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Quick Start for Supervisors

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Access Your Timebutler User Account

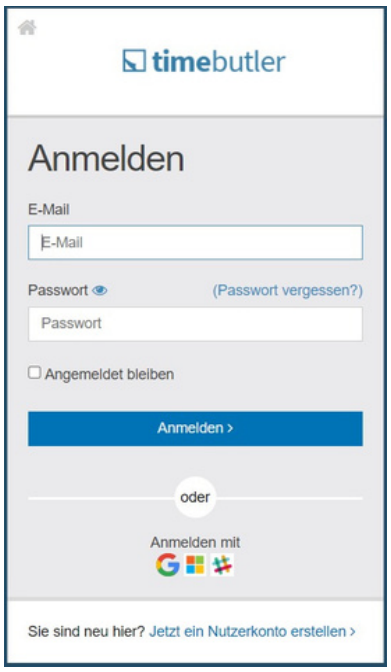
Your company will create a Timebutler user account for you. You will receive a welcome email with your login details.

Open www.timebutler.com and click "**Login**" in the top right corner to log into your user account.

On the registration page, log in using your username (email address) and password. These details are in the welcome email you received from Timebutler.

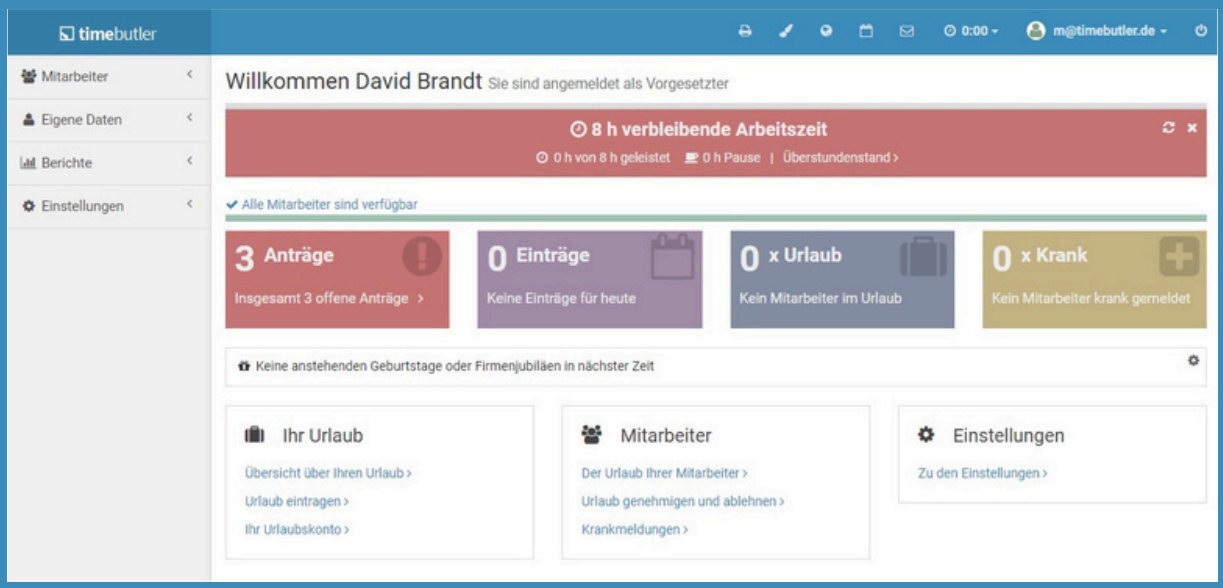
About the “Stay Logged In” Option

You will be automatically logged into Timebutler without having to enter your username and password.



The Dashboard: Timebutler at a Glance

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



The four information panels in the middle of the page provide a summary of employee absences. You can also see how many employees are available and whether any birthdays or company anniversaries are coming up.

The left panel is particularly important: it indicates whether there are any pending requests and is colored red when this is the case. As a supervisor, you can, for example, approve your employees' vacation requests. Clicking on this panel will expand the display of pending requests and provide you with further links to process the requests.

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

Note: Your company logo may be displayed instead, or no logo at all. The area is clickable in any case.

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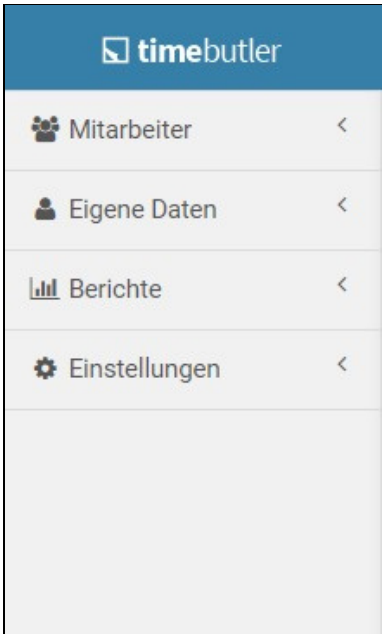
The Navigation Bar



The left navigation bar in your user account provides access to all areas of Timebutler.

Under **Employees**, you'll find links to all functions related to your employees. Here, for example, you can enter a business trip for an employee or view vacation accounts and open requests.

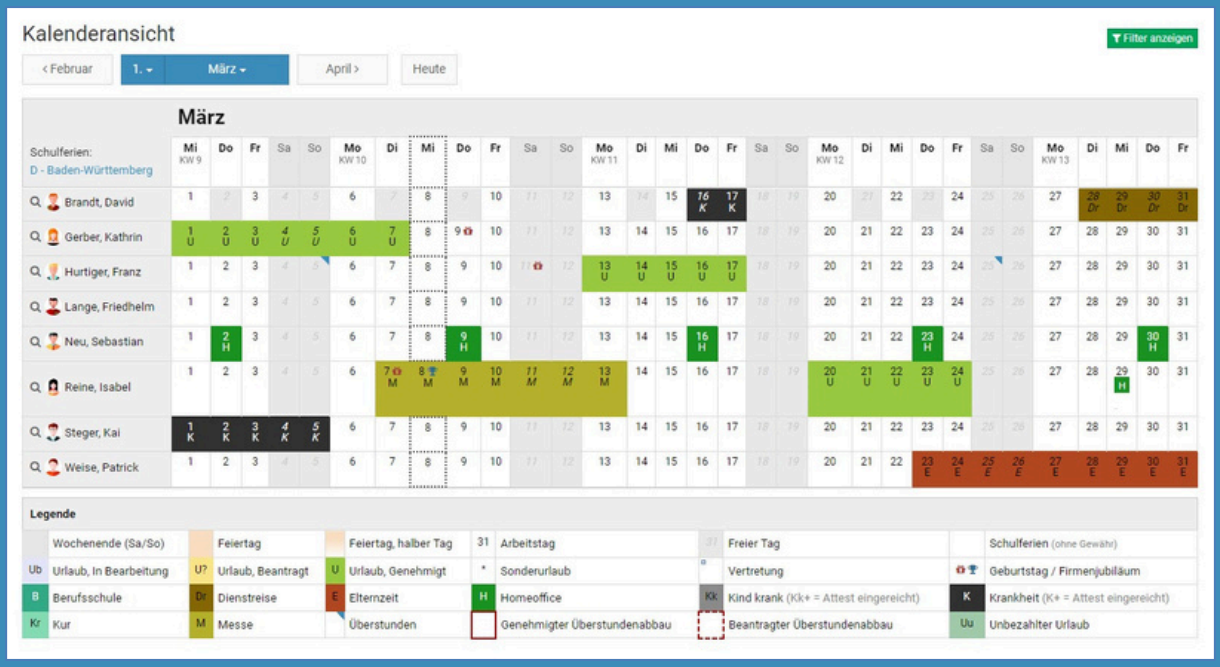
Under **My Data**, you will find the links for your own entries:
Your own vacation account, your own absences, etc.

Under Reports, you can create and download reports. Note that if your admin has disabled reports for supervisors, this navigation item will not be visible.

Under Settings, you can configure Timebutler according to your needs and apply settings to your employees' user accounts.

Calendar View of Absences

Click on Employees in the left navigation bar, then click on **Calendar View** below **Absences** to access your employees' calendar view.



The color-coded markers show which employees are absent and which absences have been entered. Hovering over an absence entry displays additional information about the entry, such as the calendar days, the absence status, substitutes, or details about birthdays and company anniversaries. The gray shades also indicate which days employees have off. The text below the calendar explains the meaning of the calendar entries.

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Enter Vacation and Absences

Employees can enter absences independently. As a supervisor, you can enter absences for your employees or yourself.

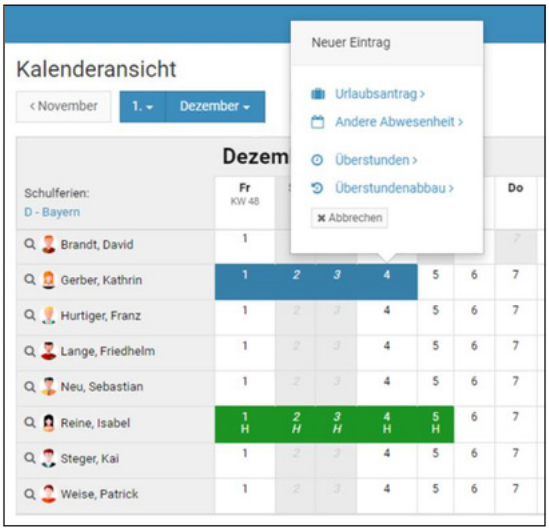
There are several ways to enter absences:

❶ Entry Via the Calendar

Open a **Calendar View** and click on the desired start and end dates.

A window will open where you can choose whether you want to enter a vacation request, another absence (e.g. home office, illness or business trip), overtime or overtime reduction.

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



❷ Enter Absence Using the Input Form

In the top left corner, click **Employees > Absences > Enter Absence**.

❸ Enter Vacation Using the Input Form

Click on **Employees > Requests > Enter Vacation** in the top left corner

Approve or Reject Applications

For new absences that require approval, you will receive an email with all the information about the request. It also includes two buttons for conveniently approving or rejecting the request.

In your Timebutler user account, you can always access and edit all open applications:

In the dashboard (see above), you will see the number of open applications in the left panel, and with a mouse click, you can access the overview to approve applications.	Via the navigation bar: Click on **Employees** in the left navigation bar, then: Open applications Open cancellation requests Open representations

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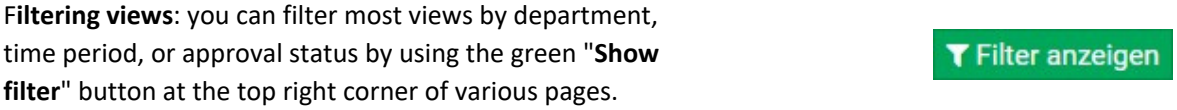
Vacation Accounts

Timebutler maintains and calculates a vacation account for each employee based on all specifications, such as weekly working days, public holidays, vacation entitlement, special leave, and more.

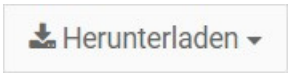
You can access an overview of your employees' vacation accounts by clicking on **Employees** in the top left navigation bar, then on **Vacation Accounts** below **Absences**.

Useful Information

F**iltering views**: you can filter most views by department, time period, or approval status by using the green "**Show filter**" button at 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 Rights and **Editing Rights**: your HR department or your supervisor determines which viewing rights you have for which employees and which editing and approval rights are enabled. If you need additional viewing rights, contact your supervisor. A user with an admin account 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.