User Manual

Psupport

LET OG ENKEL STYRING AF VIRKSOMHEDENS BEMANDING

Index

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: Admin@demo.dk
Password: demo

Monthly schedule

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

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.

The following window will be displayed.

Now select the required absence type, from date, to date and whether the absence should be entered as a ¼ - ½ - ¾ or a full day. Finish with "Save".

The entry will now be displayed on the monthly schedule.

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.

Clicking "Delete" deletes the period.

You can change a period by changing the date and clicking on "Save".

Print Preview

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

Month calender	Absence statistic	Employee list	My own state	Vacation	Administration
Add absence					
Print preview					

f: Holiday   S: Ilness   P: Child's ilness   B: Maternity leave   D: Floating Holiday

October 2009																														
Week	40				41							42							43							44					
	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
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	40				41							42							43							44					
	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
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	P					x	x						x	x						x
Raibinn Nabaz			x	x						x	x						x	x						x	x						x
Week	40				41							42							43							44					
	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
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

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

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

Attend. statistics   This month   Last month   Year to date

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	Maternity 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	Maternity 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%
Helen Hansen	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%
Department average	**0,00%**	**0,00%**	**0,00%**	**0,00%**	**0,00%**	**0,00%**

Production	Holiday	Ilness	Child's ilness	Maternity leave	Floating Holiday	Sum
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%
Department average	**0,00%**	**0,00%**	**0,00%**	**0,00%**	**0,00%**	**0,00%**

| **Average** | **2,38%** | **1,19%** | **0,00%** | **0,00%** | **0,00%** | **3,57%** |

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.

Excel is opened and data exported with a single click.

	A	B	C	D	E	F	G
1	Attend. statistics: 01-09-2009 => 30-09-2009						
2	Workdays in the period: 21						
3							
4	Employee	Holiday	Ilness	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

To view statistics for a single employee, first click on "Attendance Statistics",

Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration

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

Attend. statistics   This month   Last month   Year to date

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	Maternity 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%

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

Description	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

Name	Accumulated		Used		Remain		
	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).

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

Holidays Gorm Hartvig

Name	Accumulated		Used		Remain		
	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

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 period : 21

Description	Number of days	Percent
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 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**

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
		Add employee			

Add Employee

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

Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration
		Add employee			
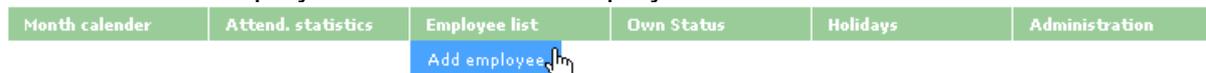
The below window will now be displayed. Enter employee data here.

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	

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 influences the overall statistics for 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.

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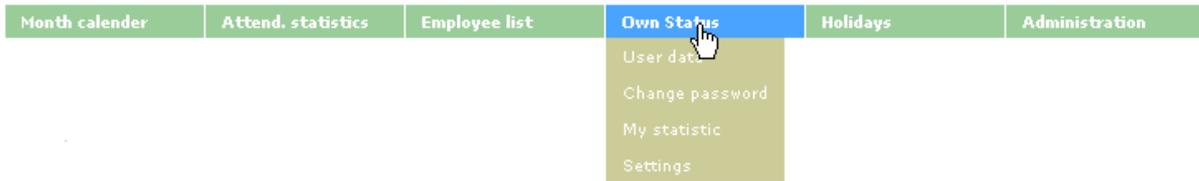
Own Status

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

Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration
			User data		
			Change password		
			My statistic		
			Settings		

User Data

Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration
			User data		
			Change password		
			My statistic		
			Settings		
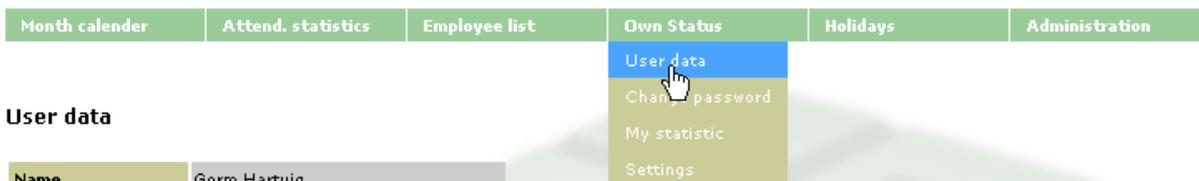
User data

Name	Gorm Hartvig
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		
			My statistic		
			Settings		
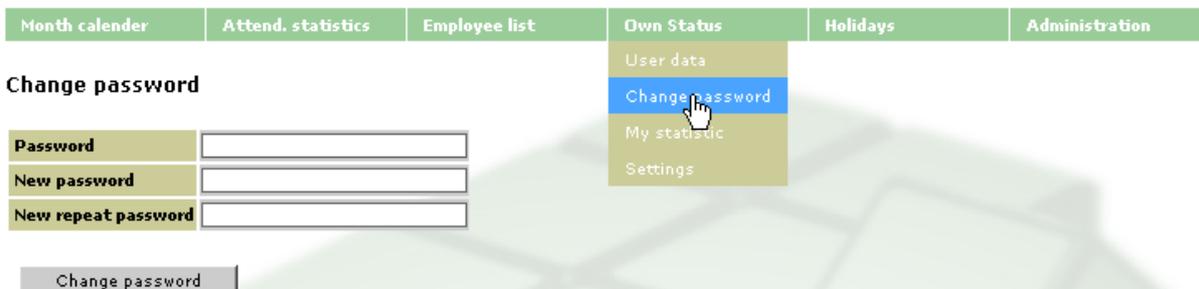
Change password

Password	
New password	
New repeat password	

Change password

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

My Statistics

Attend. statistics Gorm Hartvig

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

Workdays in the period : 21

Description	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

	Accumulated		Used		Remain		
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

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.

If the "View Employee No" box is ticked, the employee number is shown in the attendance statistics.

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.	Employee no.	Holiday	Ilness	Child's ilness	Maternity 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	Maternity leave	Floating Holiday	Sum
Birgitte Hansen		0,00%	0,00%	0,00%	0,00%	0,00%	0,00%

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 calender	Attend. statistics	Employee list	Own Status	Holidays	Administration
				Calculate holidays	
				Edit holidays	

Balanceday 20 - 10 - 2009 Update

Vacation earned from: 01.01.2008 - 31.12.2008
Used: Holiday:01.05.2009-30.04.2010; Floating Holiday:01.05.2009-30.04.2010;

1.5.2009 - 30.4.2010		Accumulated		Used		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 Sørensen	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.
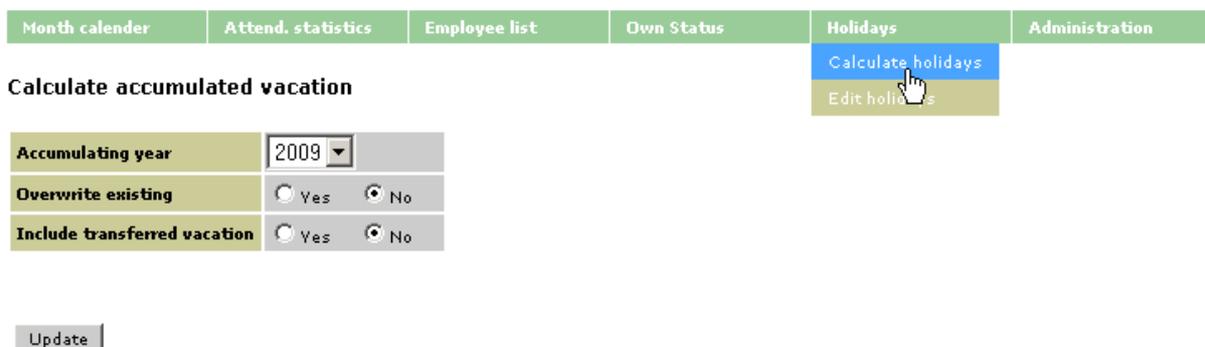
Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration
				Calculate holidays	
				Edit holidays	

Calculate accumulated vacation

Accumulating year	2009 ▾
Overwrite existing	○ Yes ● No
Include transferred vacation	○ 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 ○ No
Include transferred vacation	● Yes ○ 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.

Employee no.	Name	Holiday		Floating Holiday	
		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	0,00	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 calender | Attend. statistics | Employee list | Own Status | Holidays | Administration |

Balanceday 20 - 10 - 2009 [Update]

Vacation earned from: 01.01.2008 - 31.12.2008
Used: Holiday:01.05.2009-30.04.2010; Floating Holiday:01.05.2009-30.04.2010;

1.5.2009 - 30.4.2010		Accumulated		Used		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 Sørensen	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	33,00	10,00	0,00	0,00	33,00	10,00	43,00

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   ○ Yes   ● No

Editing holidays

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

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

Edit vacation year

| Accumulated | 2008 ▾ | Update |

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.

Employee no.	Name	Holiday Transferred	Holiday Accumulated	Feriefridage Transferred	Feriefridage 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 ▼	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	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	⦿ Yes ○ 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.

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.
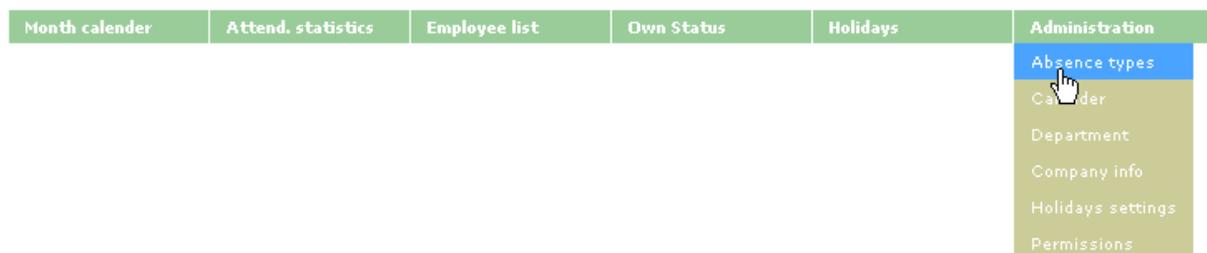
Absence types

Absence types	Color	Print	Action
Ferie		f	Edit Delete
Sygdom		S	Edit Delete
Barns 1. sygedag		P	Edit Delete
Barsel 4		B	Edit Delete
Orlov		O	Edit Delete
Afspadsering		A	Edit Delete
Feriefridage		D	Edit Delete
Arbejder hjemme		H	Edit Delete
X dage kalenderår		Z	Edit Delete
KURSUS		K	Edit Delete

Add absence type

Add absence type

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

Save

Color no.

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		B	Edit Delete
Orlov		O	Edit Delete
Afspadsering		A	Edit Delete
Feriefridage		D	Edit Delete
Arbejder hjemme		H	Edit Delete
KURSUS		K	Edit Delete
X-day		X	Edit Delete

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	Action	
Ferie		f	Edit	Delete
Sygdom		S	Edit	Delete
Barns 1. sygedag		P	Edit	Delete
Barsel 4		B	Edit	Delete
Orlov		O	Edit	Delete
Afspadsering		A	Edit	Delete
Feriefridage		D	Edit	Delete
Arbejder hjemme		H	Edit	Delete
KURSUS		K	Edit	Delete
X-day		X	Edit	Delete

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

Microsoft Internet Explorer

Do you really want to delete absence types "X-day". and all regestry heroff?

OK   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.

Create a non-business day

In the Administration→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.
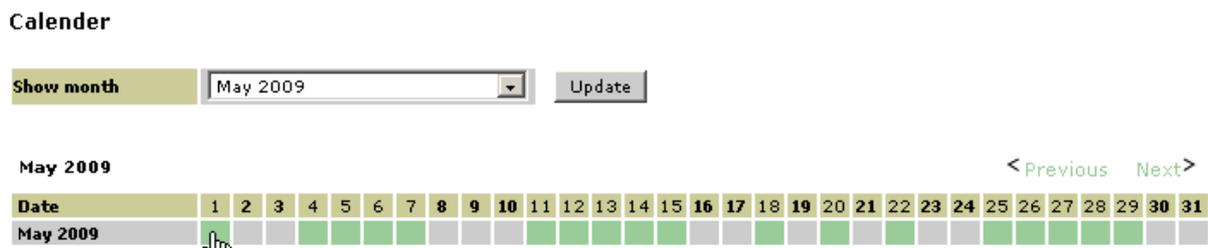
Click on 1 May 2009 in the Calendar.
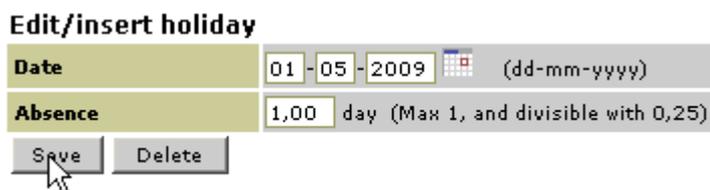
Then click on "Save".

1 May will now be grey marked.
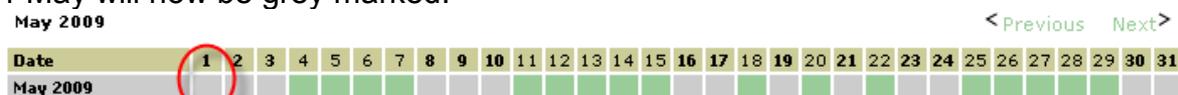
NB!

The system can define ¼ - ½- ¾ and full non-business days. If you want to define a ½ 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→Calendar.

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

Click on 1 May 2009

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→Department menu.

<u>Add Department</u>

Click on "Add Department".

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	Edit Delete

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 Delete

Add Department

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

Microsoft Internet Explorer

Do you really want to delete department "Goods issue area 987". and all regestry heroff?

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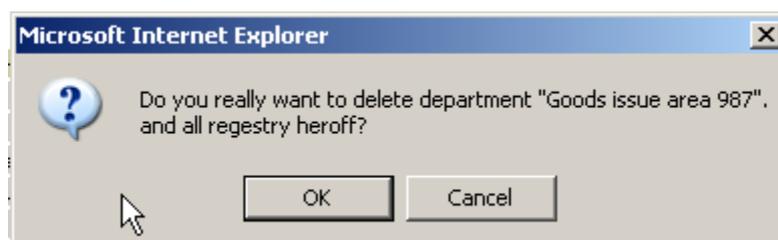
A warning is displayed. Click on "OK" if you want to delete the section.

Company Information

You can edit company information in the Administration→Company Info.

<u>Update Company Information</u>

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

<u>Activating the permission module</u>
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".

<u>Activating the Statistics Denmark module</u>
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→Holiday Settings menu. Up to three different types of holiday can be defined.

Configuring Holidays

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.
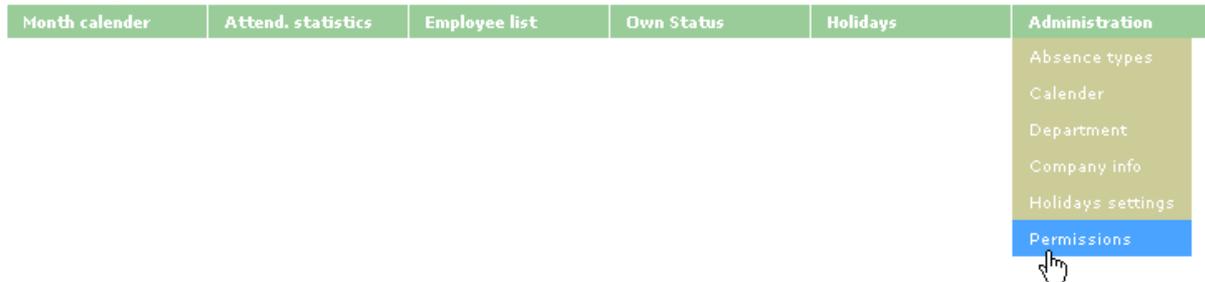
<u>Activating the permission module</u>

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→Permissions menu if you wish to add a new permission.

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	Production			
Department	**View**	**Absence types**	**View**	
Administration	☐	Holiday	☐	
Warehouse cpr.	☐	Ilness	☑	
Sales	☐	Child's ilness	☐	
Production	☑	Maternity leave	☑	
SAP CC	☐	Floating Holiday	☐	
Reception	☐	X-day	☐	
HR	☐			
Goods issue area 987	☐			

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.
User type	Administrator
Permissions	Production
Languages	English
Password	
Repeat password	

Save

Change Permission

Go to the Administration→Permissions→Edit menu to edit permissions.

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.
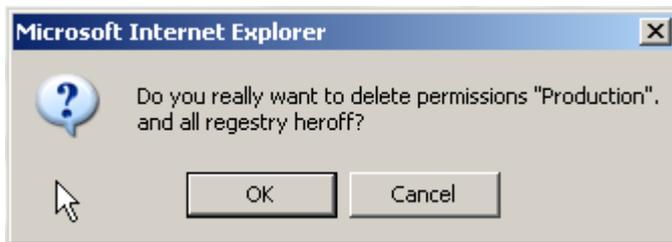
<u>Delete Permission</u>

Go to the Administration→Permissions→Delete menu to delete permissions.

Permissions

Description	Action
Administrator	Edit Delete
Sales	Edit Delete
Warehouse	Edit Delete
Accounting	Edit Delete
Production	Edit Delete

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

Microsoft Internet Explorer

Do you really want to delete permissions "Production".
and all regestry heroff?

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→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).

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→Company Info menu.

Select the Administration→Department→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→Edit menu.

Month calender	Attend. statistics	Employee list	Own Status	Holidays	Administration

Add Employee

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.
User type	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→Absence Types→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.
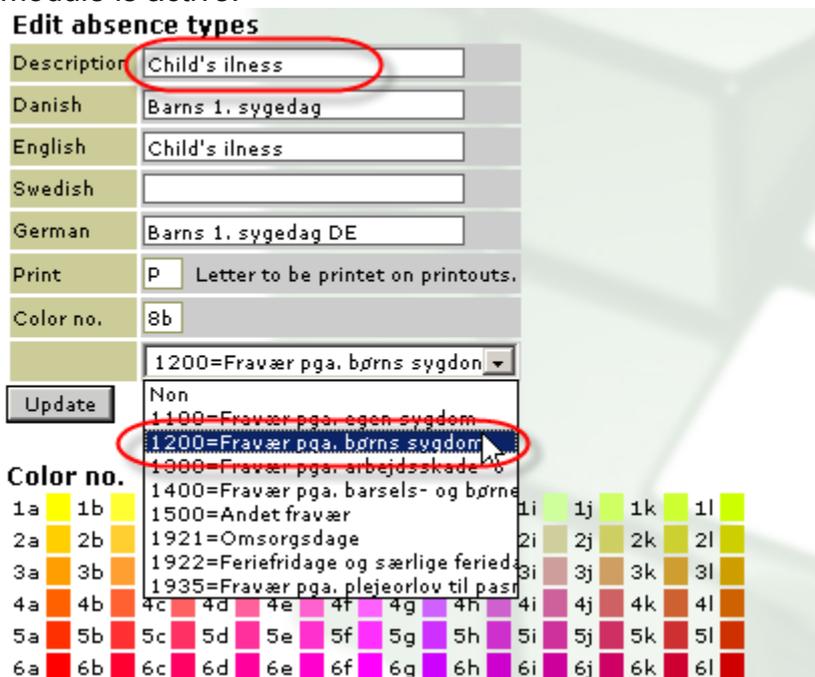
5. Run the Report

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

Select the Absence Statistics→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

2008 2009

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) Export to Excel at the bottom of the page, save the file on your PC and send it to Statistics Denmark.

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