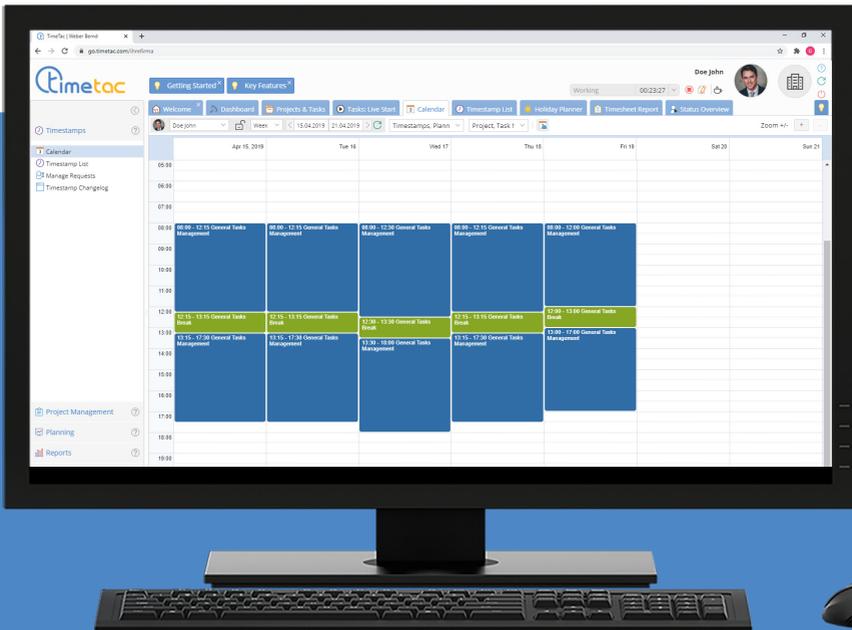




Time tracking solution  
for companies.

Easy start at TimeTAC!

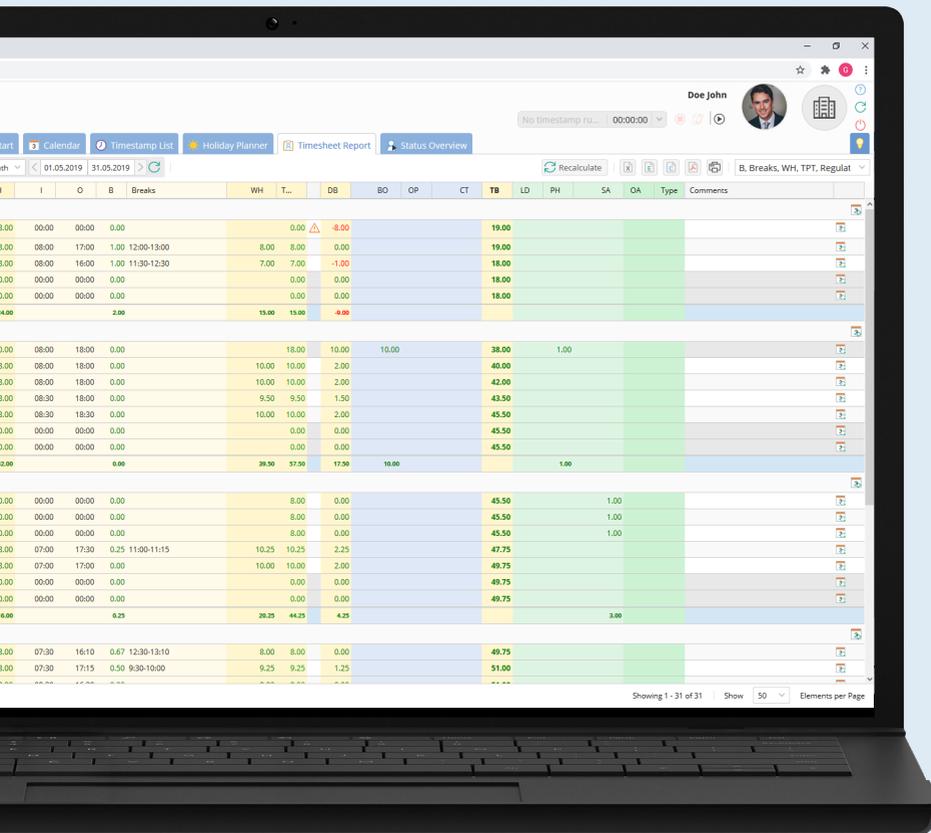
# Employee time tracking for users



# Discover the employee time tracking module!

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 With the light bulb icons in the upper right corner of the user interface, you will get a brief explanation of the currently selected menu item.

# First steps

We are pleased that your company has decided to use Employee Time Tracking. We are happy to guide you through the first steps.

## Login

Call up the address [https://go.timetac.com/\[account name\]](https://go.timetac.com/[account name]) in your browser. Enter your **user name and password** ① in the login window. Confirm the login by clicking on the respective button ②.

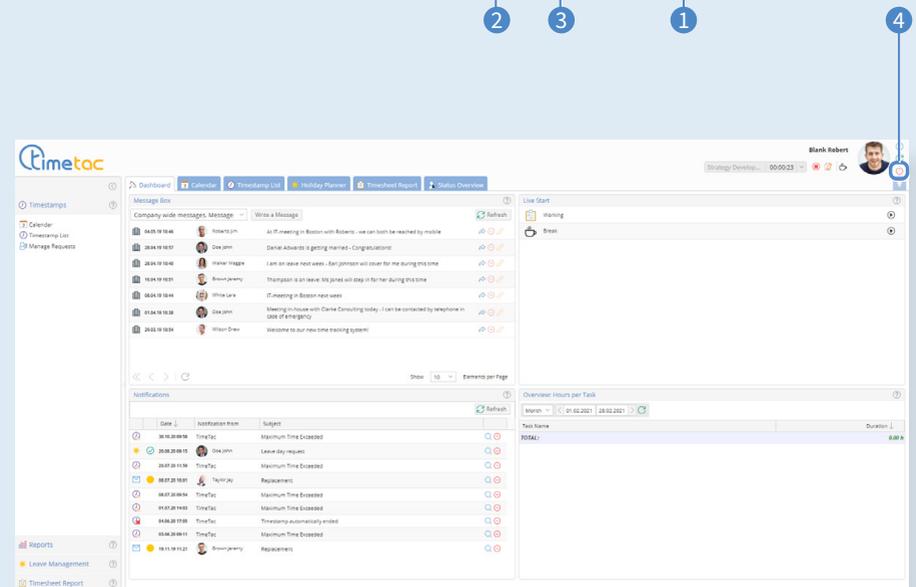
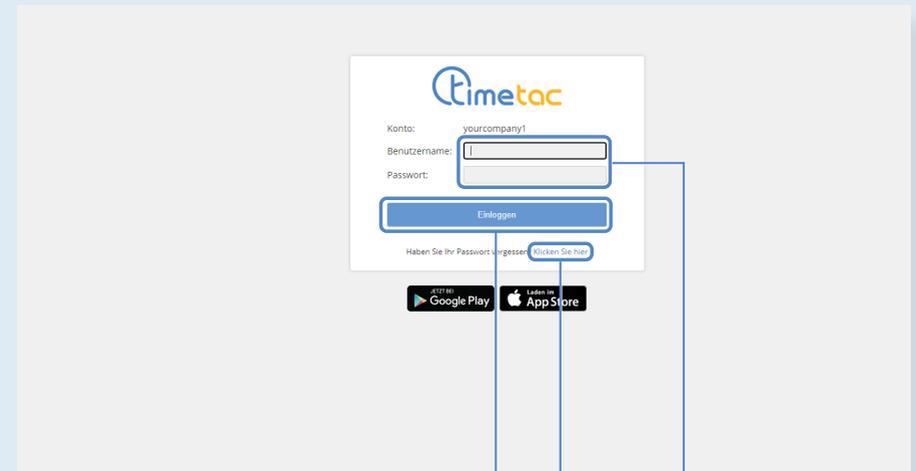
 You will receive your access data from your administrator or when you log in for the first time at timetac.com.

If you have forgotten your password, click on the corresponding **link** ③. Now a password will be sent to your mail address stored in TimeTac.

## Logout

To log out of TimeTac, simply click on the **logout icon** ④ in the upper right corner of the user interface. If a timestamp is still running, you will be asked via a **pop-up window** whether the time stamp should be ended or not.

 The login within the TimeTac app works similar. However, your manager must allow you to use the mobile app in order to login.



# Time tracking

## Start the time tracking

To start tracking time, click on the **play button** next to one of the tasks listed under **live start** ①. A timestamp on the corresponding task will start running. The **quickstart bar** ② allows you to check your running timestamp.

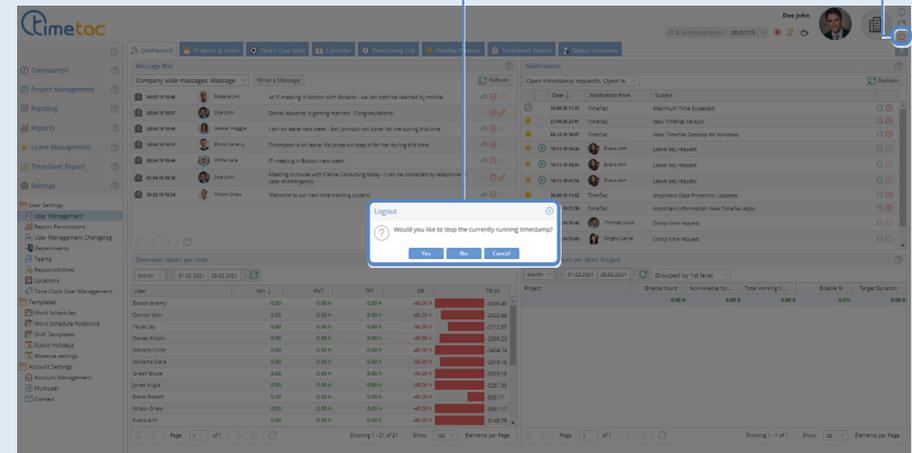
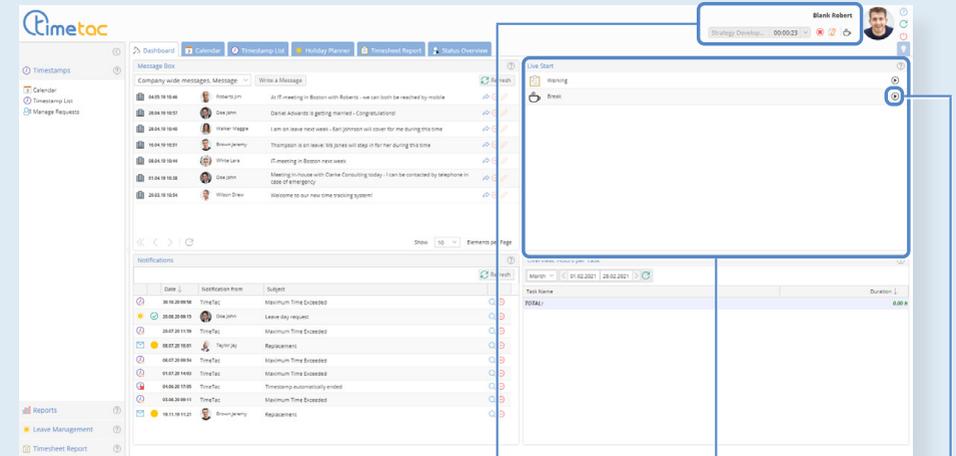
You can also select a task using the **drop-down menu** in the quickstart bar in the upper right corner. The new timestamp will start running once you click on the task.

## Pause the time tracking

You can track breaks by clicking on the **play button** ③ next to the task “Break”, or by clicking on the **coffee cup** in the quickstart bar.

## Stop the time tracking

To stop a timestamp, you can either click the **stop button** next to the running task in the dashboard or in the quickstart bar. At the end of your workday, it is possible to log out using the **logout button** ④ and specify in the **pop-up window** ⑤ that the current timestamp should be stopped (see p. 4).



 You can only use live tracking if your manager has enabled it in user management.

## Time tracking via app and terminal

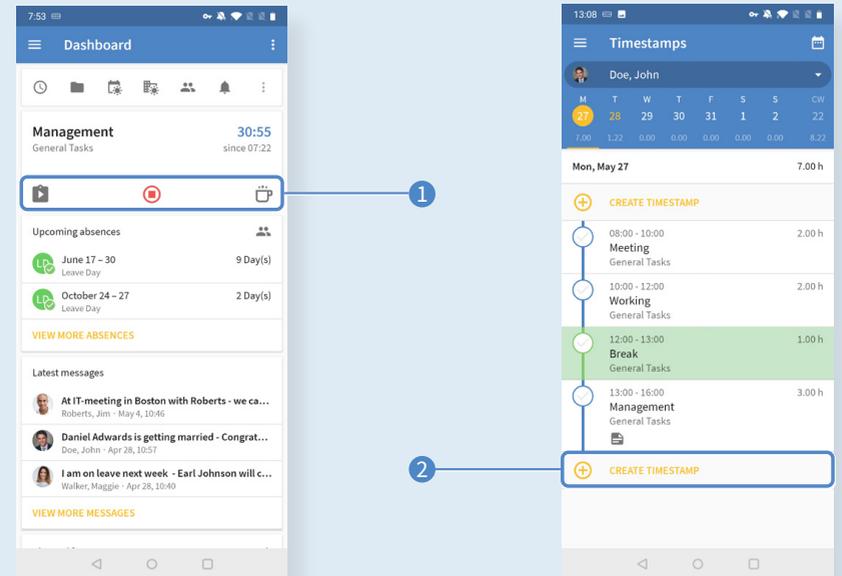
Depending on whether your company has decided to use these extended ways of time tracking, they are available to you.

Track working time using the handy **TimeTac app**, either by using the **dashboard quickstart bar** ① (click the play button) or by using the **plus icon** ② to create a new timestamp in the timestamp menu.

TimeTac offers three different options of terminals. If your company uses one of them, you can track time using either a **RFID chip** or your **fingerprint**. To do this, tap on the appropriate field on the terminal's user interface (e.g. the "Arrival" if you want to start a timestamp) ③ and identify yourself on the device by holding either your chip or your finger against the **reader** ④.



For more information on time tracking via app or terminal, see the corresponding instructions in the [TimeTac Knowledge Base](#).



# Timestamp list

You can view, edit and delete timestamps under the tab **timestamp list** ①.

## Requesting changes of timestamps

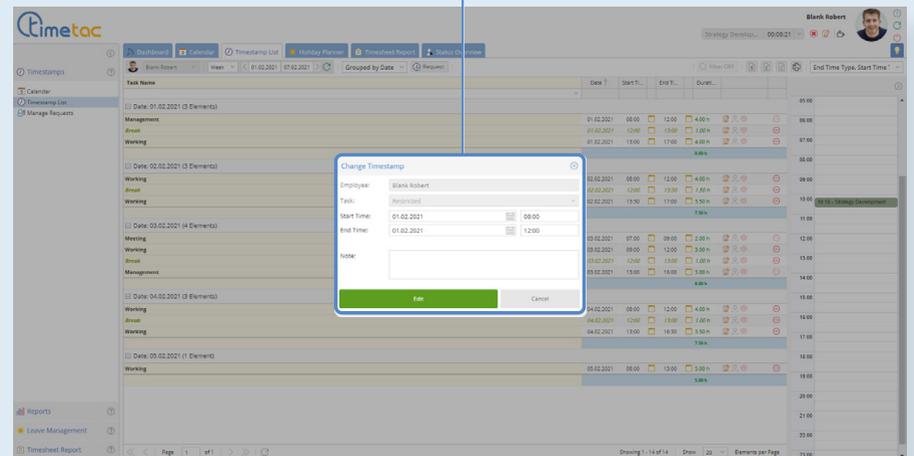
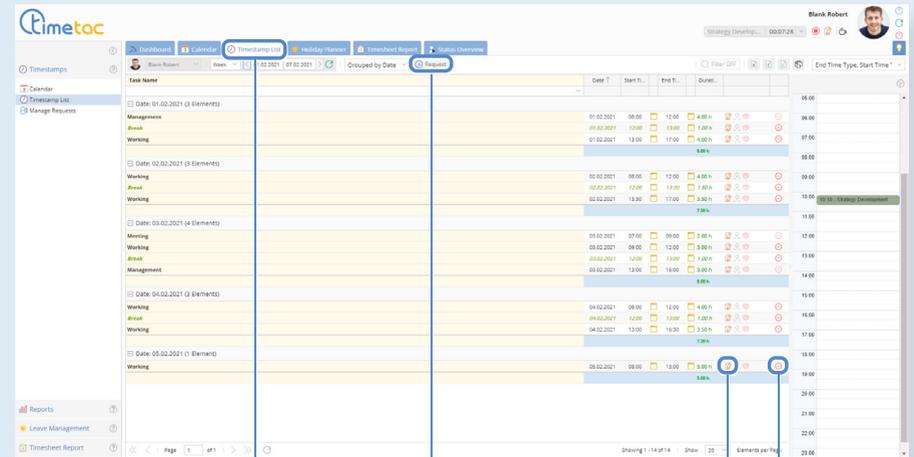
If you have made a mistake while tracking your time, you can request a change of the timestamp, which will then have to be approved by your department manager in most cases. To request a change, click on the **pencil icon** ② in the line of the corresponding timestamp. Now a **window** ③ opens in which you enter the correct time for this timestamp. Please **confirm** your timestamp.

## Deleting timestamps

You can delete timestamps by clicking on the red **minus symbol** ④ in the line of the timestamp.

## Requesting a new timestamp

If you want to insert a completely new timestamp, you can request it by clicking on **Request** ⑤ and filling out the form. As soon as your supervisor has **approved the request**, the timestamp will appear here in the **timestamp list**.



 If you make a request, your head of department will be informed automatically. You can find out whether they already accepted the request on the dashboard under notifications.

# Calendar

The TimeTac calendar offers you the optimal **overview** of your timestamps. You can switch between **daily, weekly and monthly views**. Simply click on the corresponding selection in the menu **1**.

## Change timestamps

You can split timestamps, for example, if you have forgotten to change the task. Open the **context menu** **2** by right-clicking on the desired timestamp and select **Split timestamp**. You can also edit timestamps here.

The context menu offers further options: With **Insert Timestamp** you can insert a timestamp in the middle of an already existing timestamp. With a click on **Insert Timestamp Before** or **Insert Timestamp After** you can specify where the timestamp will be inserted.

To delete a timestamp, click on **Delete Timestamp**.

## Inserting Break

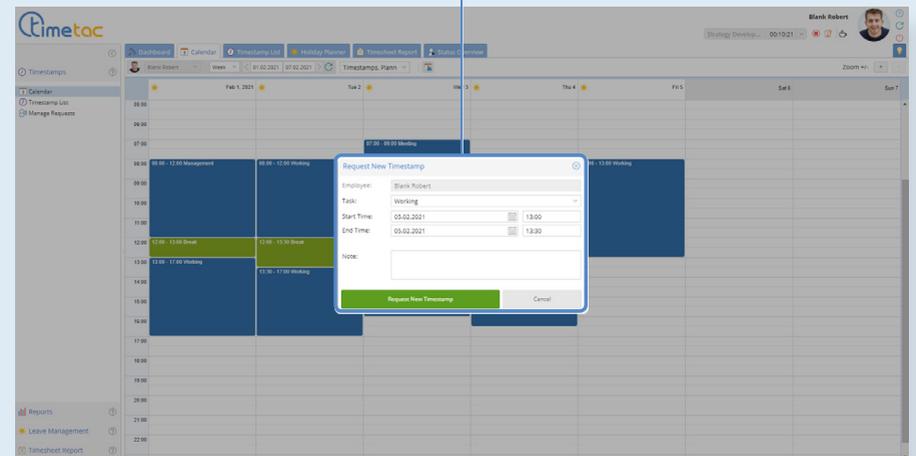
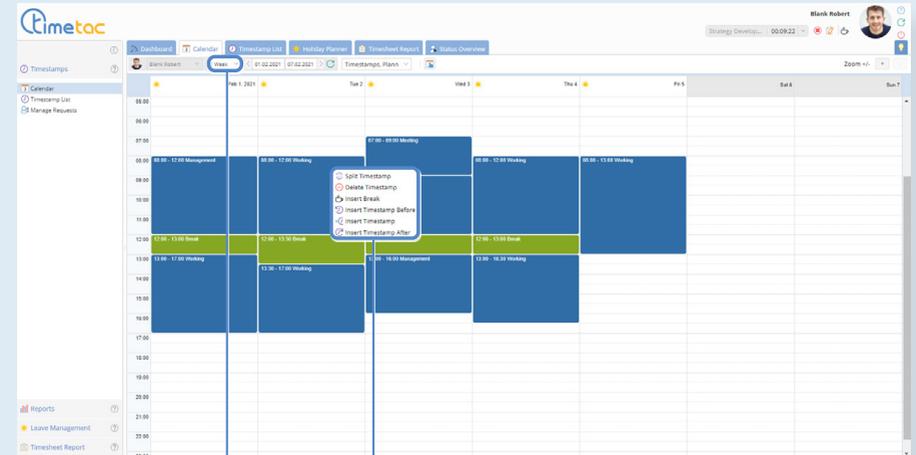
Click on **Insert Break** in the context menu. You can now adjust the start and end of the break. The duration of the break is calculated automatically.

## Requesting a new timestamp

If you want to insert a completely new time entry, you can request it either by clicking into the calendar or by clicking on the desired **time period with the left mouse button held down**. Fill in the form **3** and confirm your input.

i

Existing timestamps can be shortened or extended by dragging the lower or upper edge of the timestamp up or down.



# Timesheet report

The timesheet report in TimeTac provides you with a **clear listing** of working hours, leave days, etc. In addition to the tracked **working hours** and **absences**, your **overtime** is also calculated automatically.

Click on the tab **Timesheet Report** ① to display working hours and absences. Select the desired **time period** ②. In most cases, the monthly view is recommended.

 The timesheet report always contains all data tracked up to the current day. New timestamps are updated overnight and leave days are only included on the day of the absence.

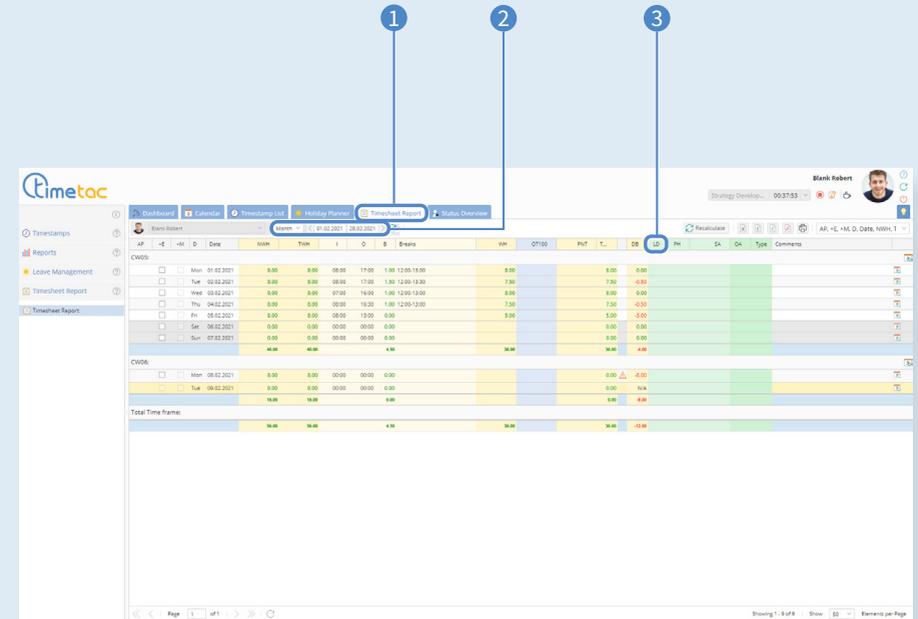
Due to the numerous columns in the time sheet, you will get extensive data about your working hours and absences. If you move the mouse pointer over the column heading, an explanation of the respective column will be displayed.

 Use the light bulb icon in the upper right corner to get a virtual tour through the different columns of the timesheet report.

## Entering leave days and other absences

If you only use the module Employee Time Tracking, your supervisor must enter your leave days here for the timesheet report to be correct. Contact your supervisor to plan your absences. The **column LD** ③ shows you if a leave day has been entered. The same applies for comp time.

If you also use the module **Leave Management**, you can request your absences online and have them approved by your supervisor. The absence days will then be automatically transferred to the timesheet report. To find out how to use the module Leave Management, please refer to the [Anleitung des Moduls](#).



## Using the timesheet report

### Ongoing control

All tracked timestamps are recorded in TimeTac. Via the timesheet report the tracked hours can be checked. If hours are tracked as overtime, they will only be shown in the corresponding column. Errors can be corrected via the timestamp list or the calendar.

### Weekly and monthly activities

The checked and correctly entered days can be displayed by clicking on the checkbox in the **column +E** ①. After that, the timesheet will be checked by the responsible manager, who approves it with a click on the checkbox in the **column +M** ②.

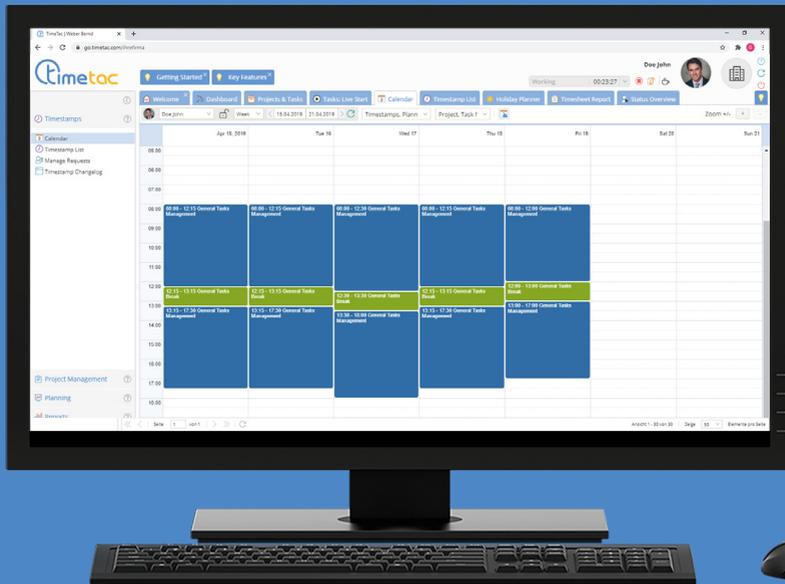
As soon as you mark a day as completed, all previous days will also be marked as completed. Changes to timestamps or newly added timestamps will not be applied to times that have already been confirmed.

Therefore, only confirm if you are sure that the timestamps are correct. If you want to make changes even though you have already confirmed the timesheet, contact your department manager. Managers can activate the closed time period for you again at any time.

The screenshot displays the TimeTac Timesheet Report interface. The main table shows the following data for the week of 01.02.2021 to 07.02.2021:

Date	Min	Total	OTime	Pmt	Dp	Lp	Pm	Sd	Ck	Type	Comments
Mon 01.02.2021	8:00	8:00	08:00	17:00	1:00	12:05:18:00		8:00	8:00		
Tue 02.02.2021	8:00	8:00	08:00	17:00	1:00	12:00:18:00		7:00	7:00	-0:00	
Wed 03.02.2021	8:00	8:00	07:00	16:00	1:00	12:00:18:00		8:00	8:00	0:00	
Thu 04.02.2021	8:00	8:00	08:00	16:30	1:00	12:00:18:00		7:00	7:00	-0:00	
Fri 05.02.2021	8:00	8:00	08:00	13:00	0:00			5:00	5:00	-3:00	
Sat 06.02.2021	8:00	8:00	00:00	00:00	0:00			0:00	0:00	0:00	
Sun 07.02.2021	8:00	8:00	00:00	00:00	0:00			0:00	0:00	0:00	
<b>CW05:</b>	<b>48:00</b>	<b>48:00</b>	<b>4:00</b>	<b>34:00</b>	<b>34:00</b>	<b>-0:00</b>					
<b>CW06:</b>	<b>8:00</b>	<b>8:00</b>	<b>00:00</b>	<b>00:00</b>	<b>0:00</b>	<b>-0:00</b>					
<b>Tue 08.02.2021</b>	<b>8:00</b>	<b>8:00</b>	<b>00:00</b>	<b>00:00</b>	<b>0:00</b>	<b>0:00</b>		<b>0:00</b>	<b>0:00</b>	<b>0:00</b>	
<b>Total Time Frame:</b>	<b>56:00</b>	<b>56:00</b>	<b>4:00</b>	<b>34:00</b>	<b>34:00</b>	<b>-0:00</b>					

We wish you a successful start  
with TimeTac!



TimeTac

[www.timetac.com](http://www.timetac.com)