



TimePunch

# TimePunch Client 2.5

User Manual

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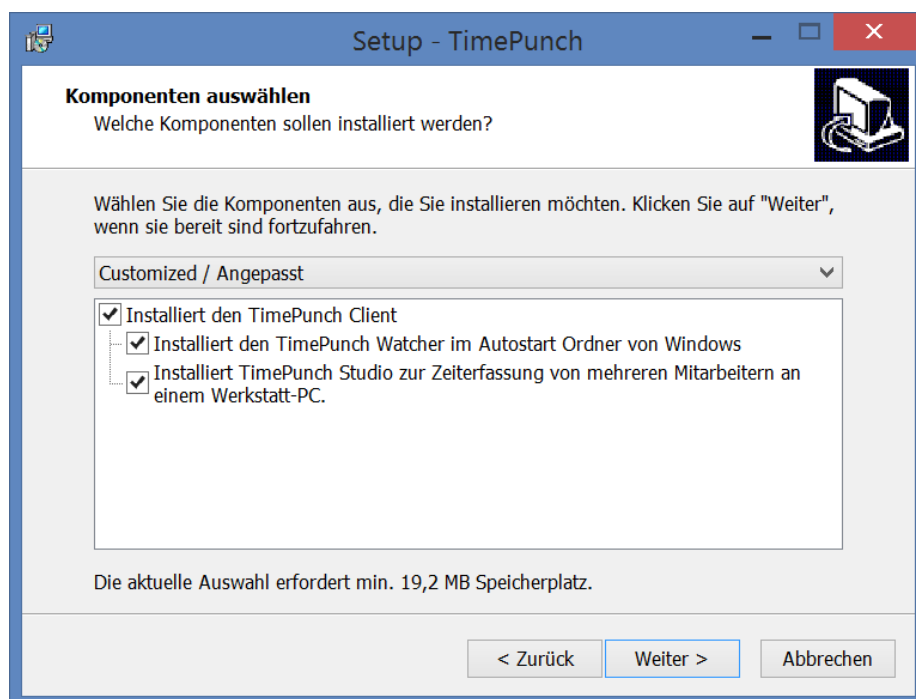
### Introduction

This document describes the use of the TimePunch Windows client, the profile management and the holiday editor.

As further documentations there are user manuals of the TimePunch Watcher and the synchronization assistant available. Therefore this parts won't be described here at all.

### Installation

The TimePunch Windows Client can be downloaded and installed from our Website <http://www.timepunch.de>. The installation will be done with our TimePunch Setup executable.

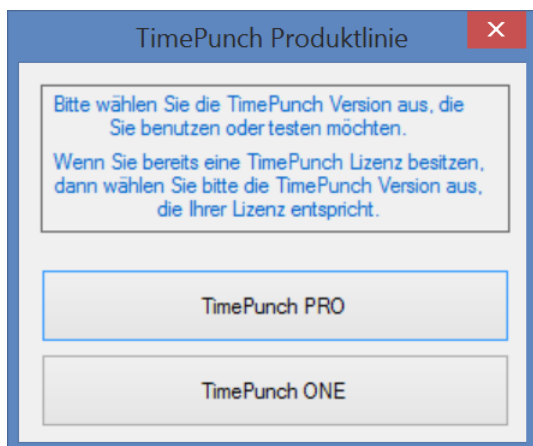


The following options can be chosen:

Option	Beschreibung
<b>TimePunch Watcher Installation</b>	Der TimePunch Watcher is used for the automatic time recording of the working time at the PC of the employee. It's most useful, if the people are working the most time at their PC.
<b>TimePunch Studio Installation</b>	TimePunch Studio is a software that runs at a standalone PC and can be used to track the logon and logoff times for multiple users.

### Product line

After the successful installation of TimePunch the product line selection dialog will be shown. Within the 30 days test period the product line can be switched in order to test the different versions of TimePunch.



In order to switch the product line, you have to select the menu “Help / Choose Product-line ...”

	TimePunch PRO for enterprises	TimePunch ONE for self-employed
Time-tracking at PC	✓	✓
Mobile time-tracking with smartphone	✓	✓
Time-Tracking at a terminal PC	✓	
Time-Tracking with RFID transponder	✓	
Support of the TimePunch Application	✓	
Project management	✓	✓
Time sheets	✓	✓
Public holiday calculation	✓	✓
Project reportings / Cost splitting	✓	✓
Staff administration	✓	

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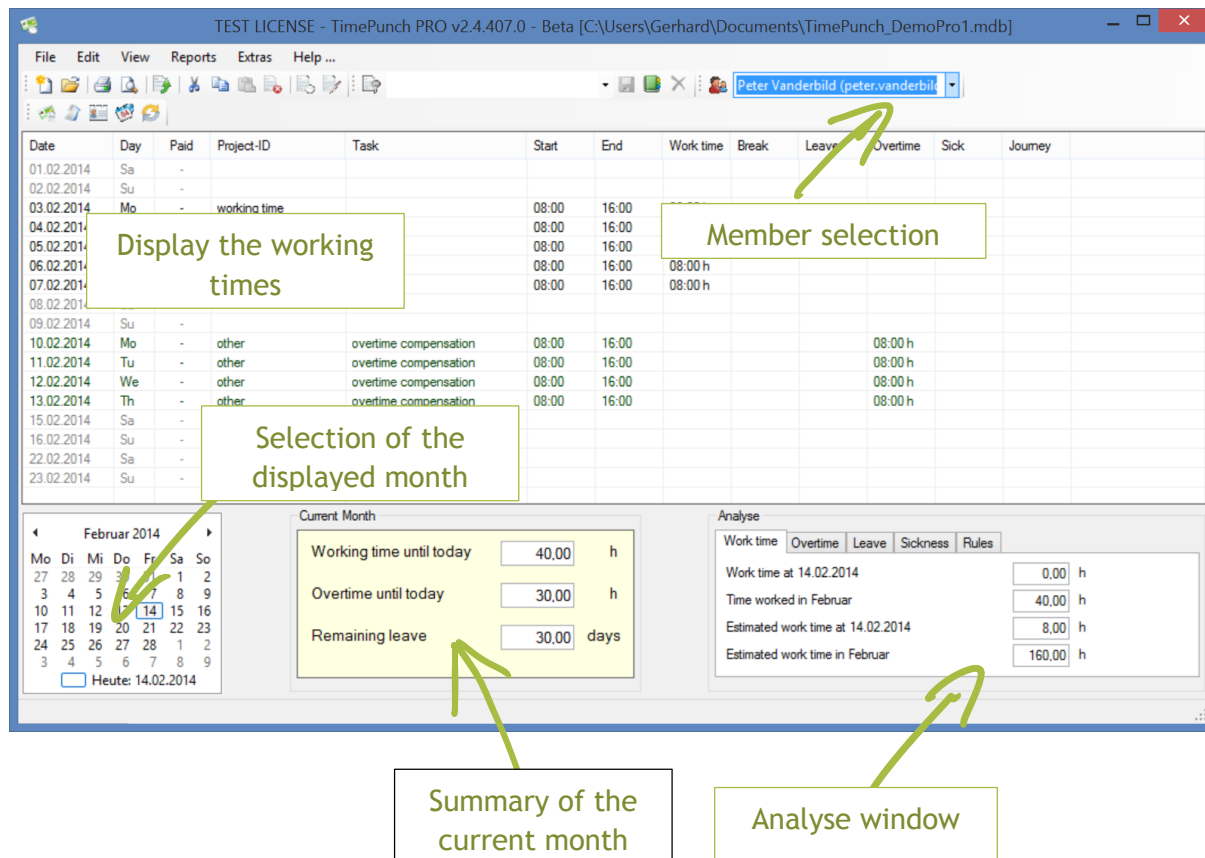
Employee monthly reports	✓	
Working time models / flexitime	✓	
Vacation planning	✓	
Export reports to Excel or PDF	✓	✓
Data storage	Microsoft SQL Server / Local	Local Database

## Overview

The TimePunch client is used to manage the working times. Depending on the permissions and the product line, only the own working times or the working times of all staff members can be displayed.

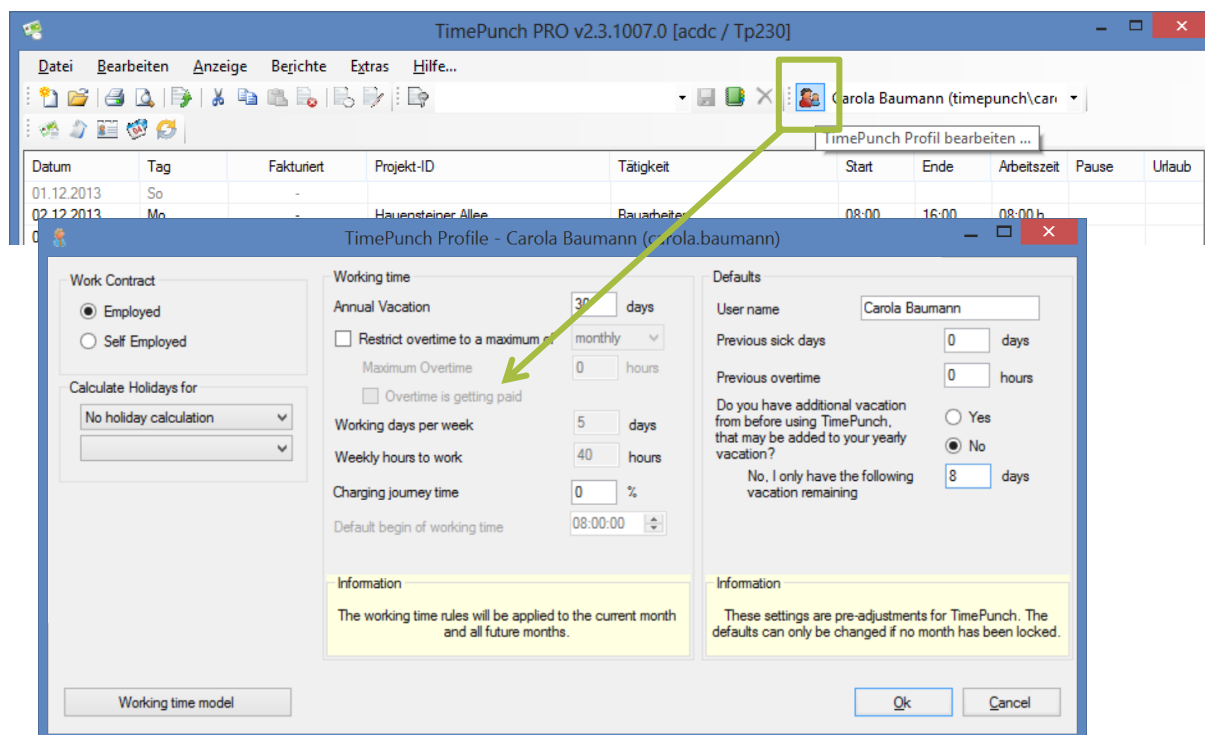
## User Interface

The user interface of TimePunch looks like that:



### Staff member profile

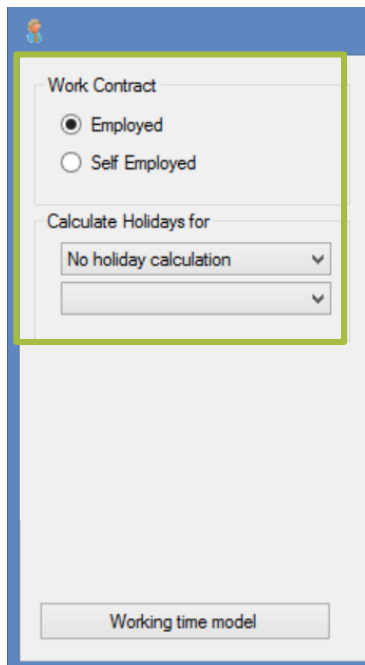
The staff member must be selected via the member selection drop down in TimePunch PRO. After selecting the member a click to the staff symbol opens the staff member profile dialog.



The dialog consists of three areas - the work contract, the working time and the defaults.



### Employment and holiday calculation



The employment defines if overtime and flexitime calculation shall take place. This will only happen for employees. Self-employed people can only track their working times, but no flexitime calculation will take place.

Additionally the country and region for holiday calculation can be defined. If your country or region is missing, it can be added using the Holiday-Editor of TimePunch.

#### Information:

In TimePunch ONE the employment can't be changed. It can only be used in Self-Employed mode.

### Working time settings and annual holidays

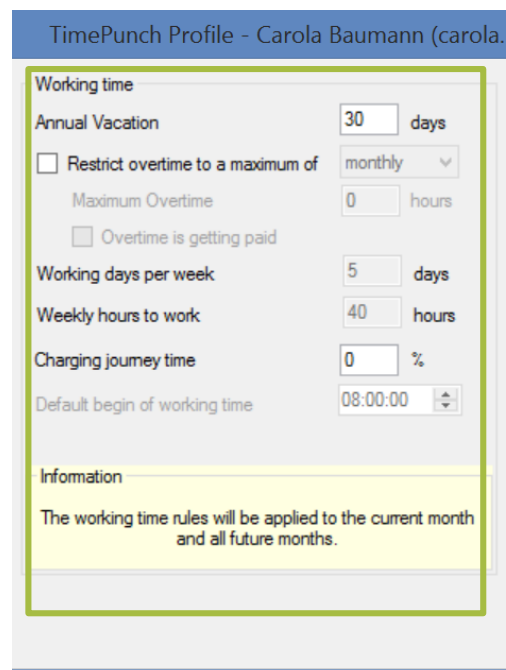
Using the working time settings the regular working time and the annual holiday can be defined.

Even if the staff member will start in the mid of the current year, the complete annual holiday must be entered in here. Using the defaults (on the right hand) the amount of holidays that are currently left for the current user can be entered.

Optional the overtime can be cut if it exceeds a defined amount.

“Monthly” means that the user can only do a limited overtime per month, but in total without a limitation.

“Cumulative” means that the user can do overtime until the given limit is reached.



The working time that exceeds the limitation will be either cut or paid if the checkbox “overtime is getting paid” marked.

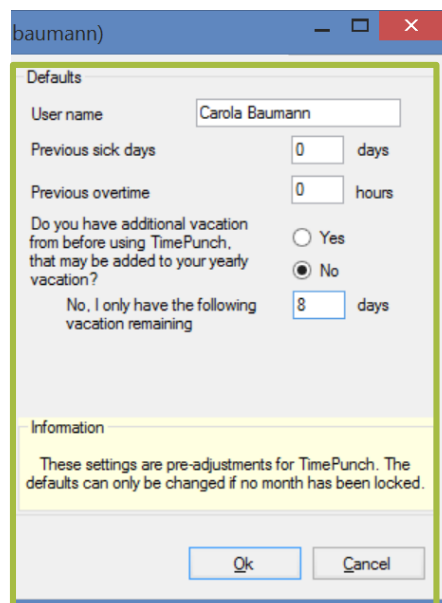
Important: The weekly-hours the user has to work will be calculated by the “working time model” and can therefore not be changed in here.

### Previous overtime and remaining leave

Overtime and remaining leave that has its origin before the use of TimePunch can be entered in the defaults.

The data needs to be entered only once and is used as the start data of TimePunch. The defaults can be changed if no month end closing took place. After that point no change is possible anymore.

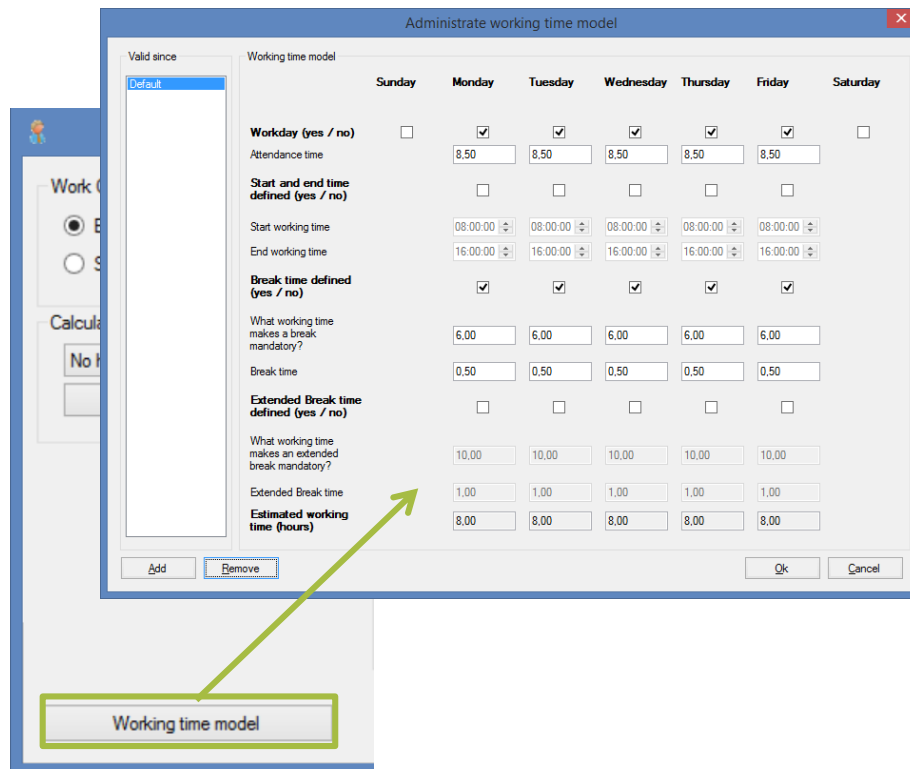
**Information:** If the staff member starts in the mid of the month with recording his working time, the days until the start must be marked so that they are not used for calculating the flexitime. Further informations in chapter: “TODO”



### Working time models

Using the button “working time models” a dialog opens which can be used to edit the working time models.

The default working time model will be used all the time, if no other working time model is available for the staff member.



A new working time model only needs to be created, if a member changes the contract from full to part time or vice versa. The new working time model will be used starting by the given date. Otherwise the default working time model will be used.

### The working time model in detail

TimePunch can handle a distinct working time model for each day in the week. The structure of the daily model is always identical for each day - as you will see.

The checkbox workday (yes/no) defines, if the employee has to work at this day.

The attendance time consists of the target hours and the minimum break time. Setting the start -and end time does not influence the flexitime calculation and is only needed for documentation purposes.

By setting the minimum break time, one can define starting from the amount of working time if a break time will be enforced.

By setting the extended break time, a longer break can be enforced if the recorded working time exceeds the defined working time.

Important: The extended break is not a regular one and will therefore not counted to the target hours.

Administrate working time model				
Working time model	Sunday	Monday	Tuesday	Wednesday
<b>Workday (yes / no)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance time		8,50	8,50	8,50
<b>Start and end time defined (yes / no)</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start working time		08:00:00	08:00:00	08:00:00
End working time		16:00:00	16:00:00	16:00:00
<b>Break time defined (yes / no)</b>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
What working time makes a break mandatory?		6,00	6,00	6,00
Break time		0,50	0,50	0,50
<b>Extended Break time defined (yes / no)</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What working time makes an extended break mandatory?		10,00	10,00	10,00
Extended Break time		1,00	1,00	1,00
<b>Estimated working time (hours)</b>		8,00	8,00	8,00
nove				

## Employee Monthly Report

It's recommended to create a monthly report for the previous month when the new month starts. This report can then be attached to the personal employee files and can be used as a proof of the working time, flexitime and annual leave.

The report can be accessed by the menu "Reports / Monthly Report" in TimePunch PRO.

Monthly Report for Carola Baumann 1/2014				14/02/2014	
<hr/>					
Username:	Carola Baumann				
Logon	carola.baumann				
Employment:	Employed				
<hr/>					
Basic Data					
<hr/>					
Country:	Deutschland (Germany) / Baden-Württemberg				
Annual vacation:	30.00 days				
Overtime Limitation:	no				
Charging Journey Time:	0.00%				
<hr/>					
Worktime Data			Sickness		
<hr/>			<hr/>		
Worktime:		177.00 h	Sickness Days:		0.00 days
Sickness:	+	0.00 h	Sickness Days / Prev. Month:	+	0.00 days
Leave:	+	0.00 h	<hr/>		
		<hr/>	Total Sickness Days:		0.00 days
		177.00 h			
Estimated Worktime:	-	168.00 h	<hr/>		
Overtime:		9.00 h	Leave		
<hr/>			<hr/>		
Overtime until previous month:	+	16.00 h	Remaining Leave / Prev. Month:		38.00 days
Paid Overtime	-	10.00 h	Leave:	-	0.00 days
<hr/>			<hr/>		
Total Overtime:		15.00 h	Remaining Leave:		38.00 days

### Employee overview and displaying the current working time models

Using the report “Employee Overview” the working time models of the employees can be printed out. Additionally one get an overview of the current remaining leave and the cumulated overtime of the employees.

That makes it easier searching for discrepancies regarding the working time models.

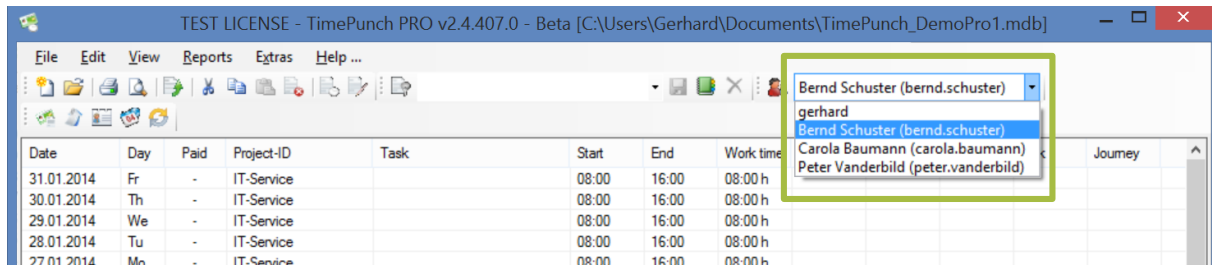
Employee Overview 1/2014 - 1/2014														
14.02.2014														
Employee Overview														
Month 1/2014														
Employee	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Hours	Workdays	Annual holidays	Rem. Leave	Sick days	Total Overtime	
Bernd Schuster	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0,00	n/a	0,00	n/a	
Carola Baumann	-	8,00	8,00	8,00	8,00	8,00	-	40,00	5	0,00	38,00	0,00	15,00	
Peter Vanderbilt	-	8,00	8,00	8,00	8,00	8,00	-	40,00	5	0,00	30,00	0,00	70,00	
														Page 1 of 1

Information: For self-employed staff members no working-time-model is stored. This will be shown with an “n/a” (not applicable) in the employee overview.

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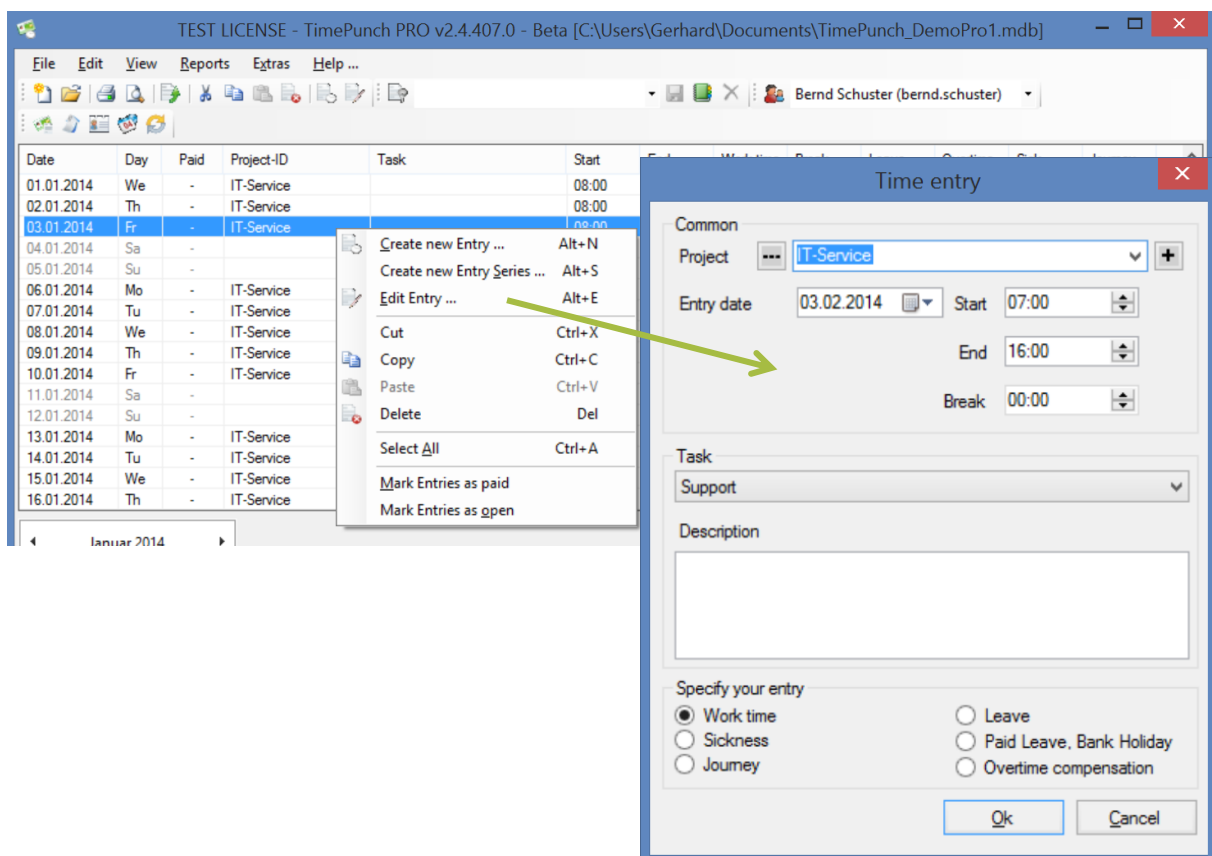
### Enter new time-entries and edit existing

In order to amend the time-entries of a staff member, one has to select the member in the member list of TimePunch PRO.



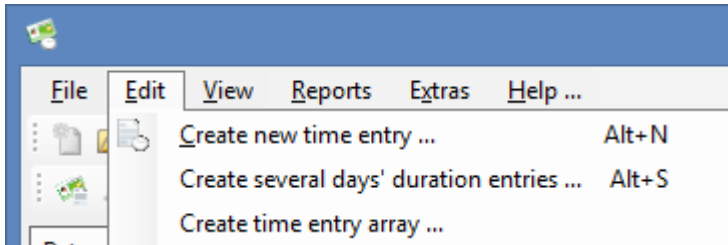
### Edit time-entries / create new one

With a double click to a time entry it can be modified. With a right click to it, it opens the context menu in which one can choose a command to create or edit a time entry.



### Differences: Time entry, several days' duration entries, time entry array

In TimePunch time entries can be created different ways. The menu offers three possibilities in order to create time entries.



#### Create new time entry

Using this feature a single time-entry can be created. The time entry starts and ends at the same day.

#### Create several days' duration entries

Several days' duration entries don't use a start or end time, but a daytime like morning, midday or evening.

The concrete start and end time will be taken from the working time model. This makes it easy to enter leave or sick times.

Certainly the start and end date can also be the same.

#### Create time entry array

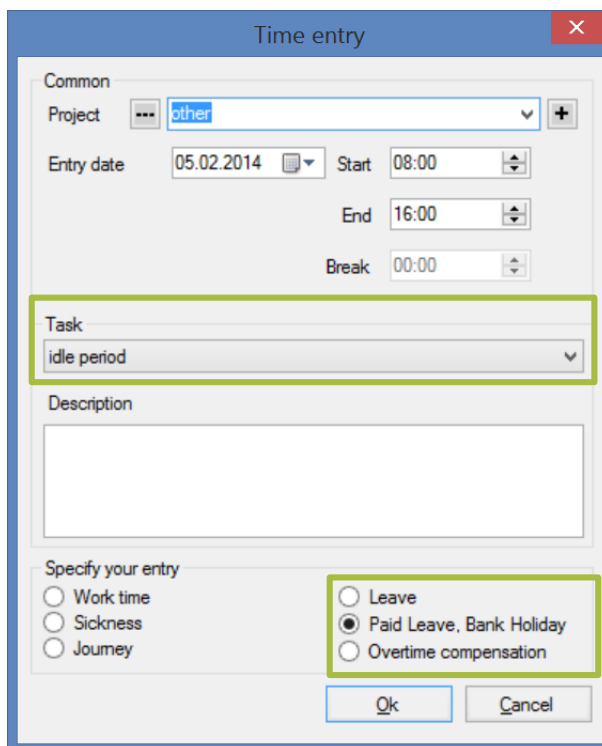
A time entry array consists of time entries that repeat over the given time frame.

In opposite to the several days' duration entries, a concrete start and end-time must be set.

### Special case: employee starts in mid-month

TimePunch always takes the complete month in order to calculate the flexitime. If therefore an employee starts in mid-month the working time until the current start day has to be marked as “idle-period”. This is necessary because otherwise the missing entries will be calculated as missing hours.

In order to create an idle-period one can create a new time-entry series. The default project “other” contains a task called “idle-period”. Furthermore it’s important to mark those entries as “Paid Leave, Bank Holidays” in order to skip the flexitime calculation.



### Additional special-cases that need manual entries

Manual entries (e.g. entries that cannot automatically recorded by the TimePunch Watcher or the RFID employee ID card) must be created for the following situations. Those entries must be entered by the staff member himself (if he/she has the proper permissions) or by the personnel-office.

Special-case	Description
Annual leave	Annual leave must be entered manually.
Sick	Sick days also need to be entered manually.
maternity leave, leave for childbirth, relocation, christmas, sylvester	The maternity leave and other special leave cases, normally get paid but do not decrease the holiday amount. Therefore those days off must be booked as “Paid Leave, Bank Holidays”.



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## Time sheets

The time sheet can be printed out in two versions. The standard version with all columns used to print out at a Din A4 paper in landscape mode. And a short version that only contains the most important columns. This version is optimized for print out at Din A4 paper in portrait mode.

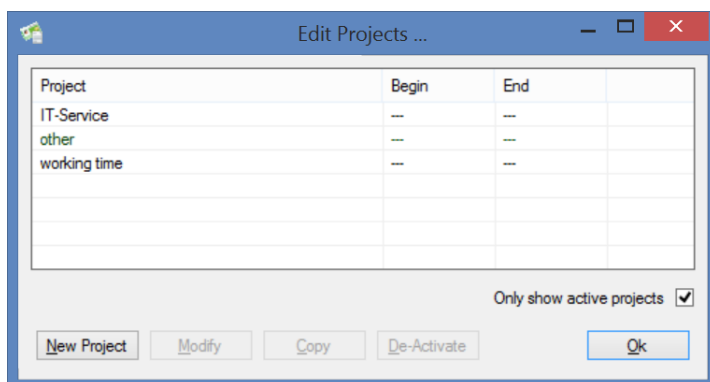
Stundennachweis vom 01.12.2013 bis 31.12.2013 für												Datum 02.01.2014	
Datum	Tag	Tätigkeit	Projekt-ID	Start	Ende	Sollzeit	Arbeit	Pause	Urlaub	Gen. U-Std.	Krank	Reise	
01.12.2013	So	Sonntag											
02.12.2013	Mo		Hauensteiner Allee	07:30	16:00	08:00	08:30						
03.12.2013	Di		Hauensteiner Allee	08:00	16:00	08:00	08:00						
04.12.2013	Mi	Krank	Sonstiges	08:00	16:00	08:00					08:00		
05.12.2013	Do	Krank	Sonstiges	08:00	16:00	08:00					08:00		
06.12.2013	Fr		Hauensteiner Allee	08:00	16:00	08:00	08:00						
07.12.2013	Sa	Samstag											
08.12.2013	So	Sonntag											
09.12.2013	Mo		Hauensteiner Allee	08:00	16:00	08:00	08:00						
10.12.2013	Di		Hauensteiner Allee	07:45	16:00	08:00	08:15						
11.12.2013	Mi		Hauensteiner Allee	08:00	16:00	08:00	08:00						
12.12.2013	Do		Hauensteiner Allee	08:00	16:30	08:00	08:30						
13.12.2013	Fr		Hauensteiner Allee	08:00	16:00	08:00	08:00						
14.12.2013	Sa	Samstag											
15.12.2013	So	Sonntag											
16.12.2013	Mo		Hauensteiner Allee	07:45	16:00	08:15							
17.12.2013	Di		Hauensteiner Allee	08:00	17:00	09:00							
18.12.2013	Mi		Hauensteiner Allee	08:00	16:00	08:00							
19.12.2013	Do		Hauensteiner Allee	07:00	16:00	09:00							
20.12.2013	Fr		Hauensteiner Allee	08:00	16:30	08:30							
21.12.2013	Sa	Samstag											
22.12.2013	So	Sonntag											
23.12.2013	Mo	Urlaub	Sonstiges	08:00	16:00								
24.12.2013	Di	Urlaub	Sonstiges	08:00	16:00								
25.12.2013	Mi	Erster Weihnachtstag											
26.12.2013	Do	Zweiter Weihnachtstag											
27.12.2013	Fr	Urlaub	Sonstiges	08:00	16:00								
28.12.2013	Sa	Samstag											
29.12.2013	So	Sonntag											
30.12.2013	Mo	Urlaub	Sonstiges	08:00	16:00								
31.12.2013	Di	Urlaub	Sonstiges	08:00	16:00								
Zusammenfassung						108,00	0,00						
Unterschrift _____													

### Projects and tasks

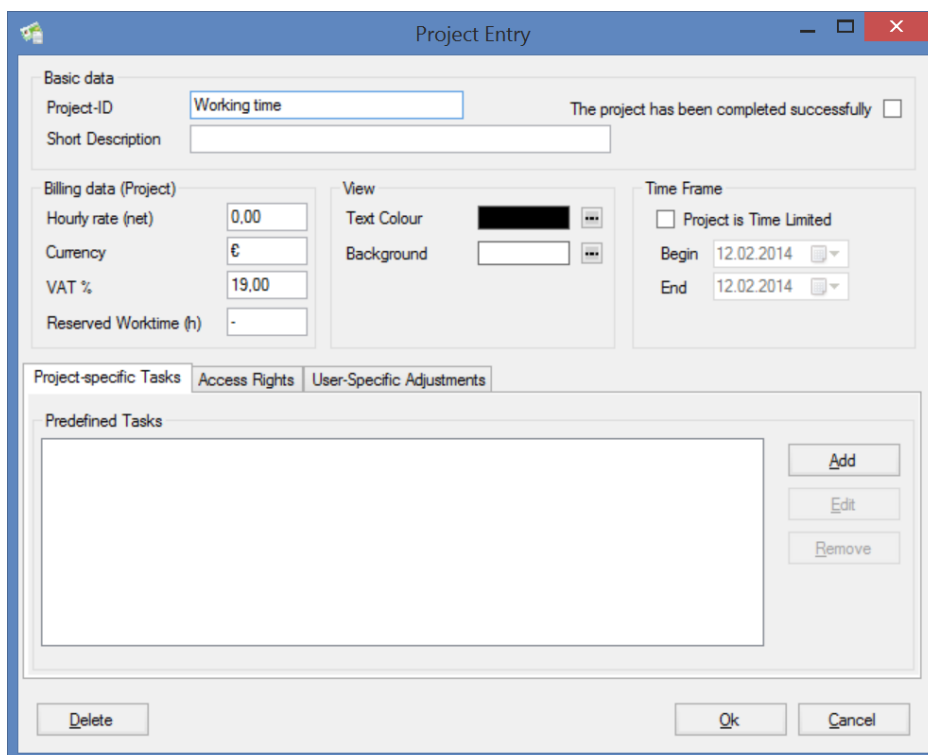
In TimePunch time entries can be applied to a project and a task. The following pages describes how to manage those in TimePunch.

#### Creating projects and edit

Using the menu item “Extras / Edit projects...” all defined projects will be shown. Inactive projects will be hidden by default, but can be shown by deactivating the checkbox “Only show active projects”.



At this dialog new projects can be created and existing projects can be edited with a double click.



At this dialog project specific tasks can be created by using the “add” button.

### Access rights and user specific adjustments

In order to keep the project list for the single project member clean, the access rights for projects can be handled at user level.

The screenshot shows the 'Project Entry' dialog box with the 'Access Rights' tab selected. The 'Basic data' section includes 'Project-ID' (Working time), 'Short Description', and a checkbox 'The project has been completed successfully'. The 'Billing data (Project)' section includes 'Hourly rate (net)' (0.00), 'Currency' (€), 'VAT %' (19.00), and 'Reserved Worktime (h)'. The 'View' section includes 'Text Colour' and 'Background'. The 'Time Frame' section includes a checkbox 'Project is Time Limited', 'Begin' (12.02.2014), and 'End' (12.02.2014). The 'Access Rights' section includes a checkbox 'Restrict use to selected users' (checked) and two lists: 'Available Users' (gerhard, Bernd Schuster (bernd.schuster)) and 'Authorized Users' (Peter Vanderbilt (peter.vanderbild), Carola Baumann (carola.baumann)). Navigation buttons '>' and '<' are between the lists. At the bottom are 'Delete', 'Ok', and 'Cancel' buttons.

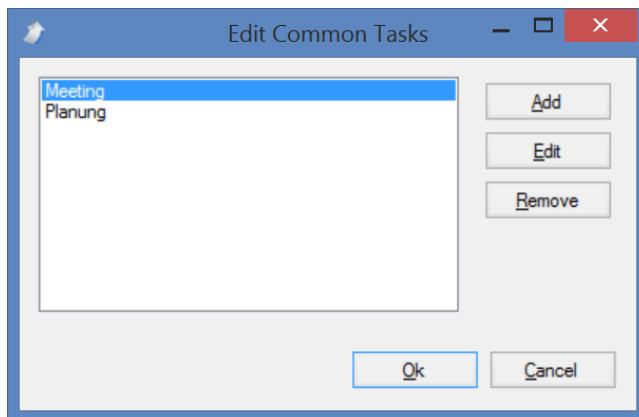
The same is also true for user specific adjustments. At this page the hourly work rate and the maximum amount of project hours per member can be defined.

The screenshot shows the 'Project Entry' dialog box with the 'User-Specific Adjustments' tab selected. The 'Basic data' section is the same as in the previous screenshot. The 'Billing data (Project)' section is the same. The 'View' section is the same. The 'Time Frame' section is the same. The 'User-Specific Adjustments' section includes a checkbox 'Adjustment for user specific settings' and two lists: 'All Authorized Users' (Peter Vanderbilt (peter.vanderbild), Carola Baumann (carola.baumann)) and 'User specific settings' (Hourly Rate (net) 55.00 €, Reserved Worktime 120.00 h). At the bottom are 'Delete', 'Ok', and 'Cancel' buttons.

### Common Tasks

If tasks are used in every project, they can be treated as common tasks in TimePunch. Those tasks are useable in every project and therefore need not be created as a new task within the project.

Using the menu “Extras / Common Tasks” the following dialog will be shown.



### Detailed Project Accounting

The report “Detailed Project Accounting” has been designed as a special report for users who need to show the project hours to their customer. The report can be accessed in menu “Reports”.

<u>Reporting Data</u>							
Project:	IT-Service			Date:	12/02/2014		
Profile:	Carola Baumann			Timeframe:	03/02/2014 to 14/02/2014		
Hourly Rate:	58.00 €			Vat:	19.00 %		

Date	Day	Task	Start	End	Work	Net Amount	Gross Amount
03/02/2014	Mon	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
04/02/2014	Tue	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
05/02/2014	Wed	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
06/02/2014	Thu	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
07/02/2014	Fri	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
10/02/2014	Mon	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
11/02/2014	Tue	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
12/02/2014	Wed	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
13/02/2014	Thu	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
14/02/2014	Fri	Support	08:00	16:00	08:00	464.0000 €	552.1600 €
<b>Summary</b>					<b>80.00</b>	<b>4,640.00 €</b>	<b>5,521.60 €</b>

Signature \_\_\_\_\_

### Project calculation

For helping the project office we developed the report 'Project accounting' and 'Project accounting per User'. Using this reports; one can evaluate how many hours in total have been booked for a project.

Project accounting begin 03/02/2014 to 26/02/2014  
Date 12/02/2014

Project	Percent	Entries	Work	Hourly	Net Amount	Vat	Gross
IT-Service	100.00%	28	224.00	52.86 €	11,840.00 €	19.00 %	14,089.60 €
Summary	100.00%	28	224.00		11,840.00 €		14,089.60 €

In order to show the complete project times, the following settings need to be set up.

- The checkbox "Selected Users" may not be checked in order to query all users.
- The project to query must be selected.
- The Date Selection should be set to "All Time Entries" in order to get all project bookings that have been made so far.

### Flexitime calculation

At the following pages the flexitime calculation will be described. Also it will be shown how the calculation can be corrected, if needed.

#### Showing the current month data

In the current month, the working time, the overtime and the remaining leave will be shown in a separate information window. This window is placed in the middle of the TimePunch Window at the lower border.

The 'Current Month' window displays the following data:

Current Month		
Working time until today	64,00	h
Overtime until today	0,00	h
Remaining leave	30,00	days

The working time will be displayed up to the current date. That is also true for the cumulated overtime. It's important to know that the displayed overtime includes the working time of the current day.

#### Analysing the overtime in the current month

The overtime per user can be displayed in the analyse window (lower right). At this place the overtime at the beginning of the month, the overtime within the month and the overtime at the end of the month will be displayed.

The 'Analyse' window shows the 'Overtime' tab with the following data:

Analyse		
Work time Overtime Leave Sickness Rules		
Overtime at start of Januar	16,00	h
Overtime in Januar	9,00	h
Overtime until end of Januar	25,00	h
<input type="button" value="Correct"/>		

If a correction took place in form of overtime payment or overtime restriction, the original overtime and also the corrected overtime will be displayed.

The 'Analyse' window shows the 'Overtime' tab with the following data:

Analyse		
Work time Overtime Leave Sickness Rules		
Overtime at start of Januar	16,00	h
Overtime in Januar	9,00	h
Overtime until end of Januar (original)	25,00	h
Overtime until end of Januar (corrected)	10,00	h
<input type="button" value="Correct"/>		

### Limit overtime in month

Additionally to the applied overtime rules of the given user Profile can be amended in every month separately. Using the button “correct” the overtime can be amended.

The 'Analyse' dialog box has tabs for 'Work time', 'Overtime', 'Leave', 'Sickness', and 'Rules'. The 'Overtime' tab is active. It contains three input fields: 'Overtime at start of Januar' with value '16,00 h', 'Overtime in Januar' with value '9,00 h', and 'Overtime until end of Januar' with value '25,00 h'. A 'Correct' button is highlighted with a green rectangle.

In order to limit the overtime one has to choose “Limit overtime” in the upcoming dialog.

The dialog box is titled 'Overtime-rule for Carola Baumann in 1/2014'. It has an 'Info' section with the same overtime values as the previous screenshot. Below it is the 'Overtime Limitation' section, which is highlighted with a green rectangle. It contains a 'Limit overtime' dropdown set to 'cumulative' and a 'Max. Overtime' input field set to '10,00 h'. At the bottom, there are two sections: 'Overtime compensation' with a 'Payout overtime' button, and 'Missing hours compensation' with a 'Compensate missing hours' button. The 'Overtime until end of Januar (corrected)' field shows '10,00 h'. 'Ok' and 'Cancel' buttons are at the bottom.

Important: The overtime can be limited per month or cumulated (that means in total).

- “Monthly” means that the user can only do a limited overtime per month, but in total without a limitation.
- “Cumulative” mean that the user can only do overtime until the given limit is reached.

### Overtime gets paid automatically

Overtime can be paid automatically if the overtime exceeds the given limit. If wanted, the selection “calculated” needs to be chosen.

Overtime-rule for Carola Baumann in 1/2014

Info

Overtime at start of Januar 16,00 h

Overtime in Januar 9,00 h

Overtime until end of Januar (original) 25,00 h

Overtime Limitation

Limit overtime cumulative

Max. Overtime 10,00 h

Overtime compensation

Payout overtime calculated

Payout 15,00 h

Overtime until end of Januar (corrected) 10,00 h

Ok Cancel

Important: Overtime can only paid out automatically, if an overtime limitation has been set in order to calculate the difference to it.



### Pay-out overtime once and manually

Overtime can be paid out once if the button „Pay out overtime” will be chosen. The entered amount of overtime will then decrease the amount of overtime in total and also be shown in the monthly report for the current user.

Overtime-rule for Carola Baumann in 1/2014

Info

Overtime at start of Januar 16,00 h

Overtime in Januar 9,00 h

Overtime until end of Januar (original) 25,00 h

Overtime Limitation

Limit overtime

Overtime compensation

Payout 10,00 h

Overtime until end of Januar (corrected) 15,00 h

Ok Cancel

### Missing hour compensation

Missing hours can be compensated by selecting “Compensate missing hours”. The entered missing hours will then be added to the missing hours and also displayed in the monthly report for the selected user.

Missing hours compensation

Missing hours compensation 96,00 h

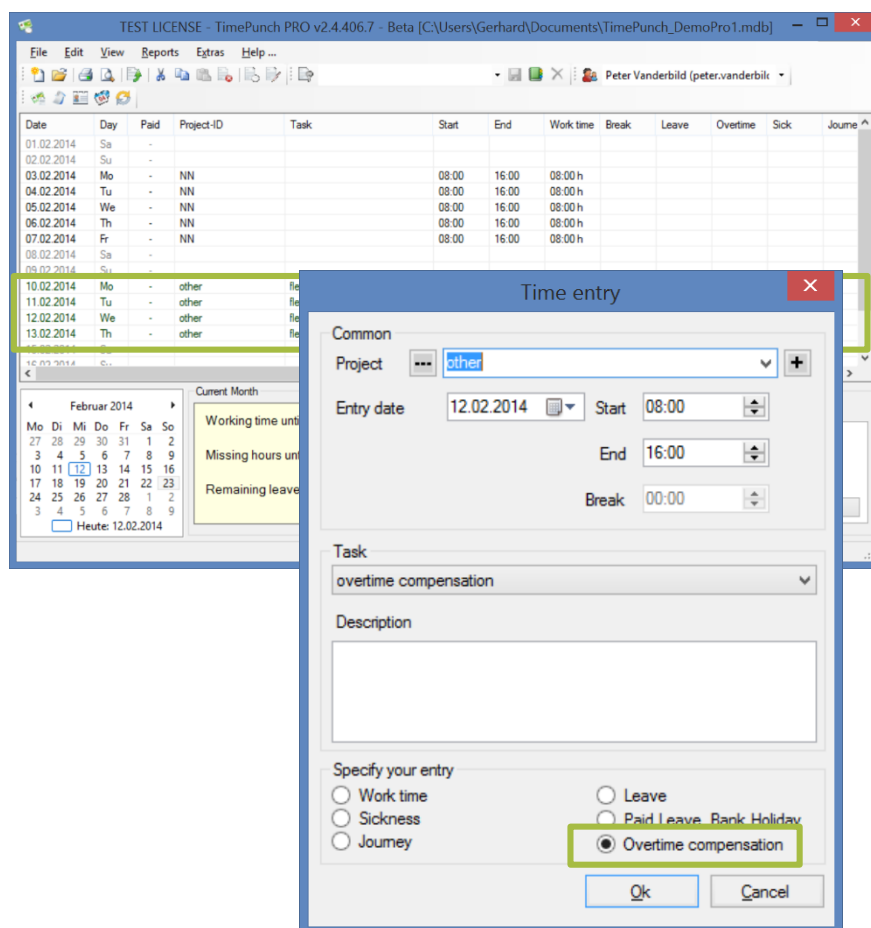
Overtime until end of Februar (corrected) 0,00 h

Ok Cancel

### Overtime compensation

The flexitime calculation in TimePunch interprets missing entries as taken-overtime. Seeing that adding an entry for overtime compensation is not necessary.

But for the clarity, adding entries for the compensated overtime is a good advice. Also in this case it's recommended to create an entry series.



## Evaluate the development of overtime

The buildup and reduction of overtime can be evaluated at best with the overtime report. In this report the target hours, the current working time and the therefore done and taken overtime displayed.

Overtime Report: Carola Baumann - 2/2014								12/02/2014
Overtime until previous month:				15.00 h				
Missing hours in month:				-76.17 h				
Missing hours:				<b>-61.17 h</b>				
Overtime limitation:				no				
Total Missing Hours:				<b>-61.17 h</b>				
Date	Day	Estimated	Sick	Leave	Work	Overtime	Taken Overt.	Current Overtime
01/02/2014	Sat							15.00
02/02/2014	Sun							15.00
03/02/2014	Mon	8.00			9.00	1.00		16.00
04/02/2014	Tue	8.00			8.00			16.00
05/02/2014	Wed	8.00			8.00			16.00
06/02/2014	Thu	8.00			9.00	1.00		17.00
07/02/2014	Fri	8.00			8.00			17.00
08/02/2014	Sat							17.00
09/02/2014	Sun							17.00
10/02/2014	Mon	8.00			8.00			17.00
11/02/2014	Tue	8.00			8.83	0.83		17.83
12/02/2014	Wed	8.00			7.00		-1.00	16.83
13/02/2014	Thu	8.00			10.00	2.00		18.83
14/02/2014	Fri	8.00			8.00			18.83
15/02/2014	Sat							18.83
16/02/2014	Sun							18.83
17/02/2014	Mon	8.00			0.00		-8.00	10.83
18/02/2014	Tue	8.00			0.00		-8.00	2.83
19/02/2014	Wed	8.00			0.00		-8.00	-5.17
20/02/2014	Thu	8.00			0.00		-8.00	-13.17
21/02/2014	Fri	8.00			0.00		-8.00	-21.17
22/02/2014	Sat							-21.17
23/02/2014	Sun							-21.17
24/02/2014	Mon	8.00			0.00		-8.00	-29.17
25/02/2014	Tue	8.00			0.00		-8.00	-37.17
26/02/2014	Wed	8.00			0.00		-8.00	-45.17
27/02/2014	Thu	8.00			0.00		-8.00	-53.17
28/02/2014	Fri	8.00			0.00		-8.00	-61.17
Summary		160.00	0.00	0.00	83.83	4.83	-81.00	<b>-61.17</b>

### Annual leave management

The following pages describes how the annual leave can be managed and evaluated using TimePunch.

#### Set-up the leave account for the first time

If one create a new TimePunch profile for a new member, the annual leave (as defined in the contract) must be entered in TimePunch. At the defaults section, the remaining-leave must be entered on pro rata base.

The same is valid if one starts with TimePunch in mid-year. In the defaults the annual leave must be entered, that refers to the count of leave days that the user owns with start of TimePunch.

TimePunch Profile - Carola Baumann (carola.baumann)

**Working time**

Annual Vacation  days

☐ Restrict overtime to a maximum of  monthly

Maximum Overtime  hours

☐ Overtime is getting paid

Working days per week  days

Weekly hours to work  hours

Charging journey time  %

Default begin of working time

**Defaults**

User name

Previous sick days  days

Previous overtime  hours

Do you have additional vacation from before using TimePunch, that may be added to your yearly vacation? ☐ Yes ☒ No

No, I only have the following vacation remaining  days

**Information**

The working time rules will be applied to the current month and all future months.

These settings are pre-adjustments for TimePunch. The defaults can only be changed if no month has been locked.

Ok Cancel

### How to enter annual leave

In order to enter annual leave, choose 'Edit, Create several days' duration entries ...' from the menu and select 'Leave' to specify the entry.

The fields 'start' and 'end' specify the day time where the entry starts and ends. The concrete start and end times will be taken from the working time model.

In order that the entry gets calculated properly by TimePunch it's necessary that the entry is marked as 'Leave' at the section 'Specify your entry'.

Time entry

Common

Project: other

Entry date: 17.02.2014

Until: 21.02.2014

Start: morning start

End: evening end

Task: leave

Description

Specify your entry

☐ Work time

☐ Sickness

☐ Journey

☒ Leave

☐ Paid Leave, Bank Holiday

☐ Overtime compensation

Ok Cancel

### Take remaining leave into the upcoming year

Remaining leave will be automatically taken over to the New Year. Important for the takeover is the last December. All remaining leave that is shown in this month will be added to the January of the next year.

Analyse

Work time Overtime **Leave** Sickness Rules

Remaining holidays in 2013, totals	3,00	days
Remaining holidays in 2013, through December	3,00	days
Holidays in December	0,00	days
Annual holidays	30	days

Apply

Analyse

Work time Overtime **Leave** Sickness Rules

Remaining holidays in 2014, totals	33,00	days
Remaining holidays in 2014, through Januar	33,00	days
Holidays in Januar	0,00	days
Annual holidays	30	days

Apply

### Reporting

The following pages describe the reporting functionality of TimePunch.

#### Menu „Reports“, Reporting Options

For each report there are different filters available. This filters won't change the look, but the data that is displayed.

If the account owns administration rights, it is possible to create reports for all user accounts. For most reports it's also possible to filter projects and tasks, as well as the reporting time frame.

Additionally there is an option called “Payment Selection” with that only paid entries or non-paid entries can be filtered.

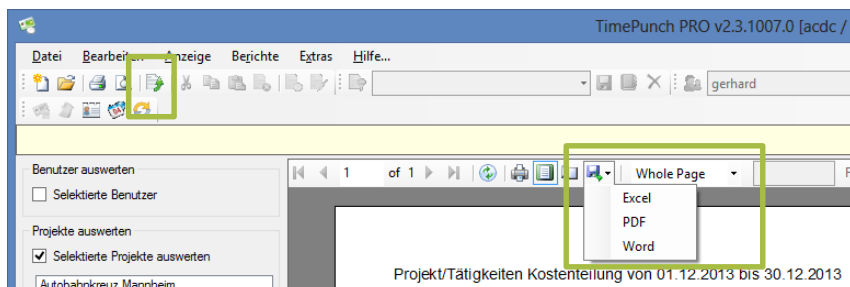
After applying the settings the report will be recreated by using the new filter settings.

The screenshot shows a sidebar with various filter options for the reporting functionality. The options are organized into sections: 'Filter Users' with a checkbox for 'Selected Users'; 'Filter Projects' with a checked checkbox for 'Filter selected Projects' and a list box containing 'IT-Service', 'other', and 'Working time'; 'Filter selected Tasks' with an unchecked checkbox; 'Date Selection' with a 'Timeframe' dropdown set to 'Previous Month', and 'Since' and 'Until' date pickers set to '01.01.2014' and '31.01.2014' respectively; 'Payment Selection' with three radio buttons: 'Show all entries' (selected), 'Show only paid entries', and 'Show only non paid entries'; and 'Weekend Viewing' with three checkboxes: 'Show breaks' (unchecked), 'Show holidays' (checked), and 'Show weekends' (checked). An 'Apply' button is at the bottom.

#### Report export

Each report can be exported as an Excel, PDF or Word file.

Microsoft Excel has been established as a standard export. Therefore there's an direct export for excel implemented in TimePunch, with that the report gets directly opened within a new Instance of Microsoft Excel.



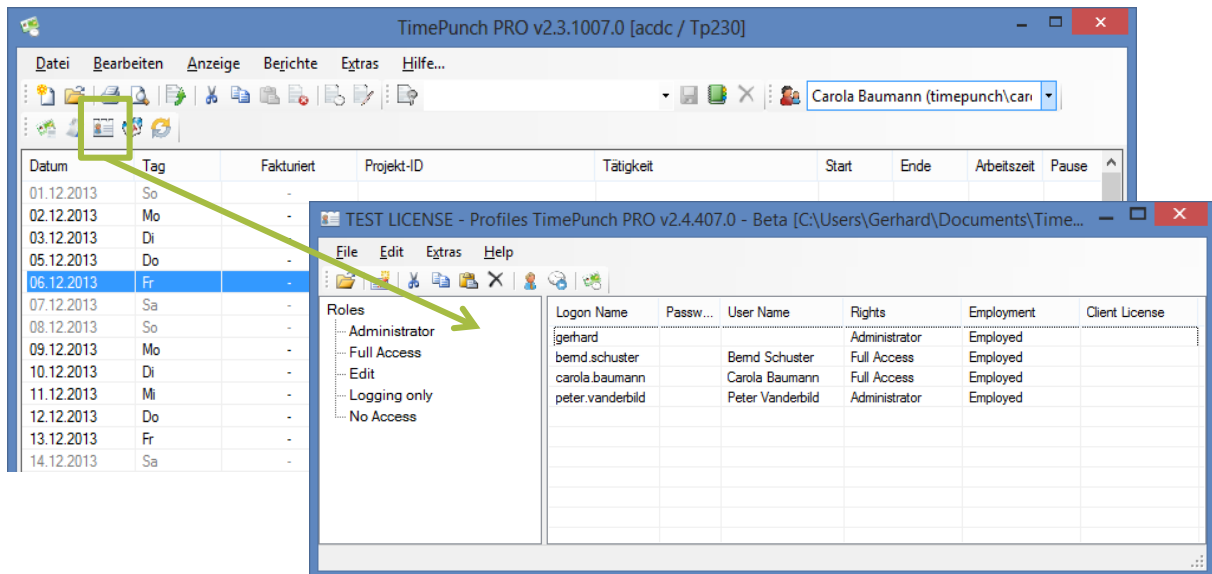
## TIMEPUNCH CLIENT 2.5

### Permission management

The following pages describe the permission management in TimePunch PRO.

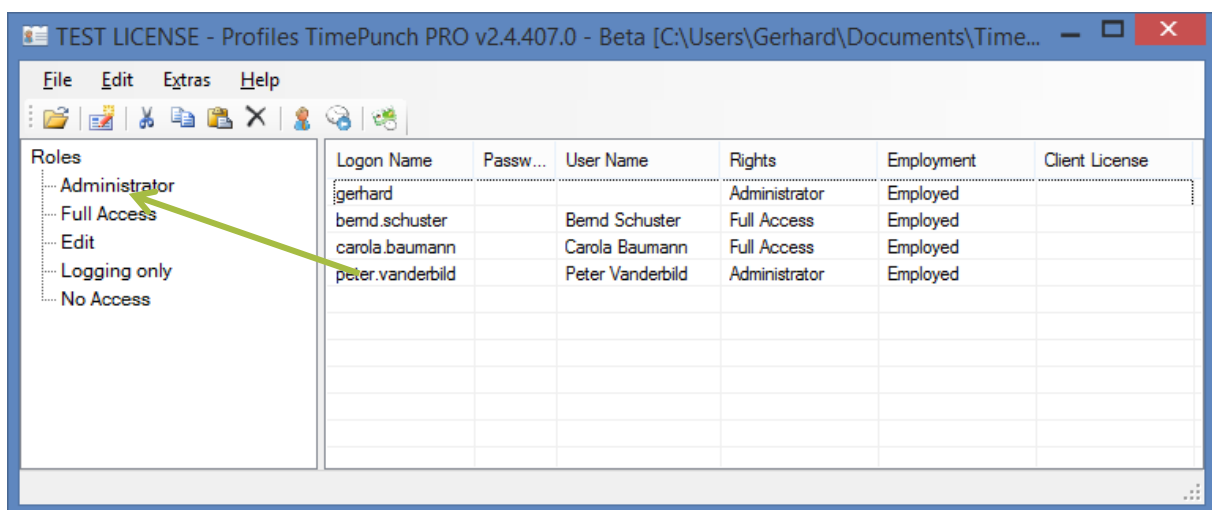
#### TimePunch Profiles

Using the software “TimePunch Profiles” staff members can be assigned to different roles and associated permissions.



#### Assigning staff members to a role

Move a staff member via drag & drop to a different role in order to assign the user to that role.





### Permissions

As a standard every installation owns administration rights. If TimePunch gets installed in an enterprise environment, each user can be assigned to a different role. The role defines the permissions that the user owns.

	Administrator	Full Access	Edit	Logging only
<b>Login Permissions</b>				
Login	x	x	x	x
Manage TimePunch Profiles (switch users)	x			
<b>Synchronization</b>				
Access to the Synchronization Wizard of TimePunch	x	x	x	
<b>Time recording</b>				
Access to the TimePunch Watcher	x	x	x	x
Change active time entry	x	x	x	
Change recording settings	x	x	x	
<b>Project access</b>				
Access to the active projects	x	x	x	x
Managing the projects	x	x		
Send projects using the TimePunch Sync Wizard	x	x	x	
Receive projects via TimePunch Sync Wizard	x	x		

## TIMEPUNCH CLIENT 2.5

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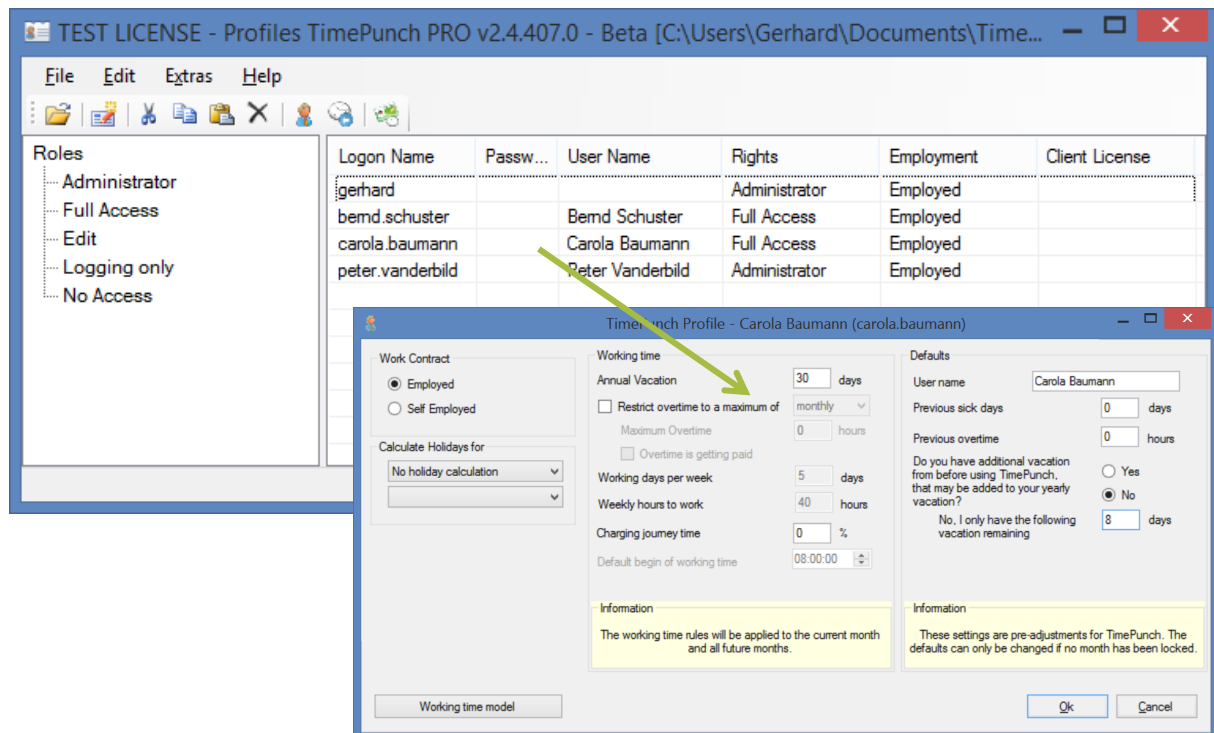
Task access				
Access to the active tasks	x	x	x	x
Managing the common tasks	x	x		
Time entries				
Access to the time entries	x	x	x	x
Modify existing time entries	x	x	x	
Send time entries using the TimePunch Sync Wizard	x	x	x	
Receive time entries using the TimePunch Sync Wizard	x	x	x <sup>1</sup>	
Restricted modification of existing time entries.				x

---

<sup>1</sup> If no projects or activities will be modified or created.

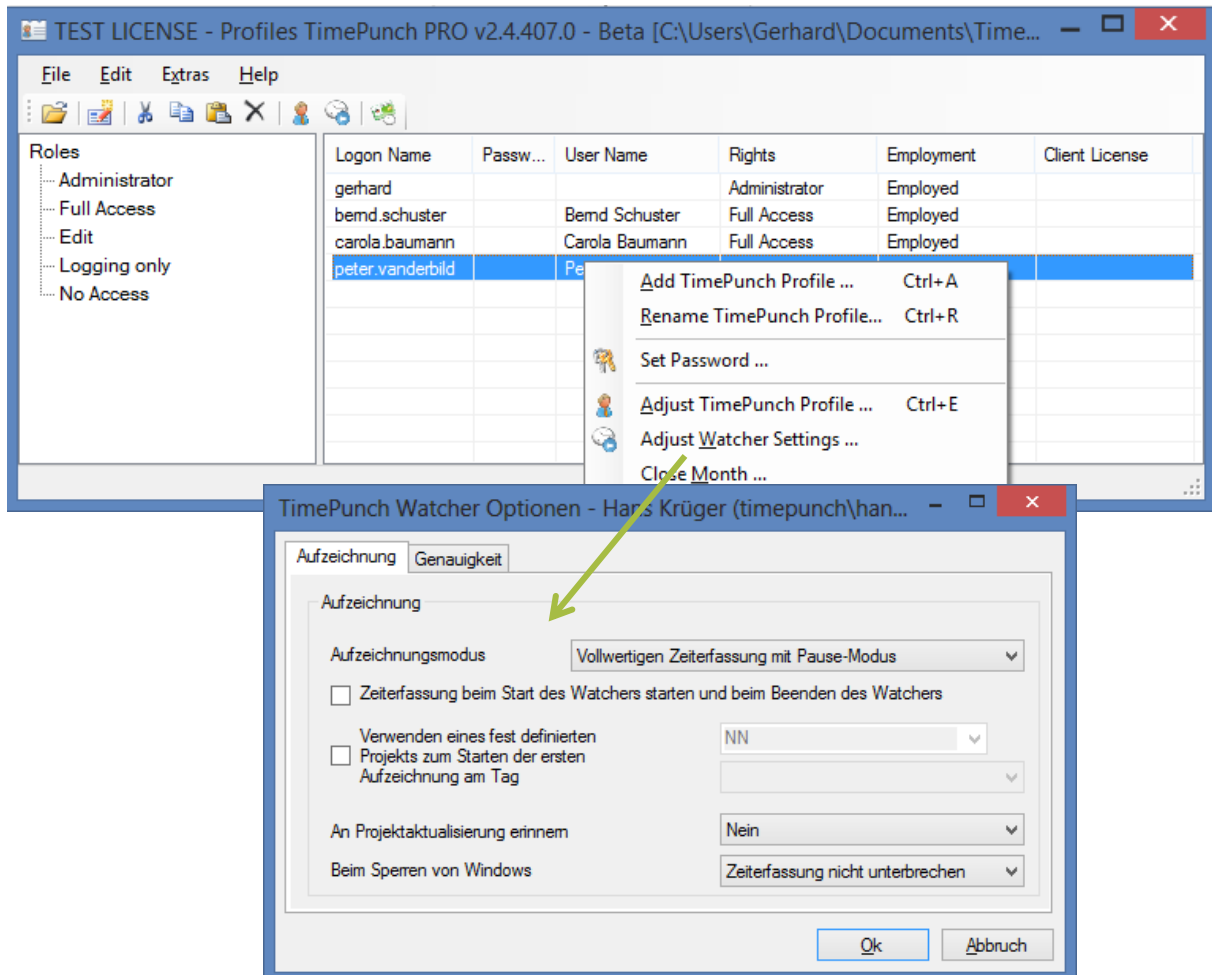
### Amending employee profiles in TimePunch Profiles

With double clicking the staff member in TimePunch Profiles the employee profile of this user can be amended.



### Amending the recording settings

In TimePunch Profiles the recording settings can be managed centralized for all users. This can be done with a right click onto the user profile. After that the menu “Adjust Watcher Settings ...” has to be chosen.



The different recording options are described in detail within the user manual of TimePunch Watcher.

But it's important to know, that the settings can be managed centralized. Because if a user only owns the right to record only times, he can't change those settings.

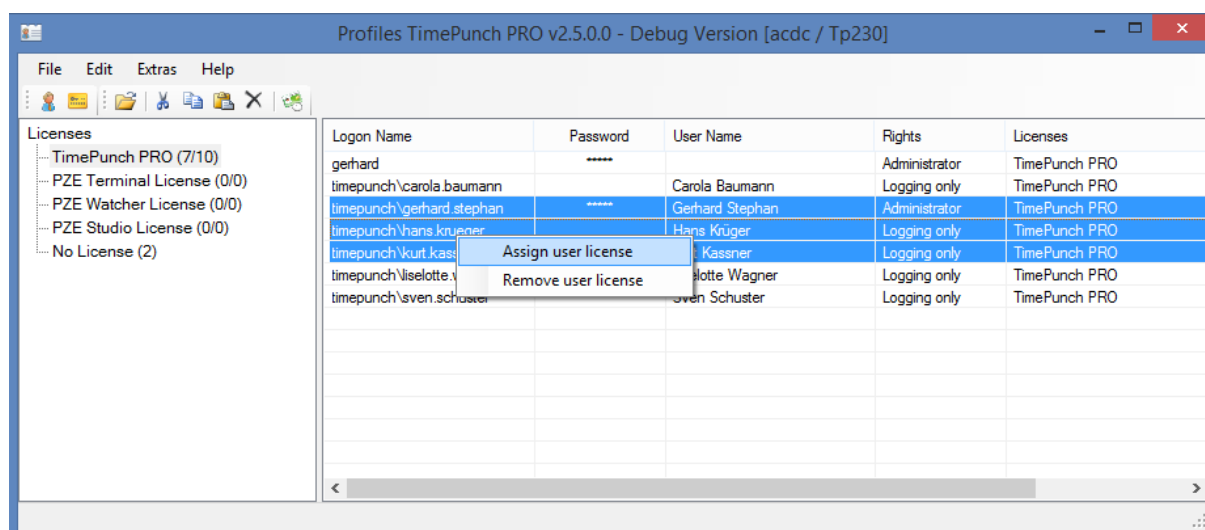
### Quitting of employees

If employees are leaving the enterprise they cannot be deleted in TimePunch due to their existing time entries.

And even if it would be possible, deleting the time entries is not recommended because the times may be needed in the future. Because of this reason the times of employees who left the enterprise can be archived.

For this purpose, the employee is first moved to the role of "No Access". Now a change to the license management is necessary.

Here the appropriate license type is selected first in the tree, e.g. "PZE Studio". Then the license for the selected staff can be removed with the right button context menu "Remove user license".



The license is now again vacant and available for new employees.

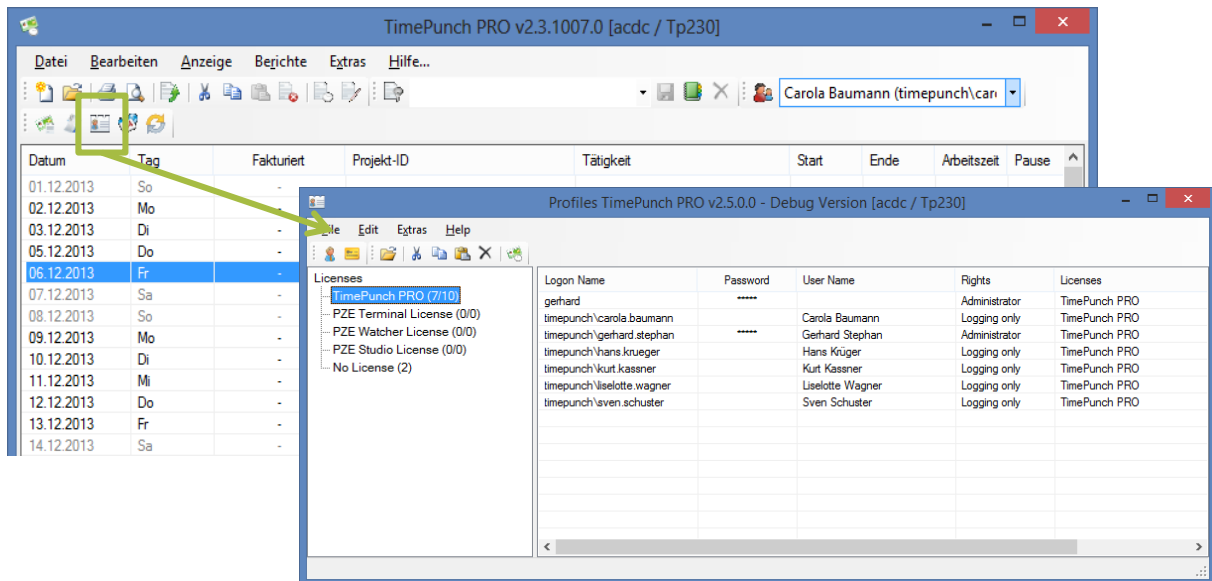
## TIMEPUNCH CLIENT 2.5

### License management

The following pages describe the TimePunch PRO license management.

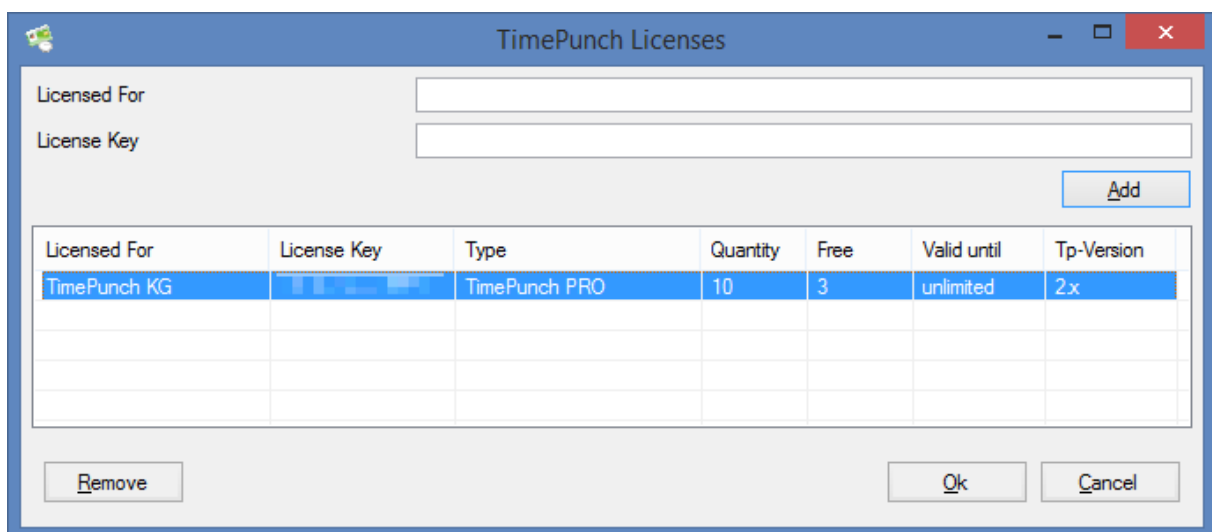
#### TimePunch Profiles

Using "TimePunch Profiles" the licenses for TimePunch PRO can be entered and assigned to the staff members.



#### Enter the license key

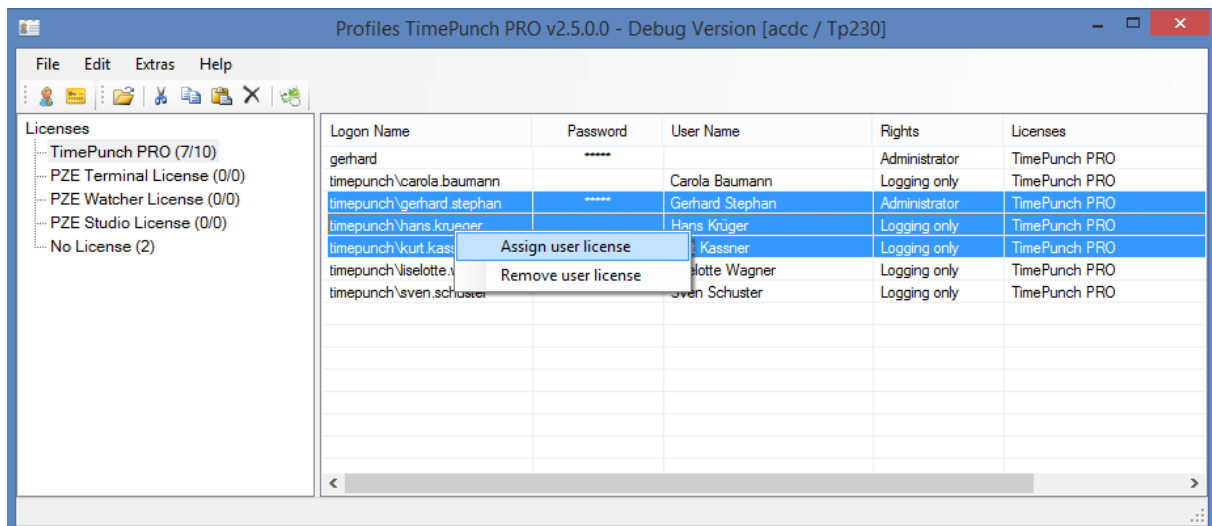
Before licenses can be mapped to the individual employees, the license key must be entered. This is done via the menu item "Extras / Enter license information ..."



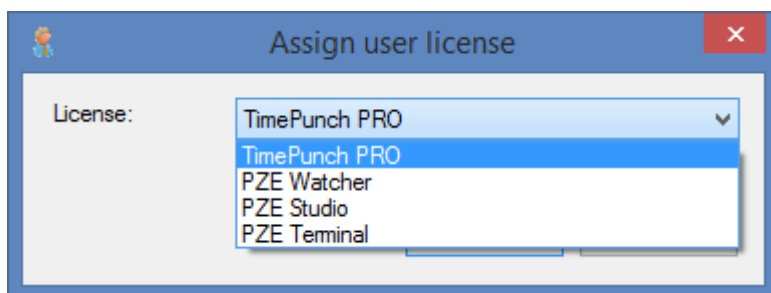
After entering the license information, the key must be added by using the "Add" button.

### Assign licenses to the employees

In the tree, the number of licenses already awarded, as well as the number of all license keys of each type are displayed for the respective license type.



Now the concerning employees must be selected and the context menu "assign user license" chosen.



After confirming the dialog with OK, the license gets assigned to the employee. As an alternative to licensing through the Dialog, the employee can also be moved via drag and drop on the appropriate license in the tree view.

### Types of licenses in TimePunch

Additionally to the kind of licenses in TimePunch there are different types of licenses available. This types allow access to the complete system or only to part aspects.

#### TimePunch PRO

This license is a version that is required in the human resources department to evaluate the working hours of employees. The TimePunch PRO license offers an efficient staff management including vacation planning, flexitime accounts / overtime management, monthly reports, and extensive project management functions.

Alternatively this license can be used also for each employee for time recording, since it includes all PZE licenses (Terminal/Watcher/Studio).

#### PZE Watcher

This license includes the use of the TimePunch Watcher to record the working time on your own PC. No time attendance terminal is required for this license.

The time is recorded as soon as the employee logs on to his workstation PC. In addition, the working time can be booked on various projects. The number of licenses is dependent on the number of employees. The time-evaluation will be done with the TimePunch PRO license in the personnel office or project management.

#### PZE Studio

This license includes the use of TimePunch Studio to record the work time at a community PC, e.g. in a garage, a practice or in a Studio. For each employee an own PZE Studio license is required.

The working time is recorded when the staff member logs on in TimePunch Studio. In addition, the working time can be booked on various projects. The number of licenses is determined by the number of employees. The time-evaluation will be done with the TimePunch PRO license in the personnel office or project management.

#### PZE Terminal

Only the Coming and the Going of staff members is recorded at the time recording terminal, either via RFID employee ID cards or keychain. The number of licenses is dependent on the number of employees. The time-evaluation will be done with the TimePunch PRO license in the personnel office.



### Licence matrix

The following table shows the various licenses and their use and licensing opportunities.

Usage	TimePunch PRO	PZE Watcher	PZE Studio	PZE Terminal
TimePunch PRO Windows Client	x			
TimePunch Watcher	x	x		
TimePunch Studio	X		x	
TimePunch Zeiterfassungsterminal	X			X

### Tips and Tricks

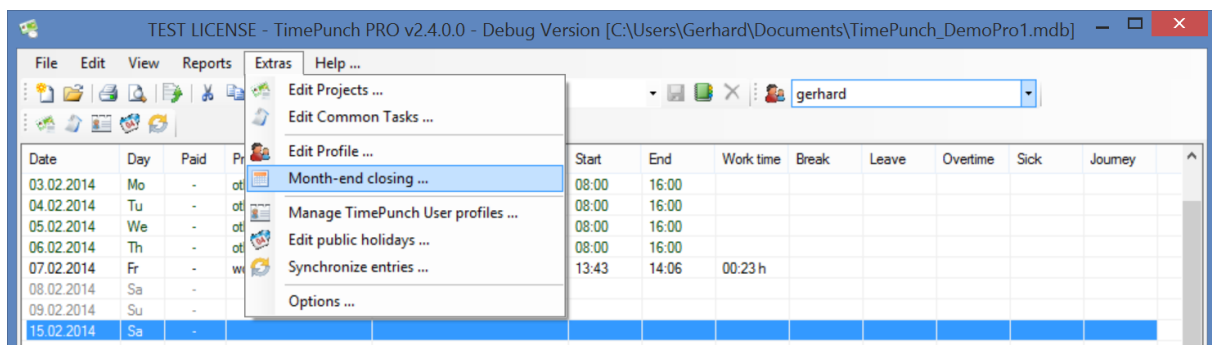
The following pages contains useful tips and tricks that can ease the work with TimePunch.

#### Month end closing and overall performance

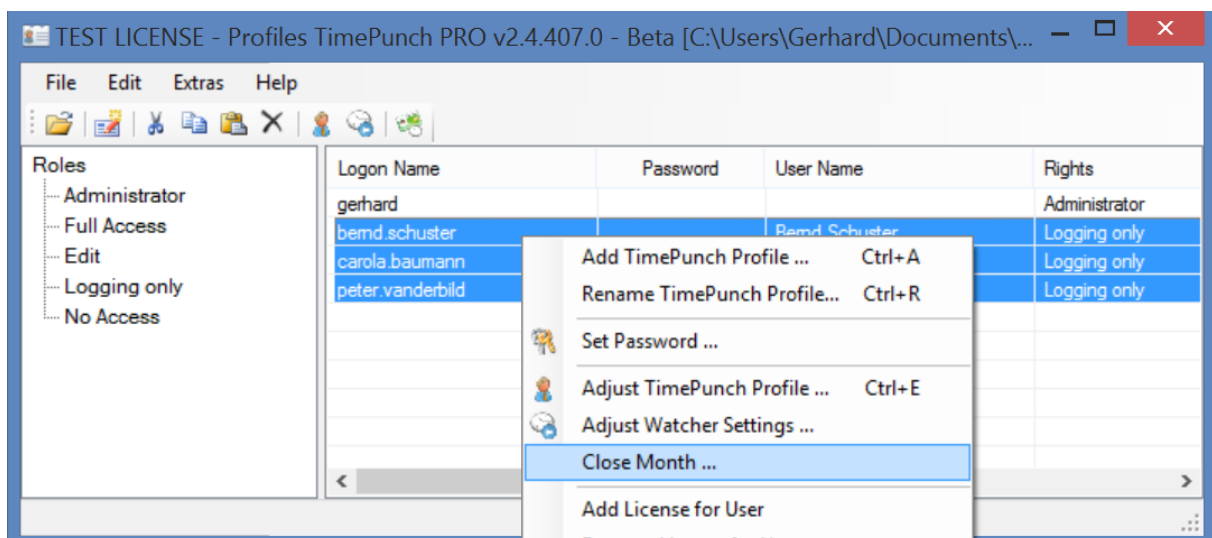
The month end closing that can be done in TimePunch has to big benefits. First it prevents deleting previous recorded time-entry accidentally, because they get locked. Second it keeps the performance of TimePunch at a good level, because the times are set and there's no need for a recalculation.

Because of this reasons the month end closing should be done on a regular base, either by the staff member for their own times, or by the personnel office for all staff.

In TimePunch PRO the month end closing can be executed in menu 'Extras / Month-end closing'.



The personnel office can open the month-end closing dialog for multiple users by selecting the users and choosing 'Month-end closing' from the context menu.

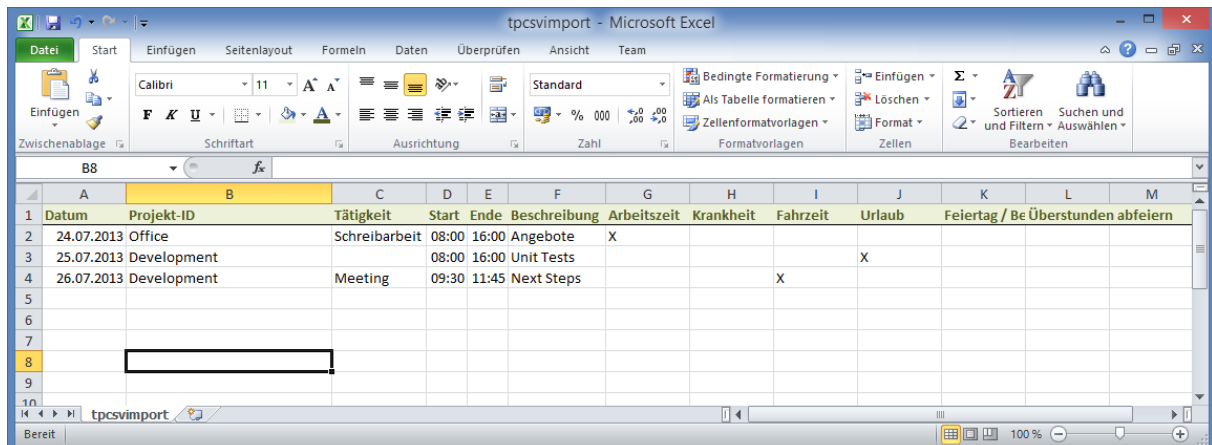


## TIMEPUNCH CLIENT 2.5

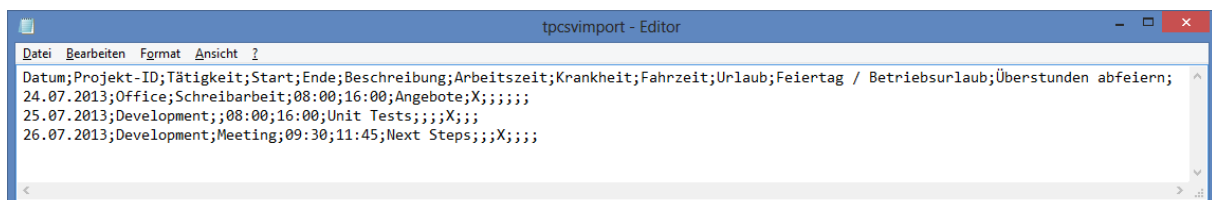
### Import of time entries from Microsoft Excel

Using the command line tool 'TpCommand' it is possible to import excel files that have been created with a defined set of columns.

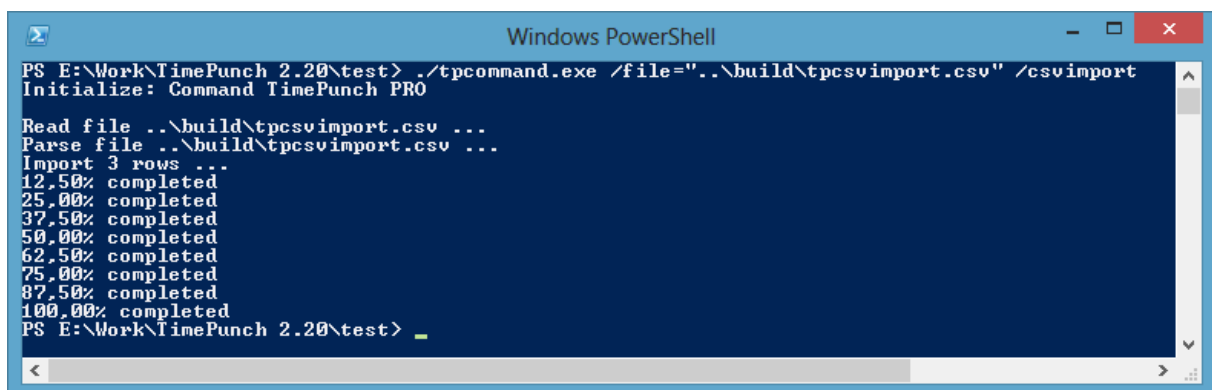
How this can be achieved is described in detail within the user manual of TimePunch Command. At this place we only want to tell you that it is possible in case you need it to import time entries from previous time entry recording systems.



	A	B	C	D	E	F	G	H	I	J	K	L	M
	Datum	Projekt-ID	Tätigkeit	Start	Ende	Beschreibung	Arbeitszeit	Krankheit	Fahrzeit	Urlaub	Feiertag / Be	Überstunden abfeiern	
1	24.07.2013	Office	Schreibarbeit	08:00	16:00	Angebote	X						
2	25.07.2013	Development		08:00	16:00	Unit Tests				X			
3	26.07.2013	Development	Meeting	09:30	11:45	Next Steps			X				
4													
5													
6													
7													
8													
9													



```
Datum;Projekt-ID;Tätigkeit;Start;Ende;Beschreibung;Arbeitszeit;Krankheit;Fahrzeit;Urlaub;Feiertag / Betriebsurlaub;Überstunden abfeiern;  
24.07.2013;Office;Schreibarbeit;08:00;16:00;Angebote;X;;;  
25.07.2013;Development;;08:00;16:00;Unit Tests;;;X;;  
26.07.2013;Development;Meeting;09:30;11:45;Next Steps;;;X;;
```



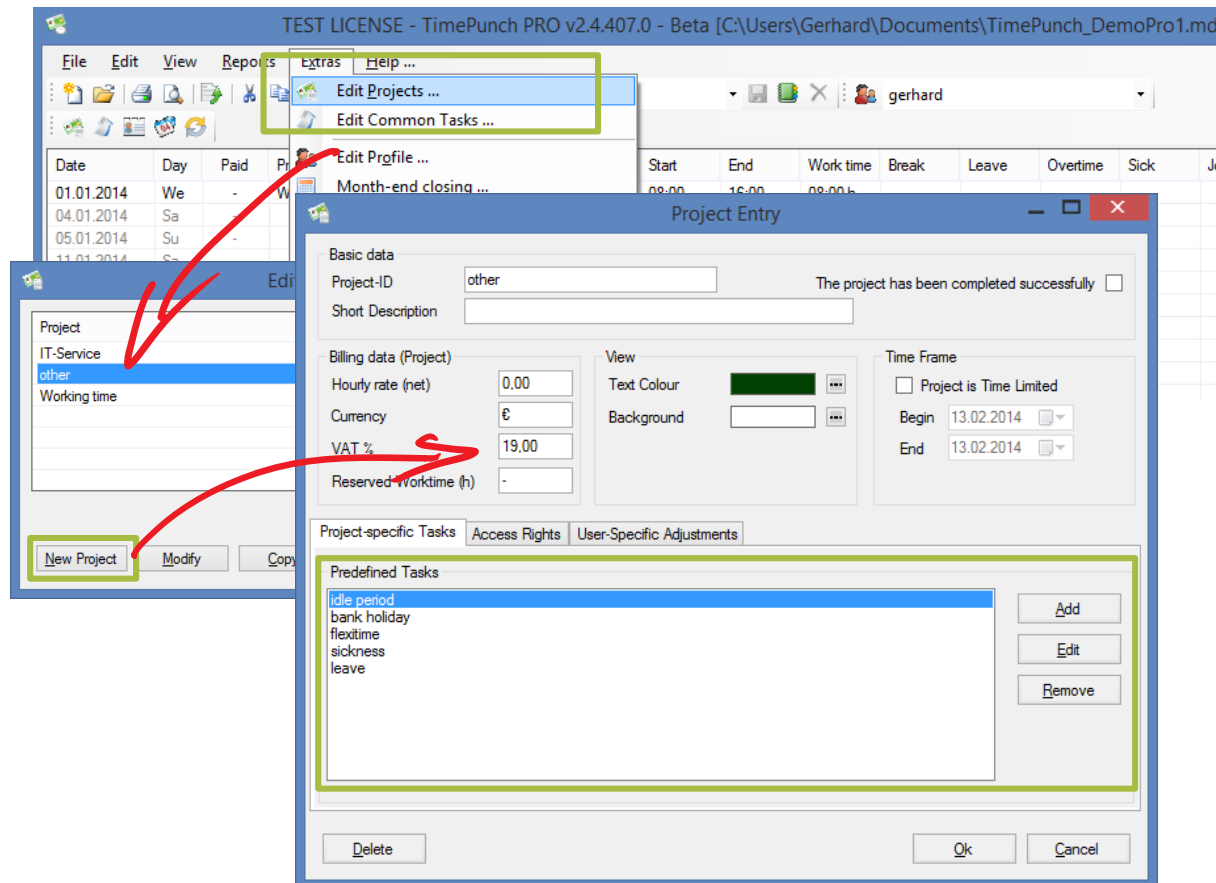
```
PS E:\Work\TimePunch 2.20\test> .\tpcommand.exe /file="..\build\tpcsvimport.csv" /csvimport  
Initialize: Command TimePunch PRO  
  
Read file ..\build\tpcsvimport.csv ...  
Parse file ..\build\tpcsvimport.csv ...  
Import 3 rows ...  
12.50% completed  
25.00% completed  
37.50% completed  
50.00% completed  
62.50% completed  
75.00% completed  
87.50% completed  
100.00% completed  
PS E:\Work\TimePunch 2.20\test>
```

## TIMEPUNCH CLIENT 2.5

### Standard project for leave, sickness, taken overtime etc.

Using the menu “Extras / Edit projects” it’s useful to create a standard project called “other”. This project can contain some default tasks like ‘leave’, ‘sickness’, ‘taken overtime’ etc.

Starting with TimePunch 2.4 this standard project called ‘other’ will be created by default. If you want to change the tasks you are free to do so.

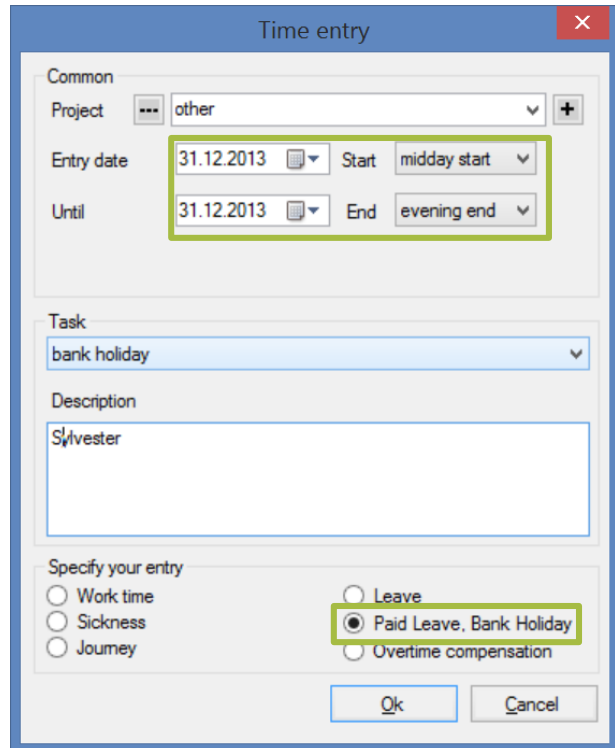


### Christmas and Sylvester

Christmas and Sylvester are no official public holidays, but most enterprises offer their employees a half day off.

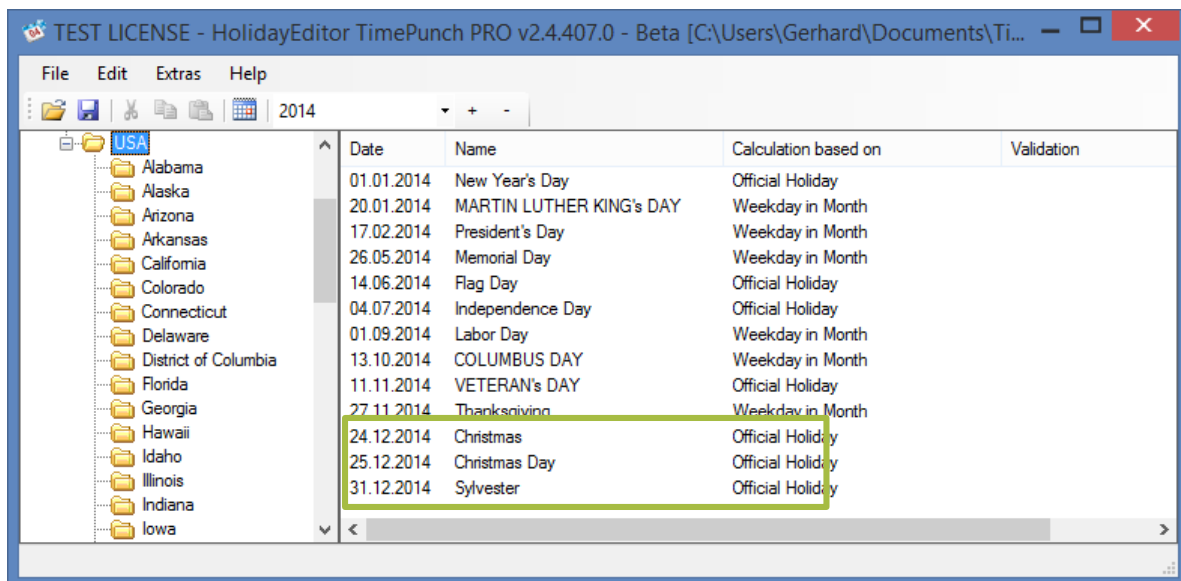
#### Solution 1: Employees will work a half day at Christmas and Sylvester

If this is the same for your enterprise, you have to add such “half” public holidays for each user, in order to correct the flexitime account.



#### Solution 2: Christmas and Sylvester treated as normal leave days

In this case Christmas and Sylvester can be added as a bank holiday within the holiday editor. Accordingly to that, the employees' annual leave must be reduced by 2 days in order to reflect the additional holidays.



Date	Name	Calculation based on	Validation
01.01.2014	New Year's Day	Official Holiday	
20.01.2014	MARTIN LUTHER KING's DAY	Weekday in Month	
17.02.2014	President's Day	Weekday in Month	
26.05.2014	Memorial Day	Weekday in Month	
14.06.2014	Flag Day	Official Holiday	
04.07.2014	Independence Day	Official Holiday	
01.09.2014	Labor Day	Weekday in Month	
13.10.2014	COLUMBUS DAY	Weekday in Month	
11.11.2014	VETERAN's DAY	Official Holiday	
27.11.2014	Thanksgiving	Weekday in Month	
24.12.2014	Christmas	Official Holiday	
25.12.2014	Christmas Day	Official Holiday	
31.12.2014	Sylvester	Official Holiday	

## Automatic time-recording without possibility to manipulate

By knowing how to set up TimePunch it is possible to configure it in a way, that no the staff member can't manipulate the recorded working time.

The following steps are necessary:

1. The working time model of the staff member should contain an automatic break of 30 minutes after 6 hours. With that setting can be ensured, that the break time settings are always applied.

Administrative working time model

Working time model

	Sunday	Monday	Tuesday	Wednesday
<b>Workday (yes / no)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance time		8,50	8,50	8,50
<b>Start and end time defined (yes / no)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start working time		08:00:00	08:00:00	08:00:00
End working time		16:00:00	16:00:00	16:00:00
<b>Break time defined (yes / no)</b>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
What working time makes a break mandatory?		6,00	6,00	6,00
Break time		0,50	0,50	0,50

2. As a second the staff member should only have the right to record the working time. With this setting it can be ensured that the working times cannot be amended.

TEST LICENSE - Profiles TimePunch PRO v2.4.407.0 - Beta [C:\Users\Gerhard\Documents\Time...

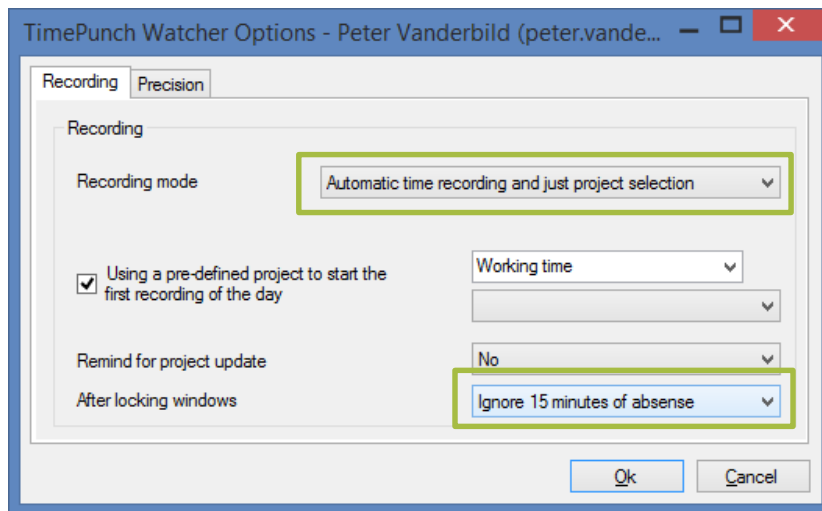
File Edit Extras Help

Roles	Logon Name	Passw...	User Name	Rights	Employment	Client License
Administrator	bernd.schuster		Bernd Schuster	Logging only	Employed	
Full Access	carola.baumann		Carola Baumann	Logging only	Employed	
Edit	peter.vanderbild		Peter Vanderbilt	Logging only	Employed	
Logging only						
No Access						

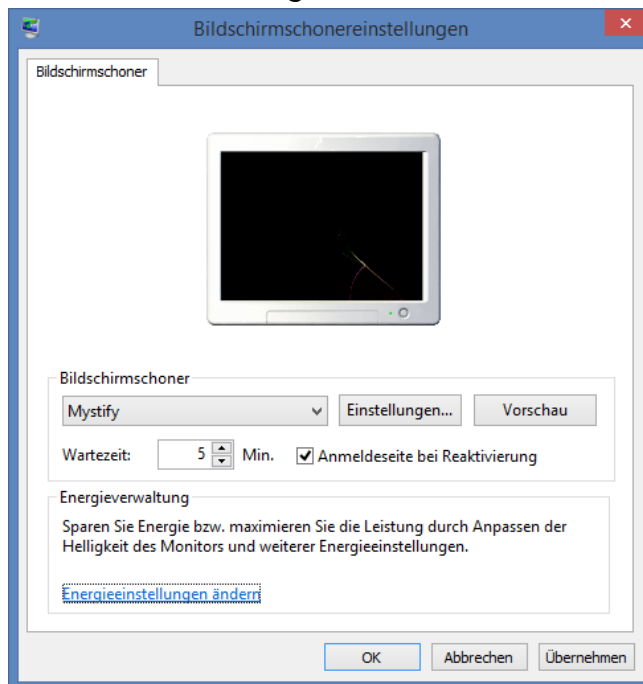
## TIMEPUNCH CLIENT 2.5

3. Additionally the recording options should be set in a way that the staff member cannot stop the time recording. This prevents a wilful stopping of the recording.

Another important point is that the time recording shall be stopped when windows get locked. In order not to track each short break (e.g. toilette) it's recommended to enter 15 minutes fairness time.



4. In order to make the setting “after locking windows pause time recording” work, the screen saver must be configured accordingly. This can also be done via the domain settings for all domain users.



End of the Document