



# Quick Start for Employees

## Access to Your Timebutler User Account

Your company will create a Timebutler user account for you. You will then receive a welcome email with your login details. Open [www.timebutler.com](http://www.timebutler.com) and click "**Login**" in the top right corner to log in to your user account. On the registration page, log in using your username (email address) and password. You'll find these details in the welcome email you received from Timebutler.

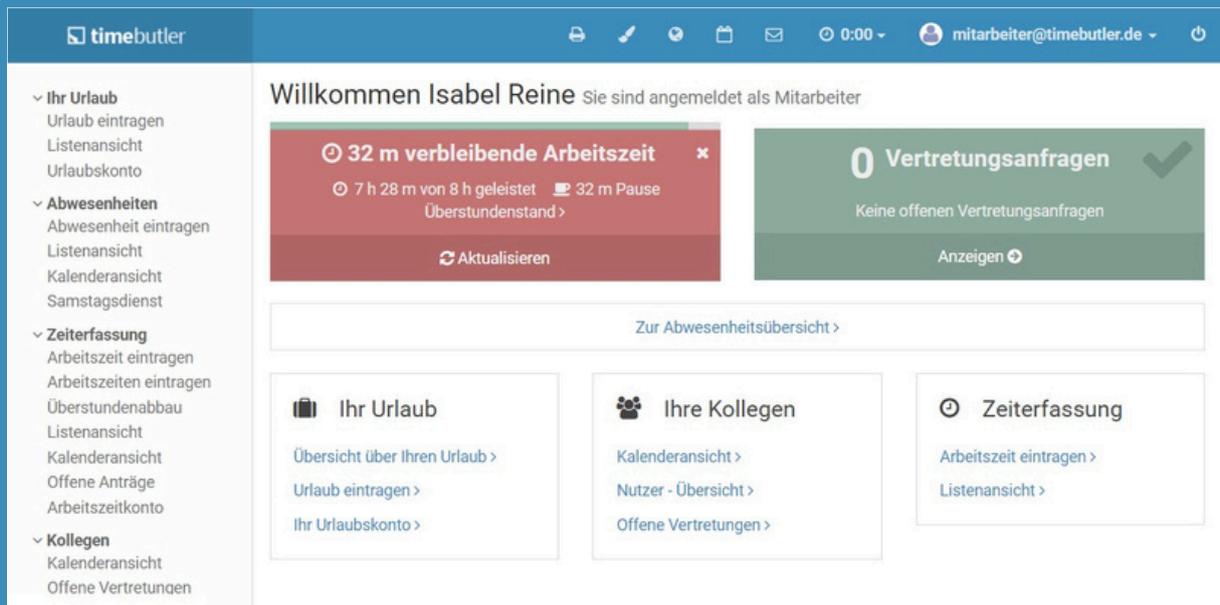
With the Option "Stay Logged In," You Will ...  
Be automatically logged in in the future without having to enter your username and password.



The screenshot shows the Timebutler login interface. At the top, there is a home icon and the Timebutler logo. The main heading is "Anmelden". Below this, there are input fields for "E-Mail" and "Passwort". A link "(Passwort vergessen?)" is next to the password field. There is a checkbox for "Angemeldet bleiben" and a blue "Anmelden >" button. Below the button, there is an "oder" separator and a section for "Anmelden mit" featuring the Google logo. At the bottom, there is a link "Sie sind neu hier? Jetzt ein Nutzerkonto erstellen >".

## The Dashboard – Timebutler at a Glance

After logging in, you will be taken to the dashboard, the central home page.



The screenshot shows the Timebutler dashboard for a user named Isabel Reine. The top navigation bar includes the Timebutler logo, utility icons, a clock showing 0:00, and the user's email address "mitarbeiter@timebutler.de". The main content area is titled "Willkommen Isabel Reine Sie sind angemeldet als Mitarbeiter". It features two prominent panels: a red one showing "32 m verbleibende Arbeitszeit" (32 minutes remaining working time) with a breakdown of "7 h 28 m von 8 h geleistet" and "32 m Pause", and a green one showing "0 Vertretungsanfragen" (0 substitution requests). Below these are three quick action boxes: "Ihr Urlaub" (Your Vacation), "Ihre Kollegen" (Your Colleagues), and "Zeiterfassung" (Time Tracking). A left sidebar contains a menu with categories like "Ihr Urlaub", "Abwesenheiten", "Zeiterfassung", and "Kollegen", each with sub-options like "eintragen", "Listensicht", and "Kalenderansicht".

The two panels display information about today's working hours and an overview of open substitution requests. However, these panels will only be displayed if an admin has enabled time tracking for you and if substitution requests require confirmation. The quick links on the dashboard take you to the most important areas in Timebutler.

Click on the logo in the top left corner to return to the dashboard.

A notice:

Your company logo or no logo may be displayed instead. The area is clickable in any case.

## The Navigation Bar

- ▼ **Ihr Urlaub**
  - Urlaub eintragen
  - Listenansicht
  - Urlaubskonto
- ▼ **Abwesenheiten**
  - Abwesenheit eintragen
  - Listenansicht
  - Kalenderansicht
- ▼ **Zeiterfassung**
  - Arbeitszeit eintragen
  - Überstundenabbau
  - Listenansicht
  - Kalenderansicht
  - Arbeitszeitkonto
- ▼ **Kollegen**
  - Kalenderansicht
  - Stempeluhrstatus
  - Ihre Kollegen
- ▼ **Einstellungen**
  - Ihr Nutzerkonto
  - Sicherheit
  - Integration
  - Ihre Feiertage

On the left side of all pages, there is a navigation bar that takes you to all areas of Timebutler.

**Under Your Vacation**, you'll find links to your vacation requests and your vacation account. You can submit a new vacation request and check whether your vacation requests have been approved.

**Under Absences**, there are links for absences, such as sickness entries, home office, business trips, etc.

In the **Time Recording** section, you will find links for entering working hours and overtime reduction, as well as the calendar view and the working time account with information on the overtime status and the working time worked.

**Under Colleagues** you can find out about colleagues' absences and the live time clock status.

In the **Settings** section, you will find an overview and settings for the security of your user account, your holidays, and more. If overtime management is activated, you will also see an overtime section.

The navigation bar in your user account may differ significantly from this example. An admin determines which areas, viewing rights, and features are available to you.

## Calendar View of Absences

In the left navigation bar, under **Colleagues**, click **Calendar View** to access the calendar view of your colleagues' absences.

**Kalenderansicht** Filter anzeigen

< Januar | 
 1. - | 
 Februar - | 
 März > | 
 Heute

		Februar							März																											
		Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di	Mi	Do	Fr	Sa	So	Mo	Di														
		KW 5							KW 6							KW 7							KW 8							KW 9						
Schülerien: D - Nordrhein-Westfalen		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
Brandt, David																																				
Gerber, Kathrin		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
Hurtiger, Franz		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
Lange, Friedhelm		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
Neu, Sebastian		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
Reine, Isabel		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
Steger, Kai		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
Weise, Patrick		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							

**Legende**

Wochenende (Sa/So)	Feiertag	Feiertag, halber Tag	31	Arbeitstag	Freier Tag	Schülerien (ohne Gewähr)
Ua	U <sup>?</sup>	U	*	Sonderurlaub	Vertretung	Geburtstag / Firmenjubiläum
B	D <sup>?</sup>	E	H	Homeoffice	Kk	Krankheit (K+ = Attest eingereicht)
Kz	M	Überstunden	G	Genehmigter Überstundenabbau	B	Unbezahlter Urlaub
Tr						

## Enter Vacation and Absence

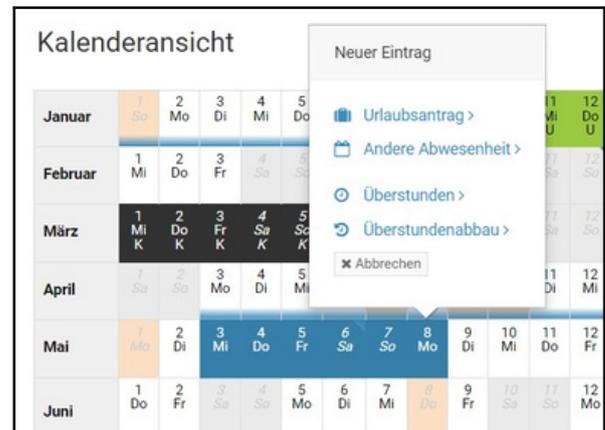
You can enter vacation and absence entries and have several options:

### 1 Entry Via the Calendar

Open your **Calendar View** and click on the desired start and end dates. A window opens with the selection for a vacation request or another absence (for example, home office, illness or business trip).

Note:

The overtime and overtime reduction options only appear if your company has activated time tracking or the overtime feature.



### 2 Enter Vacation Using the Input Form

Click on **Your Holiday > Enter Holiday** in the top left corner.

### 3 Enter Absence Using the Input Form

Click **Absences > Enter Absence** in the top left corner.

## Your Vacation Account

Urlaubskonto (2023)	
Urlaubsanspruch	25,0 Tage
Resturlaub	6,5 Tage
Sonderurlaub	0,0 Tage
<b>Zwischensumme</b>	<b>33,5 Tage</b>
Verfallener Urlaub	3,5 Tage
Ausbezahlter Urlaub	0,0 Tage
Genehmigter Urlaub	19,0 Tage
▶ davon Urlaub ohne Sonderurlaub	18,0 Tage
▶ davon Sonderurlaub	1,0 Tage
<b>Minus Zwischensumme</b>	<b>minus 22,5 Tage</b>
<b>Verbleibender Urlaub</b>	<b>= 11,0 Tage</b>
Geplanter Urlaub (In Bearbeitung / Beantragt)	4,0 Tage
Verbraucht: 22,5 Tage <span style="float: right;">Verfügbar: 11,0 Tage</span>	

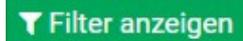
Timebutler automatically manages and calculates your vacation account based on your weekly working days, public holidays, vacation entitlement, special leave and more.

You can find an overview of your vacation entitlement, used vacation, remaining vacation, special vacation, expired vacation, etc. in your vacation account.

To do this, click on **Vacation > Vacation Account** in the left navigation bar.

## Useful Information

**Filtering Views:** you can filter most views, for example, by time period or approval status. You'll find a green "**Show filter**" button in the top right corner of various pages.



**Detailed View of Absences and Working Time Entries:** you can find a wealth of additional information about each absence and working time entry in the detailed view. To do so, click the blue magnifying glass button in a list view – or click on the desired absence in the calendar.

**Viewing and Editing Rights:** your HR Department or your supervisor determines which viewing rights you have for which employees and which editing rights are enabled. If you need additional viewing rights, contact your supervisor. A user with admin rights can extend your rights.

**Download Data:** if your admin has granted you the right to do so, you will find a Download button above the list in all list views. This allows you to download the data as an Excel file.



You can always find more information online at

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