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Instructions for Time Recording

Version 1.1
www.timebutler.com

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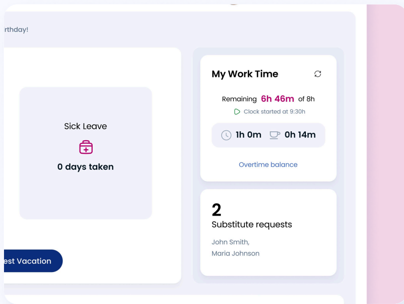
Time Tracking with Timebutler

With Timebutler, you can effortlessly track your working hours. Thanks to the time clock, you can conveniently and automatically record working hours with just a few clicks.

Let Timebutler calculate your overtime and working time. Stay informed about your work status at any time: all working time data is available at any time.



Record Working Hours

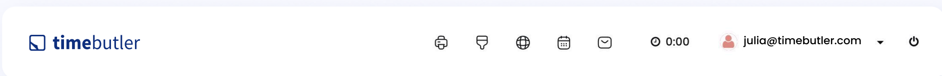
Timebutler offers three different ways to record working hours:

1. Time clock in the user account
2. Entry via the input form
3. Recording in the time recording terminal

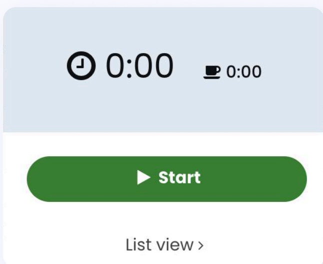
Please note:
An admin decides which of the three input options are available to you.

1 Record Working Hours: Time Clock

If your admin has enabled this option for you, you can easily record your working hours using the time clock. To do so, log in to your user account at timebutler.com. On all pages in your user account, your email address will be displayed in the top right corner, and directly next to it, you'll see the time clock in idle mode, symbolized by the display **"0:00"**, as follows:



- Click on **"0:00"** and the time clock will appear:



Start Stamp Clock

Clicking the green **"Start"** button starts recording your working hours. You can now continue working with Timebutler or exit Timebutler: the time clock will still continue recording your working hours. The time recorded by the time clock is always displayed in real time in your user account, for example after 7 hours and 53 minutes:

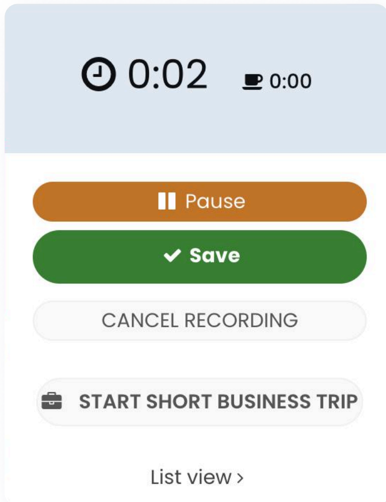
Record Break

To pause the time clock, open the time clock again by clicking on the time entry and then click the **"Pause"** button. The time clock display will turn orange and display a coffee cup in the bar, indicating that the time clock is paused.

Stop Time Clock, Save Working Time

At the end of the working time, open the time clock again by clicking on the time entry and then click on the **"Save"** button in the time clock.

If your admin has defined projects and/or categories, you will now have the option to book working time for these options.



Interruptions and Logging Out

When the time clock is running or you are on a break, you can log out of Timebutler or shut down your laptop/PC or drive to a customer appointment. Timebutler continues to record working hours in the background. If you then log in to Timebutler again at a later time, the working time will continue to be recorded, and you can save the entire working time.

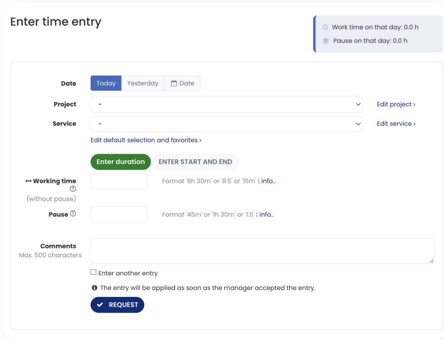
2 Record Working Hours: Input Via the Input Form

Entering a Working Time Entry

As an employee, click Enter Working Time in the left-hand navigation below Time Tracking. As an admin or supervisor, click **“Employee”** in the top left corner, then click **“Enter Working Time”** below Time Tracking. This will take you to the input screen for a new working time entry.

Depending on which options your admin has enabled, you can enter the working hours directly here, including the start and end times or just the duration.

The blue box at the top right of the page shows you which working hours and break times are already entered for the selected date.

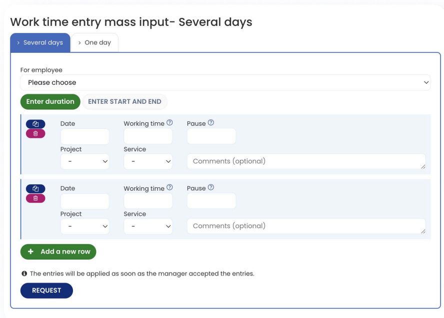


Enter Multiple Working Time Entries

As an employee, click **“Enter Working Hours”** below **“Time Tracking”** on the left.

As an admin or supervisor, click Employee in the top left, then click **“Enter Working Hours”** below **“Time Tracking”**. This will take you to the input mask for several new working time entries.

You can use the blue button to copy an entry and quickly create multiple entries for multiple days. The **”Add Row”** button provides more options for additional entries.



Entry form not available?

An admin can determine whether you are allowed to enter working hours via the entry form. If you don't see the links mentioned above, the entry hasn't been activated. Instead, you can record working hours using the time clock.

Buttons missing?

Other options can also be set by an admin. Perhaps no projects or categories have been created, so you won't see these options. Or, when entering working hours, the start and end times must be specified, not just the duration. Other settings also change how the input form is displayed.

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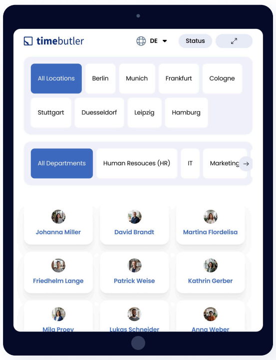
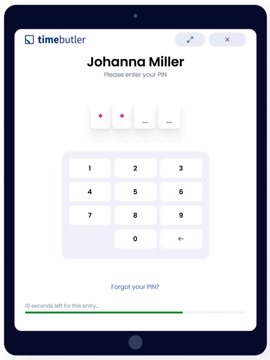
3 Record Working Hours: Time Recording Terminal

An administrator in your company can activate the time recording terminal on a tablet and make the tablet available to employees in a central location, for example at the office entrance or in the personnel area.

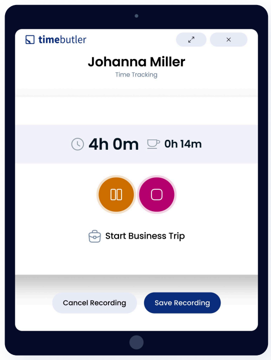
At the time recording terminal, every employee can then operate the time clock with just a few clicks. To do so, click on the tile with your name on the home screen. To find your name more quickly, you can click on the upper tiles to filter by location or department. Next, you have the option to enter your personal PIN. This will take you to the time clock, which displays your current working hours. You can start, pause, and stop the time clock.



Home Screen



Login



Record

Your PIN for the time recording terminal.

You can view or set a new PIN for the time recording terminal by logging into your Timebutler user account and then clicking on **“Settings” > “Security”** in the bottom left corner.

Current Status of Working Hours

On the dashboard, the home page after logging into your Timebutler user account, you will see real-time information about your working hours in a separate panel:

- How much working time you’ve completed so far today
- How many breaks you’ve taken
- How much time you have left to reach your target
- Any remaining working time still unaccounted for

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View and Analyze **Working Hours**

List view of working time entries

In the list view of timesheet entries, you'll see all entries clearly displayed and can edit or delete them. As an employee, click on **“List View”** below **“Time Tracking”** on the left. As an admin or supervisor, click on Employee in the top left, then click on **“List View”** below **“Time Tracking”**.

To edit an entry, click the pencil icon next to it. To delete an entry, click the trash can con.

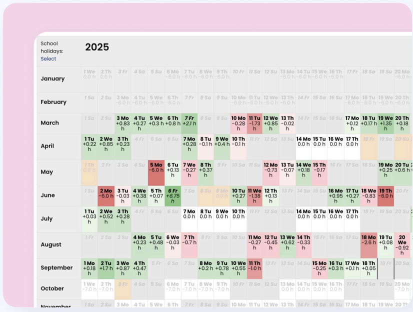
Calendar View of Overtime and Working Time Entries

As an employee user, click **“Calendar View”** on the left below **“Time Tracking”**.

As an admin or supervisor, access the timesheets and click the tear-off calendar icon next to an employee's name. This will take you to the calendar view of the timesheet entries, which offers two views:

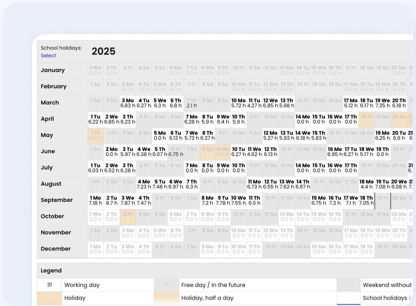
1. **Overtime**

   In the overtime calendar view, the color-coded highlights allow you to identify periods or days with the highest number of overtime hours or negative hours. Hovering over a day displays additional detailed information.



2. **The working hours**

   The working hours calendar view provides a quick overview of the working hours entries for each calendar day. Here, you can access information for the selected day by clicking on the calendar.



Overtime and the Working Time Account

Timebutler automatically maintains a working time account for each employee. This takes into account the employee's individual settings: recorded working hours, daily target working hours, vacation and sick leave, public holidays, settings for rounding working hours, capping overtime, and setup times. The working time account allows you to view your overtime balance and working hours for a specific period.

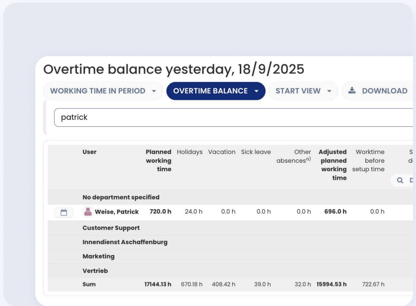
As an employee, click on **“Working Time Account”** below **“Time”** on the left. As an admin or supervisor, click on **“Employee”** in the top left, then click on **“Time”** below **“Time Tracking”**.

There are two different views in the working time account:

1 The working hours

By clicking the **"Working Hours in Period"** button, you can select the start and end dates and get an overview of the working hours in the selected period. This compares the planned working hours with the actual working hours, and the balance is displayed.

Possible rounding of working hours, overtime caps, setup times, and carryovers from previous years are intentionally not displayed.



2 Overtime balance

To find out the overtime balance on a specific date, click the **"Overtime Balance as of Date"** button on the page and then select the date. All information and settings regarding rounding, capped overtime, setup times, etc., are listed and included here. The last column, **"Overtime Balance"**, shows the overtime balance on the selected date.

Reading instructions.

The working time accounts are best read from left to right: almost all values in the columns result from the sum or difference of two previous columns. If you hover your mouse over one of the column headings, you will see additional information about the values in the column.

Break Regulations

Your employer may have set up a break policy for you. This policy ensures that certain minimum breaks are applied, for example, the break times stipulated by law after a certain working hour.

If you violate the minimum break or maximum daily working time when entering or recording your working time, Timebutler will intervene in the working time entry and try to change the entry to meet the requirements of the break policy, for example, by taking a longer break.

Depending on whether your admin allows the selection, you can then either accept or reject the proposed adjustment to the working time entry, or you will simply be informed of the necessary change and must agree to it in order to save the entry.