TimePunch

TimePunch Client v3.9

User Manual

Document Information:

Document-Name	User Manual, TimePunch Client v3.9
Revision-Number	120
Saved at	29.04.2020
Number of Pages	158

Publisher:

TimePunch KG

Bauhofstr. 34

68623 Lampertheim

Tel: +49 (6206) 912473-0
Fax: +49 (6206) 912473-2

Table of contents

Introduction

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

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

Installation

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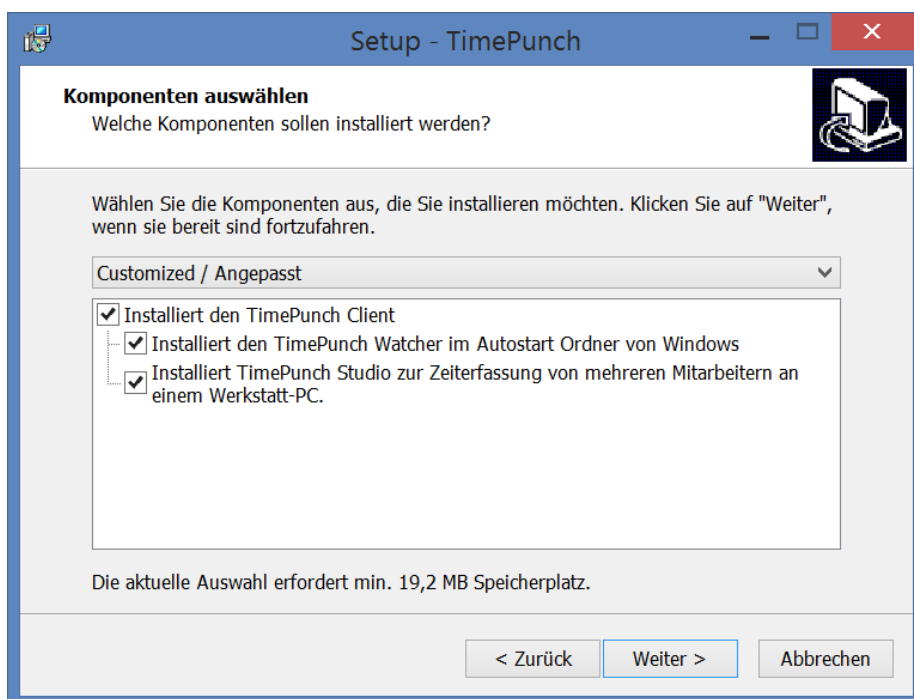
The following options can be chosen:

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

Product line

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

In order to switch the product line, you have to select the menu "Help / Choose Product-line …"

	TimePunch TEN für small business	TimePunch PRO for enterprises	TimePunch ONE for self-employed
Time-tracking at PC		✔	✔
Mobile time-tracking with smartphone		✔	✔
Time-Tracking at a terminal PC	✔	✔	
Time-Tracking with RFID transponder	✔	✔	
Support of the TimePunch Application Server		✔	
Project management		✔	✔

	SQL Server / Local Database	Microsoft SQL Server / Local Database	Local Database
Time sheets	✔	✔	✔
Public holiday calculation	✔	✔	✔
Project reportings / Cost splitting	✔	✔	✔
Staff administration	✔	✔	
Employee monthly reports	✔	✔	
Working time models / flexi time accounts	✔	✔	
Vacation planning	✔	✔	
Teams / Departments / Branches	✔	✔	
Export reports to Excel or PDF	✔	✔	✔
Data storage	SQL Server / Local Database	Microsoft SQL Server / Local Database	Local Database

Creating a new database

After the first start of TimePunch there's no database in place. In order to use TimePunch it's therefore necessary to create a new database. That can be done within the Logon dialog by using the menu "File / create a new database …" or the corresponding buttons and the lower right corner.
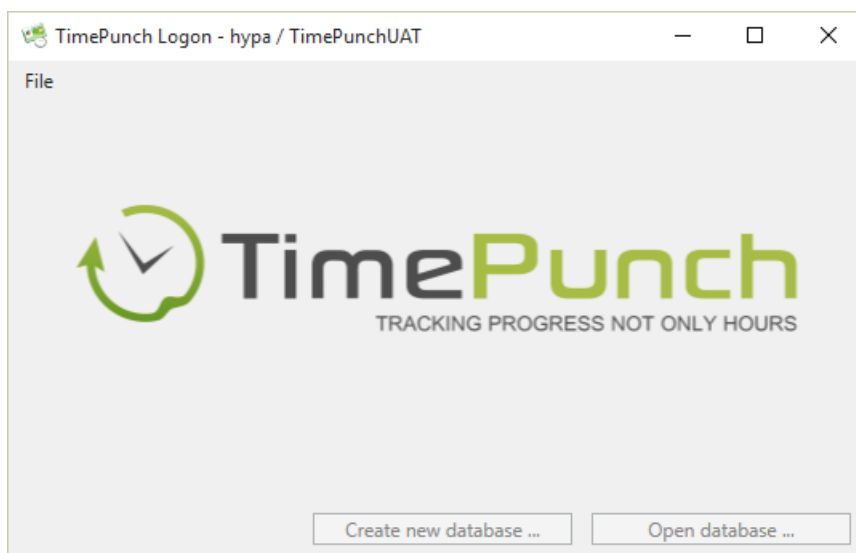
This opens a new assistant that leads the user through the necessary steps in order to create a new TimePunch database.
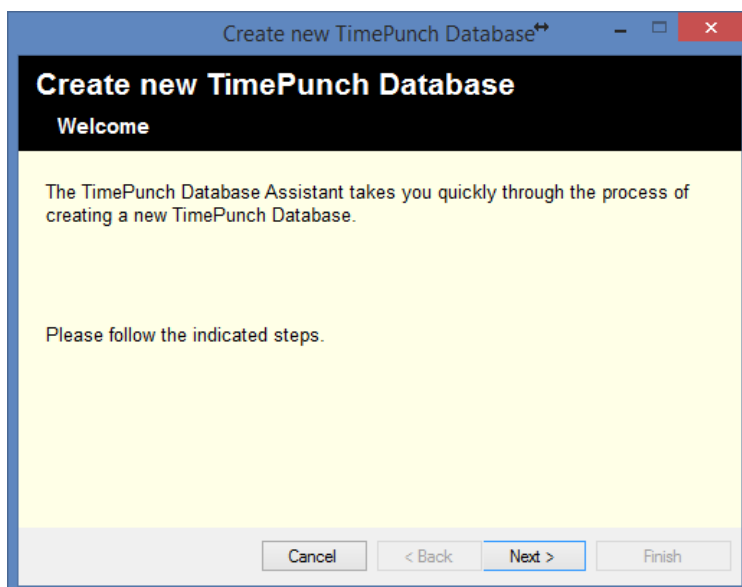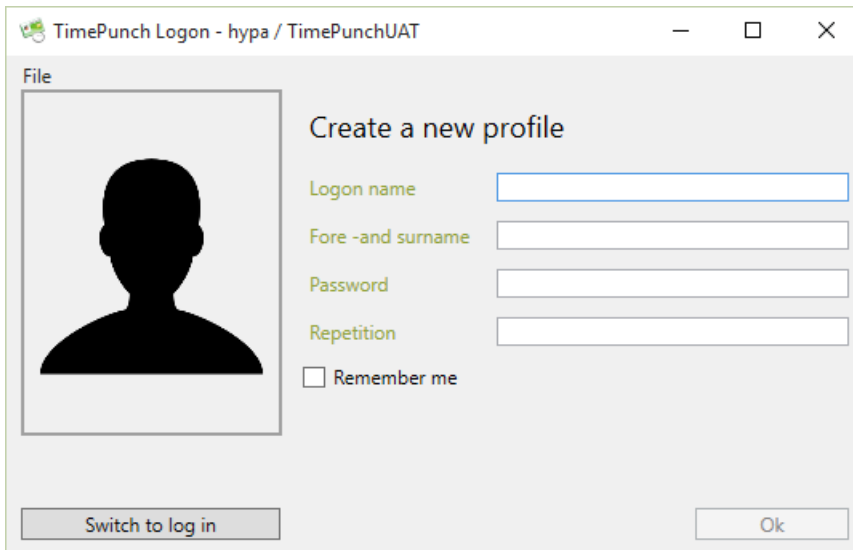
Important: Most times local databases gets created by this. If you plan to use TimePunch on a server, it's recommended to create and manage the database with the TimePunch Application Server. In this case the use of a Microsoft SQL Server or Microsoft SQL Server Express is mandatory.

After the database has been created, a new staff profile for the user has to be created. This can be done with "Create a new profile"

Important:

There must be a minimum level of security when entering the password. This means that the password must meet the following criteria.

- Min. 6 characters
- Min. one capital letter
- Min. one lower case letter
- Min. one number

Make use of an existing database

At the same logon dialog it's possible to open an existing database. This might be a database that has been created at the server or by a different PC. Also at this point an assistant gets opened that leads through the process of opening the database.
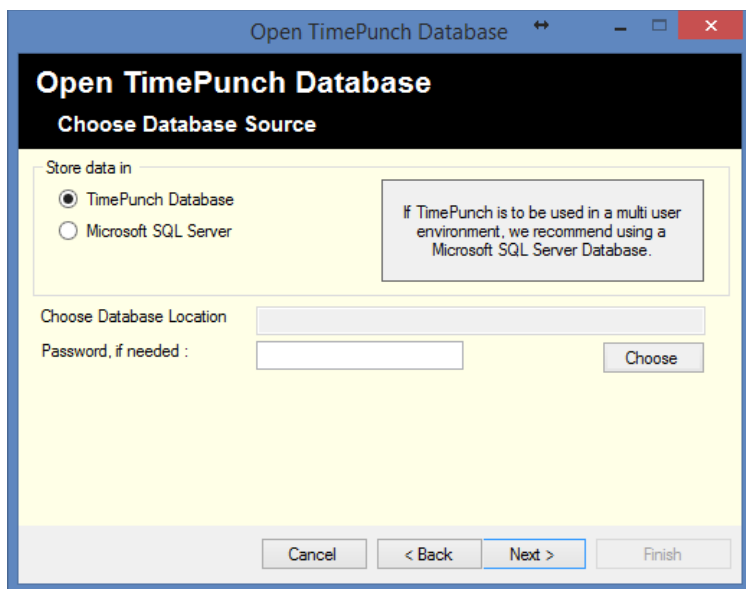
After the database has been opened successfully, the user can logon with the logon dialog at TimePunch.

Therefore an existing profile can be selected or a new profile can be created.
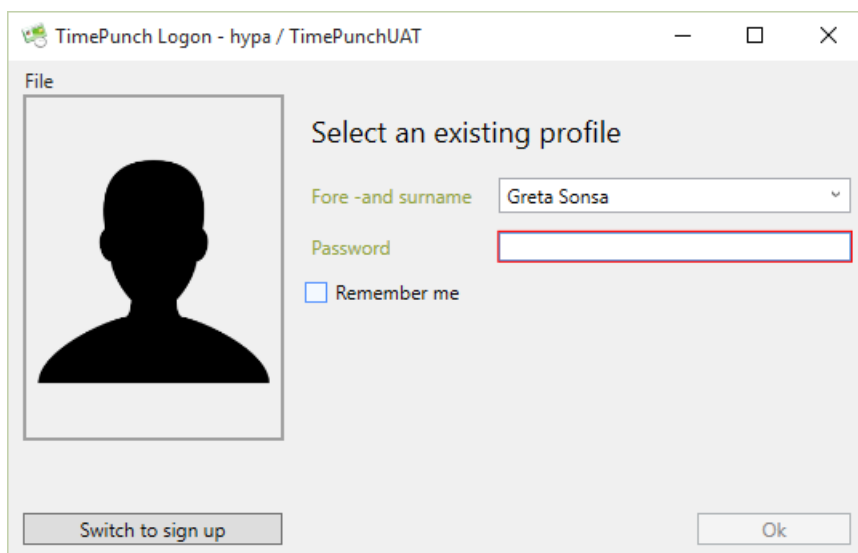
IT-Security

Datenhaltung

TimePunch stores the data within a Microsoft Access database or a Microsoft SQL Server database.

TimePunch does not currently offer any mechanisms to perform an automatic data backup. It is the customer's responsibility to back up the data accordingly.

Alternatively, our support (https://support.timepunch.de) can set up a daily data backup for your TimePunch installation.

Authentication

TimePunch PRO has an employee management system. Each employee must be created with a user name. For a successful login, the employee needs an initial password, which can be set initially via the employee administration.

In combination with the TimePunch Application Server, the TimePunch Management Module can also be used with the integrated Windows Authentication.

To do this, the user name must be adjusted according to the user name within the domain.

Example:

Willi Wichtig has the username "W.Wichtig". The domain is called "Holzbauer".

To use the integrated Windows authentication, the user name must be defined as "Holzbauer\W.Wichtig" in TimePunch.

Important:

Despite this assignment, the user also needs a TimePunch internal password. This is used if the employee wants to enter his or her times outside the domain, for example, using an external smartphone.

Overview

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

User Interface

The user interface of TimePunch looks like that:

TIMEPUNCH CLIENT V3.9

Staff member profile

The staff member must be selected via the member selection drop down in TimePunch PRO. After selecting the member a click to the staff symbol opens the staff member profile dialog.
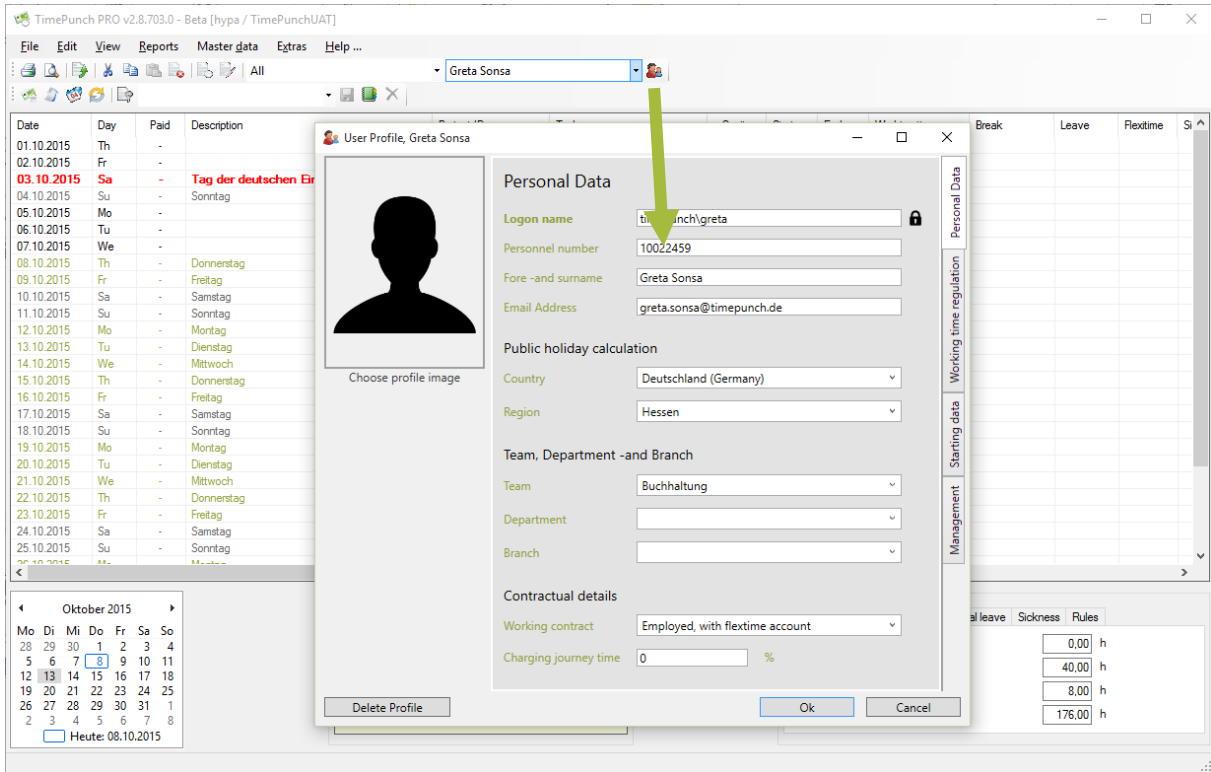
As an alternative the profiles can be management with "Master data / staff member profiles".

By using the "Edit" button or with a double click at the profile the dialog to manage the user profile gets opened. The dialog consists of four areas – the work contract, the working time and the starting data and the management.
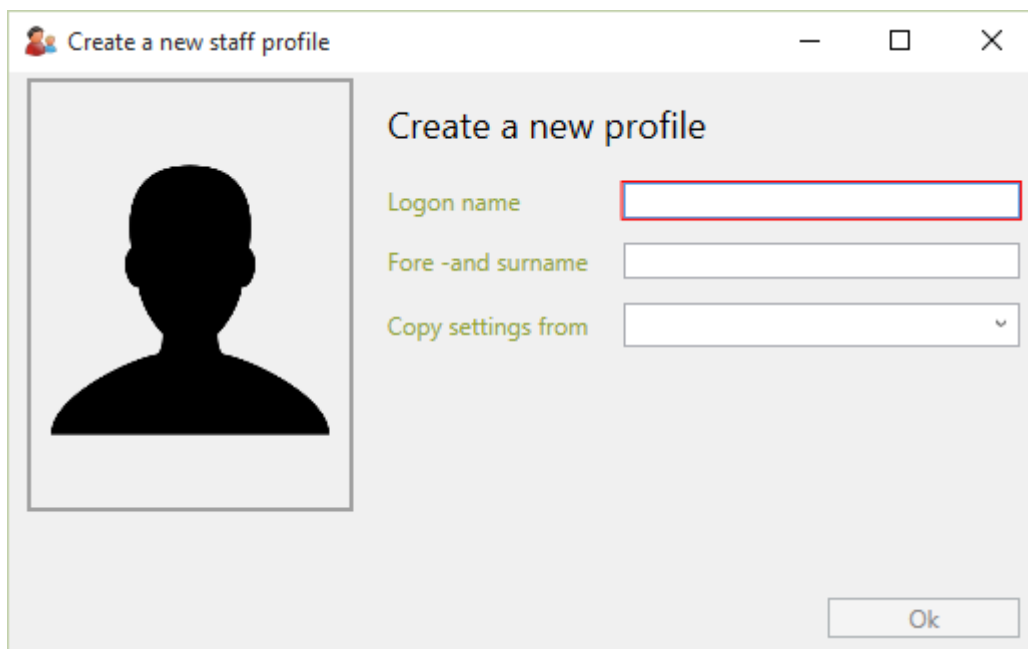
Important: The column "Covered" shows if the member profile gets covered by the current user. Covered means not necessarily that the profile is editable by the user. It's more an indicator that the member is part of a group (e.g. Team / Department / Branch) that is managed by the user. Therefore, the user is set as a group leader or assistant. The effective rights are derived by the permissions of the current user.

Switch, Display Active Employee Profiles: If this switch is set, only the active employee profiles are displayed. Employees who have already been dismissed are hidden.

Switch, Assigned Employees: If this switch is set, only the managed employee profiles are displayed. This makes it easier to find the employees that can be edited.

Create a new staff member

By using the button "New" a new staff member can be created in TimePunch. Therefore, the logon and the fore –and sure name of the staff member is necessary.

By using the selection list "Copy settings from" an already existing profile can be selected. If a profile has been selected, the working time model, the public holiday settings and flexi time account rules will be copied. This saves a lot of time when creating the initial member profiles.

Personal data

At the first page the personal data of the staff member gets defined.

Personal data includes personal data (personnel number, first and last name and e-mail address). In addition, the state and state can be defined as a basis for the calculation of public holidays.

Team membership, departmental and branch membership defines the employee's membership in the various groups. You maintain groups in the "Master data" menu.

Finally, the contractual details must be determined. A distinction is made here between "employees with a fixed salary", "employees with hourly wages", "employees with hourly wages (regular public holiday work)" and pure time recording without flextime calculation.

Use the button "Select profile image" to define any JPG or PNG file as profile image. This screen appears when you log on and is used to visually distinguish employees.

Sensitive detailed data

In the second tab "Details", sensitive employee data is displayed and edited. This data is only displayed to the employee with the "Personnel Management" and/or "Administration" rights.

Working time regulation

At the second page "Working time regulation" the settings that applies to the flexi time account can be set.

Important: This data always refer to the current month the upcoming ones. If data shall be changed in previous months, e.g. the public holiday settings, then this needs to be done in the analysis field of the TimePunch main screen.

Working time models

Using the button "Edit working time model" a dialog opens which can be used to edit the working time models.

Important: The working week stems from the working time model and cannot be changed in the profile.

Flexi time account

At the flexi time account area the overtime calculation will be defined. At first this means the overtime that is compensated with the employee's contract. That means it can be defined from which amount of work it will be counted as overtime.
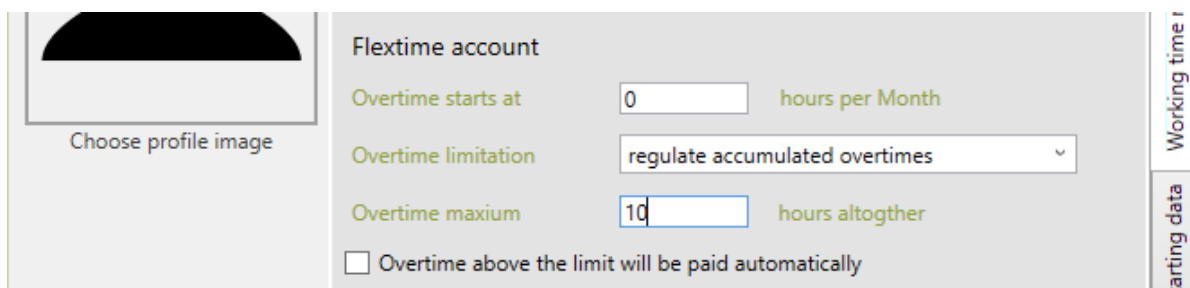
On request, the overtime can be limited per month or a total. This can be done with the second selection:

> *"Regulate accumulated overtimes"* means that the employee can only have a limited overtime in total.

> "Regulate monthly times only" means that the employee can only have a limited amount of overtime in month, but in total unlimited.
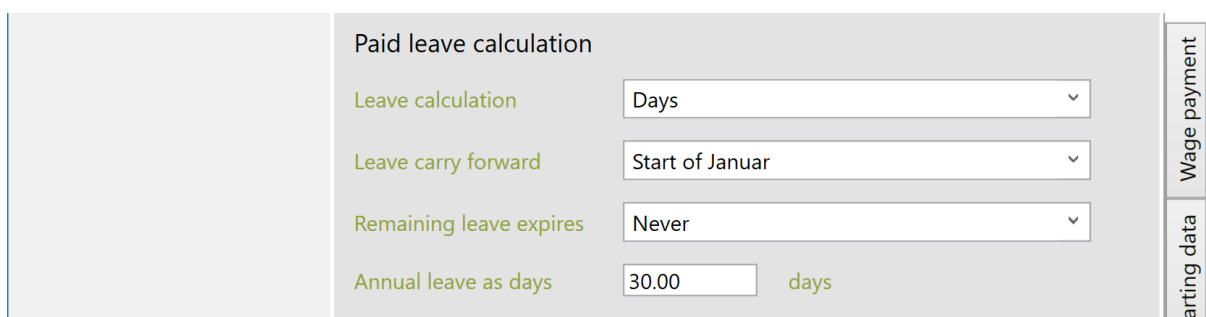
All working hours that are done beyond the limitation will be cut or paid out automatically, if the checkbox at "Overtime above the limit will be paid automatically" has been set.

Paid leave calculation

The leave rules can be defined in this area. The following settings are possible:

Calculation base (days / hours): According to your wishes, the annual holiday can be calculated in days or hours. If the working time model is regularly stored with full and half days, the calculation basis for days is recommended, as this variant is easier for the employee to understand.

In the case of irregular working time models, payroll is more accurate on an hourly basis, since the leave account is only debited with actual leave hours.

Vacation carryover takes place (beginning of month): In this area, you select the month in which the holiday carryover is to take place. In Germany, annual leave is usually credited at the beginning of January. In Austria, however, leave is credited on the employee's entry date. In this case, the month of the entry date can be selected as the time to credit the employee's annual leave to his or her leave account.

Remaining leave expires (beginning of month): The second setting is defined as the time at which the remaining leave of the previous year expires. Here, too, there are different regulations in every company that can range from immediate to never.

The annual vacation days must be the contractually agreed vacation days. If the employee does not start at the beginning of the year, the remaining days of leave are to be defined in the "Initial data" tab in the first year.

Payroll accounting

Depending on whether the employee works on the basis of a fixed salary or an hourly wage, the register with the payment data for wage or salary is displayed.

Billing with fixed salary

The dialog for payroll according to fixed salary contains the employee's monthly gross salary and bank details.

Accounting on the basis of hourly wages

This dialog box contains the payroll data if the employee is paid by hourly wage.

Possible types of wage payment

In TimePunch, there are several ways in which wages are paid and according to which rules.

These can be defined in the employee profile in the "Wage payment" tab.

Planned hours are paid out in the working time model

The wage paid is based on the employee's planned working time, as defined in the working time model. This means that for a month with 31 days, the employee receives a higher wage than for a short month with only 30 or 28 days.

Fixed number of planned hours are paid out

The number of paid hours is always identical and fixed. This type of wage payment is often used by companies that always pay their employees the same number of hours.

To calculate the average monthly hours, the weekly working time should be multiplied by 4.33. The weekly working time should be calculated by multiplying the weekly working time by 4.33.

The figure 4.33 is calculated by dividing the 52 weeks of the year by the 12 months of the year. [52 / 12 = 4,33]

Example: 37.5 hours a week = 37.5 * 4.33 = 162.37 hours a month

This ensures that the employee builds up overtime in long months, which he can then reduce in short months.

Fixed number of planned hours are paid out, until the lower limit is reached

This payout is identical to the previous one. The difference, however, is that the payout is made only until the overtime (or absenteeism) reaches a lower limit.

This means that the employee can only receive wages until his or her overtime account reaches the lower limit.

For example, if the employee must always have a flexitime account of +50 hours, the wage payment is reduced if the employee's hours account would otherwise fall below this lower limit.

A limit of 0 hours, for example, would also be possible. In this case, a seasonal worker, for example, is paid wages in winter until his or her hour account falls to 0.

Real working time is paid out, up to the maximum number of planned hours

The number of hours paid out is variable and depends on the employee's actual working time.

This setting is particularly interesting for part-time employees. The maximum number of hours can be calculated here, for example, by dividing the 450 € by the hourly wage. This gives you the maximum working time per month that can be paid to the employee.

If the employee works more, these hours are credited to the overtime account. The overtime accumulated there can then be paid out manually at a later date or booked out as time off.

Billing according to hourly wage, without a fixed working time model

In the special case where an employee is paid according to a fixed hourly wage but does not have a fixed working time model, all weekdays must be stored with 0 hours of working time in the weekly working time model.

This is the case, for example, with a temporary worker or a working student who is always paid a fixed number of hours per month, but who must or can work on days that have not been specified beforehand.

In this case, the wage payment should be stored in the employee profile with a fixed number of planned hours and the working time model should be zeroed.

Payroll according to hourly wage (regular public holiday work)

Payroll according to hourly wages with regular public holiday work means that public holidays are not automatically regarded as being free of work. An example of this is an employment relationship as a shift worker.

Shift workers are permitted to take the working time released by the public holiday as special leave on a day other than the public holiday. Therefore, with this setting, the public holiday is displayed as a regular working day with the corresponding target time.

Starting data

At the third page the starting data of the staff member can be defined. The starting data consists of the overtime, the sickness days and the remaining annual leave of the employee.

Even if an employee starts during the year, the remaining vacation days need to be entered.

Example: The employee has an annual leave of 30 days but starts in the companies in July. In this case, the 15 vacation days remaining for the first year need to be set as the starting data.

Similarly, if the employee has additional annual leave, this also needs to be entered in TimePunch.

Management

At the last page "management" the authorization of the staff member can be defined, the license can be set, and the logon password can be entered.

Note: The username can only be changed if the safety lock on the right edge of the input field has been opened before.

Authorization

In TimePunch there are different authorizations. The superior authorization includes the permissions of the minor authorization.

Permission	Description
Administration	Administrators have the right to use all the features offered by TimePunch. They're allowed to manage the time entries of all users and delete or create new time entries. In addition, they can manage all settings.
Data Protection Coordinator/Privacy Officer	The Data Protection Coordinator has read-only access to all data within TimePunch. In TimePunch, he is thus treated as an IT administrator, but without the right to change the data that has been viewed.
Human resources and project management	This is a combination of the two roles human resources management and project management.
Human resources management	Human resources managers may manage time entries of employees that belong to a team, a department, or branch office, which is managed by them.
Project management	Project managers are allowed to create and amend projects. They can access the project times by the project reports.
Staff member in position of trust	Staff member in position of trust can create own time entries and modify existing time entries.
Staff member	Staff member can only record time entries, but no longer subsequently change it. If they are a team leader, head of department or branch manager, then they can see the recorded times of their employees by using the reporting feature.
No Access	Staff member in this group are archived and can be reactivated for a subsequent evaluation of the times.

Licensing

The licensing defines how the user can make use of TimePunch. The description of the different licenses can be found at "Types of licenses in TimePunch".

Security Setting

The staff member can set their own password at this page. Alternatively, the password can also be set by a member of the administration group.

Important: If the logon name gets changed, the password must be changed as well because of security reasons.

The working time model in detail

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

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

If the employee is working a day, the regular starting of work is needed next. The regular start of the work is independent of the concrete booking time and it's used only for planning and better overview.

The third line "Working time (hours)" specifies how many hours the employee need to work on that day. The planned time of the employee in the month is calculated with this claim.

As the last mandatory field, one must specify whether the workday as a full day or half day is counted. This is important for the management of the holiday. If part of the working day (counted as) is half a day, then only half will be deducted holiday in case of a leave.

Special feature TimePunch TEN:

In TimePunch TEN it can be defined in the working time model whether and from when a minimum break is automatically deducted. The minimum break determines which break time is booked at least from the set working time. If the employee books a shorter break time or none at all, the manually booked break time is filled up to the minimum break time.

Changing the mode of employment full time to part time

If employees want to change from full-time to part-time work, or after maternity leave, rise again as a part-time force, then this must be represented in the working time model.

To do this, a new working time model need to be created where the date must be applied when the employee changes employment.

To do this, select the "New" button. The following dialog appears:

Here you can already define certain specifications, such as the start of the working time model, number of weekdays and hours per week. It is also possible to define the working time model as reduced working hours. TimePunch then automatically calculates the KuG hours.

After confirming the dialog, it will be created and can be adjusted again in the overview of the working time models to the respective needs. Saving the model is done by clicking the "Ok" button.

Accidentally created working time models can be removed again using the "Delete" button.

Short-time work in TimePunch

TimePunch supports the automatic calculation of KuG hours. The ratio of paid planned hours to KuG hours is required by the tax consultant or payroll office to calculate reduced hours compensation.

For this to work, a new reduced hours working time model must be created in TimePunch for the relevant employees. This model contains the reduced number of planned hours. The subsequent, regular hour model is used as the basis for the calculation.

Two working time models are therefore always required to calculate the reduced hours. One with the regular hours and one reduced working time model.

Example, regular working time model:

Example 2, shortened working time model:

In this example, the employee works 50% short-time from 01.04.2020. He thus changes from a 40-hour model to a 20-hour working time model.

An evaluation of the KuG hours is carried out via the reports "Short-time work, daily report" and "Short-time work, tabular". The KuG hours are also transferred to the corresponding payroll accounting systems via the wage data export.
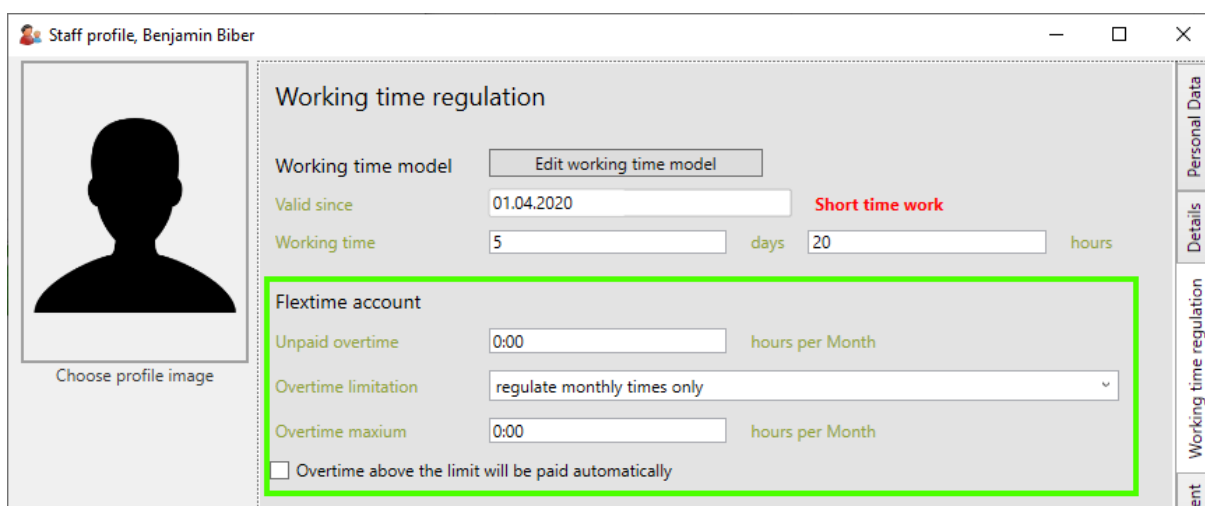
Flextime and overtime during short-time working

As a rule, no overtime may be accumulated during short-time working. It is therefore important to adjust the working time model during short-time work so that no overtime is accumulated.

If this cannot be foreseen by the operational procedure, it is recommended to enter the minimum number of working hours. In individual cases, this can also be 0 target hours if it is not clear in advance how many hours are actually worked.

To prevent overtime from occurring, the monthly overtime must be limited in the flextime account.

Example: Preventing overtime
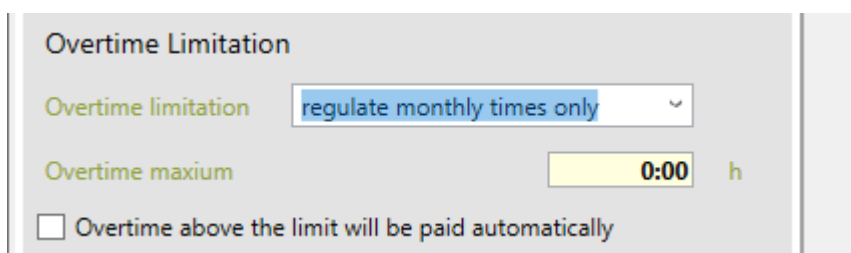
If the month has already started, this setting can also be implemented in the analysis in the "Overtime / Extended" tab.
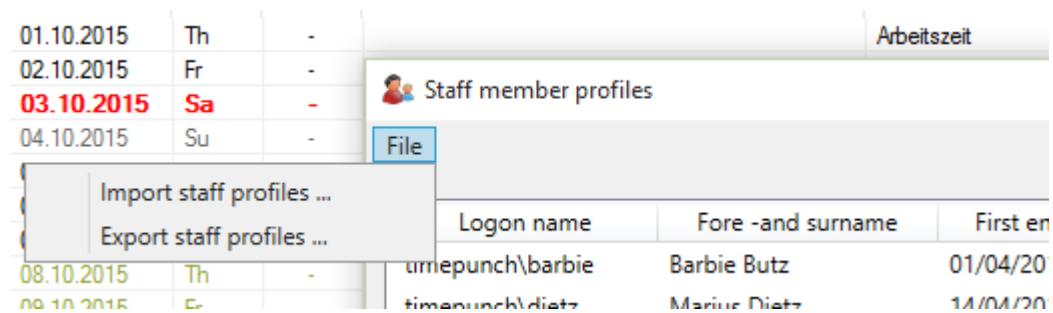
TimePunch then calculates the KuG hours based on the real working time. These can be exported to the appropriate payroll accounting systems or output via the reports.

Import and export staff member profiles

Within the master data the staff member profiles can be imported and exported by using the menu called "File".

This happens mainly by importing and exporting CSV files. For the import it will be supposed that the first row contains the column title. The title defines the content of the column. The column order and completeness is not important as long the mandatory field "Logon name" is filled.

Hint: The easiest way to create an import template is to export a set of test data using "file / Export staff profiles" and save as CSV file.

TimePunch Client v3.9

Enter new time-entries and edit existing

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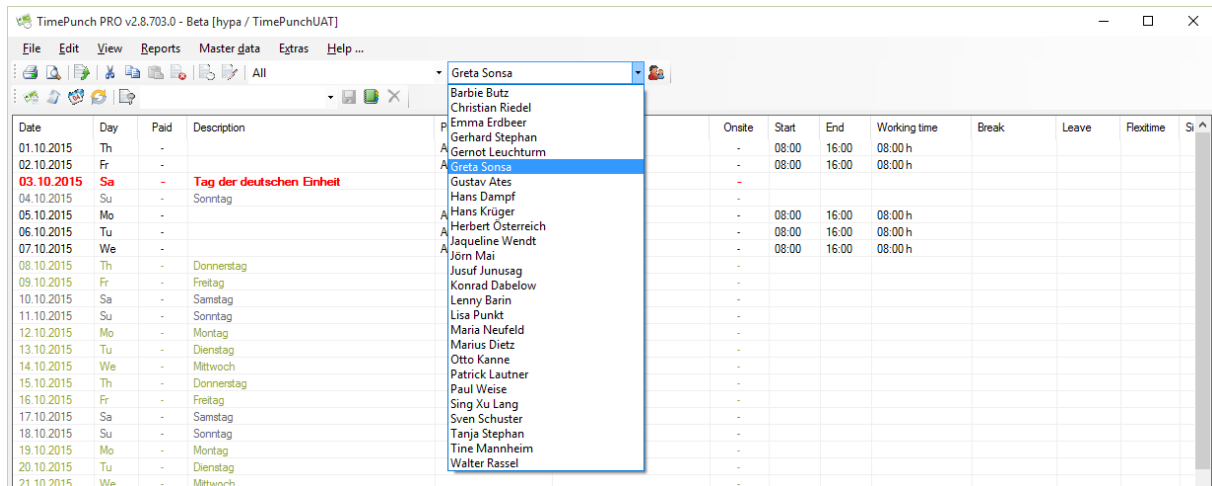
Edit time-entries / create new one

With a double click to a time entry it can be modified. With a right click to it, it opens the context menu in which one can choose a command to create or edit a time entry.
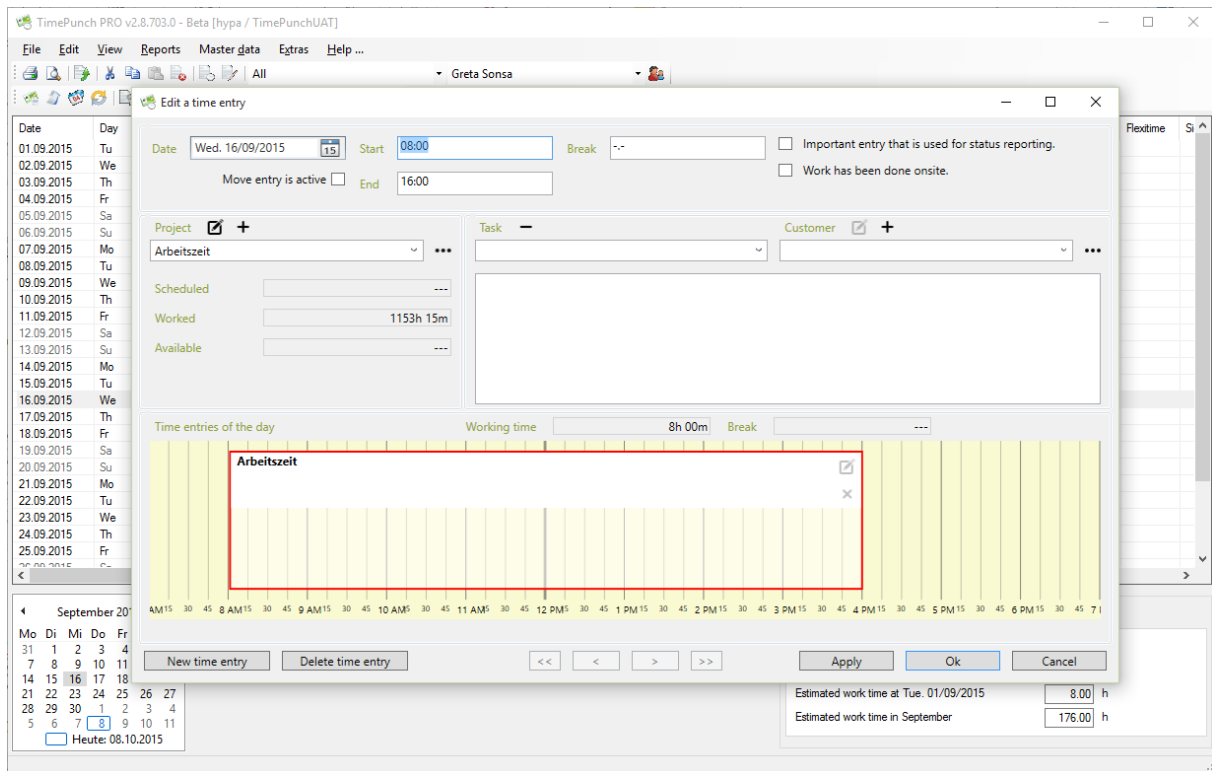
A time entry is created as default with start and end time. Creating an entry with the selected start and end time means that no times can be assigned twice.

Alternatively, an entry can also be created with the pure working time duration. To do this, the start and end times must be removed.
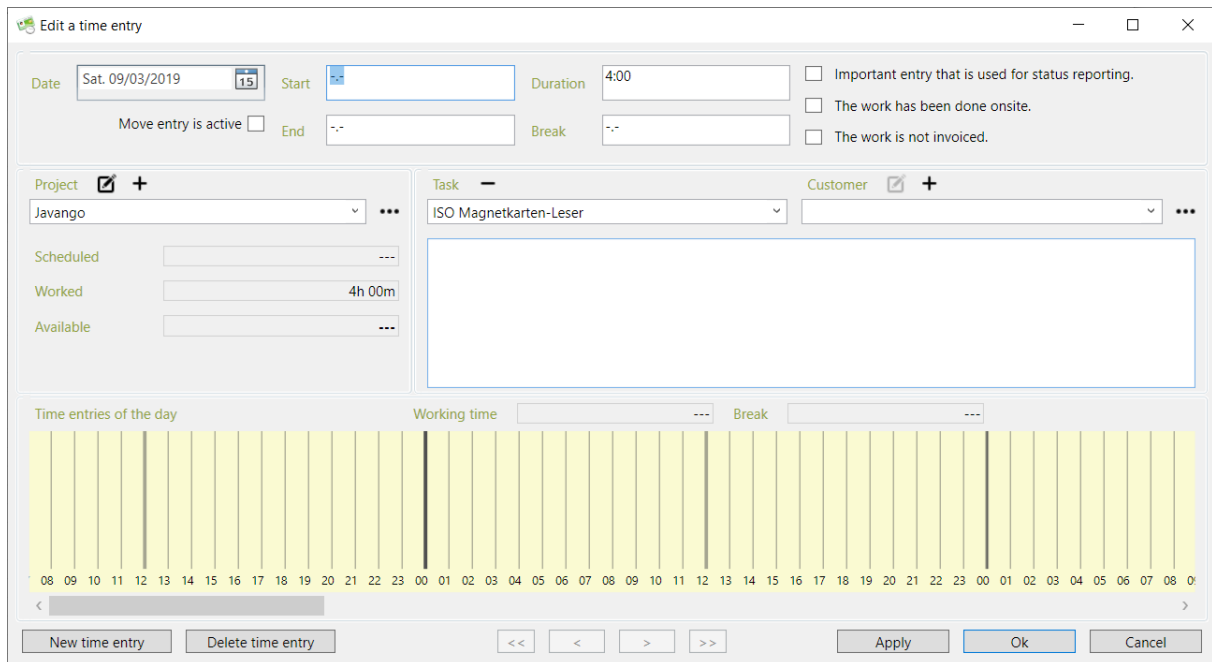
Differences: time entry, multi-day entries and serial entries

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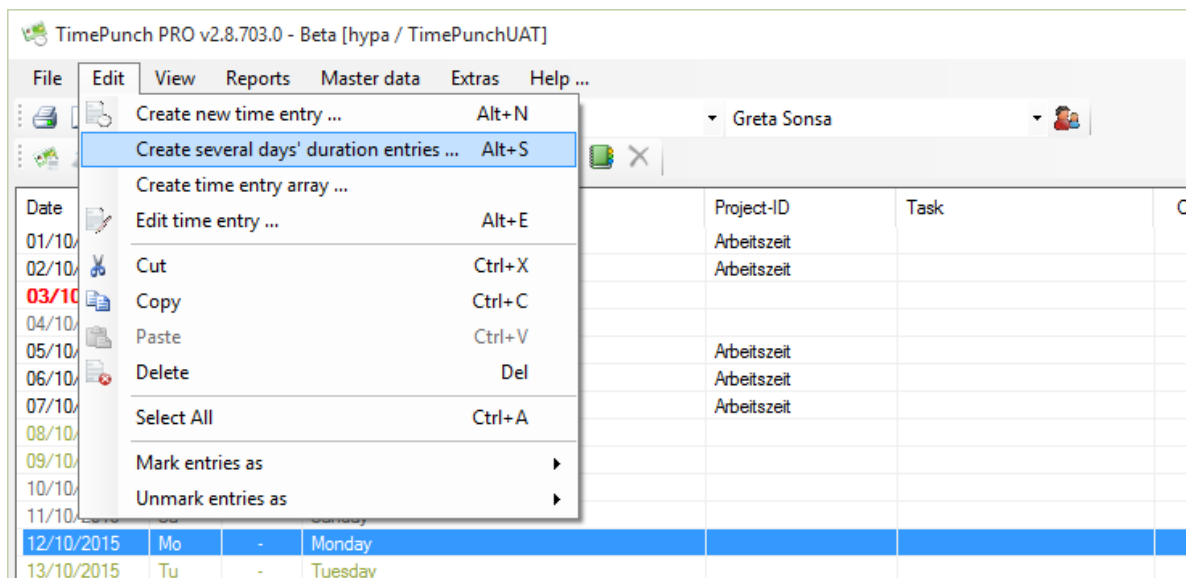
Create new time entry

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

Create several days' duration entries

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

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

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

Create time entry array

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

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

Special case: employee starts in mid-month

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

In order to create an idle-period one can create a new time-entry series. The default project "other" contains a task called "idle-period".

Additional special cases that need manual entries

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

Special-case	Description
idle period	Used mainly to define the time frame from beginning of the month until the beginning of an employee's work. If those entries are missing, the time will be recorded as absence time for the employee.
annual plant shutdown	The annual plant shutdown does not reduce the annual leave of the employee.
driving time	The driving time can be added to the working time depending on the employees TimePunch Profile. Without changing the profile the driving time will be summed up at its own.
sick	You can record the illness-related absenteeism with this type of entry.
sick unpaid	Times that are booked unpaid for sick leave are booked as sick leave, but are not included in the wage, that means they are not paid.
overtime compensation	This entry is used to reduce overtime by holiday. With the help of this type of entry, the planned overtime can be logged.
Leave	Holiday bookings will reduce the annual leave of the employee.
On-call-service	On-call services can be booked in TimePunch independently of the actual working time. If desired, a percentage of the working time can be booked.

More entry types can be freely defined in the project dialog at "Master data / projects / other" with the help of the tasks.
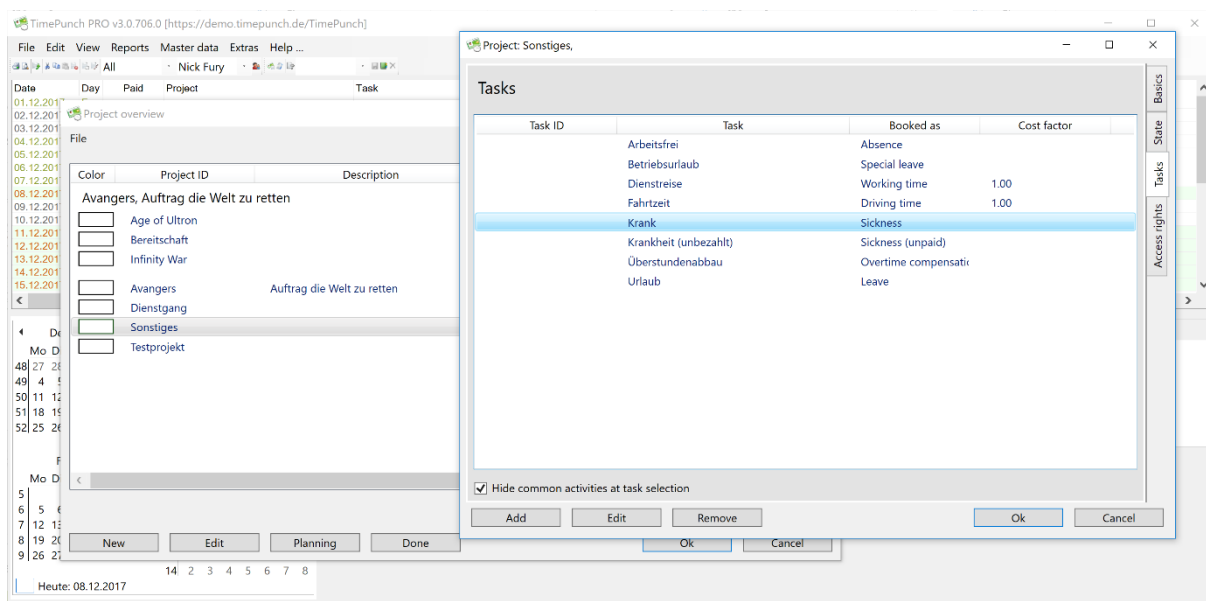
It is important when editing an activity that the booking type is selected correctly.

Booking Type	Description
working time	The entry is counted as working time.
driving time	The entry is counted as driving time. The driving time can be charged as working time at a predefined percentage.
take overtime	The entry reduces the overtime balance. Important! Missing entries also reduce the overtime balance. Even if it would not be necessary to book the reduced overtime hours, they should still be booked for reasons of traceability.
leave	The entry is posted as leave.
sickness	The entry is recorded as illness.
sickness (unpaid)	The entry is recorded as a sickness but is not included in the payroll.
special leave	Special leave reduces planned working time, but is not credited to the leave account. Generally recognized special holidays are e. g. moving, wedding etc.
absence	Absence times, such as unexcused absence days, are posted for absence. It is also possible to post the time from the beginning of the month to the actual start of the work when making new hirings.

Filtering and evaluating time entries

For a better overview of the times, TimePunch offers the possibility to create report filters. The name "report filter" comes from the fact that these filters can be used as a basis for report generation.

As of version 3.7, the menu items of the report filters are combined in the menu item "Filter".
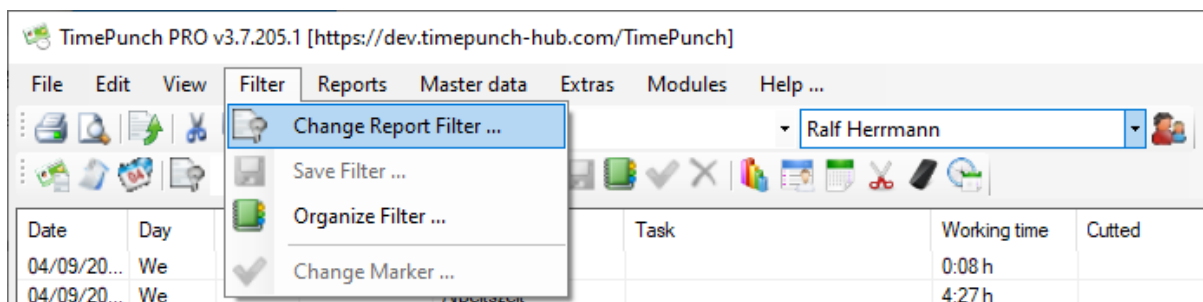
Without an active filter, only the two menu items "Change report filter" and "Organize filter" are activated.

Change report filter

After clicking on the menu item "Filter / Change report filter ..." time entries can be filtered according to the set criteria. The following dialog is displayed for this purpose:
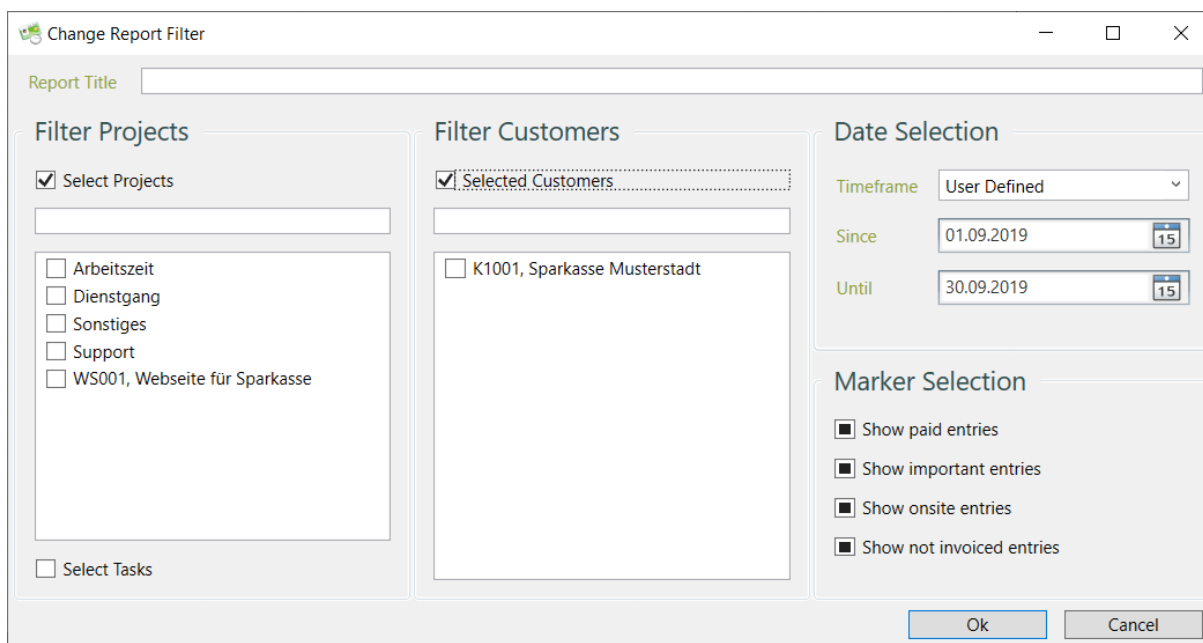
The filter dialog is self-explanatory. The point "Marker Selection" is important. If the check mark is set, only the time entries with the set mark (e.g. invoiced) are displayed. If the field is empty, only the entries without the corresponding mark will be displayed. If the field is filled over a large area, the marking is not relevant for the filter.

Save filter

An activated report filter can be saved for easier use. After clicking on "Save filter" the following dialog opens:
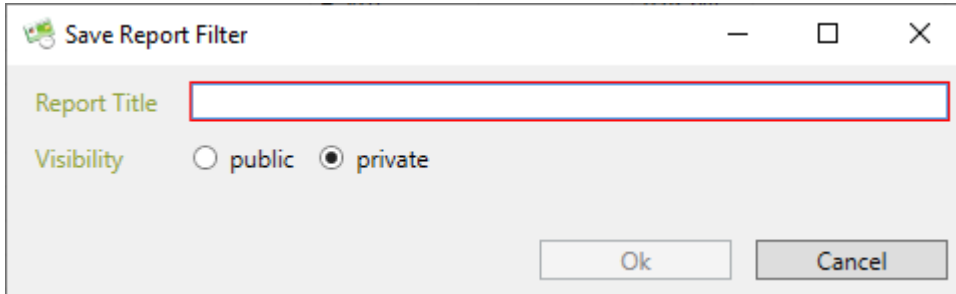
A private filter can only be used by the employee himself. A public filter from any employee in the organization.

Organize filter

The menu item "Organize filters" allows you to convert private filters into public filters and edit them afterwards.
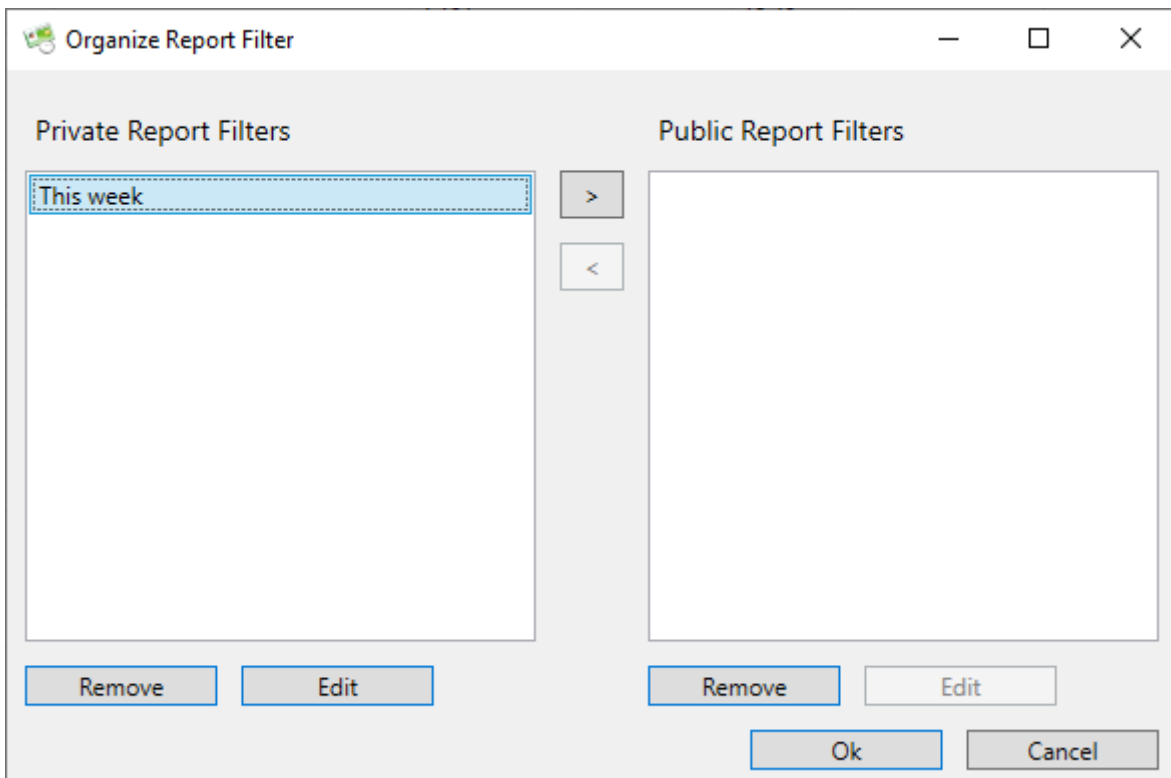
Change Marker

Markers are an important tool in TimePunch to filter and evaluate time entries. Accordingly, TimePunch offers an easy way to change the marks of the filtered time entries. For example, it is possible to change a complete month of project times from "not paid" to "paid". To do this, a corresponding report filter must first be set on the project.

Then the menu item "Change markers" can be called up in the "Filter" menu.
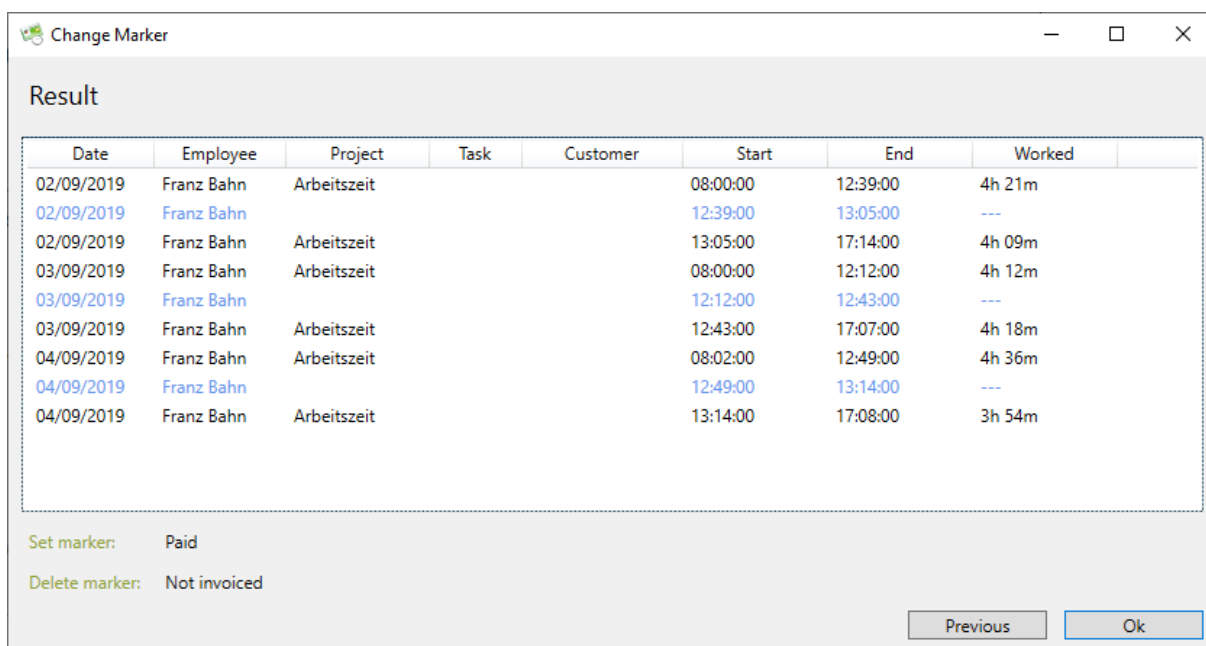
The markers to be adjusted are set or removed in the dialog. Markers filled with check marks are set, without check marks the mark is removed. If the area is filled, the mark is ignored.

The second option is to select whether the mark should be changed only for the current employee or for all employees.

The "Ok" button is used to adjust the time entries and close the dialog.

Projects and tasks

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

Creating projects and edit

Using the menu item "Master data / projects" all defined projects will be shown. Inactive projects will be hidden by default, but can be shown by deactivating the checkbox "Only show active projects".
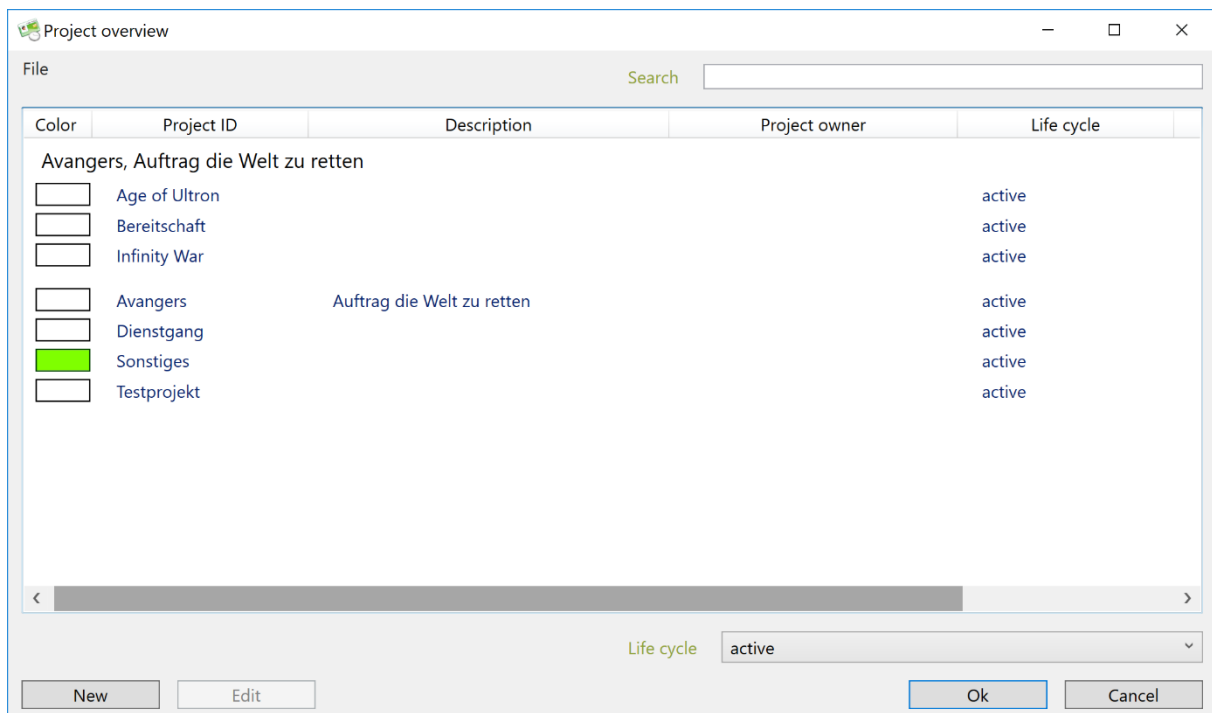
At this dialog new projects can be created and existing projects can be edited with a double click.

By default, all "Active" projects are displayed. By selecting the project cycle, the projects can be displayed in the other life cycles.

Available for selection:

In planning: Projects that are in planning can only be processed. A project booking or evaluation is not possible.

Active: Projects that are active can be edited, posted and evaluated.

Completed: Projects that have been completed can only be evaluated.

Deleted: Deleted projects are no longer usable and can only be reactivated by an administrator.

The project dialogs

After creating the project, a dialog opens the edit of a project.

The basic data of the project can be created here. The most important thing here is the project ID. All other data is optional.

Tip: If you do not want to book the parent project itself, you can restrict the access rights accordingly.

Cost center: The cost center is required for exporting to DATEV. Here you can combine different projects into identical cost centers. When exporting to DATEV, the working times are then assigned to the corresponding cost center.

Customer order: If the project is marked as a customer order, further order data can be entered for the project.

Parent Projects

The parent project forms a grouping for projects. For example, all projects with the same topic can be assigned to a uniform umbrella project. This increases the clarity of the project list.

In addition, the editing of projects is simplified. Changes to the parent project are adopted in the dependent projects. This affects the following settings:

- Cost centre
- Project manager
- Customer
- Project Collaborators
- Yes / No Sales order
- Start and end period
    ➔ if it is not set, or is not within the range of the parent project.

If a parent project is copied, i.e. if the parent project is selected as a copy template when a new project is created, all dependent projects are also copied. This simplifies the administration of project structures.

Project state

Each project has a project status. This is usually defined as a traffic light status. A project can be classified as "green" (i. e. everything alright),"yellow" (problematic),"red" (critical).

By default, the project status is calculated on the basis of the hours consumed and the available hours quota.

The threshold values for the status "yellow" and "red" can be defined for each project. If the booked hours exceed the hours quota multiplied by the threshold value, the traffic light status is set accordingly.

Of course, you can also set the status manually. In this case, it is helpful to briefly document the traffic light status in the status details.

Bookings:

Here you can define whether the project can be booked with start and end time, with duration or with both input types.

Project cycle

Projects can go through four different project cycles. When a new project is set up, this is in the "in planning" cycle. In this project cycle, it is only set up by the project manager. However, employees can only post to the project in the "active" cycle. When the project is finished, it switches to the "done" cycle. From here on, the project can only be evaluated, but no longer posted.
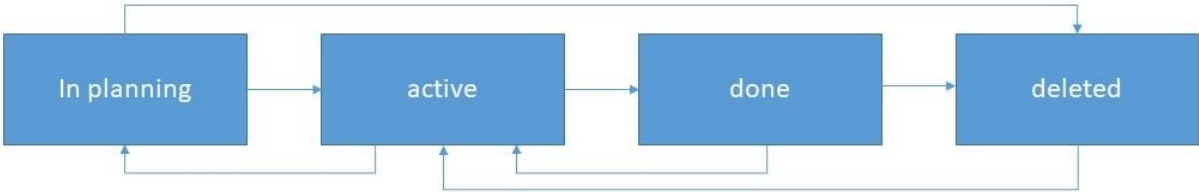
After deleting the project, it is in the project cycle of deleted projects. Only an employee with administration rights in TimePunch can reactivate a deleted project.

Project-related tasks

Within a project, activities/tasks can be defined. These tasks created in the project are only valid and unique within the project. Even if an task with the same name is created in another project, it cannot be automatically evaluated together.
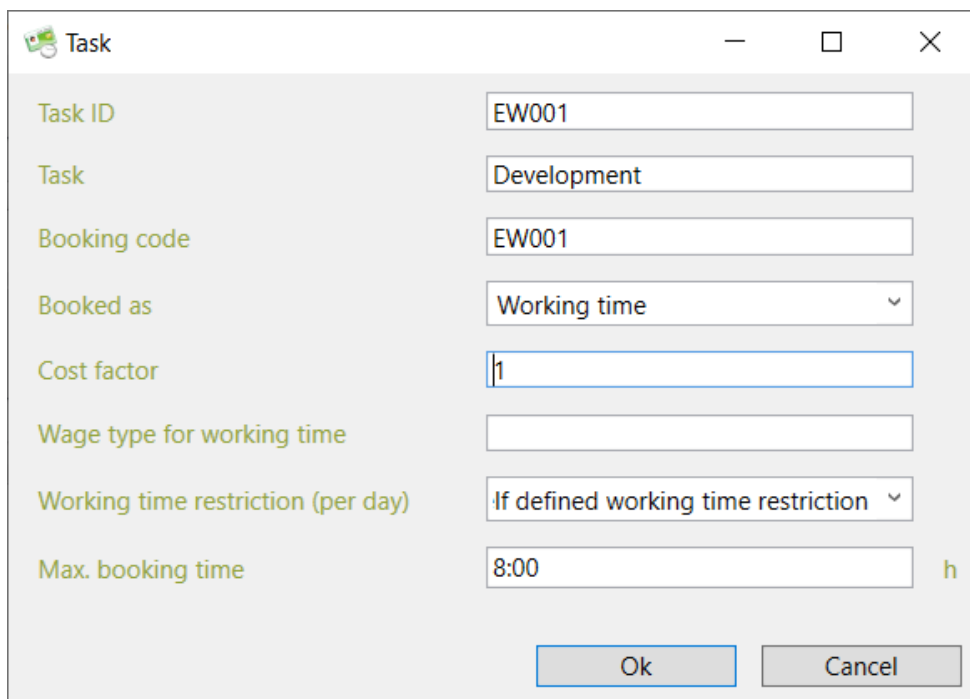
Tip: If you want tasks to be evaluable across projects, create "General tasks" for this purpose.
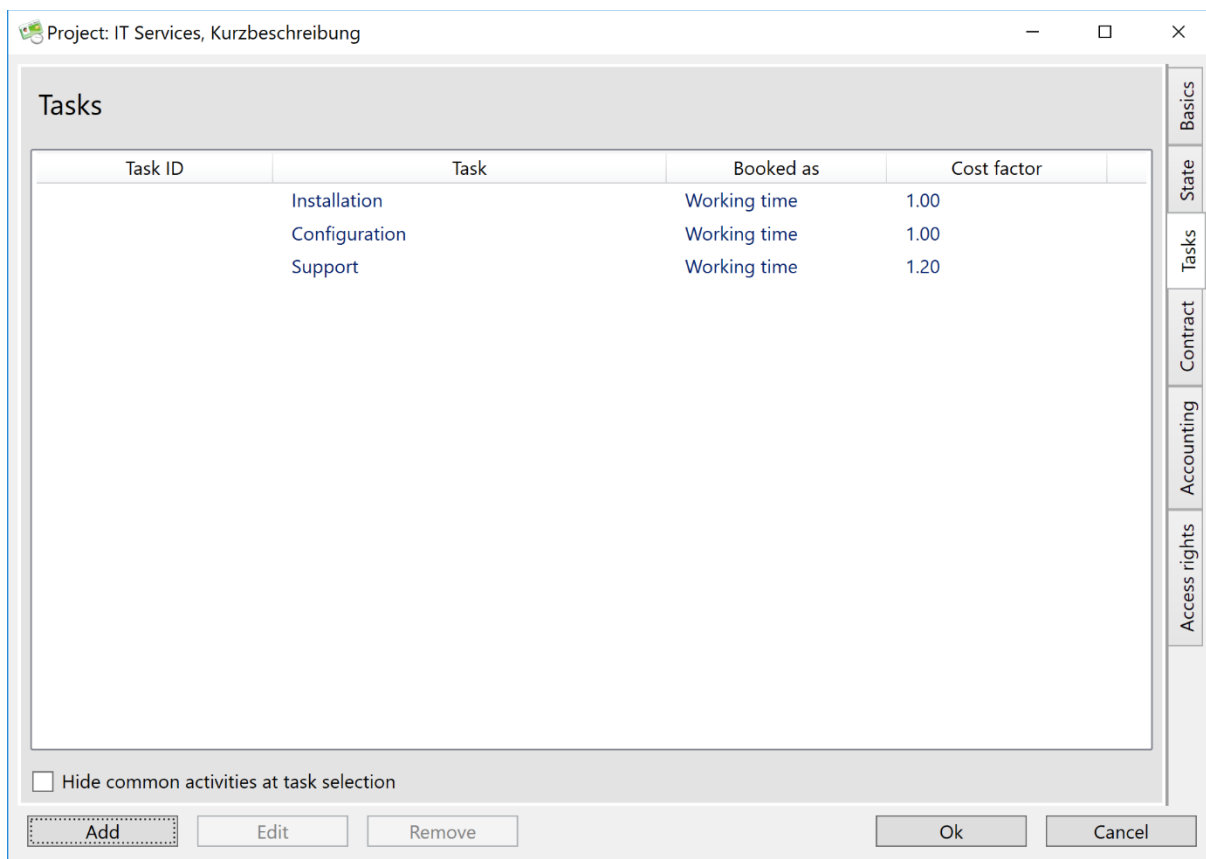
The selection box "Do not display general tasks during selection" allows you to hide general tasks. This is useful, for example, for the Absences project, since general activities such as meetings, planning, and so on are not displayed in these special projects.

Define tasks

If project-related time recording is desired, tasks should also be defined. Tasks allow you to specify the recorded time again exactly.

Task-ID

The Task-ID is an abbreviation for the task and can be used e.g. by a ticket system or project planning tool.

Task

The task must have a unique name that can be specified in this field.

Booking code

The booking code is used for booking by means of a barcode reader or third-party systems. If such systems are not in use, the field can be ignored.

Booked as

This field defines what time is. You can enter *working time, on-call time, travel time, overtime reduction, vacation, illness, illness (unpaid), special leave, absence*.

Cost factor

The cost factor defines the factor at which a potential customer is billed for working time.

A cost factor of 0 means that the working time is not billed to the customer. A cost factor of 2 means that the customer receives a price premium of 100%.

Wage type for working time

In contrast to the cost factor, the wage type defines how the employee is remunerated for the work performed.

Wage software such as DATEV and Lexware define wage types with an hourly rate or a percentage supplement to the hourly wage. When exporting to these systems, such times can therefore be remunerated separately.

Wage type restriction (per day)

This field defines whether the maximum bookable time per day is limited to this task. This is often used by service providers so that freelancers, for example, cannot overbook the projects assigned to them.
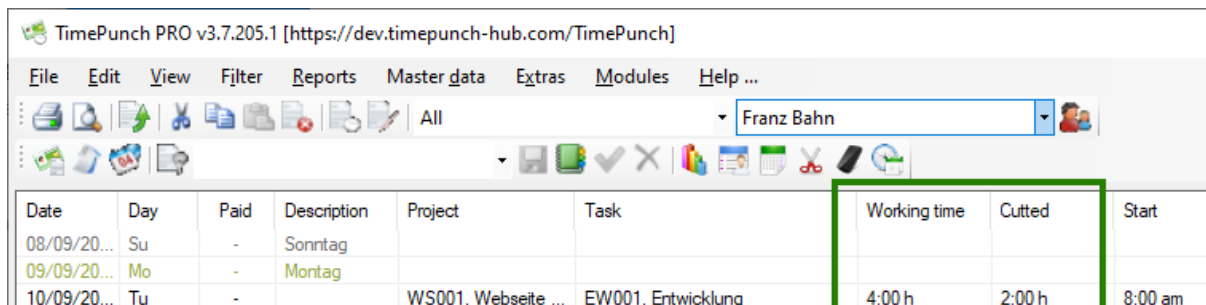
This could, however, also be used, for example, to limit the duration of further training measures or similar projects.

Max. booking time

If a manual working time restriction has been defined, one can define in this field the maximum number of hours that can be posted by the employee on one day.

If the employee books more hours for the activity, these hours are automatically reduced.
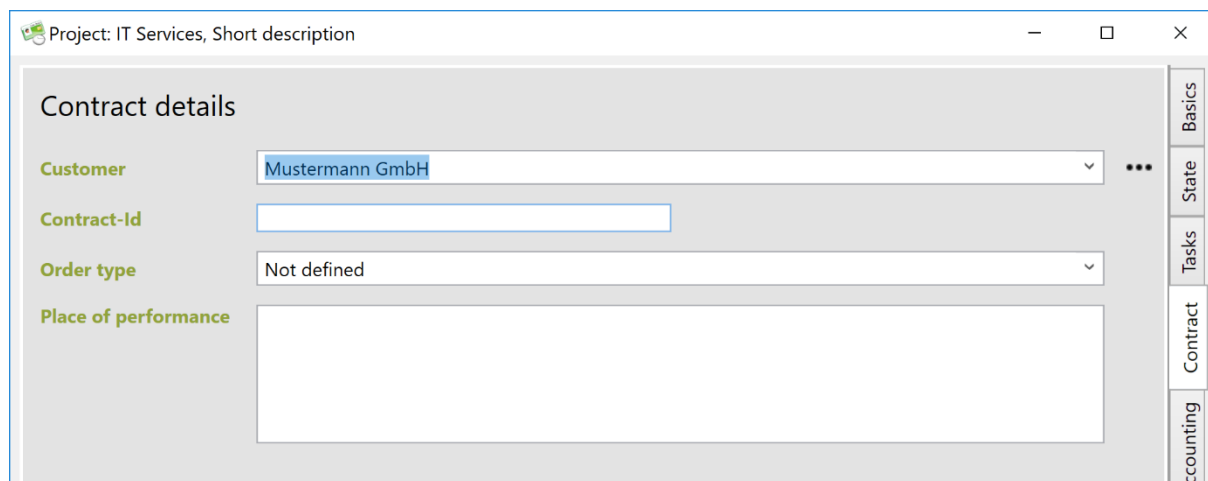
The shortened hours are then displayed in the "Cutted" field.

Entering contract details

If a project is defined in the basic data as a customer order, then these order-related data for the project can be stored in the "Contract" tab.

Important order-related data are e. g. the preset customer, the order number, as well as the order type and the location of the service description.

Customer-specific reports can also be created on the basis of this data. Please contact us, we will be happy to advise you.

Accounting-Relevant Data

TimePunch provides a tab with accounting-relevant data for order-related projects.

In this dialog box, you define the hourly rate and the currency as well as the rounding used for billing. All billing reports such as "Detailed project accounting" or "Day-based project accounting" use the rounding settings defined in the project.

The field "Further accounting details" is a free text field which can be used for internal purposes or reporting.

Access rights and employee-specific adjustments

In order to keep the project list clear for each individual employee, the access rights for projects can be restricted to employees.

The same applies to employee-specific adjustments. Here, the hourly rate and the max. number of project hours per employee.

Project Budgets

For every project it's possible to define its own project budget within TimePunch. This defines the work time budget for the project pool and/or the single staff member.

Project pool

The project pool contains all staff members that are allowed to book on the project and which do not own an exclusive work time budget. That are all members for whom no time budget has been defined.

The work time budget that can be defined at the project dialog directly, is the maximum work time for the project pool. By default all employees share the same project budget.

Here you can also define whether the defined project budget may be exceeded. If this is not the case, employees can only book the hourly quota assigned to the project.

Staff members

The work time budget for a single staff member can be defined at user specific adjustments.
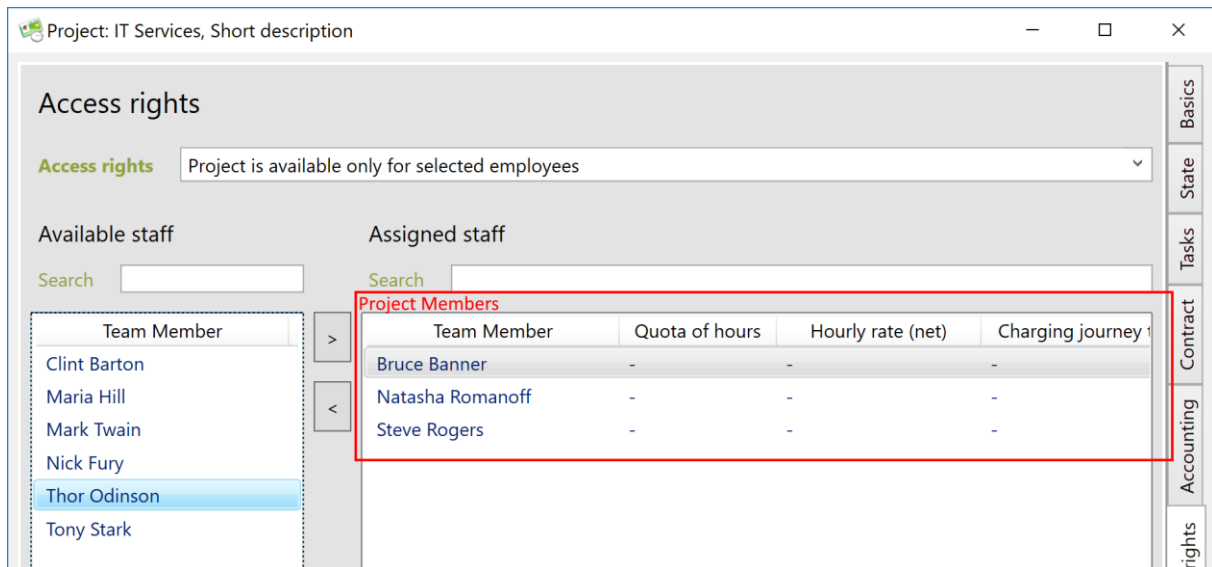
This work time budget is assigned to the staff member exclusively and can only be used by him or herself.

Total budget

The total project budget is the combined project pool budget plus the work time of the staff members.

Common Tasks

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

Using the menu "Master data / Edit Common Tasks" the following dialog will be shown.
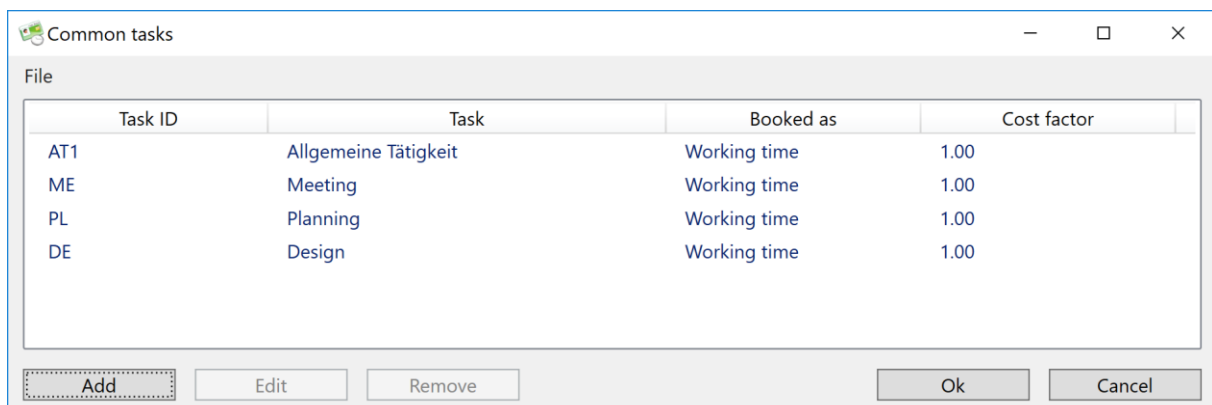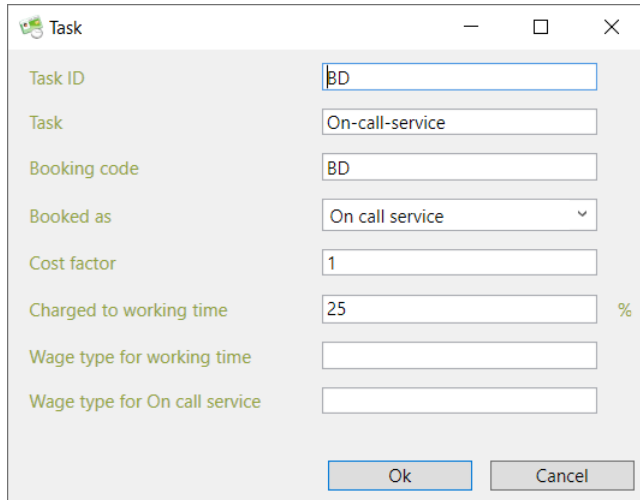
On-call-service

In TimePunch it is possible to enter a time period or a duration as on-call service.

To do this, you must first create a new activity with the booking type "On-call service".
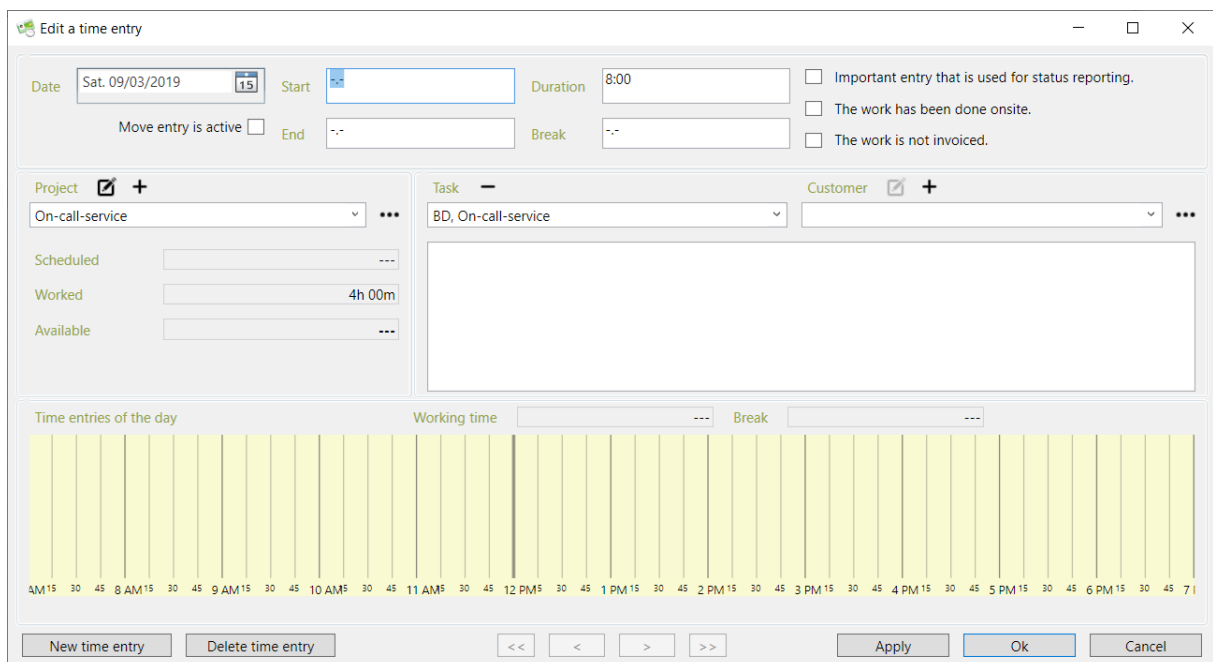
In this context, it is important that the on-call service entries can be credited as a percentage of the working time.

Standby duty is preferably created in TimePunch via the context menu "Create series entries".

Here you can define the From - To date as well as the duration per day for the series entry.

Customer management

TimePunch provides the ability to assign time entries to different customers. This allows a customized accounting of hours worked.

Therefor it`s necessary to store the customer data in TimePunch. The customer data is maintained via the menu "Master data / customer".
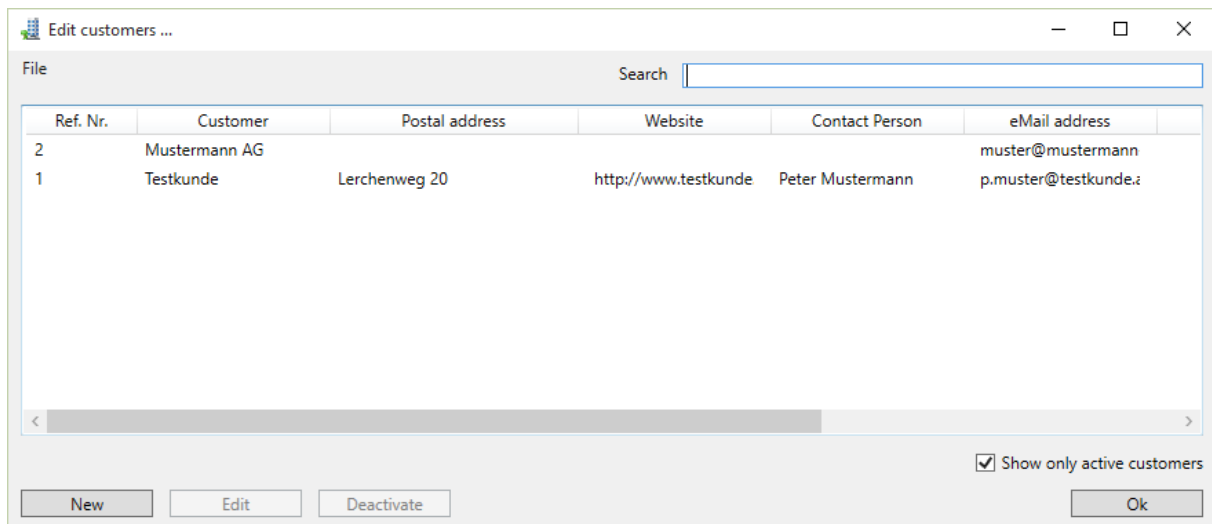
Import and export customer data

Within the master data the customer can be imported and exported by using the menu called "File".

This happens mainly by importing and exporting CSV files. For the import it will be supposed that the first row contains the column title. The title defines the content of the column. The column order and completeness is not important as long the both mandatory fields "Ref. Nr." and "Customer" are filled.

Hint: The easiest way to create an import template is to export a set of test data using "file / customers export" and save as CSV file.

Manually create and edit customer data

Within the master data the customer data can be created with "New" and amended with the "Edit" button.

Both will open the following dialog where the customer data can be entered manually.

The mandatory fields "Ref. Nr." and "Customer" must be filled at least in order to store the customer.

Assign time entries to a customer

There are various ways to assign time entries to a customer.

Assign a customer when editing a time entry

Within the edit dialog of a time entry, a customer can be assigned to the time entry.
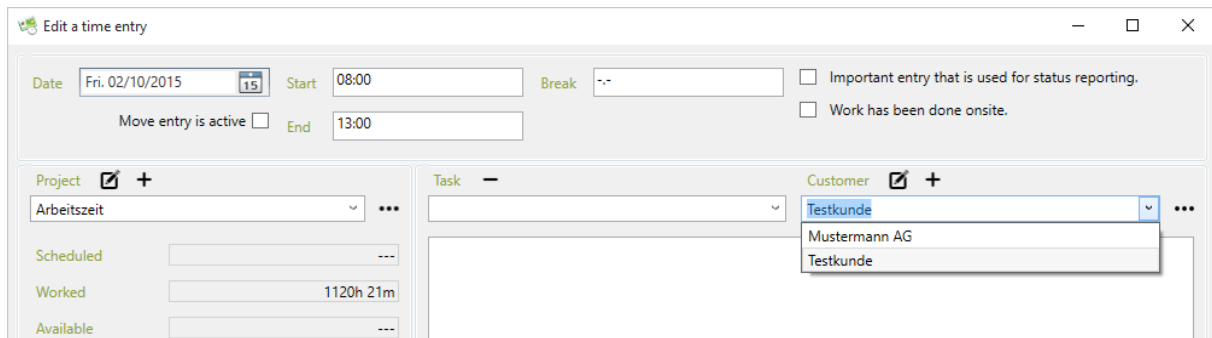
Assign a customer to multiple time entries

To assign a customer to multiple entries, those entries must be marked in TimePunch. Then the customer can be assigned by choosing "Assign to customer" in the context menu.
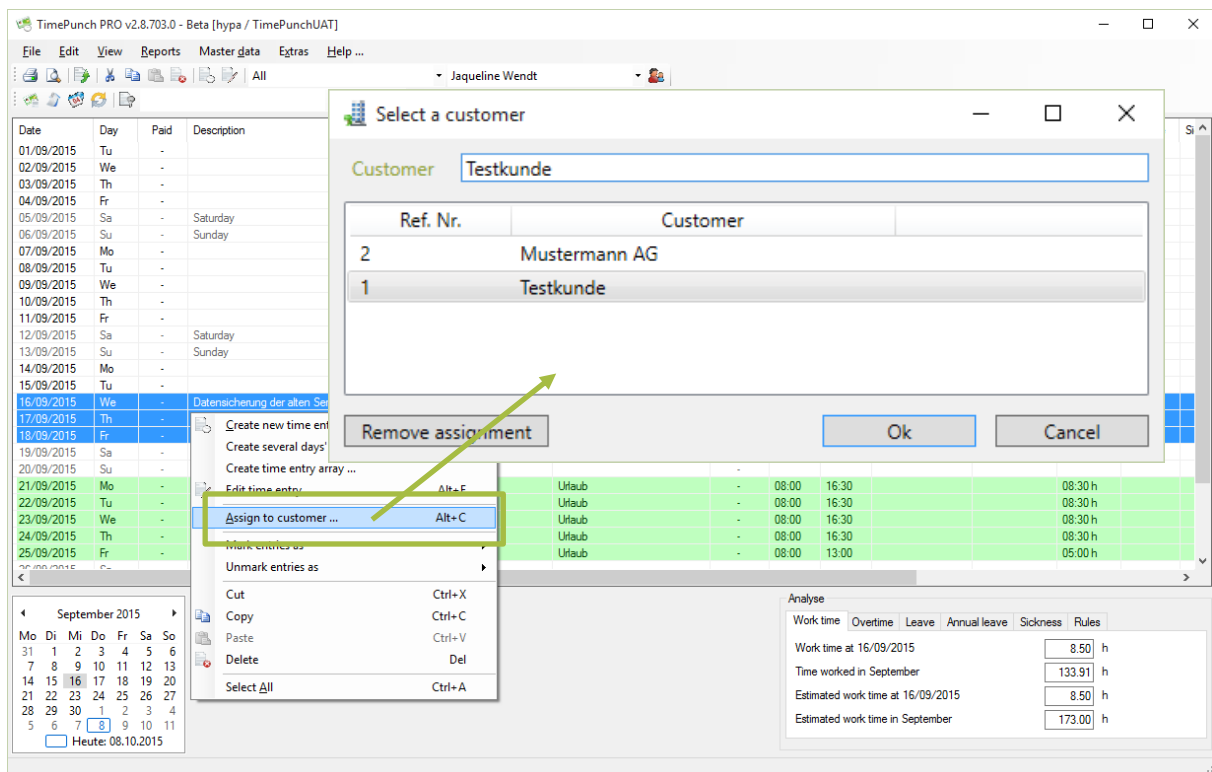
Directly assign a customer to a project

In addition to the possible assignment of a customer after recording the time entry, a customer can also be assigned to a project directly in forehand.

This can be handled in the dialog to edit project (see project management)

This mapping can be adjusted later. However, it serves by default for new time entries.

Flexi time calculation

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

Showing the current month data

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

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

Analyzing the overtime in the current month

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

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

Manage the flexi time account

Additionally, to the applied overtime rules of the given user Profile can be amended in every month separately. Using the button "extended" the overtime can be amended.

Overtime compensation with the working time contract

If the employment contract contains an overtime compensation, it can be defined by each month separately.

An overtime compensation means that the overtime is counted only from a certain number of hours as overtime work. Below this threshold, the overtime is compensated by the employment contract.

Overtime limitation

To set an overtime limit, at the selection list "overtime limitation" the corresponding list entry needs to be chosen.
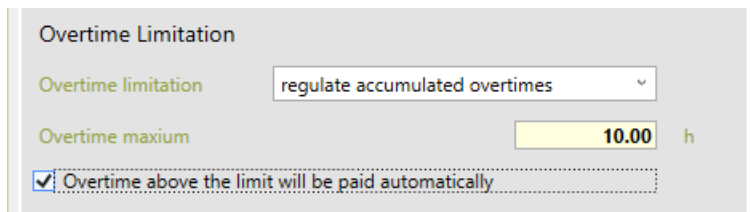
On request, the overtime can be limited per month or a total. This can be done with the second selection:

"*Regulate accumulated overtimes*" means that the employee can only have a limited overtime in total.

"Regulate monthly times only" means that the employee can only have a limited amount of overtime in month, but in total unlimited.

Overtime gets paid automatically

Overtime can be paid automatically, if overtime exceeds the set maximum number of overtime. This is to select the checkbox of the entry "Overtime above the limit will be paid automatically".
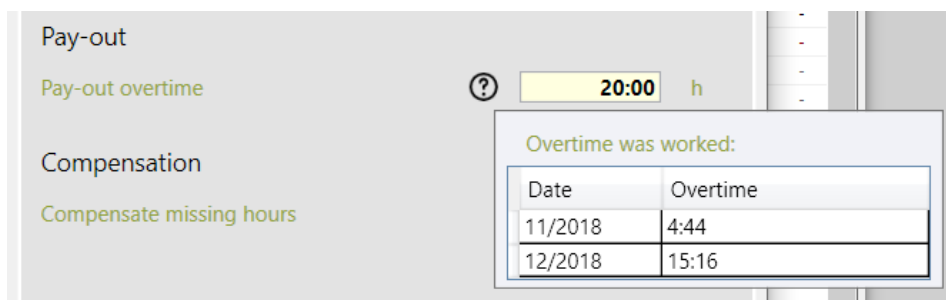
Important: Overtime can only pay out automatically, if an overtime limitation has been set in order to calculate the difference to it.

Pay-out overtime once and manually

Overtime can be paid out manually, by entering the overtime to be paid out in the field "Payout overtime". Similarly, for compensating missing hours. One only has to enter the missing hours to compensate into the corresponding field.

When overtime is paid, the tooltip also displays the month in which the employee incurred the paid overtime hours.

Overtime compensation

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

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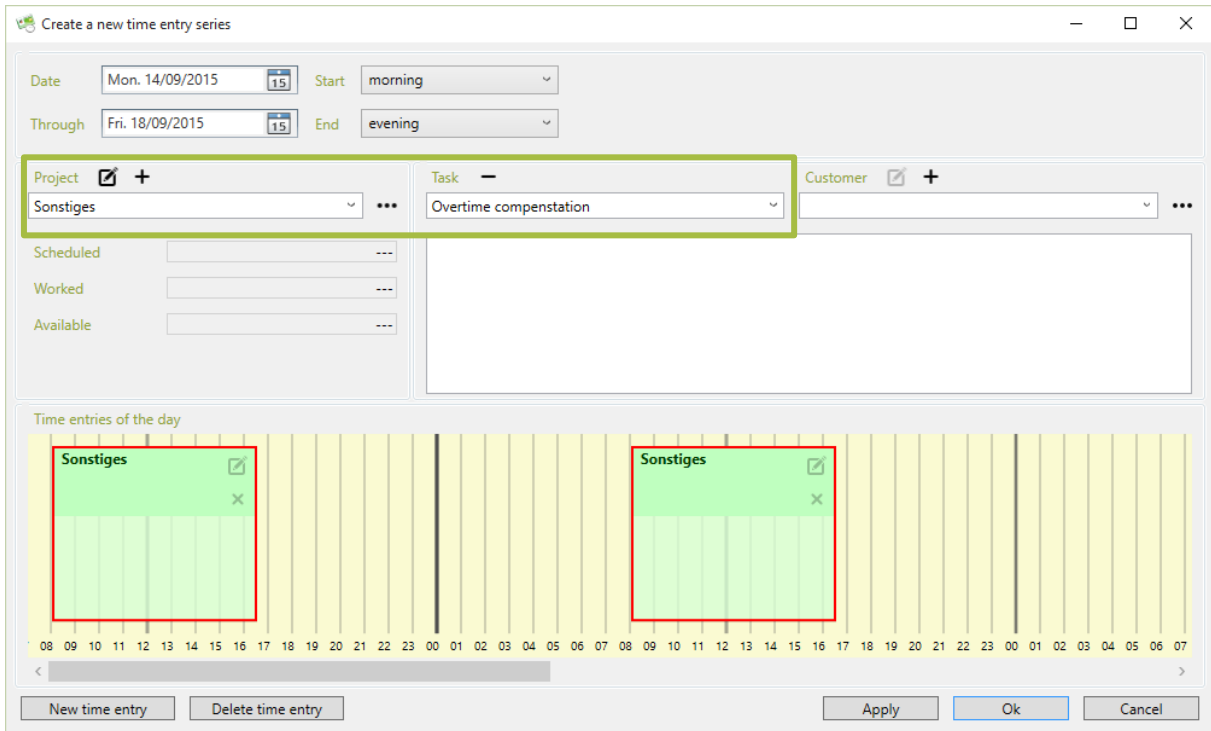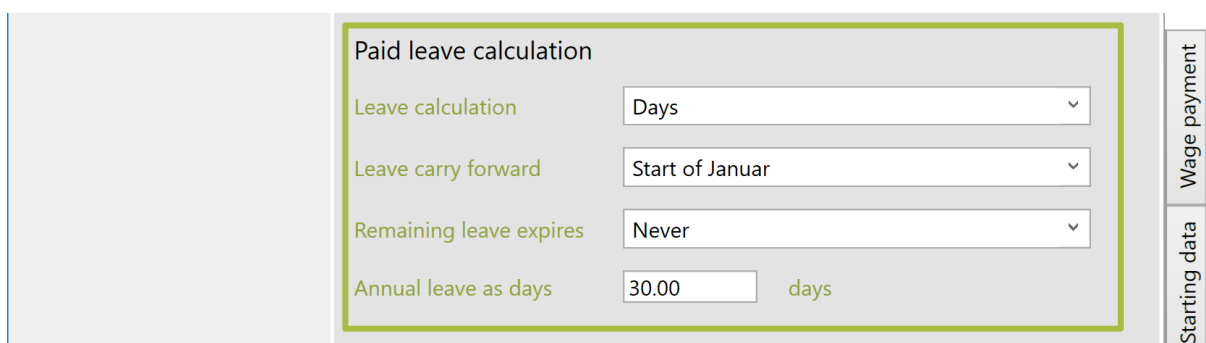
Annual leave management

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

Set-up the leave account for the first time

If one creates a new TimePunch profile for a new member, the annual leave (as defined in the contract) must be entered in TimePunch.
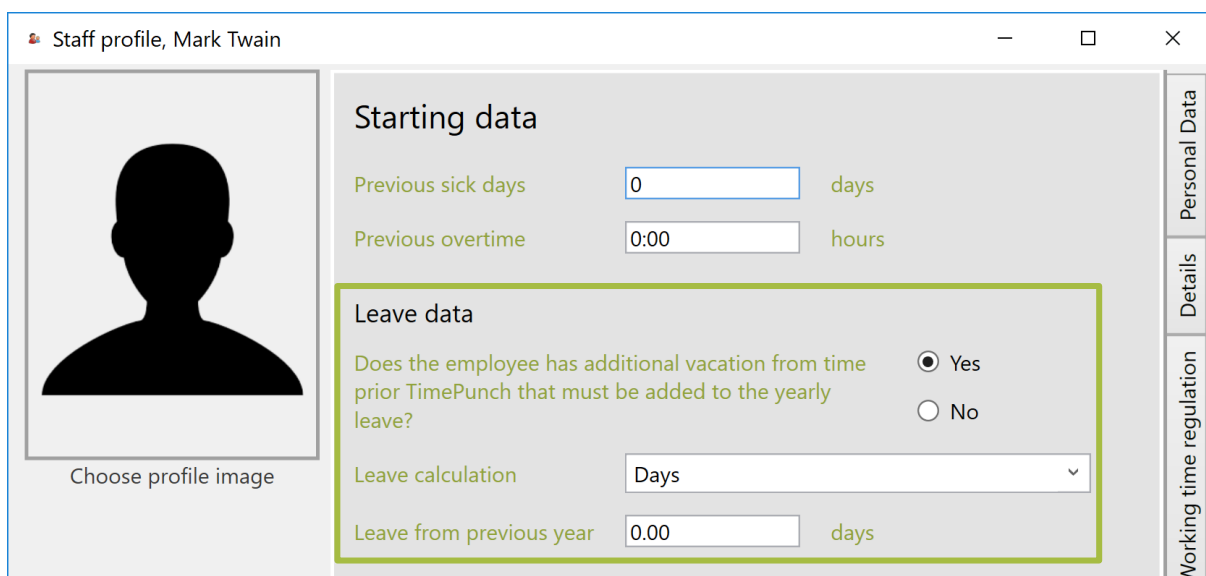
Normally, the calculation is based on holiday days. In special cases, if the planned time per day differs greatly from each other, it may be useful to calculate the leave entitlement on an hourly basis.

Starting data

The remaining leave or the proportionate number of vacation days if the employee starts during the year are defined in the initial data.

The same applies to the introduction of TimePunch in the company. The leave days/hours that are still available to the employee when TimePunch is started should then be entered in the specifications.

How to enter annual leave

In order to enter annual leave, choose 'Edit, Create several days' duration entries ...' from the menu. Now select the task "Leave" that is a default in the project named "Others".

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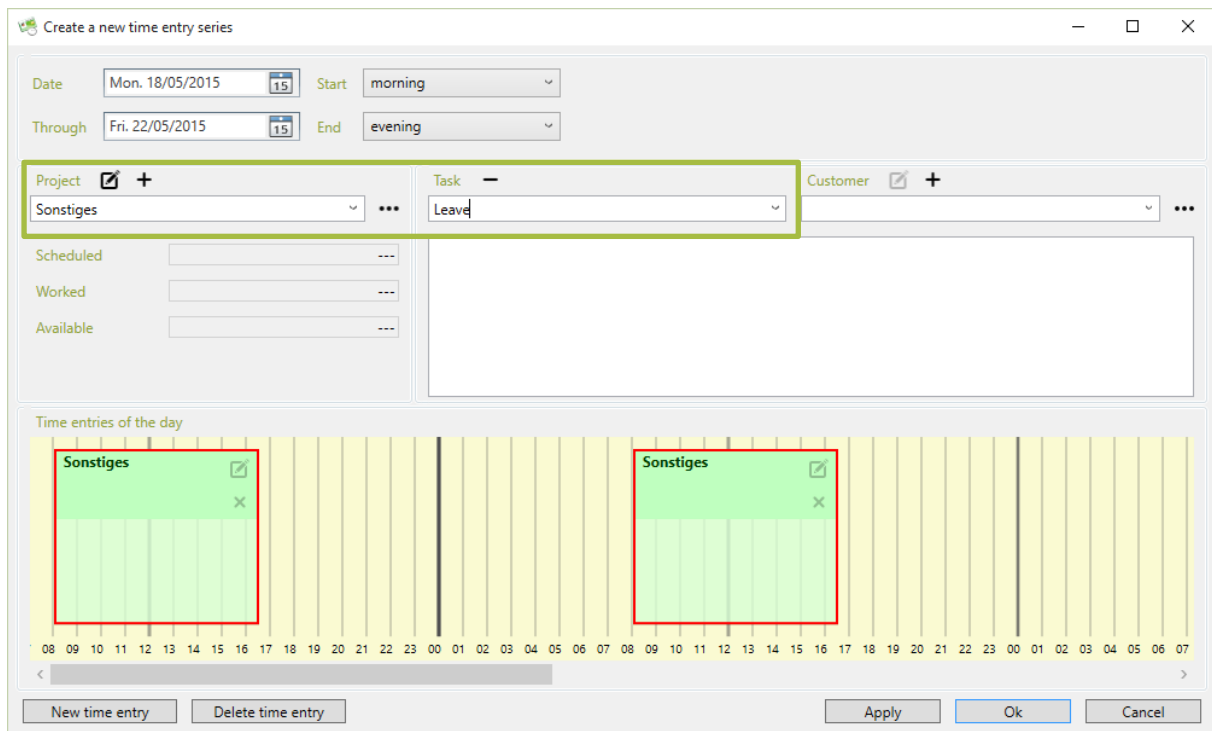
Holiday planning

TimePunch offers the "Holiday planning" report for the easy planning of annual leave. In this report, each employee can see the registered holiday times and print it out. Overlapping times are directly visible and can be corrected.
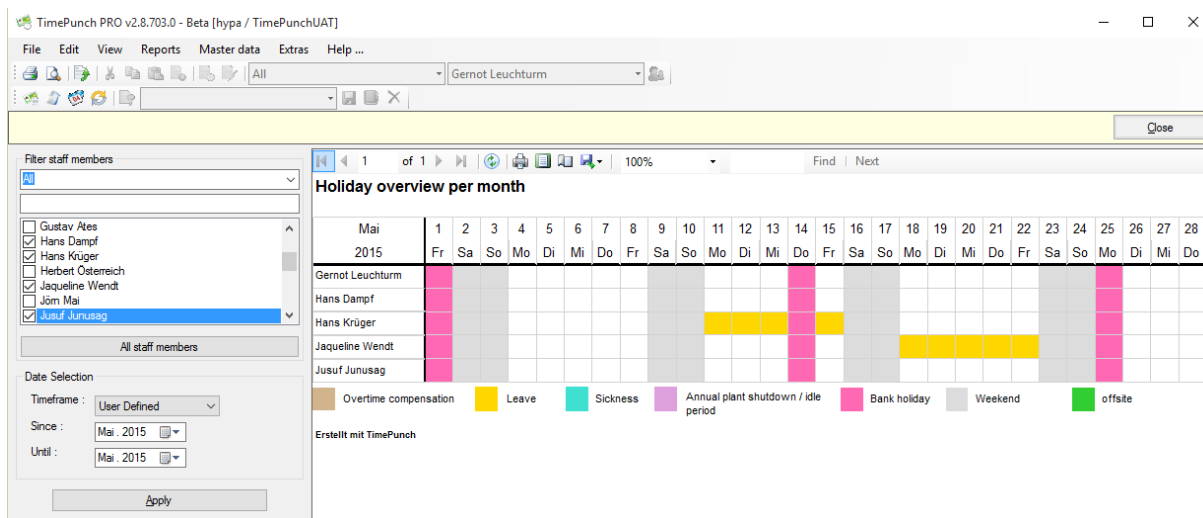
Take remaining leave into the upcoming year

The remaining holiday is automatically transferred into the New Year. Therefore the last month before the month, which was designated as vacation carryover in the profile, is crucial.
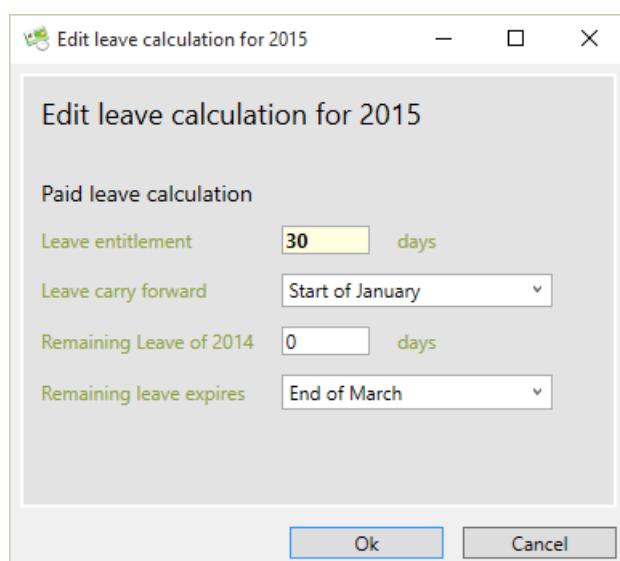
The current holiday annual leave can be viewed in the register.
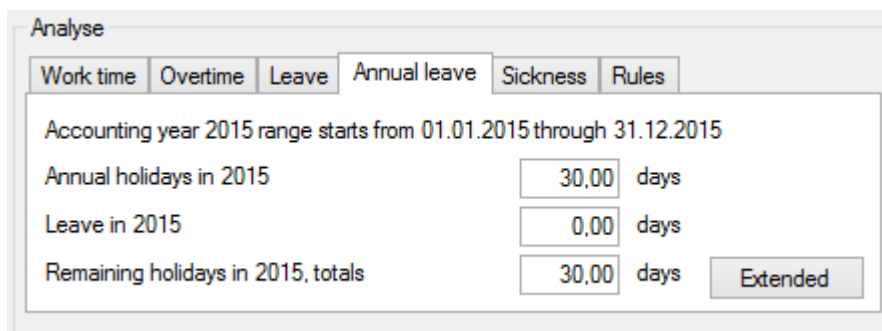
By using the button "Extended" the annual leave can be adjusted for the accounting year.

For the current booking year, the month that shall be used to carryover the holiday, can be set. Additionally, the yearly amount of leave can be entered.

If remaining days from the previous year are taken over, it is possible to set an expiration date. The expiration date defines until when the vacation of the previous year must be taken. If the staff does not take the remaining leave until this expiration date, it expires. Then the staff member only owns the annual leave of the current accounting year.

Teams, Departments and Branches

For a better clarity and staff management, the employees can be grouped in TimePunch. Therefore, three layers of groups are supported. That are teams, departments and branches.

Each Group (e.g. team, department and branch) must have a group leader. The group leader owns independent from their actual permission the right to access the working time reports of their group members. That means a read only access to the working times of the members is always given.

Additionally the group leader and their assistants can be set the Authorization for Human Resource Management.

In this case the group leader or their assistants have the right to manage the working times of the group members.

The groups that the group leader can access, are displayed beside the staff member selection in TimePunch.
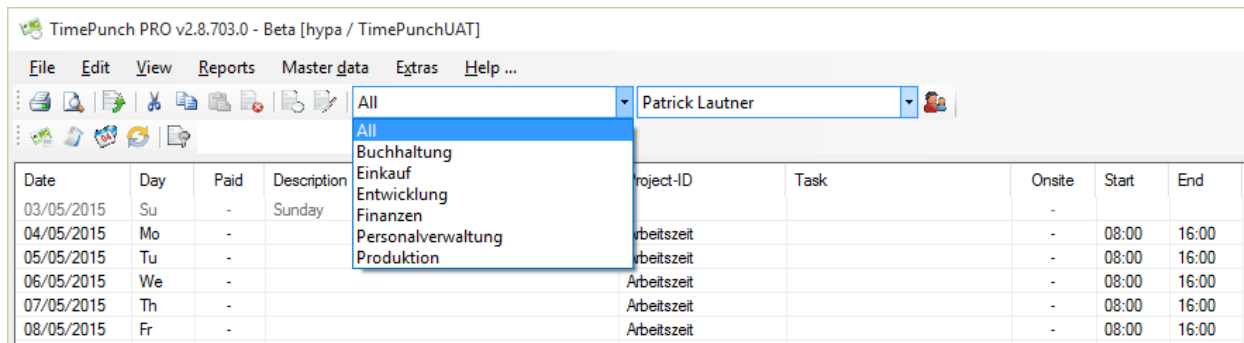
Manually create and edit groups

Teams, departments and branches are managed at the menu "master data" in TimePunch. Only the administrator of TimePunch can manage groups, add and remove group members.
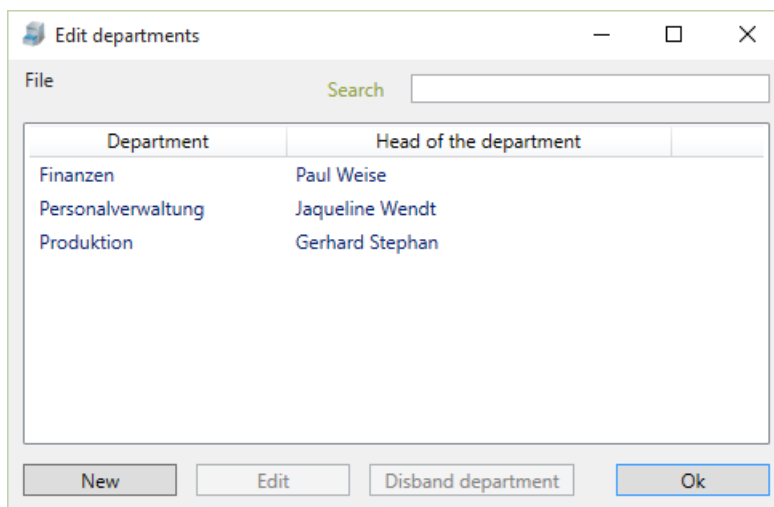
A new group can be added with click at the button "new"
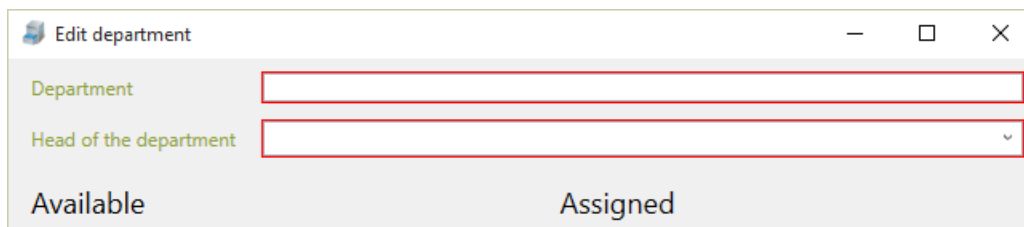
For each group a name and the group leader (at this place head of the department) need to be defined. Furthermore, group members can be assigned as assistants of the group leader.

Important: The group leader don't need to be a member of the group, but the selected assistants need to be. So it can be secured, that one staff member can own the leadership of distinct groups.

The group leader always owns the right to display the working time reports of the group members. But only with the authorization "Human resource management" the working times of the group members can be changed by the group leader.

By using the menu "master data" and the sub items teams, departments and branches the group list gets opened. With a click to the button "Edit" the group assignment can be edited.

It's important to know that in one group layer a staff member can only assigned to one specific group. Each staff member can be assigned to one team, one department and one branch.

Import and export group assignments

Within the master data the group assignments can be imported and exported by using the menu called "File".

This happens mainly by importing and exporting CSV files. For the import it will be supposed that the first row contains the column title. The title defines the content of the column. The column order and completeness is not important as long the both mandatory fields "Name" and "Staff member" are filled.

Hint: The easiest way to create an import template is to export a set of test data using "file / export department assignments" and save as CSV file.

Assign staff member profiles directly to a group

At the TimePunch profile dialog, the employee can be assigned directly the respective team, the department and the branch. This is easier in many cases because the employee can be managed holistically.

Payroll data export

In order to export to DATEV or Lexware, employees need a personnel number. The personnel number can be defined in TimePunch for the relevant employees in the employee profile.

The export to DATEV or Lexware can be started via the menu "File / Export time entries".
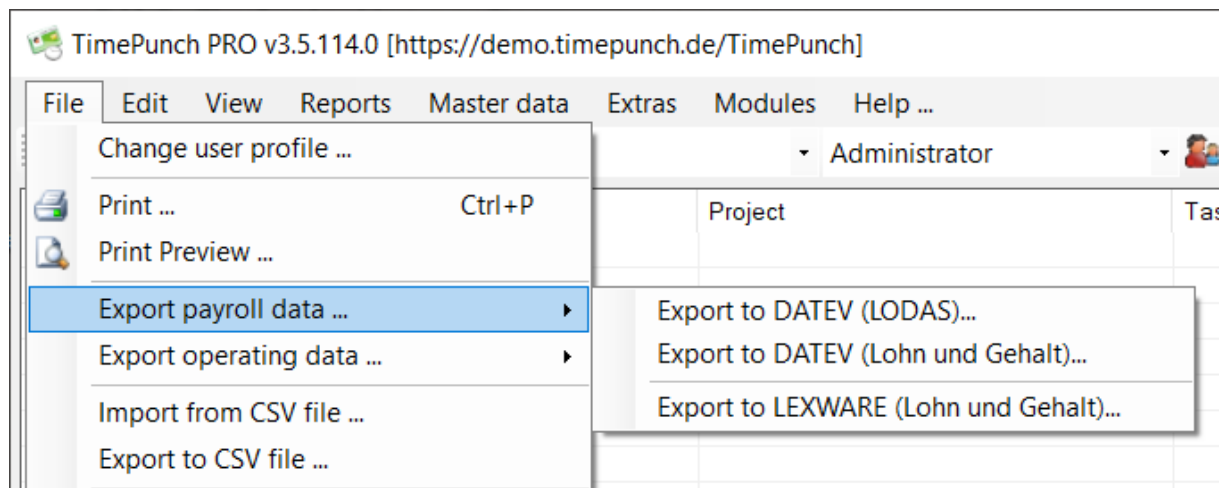
Export to DATEV LODAS

Important data that you need to export to DATEV:

Consultant number

The advisor number is assigned by DATEV for the tax advisor/tax office. If the consultant number is not known, it can be requested from the tax consultant or tax office.

Client number

The client number is your ID so that the time data can be assigned to your company.

Cost centers

Cost centers can be specified optionally for the different posting types. Please contact your tax office to clarify the need for this.

TimePunch supports export to DATEV in LODAS format. This format is used by most tax offices. After clicking "Export to DATEV (LODAS)" the following dialog opens:

The wage accounts used by the tax consultant are decisive for exporting to DATEV LODAS. In TimePunch, you can define a separate payroll account for each booking category (working time, overtime reduction, sick leave, and so on).

Export

By clicking on the "Export" button, a file dialog opens in which the storage location for the export can be selected.

The exported file can then be sent to the tax office by mail.

Tip, DATEV payroll payment

It is also important how the salary is paid. Here you can choose between two options.

Export after the end of the month

With this method, the salary is only exported to DATEV after the end of the month. This means that employees receive the wage and salary payment for the previous month in the middle of the following month. This is the simplest type of export, since no adjustment postings have to take place.
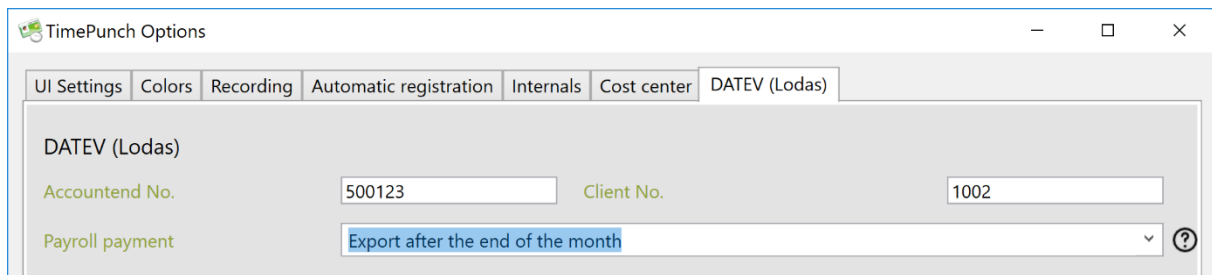
The following files are created:

- **DATEV_{GROUP}_{DATE}. TXT**
This file contains all working times of the closed month for all employees.

Export in the middle of the month using DATEV retroactive billing

With this method, the wage data for the current month is exported on any key date (for example, always the 20th). The data is used for wage payment.
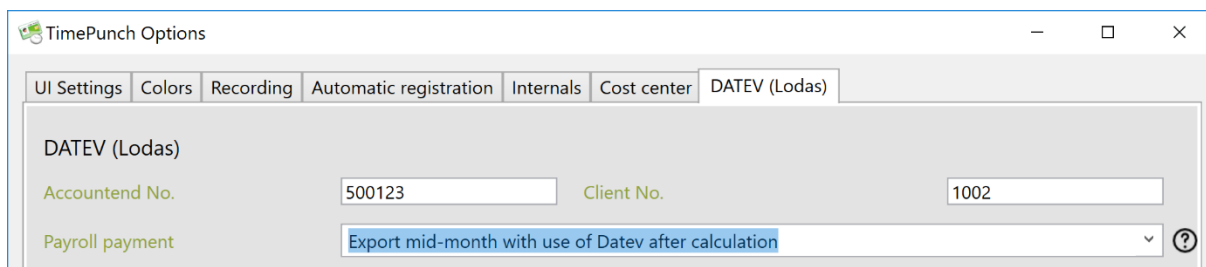
After the end of the month, the previous month is exported again. TimePunch then exports the payroll data as an adjustment posting.

The extrapolation of the current month is then exported again on the key date.

Important:
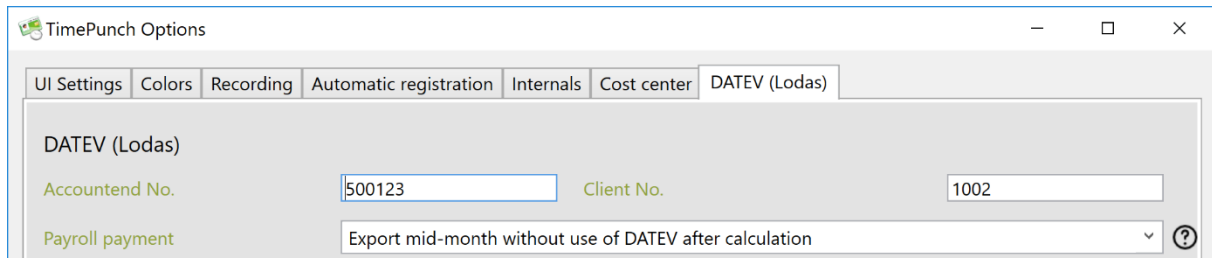
In this method, employees always receive the salary for extrapolating the current month and an adjustment posting for the previous month.

The following files are created:

- **DATEV_MNB_{GROUP}_{DATE}_EXTRAPOLATION.TXT**
  This file contains the extrapolation data for the current month.

- **DATEV_MNB_{GROUP}_{DATE}_GENERAL_JOURNAL_ENTRY_REVERSAL.TXT**
  This file contains the extrapolation data with reversed posting sign. This file can be used in the following month to clear the extrapolation data from DATEV.

- **DATEV_MNB_{GROUP}_{DATE}_CORRECTION.TXT**
  The file is created when the complete data for the previous month are exported in the following month. The file is then imported into DATEV to create a correction of the previous month.

Export in the middle of the month without using the DATEV recalculation

With this method, the wage data for the current month is exported on any key date (for example, always the 20th). The data is used for wage payment.

TimePunch Options								— □ ✕
UI Settings	Colors	Recording	Automatic registration	Internals	Cost center	DATEV (Lodas)		

DATEV (Lodas)

Accountend No.	500123	Client No.	1002
Payroll payment	Export mid-month without use of DATEV after calculation		∨ ⑦

After the end of the month, the previous month is exported again. TimePunch then exports the payroll data as an adjustment posting for the current month.

The extrapolation of the current month is then exported again on the key date.

Important:

The difference to the use with DATEV retro-billing is that the employee only receives one wage payment at a time. The adjustment posting is cleared with the extrapolation of the current month.

The following files are created:

- **DATEV_oNB_{GROUP}_{DATE}_Extrapolation.TXT**
  This file contains the extrapolation data for the current month.

- **DATEV_oNB_{GROUP}_{DATE}_general_journal_entry_reversal.TXT**
  This file contains the extrapolation data with reversed posting sign. This file can be used in the following month to clear the extrapolation data from DATEV.

- **DATEV_MNB_{GROUP}_{DATE}_Correction.TXT**
  The file is created when the complete data for the previous month are exported in the following month. The file is then imported into DATEV to create a correction of the previous month.

Tip, DATEV payroll accounts

The wage accounts used for export can be defined in the DATEV (LODAS) dialog.

The wage types for the special bonus are optional. If a wage type has been selected and entered for the special bonus, the corresponding employee's working times are exported.

Tip, night supplement

In the case of the night surcharge, as well as the core time night surcharge, the concrete times are set in the register "Internal".

Tip, data preview

As wage data usually has to be estimated on the 20th of the current month, the data preview in TimePunch can be used for estimating the working time.

The data preview must be activated in the menu "View/show data preview".
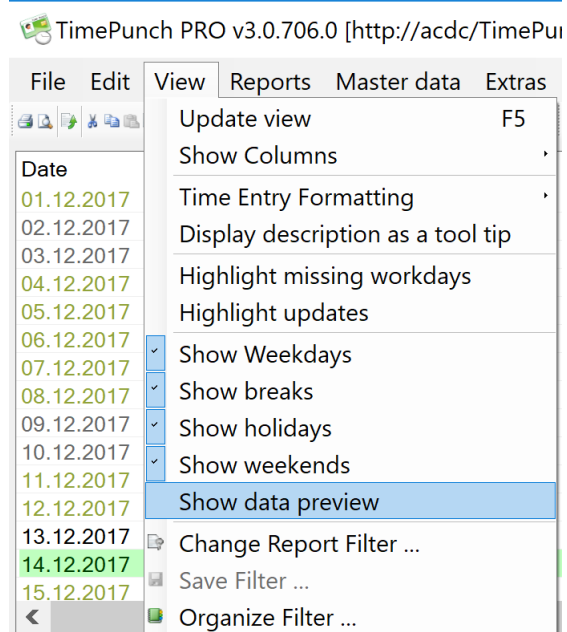
If the data preview is activated, employees' working times are estimated until the end of the current month.

Important: Since this option applies to the internal calculation logic, it can only be activated globally for all employees by an administrator.

Export to DATEV (Lohn und Gehalt)

TimePunch supports export to DATEV in the format "DATEV Hourly Time Recording from v4.0".

The following dialog opens:

Export

By clicking on the "Export" button, a file dialog opens in which the storage location for the export can be selected.

The exported file can then be sent to the tax office by mail.

Tip, DATEV master data

The consultant number, client number and cost centers are stored in the dialog Extras / Options in TimePunch.

Tip, data check

In order to be able to check the imported data, it is also advisable to provide the tax office with the report "Payroll Accounting, table" for the month and all employees.

The wage data must always be checked before the payroll is paid to the employee, since technical problems during export and/or import to DATEV cannot be ruled out.

Tip, DATEV payroll accounts

The payroll accounts used for export can be defined in the DATEV (Lohn -und Gehalt) dialog.

Export to Lexware Lohn und Gehalt

TimePunch also supports export to Lexware Lohn und Gehalt.

The following dialog opens:

Lexware Data-Export to Lohn und Gehalt	— □ ✕

Time frame   Accounting month   `November 2018` ▾

Staff member   `All staff member` ▾

> Hermann Plaumann (0816)
> Jaqueline Wendt (1001)
> Jaqueline Wendt (Bereitschaft) (1001)
> Max Mustermann (0815)

Please check the exported data in Lexware before wage payment. TimePunch can not guarantee correct data transfer to Lexware.

`Export`

Export

A click on the "Export" button opens a file dialog in which the storage location for the export can be selected.

The exported file can then be sent to the tax office by e-mail.

Tip, Lexware Master Data

The master data / wage types for the Lexware export can be stored in the TimePunch settings.

To do this, open the "Extras / Options" dialog. All required wage types can be stored in the "Lexware (Lohn & Gehalt)" tab.

Export to SBS Lohn Plus

TimePunch supports the export to SBS Lohn Plus.

The following dialog opens:

Export

Clicking the "Export" button opens a file dialog in which the location for export can be selected.

The exported file can then be sent to the tax office by e-mail.

Tip, SBS Lohn Plus Master Data

The master data / wage types for the export to SBS Wage Plus can be stored in the TimePunch settings.

To do this, open the dialog "Extras / Options". All required wage types can be stored in the tab "SBS Wage Plus".

Define own wage types per employee

In TimePunch it is possible to overwrite the wage types for export per employee.

To do this, you must open the employee's profile and set the optional wage type in the "Wage payment" tab.
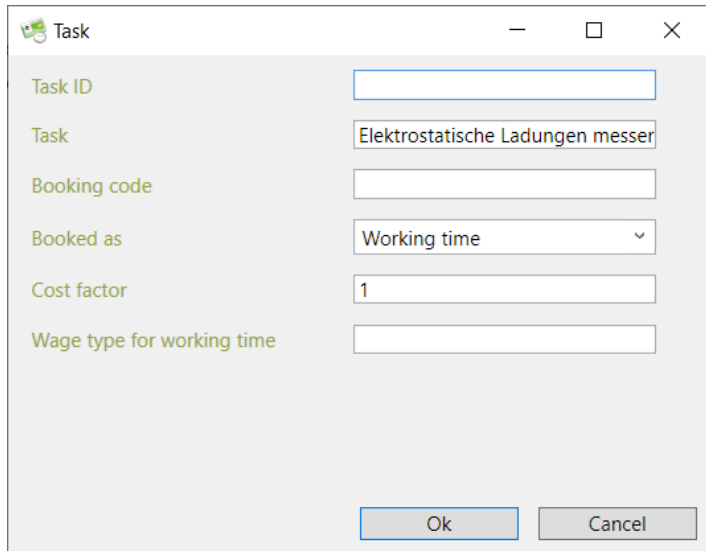
Define own wage types for each task

It is possible to overwrite the wage types entered in the TimePunch options for data export in the TimePunch activities.

To do this, a new task must be created in the project, or alternatively a new general task. Of course, the wage types can also be set subsequently for existing tasks.
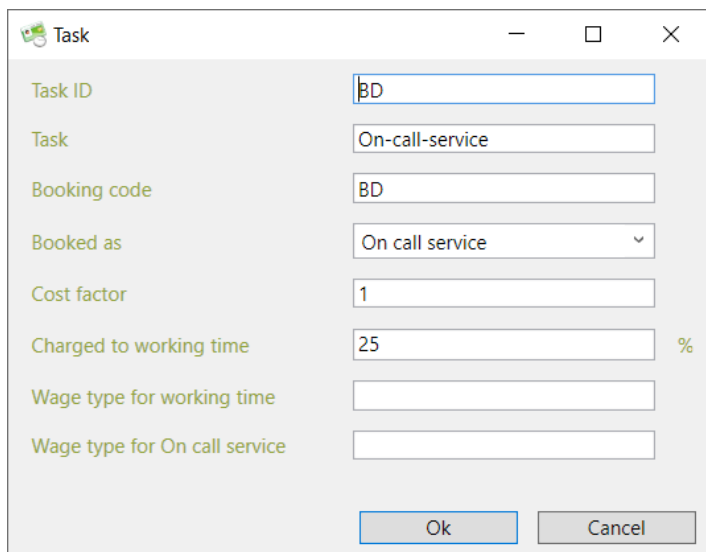
The wage type is used when wage data is exported to DATEV and Lexware for the working time posted for it.

In the case of on-call time, you can also specify a separate wage type for posting on-call time.

Operating data export

In contrast to wage data, operating data export refers to pure working times with the corresponding cost centers.

The exported working times can be used for invoicing in subsequent systems.
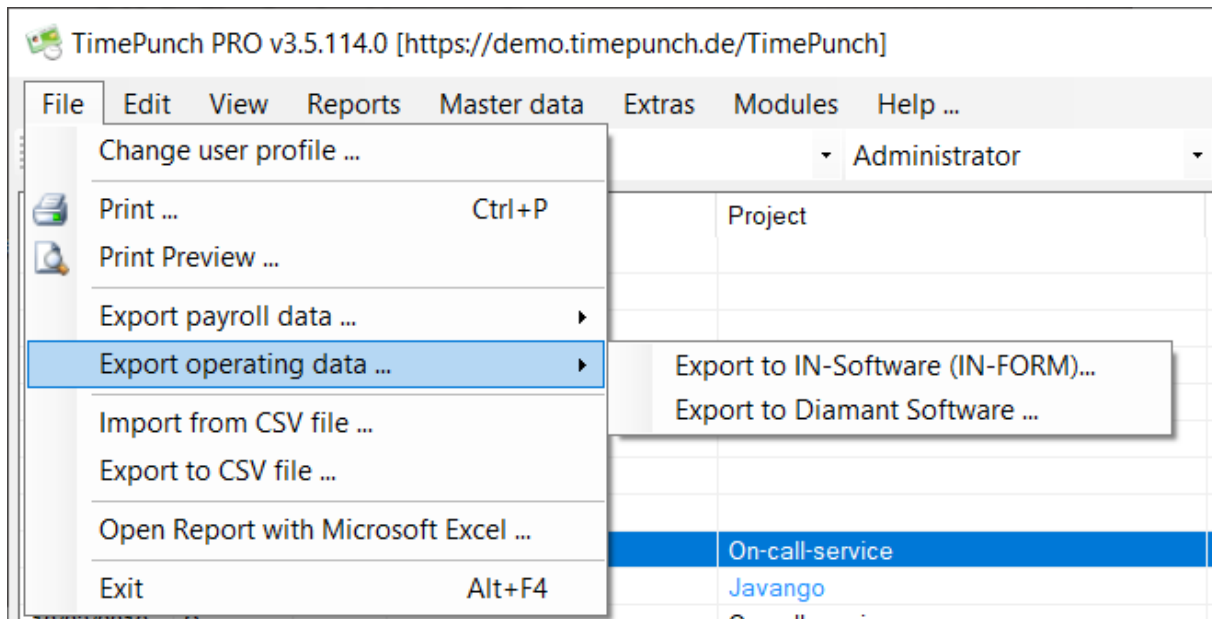
Export to IN-FORM Software

Via the menu item "Export operating data ..." a dialog opens to select the time data to be exported.
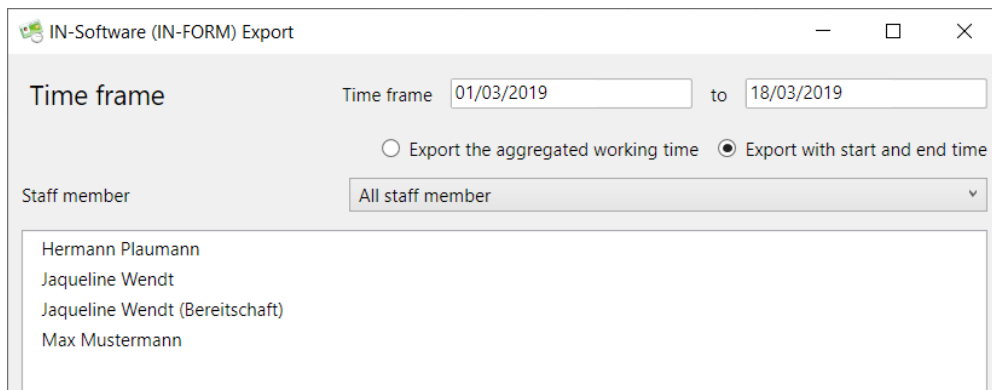
You can select the period and the employee group for the export. Note that all employees in the group are always exported. Each employee needs a personnel number.

The times are exported via the set cost centers of the project.

After clicking on Export, the target directory in which the data are to be saved is selected.
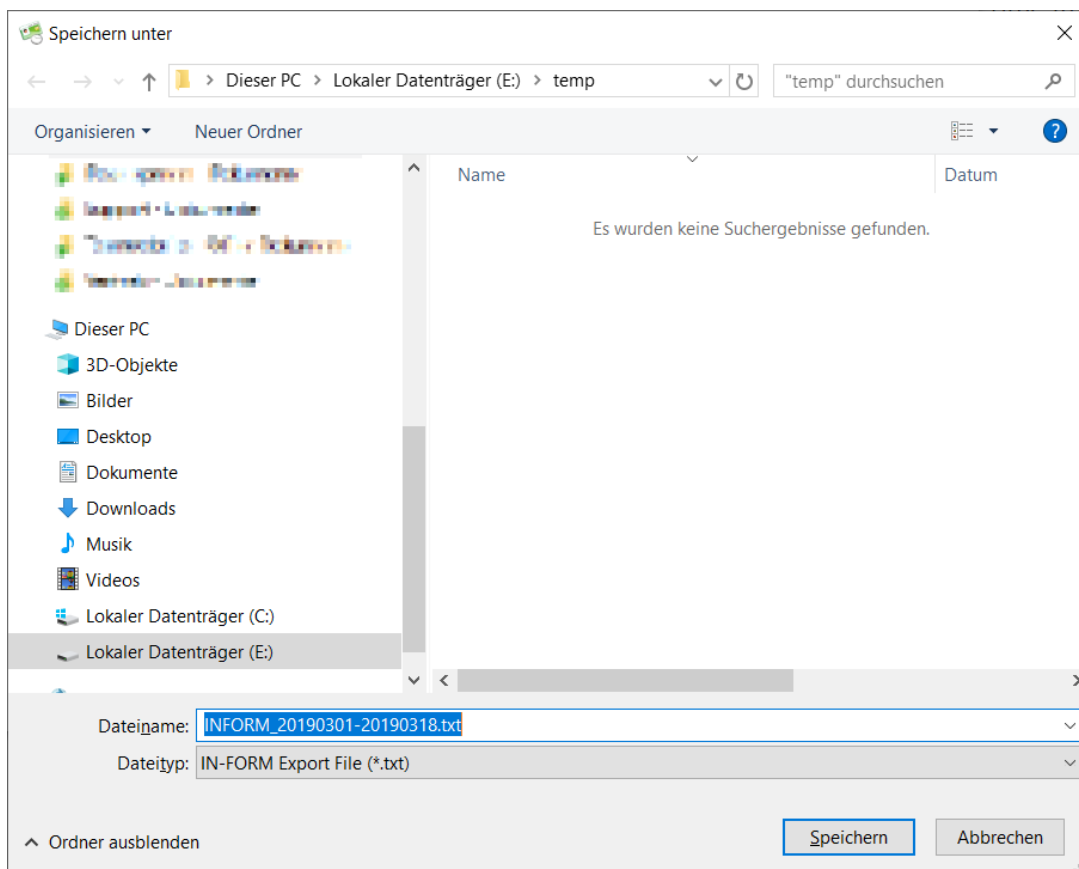
Export to Diamant-Software

Via the menu item "Export operating data ..." a dialog opens to select the time data to be exported.
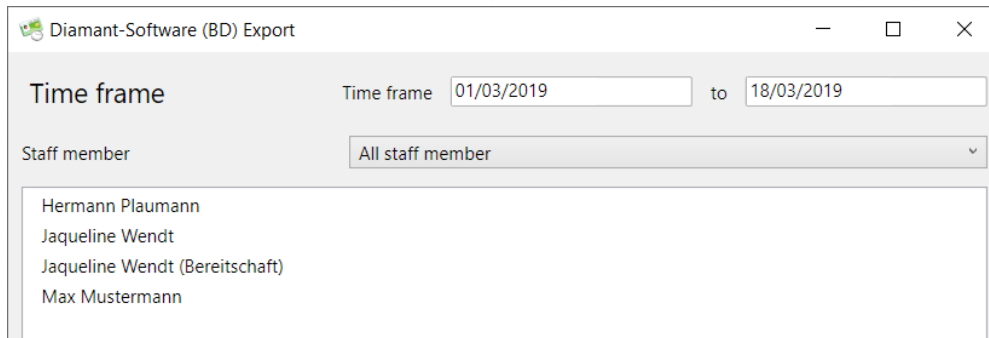
You can select the period and the employee group for the export. Note that all employees in the group are always exported. Each employee needs a personnel number.

The times are exported via the set cost center of the project.

After clicking on Export, the target directory in which the data are to be saved is selected.
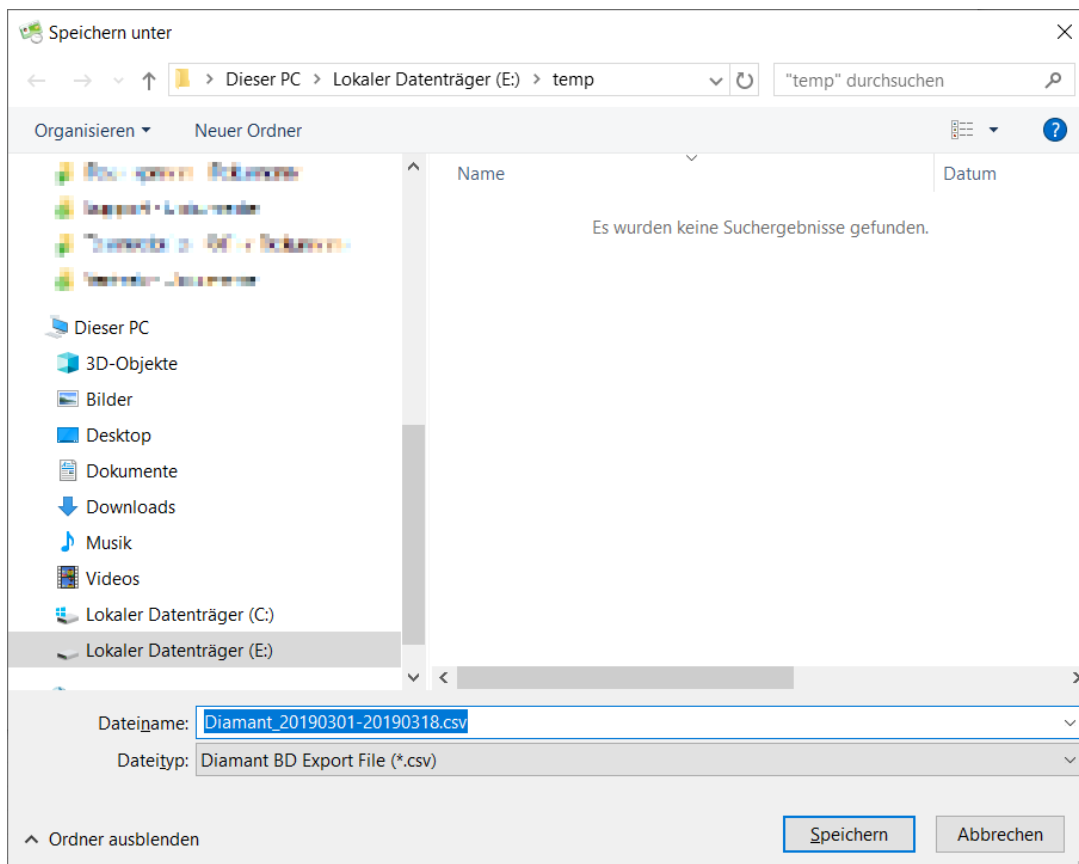
Adjustments for the EU-GDPR

With version 3.2 of TimePunch, various adjustments have been made to the implementation of the new basic European data protection regulation, which has been valid since 25 May 2018.

GDPR -Information sheet

A new report has been implemented in TimePunch to comply with employees' right to information about their stored data.

The report shows all data stored for an employee on two pages. For the individual data blocks, it is also transparent which employees have read or write access to the employee's data.

GDPR Information Sheet   Zoom   22.05.2018

System relevant data

Logon name	hö
Full name	Herbert Österreich
Email Address	
Read privileges	*All users*
Modification rights	*Willi Wichtig*

Common data

First entry	16.07.2012
Last entry	17.08.2012
User authorization	Data Protection Coordinator/Privacy Officer
State	active
Read privileges	*Herbert Österreich; Willi Wichtig*
Modification rights	*Willi Wichtig*

Detailed data

Personnel number	
Charging journey time	0 %
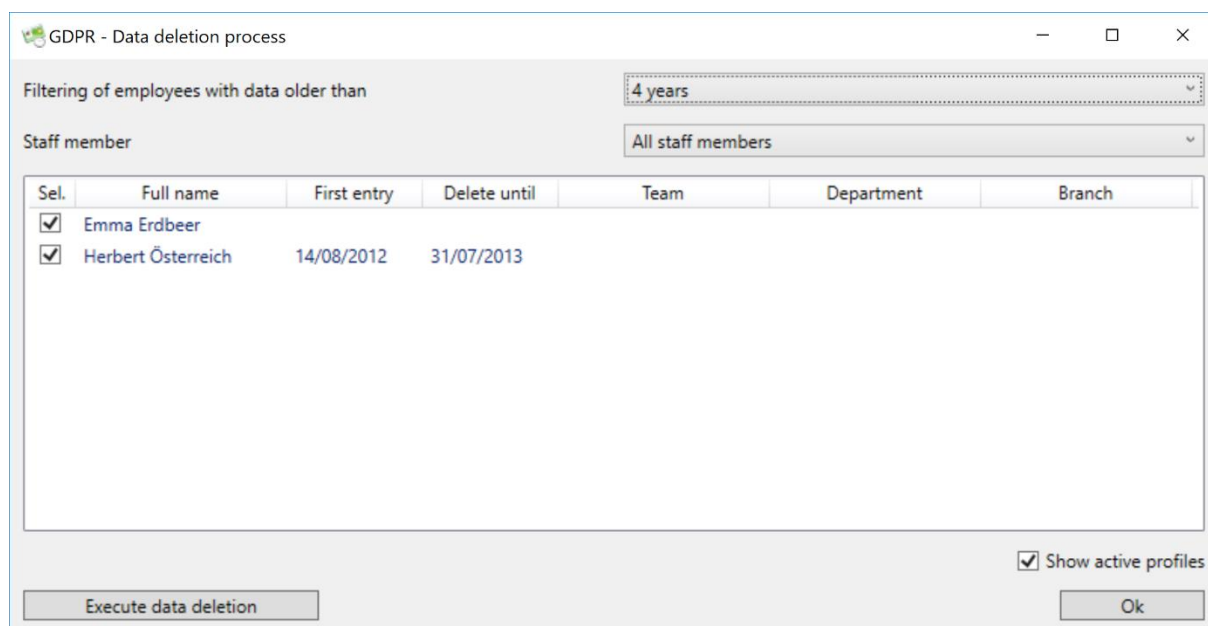
This report can only be executed by the administrator or the data protection officer.

GDPR- Data deletion process

TimePunch offers the possibility to delete data for historical employee data. According to current case law, working time data must be kept for 6 or 10 years.

See: https://www.personal-wissen.net/wissen/aufbewahrungsfristen-personalwesen-so-lang-muessen-personalakten-archiviert-werden-785/

In the menu "Extras / DSGVO – Data deletion process" a corresponding dialog opens, which shows all employees whose employee data has been saved for longer than the set number of years.

Hint: If you deselect the "Display active employee profiles" checkbox, employees who have already been dismissed and are no longer with the company are also displayed. The data can also be deleted by these employees.

The deletion can be started by clicking on the "Execute data deletion" button.

When you click on the "Execute data deletion" button, the employees are sorted by name, listed in a separate dialog and explicitly asked again for permission to delete data.
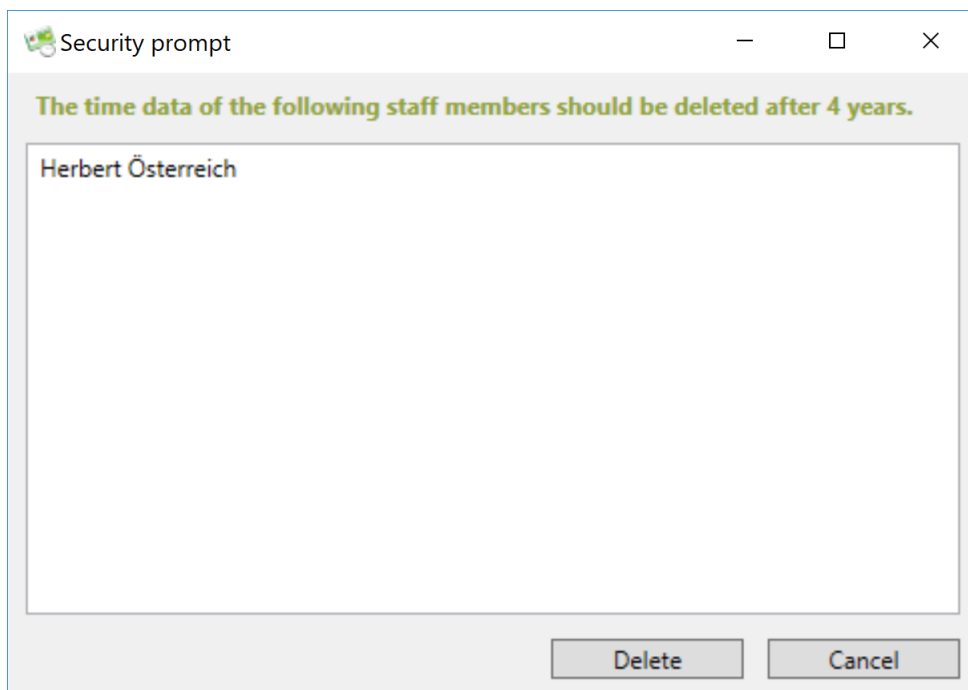
Once the correctness of the displayed profiles has been checked, the "Delete" button must be selected.

After that there is another technical query regarding the data backups.
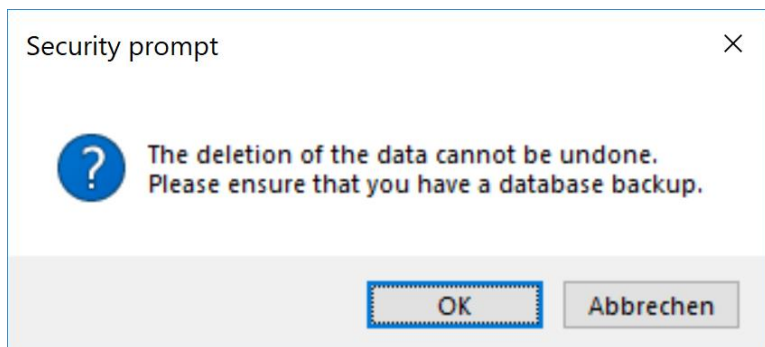
Hint: Since data deletion can no longer be undone, it is strongly recommended that you make a database backup before deleting the data.

Only after confirming the dialog with "Ok" the data deletion is carried out and confirmed to the user.
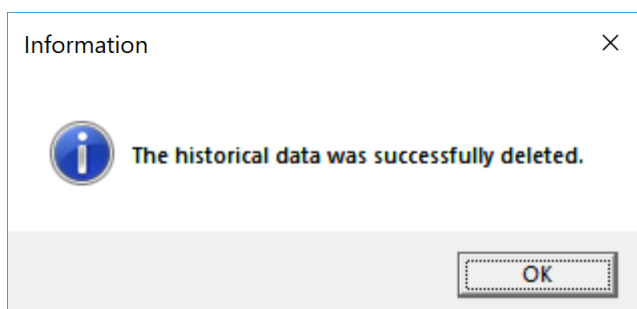
Role of the Data Privacy Officer

TimePunch introduces the new role of Data Privacy Officer.

According to the new DSGVO, the data privacy officer or the coordinator has the "right to inspect all relevant documents". The data privacy officer has read access to all data within TimePunch. In TimePunch, the user is treated in the same way as the administrator, but without the right to change the data viewed.

The data protection officer can thus monitor compliance with the deletion deadlines, carry out data deletion and call up the corresponding report of the "DSGVO information form" for all employees.

Hint: A data privacy officer also has access to the financial data, such as employee compensation, and relevant accounting data.

Booking code

In the current version of TimePunch, each master data type, i.e. employees, projects, activities and customers, has a booking code.

The booking code is implemented for external booking via additional hardware, e.g. a barcode reader. This means that the booking code is subject to strict rules regarding uniqueness and formatting.

The booking code does not have to be generated by TimePunch, but can also be adopted by other order processing programs.

Booking code as barcode

If the booking code is used as barcode, the code is subject to special rules, which are mainly due to the use of the free barcode font 3of9.

The barcode font is installed with the setup of TimePunch, or can be loaded with the following URL.

https://www.timepunch.de/resources/3OF9_NEW.TTF

Properties of the booking code:

- The posting code must be unique for each master data type
- The booking code can be max. 32 characters long
- The booking code may only contain capital letters, numbers and the characters „-" „." „$" „/" „+"

Use of the booking code

Currently, the booking code is only used in the TimePunch Studio module and as a project booking variant for the Datafox terminal. A later extension, e.g. for the provision of the posting record as QR code, is planned.

Print/provision of the booking code

In TimePunch, the booking codes can be printed as barcodes in the format of the Avery 3652 form as labels and then pasted onto an operation.

DIENSTGANG Dienstgang	****** Behördengang	****** Besorgung
	** Kundentermin	******
ITS IT-Services IT Dienstleistungen		

Holiday settings in TimePunch

TimePunch already calculates all public holidays in Germany for each federal state.

If days are still missing, e.g. due to an internal company holiday, then this day can be added to the holiday definitions in TimePunch.

This is done via the menu item "Extras / Edit holidays".
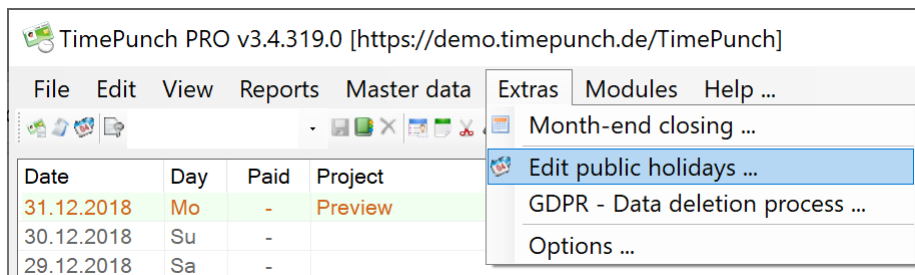
The following dialog opens:
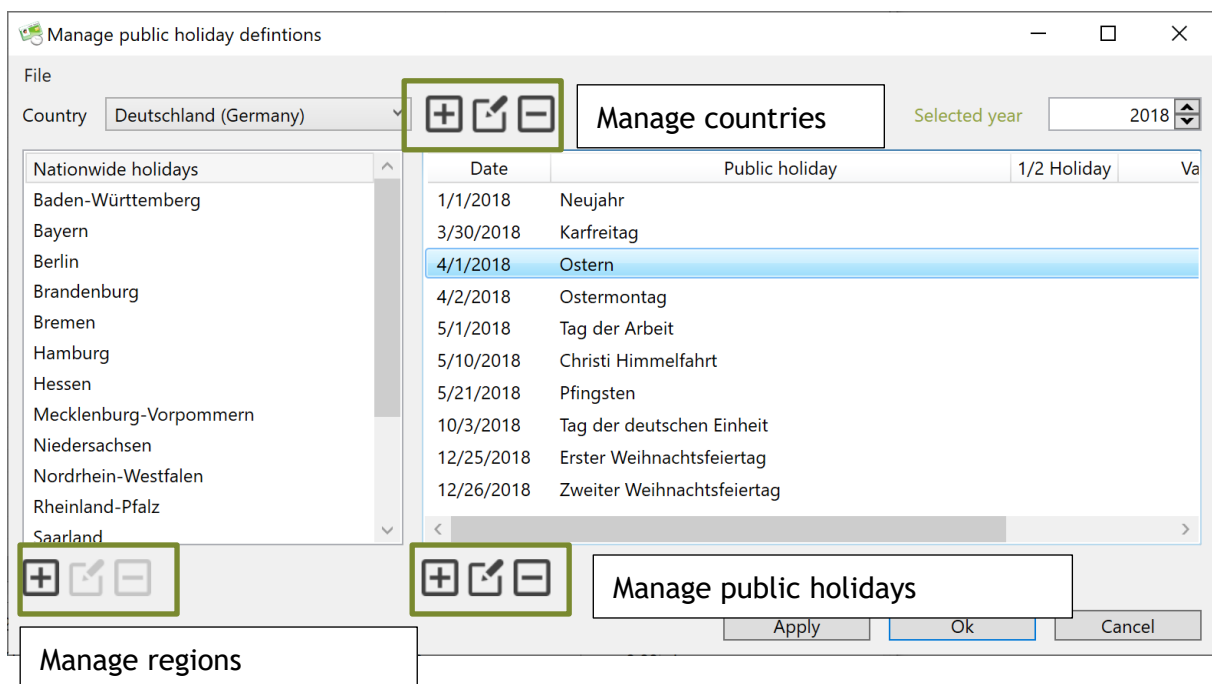
The holiday editor has three large areas. These are the countries themselves, which can be added or edited. The second is the federal states dependent on the country, and the third is the public holidays in the respective federal state.

It is important to note that nationwide public holidays can only be added and changed in the "Nationwide holidays" area.

Import holidays from the Internet

In TimePunch there is also the possibility to import holidays from an internet calendar (e.g. from Google).

This can be interesting if you want to add new countries that are not yet supported by TimePunch.

In this case, an Internet calendar can be imported via the "File" menu in the dialog for editing holidays. For this the URL of the Internet calendar is needed. The URL must point to a ".ical" file.

As a tip: Google offers a complete list with all holidays worldwide. For this the corresponding calendar must be integrated in your Google account. Afterwards the URL of the calendar can be called up over the settings.

TimePunch TEN

In TimePunch TEN, the terminals, transponders and working hours are administered directly in the administration software.

For this purpose the following menu item is active in TimePunch TEN.
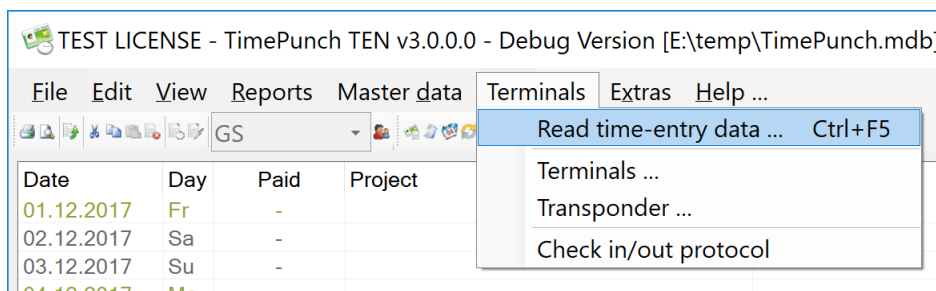
Connecting the terminal

The first step is to integrate the DATEV time recording terminal into the TimePunch TEN software.

To do this, open the "Terminals…" dialog and use the "Add" button to search for the terminal connected to the network.
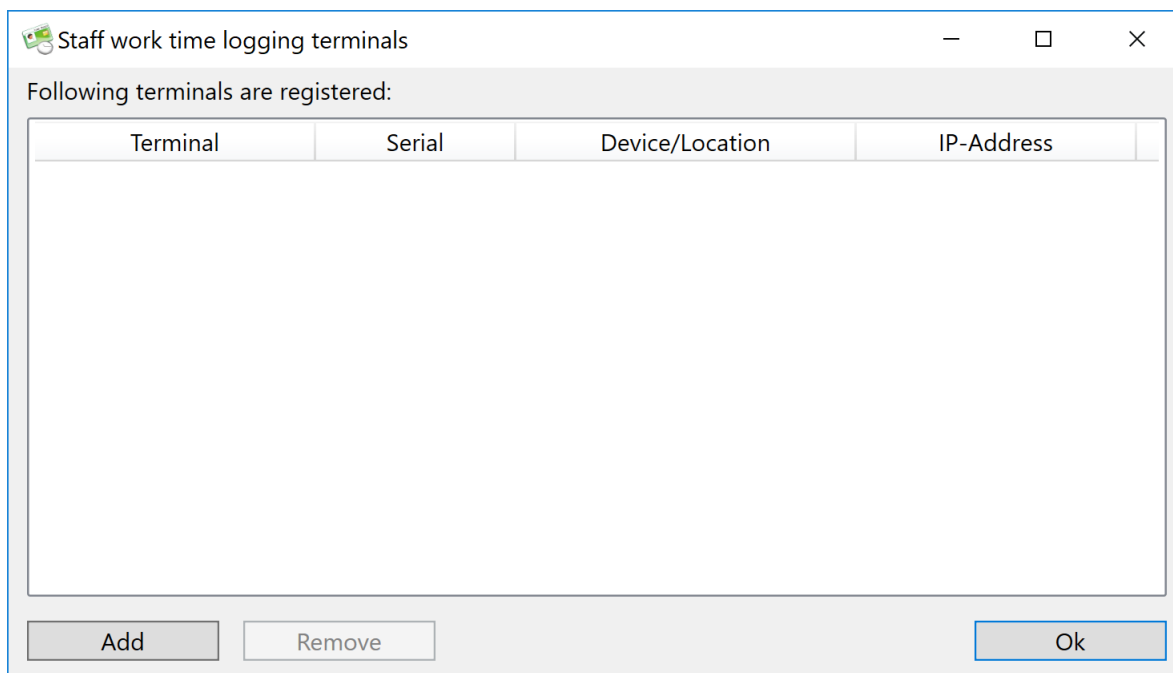
After the automatic search, or by entering the IP address, the terminal is displayed on the network.
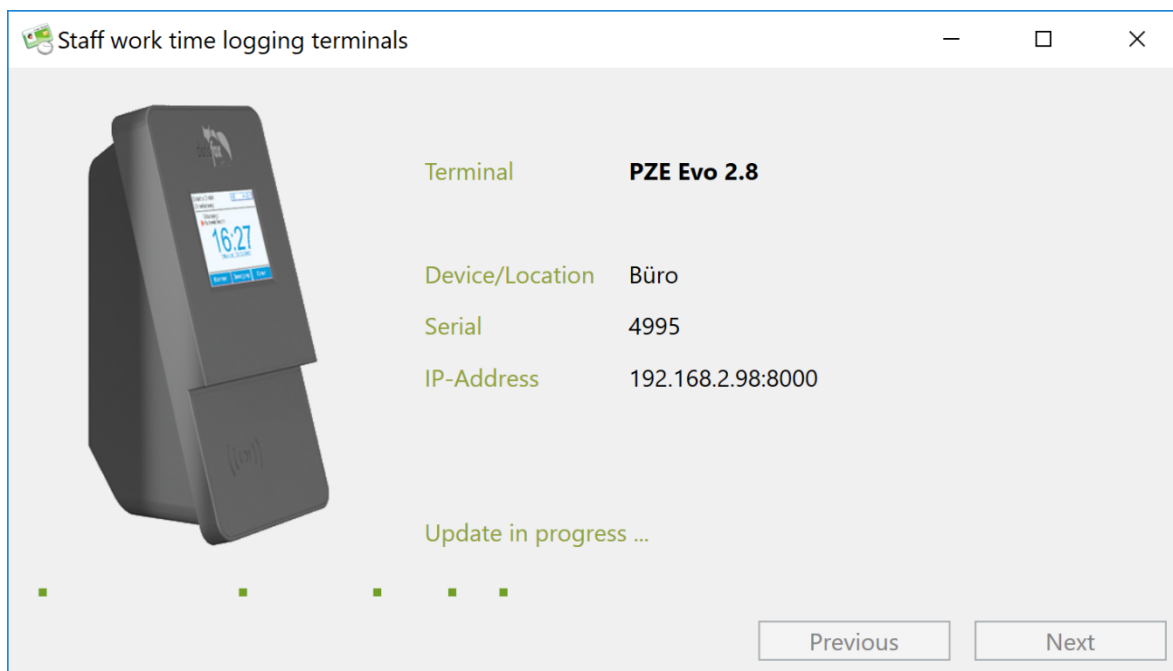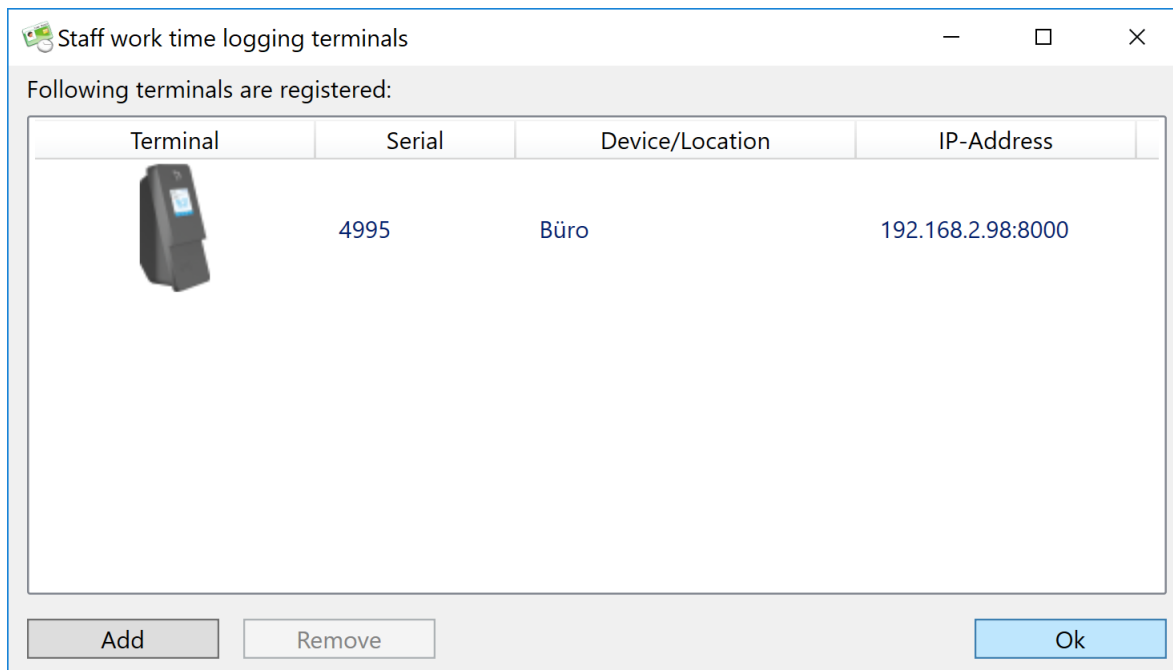
Assign transponders

The assignment of the unique transponder ID numbers is done via the "Transponder..." dialog.
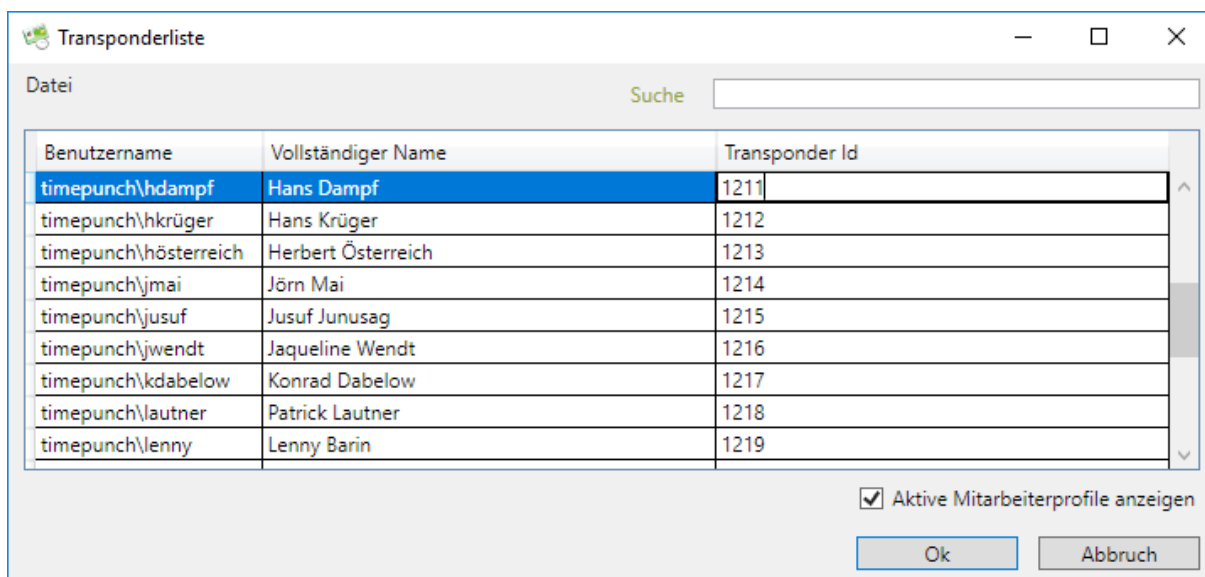
After entering the numbers and confirming the dialog with OK, the transponder data is transferred to the terminal.

From this point on, employees can use the device to record their working times and make postings.

Read time data

The time data are read out via the menu item "Read time entry data..." While the bookings stored on the device are read out, the following waiting dialog appears.
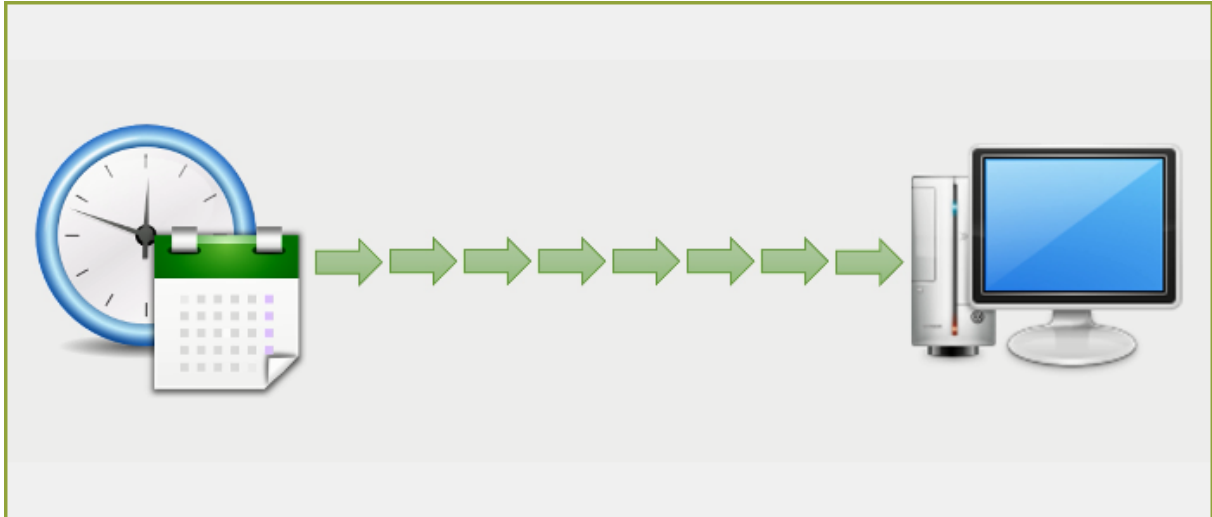
Depending on the quantity, reading out the times can take up to several minutes.

Reporting

The following pages describe the reporting functionality of TimePunch.

Menu „Reports", Reporting Options

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

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

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

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

Report export

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

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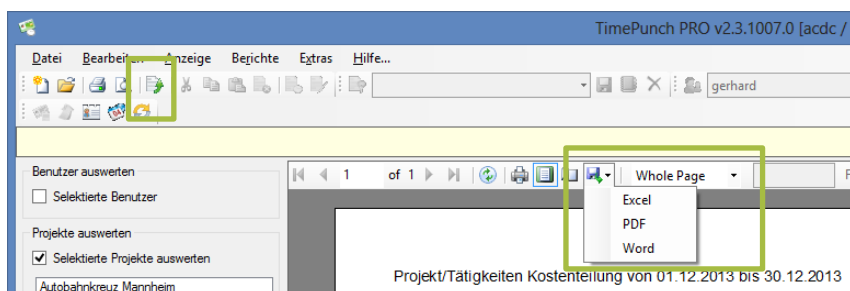
Project reportings

There are several reports that are for the evaluation of the project times of interest in TimePunch.

Project list

The project list lists all projects, the participating employees and planned, already paid, and still available labour supply. In addition, the project status is calculated and displayed.

Projektübersicht								14.03.2016
Projektname	**Beschreibung**	**zeitlicher Rahmen**	**Mitarbeiter**	**geplant**	**geleistet**	**verfügbar**	**%**	**Status**
IT-Services (100)			Konrad Dabelow Lenny Barin 4 weitere Mitarbeiter	12,5 PT	37,0 PT	0,0 PT	296,2 %	🔴
Projekt X			Jaqueline Wendt Patrick Lautner 24 weitere Mitarbeiter	0,0 PT	2,5 PT	0,0 PT		🟢

Project status

The project progress report serves as a status report, which can be used, for example in a weekly status meeting, to analyze the activities during the reporting period and to record the progress of the project.

Projekt X Bericht

Berichtszeitraum 01.03.2016 bis 31.03.2016

Projektstatus	🟢		Datum	14.03.2016

Stundenkontingent			**Projektrahmen**	
Geplante Arbeit	---	0,0 PT	Startdatum	---
Geleistete Arbeit	20:13 Std	2,5 PT	Enddatum	---
Verfügbare Arbeit	---	0,0 PT		

Mitarbeiterübersicht

	geplant		**geleistet**		**verfügbar**		
Name	Std	PT	Std	PT	Std	PT	**Status**
Stundenpool	---	0,0	20:13	2,5	---	0,0	🟢
Jaqueline Wendt							
Patrick Lautner							
24 weitere Mitarbeiter ohne Projektbuchungen							

Wichtige Punkte im Berichtszeitraum

Datum	**Beschreibung**			**Mitarbeiter**

To highlight the point "Important points in the reporting period". Here everyone simply can mark a time entry as important and thus pin it on the project report.

Project report

The project report shows the detailed overview of all activities of the project staff during the reporting period.

Kunde:	**n/a**		Kunden-Nr:	
Projekt:	**Projekt X**			
Zeitraum:	**01.03.2016 bis 31.03.2016**		Datum:	**14.03.2016**

Datum	Tätigkeit / Beschreibung	Arbeit (Std.)	ausgeführt von
04.03.2016	Implementation	1,50	Jaqueline Wendt
07.03.2016	n/a	0,42	Patrick Lautner
07.03.2016	Meeting	1,50	Jaqueline Wendt
07.03.2016	Planung	2,00	Jaqueline Wendt
08.03.2016	n/a	0,42	Patrick Lautner
08.03.2016	Implementation	8,00	Jaqueline Wendt
09.03.2016	n/a	0,42	Patrick Lautner
09.03.2016	Implementation Müssen wir unbedingt besprechen	2,12	Jaqueline Wendt
10.03.2016	n/a	0,42	Patrick Lautner
11.03.2016	n/a	0,42	Patrick Lautner
11.03.2016	Implementation	0,93	Jaqueline Wendt
		18,14	

User/Project splitting

This report shows which projects, employees have worked. The report lists the projects per employee.

Anwender/Projekte Verteilung vom 04.03.2016 bis 11.03.2016

Jaqueline Wendt   Datum 14.03.2016

Projekt	Prozent	Einträge	Arbeit	Pause	Reise	Krank	Gen. Ü-Std.
Projekt X	83,32 %	7	16,05	0,50	0,00	0,00	0,00
IT-Services (100)	5,87 %	1	1,13	0,00	0,00	0,00	0,00
Summe	**100,00 %**	**8**	**17,18**	**0,50**	**0,00**	**0,00**	**0,00**

Time Sheets

The reports with the category of "Time Sheets" serve the documentation of the working time of the employee.

Daily working time

This report was developed for the detection of the daily working time. It contains a signature field for the workers and should if possible be signed each month.

Dokumentation der täglichen Arbeitszeit

Name des Mitarbeiters: Jaqueline Wendt

Monat/Jahr: 3/2016

Datum	Tag	Beginn (Uhrzeit)	Pause (Dauer)	Ende (Uhrzeit)	Arbeit (Summe)	Vermerk *	Bemerkung
01.03.2016	Di	07:43	6:45	16:23	1:55		Test
02.03.2016	Mi	08:00		16:00	8:00		
03.03.2016	Do	08:00		16:00	8:00		
04.03.2016	Fr	08:00	2:33	18:24	7:51		
05.03.2016	Sa	08:00	2:30	14:00	3:30		
06.03.2016	So						
07.03.2016	Mo	08:00	1:30	17:00	7:30		
08.03.2016	Di	08:00		16:00	8:00		
09.03.2016	Mi	09:44		15:58	6:14		Müssen wir unbedingt besprechen
10.03.2016	Do	08:00		16:00	8:00		
11.03.2016	Fr	15:53		16:49	0:56		
12.03.2016	Sa						
13.03.2016	So						
14.03.2016	Mo	08:00		08:37	0:37		
15.03.2016	Di				---	U	Urlaub
16.03.2016	Mi				---	U	Urlaub

Timesheet

The report "Timesheet" includes all employee bookings and important details about the time entry.

Datum	Tag	Beschreibung	Projekt	Kunde	Start	Ende	Arbeit	Pause	Fahrt
Stundennachweis vom 01.03.2016 bis 31.03.2016 für Jaqueline Wendt								Datum 14.03.2016	
01.03.2016	Di		Arbeitszeit		07:43	09:01	1:18	---	---
01.03.2016	Di	Test	Arbeitszeit		15:46	15:47	0:01	---	---
01.03.2016	Di	Meeting	Dienstreise		15:47	16:23	0:36	---	---
02.03.2016	Mi		Arbeitszeit		08:00	16:00	8:00	---	---
03.03.2016	Do		Arbeitszeit		08:00	16:00	8:00	---	---
04.03.2016	Fr	Implementation	Projekt X		08:00	09:30	1:30	---	---
04.03.2016	Fr		Projekt X					0:30	
04.03.2016	Fr		Arbeitszeit		10:00	15:36	5:06	0:30	---
04.03.2016	Fr	Installation	IT-Services (100)	Mustermann AG	15:36	16:44	1:08	---	---
04.03.2016	Fr		IT-Services (100)					1:29	
04.03.2016	Fr		Arbeitszeit		18:13	18:19	0:06	---	---
04.03.2016	Fr		Arbeitszeit					0:04	
04.03.2016	Fr		Arbeitszeit		18:23	18:24	0:01	---	---
05.03.2016	Sa		Arbeitszeit		08:00	14:00	3:30	2:30	---
06.03.2016	So	Sonntag							
07.03.2016	Mo	Planung	Projekt X		08:00	10:00	2:00	---	---
07.03.2016	Mo		Projekt X					0:30	
07.03.2016	Mo	Meeting	Projekt X		10:30	12:00	1:30	---	---
07.03.2016	Mo		Projekt X					1:00	
07.03.2016	Mo	Meeting	Büro		13:00	17:00	4:00	---	---
08.03.2016	Di	Implementation	Projekt X		08:00	16:00	8:00	---	---
09.03.2016	Mi		Arbeitszeit		09:44	13:51	4:07	---	---
09.03.2016	Mi	Implementation Müssen wir unbedingt besprechen	Projekt X		13:51	15:58	2:07	---	---
10.03.2016	Do		Arbeitszeit		08:00	16:00	8:00	---	---
11.03.2016	Fr	Implementation	Projekt X		15:53	16:49	0:56	---	---
12.03.2016	Sa	Samstag							
13.03.2016	So	Sonntag							
14.03.2016	Mo		Arbeitszeit		08:00	08:27	0:27		

Timesheet (short)

The timesheet (short) is the condensed form of the report "Timesheet". In DIN A4 portrait format the report contains the activities, the project, start and end time and the break time booked.

Stundennachweis vom 01.03.2016 bis 31.03.2016
Jaqueline Wendt   Datum 14.03.2016

Datum	Tag	Tätigkeit	Projekt-Id	Start	Ende	Arbeit	Pause
01.03.2016	Di		Arbeitszeit	07:43	09:01	1:18	---
01.03.2016	Di	Test	Arbeitszeit	15:46	15:47	0:01	---
01.03.2016	Di	Meeting	Dienstreise	15:47	16:23	0:36	---
02.03.2016	Mi		Arbeitszeit	08:00	16:00	8:00	---
03.03.2016	Do		Arbeitszeit	08:00	16:00	8:00	---
04.03.2016	Fr	Implementation	Projekt X	08:00	09:30	1:30	---
04.03.2016	Fr		Projekt X				0:30
04.03.2016	Fr		Arbeitszeit	10:00	15:36	5:06	0:30
04.03.2016	Fr	Installation	IT-Services (100)	15:36	16:44	1:08	---
04.03.2016	Fr		IT-Services (100)				1:29
04.03.2016	Fr		Arbeitszeit	18:13	18:19	0:06	---
04.03.2016	Fr		Arbeitszeit				0:04
04.03.2016	Fr		Arbeitszeit	18:23	18:24	0:01	---
05.03.2016	Sa		Arbeitszeit	08:00	14:00	3:30	2:30
06.03.2016	So	Sonntag					
07.03.2016	Mo	Planung	Projekt X	08:00	10:00	2:00	---
07.03.2016	Mo		Projekt X				0:30
07.03.2016	Mo	Meeting	Projekt X	10:30	12:00	1:30	---

Detailed Timesheet

The "Detailed Timesheet" report groups the entries per project. In addition, only time entries are displayed.

Berichtsdaten

Projekt:	**Projekt X**	Zeitraum:	**04.03.2016 bis 11.03.2016**
Profil:	Jaqueline Wendt	Datum:	14.03.2016

Datum	Tag	Tätigkeit	Start	Ende	Arbeit
04.03.2016	Fr	Implementation	08:00	09:30	1:30
07.03.2016	Mo	Planung	08:00	10:00	2:00
07.03.2016	Mo	Meeting	10:30	12:00	1:30
08.03.2016	Di	Implementation	08:00	16:00	8:00
09.03.2016	Mi	Implementation Müssen wir unbedingt besprechen	13:51	15:58	2:07
11.03.2016	Fr	Implementation	15:53	16:49	0:56
Zusammenfassung					**16:03**

Aggregated by customer and project

This time report contains the aggregated working time grouped by project and customer.

Stundennachweis von 01.03.2016 bis 31.03.2016   Datum 14.03.2016

Jaqueline Wendt

Zusammengefasst nach Kunde und Projekt

nicht angegeben

Projekt	Arbeitszeit
Arbeitszeit	38,77
Büro	4,00
Dienstreise	0,60
Projekt X	16,05
Zusammenfassung	**59,43**

Mustermann AG

Projekt	Arbeitszeit
IT-Services (100)	1,13
Zusammenfassung	**1,13**

In addition, the report has a second page, on which the working hours per day aggregates are reported.

nicht angegeben

Datum	Wochentag	Projekt	Arbeitszeit
04.03.2016	Fr	Projekt X	1,50
07.03.2016	Mo	Projekt X	3,50
08.03.2016	Di	Projekt X	8,00
09.03.2016	Mi	Projekt X	2,12
11.03.2016	Fr	Projekt X	0,93
		Zusammenfassung	**16,05**

nicht angegeben

Datum	Wochentag	Projekt	Arbeitszeit
07.03.2016	Mo	Büro	4,00
		Zusammenfassung	**4,00**

Mustermann AG

Datum	Wochentag	Projekt	Arbeitszeit
04.03.2016	Fr	IT-Services (100)	1,13
		Zusammenfassung	**1,13**

Aggregated by customer, project and task

As in the previous report the booked time appear grouped by customer and project. The activity is used as further grouping.

Stundennachweis von 01.03.2016 bis 31.03.2016   Datum 14.03.2016

Jaqueline Wendt

Zusammengefasst nach Kunde, Projekt und Tätigkeit

nicht angegeben

Projekt	Tätigkeit	Arbeitszeit
Arbeitszeit		38,77
	Zusammenfassung	**38,77**

nicht angegeben

Projekt	Tätigkeit	Arbeitszeit
Dienstreise	Meeting	0,60
	Zusammenfassung	**0,60**

nicht angegeben

Projekt	Tätigkeit	Arbeitszeit
Projekt X	Implementation	12,55
Projekt X	Meeting	1,50
Projekt X	Planung	2,00
	Zusammenfassung	**16,05**

This report has a second page in which the time data broken down will be shown again per day.

nicht angegeben

Datum	Tag	Projekt	Tätigkeit	Arbeitszeit
01.03.2016	Di	Dienstreise	Meeting	0,60
			Zusammenfassung	**0,60**

nicht angegeben

Datum	Tag	Projekt	Tätigkeit	Arbeitszeit
04.03.2016	Fr	Projekt X	Implementation	1,50
08.03.2016	Di	Projekt X	Implementation	8,00
09.03.2016	Mi	Projekt X	Implementation	2,12
11.03.2016	Fr	Projekt X	Implementation	0,93
			Zusammenfassung	**12,55**

nicht angegeben

Datum	Tag	Projekt	Tätigkeit	Arbeitszeit
07.03.2016	Mo	Projekt X	Planung	2,00

Payroll accounting

These reports serve the wage calculation and documentation payment for the employees in payroll operations.

It is important here that a flexitime account is held for the employees with wages. Be paid out only the planned hours.

Any overtime will be paid only if the time to be paid is entered at the dialog when clicking to "Advanced" in the analysis on tab „overtime". Otherwise, the work increases the flexitime account of the employee.

Important: Wage reports are only displayed if the setting "Employed as wage worker" has been defined for the employee in his or her profile.

	Contractual details		
	Working contract	Employed as wage worker ⌄	Starting
	Charging journey time	0 %	Management
Resign staff		Ok Cancel	

Payroll accounting, daily basis

This report contains the planned hours per day and the actual hours worked, as well as breaks, illness, vacation and holidays.

Lohnabrechnung

Name des Mitarbeiters: Jaqueline Wendt

Monat/Jahr: 1/2016

Datum	Tag	Beginn (Uhrzeit)	Pause (Dauer)	Ende (Uhrzeit)	Zeit	Vermerk *	Bemerkung
01.01.2016	Fr		---		8:00	F	Neujahr
02.01.2016	Sa		---		---		
03.01.2016	So		---		---		
04.01.2016	Mo	08:00	0:30	16:00	7:30		
05.01.2016	Di	08:00	0:30	16:00	7:30		
06.01.2016	Mi		---		8:00	F	Heilige Dreikönige
07.01.2016	Do	08:00	0:30	16:00	7:30		
08.01.2016	Fr	08:00	---	16:00	8:00		
09.01.2016	Sa		---		---		
10.01.2016	So		---		---		
11.01.2016	Mo	08:00	0:30	16:00	7:30		
12.01.2016	Di	08:00	1:00	16:00	7:00		
13.01.2016	Mi	22:00	---	00:00	2:00		
14.01.2016	Do	00:00	15:30	00:00	8:30		
15.01.2016	Fr	00:00	---	06:30	6:30		

Payroll accounting, monthly basis

This report contains the aggregated hours of report "Payroll, daily report" for the selected employee.

Monatsbericht Lohnabrechnung für Jaqueline Wendt 1/2016   14.03.2016

Vor -und Nachname	Jaqueline Wendt	
Personalnummer	10022463	
Land	Deutschland (Germany)	
Bundesland	Baden-Württemberg	
Ausbezahlte Stunden	**152:00 Std**	152,00 Std

Gleitzeitkonto			Krankheit		
Ist-Arbeitszeit		101:45 Std	Krankheitstage im Monat		0,00 Tage
Krankheit	+	---	Krankheitstage im Jahr		0,00 Tage
Urlaub	+	28:00 Std			
Gesetzlicher Feiertag	+	16:00 Std			
Vorausbezahlte Stunden	+	6:15 Std			
		152:00 Std	**Urlaub**		
Soll-Arbeitszeit	-	152:00 Std	Urlaub im Monat		3,50 Tage
Überstunden		**0:00 Std**	Urlaub im Jahr		12,00 Tage
Überstunden zählen ab		0:00 Std			
Überstunden (korrigiert)		**0:00 Std**			
Ausbezahlte Überstunden	-	---	**Urlaubsanspruch**		
Fehlstundenausgleich	+	---	Jährliche Urlaubstage		30,00 Tage
Restliche Fehlstunden	-	**6:15 Std**	Urlaub im Jahr	-	12,00 Tage
Überstunden des Vormonats	+	10:23 Std	Urlaubsübertrag erfolgt		Anfang Januar
Überstundenbegrenzung		nicht begrenzen	Urlaubsanspruch vom Vorjahr	+	10,00 Tage
Übertstunden Maximum		---	Resturlaub verfällt		Ende März
Gesamtüberstunden	+	**4:08 Std**	**Resturlaub**		**28,00 Tage**

Payrol accounting, table

This report is suitable mainly for export to the accountant. It contains all the important data for the payroll in a tabular overview.

Lohnabrechnung
14.03.2016

Arbeitszeitdaten, Monat 1/2016

Mitarbeiter	Ist-Arbeitszeit	Krankheit	Urlaub	Entgeltzahlung an Feiertagen	Summe	Vorausbezahlte Stunden	Soll-Arbeitszeit	Ausbezahlte Überstunden	Ausbezahlte Stunden	Gleitzeitkonto
Hans Dampf	159:30	0:00	0:00	6:00	165:30	0:30	166:00	0:00	166:00	9:34
Jaqueline Wendt	101:45	0:00	28:00	16:00	145:45	6:15	152:00	0:00	152:00	4:08
Zeit	261:15	0:00	28:00	22:00	311:15	6:45	318:00	0:00	318:00	13:42
Dezimal	261,25	0,00	28,00	22,00	311,25	6,75	318,00	0,00	318,00	13,70

Bonuses and short-time work

In TimePunch there are two additional reports that can be used to evaluate special features of payroll accounting, such as working times relevant to surcharges and short-time work.

Working times relevant to surcharges

The report "surcharged Working times", shows all times of the employees that are normally used for a wage bonus. This includes night work, work on weekends, and work on public holidays.

Surcharged worktime — Reporting period 01.04.2020 through 30.04.2020

Date	Start	End	Project	Task	Customer	Worktime from/to 20:00 - 06:00	Worktime from/to 00:00 - 04:00	Worktime at saturday	Worktime at sunday	Worktime at public holidays
Ralf Herrmann										
18.04.2020	15:25	16:25	WS001, Webseite für Sparkasse	EW001, Development		---	---	1:00	---	---
28.04.2020	14:58	20:58	WS001, Webseite für Sparkasse	EW001, Development		0:58	---	---	---	---
					Ralf Herrmann	0:58	---	1:00	---	---
					Sum	0:58	---	1:00	---	---

Short-time work, daily basis

This report contains an evaluation of the employee's reduced working hours per day. To use the report, it is important that an appropriate reduced hours' time model has been created. For more information, see the chapter "Reduced working hours in TimePunch".

Dokumentation der Kurzarbeit

Name des Mitarbeiters: Benjamin Biber

Monat/Jahr: 4/2020

Datum	Tag	Bezahlte Sollzeit	Beginn (Uhrzeit)	Pause (Dauer)	Ende (Uhrzeit)	Arbeit (Summe)	Kurz-arbeit	Vermerk *	Bemerkung
01.04.2020	Mi	8,00				4,00	4,00		
02.04.2020	Do	8,00				4,00	4,00		
03.04.2020	Fr	8,00				4,00	4,00		
04.04.2020	Sa								
05.04.2020	So								
06.04.2020	Mo	8,00				4,00	4,00		
07.04.2020	Di	8,00				4,00	4,00		
08.04.2020	Mi	8,00				4,00	4,00		
09.04.2020	Do	8,00				4,00	4,00		
10.04.2020	Fr	8,00				8,00		F	Karfreitag
11.04.2020	Sa								
12.04.2020	So							F	Ostern
13.04.2020	Mo	8,00				8,00		F	Ostermontag
30.04.2020	Do	8,00				4,00	4,00		
Summe		**176,00**			**Summe**	**96,00**	**80,00**	**=**	**176**

Short-time work, table

Several employees can be evaluated in this report. It contains an overview of the paid planned hours and the KuG hours. The tax consultant uses this ratio to calculate the reduced gross wage. The reduced gross wage is then used to calculate the reduced hours compensation.

Kurzarbeit-Übersicht
28.04.2020

Arbeitszeitdaten, Monat 4/2020

Mitarbeiter	Ist-Arbeitszeit	Krankheit	Urlaub	Sonder-urlaub	Feiertage	ÜStd-Abbau	Arbeitszeit	Lohn / Gehalt	Wochen-stunden	Bezahlte Sollzeit	Kurzarbeit
Benjamin Biber	80,00	0,00	0,00	0,00	16,00	0,00	**96,00**	Std. Lohn	**40,00**	**176,00**	**80,00**
Dezimal	80,00	0,00	0,00	0,00	16,00	0,00	**96,00**			**176,00**	**80,00**
Zeit	80:00	0:00	0:00	0:00	16:00	0:00	**96:00**			**176:00**	**80:00**

Flexitime

Companies who pay a salary the flexitime accounts are suitable for reports, to get an overview of the flexitime account of the employee.

As for the wage reports exist also for the flexitime account reports, different levels of detail.

Flextime, daily basis

This report is used for tracking the balance of overtime per employee. It can be tracked day exactly, how the flexitime account is changing, depending on the planned working time and its own work performance of the employee.

Gleitzeitkonto für Hans Dampf 1/2016   14.03.2016

Fehlstunden	-	0:30 Std	
Überstunden zählen ab		0:00 Std	
Fehlstunden (korrigiert)	-	0:30 Std	
Ausbezahlte Überstunden	-	---	
Fehlstundenausgleich	+	---	Überstundenbegrenzung nicht begrenzen
Restliche Fehlstunden	-	0:30 Std	Überstunden Maximum ---
Überstunden des Vormonats	+	10:04 Std	**Gesamtüberstunden** + **9:34 Std**

Datum	Tag	Soll-Zeit	Krank	Urlaub	Arbeit	Pause	Überstd.	Gleitzeit	Gleitzeit-Konto
01.01.2016	Fr								10:04
02.01.2016	Sa								10:04
03.01.2016	So								10:04
04.01.2016	Mo	8:30			8:30				10:04
05.01.2016	Di	8:30			7:30	0:30		1:00	9:04
06.01.2016	Mi	8:30			10:00		1:30		10:34
07.01.2016	Do	8:30			8:00			0:30	10:04
08.01.2016	Fr	6:00			8:00		2:00		12:04
09.01.2016	Sa								12:04
10.01.2016	So								12:04
11.01.2016	Mo	8:30			7:30	0:30		1:00	11:04
12.01.2016	Di	8:30			8:00			0:30	10:34
13.01.2016	Mi	8:30			9:00		0:30		11:04
14.01.2016	Do	8:30			7:30	0:30		1:00	10:04
15.01.2016	Fr	6:00			8:00		2:00		12:04
16.01.2016	Sa								12:04
17.01.2016	So								12:04
18.01.2016	Mo	8:30			8:00			0:30	11:34

Flextime, monthly basis

The flexitime account monthly report is the summary of the day's report. The report thus contains the aggregated numbers per day for each employee.

Gleitzeitkonto für Hans Dampf 1/2016			14.03.2016

Vor -und Nachname — Hans Dampf
Personalnummer — 10022461
Arbeitsverhältnis — Angestellter
Land — Deutschland (Germany)
Bundesland — Hessen

Gleitzeitkonto

Ist-Arbeitszeit		159:30 Std
Krankheit	+	---
Urlaub	+	---
		159:30 Std
Soll-Arbeitszeit	-	160:00 Std
Fehlstunden	-	0:30 Std
Überstunden zählen ab		0:00 Std
Fehlstunden (korrigiert)	-	0:30 Std
Ausbezahlte Überstunden	-	---
Fehlstundenausgleich	+	---
Restliche Fehlstunden	-	0:30 Std
Überstunden des Vormonats	+	10:04 Std
Überstundenbegrenzung		nicht begrenzen
Übertstunden Maximum		---
Gesamtüberstunden	+	9:34 Std

Krankheit

Krankheitstage im Monat	0,00 Tage
Krankheitstage im Jahr	0,00 Tage

Urlaub

Urlaub im Monat	0,00 Tage
Urlaub im Jahr	14,00 Tage

Urlaubsanspruch

Jährliche Urlaubstage		30,00 Tage
Urlaub im Jahr	-	14,00 Tage
Urlaubsübertrag erfolgt		Anfang Januar
Urlaubsanspruch vom Vorjahr	+	16,00 Tage
Resturlaub verfällt		Ende März
Resturlaub		32,00 Tage

Flextime, table

To get an overview of all employee flexitime accounts, the report is "flexitime account, table" can be used.

It serves mainly the management to see which employee constantly accumulate overtime and which employee is possibly not busy.

Gleitzeitkonto
14.03.2016

Arbeitszeitdaten, Monat 1/2016

Mitarbeiter	Ist-Arbeitszeit	Krankheit	Urlaub	Summe	Soll-Arbeitszeit	Überstd. zählen ab	Überstd.	Ausbe-zahlte Überstd.	Fehlstd. Ausgleich	Gleitzeit monatl.	Gleitzeit Vormonat	Überstd.-Limit	Überstd. Maximum	Gleitzeit-konto
Hans Dampf	159:30	0:00	0:00	**159:30**	166:00	0:00	-0:30	**0:00**	---	-0:30	10:04	nicht begrenzen	---	9:34
Jaqueline Wendt	101:45	0:00	28:00	**129:45**	152:00	0:00	-6:15	**0:00**	---	-6:15	10:23	nicht begrenzen	---	4:08
Zeit	261:15	0:00	28:00	**289:15**	318:00		-6:45	**0:00**	0:00	-6:45	20:27			13:42
Dezimal	261,25	0,00	28,00	**289,25**	318,00		-6,75	**0,00**	0,00	-6,75	20,45			13,70

Employee reports

Employee overview

At the "Employee overview" report, each employee working time model can be viewed and evaluated. This gives you an overview of the current vacation and the collected overtime of employees.

This facilitates matching the working time models and the search for possible inconsistencies.

Mitarbeiterübersicht 2/2015 - 3/2015
03.04.2015

Monat   2/2015

Mitarbeiter	So.	Mo.	Di.	Mi.	Do.	Fr.	Sa.	Wochen-stunden	Wochen-tage	Urlaub (Jahr)	Gen. Urlaub (Jahr)	Gen. Urlaub (Monat)	Rest-urlaub	Kranktage (Jahr)	Überstunden (Monatsende)
Emiliy Erdbeer	-	8:00	8:00	4:00	-	-	-	20:00	3	18,00	0,00	0,00	18,00	0,00	0,00
Gerhard Stephan	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	30,00	0,00	0,00	n/a	0,00	n/a
Gustav Ates	-	8:00	8:00	8:00	8:00	8:00	-	40:00	5	30,00	0,00	0,00	30,00	0,00	0,00
Hans Dampf	-	8:30	8:30	8:30	8:30	6:00	-	40:00	5	30,00	0,00	0,00	30,00	0,00	0,00
Hans Krüger	-	8:00	8:00	8:00	8:00	8:00	-	40:00	5	30,00	5,00	5,00	25,00	7,00	5,99
Jaqueline Wendt	-	8:00	8:30	8:30	8:30	6:00	-	39:30	5	30,00	10,00	0,00	20,00	0,00	2,50
Jörn Mai	8:00	8:00	-	-	8:00	8:00	8:00	40:00	5	30,00	2,00	0,00	28,00	0,00	0,00
Konrad Dabelow	-	8:00	8:00	8:00	8:00	-	-	32:00	4	24,00	0,00	0,00	24,00	0,00	0,00
Maria Neufeld	-	8:30	8:30	8:30	8:30	6:00	-	40:00	5	30,00	5,00	0,00	25,00	0,00	0,00
Paul Weise	-	8:00	8:00	8:00	8:00	-	-	32:00	4	24,00	0,00	0,00	24,00	0,00	0,00
Sven Schuster	-	8:30	8:30	8:30	8:30	6:00	-	40:00	5	30,00	0,00	0,00	30,00	0,00	0,00

Note: For freelancer, no working time model is stored. This is illustrated by the entry "n/a" in the staff.

Birthday list

The birthday list clearly shows the birthdays of all selected employees. So it is possible to print a birthday list for a certain department, or simply for all employees.

Birthday list

Januar

Bernd Ueckert - Di. 09.01.2018

Jürgen Urban - Mo. 01.01.1979

Februar

Gustav Ates - Mi. 04.02.2004

März

Franz Beckenbauer - Mo. 05.03.1990

Kurt Kassner - Fr. 10.03.1989

Liselotte Wagner - Mo. 15.03.1993

April

Jaqueline Wendt (Bereitschaft) - Di. 12.04.2011

Mai

Heiner Bugge - Di. 29.05.2018

Klaus Mann - So. 10.05.2009

Holiday overview

The holiday overview report contains holiday of the staff and serves the graphical representation. The holiday table can be printed as per team or Department and issued the staff offices for the planning.

But it is also possible to print a holiday overview for the whole year on a DIN A3 sheet.

If no DIN A3 printer is available, the report can also be exported as a PDF file and then printed out on a DIN A4 printer.

Annual Leave

This report shows the holiday distribution of employees over the selected time period (for example, in the current year). Thus, planning constraints can be better anticipated.

Jahresurlaub 1/2016 - 12/2016
14.03.2016

Mitarbeiter	1 / 2016	2 / 2016	3 / 2016	4 / 2016	5 / 2016	6 / 2016	7 / 2016	8 / 2016	9 / 2016	10 / 2016	11 / 2016	12 / 2016	Summe
Barbie Butz													0,0
Gerhard Stephan													0,0
Gernot Leuchturm													0,0
Hans Krüger								12,0					12,0
Jaqueline Wendt	3,5	4,5	4,0										12,0
Jörn Mai													0,0
Summe	3,5	4,5	4,0	0,0	0,0	0,0	0,0	12,0	0,0	0,0	0,0	0,0	

Sick Away

This report shows the current sick leave of employees in the selected period (for example, in the current year).

Krankenstand 1/2016 - 12/2016
14.03.2016

Mitarbeiter	1 / 2016	2 / 2016	3 / 2016	4 / 2016	5 / 2016	6 / 2016	7 / 2016	8 / 2016	9 / 2016	10 / 2016	11 / 2016	12 / 2016	Summe
Barbie Butz	3,0	1,0											4,0
Gerhard Stephan													0,0
Gernot Leuchturm													0,0
Hans Krüger													0,0
Jaqueline Wendt													0,0
Jörn Mai													0,0
Summe	3,0	1,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	

Project accountings

Project reports are visible to employees with the appropriate privilege with monetary evaluations.

They are used especially for billing work time to customers. Here, especially the filter "Paid entries" is important. With this filter already invoiced working hours, can be hidden.

Detailed Project Accounting

The detailed project accounting serves as proof of working time to the customer. The report contains the activities, cost factor and net amount and serves as a basis for invoicing.

Kunde	nicht angegeben		Kunden-Nr.	
Projekt	Projekt X		Druckdatum	14.03.2016
Mitarbeiter	Jaqueline Wendt		Zeitraum	01.03.2016 - 31.03.2016
Stundensatz	130,00 CHF		MwSt	00,00 %

Datum	Tag	Beschreibung	Start	Ende	Kosten-faktor	Zeit	Netto
04.03.2016	Fr	Implementation	08:00	09:30	1,00	1:30	195,00 CHF
07.03.2016	Mo	Planung	08:00	10:00	1,00	2:00	260,00 CHF
07.03.2016	Mo	Meeting	10:30	12:00	0,00	1:30	00,00 CHF
08.03.2016	Di	Implementation	08:00	16:00	1,00	8:00	1.040,00 CHF
09.03.2016	Mi	Implementation Müssen wir unbedingt besprechen	13:51	15:58	1,00	2:07	275,60 CHF
11.03.2016	Fr	Implementation	15:53	16:49	1,00	0:56	121,33 CHF
Zusammenfassung						**16:03**	**1.891,93 CHF**
						Dezimal	**Brutto**
						16,05	**1.891,93 CHF**

Unterschrift

Project/Task Cost-Sharing

This report shows the project, the respective activities and the sum of the working hours including the net and gross amount.

This is most useful for clients who want to check which part of the project was most expensive.

Projekt/Tätigkeiten Kostenteilung von 02.03.2015 bis 09.07.2015
Gesamtprojekt
Datum 14.03.2016

Projekt	Tätigkeit	Prozent	Einträge	Arbeit	pro Std.	Netto	MwSt.	Brutto
IT-Services (100)		82,61 %	19	152,00	60,00 €	9.120,00 €	19,00 %	10.852,80 €
	Installation	8,70 %	2	16,00	60,00 €	960,00 €	19,00 %	1.142,40 €
	Konfiguration	4,35 %	1	8,00	60,00 €	480,00 €	19,00 %	571,20 €
	Support	4,35 %	1	8,00	72,00 €	576,00 €	19,00 %	685,44 €
	Summe	**100,00 %**	**23**	**184,00**		**11.136,00 €**		**13.251,84 €**

Project/Task Cost-Sharing per staff member

To evaluate the cost of the overall project per employee, the report project/activities cost sharing is used to split the costs per employee.

Projekt/Tätigkeiten Kostenteilung von 02.03.2015 bis 09.07.2015
Konrad Dabelow
Datum 14.03.2016

Projekt	Tätigkeit	Prozent	Einträge	Arbeit	pro Std.	Netto	MwSt.	Brutto
IT-Services (100)	Installation	8,70 %	2	16,00	60,00 €	960,00 €	19,00 %	1.142,40 €
	Konfiguration	4,35 %	1	8,00	60,00 €	480,00 €	19,00 %	571,20 €
	Support	4,35 %	1	8,00	72,00 €	576,00 €	19,00 %	685,44 €
	Summe	**17,39 %**	**4**	**32,00**		**2.016,00 €**		**2.399,04 €**

Project accounting

The report of project accounting is used for settlement of project-related services of the contractor. The report can be used as an attachment to billing.

Projektabrechnung von 02.03.2015 bis 09.07.2015
Gesamtprojekt
Datum 14.03.2016

nicht angegeben   Ref Nr.

Projekt	Prozent	Einträge	Arbeit	pro Std.	Netto	MwSt.	Brutto
IT-Services (100)	100,00 %	23	184,00	60,52 €	11.136,00 €	19,00 %	13.251,84 €
Summe	**100,00 %**	**23**	**184,00**		**11.136,00 €**		**13.251,84 €**

Project accounting per staff member

The report accounting per employee also serves as the report of project accounting and settlement of project-related services. However, the data will be evaluated per employee. This report can be used as an attachment to the invoicing.

Anwender/Projekte Verteilung vom 06.07.2015 bis 09.07.2015
Konrad Dabelow
Datum 14.03.2016

nicht angegeben   Ref Nr.

Projekt	Prozent	Einträge	Arbeit	pro Std.	Netto	MwSt.	Brutto
IT-Services (100)	17,39 %	4	32,00	60,00 €	2.016,00 €	19,00 %	2.399,04 €
Summe	**17,39 %**	**4**	**32,00**		**2.016,00 €**		**2.399,04 €**

Barcode-Reports

In TimePunch, each master data type has a booking code. This booking code can, for example, be output as a barcode and then used for booking projects via an external hand scanner.

To simplify the use of the booking code, TimePunch includes several reports that print the booking codes of the individual master data types in Avery 3652 format as labels.

These labels can then be affixed to the order etc. and used for fast booking of order data.

DIENSTGANG Dienstgang	** Behördengang	** Besorgung
	** Kundentermin	**
ITS IT-Services IT Dienstleistungen		

Options and settings

In TimePunch different settings can be selected in the options. These are described in more detail in this chapter.

To access the options, open the "Options" dialog in the "Tools" menu.

UI Settings

On the first page, general TimePunch operating options can be selected. These are:
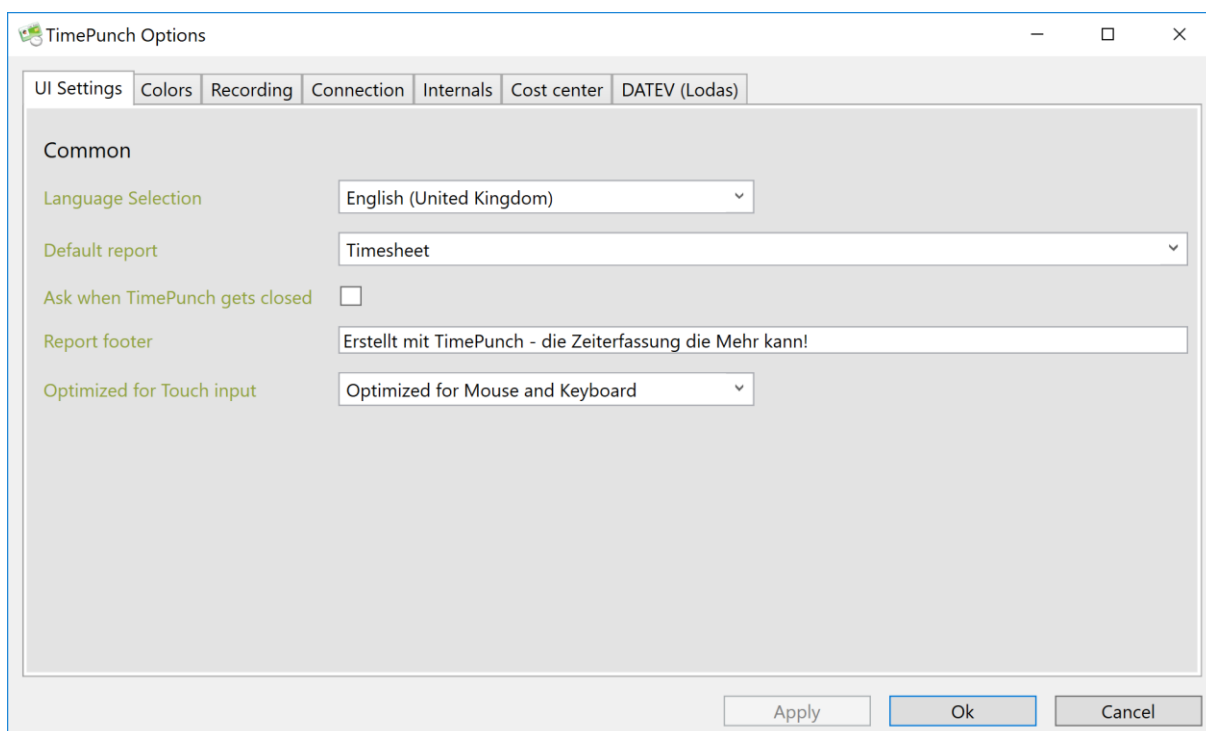
Language selection:

The display language, date and currency formatting can be selected in the language selection.

Default report:

The default report determines which report is to be printed if no report has been explicitly opened.

Ask when TimePunch gets closed:

This option opens a dialog when closing TimePunch in which the user must explicitly confirm closing TimePunch.

Report footer:

The text in the report footer is printed at the end of each report.

Optimized for:

The operation of TimePunch can be optimized for mouse, keyboard and touch input. When optimizing for Touch, the date and time selection in TimePunch Watcher and Studio changes.

Color selection

The colour selection is individually adjustable for the user. The following options are possible:
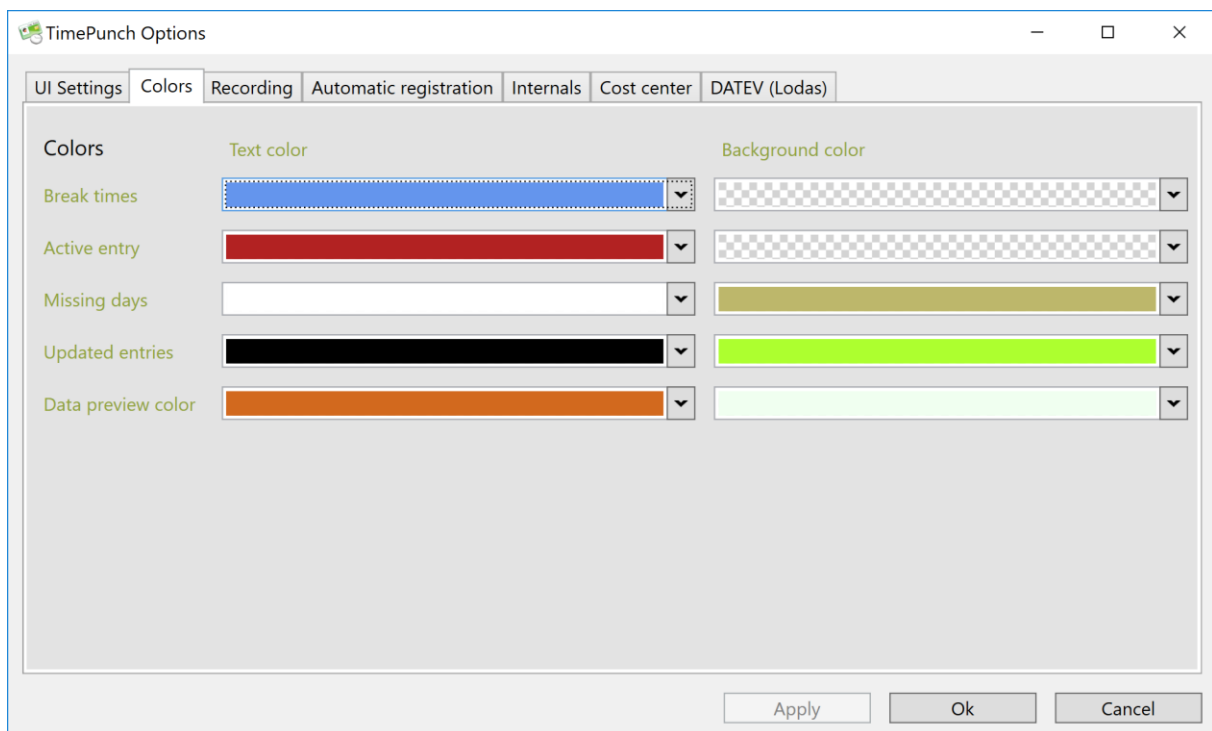
Break times:

This color determines how the break times between working time entries are displayed.

Active time entry:

This color determines how the active time entries are displayed. An active entry is the current recording of working time.

Missing days:

This color determines how missing days are highlighted. The highlighting of the missing days must be activated in the "Display" menu.

Updated entries:

This color determines how manually changed time entries are highlighted. The highlighting of the changed entries must be activated in the "Display" menu.

Data preview color:

This color determines how the automatically pre-calculated working times are highlighted in color. The advance calculation of the time entries is to be activated by an administrator in the menu "Display".

Recording at TimePunch PRO

This register determines how time entries should be recorded by the TimePunch Watcher/Studio.
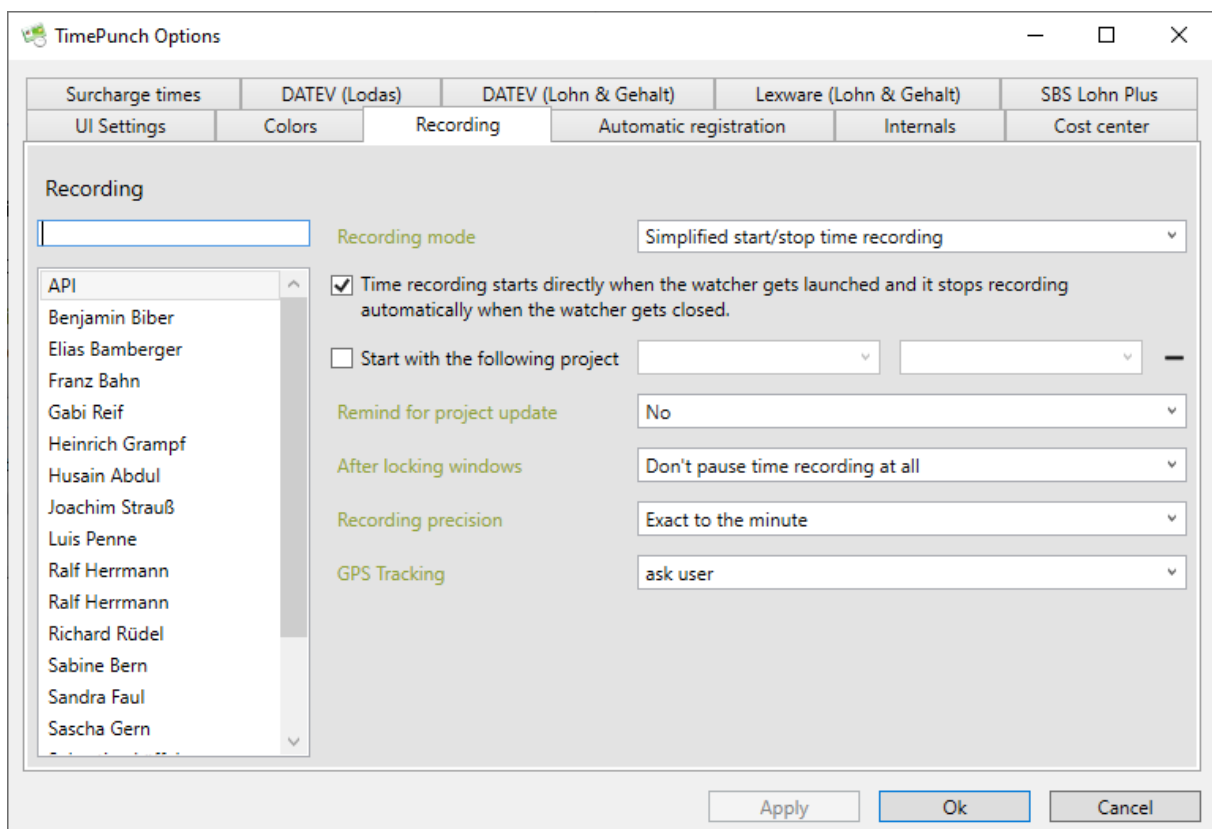
Recording mode:

- **Full time recording with pause mode**
  In this mode, the user is free to change or restart the project, stop or pause the recording.

- **Simplified start/stop time recording**
  With the simplified start and stop time recording, the user can change or restart the project and stop recording. A pause is implemented by stopping and restarting time recording.

- Automatic time recording and project selection only
  In the simplest mode, the user can only select a new project and start it. A manual pause can no longer be inserted. However, automatic pauses are still recorded (e. g. if the screen saver is activated). This setting also prevents inadvertent recording gaps by stopping the time recording.

Start time recording at the start of the watcher and stop it automatically when quitting the watcher:

If this setting is set, time recording starts immediately after logging on to the PC. In this case, logging starts with the project of the previous day. In addition, this point causes the logging to stop as soon as the TimePunch Watcher ends.

Define start project

In TimePunch the respective start project can be defined in the TimePunch Watcher. The start project determines with which project/activity the first recording is to be started.

Remind me of project update

This option allows TimePunch to remind you to check the time recording. Especially if projects / activities are changed frequently during the day, it can be useful that TimePunch reminds the user to check his own activities by displaying the window.

When locking Windows

This setting can be used to define how TimePunch behaves when locking Windows. The following selection is available as an option:

- *Pause time recording*
  TimePunch goes directly into pause mode after locking Windows and continues to run automatically as soon as the PC is unlocked.

- *Ignore 5 to 30 minutes absence*
  With this option, time recording continues until the set time is reached. If the PC is still locked after this time, then the complete time from locking the PC until logging on again is calculated as a pause.

- *Don't pause time recording at all*
  Even if the PC is locked, time recording continues to run unless you switch to pause mode manually.

But no matter which setting has been selected: As soon as the PC is locked for more than 6 hours, the time entry is cancelled. The end date is the time of blocking.

Note: The screen saver also locks the PC. With this setting, an activated screen saver can be automatically entered as a pause time as soon as the specified time period is exceeded.

recording accuracy

This setting determines the rounding of the start and end times for time recording. By default, counting by the minute is preset. Particularly in the case of craft businesses, however, it can also make sense from the point of view of accounting to set the rounding accuracy to 5 minutes or higher.
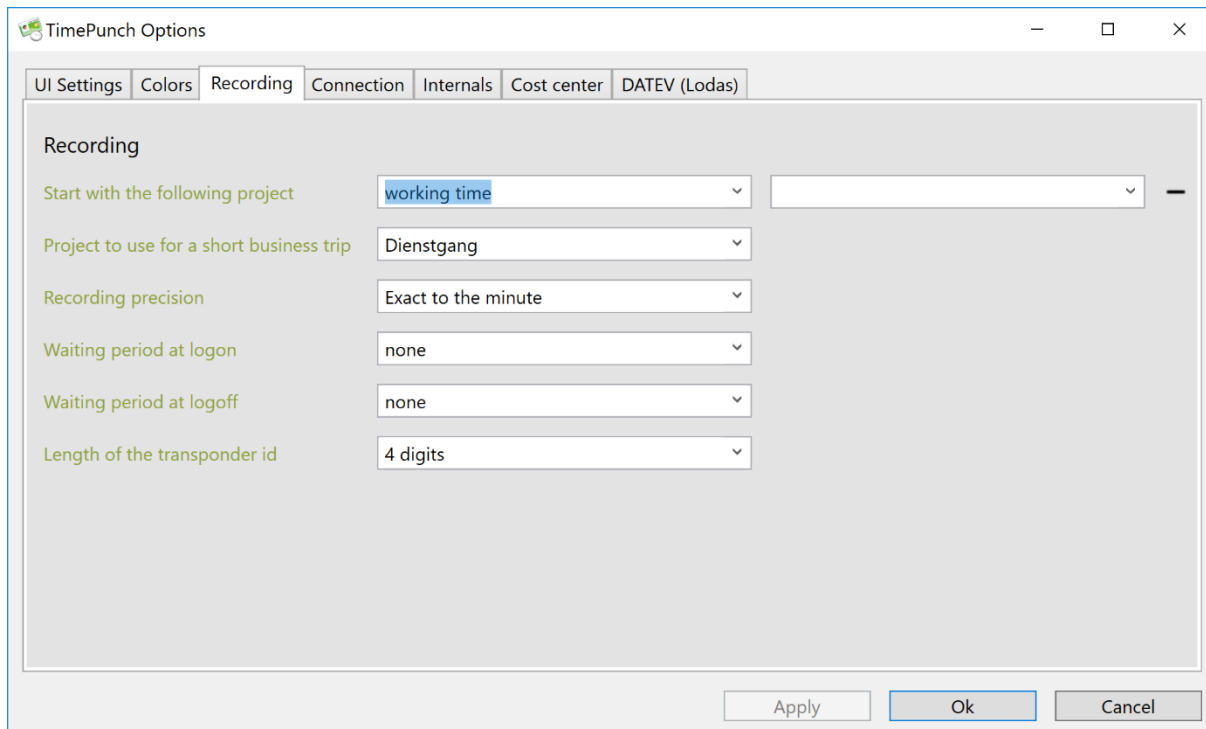
GPS tracking

Currently the location determination is only possible for the online version of TimePunch. But here you can set how the GPS data should be plotted. The following options are available.

- *Never*
  TimePunch will not record GPS data. Not even if the setting in the smartphone would allow it.

- *Ask user*
  GPS data recording is optional in TimePunch. If the setting is allowed in the smartphone, there will be no request to the employee. In case of demand, the employee can allow or prohibit it.

- *Mandatory*
  In this mode the recording of GPS data is mandatory. If the employee refuses the recording by deactivating the option on the smartphone, he can neither start nor stop the time recording.

Recording at TimePunch TEN

This register determines how time entries are to be recorded by the TimePunch TEN.

Start with the following project

The working time project defines the project that is used for regular time recording. The standard for this project is "working-time".

Project to use for a short business trip

The short business trip project defines the project that is used for short business trips. Additionally, it is possible in TimePunch to define several tasks that can be used to distinct the short business trips, e.g. customer meeting or public authority.

Recording precision and waiting period

The recording precision defines the rounding that is used for the time recording. The standard is exact to the minute. The waiting period determines the period up to which a rounding is applied in favor of the employee.

Example: A recording accuracy of 10 minutes is selected. The waiting period is 3 minutes.

If the employee arrives too late, e. g. 2 minutes after 8:00 am, the employee is logged on at 8:00 am. If it comes later than the waiting period, time recording does not start until the next rounding, i.e. at 8:10 o' clock.

Length of the transponder id

Depending on the transponder that is used, the key length may vary. The key length for our standard transponder, e.g. is 4 digits. Please contact our support if you are not sure what key length to use.

Connection

In this tab you can specify how often TimePunch checks for updates.
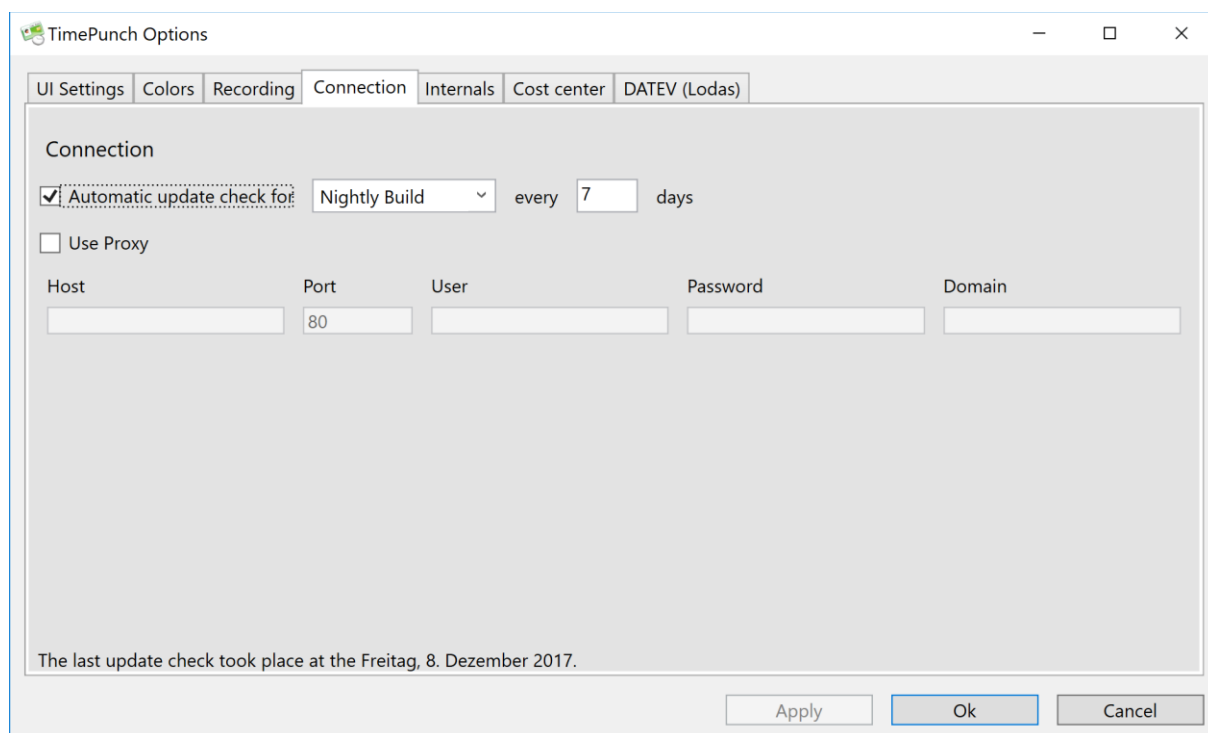
If a proxy is necessary, the proxy server can be entered here.

Automatic registration

This page determines whether and how new employees can connect to TimePunch.
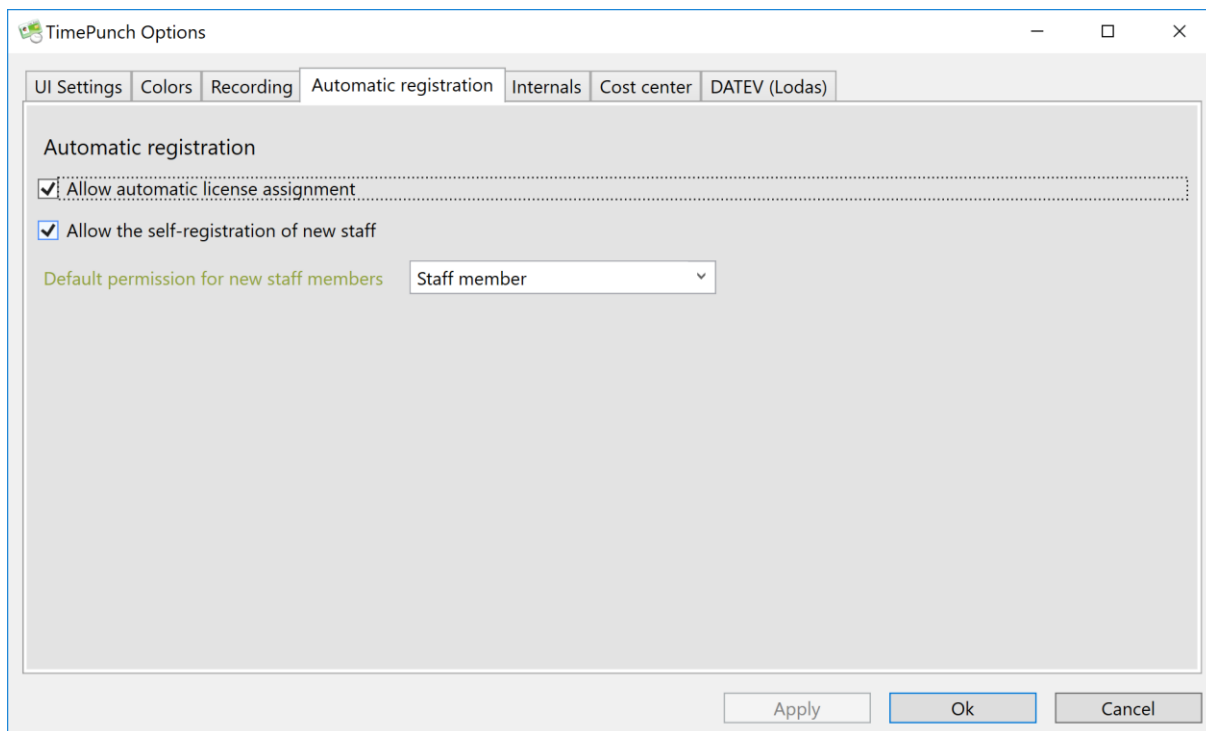
Allow automatic license assignment

If this option is activated, free licenses are automatically assigned to the employees. This may be practical, but it is not always desired.

Example: 5 TimePunch PRO licenses are available. Currently, only two licenses are assigned to the personnel office. If another employee tries to connect to TimePunch PRO (e. g., who has only one registration license), a new license is automatically assigned to him/her if this selection box is active.

This behaviour can be quite problematic in larger companies and can therefore be eliminated here.

Allow self-registration of new employees

If this option is active then the logon dialog shows the possibility to switch to registration. If an employee cannot be found in the list of possible employees, he or she can create and register himself or herself in TimePunch.
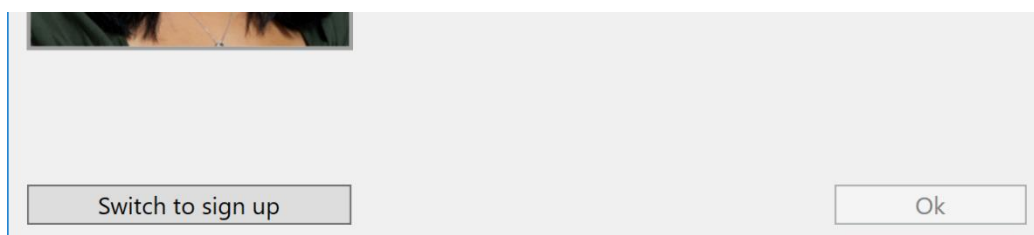
This option can also lead to undesired behavior in larger companies, if employees can register themselves independently even though they may have already been created by the HR department.

By deactivating the option, the button "Switch to sign up" is no longer available. In this case, you can only create new employees in the HR department in the master data.

Default permission for new staff members

This selection box determines which rights new employees receive when they create themselves in the system via self-registration.

Internals

On this page, settings are made for the calculation logic used internally by TimePunch. Only administrators can make changes on this page.

Leave pay for wage workers

This setting defines how leave compensation for wage earners is to be calculated.

- Corresponds to target hours

If this setting is selected, the wage is credited to the employee as leave remuneration, which is also reflected in the planned working time of the working time model.

This is a simplified calculation which was the standard until version 2.8 of TimePunch.

- Corresponds to the average earnings of the last 13 weeks

This attitude is in line with the current legal situation in Germany. The holiday pay is calculated from the average earnings of the last 13 weeks.

See: https://www.gesetze-im-internet.de/burlg/__11.Html

Hint:

If you want to change the calculation logic, complete all old months (Tools / Month-End Closing). Only then can the calculation logic be changed without fear of a change in overtime.

If the calculation logic is changed without a previous month-end closing, this can possibly lead to a recalculation of the working time and a change in the overtime account.

Overbooking the estimated worktime

This feature enables you to overbook the planned working time of a working day with leave, illness or other absence types. This may be necessary if the planned working time stored does not correspond to the employee's actual working time.

User Settings

The following employee-specific settings can be set.

- Employees can take a break again

  If this selection box is set, employees without special editing rights can also assign a break time entry to a project. Start and end of the pause cannot be changed by employees without special editing rights.

- Project managers can assign employees

  This setting allows project managers to change the assignment of employees to the project, i. e. assign an employee to the project. If this selection box is not set, then only employees with administration rights can authorize the employees to access the projects.

- Disable creation of master data during import

  Activating this option means that when importing time data from CSV format, all projects and activities must already exist in TimePunch. If this is not the case, the import is terminated with an error message.

  By default, this option is disabled, i.e. the referenced projects/activities from the CSV file are automatically generated in TimePunch.

Surcharge relevant times

In this dialog, you can define the periods in which separate wage types can be used for wage data export.

Night surcharge

The night surcharge is optional in TimePunch. For this reason, the settings set here are only used if a corresponding wage type has been set for the night bonus in DATEV Export.

- Night surcharge start time

  The time set as the night surcharge start time is used to calculate a possible night surcharge.

- Night surcharge "core" end time

  The core time for the night surcharge is the time from 0:00 a. m. to the specified time. During this period, an increased night surcharge may be paid.

- Night surcharge end time

  The time set as the end of night surcharge is used to define the end of the night surcharge.

- Saturday surcharge Split (morning / afternoon gas)

Different bonuses can be claimed for Saturday mornings and afternoons. The splitter only specifies the time up to which the morning bonus starts and the time from which the afternoon bonus starts.

- Overtime is counted

Here you can specify from when the overtime bonus is to be paid. This can be done either according to the target time defined in the working time model, or according to a fixed working time.

Example: A 37.5 hour week is defined for the employee. This means that the target time per day is 7.5 hours. If, however, the overtime bonuses are not to be paid until 8 hours, this can be stored separately here.

Permission management

The following pages describe the permission management in TimePunch PRO.

Permissions

By default, the first employee in the installation has administration rights. If TimePunch is managed in a company network, each user can be granted different permissions.

Registration authorization	Admini-stration	Data protection coordinator/ representative	Personnel and project management	Personal-Management	Project-Manage-ment	Employees in a position of trust	Employee
Login	x	x	x	x	x	x	x
Manage employees	x	x	x	x			
Administrative activities	x	x					
Synchronisation							
Access to TimePunch Synchronization Wizard	x		x	x	x	x	
Time recording							
Allow time recording	x	x	x	x	x	x	x
Change active time entry	x		x	x	x	x	
Changing recording settings	x		x	x	x	x	
Project access							
Access to the active projects	x	x	x	x	x	x	x
Managing the projects	x		x		x		

Send projects via TimePunch Sync wizard	x		x		x	x	
Receive projects via TimePunch Sync wizard	x		x		x		
Call up project reports	x	x	x		x		
Access to financial details	x	x	x				

Common Tasks

Access common tasks	x	x	x	x	x	x	x
Management of general tasks	x		x		x		

Time entries

Access to the time entries	x	x	x	x	x	x	x
Change existing time entries	x		x	x	x	x	
Send time entries via TimePunch Sync Assistant	x		x	x	x	x	
Receive time entries via TimePunch Sync Assistant	x		x	x	x	x [1]	
Edit limited time entries		x					x

Flexitime account / holiday account

Query flextime and vacation data	x	x	x	x	x	x	x
Call up flexitime accounts in the report	x	x	x	x			
Display monthly flextime account	x	x	x	x	x	x	x

---

[1] Sofern dabei keine Projekte oder Tätigkeiten verändert oder angelegt werden.

	Col1	Col2	Col3	Col4	Col5	Col6	Col7
Manage monthly flexitime account	x		x	x			
Working time models							
Display working time models	x	x	x	x	x	x	x
Manage working time models	x		x	x			
GDPR							
GDPR information-sheet	x	x					
Perform data deletion	x	x					
Monthly closing							
View monthly closing	x	x	x	x	x	x	x
Execute monthly closing	x	x	x	x	x	x	x
Reverse a month-end closing	x		x	x			
Customer administration							
Display customer data	x	x	x	x	x	x	x
Manage customer data	x		x	x	x	x	x
Exporting customer data	x	x	x	x	x		
Importing customer data	x		x	x	x		

Teams / departments / branches						
Show groups	x	x	x	x	x	x	x
Manage groups	x						
Exporting groups	x	x	x	x	x		
Importing groups	x						

Public holidays						
Show holidays	x	x	x	x	x	x	x
Manage Holidays	x		x	x			
Exporting holidays	x	x					

Public time entry filters						
Show public filters	x	x	x	x	x	x	x
Manage public filters	x		x	x	x		

Employee profiles						
Display employee profiles	x	x	x	x	x	x	x
Manage employee profiles	x		x	x			
Export employee profiles	x	x	x	x			
Import employee profiles	x						

Permissions							
Display permissions	x	x	x	x	x	x	x
Manage permissions	x						

Password management							
Manage Password	x	x	x	x	x	x	x
Reset password	x						

Licenses							
Manage Licenses	x	x^2	x^3	x^4	x^5	x^6	x^7
Lizenzschlüssel einsehen	x						

---

[2] Es können jeweils nur die Lizenzen der vom Mitarbeiter verwalteten Profile gepflegt werden.
[3] Es können jeweils nur die Lizenzen der vom Mitarbeiter verwalteten Profile gepflegt werden.
[4] Es können jeweils nur die Lizenzen der vom Mitarbeiter verwalteten Profile gepflegt werden.
[5] Es können jeweils nur die Lizenzen der vom Mitarbeiter verwalteten Profile gepflegt werden.
[6] Es können jeweils nur die Lizenzen der vom Mitarbeiter verwalteten Profile gepflegt werden.
[7] Es können jeweils nur die Lizenzen der vom Mitarbeiter verwalteten Profile gepflegt werden.

Quitting of employees

If employees leave the company, they must not be deleted because of their existing time entries, as the times may have to be reviewed at a later date. For this reason, the employee's notice can be entered in TimePunch.

To do this, the employee profile must be opened in the Details tab.

You must set the required leaving date before you execute the notice. The employee can then be terminated on the leaving date using the "Cancel" button.

Note: After termination, the employee has no access authorization in TimePunch, regardless of the leaving date. The leaving date can only be set to freeze the flexitime account on the desired date.

License management

TimePunch license management is opened via the menu "help / manage licenses"
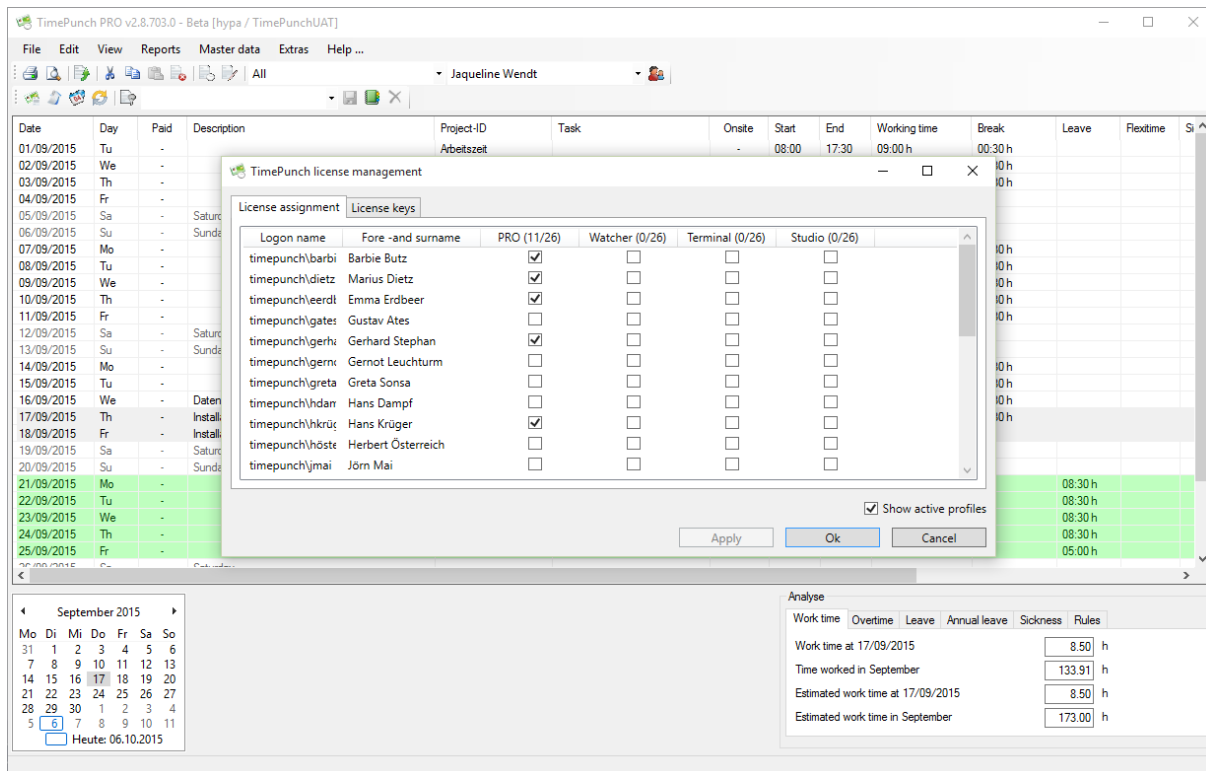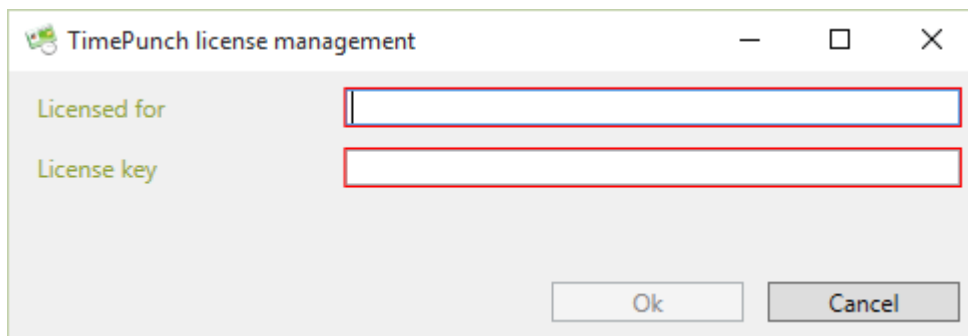
Enter the license key

Before licenses can be mapped to the individual employees, the license key must be entered. This is done in the tab "License key".
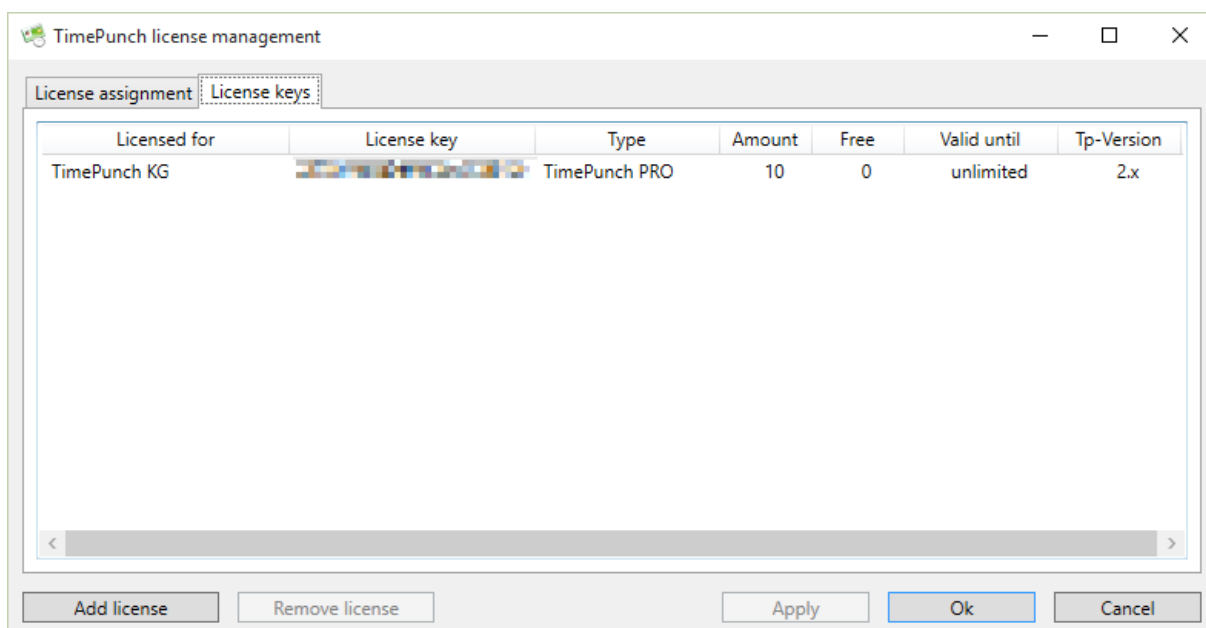
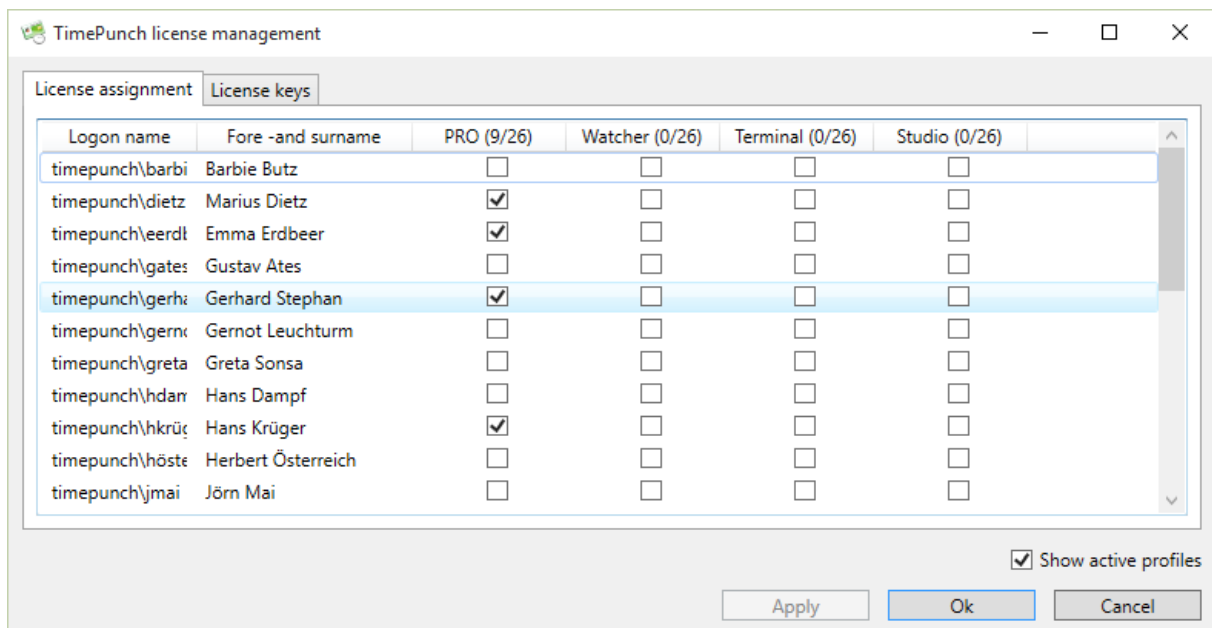By clicking on the button "Add license" opens a dialog in which the new key is entered.

By clicking on the "Ok" button, the license is acquired and displayed in the dialog.

Assign licenses to the employees

The acquired and so registered licenses will now be assigned to the employees. This, the combination employee/license in the tab "License mapping" is ticked accordingly and saved with a click on "Apply" or "Ok".

Types of licenses in TimePunch

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

TimePunch PRO

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

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

PZE Watcher

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

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

PZE Studio

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

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

PZE Terminal / Light

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

PZE Online

This license allows the use of the online module for time recording via browser on a tablet or smartphone. The number of licenses depends on the number of employees. The evaluation takes place with the TimePunch PRO license in the HR department.

License matrix

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

Usage	TP PRO License	PZE Watcher License	PZE Studio License	PZE Terminal License	PZE Online License
TimePunch PRO Windows Client	x				
TimePunch Watcher	x	x			
TimePunch Studio	x		x		
TimePunch time recording terminal	x			x	
TimePunch Online	x				x

Tips and Tricks

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

Leave, overtime and flexitime

Christmas and Sylvester

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

Solution 1: Christmas and New Year's Eve is working half a day, the company gives the employees a half-day back.

If this is also in your company, Christmas and New Year's Eve must be entered in the TimePunch holiday. Both days are not stored as public holidays by default, because they are no public holidays.

To enter these two days the holiday editor must be opened via the menu "Extras / Edit public holidays".
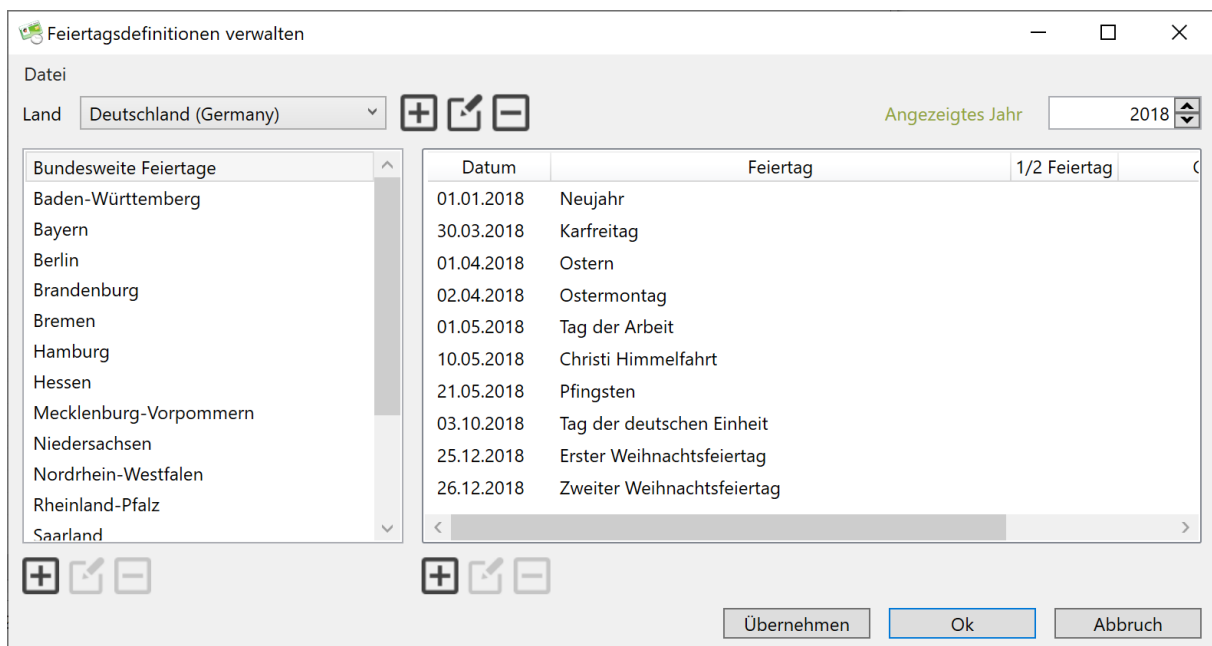
Now, the country must be selected. A new holiday for "Christmas" is added via the context menu (accessible from the right click). It is important that the mark "1/2 holiday" and the date are set correctly.

After entering the holidays the data must be stored with a click to the "Save" button. After that the new holidays are available in TimePunch.

Solution 2: Christmas and Sylvester treated as normal leave days

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

As described previously, the holiday editor must be opened and one needs to add a new holiday for Christmas and New Year's Eve. In contrast to the solution 1 Christmas and New Year's Eve are a full holiday.

Solution 3: Christmas and New Year's Eve are regular working days. Should the employee wish a day, he must apply for leave.

This is the simplest solution because no new public holidays must be applied. The staff provides a leave request, which will be entered on approval by the human resources department in TimePunch.

How can the holiday for one year be changed in the past?

To do this, change to the corresponding year in TimePunch and then select the tab "Annual leave" in the analysis and click on "Advanced". The annual leave can now be adjusted according to the specifications.

Why is the remaining leave from 2014 displayed for an employee, even though TimePunch was only started in 2015?

The remaining vacation days from the year before using TimePunch are determined from the employee profile from the entry data. If additional vacation days are entered here, these are displayed as remaining vacation from the previous year.

How can it be that the employee's monthly report displays a decimal point number for remaining leave?

In TimePunch it is also possible to book an hourly holiday. In this case, only the proportionate working day is booked as a holiday, not an entire working day. If this has not been done intentionally, it can also be done by modifying the working time model at a later date. In this case, the leave already booked differs from the changed working time model. This also results in a proportionately booked holiday.

The recommendation is the correction of the proportionally booked leave. For this purpose, the months should be searched backwards, in which month a decimal point number is displayed as vacation in the analysis in the "Vacation" tab.

Working time recording

Can you check who made a manual change to the time entry?

Yes, administrators have the right to display the columns "Modified" and "Modified by" in the overview.

How can it be that an employee is logged off before logging off from the time recording terminal?

If the employee's PC time recording was installed with the "TimePunch Watcher", the employee will be removed when Windows is logged off. The second logoff at the time recording terminal then has no effect.

A new employee starts on the 20th of the month. TimePunch calculates a negative overtime balance for the period up to the 20th. How can this be prevented?

If the employee does not start until the middle of the month, the time from the first to the beginning of the employee's work must be zeroed with an entry of several days in the entry "Other / work-free".

Automatic time-recording without possibility to manipulate

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

The following steps are necessary:

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

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

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

Another important point is that the time recording shall be stopped when windows get locked. In order not to track each short break (e.g. toilette) it's recommended to enter 15 minutes fairness time.
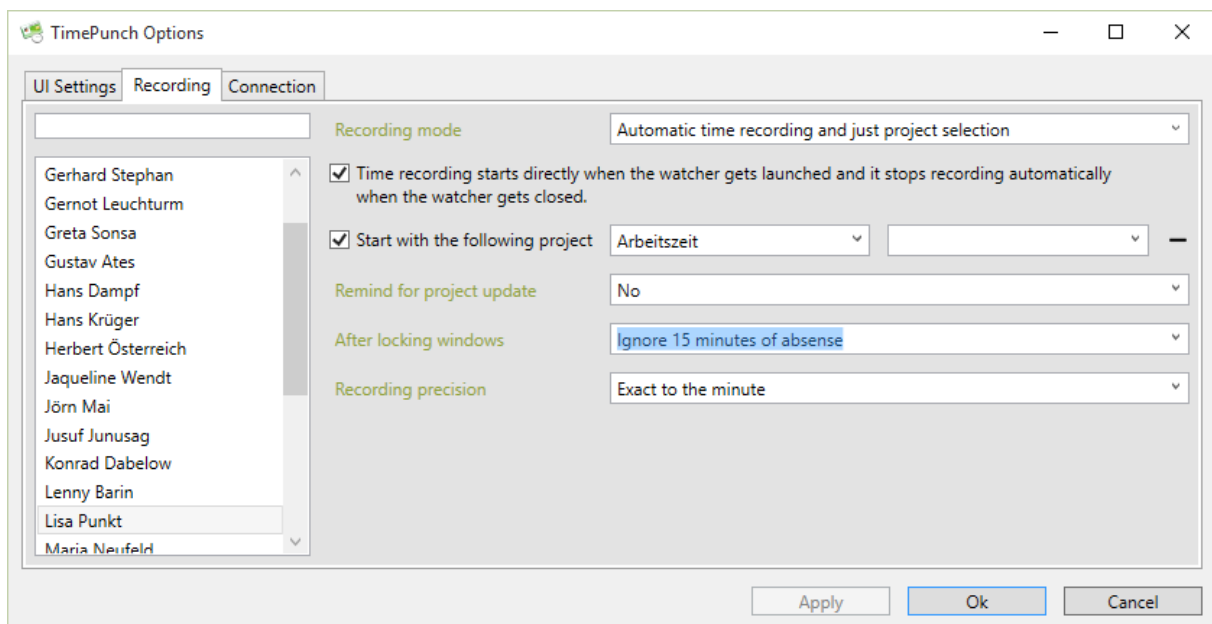
In order to make the setting "after locking windows pause time recording" work, the screen saver must be configured accordingly. This can also be done via the domain settings for all domain users.
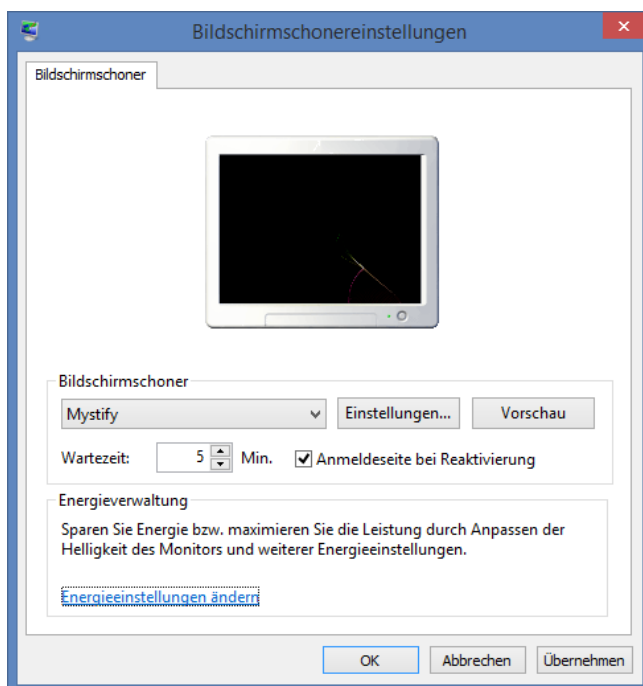
How can a business trip be displayed under "Trip" and evaluated as "Working time"?

Proceed as follows to obtain the following result:

1.) Employees require a 100% allowance for travel expenses so that the entire travel time is counted as working time.
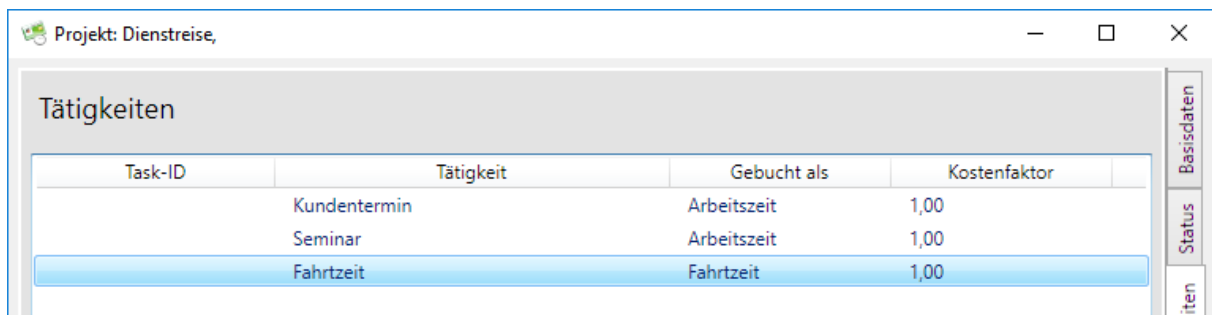

Tip: The easiest way to do this is to export the employee list in the master data, set the offset in Excel and then import the profiles again.

2.) The activity "business trip" must be booked as travel time / not as working time.

This has to be changed in the "Master data / Projects". Then edit the corresponding task and update it as described.

3.) In order for the change to take effect with the times already entered, existing entries must be opened again briefly and then saved again.

Installation and Maintenance

Month end closing and overall performance

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

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

In TimePunch PRO the month end closing can be executed in menu 'Extras / Month-end closing'.
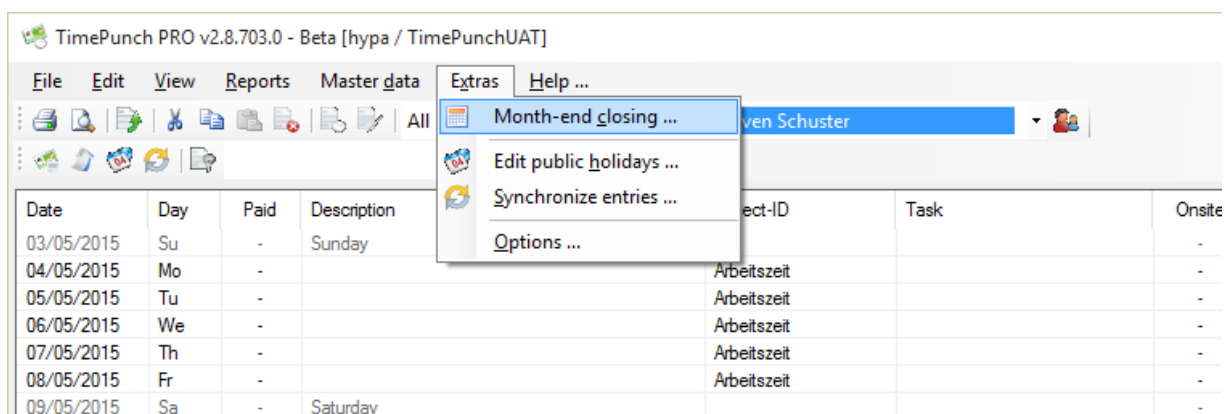
The following dialog appears.
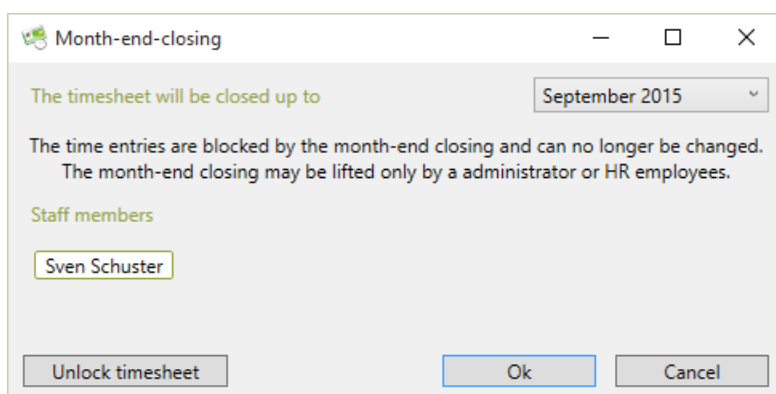
Here, the staff selects the month until that the time entries should be fixed. The month-end closing is performed by clicking on the "Ok" button.

The personnel office can perform month end for all employees by selected staff in the master data and then the click to button "Month-end closing".
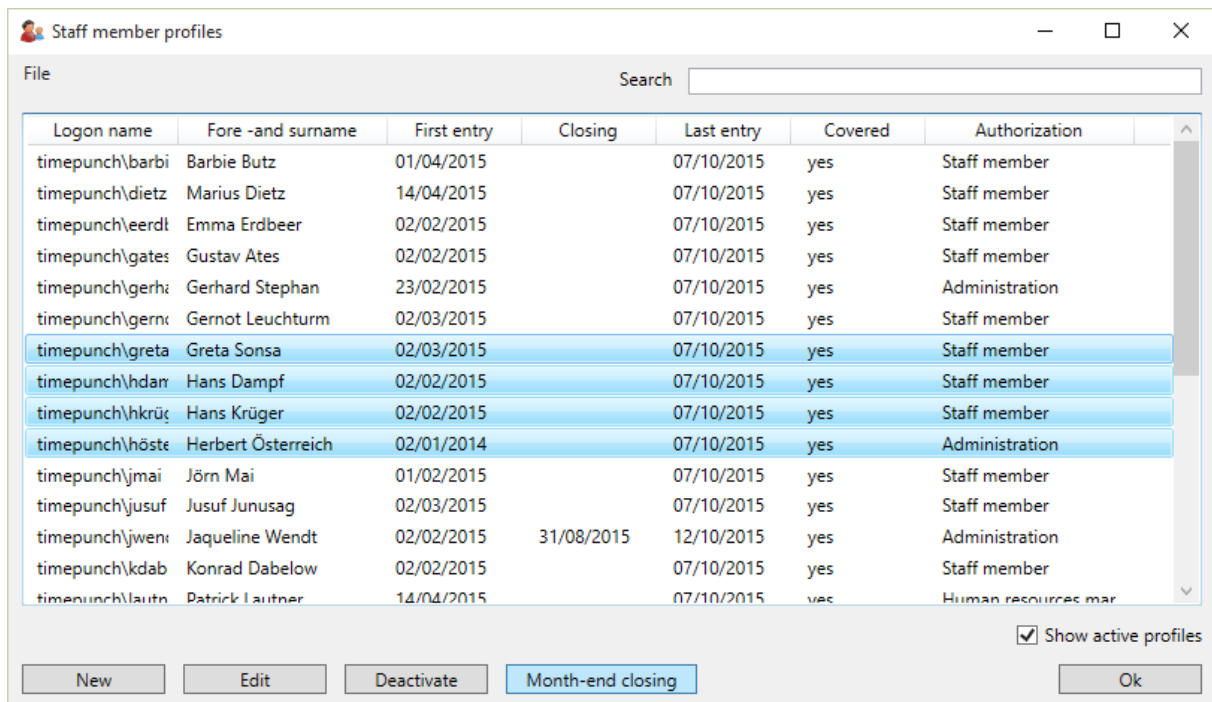
Also here opens the dialog for the month-end closing. After selection of the period to be closed it must be confirmed by the "Ok" button. The hours before the selected date will then be closed.
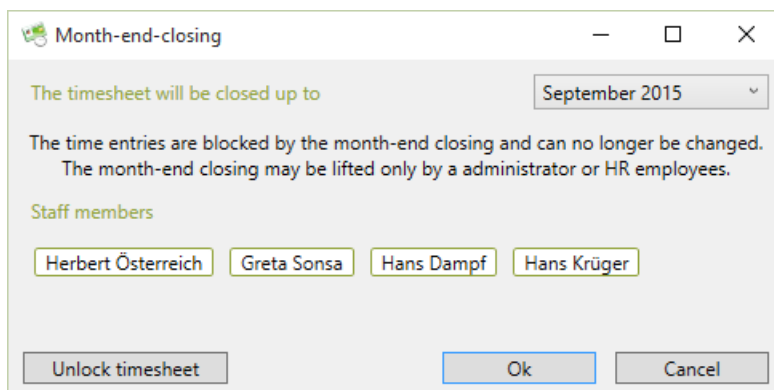
How can employees without change rights transfer times from their smartphone to TimePunch?

Employees cannot do this on their own. They lack the necessary rights to transfer data.

This restriction has the following reason:

If employees could synchronize the times, it would be possible for you to first export the times to another device (possibly another PC), edit the times there and then send them back. They could change their own times later, even though they are not allowed to do so due to the permissions setting.
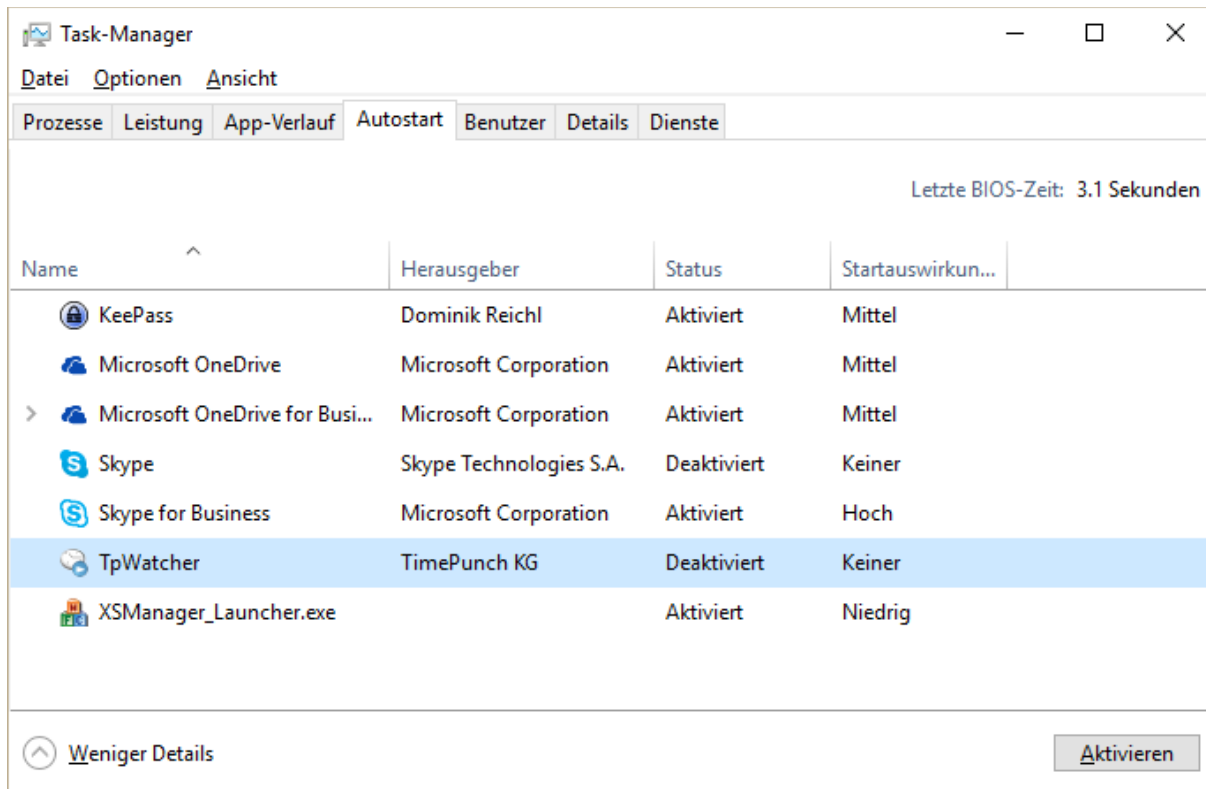
Workaround:

As a workaround, an employee from the HR department who has the appropriate rights can receive the synchronization mail and transfer the times to the system for the employee.

How can the TimePunch Watcher be deactivated when it is not needed?

Windows 7, the TimePunch Watcher must be manually removed from the Windows Autostart folder.

With Windows 8 and Windows 10 it is possible to disable the TimePunch Watcher in the Windows Task Manager.

Name	Herausgeber	Status	Startauswirkun...
KeePass	Dominik Reichl	Aktiviert	Mittel
Microsoft OneDrive	Microsoft Corporation	Aktiviert	Mittel
Microsoft OneDrive for Busi...	Microsoft Corporation	Aktiviert	Mittel
Skype	Skype Technologies S.A.	Deaktiviert	Keiner
Skype for Business	Microsoft Corporation	Aktiviert	Hoch
TpWatcher	TimePunch KG	Deaktiviert	Keiner
XSManager_Launcher.exe		Aktiviert	Niedrig

End of the Document