

User Manual

Psupport





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Logon to the system

To log into the system use the email address and the password set up for your user.

You log on via web address www.Psupport.dk

Example

Email: <u>Admin@demo.dk</u> Password: demo

E-mail admin@demo.dk	ngin	
	Hvad er PSUPPORT.DK Tilmelding Priser Udtalelser Kontakt Forside	PSUPPORT.DK



Monthly schedule

The monthly schedule is the part of Psupport where absences are registered; you can also make changes to absence registrations here.

					0									· ·	<i>,</i>																		
Month calendar	Atte						Empl												olid						dmin								Log o
Add absence																																	Holiday
Dript provide																																	Ilness
Princ preview																																	Child's ilness
																																	Maternity leave
																																	Floating Holiday
Show department	Sh	ow r	nont	եհ [Oct	tobei	r 20	09					•		Upd	ate																	
October 2009																											<	Prev	viou	s	Ne	×t>	
Week			4	0					41							42							43						4	4			
		Th	Fr	Sa	Su	Mo	Τu	We	Тh	Fr	Sa	Su	Mo	Τu	We	Th	Fr	Sa	Su	Mo	Τu	We	Th	\mathbf{Fr}	Sa	Su	Mo	Τu	We	Th	Fr	Sa	
Warehouse cpr.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Elisabeth Sørensen																																	
Gorm Hartvig																																	
Week			4	0					41							42							43						4	4			
		Th	Fr	Sa	Su	Mo	Τu	We	тh	\mathbf{Fr}	Sa	Su	Mo	Τu	We	Th	\mathbf{Fr}	Sa	Su	Mo	Τu	We	Th	\mathbf{Fr}	Sa	Su	Mo	Τu	We	Тh	Fr	Sa	
Sales		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Birgitte Hansen																																	
Diana Pedersen																																	
Helen Hansen																																	
Raibinn Nabaz																																	
Week			4	0					41							42							43						4	4			
		Τh	Fr	Sa	Su	Mo	Τu	We	Τh	Fr	Sa	Su	Mo	Τu	We	Th	Fr	Sa	Su	Mo	Τu	We	Τh	Fr	Sa	Su	Mo	Τu	We	Τh	Fr	Sa	
Production		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Peter																																	
Peter Petersen																																	

Add day/period of absence

Click on a day in the monthly schedule, such as 19-10-2009, to add an absence day or absence period.

October 2009																										<	Pre	viou	s	Nex	ct>
Week		4	0					41							42							43						4	4		
	Th	Fr	Sa	Su	Mo	Τu	We	Th	\mathbf{Fr}	Sa	Su	Mo	Τu	We	Th	\mathbf{Fr}	Sa	Su	Mo	Τu	We	Th	Fr	Sa	Su	Mo	Τu	We	Th	${\sf Fr}$	Sa
Warehouse cpr.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Elisabeth Sørensen																		(վեր)											
Gorm Hartvig																			9	0											

The following window will be displayed. Add absence

Employee	Elisabeth Sørensen () 🗾 🔽
Absence types	Holiday
From date	19-10-2009
To date	21-10-2009
Absence	1,00 day (Max 1, and divisible with 0,25)

Save

Now select the required absence type, from date, to date and whether the absence should be entered as a $\frac{1}{4} - \frac{1}{2} - \frac{3}{4}$ or a full day. Finish with "Save".



The entry will now be displayed on the monthly schedule.

October 2009	ber 2009 40 41 42 43 Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo														<	Prev	/iou	s	Nex	t>											
Week		- 4	0					41							42							43						4	4		
	Тh	Fr	Sa	Su	Mo	Τu	We	Th	${\rm Fr}$	Sa	Su	Mo	Τu	We	Th	\mathbf{Fr}	Sa	Su	Mo	Τu	We	Th	\mathbf{Fr}	Sa	Su	Mo	Τu	We	Th	Fr	Sa
Warehouse cpr.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Elisabeth Sørensen																		C													
Gorm Hartvig																			_		_	/									

Edit/delete day/period of absence

If you wish to delete or edit a period of absence, click on the day/period you wish to delete/edit.

October 2009																										<	Prev	/iou	s	Nex	:t>
Week		- 4	0					41							42							43						4	4		
	Th	\mathbf{Fr}	Sa	Su	Mo	Τu	We	Th	${\rm Fr}$	Sa	Su	Mo	Τu	We	Th	$\mathbf{Fr}_{\mathbf{r}}$	Sa	Sr	Mo	Τu	We	Th	\mathbf{Fr}	Sa	Su	Mo	Τu	We	Th	$\mathbf{Fr}_{\mathbf{r}}$	Sa
Warehouse cpr.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Elisabeth Sørensen																			լի												
Gorm Hartvig																			1º		/	1									

Edit/delete absence

Employee	Elisabeth Sørensen
Absence types	Holiday
Date	19 - 10 - 2009
To date	21 - 10 - 2009
Absence	1,00 day (Max 1, and divisible with 0,25)
Save Dalete	

Clicking "Delete" deletes the period.

You can change a period by changing the date and clicking on "Save". Edit/delete absence

Employee		El	lisa	ibet	:h S	øre	ense	en																					
Absence types		F	lol	iday	/								-																
Date		1	9 -	10]-[2	200)9	-																					
To date		2	3 -	10	1-2	200)9	-																					
Abcence		1.	,00)	day	(N	/lax	1,	ano	d di	vis	ible	e wi	th (),2:	5)													
Save Delete																													
October 2009																	N							<	Prev	viou	s	Nex	t>
Week		4	0					41							42		h3				43					4	4		
	Th	\mathbf{Fr}	Sa	Su	Mo	Τu	We	Th	Fr	Sa	Su	Mo	Τu	We	Th	\mathbf{Fr}	Sa	Su I	Mo	Tu We	Th	Fr S	a Su	i Mo	Τu	We	Th	$\mathbf{Fr}_{\mathbf{r}}$	Sa
Warehouse cpr.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20 21	22	23 2	4 25	i 26	27	28	29	30	31
Elisabeth Sørensen																		C)						
Gorm Hartvig																			-	_	-	-	1						



Print Preview

Month calender	A	bsei	nce	stat	istic		E	mple	oyee	e list	ŧ		ł	·ly o	wn s	;tat	e			¥aca	ation	•				Adr	nini:	strat	tion		
Add absence																															
Print preview																															
f. Holiday	S: I	lnes:	5				P: (Chil	d's i	nes	5		B:	Ma	tern	ity l	eave	9	Ι): F	loatii	ng H	Iolid	lay							
									Oct	obe	r 20	09																			
Week		4	0 41												42							43						44	4		
	Th	Fr	Sa	Su	Мo	Tu	We	Th	Fr	Sa	Su	Мo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Мo	Tu	We	Th	Fr	Sa
Warehouse cpr.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Elisabeth Sørensen			x	x						x	x						x	x	f	f	f	f	f	x	x						x
Gorm Hartvig			x	x						x	x	D	D	D	D	D	x	x						x	x						x
Week		4	10					41							42							43						44	4		
	Th	Fr	Sa	Su	Мo	Tu	We	Th	Fr	Sa	Su	Мo	Tu	We	Th	Fr	Sa	Su	Мo	Tu	We	Th	Fr	Sa	Su	Мo	Tu	We	Th	Fr	Sa
Sales	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Birgitte Hansen			x	x						x	x						x	x						x	x						x
Diana Pedersen	f	f	x	x						x	x						x	x						x	x						x
Helen Hansen			x	x						x	x		Ρ				x	x						x	x						x
Raibinn Nabaz			x	x						x	x						x	x						x	x						x
Week		2	10					41							42							43						44	4		
	Th	Fr	Sa	Su	Мo	Tu	We	Th	Fr	Sa	Su	Мo	Tu	We	Th	Fr	Sa	Su	Мo	Tu	We	Th	Fr	Sa	Su	Мo	Tu	We	Th	Fr	Sa
Production	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Peter			x	x						x	x						x	x						x	x						x
Peter Petersen			x	x						x	x						x	x						x	x						x

Click on "Print Preview" to display a print preview of the monthly schedule.

The result can be printed out directly from your browser.



Attendance records

Overall, Psupport offers statistics at three levels: company level, departmental level and employee level.

Click on "Attendance Statistics" to view and export attendance records in Psupport.

Month calender	Attend statistics	Employee list	Own Status	Holidays	Administration
	4)				

Attendance records are always based on statistics for the last full month.

Attend. statistic	s		Ξ	This month La	<u>st month</u> <u>Year</u>	r to date
Period start 01 - 09 Period end 30 - 09 Workdays in the p	-2009 *	Show departme Show percent	up	date		
Warehouse cpr.	Holiday	Ilness	Child's ilness	Matemity leave	Floating Holiday	Sum
Elisabeth Sørensen	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Gorm Hartvig	19,05%	9,52%	0,00%	0,00%	0,00%	28,57%
Department average	9,52%	4,76 %	0,00%	0,00%	0,00%	14,29%
Sales	Holiday	Ilness	Child's ilness	Matemity leave	Floating Holiday	Sum
Birgitte Hansen	0,00%	0.00%	0,00%	0,00%	0,00%	0,00%
	•	-,,-				
Diana Pedersen	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Diana Pedersen Helen Hansen	0,00% 0,00%	0,00% 0,00%	0,00% 0,00%	0,00% 0,00%	0,00% 0,00%	0,00% 0,00%
Diana Pedersen Helen Hansen Raibinn Nabaz	0,00% 0,00% 0,00%	0,00% 0,00% 0,00%	0,00% 0,00% 0,00%	0,00% 0,00% 0,00%	0,00% 0,00% 0,00%	0,00% 0,00% 0,00%
Diana Pedersen Helen Hansen Raibinn Nabaz Department average	0,00% 0,00% 0,00% 0,00 %	0,00% 0,00% 0,00% 0,00 %	0,00% 0,00% 0,00% 0,00 %	0,00% 0,00% 0,00% 0,00 %	0,00% 0,00% 0,00% 0,00 %	0,00% 0,00% 0,00% 0,00 %
Diana Pedersen Helen Hansen Raibinn Nabaz Department average	0,00% 0,00% 0,00% 0,00 %	0,00% 0,00% 0,00% 0,00 %	0,00% 0,00% 0,00% 0,00 %	0,00% 0,00% 0,00% 0,00 %	0,00% 0,00% 0,00% 0,00 %	0,00% 0,00% 0,00% 0,00 %
Diana Pedersen Helen Hansen Raibinn Nabaz Department average Production	0,00% 0,00% 0,00% 0,00 % Holiday	0,00% 0,00% 0,00% 0,00 % 1iness	0,00% 0,00% 0,00% 0,00 % Child's ilness	0,00% 0,00% 0,00% 0,00 % Matemity leave	0,00% 0,00% 0,00% 0,00 % Floating Holiday	0,00% 0,00% 0,00% 0,00 % Sum
Diana Pedersen Helen Hansen Raibinn Nabaz Department average Production Peter	0,00% 0,00% 0,00% 0,00 % Holiday	0,00% 0,00% 0,00% 0,00% Ilness 0,00%	0,00% 0,00% 0,00% 0,00% Child's ilness 0,00%	0,00% 0,00% 0,00% Matemity leave 0,00%	0,00% 0,00% 0,00% 0,00% Floating Holiday 0,00%	0,00% 0,00% 0,00% 0,00 % Sum
Diana Pedersen Helen Hansen Raibinn Nabaz Department average Production Peter Peter Petersen	0,00% 0,00% 0,00% 0,00% Holiday 0,00% 0,00%	0,00% 0,00% 0,00% 0,00% Ilness 0,00% 0,00%	0,00% 0,00% 0,00% 0,00% Child's ilness 0,00% 0,00%	0,00% 0,00% 0,00% Matemity leave 0,00% 0,00%	0,00% 0,00% 0,00% 0,00% Floating Holiday 0,00% 0,00%	0,00% 0,00% 0,00% 0,00% Sum 0,00% 0,00%
Diana Pedersen Helen Hansen Raibinn Nabaz Department average Production Peter Peter Petersen Department average	0,00% 0,00% 0,00% 0,00% Holiday 0,00% 0,00%	0,00% 0,00% 0,00% 0,00% 1lness 0,00% 0,00% 0,00%	0,00% 0,00% 0,00% 0,00% Child's ilness 0,00% 0,00% 0,00%	0,00% 0,00% 0,00% Matemity leave 0,00% 0,00%	0,00% 0,00% 0,00% Floating Holiday 0,00% 0,00% 0,00%	0,00% 0,00% 0,00% 0,00% Sum 0,00% 0,00%
Diana Pedersen Helen Hansen Raibinn Nabaz Department average Production Peter Peter Petersen Department average	0,00% 0,00% 0,00% 0,00% Holiday 0,00% 0,00% 0,00%	0,00% 0,00% 0,00% 0,00% 0,00% 0,00% 0,00%	0,00% 0,00% 0,00% Child's ilness 0,00% 0,00% 0,00%	0,00% 0,00% 0,00 % Matemity leave 0,00% 0,00% 0,00 %	0,00% 0,00% 0,00% Floating Holiday 0,00% 0,00% 0,00 %	0,00% 0,00% 0,00% 0,00% 0,00% 0,00% 0,00%

Export to Excel

You are now free to select the period for which you wish to view statistics, and you can also select whether you wish to view absence in full days or as a percentage of the period chosen. You can also choose whether you wish to view statistics per department or for the whole company. Finish with "Update".

Periode fra 01 - 06 - 2008 🍱	Vis afdeling 🔽	
Periode til 30-06-2008	Vis procent 🔽	Opdater



Exporting data to Excel

When you have defined your attendance statistics, you can export them to Excel by clicking on "Export to Excel" in the "Attendance Statistics" menu.

Attend. statistics	<u>This month</u>	<u>Last month</u>	<u>Year to date</u>
Period start 01-09-2009 📰 Show department 厂			
Period end 30-09-2009 🌆 Show percent 🗖 📃	Update		

Workdays in the period : 21

Employee	Holiday	Ilness	Child's ilness	Matemity leave	Floating Holiday	Sum
Birgitte Hansen	0,00	0,00	0,00	0,00	0,00	0,00
Diana Pedersen	0,00	0,00	0,00	0,00	0,00	0,00
Elisabeth Sørensen	0,00	0,00	0,00	0,00	0,00	0,00
Gorm Hartvig	4,00	2,00	0,00	0,00	0,00	6,00
Helen Hansen	0,00	0,00	0,00	0,00	0,00	0,00
Peter	0,00	0,00	0,00	0,00	0,00	0,00
Peter Petersen	0,00	0,00	0,00	0,00	0,00	0,00
Raibinn Nabaz	0,00	0,00	0,00	0,00	0,00	0,00
Sum	4,00	2,00	0,00	0,00	0,00	6,00
Average	0,50	0,25	0,00	0,00	0,00	0,75
\frown		\searrow				



Excel is opened and data exported with a single click.

	A	В	С	D	E	F	G
1	Attend. statistics: 01-09-2009 => 30-09-2009						
2	Workdays in the period: 21						
3							
4	Employee	Holiday	llness	Child's ilness	Maternity leave	Floating Holiday	Sum
5	Birgitte Hansen	0	0	0	0	0	0
6	Diana Pedersen	0	0	0	0	0	0
7	Elisabeth Sørensen	0	0	0	0	0	0
8	Gorm Hartvig	4	2	0	0	0	6
9	Helen Hansen	0	0	0	0	0	0
10	Peter	0	0	0	0	0	0
11	Peter Petersen	0	0	0	0	0	0
12	Raibinn Nabaz	0	0	0	0	0	0
13	Total	4	2	0	0	0	6
14	Average	0,5	0,25	0	0	0	0,75
15							



Statistics for individual employees



and then click on the employee you wish to view statistics for.

Attend. statistics		<u>This month</u>	<u>Last month</u>	<u>Year to date</u>
Period start 01 -09 -2009 🍱	Show department			
Period end 30 - 09 - 2009	Show percent	Update		

Workdays in the period : 21

Warehouse cpr.	Holiday	Ilness	Child's ilness	Matemity leave	Floating Holiday	Sum
Elisabeth Sørensen	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Gorm Hartvin	19,05%	9,52%	0,00%	0,00%	0,00%	28,57%
Department_verage	9,52%	4,76 %	0,00%	0,00%	0,00%	14,29%

The below screen will now be displayed with the statistics for the employee in question.

Attend. statistics Gorm Hartvig

This month Last month Year to date

Period start	01 - 09 - 2009 📑	
Period end	30-09-2009 🍱	Update

Workdays in the period : 21

Descriptio	n	Number of days	Percent
Holiday		4,00	19%
Ilness		2,00	10%
Sum		6,00	29%
View	Status	View Dates	

Absence types	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Holiday	0,00	0,00	1,00	1,00	1,00	1,00	0,00
Ilness	0,00	0,00	0,00	0,00	1,00	1,00	0,00
Sum	0,00	0,00	1,00	1,00	2,00	2,00	0,00

Export to Excel

Holidays Gorm Hartvig

	Accum	ulated	Us	ed				
Name	Holiday	Floating Holiday	Holiday	Floating Holiday	Holiday	Floating Holiday	Sum	
Gorm Hartvig	25,00	5,00	22,00	7,00	3,00	-2,00	1,	,00



It can be seen that the above information is in keeping with the entries made in the monthly schedule (see below).

September 2009																									< 1	Pre	viou	IS	Ne:	ct >
Week			3	6				37				38					39							40						
	Τu	We	Th	\mathbf{Fr}	Sa	Su	Мо	Τu	We	Th	\mathbf{Fr}	Sa	Su	Mo	Τu	We	Th	${\sf Fr}$	Sa	Su	Mo	Τu	We	Th	\mathbf{Fr}	Sa	Su	Mo	Τu	We
Warehouse cpr.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Elisabeth Sørensen							1	-								$\left(\right)$														
Gorm Hartvig																			\mathcal{V}											

NB!

A holiday specification for the employee concerned will also be displayed with the attendance statistics.

Holidays Gorm Hartvig

	Accum	ulated	Us	ed	Remain						
Name	Holiday	Floating Holiday	Holiday	Floating Holiday	Floating Holiday	g Sum					
Gorm Hartvig	25,00	5,00	22,00	7,00	3,00	-2,00		1,00			

Refer to the section on the "Holiday" menu for further information.

Exact absence dates

If you wish to view the exact dates of a certain employee's absences from work, select "View Dates". For example, the below shows that the person selected had two sick days, 17-09-2009 and 18-09-2009, during the selected period between 01-09-2009 and 30-09-2009.

Period start	01-09-2009] 🗰					
Period end	30 - 09 - 2009	Update					
Workdays in the p	eriod : 21			Ν			
Description	Number of days P	ercent		43			
Holiday							
08-09-2009	1,00						
09-09-2009	1,00						
10-09-2009	1,00						
11-09-2009	1,00						
Holiday Sum	4,00	19%					
Sygdom							
17-09-2009	1,00						
18-09-2009	1,00						
Ilness Sum	2,00	10%					
Sum	6,00	29%					
View Status 🌔	View Dates						
Absence tunes	Sunday	Monday	Tuesday	Wednesdau	Thursday	Friday	Saturday
Holiday	0.00	0.00	1.00	1.00	1.00	1.00	0.00
Ilness	0.00	0.00	0.00	0.00	1.00	1.00	0.00
Sum	0.00	0.00	1.00	1.00	2.00	2.00	0.00

Clicking on the "View Status" button will take you back to the starting window.



Employee List

You can create and edit data about the company's employees in the "Employee List" menu.

Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration
		AddUnployee			

Add Employee

Click on "Add Employee" to add a new employee.

Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration		
		Add employee مالم					

The below window will now be displayed. Enter employee data here. Add employee

Employee no.	
First name	
Surname	
E-mail	
Date of employment	
Resigned	
Department	Non
User type	Bruger
Permissions	Non 🗸
Languages	English
Password	
Repeat password	
Password Repeat password	

Save

	Data (example)	Comments
Employee no	623-23-3	Enter data as required
First Name	Jan	
Surname	Larsen	
E-mail	Jan@l-a-r-s-e-n.dk	Enter as required; must be
		completed for the user to log into the system.
Date of employment	01-08-2008	It is important to specify an
		employment date, as this is used in calculating holidays etc
Resigned		Completed when the employee
		leaves the company. It is important
		to enter the leaving date, as this
		the department/company.
Department	Engineering	Department are set up under
		"Administration".
User type	Guest	The menus the user can view in the
		system depends on the user type.
Permissions		Only completed if the company has



		activated the permissions module. Permissions are set up under "Administration"
Languages	Danish	Sets the language for menus and texts.
Password	****	Must be completed for the employee to be able to log into the system.
Repeat password	****	

Edit employee data

You can edit individual employee data by clicking on "Employee List" and then on "Edit" next to an employee.

Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration
		AddDnployee			

Employee no.	Name	User type	Permissions	Department	E-mail	Date of employment	Resigned	Action
1123-65	Steen Hartvig	Administrator	Administrator	Administration	sh@sh.dk	01.06.2000		Edit Delete
	Jacob Højbjerg	Administrator		Administration	jacob@personaleleasing.dk			Edit Delete
1712-74	Gorm Hartvig	Administrator	Administrator	Warehouse cpr.	gh@gh.dk	17.10.2007	(Edit Delete
	Jacob Dahl Nielsen	Administrator		Administration	jn@demo.dk			Edit Delete
	demo demo	Administrator	Accounting	Ingen	demo@demo.dk			Edit Delete
	Morten Kok	Administrator	Administrator	Administration	kokmaster@ofir.dk	12.10.2008		Edit Delete

Once you have edited the employee data, click on "Save".

1712-74
Gorm
Hartvig
gh@gh.dk
17 - 10 - 2007
16 - 10 - 2009
Warehouse cpr. 🔹
Administrator
Administrator
English

Save

NB! A "Resigned" date has been entered in the example above. In the monthly schedule, the remaining days of the month are marked in light grey. The employee will not appear in the monthly schedules for the subsequent months.

000000000000000000000000000000000000000																											FIG	nou	3	Nex	
Week		4	0					41							42							43						4	4		
	Th	\mathbf{Fr}	Sa	Su	Mo	Τu	We	Тh	\mathbf{Fr}	Sa	Su	Mo	Τu	We	Th	\mathbf{Fr}	Sa	Su	Mo	Τu	We	Th	\mathbf{Fr}	Sa	Su	Mo	Τu	We	Th	\mathbf{Fr}	Sa
Warehouse cpr.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Elisabeth Sørensen																							_								
Gorm Hartvig																		<		-	-	-	F	(e	sig	jn	ed				>



Own Status

You can view various details for your own user in the "Own Status" menu.



User Data

Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration
			User data		
Ucor data			Chan Dpassword		
Name	Gorm Hartvig		Settings		
E-mail	gh@gh.dk				
User type	Administrator				
Permissions	Administrator				
Department	Warehouse cpr.				
Languages	English	•			
Save					

You can check how your user is defined in the system under the "User Data" menu. You can edit "Email" and "languages".

NB!

Email is also your username when logging into the system.

Change Password

Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration
			User data		
Change password			Changenassword		
Password			My statistic		
New password					
New repeat password					
Change password					

Passwords can be edited in the "Change Password" menu.

My Statistics



Month calender	Attend. stat	istics Emplo	oyee list	Own Status	Holiday		Administration
Attend. statistic	s Gorm Hartv	ig		User data Change passw My <mark>at</mark> atistic	ord <u>th</u> <u>Last m</u>	onth Year to o	<u>late</u>
Period start	01 - 09 - 2009			Settings			
Period end	30 - 09 - 2009	Update					
Workdays in the p	eriod : 21 Number of days P	ercent					
Holiday	4,00	19%					
Ilness	2,00	10%					
Sum	6,00	29 %					
View Status	View Dates]					
Absence types	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Holiday	0,00	0,00	1,00	1,00	1,00	1,00	0,00
Ilness	0,00	0,00	0,00	0,00	1,00	1,00	0,00
Sum	0,00	0,00	1,00	1,00	2,00	2,00	0,00

Export to Excel

Holidays Gorm Hartvig

	Accum	ulated	Us	ed				
Name	Holiday	Floating Holiday	Holiday	Floating Holiday	Holiday	Floating Holiday	Sum	
Gorm Hartvig	25,00	5,00	22,00	7,00	3,00	-2,00		1,00

The My Statistics menu contains the same data as described in the section on "Statistics for individual employees".

Settings

Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration
			User data		
Settings			Change password		
Month calender			My statistic		
View weekday	Ŧ		Settings 🖍		
View week no.	7		U		
Attend. statistics					
View employee no.					
Save					

Under settings you can define how data in the monthly schedule and the attendance statistics are to be shown.

If the "View Weekday" or "View Week No." boxes are ticked, weekday and week number are displayed in the monthly schedule.

October 2009																										<	Prev	/iou	S	Nex	t2
Week No.		4	0					41							42							43						4	4		
Weeksdays	Th	Fr	Sa	Su	Mo	Τu	We	Th	Fr	Sa	Su	Mo	Τu	We	Th	\mathbf{Fr}	Sa	Su	Mo	Τu	We	Th	Fr	Sa	Su	Mo	Τu	We	Th	Fr	Sa
Warehouse cpr.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Elisabeth Sørensen																															
Gorm Hartvig																															



If the "View Employee No" box is ticked, the employee number is shown in the attendance statistics. Attend. statistics This month Last month Year to date

This month Last month Year to date

Period start 01 - 09	- 2009 📑	Show departm	ent 🔽				
Period end 30-09	-2009 🍱	Show percent	U U	pdate			
Workdays in the p	eriod : 21						
Warehouse cpr.	Employee no.	Holiday	Ilness	Child's ilness	Matemity leave	Floating Holiday	Sum
Elisabeth Sørensen		0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Gorm Hartvig	1712-74	19,05%	9,52%	0,00%	0,00%	0,00%	28,57%
Department average		9,52%	4,76%	0,00%	0,00%	0,00%	14,29%
Sales	Employee no.	Holiday	Ilness	Child's ilness	Matemity leave	Floating Holiday	Sum
Disciple III		0.000	0.000	0.000	0.000	0.000	0.000



Holidays

All the company's holiday calculations are made in the Holiday menu. You will also find an overall list of holiday entitlements, holidays taken and remaining holidays. Companies must calculate holidays once a year, usually around May 1st. in Denmark.

Month calen	der Attend	. statistics	Emplo	oyee list	Ow	n Status		Holidays)		
								Calculate h	olidays		
Balanceday	20 - 10 -	2009 L	Jpdate								
Vacation earned from: 01.01.2008 - 31.12.2008											
Used: Holida	y:01.05.2009-30.	04.2010; F	loating Holi	iday:01.05	.2009-30.	04.2010;					
1.5.2009 - 30.	4.2010	Accum	ulated	Us	ed		Remain				
Employee no.	Name	Holiday	Floating Holiday	Holiday	Floating Holiday	Holiday	Floating Holiday	Sum			
	Anne-Marie	25,00	5,00	0,00	0,00	25,00	5,00	30,00			
	Birgitte Hansen	25,00	5,00	0,00	1,00	25,00	4,00	29,00			
	demo demo	25,00	5,00	0,00	0,00	25,00	5,00	30,00			
	Diana Pedersen	25,00	5,00	2,00	0,00	23,00	5,00	28,00			
	Dorthe	16,73	3,34	5,00	0,00	11,73	3,34	15,07			
	Elisabeth Sørense	n 25,00	5,00	2,00	0,00	23,00	5,00	28,00			
	Ellen Vestergaard	0,00	0,00	0,00	0,00	0,00	0,00	0,00			
1712-74	Gorm Hartvig	25,00	5,00	22,00	7,00	3,00	-2,00	1,00			

Clicking on "Holidays" displays the overall status of holiday entitlements, holidays taken and remaining holidays for all the company's employees.

Three different types of holidays can be set up in Psupport. The above example contains two holiday types, i.e. "Holidays" and "Floating Holidays"

Calculate Holidays

You can calculate company employees' holidays in the "Calculate Holidays" menu.

Month calender	Attend. statistic	s Employee lis	t Own Status	Holidays	Administration
Calculate accumul	ated vacation			Calculate ho Edit holio	lidays :
Accumulating year	2009 💌				
Overwrite existing	O Yes	• No			
Include transferred vac	ation O yes	• No			

Update

You must specify three parameters to calculate holidays: 1. Accumulating year, 2. Overwrite existing holiday calculations, and 3. Include transferred vacation.

1. Accumulating year



Specify the holiday accumulating year on which holiday calculations are to be based.

2. Overwrite existing holiday calculations

Select "Yes" if you wish to overwrite existing holiday calculations. By selecting "Yes" the system will recalculate holidays for all employees in the company. This means that any manual entries will be overwritten (see section "Editing Holidays").

3. Include transferred vacation.

Select "Yes" if you want to include holidays held over from previous holiday years. NB! If the company pays salaries or wages for holidays which have not been taken, this item should not be selected.

Sample holiday calculation

The example chosen is for the 2008 holiday entitled year, overwrite existing holiday calculations and include holiday entitled has been selected.

Calculate accumulated vacation

Accumulating year	2008 💌	
Overwrite existing	• Yes	$O_{N \circ}$
Include transferred vacation	€ Yes	\bigcirc No

Update

Click on "Update" once you have chosen the holiday calculation parameters.

Calculate accumulated vacation

Vacation earned from 01.01.2008 - 31.12.2008.

		Holiday		Floating Holiday	
Employee no.	Name	Transferred	Accumulated	Transferred	Accumulated
	Anne-Marie	0,00	25,00	0,00	5,00
	Birgitte Hansen	0,00	25,00	5,00	5,00
	demo demo	18,00	25,00	5,00	5,00
	Diana Pedersen	0,00	25,00	1,00	5,00
	Dorthe	0,00	16,73	0,00	3,34
	Elisabeth Sørensen	25,00	25,00	5,00	5,00
	Ellen Vestergaard	0,00	8,00	0,00	0,00
1712-74 🤇	Gorm Hartvig	0,00	25,00	1,04	5,00
	Helen Hansen	8,00	25,00	5,00	5,00



The above now displays holiday entitlements and held-over holidays for each holiday type. For example, it can be seen that "Gorm Hartvig" is entitled to 25 days holiday and 5 days floating holidays, it can also be seen that 1,04 days floating holidays has been transferred.

Finish with "Save".

Month calen	der Attend	. statistics	Emple	oyee list	Ov	vn Status		Holidays
Balanceday	20 - 10 -	2009	Jpdate					
Vacation ear	ned from: 01.01.20	08 - 31.12.	2008					
Used: Holida	y:01.05.2009-30.	04.2010; F	loating Hol	iday:01.05	.2009-30.	04.2010;		
1.5.2009 - 30.	4.2010	Accum	ulated	Us	ed		Remain	
Employee no.	Name	Holiday	Floating Holiday	Holiday	Floating Holiday	Holiday	Floating Holiday	Sum
	Anne-Marie	25,00	5,00	0,00	0,00	25,00	5,00	30,00
	Birgitte Hansen	25,00	10,00	0,00	1,00	25,00	9,00	34,00
	demo demo	43,00	10,00	0,00	0,00	43,00	10,00	53,00
	Diana Pedersen	25,00	6,00	2,00	0,00	23,00	6,00	29,00
	Dorthe	16,73	3,34	5,00	0,00	11,73	3,34	15,07
	Elisabeth Sørense	n 50,00	10,00	2,00	0,00	48,00	10,00	58,00
	Ellen Vestergaard	0,00	0,00	0,00	0,00	0,00	0,00	0,00
1712-74 <	Gorm Hartvig	25,00	6,04	43,00	7,00	-18,00	-0,96	-18,96
	Helen Hansen	33,80	10,00	0,00	0,00	99,00	10,00	43,00
	a. 1. a. at a							

It can now be seen that "Gorm Hartvig" has taken 18.96 more holiday days than he is entitled to. This information is useful to the company's payroll department, as the holiday days taken must be deducted from the employee's salary.

Important information about holiday calculations

Holiday calculations are based on data from the holiday settings, see the section on "Holiday Settings".

If these settings are changed, holidays must be recalculated.

The Holiday Calculation system allows for each employee's employment date and leaving date.

When a new employee joins the company, a new holiday calculation must be performed, in which case one should select "No" in the "Overwrite existing" holiday calculation box so holidays are only calculated for the new employee.

Overwrite existing O yes O No

Editing holidays

If you wish to edit data for the company's employees when calculating holidays, select Holiday→Edit Holiday.

					PSUPPORT.DK
Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration
				Calculate holidays	
Edit vacation year	r			Edit holidays	
Accumulated	2008 💌 Upd	ate		4m)	

Now select the holiday year you wish to edit. For example, if you select Accumulated year 2008, you will be able to edit data for the 1.1.2008 - 31.12.2008 entitlement period, see below.

Select Holiday Year and finish with "Update".

The following window will be displayed.

Edit	vacation	year
------	----------	------

Accumulated	2008	•	Update
-------------	------	---	--------

Vacation earned from 01.01.2008 - 31.12.2008.

		Holiday		Feriefridage	
Employee no.	Name	Transferred	Accumulated	Transferred	Accumulated
	Anne-Marie	0,00	25,00	0,00	5,00
	Birgitte Hansen	0,00	25,00	5,00	5,00
	demo demo	18,00	25,00	5,00	5,00
	Diana Pedersen	0,00	25,00	1,00	5,00
	Dorthe	0,00	16,73	0,00	3,34
	Elisabeth Sørensen	25,00	25,00	5,00	5,00
	Ellen Vestergaard	0,00	0,00	0,00	0,00
1712-74	Gorm Hartvig	0,00	25,00	1,04	5,00
	Helen Hansen	8,00	25,00	5,00	5,00
	Jacob Højbjerg	17,00	25,00	1,00	5,00
	Jacob Dahl Nielsen	9,00	25,00	5,00	5,00

Now enter the changes you wish to make and finish with "Save". For example, you can change Gorm Hartvig's holiday transferred from 1.04 to 1 day.



Edit vacation year

Accumulated 2008 VDdate

Vacation earned from 01.01.2008 - 31.12.2008.

		Holiday		Feriefridage							
Employee no.	Name	Transferred	Accumulated	Transferred	Accumulated						
	Anne-Marie	0,00	25,00	0,00	5,00						
	Birgitte Hansen	0,00	25,00	5,00	5,00						
	demo demo	18,00	25,00	5,00	5,00						
	Diana Pedersen	0,00	25,00	1,00	5,00						
	Dorthe	0,00	16,73	0,00	3,34						
	Elisabeth Sørensen	25,00	25,00	5,00	5,00						
	Ellen Vestergaard	0,00	0,00	0,00	0,00						
1712-74	Gorm Hartvig	0,00	25,00	1	5,00						
	Helen Hansen	8,00	25,00	5,00	5,00						
	Jacob Højbjerg	17,00	25,00	1,00	5,00						

NB!

Keep in mind that when recalculating holidays, manual entries are overwritten if you select "Yes" in the "Overwrite existing holiday entitlement" box.

Overwrite existing • Ves • No



Administration

You configure Psupport in the Administration module. Among other things, you define here the absence types you want your company to be able to register.

Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration
					Absence ypes
					Calender
					Department
					Company info
					Holidays settings
					Permissions
					Holidays settings Permissions

Absence types

You can create, edit and delete absence types in the Absence Types menu.

Add Absence Type

Click on "Add Absence Type" if you wish to add a new absence type.

Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration
					Absence types
					CaWder
					Department
					Company info
					Holidays settings
					Permissions

Absence types

Absence types	Color	Print	Action
Ferie		f	Edit Delete
Sygdom		s	Edit Delete
Barns 1. sygedag		P	Edit Delete
Barsel 4		в	Edit Delete
Orlov		0	Edit Delete
Afspadsering		A	Edit Delete
Feriefridage		D	Edit Delete
Arbejder hjemme		н	Edit Delete
X dage kalenderår 👘		z	Edit Delete
KURSUS		К	Edit Delete



Add absence type						
Description						
Danish	X-dag					
English	X-day					
Swedish						
German						
Print	X Bogstav som vises ved udskrift.					
Color no.	1 a					
Save						

Color no.

1a	1	1Ь	1c	1d	1e	1f	1g	1h	1 i	1j	1k	1	
2a	2	2Ь	2c	2d	2e	2f	2g	2h	2i	2j	2k	21	
За	1	зь	Зc	Зd	3e	Зf	Зg	Зh	Зi	Зj	Зk	31	
4a	4	4Ь	4c	4d	4e	4f	4g	4h	4i	4j	4k	41	
5a		5Ь	5c	5d	5e	5f	5g	5h	5i	5j	5k	51	
6a	6	6Ь	6c	6d	6e	6f	6g	6h	6i	6j	6k	61	
7a		7Ь	7c	7d	7e	7f	7g	7h	7i	7j	7k	71	
8a	8	зь	8c	8d	8e	8f	8g	8h	8i	8j	8k	81	
9a	9	эь	9c	9d	9e	9f	9g	9h	9i	9j	9k	91	

Enter descriptions in the languages that your company needs, a letter (any) and a colour code.

The letter is used if you wish to print out the monthly schedule, see the section on "Print Preview".

The colour code determines the colour in which the absence type is displayed in the monthly schedule.

NB!

If the permission module is active, the new permission must also be activated for the user type(s) who should be able to view and edit the absence type, see the section on "Permissions".



Edit absence Type

If you wish to edit the absence type, click on "Edit" next to the absence type you wish to edit.

Menu: Administration→Absence Types→Edit

Absence types	Color	Print	Action
Ferie		f	Edit Delete
Sygdom		S	Edit Delete
Barns 1. sygedag		P	Edit Delete
Barsel 4		в	Edit Delete
Orlov		0	Edit Delete
Afspadsering		A	Edit Delete
Feriefridage		D	Edit Delete
Arbejder hjemme		н	Edit Delete
KURSUS		К	Edit Delete
X-day		× (Edit Delete
		~	du

You can now edit the absence type parameters.

Edit absence types							
Description	X-day						
Danish	X-dag						
English	X-day						
Swedish							
German							
Print	X Letter to be printet on printouts.						
Color no.	1a						
Update							

Finish with "Update".



Delete Absence Type

If you wish to delete an absence type, click on "Delete" next to the absence type you wish to delete.

Menu: Administration→Absence Types Absence types

Absence types	Color	Print	Acti	on
Ferie		f	Edit	Delete
Sygdom		s	Edit	Delete
Barns 1. sygedag		P	Edit	Delete
Barsel 4		в	Edit	Delete
Orlov		0	Edit	Delete
Afspadsering		A	Edit	Delete
Feriefridage		D	Edit	Delete
Arbejder hjemme		н	Edit	Delete
KURSUS		К	Edit	Delete
X-day		X	Edi	Delnte
				(m)

A warning will be displayed when you click on "delete".

Microsoft	Internet Explorer		×
2	Do you really want t and all regestry here	o delete absence t off?	ypes "X-day".
	ОК	Cancel	

Clicking OK will delete the absence type and all records for the absence type concerned.



Calendar

You can define non-business days (in this context non-business days are days not worked by the company) in the "Calendar" menu. All Saturdays and Sundays are set up as non-business days by default, and the other non-business days must be entered in the system, e.g. the public holidays around Eastertide.

It is important to define the company's non-business days, as these days are then omitted from calculations of absence percentages.

Month calender		\tte	nd. st	atist			Emplo	yee	list			Own	Stat				Holi	days					۱dm				
																						4					
Calender																						<		nde	, D	_	
Chaw month		tob	× 20	10					l n	Indi	.+.											C			en (2	
Show mondi	100		er 201					<u> </u>		opus	ice																
October 2009																					< P	r ¦)s
Date	1	2	3 4	5	6	7	8 9	10	11 1	2 13	3 1 4	15	16	17 1	8 19	20	21	22 2	3 24	4 25	26	27	28	29	30	31	
October 2009																											

Create a non-business day

In the Administration \rightarrow Calendar menu, select the day you wish to change from an ordinary working day to a non-business day.

For example, if the company wishes 1 May 2009 to be a non-business day.

 Calender

 Show month
 May 2009

 May 2009

 <th colspan=

Click on 1 May 2009 in the Calendar.

Edit/insert holiday	
Date	01 - 05 - 2009 🎹 (dd-mm-yyyy)
Absence	1,00 day (Max 1, and divisible with 0,25)
Seve Delete	

Then click on "Save".

1 May will now be grey marked.





The system can define $\frac{1}{4} - \frac{1}{2} - \frac{3}{4}$ and full non-business days. If you want to define a $\frac{1}{2}$ non-business day, enter 0.5 in the "Absence" box.

Delete a non-business day

If you wish to delete a non-business day, select the day you wish to change from a non-business day to an ordinary working day in the Administration \rightarrow Calendar.

For example, if the company wishes 1 May 2009 to be an ordinary working day instead of a non-working day.

May 2009																									<	< Pr	evi	ous	P	Vex	t>
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
May 2009	L	J																													
Click on 1 Ma	ay	20	00	9																											

Edit/insert holiday	
Date	01 - 05 - 2009 🧮 (dd-mm-yyyy)
Absence	1,00 day (Max 1, and divisible with 0,25)
Save Deleve	

Then click on "Delete". 1 May 2009 has now be changed to an ordinary working day.



Department

The company sections can be created, edited and deleted in the Administration \rightarrow Department menu.

Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration
Department					
					Department
Description	Action				
Administration	Edit Delete				
Warehouse cpr.	Edit Delete				
Sales	Edit Delete				
Production	Edit Delete				
SAP CC	Edit Delete				
Reception	Edit Delete				
HR	Edit Delete				
<u>Add Department</u>					

Add Department

Department

Description	Action
Administration	Edit Delete
Warehouse cpr.	Edit Delete
Sales	Edit Delete
Production	Edit Delete
SAPICC	Edit Delete
Reception	Edit Delete
HR	Edit Delete

<u>Add Departmen</u>ျိုက

Click on "Add Department".

Add department	
Description	Goods issue area
Save	

Enter a description of the department and finish with "Save!".



Edit Department

Department

Description	Action
Administration	Edit Delete
Warehouse cpr.	Edit Delete
Sales	Edit Delete
Production	Edit Delete
SAP CC	Edit Delete
Reception	Edit Delete
HR	Edit Delete
Goods issue area	<u>Enit</u> Delete
	<u>40</u>

Click on "Edit" next to the department you wish to edit.

Edit department	
Description	Goods issue area 987
Update	

Enter the desired change and finish with "Update".

Delete Department

Department

Description	Action
Administration	Edit Delete
Warehouse cpr.	Edit Delete
Sales	Edit Delete
Production	Edit Delete
SAP CC	Edit Delete
Reception	Edit Delete
HR	Edit Delete
Goods issue area 987	Edit <u>Delete</u>

Add Department

Click on "Delete" next to the department you wish to delete.

Microso	ft Interne	et Explorer		×
?	Goods issue area 987".			
	\searrow	ОК	Cancel	



A warning is displayed. Click on "OK" if you want to delete the section.



Company Information

You can edit company information in the Administration $ o$ Company Info.					
Attend. statistics	Employee list	Own Status	Holidays	Administration	
				Absence types	
				Calender	
				Department	
				Company info	
				Holidays 🖑 ings	
				Permissions	
	Ompany inforr	Ompany information in the Attend. statistics Employee list	Ompany information in the Administratio Attend. statistics Employee list Own Status	ompany information in the Administration->Company	

Update Company Information

Company info

Company name	Psupport ApS
Adress	Plantagevej 41
Postal code	3460
City	Birkerød
Contact person	Gorm Hartvig (1712-74) 🗾 💌
Permissions	
Reporting to Statistics Denmark	
CVR number	53267012
P-number	0001230044
Lock registration before	01 - 12 - 2008
licence expiration date	30.11.2009

Once you have edited the company information, finish with "Update".

Activating the permission module

The "Permissions" box must be ticked if the company wishes to use the Permissions module. You can read more about the Permissions module in the section entitled "Permissions".

Activating the Statistics Denmark module

If the company reports absenteeism to Statistics Denmark the "Report to Statistics Denmark" box must be ticked. You can read more about this module in the section entitled "Reporting to Statistics Denmark".



Locking periods

The system can be locked if the company wishes to lock previous records. Do this by entering the cut-off date in the "Lock Records Prior To" box.



Holiday Settings

You can define the types of holiday to be included in holiday calculations in the Administration \rightarrow Holiday Settings menu. Up to three different types of holiday can be defined.

Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration
					Absence types
					Calender
					Department
					Company info
					Holidays settings
					Permissions

Configuring Holidays

Holidays settings

Holidays 1	Holiday	₹ 25	days pr. year	Used from	01	05	dd mm
Holidays 2	Floating Holiday		days pr. year	Used from	01	01	dd mm
Holidays 3	Non	• 0	days pr. year	Used from	01	01	dd mm
Update							

The number of holiday days entitled during one year and the period during which holidays must be taken must be entered for each holiday type.

The above illustration shows that the employee is entitled to 25 days holiday each year, and that these 25 days must be taken between 1 May and 30 April the following year.

Finish with "Update".

NB!

The entitlement year is always a calendar year, e.g. 2009.

The period when holidays must be taken is always one year but the start date is optional.



Permissions

The Psupport Permission module allows you control employee permissions, thus enabling you to check which departments employees can view and edit data for.



Activating the permission module

The permission module must be activated in the system before it can be used. This is done in the "Company Information" section.

Add Permission

Click on "Add Permission" in the Administration \rightarrow Permissions menu if you wish to add a new permission.

Permissions

	Aca	on
Administrator	Edit	Delete
Sales	Edit	Delete
Warehouse	Edit	Delete
Accounting	Edit	Delete

You must now enter a description and mark the departments and absence types you wish to view and edit. In the below example, a new "Production" permissions permission is being created where it is only possible to view the employees working in the production department, while employees with this permission can only view and edit the Maternity Leave and ilness.

Once you have marked the departments and absence types, finish by clicking on "Save".



Add permissions				
Description	Producti	on		
Department	View		Absence types	View
Administration			Holiday	
Warehouse cpr.			Ilness	$\overline{\mathbf{v}}$
Sales			Child's ilness	
Production			Maternity leave	$\overline{\mathbf{v}}$
SAP CC			Floating Holiday	
Reception			X-day	
HR				
Goods issue area 987	7			
Save				

NB!

The absence type is allocated to employees in the Employee List menu, see the section entitled Edit employee data.

Employee no.	1712-74	
First name	Gorm	
Surname	Hartvig	
E-mail	gh@gh.dk	
CPR (civil registration) number		(1234561234)
Weekly working hours	37,00 (37½ hours = 37,5)	
Weekly working days	5,00	
Date of employment	17 - 10 - 2007	
Resigned	 _	
Department	Warehouse cpr.	•
Usertype	Administrator	•
Permissions	Production	
Languages	English	
Password		43
Repeat password		
	Save	



Change Permission

Go to the Administration \rightarrow Permissions \rightarrow Edit menu to edit permissions. Permissions

Description	Action
Administrator	Edit Delete
Sales	Edit Delete
Warehouse	Edit Delete
Accounting	Edit Delete
Production	Edit Delete
Add Permissions	-

Once you made the desired changes, finish with "Save". In the below example, the "Production" permission has been changed so that employees with this permission can now also view employees in the Administration Department.

Description P	roduction	6	
Department	View	Absence types	View
Administration		Holiday	Π
Warehouse cpr.		Ilness	
Sales		Child's ilness	Π
Production	V	Maternity leave	
SAP CC		Floating Holiday	Π
Reception		X-day	
HR			
Goods issue area 987			



Delete Permission

Go to the Administration \rightarrow Permissions \rightarrow Delete menu to delete permissions. Permissions

Description	Action
Administrator	Edit Delete
Sales	Edit Delete
Warehouse	Edit Delete
Accounting	Edit Delete
Production	Edit <u>Delete</u>
	(dm)

Clicking on "Delete" displays a warning, and clicking on "OK" deletes the permission.

Microsoft	: Internet Explorer	X
2	Do you really want to delete permissions "Producti and all regestry heroff?	on".
ß	OK Cancel	



Reporting to Statistics Denmark

Psupport supports reporting to Statistics Denmark, and the system has been verified and approved by Statistics Denmark.

Configuration in Psupport

The system must be configured as follows to activate reporting. Steps 1-4 need only be performed once whilst steps 5 and 6 must be performed every time reports are submitted to Statistics Denmark (once a year).

1. Activating the Statistics Denmark module

Select the Administration \rightarrow Company Info menu.

- Tick the box "Reporting to Statistics Denmark".

- Enter the Corp ID of the company

- Enter the P Number (Danish production unit no) of the company (can also be entered at sectional level if the company has various P numbers).

Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration
					Absence types
Company info					Calender
Company name	Psupport Ap	5			Department
Adress	Plantagevei	41			Company info
Postal code	3460				Holiday
City	Birkerød				Permissions
Contact person	Gorm Hartvi	g (1712-74)	-		
Permissions					
Reporting to Statistics	Denmark 🔽				
C¥R number	53267012				
P-number	000123004	4			
Lock registration befor	e 01 - 12 - 20	08			
licence expiration date	30.11.2009				
Update					

Click on "Update"

2. Entering P number at section level



If you need several P numbers, they can be set by section. You only need to enter the P numbers for the departments which are different to the P number kept in the Administration \rightarrow Company Info menu.

Select the Administration \rightarrow Department \rightarrow Edit menu.

Edit department					
Description	Production				
P-number	1254369871				
Update					

Click on "Update"

3. Enter the employee's CPR (civil registration) number

Statistics Denmark requires employees' civil registration numbers, and therefore these must be kept updated in the system for every employee.

Select the Employee List \rightarrow Edit menu.

Month calender	Month calender Attend. statistics Employee list		Own Status	Holidays	Administration	
		AdaOnployee				

When the Statistics Denmark module is active, there will be three additional boxes for employee details.

- a. CPR (civil registration) number
- b. Weekly working hours
- c. Weekly working days

b and c are required for calculating the average number of working days measured in hours.



Employee no.	1712-74	
First name	Gorm	
Surname	Hartvig	
E-mail	gh@gh.dk	
CPR (civil registration) number		(1234561234)
Weekly working hours	37,00 (37½ hours = 37,5)	
Weekly working days	5,00	
Date of employment	17 -10 -2007	
Resigned	. .	
Department	Warehouse cpr.	•
Usertype	Administrator	•
Permissions	Administrator	•
Languages	English	•
Password		
Repeat password		

Save



4. Configuring absence codes by absence types

Statistics Denmark requires absence to be reported using the below absence codes.

- 1100 = Absence due to own illness
- 1200 = Absence due to child's illness
- 1300 = Absence due to occupational injury
- 1400 = Absence for maternity leave, childcare leave and adoption
- 1500 = Other absence
- 1921 = Care days
- 1922 = Floating holidays and special holidays
- 1935 = Absence due to the care of the dying

Select the Administration \rightarrow Absence Types \rightarrow Edit menu.



You must now enter a cause code for the absence types to be reported to Statistics Denmark. The cause codes are automatically provided when the Statistics Denmark module is active.

Edit abse	nce types				
Description	Child's ilness				
Danish	Barns 1. sygedag				
English	Child's ilness				
Swedish					
German	Barns 1. sygedag DE				
Print	P Letter to be printet on printouts.				
Color no.	8b				
	1200=Fravær pga. børns sygdon 🗸				
Update	Non				
(1200=Fravær pga. børns svgdor				
Color no.	1000-Fravær pga. arbejdsskade b				
1a <mark>1</mark> 5	1500=Andet fravær 1500 binne 1i 1j 1k 1l				
2a 2b	1921=Omsorgsdage 2i 2j 2k 2l				
3a <mark>-</mark> 3b -	1922=Ferietridage og særlige feried 3i 🔤 3j 🔤 3k 🔤 3l				
4a 📕 4b					
5a 🗾 5b 📕	5c 🔤 5d 🔤 5e 🔤 5f 🔤 5g 🔤 5h 🔤 5i 🔤 5j 🔤 5k 🔤 5l				
6a 📕 6b 📕	6c 📕 6d 📕 6e 📕 6f 📕 6g 📕 6h 📕 6i 📕 6j 📕 6k 📕 6l 📕				



5. Run the Report

An extra "box" will appear on the menu when the Statistics Denmark menu module is active.

Select the Absence Statistics \rightarrow Reporting to Statistics Denmark menu.

Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration	
	Reporting to Statistics Denmark					

Clicking on "Reporting to Statistics Denmark" will display a report in the below format. The report for the last full year is displayed by default, but any period at all can be entered.

Reporting to Statistics Denmark

<u>2008 2009</u>

Period start 01 - 01 - 2008 📱 Period end 31 - 12 - 2008 🛄 Update

CVR nr.	P-nummer	CPR nr.	Fravær Startdato	Fravær Slutdato	Varighed timer	Fraværsårsag
53267012	0001230044	1211731009	05-02-2008	27-02-2008	125,80	1300
53267012	0001230044	1211731009	04-06-2008	04-06-2008	7,40	1400
53267012	0001230044	1211731009	08-09-2008	08-09-2008	7,40	1100
53267012	0001230044	1211731009	15-09-2008	15-09-2008	7,40	1100
53267012	0001230044	1211731009	29-09-2008	30-09-2008	14,80	1100
53267012	0001230044	1211731009	11-11-2008	11-11-2008	3,70	1100
53267012	0001230044	1211731009	01-12-2008	01-12-2008	7,40	1200
53267012	0001230044	1211731009	04-12-2008	04-12-2008	7,40	1300
53267012	0001230044	Jacob Højbjerg	01-02-2008	01-02-2008	7,40	1200
53267012	0001230044	Jacob Højbjerg	01-07-2008	04-07-2008	29,60	1300
53267012	0001230044	Jacob Højbjerg	23-07-2008	23-07-2008	7,40	1100
53267012	0001230044	Jacob Højbjerg	15-09-2008	17-09-2008	22,20	1100
53267012	0001230044	Jacob Højbjerg	01-10-2008	01-10-2008	7,40	1100
53267012	0001230044	Jacob Højbjerg	06-10-2008	06-10-2008	7,40	1300



6. Submit Report to Statistics Denmark

You can click on (Export to Excel) $\frac{E \times port \text{ to Excel}}{File on your PC and send it to Statistics Denmark.}$ at the bottom of the page, save the

🚾 Microsoft Excel – stat[3] ads							
(B) Bie Edit View Deset Figment Loois Date Window Belp							
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112 - 4							
A	B	C	D	F	F	G	
1 Attack statistics 2009.01.01 at 2009.12.31	D			E	F	0	
1 Pitelia, statistics, 2000/01/01 ~> 2000/12/01							
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5							
5 CVR at.	P-nummer	CPR nr.	Frevær Startdato	Fraver Skitisto	Veriphed timer	Fraversårseg	
7 53267012	1230044	1211231009	05-02-2008	27-02-2008	125.8	1300	
8 53267012	1230044	1211731009	04-06-2008	04-06-2008	7.4	1400	
9 53267012	1230044	1211731009	08-09-2008	08-09-2008	7.4	1100	
10 53267012	1230044	1211731009	15-09-2008	15-09-2008	7.4	1100	
11 53267012	1230044	1211731089	29-09-2008	30-09-2008	14.8	1100	
12 53267012	1230044	1211731009	11-11-2008	11-11-2008	37	1100	
13 53267012	1230044	1211731089	01-12-2008	01-12-2008	7.A	1200	
14 53267012	1230044	1211731009	04-12-2008	04-12-2008	7.A	1300	
15 53267012	1230044	Jacob Hajbjerg	01-02-2008	01-02-2008	7.A	1200	
16 53267012	1230044	Jacob Hejbjerg	01-07-2008	04-07-2008	29,6	1300	
17 53267012	1230044	Jacob Hajbjerg	23-07-2008	23-07-2008	7.A	1100	
18 53267012	1230044	Jacob Hejbjerg	15-09-2008	17-09-2008	22,2	1100	
19 53267012	1230044	Jacob Hajbjerg	01-10-2008	01-10-2008	7.A	1100	
20 53267012	1230044	Jacob Hejbjerg	06-10-2008	06-10-2008	7.A	1300	
21 53267012	1230044	Jacob Hajbjerg	13-10-2008	18-10-2008	29,8	1100	
22 53267012	1230044	Jacob Hejbjerg	21-10-2008	21-10-2008	7.A	1100	
23 53267012	1230044	Jacob Hajbjerg	03-11-2008	03-11-2008	7.A	1300	
24 53267012	1230044	Jacob Hejbjerg	06-11-2008	06-11-2008	7.A	1300	
26 53267012	1230044	Jacob Hajbjerg	01-12-2008	01-12-2008	7.A	1200	

The file must be sent to loen@dst.dk. Enter "Fraværsstatistik" and your Corp ID in the subject box.

SKRIV NY MEDDELELSE	
	Benyt tegnsættet: iso-8859-1 *
Fra: "Gorm Hartvig" <ghartvig@psupport.dk> 💌 Prioritet: Normal 💌</ghartvig@psupport.dk>	
Til: loen@dst.dk	<u>ل</u>
Kopi til:	
Skjult kopi til:	
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