REGISTRATION OF OWN HOURS IN THE TIME REGISTRATION APP

This guide will show you how to register your own time in the time registration app.
It covers how to create and save a timecard, how to add more hours to an existing timecard, and how to send the timecard to an approver.

CREATING A TIMECARD

To register your hours, select the **'Me'** tab

To create a timecard for the current month, select **'Current Time Card'** – go to page 2.
It is possible to save your timecard without sending it. If you are trying to find a previously saved timecard for the current month, select **'Current Time Card'**, then the saved timecard will appear.

To create a timecard or find an existing timecard for another month than the current month, select **'Existing Time Cards'** – Go to page 3.
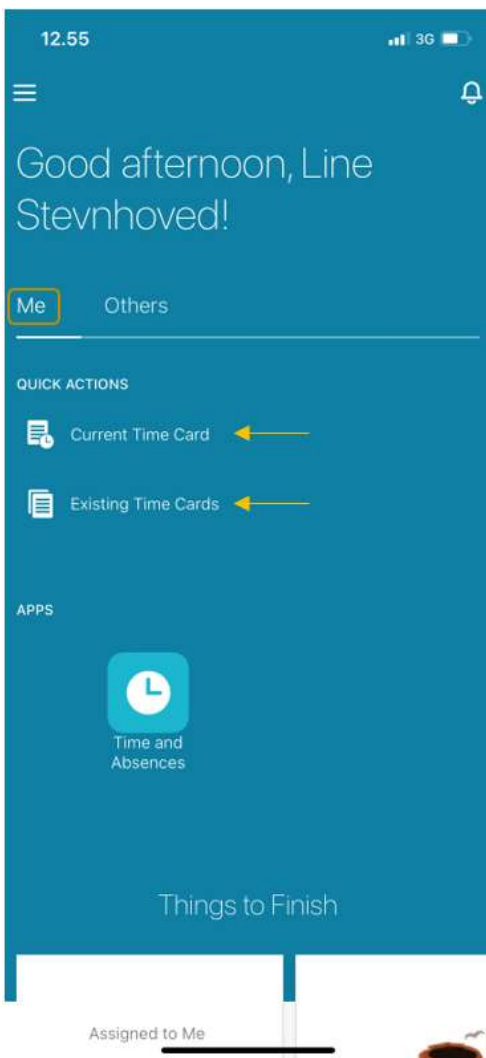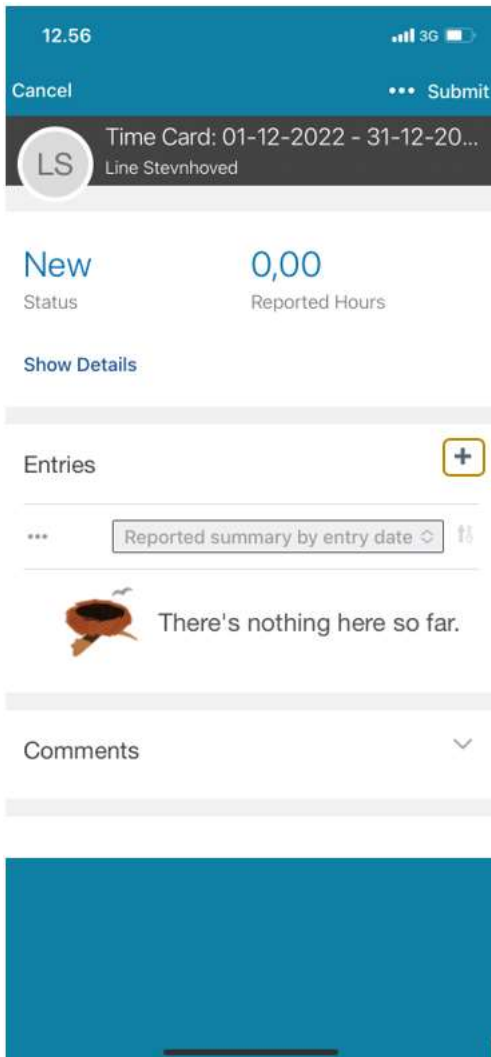
CURRENT TIMECARD:
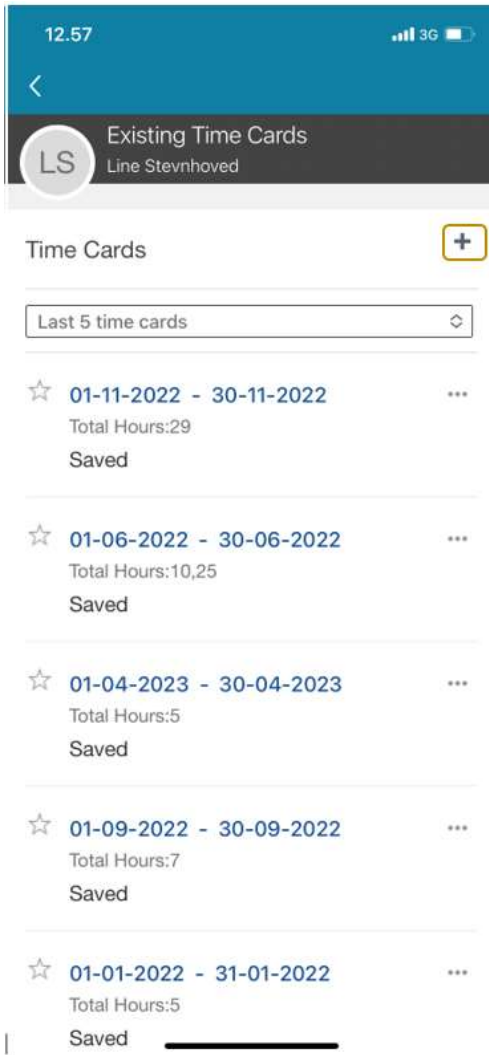
Press **'+'** to create a new timecard.

If there already is a saved timecard for the current period, it will be displayed at the bird's nest. You can click on the **pen** to enter the timecard and continue your registration.

See page 5 of this guide for more guidance on your registration.

EXISTING TIMECARD:

Press **'+'** to create a new timecard

The box is prefilled 'Last 5 time card'. You can choose 'Specific time period' and search out your timecards for a specific month.

In the date field, write the 1st of the month for which the timecard should be created.

When you have selected the correct period, press '+' to create the timecard.

ENTERING INFORMATION ON THE TIMECARD:

Projekt / Project: Enter project number - note that projects can only be searched if the period on the timecard is within the grant period.

Finansiering / Funding: As standard on UK90/95/97 projects, external funding appears. For UK95/97 projects, it is possible to change the task to internal financing (co-financing). On UK90 projects, only external funding is possible. On UK10/11/12 projects, only internal funding is possible.

Omkostningstype / Expenditure Type: Select 1811 Løn….. (there is only one expenditure type, but it must be actively selected on each timecard).

Analysenr. /Analysis number: Pre-filled with 00000. Can be changed if the timecard should be posted on an analysis number.

MF-% / CO_FINANCE %: If the selected project number is created with symmetrical co-financing, the co-financing percentage appears in this field. If the selected project number is created with asymmetric co-financing, '0_0' will appear in the field.

Select dates: Press the calendar icon to select the date(s) for which time is to be registered. It is possible to select several dates and register the same number of hours on these dates. Simply mark the dates on which you want to register time.
(Note that the calendar starts with Sunday)

Quantity: Fill in the number of hours to be registered on the selected date(s).

Add another date: Press the button to record another number of hours on the same or other dates. If you want to register time on another project number – see below.
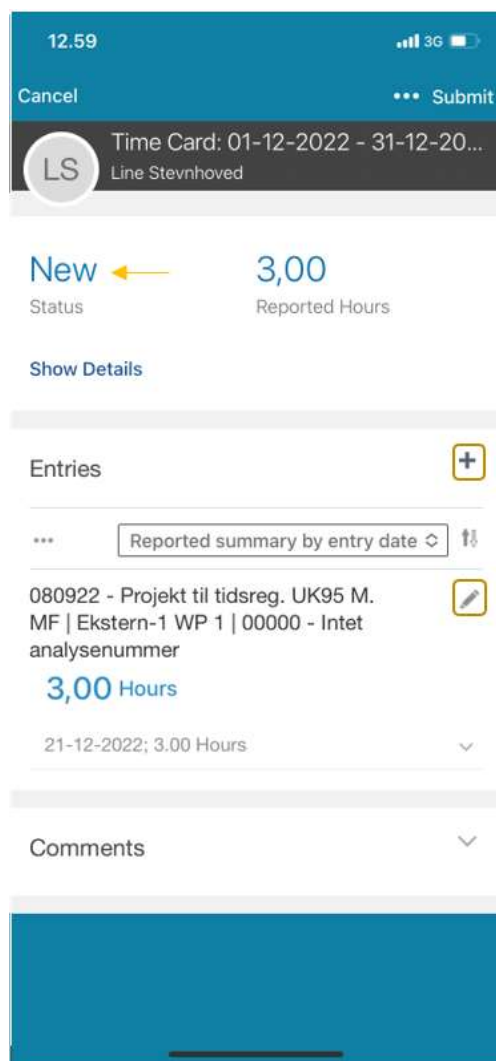
Kommentarer / Comments: It is possible to enter a comment to the approver.

Press **'OK'**

Now you have created a timecard. It is possible to add or change the timecard by pressing the pen to the right of the line per project.

Press **'+'** if you want to register time on another project number.

It is possible to write a comment to the approver under Comments.

The status is **'New'**, so you must choose whether you want to save the timecard or send it to an approver.

You have two options:

A: Press **the 3 dots** in top of the right corner and choose **'Save'** if you want to save the timecard for later additions or changes.

B: Press **'Submit'** in the top right corner if the timecard is completed and ready for approval by an approver.
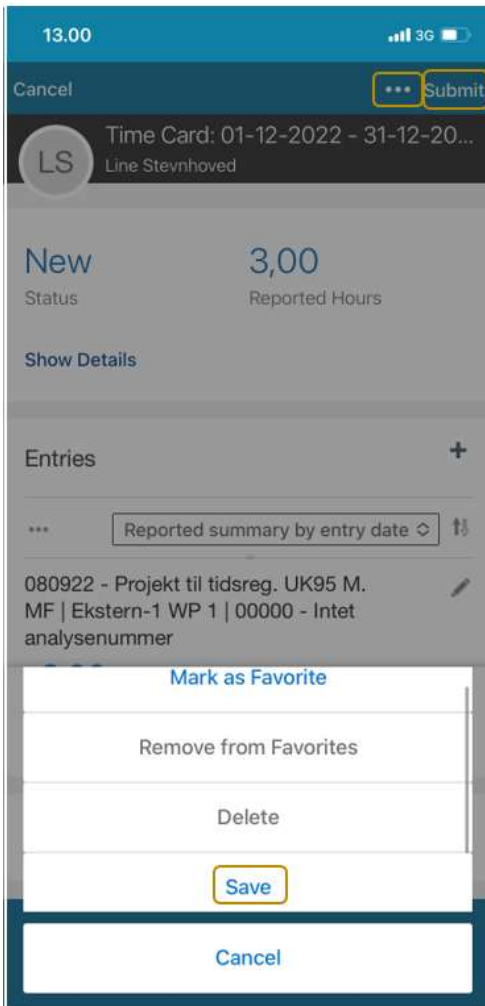
A: If you press 'Save'

The timecard is now saved, but it is still possible to edit your entry, add hours or register time on other projects. It is possible to make your registrations on a daily basis, by looking up the timecard again.

If you need to delete your saved timecard, this can be done by pressing **the 3 dots** and selecting **'Delete'**. Note that only saved and unsubmitted timecards can be deleted.

B: If you press 'Submit'

The timecard is given the status **'Submitted'**. If you after submitting your timecard need to make changes, you must ask an approver to change the status of your timecard so it has the status '**Saved'** your timecard is then editable, and you can access the timecard again and change or add dates, hours etc.

If your submitted timecard has been approved, your approver similarly needs to send the timecard back to you. Then you can then change or add something to the timecard.

CONTACT

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