	label for timespan 1
time span 2	label for timespan 2
worktime	naming of the sum at the end of a day
total worktime	naming of the sum at the end of the report
sum of positive values to default work time	if a default worktime is set and the person has a longer worktime
sum of negative values to default work time	if a default worktime is set and the worktime done by a person was shorter
sum of difference to default worktime	label for the difference between a default worktime andmeasured worktime

time calculation

The time report can be created between 2 time spans. A time span is the duration between start and end booking.

time span 1 begin	action, which should be used for the begin of timespan 1
time span 1 end	action, which should be used for the end of timespan 1
time span 2 begin	action, which should be used for the begin of timespan 2
time span 2 end	action, which should be used for the end of timespan 2
which time span ist the break timespan	allows assignment of one of the timespans as pause time
break time base	allows assignment of individual pause time for workdays

breaktime offset type	if a base breaktime set, assign here, how to calculate this worktime for a workday; the calculation effect will be explained in next table

This are the *breaktime offset type* calculation modes:

default value takes effect always	The given default breaktime will be used always (e.g.: booked breaktime 55 minutes, default 45 minutes --> breaktime: 45 minutes)
default value replaced non recorded break times	For the case that no breaktime was booked, then the default break time will take effect (e.g.: booked breaktime 0 minutes, default 45 minutes --> breaktime: 45 minutes)
default value is minimal breaktime	The given default breaktime is the minimum value (e.g.: booked breaktime 25 minutes, default 45 minutes --> breaktime: 45 minutes or booked breaktime 55 minutes, default 45 minutes --> breaktime: 55 minutes)
default breaktime reduce day sum	No matter if a pause timespan was defined or a breaktime was booked, the default value will always used (e.g.: booked breaktime 25 minutes, default 45 minutes -> breaktime 70 minutes)

calculation base

The worktime can be calculated by one or two time spans (e.g.: attendance - idletime).

Explanation of modes with some examples:

Mode	timespan 1	timespan 2	worktime
timespan 1 + timespan 2	4 hours	2 hours	6 hours
timespan 1 - timespan 2	4 hours	2 hours	2 hours
timespan 2 - timespan 1	4 hours	4 hours	0 hours
timespan 1	4 hours	2 hours	4 hours
timespan 2	4 hours	2 hours	2 hours

If labels saved the timespan 1 and timespan 2 are directly named as defined via *naming of the time spans and sums*.

report display

Settings for the timerecording report.

activate default worktime calculation	If a default worktime value is given, the value of the difference between the real and the default work time will be displayed. So an overtime calculation is possible.
show cost centers in reports	If show detailed bookings enabled, show all cost centers active when a booking was done.
	Otherwhise for each day a list of cost centers will be visible, which were active at any booking.
show detailed bookings	If this option is selected, for each day a bookings graph is visible and a table with each single booking is shown.
	If it is disabled for each day just the calculated sums will be printed.
show shift times	Extends the per day summaries of the HTML and PDF report by a shift start and -end time. While the start is similr to the start of the first booking at the current day, the end is marked by the end of the latest booking at the accodring calendaric day.

To send the settings to the accordings displays, navigate to the order management settings and send the settings to the displays.

define default times

The default work and breaktimes will be saved per person and can be set at Administration -> Personnel management. For a report always the default values on report execution will be used.