Työaika NEPTON

page

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1 Getting started

To start Nepton Työaika, open your browser and enter the correct URL address in the address bar.

https://evolution.nepton.fi

We suggest that you add the address to your browser favourites, for easy access in the future.

Logging in

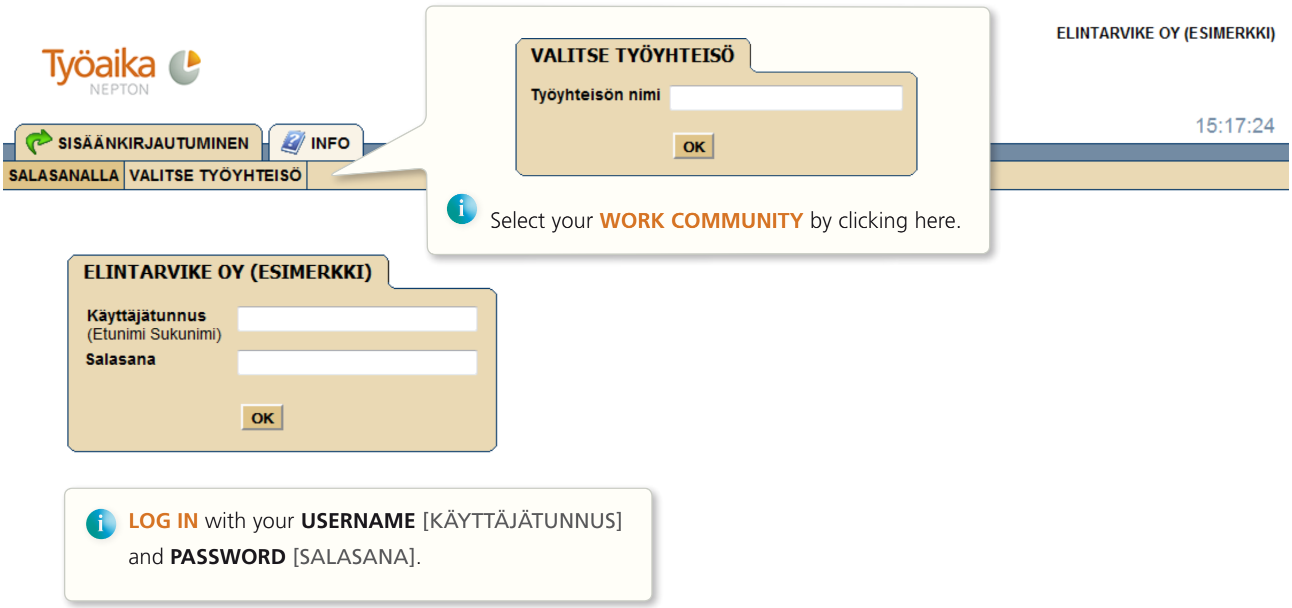
At the Login page activate the **CHOOSE WORK COMMUNITY** [VALITSE TYÖYHTEISÖ] then enter your working community name and click OK. [IMAGE 1]

Then enter your **USER NAME** [KÄYTTÄJÄTUNNUS] and your **PASSWORD** [SALASANA] and click OK. [IMAGE 1]

When you login for the first time it is advised to change your password. This can be performed easily by activating the **PERSONAL SETTINGS** [OMAT TIEDOT] tab and then **PASSWORD** [SALASANA]. The system requires that the old password is entered first [VANHA SALASANA] and then the new password [UUSI SALASANA] entered twice for confirmation.

After confirming the password, click OK. The following text will appear on the screen SALASANA VAIHDETTU. Click on the JATKA -link to complete the task.

IMAGE 1 Selecting a working community and logging in.



2 Logging Terminal & Current status

Starting work

The working day commences by clicking on the **START WORK** button and then the **SAVE** button. After clicking on the save button, information that work has begun and information regarding to which project (*eg. working office*) working hours will be allocated, will appear on the screen. Click on CONTINUE to continue.

The Communications window

When an employee signs in, the start-up screen will appear. Messages from supervisors, for example, will be on the right-hand side of the screen. This function makes it easy to inform employees, who do not have e-mail, of current issues.

Lunch hour

When leaving for lunch click on the **START LUNCH HOUR/BREAK** button and then the **SAVE** button. After clicking on the save button, information that work has stopped and that the lunch hour has begun will be shown on the screen. Also additional information regarding the status of the project will appear on the screen. Click on CONTINUE to continue.

Returning to work

When returning to work after lunch click on the **RETURN TO WORK** button and then the **SAVE** button. After clicking on the save button, information that the lunch hour has ended and work has recommenced will appear on the screen. Click on CONTINUE to continue.

IMAGE 2 Beginning work in Nepton Työaika

3 Absences, vacations and comments

Start leave of absence

When starting a leave of absence click on the **START LEAVE OF ABSENCE** button and then the **SAVE** button. After clicking on the save button, information that work has ended and that leave of absence has begun will appear on the screen. Click on CONTINUE to continue.

Start sick leave

When leaving work due to illness click on the **START SICK LEAVE** button and then the **SAVE** button. After clicking on the save button, information that work has ended and that sick leave has begun will appear on the screen. Click on CONTINUE to continue.

Start vacation

When leaving work and staring vacation press the **START VACATION** button and then the **SAVE** button. After the save button has been pressed information that work has ended and that vacation has begun will appear on the screen. Press CONTINUE to continue.

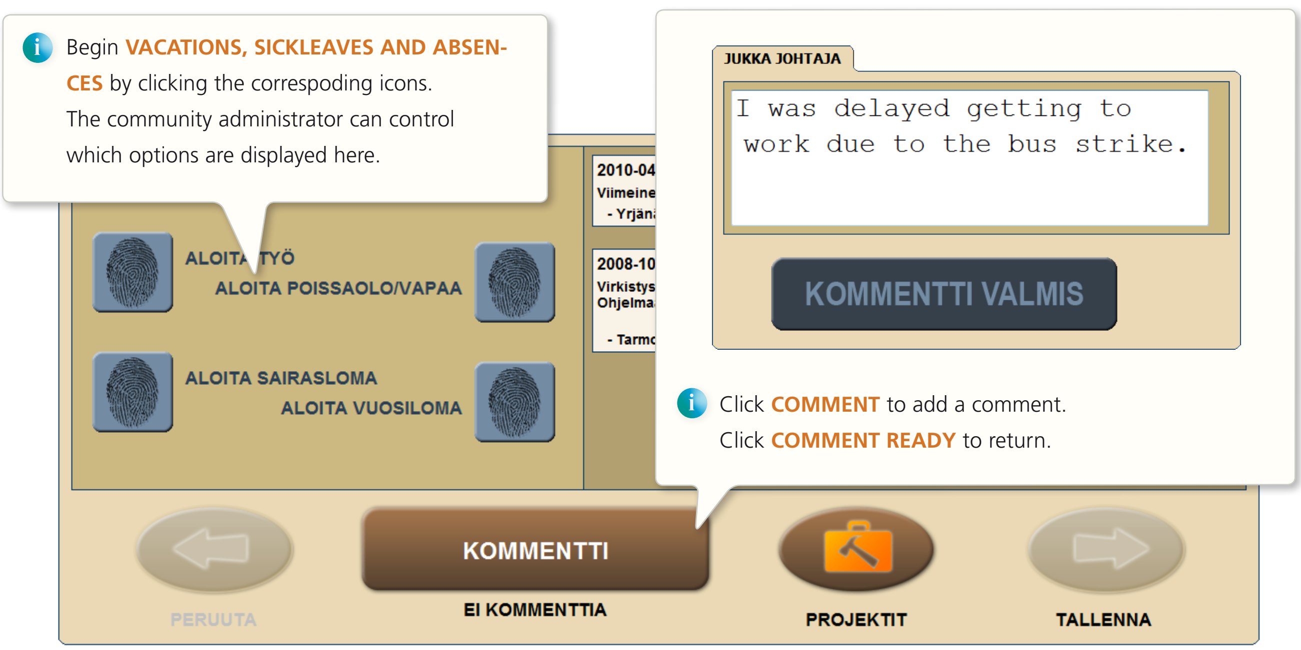
Recommencing work

After logging on to Työaika, when returning to work, after either a leave of absence, Sick leave or Vacation click on the **RETURN TO WORK** button and then the **SAVE** button. After clicking on the save button, information that the leave of absence, Sick leave or Vacation has ended and work has recommenced will appear on the screen. Click on CONTINUE to continue.

Adding comments

After logging on to Nepton Työaika, click on START WORK and then **COMMENT**. After the comment is written click on **COMMENT READY**. After this you will be redirected to the previous screen. To complete the task of adding the comment click on **SAVE**. The comment will then be added to working calender.

IMAGE 3 Starting and commenting new entries in the current status view.



4 Projects

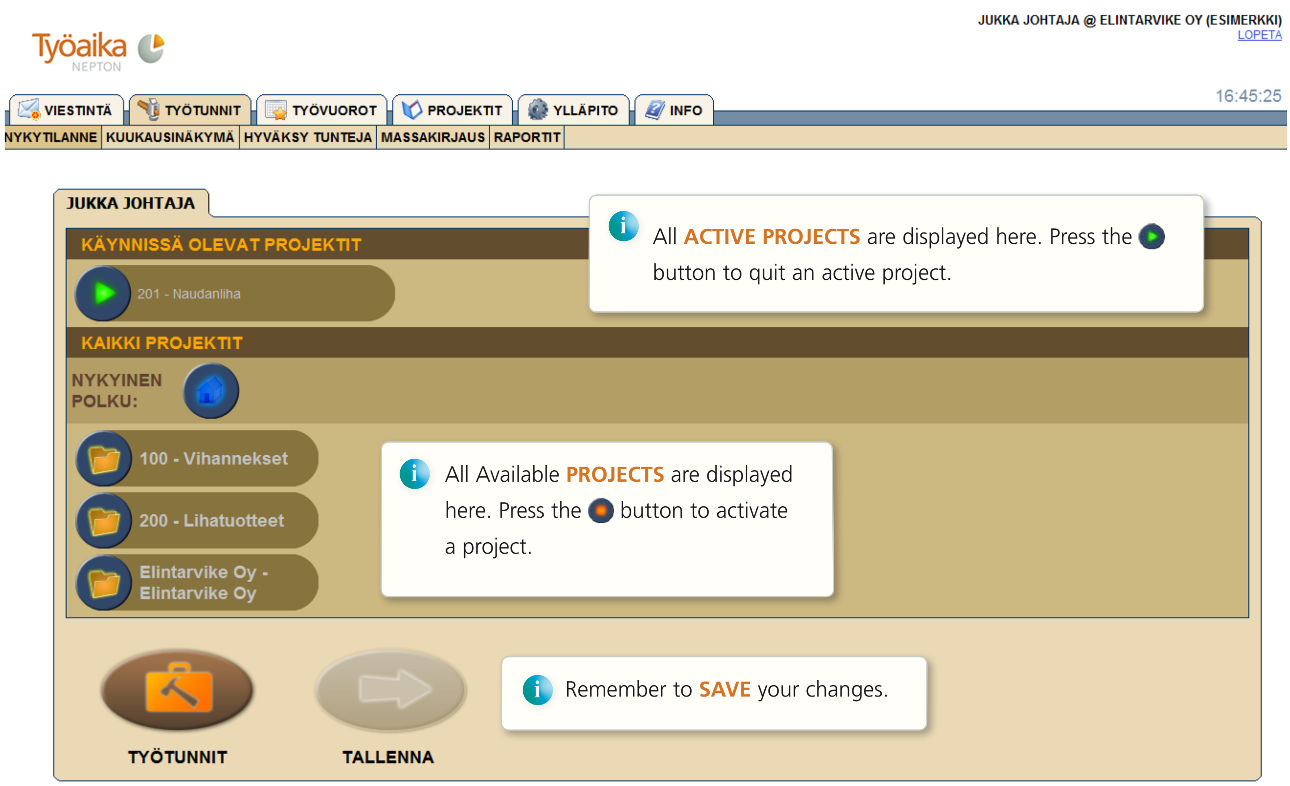
Assigning hours to projects

PROJECTS represent either different projects or working locations. When there is a need to change the project to which working hours are assigned select **START WORK** and then click on the **PROJECTS** button.

Changing projects

Click **START WORK** and **PROJECTS** to browse projects available to your user group. The default project will be shown under **ACTIVE PROJECTS**. To change projects deactivate the current project by pressing and activate the appropriate project to which working hours are to be assigned by clicking . Finally, click **SAVE**. After clicking on the save button, information that the project has been changed will appear on the screen. Click on CONTINUE to continue.

IMAGE 4 Making project selections on the current status view.



5 Logging Working Hours on Cell Phones

Logging hours with a cell phone

It is now possible to use Nepton Työaika when doing remote work. Logging working hours is possible through the cell phone network quickly and easily.

Starting work

Starting work is easy. All you have to do is choose your own page from the Favorites menu and you can start work and delegate work in desired projects.

Finishing work

When you want to finish your work, go to your own page and you will see your Click Finish work and wrap things up at the end of the day.

IMAGE 5 Remote logging works with all the more common cell phone models.

IMAGE 6 Starting work with a cell phone.

IMAGE 7 Finishing work with a cell phone.

Työaika
NEPTON

THE MAIN MENU
Administrative users will see additional options here.

TOM BEAR @ ELINTARVIKE OY (ESIMERKKI)
LOPETA

LOG OUT
Click here to log out.

9:32

VIESTINTÄ | TYÖTUNNIT | PROJEKTIT

PROJECTS
The **PROJECTS** tab allows you to browse projects.

NYKYTI ANNE | KUUKAUSINÄKYMÄ

BROWSING MESSAGES
Messages supervisors have sent are visible on the **COMMUNICATION** tab.

WORK HOURS
On the **WORKING HOURS** (TYÖTUNNIT) tab, users can choose either the Logging Terminal screen or the Monthly Calendar screen.

MÄ

2 | 2010 | Hae

BEAR TOM: VIIKKO 18/2

Päivämäärä	3.5.2010	4.5.2010	5.5.2010	6.5.2010	7.5.2010	8.5.2010	9.5.2010	YHTEENSÄ
Päivä	Ma	Ti	Ke	To	Pe	La	Su	
Tapahtumat	08:00 – 11:00 Työ 11:00 – 11:30 Ruokatunti 11:30 – 16:00 Työ	08:00 – 11:00 Työ 11:00 – 11:30 Ruokatunti 11:30 – 16:00 Työ	08:00 – 11:00 Työ 11:00 – 11:30 Ruokatunti 11:30 – 16:00 Työ	08:00 – 11:00 Työ 11:00 – 11:30 Ruokatunti 11:30 – 16:00 Työ	08:00 – 11:00 Työ 11:00 – 11:30 Ruokatunti 11:30 – 16:00 Työ			
Työntekotunnit	07:30	07:30	07:30	07:30	07:30			37:30
Palkan perustunnit [Normaali työ]	08:00 08:00	08:00 08:00	08:00 08:00	08:00 08:00	08:00 08:00			40:00 40:00
Työtuntisaldo [muutos]	-00:30 [-00:30]	-01:00 [-00:30]	-01:30 [-00:30]	-02:00 [-00:30]	-02:30 [-00:30]	-02:30 [00:00]	-02:30 [00:00]	-02:30 [-02:30]

BEAR TOM: VIIKKO 18/2010

Päivämäärä	3.5.2010	4.5.2010	5.5.2010	6.5.2010	7.5.2010	8.5.2010	9.5.2010	YHTEENSÄ
Päivä	Ma	Ti	Ke	To	Pe	La	Su	
Tapahtumat	08:00 – 11:00 Työ 11:00 – 11:30 Ruokatunti 11:30 – 16:00 Työ	08:00 – 11:00 Työ 11:00 – 11:30 Ruokatunti 11:30 – 16:00 Työ	08:00 – 11:00 Työ 11:00 – 11:30 Ruokatunti 11:30 – 16:00 Työ	08:00 – 11:00 Työ 11:00 – 11:30 Ruokatunti 11:30 – 16:00 Työ	08:00 – 11:00 Työ 11:00 – 11:30 Ruokatunti 11:30 – 16:00 Työ			
Työntekotunnit	07:30	07:30	07:30	07:30	07:30			37:30
Palkan perustunnit [Normaali työ]	08:00 08:00	08:00 08:00	08:00 08:00	08:00 08:00	08:00 08:00			40:00 40:00

6 Features in the Calendar view

Reviewing working hours

In the Calendar View work time events are presented in a calendar-like daily format. To be able to review working hours from a particular time period the required dates are to be entered to the appropriate **SELECTED TIME PERIOD** fields. The default time period is the current month. Click the blue arrows to jump to the previous or the next period.

Making entries

Clicking the date will open the **CREATE NEW EVENT** window. It's that easy to enter the type of event (*e.g. work, lunch hour, sick leave, leave of absence, days off for overtime, and annual holiday*), starting time and stopping time, a project, various benefits, transfer hours into the work-time bank or overtime hours, kilometers driven, and to write comments. Many features can be made automatic with the settings in which case the checkbox will not appear on the employee screen.

Editing entries

Click on any calendar event to edit any existing entry. An **EDIT EVENT** window will pop up. You can change the event type, adjust starting and ending times or revise comments.

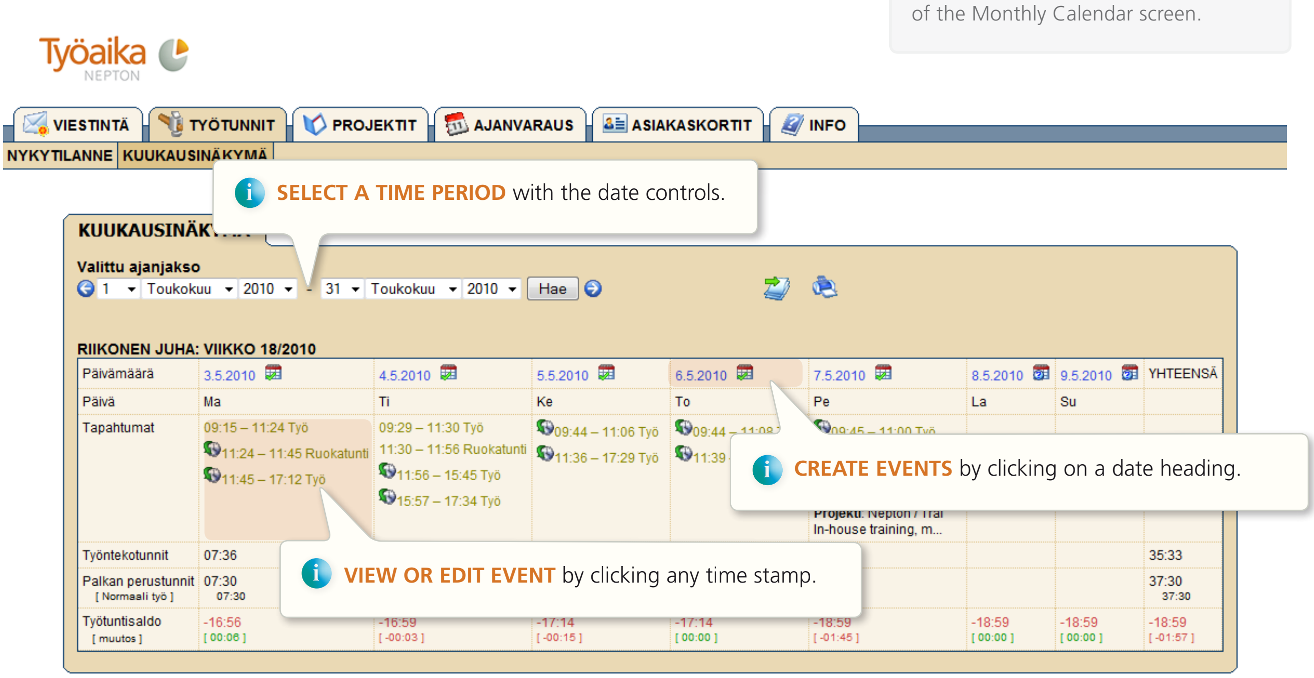
Summary of working hours

A summary of the selected time period can be found at the bottom of the screen. For example details of the working week(s), working hours completed, basic salary working hours, bank holidays and work hour balance are summarized, depending on the work community settings and calculation methods.

Adding comments

All entries have a comment field for additional information which will be displayed under the timestamp. Separate comment entries can also be added to the calendar. Comment entries are exluded from working hour calculations.

IMAGE 8 Basic features of the Monthly Calendar screen.



7 Features for supervisors

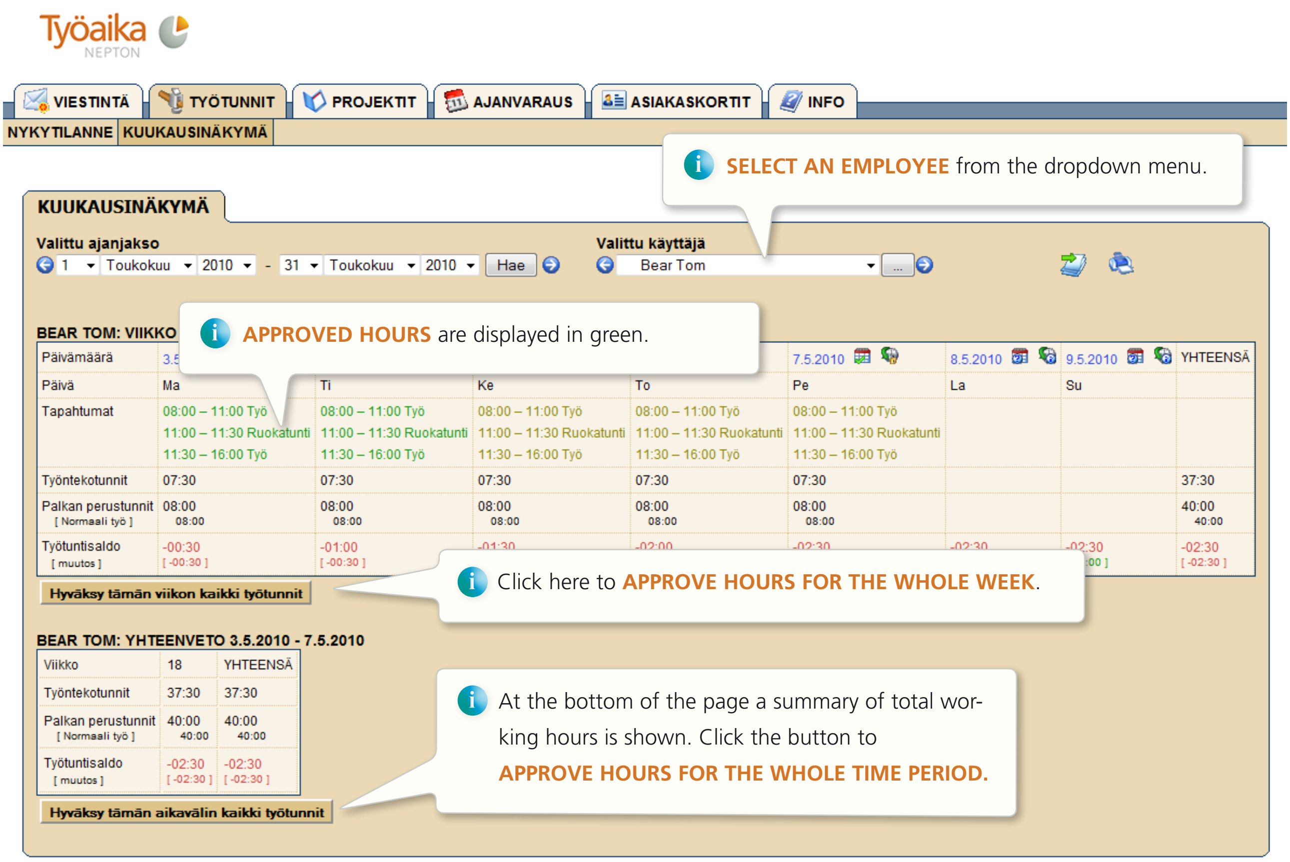
Approving working hours

Supervisors can review employees' calendars to approve working hours. In the **CALENDAR VIEW**, you can choose the employee whose hours are to be checked from the dropdown menu. The blue arrow will automatically take you to the next employee. The user listing will only display employees whose hours have not yet been approved.

There is a button under each week: **APPROVE HOURS FOR THE WHOLE WEEK**. Click the button to approve the hours. The button will disappear once you have approved the hours. You can also edit an employee's hours before and correct possible mistakes before approval. After approval, the employee can still make changes in the hours. The approval button will be activated again.

At the bottom of the calendar there is another button to approve all displayed working hours: **APPROVE HOURS FOR THE WHOLE TIME PERIOD**. When you choose this option, you will be taken directly to the next employee whose calendar still has unapproved working hours.

IMAGE 9 Browsing employees' calendars and approving their weekly hours.



Mass entries

Making group entries is a feature available to supervisors and administrators. It is used to easily create matching calendar entries to multiple employees – for example to announce upcoming meetings, training events, bank holidays, etc. in advance. Mass entries can be published to the entire work community, specific user groups or a selection of individual employees.

To get started, click **WORK HOURS** from the main menu and select **MASS ENTRY**. Here you can create an entry for a one specific event or multiple recurring entries within a determined period of time (eg. *weekly meetings for the following month*). Recurring masss entries can be set to recur every weekday, every business day, once per week or once per month.

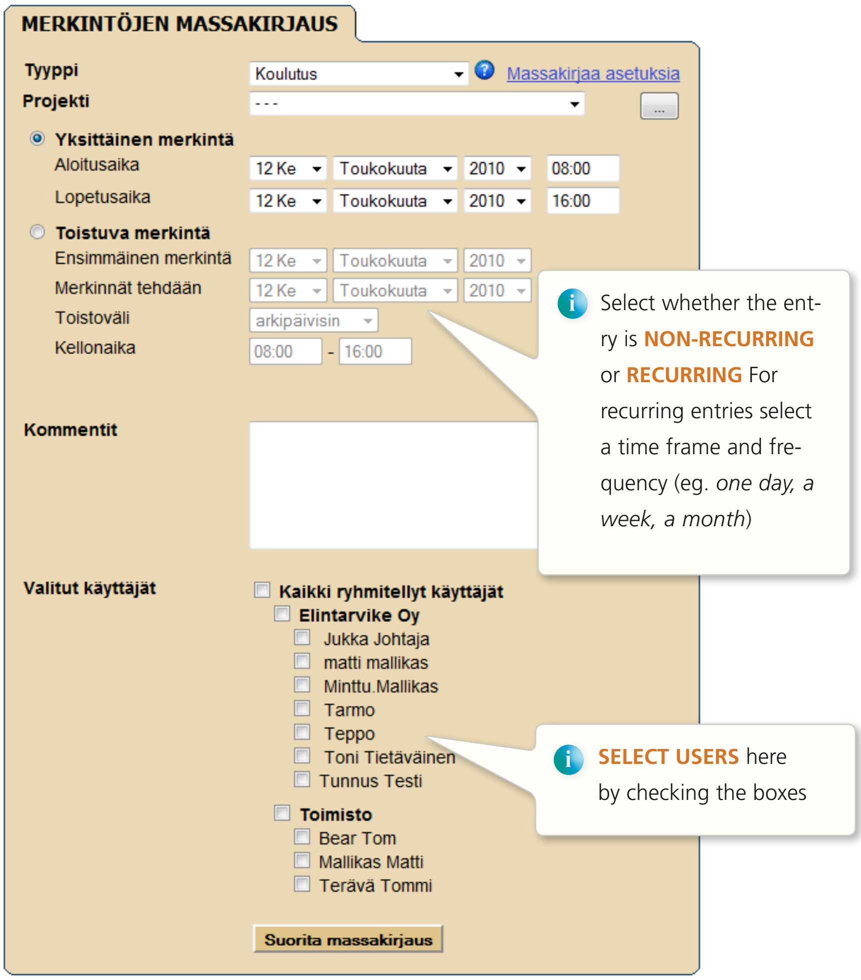


IMAGE 10 Creating a group entry. Select the entry type, set the time and select the correct employee groups..

Projects

Click **PROJECTS** from the main menu. The **PROJECT LIST** [PROJEKTILISTA] tab allows you to view projects and to check off finished projects. The **PROJECTS** tab allows you to create new projects, update them and delete projects, if necessary.

Reports

The **REPORTS** feature collects and combines data from work hour entries into reports on multiple topics to speed salary and invoice calculations. The **REPORTS** [RAPORTIT] tab allows you to run reports at different time intervals and for selected employees. You can generate reports on salary types, annual leaves or sickleaves, hours assigned to projects, etc.

Administration

The **ADMINISTRATION** tab allows you to manage employee data, choose scope of access rights and allocate subordinates to supervisors.

Communication

The **COMMUNICATION** tab allows you to browse, edit, delete and publish new messages on matters of interest. This is a useful feature for locations where email access is not possible or can not be made available to all workers. Messages can pe published to the entire working community, user groups or individual employees. Messages are displayed on the logging terminal and the current status screen.

8 Features for administrators

Administrators are able to make all possible settings, such as the parameters for interpreting labor agreements. Administrators can view the calendars of all employees and make changes to them.

The properties of all of the access groups and user groups can be customized to suit the needs of the company. The settings presented here are merely examples. New properties can be created or limited to certain user groups, however you like.