Quick Start for Employees

Version 1.1
www.timebutler.com

timebutler

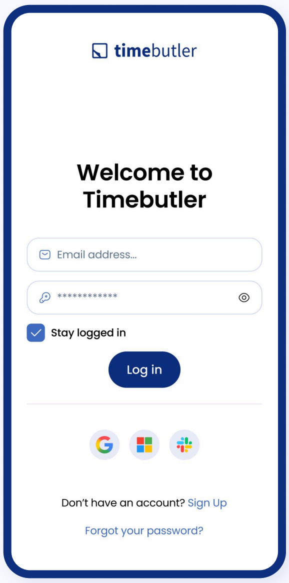
Access to Your Timebutler User Account

When your company creates a user account for you, you will automatically receive a welcome email with your login details.

Open www.timebutler.com and click on **“Login”** in the top right corner to log in to your user account.

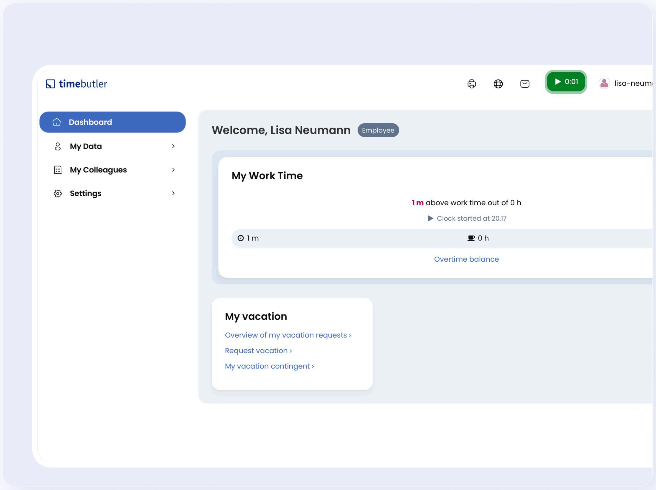
On the login page, sign in using your username (email address) and password. You'll find these details in the welcome email you received from Timebutler.

Note: With the Option **“Stay Logged in”**, you will be automatically logged in in the future without having to enter your username and password.



The Dashboard – Timebutler at a Glance

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



In the two panels, you'll see information about your working time for today as well as an overview of open cover requests or your time off. These panels are only shown if an admin has enabled time tracking for you and if cover requests require confirmation.

Using the quick links on the dashboard, you can also access the most important areas in Timebutler directly.

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

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

timebutler

The Navigation Bar

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.

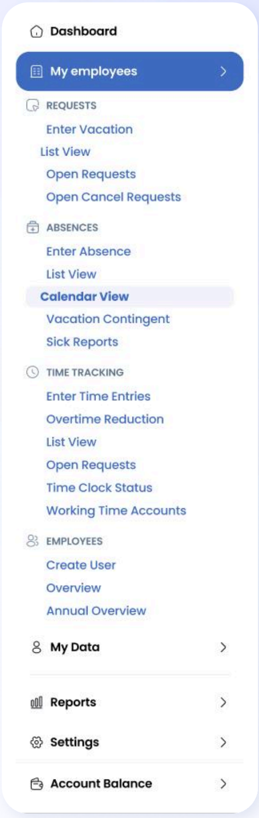
Under **"Absences"**, there are links for absences, such as sickness entries, home office, business trips, etc.

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 see an overview of your team's absences as well as the current time clock status.

In **"Settings"**, you'll find an overview of your user account, security settings, your holidays, and other options.

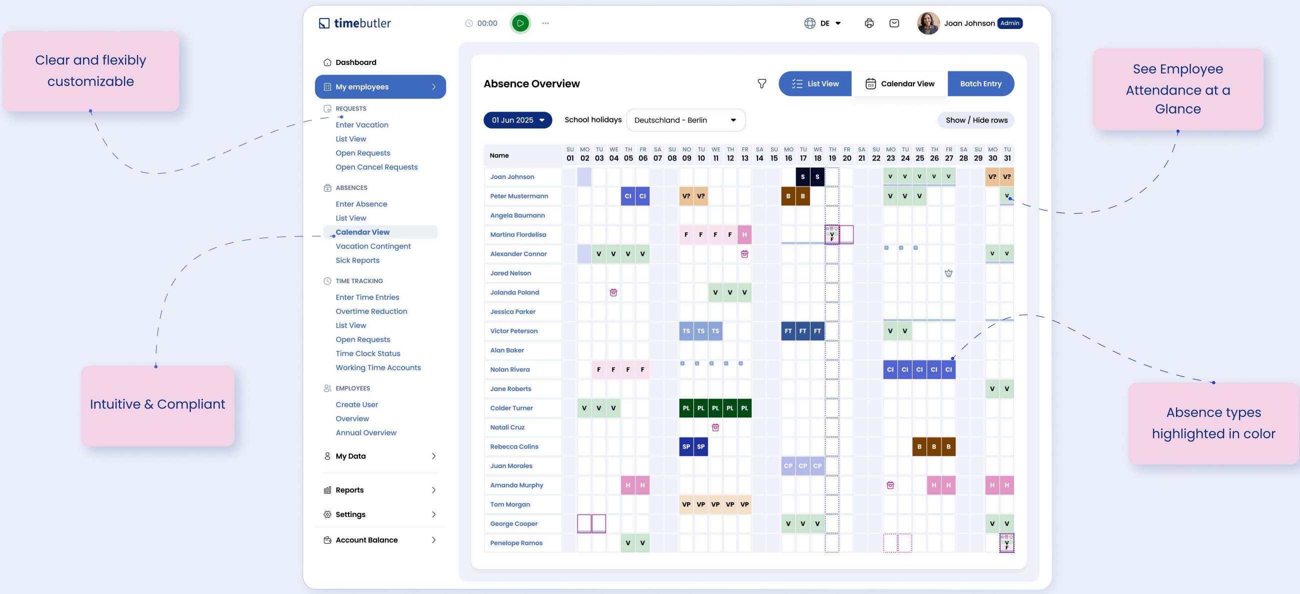
If overtime management is enabled, the Overtime section will also be available to you.



Note: 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

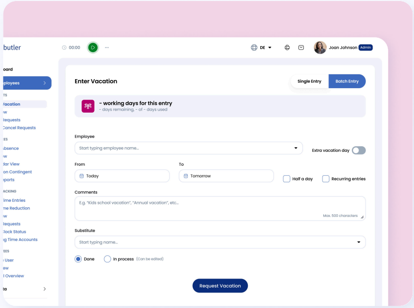
Click on **"Colleagues"** in the left navigation bar, then click on Calendar View below Absences to access your teams' calendar view.



timebutler

Enter **vacation and absence**

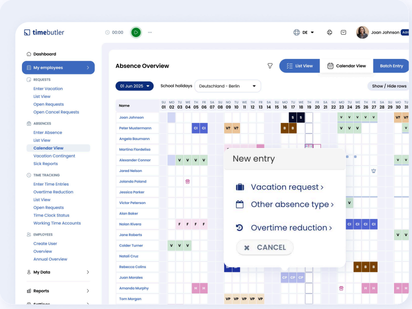
As an admin, you can enter absences for your employees, for yourself, and for all other users.



1 **Entry Via the Calendar**

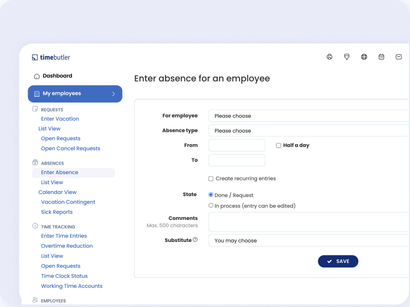
Open a **“Calendar View”** and click on the desired start and end dates. A window will open where you can choose whether you want to enter a vacation request, another absence (e.g. home office, illness or business trip), overtime or overtime reduction.

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



2 **Enter Vacation Using the Input Form**

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

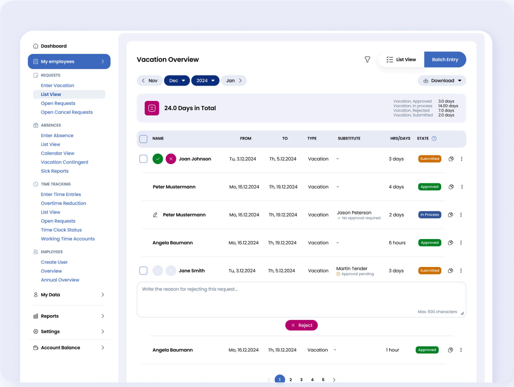


3 **Enter Absence Using the Input Form**

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

Your **Vacation** Contingent

Timebutler automatically manages and calculates your vacation contingent 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 contingent. To do this, click on **“My Data” > “Vacation Contingent”** in the left navigation bar.



timebutler

Useful Information

Here's some information to help guide you through useful options.

Filtering Views:

you can filter most views, for example, by department, by time period, or by approval status. You can do this by using the **"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 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 an 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