



# Quick Start for Supervisors

Version 1.1

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

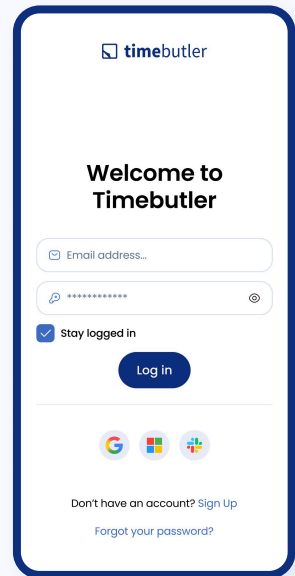


## Access to Your Timebutler User Account

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

Open [www.timebutler.com](http://www.timebutler.com) and click on “Login” in the top right corner to log in to your user account.

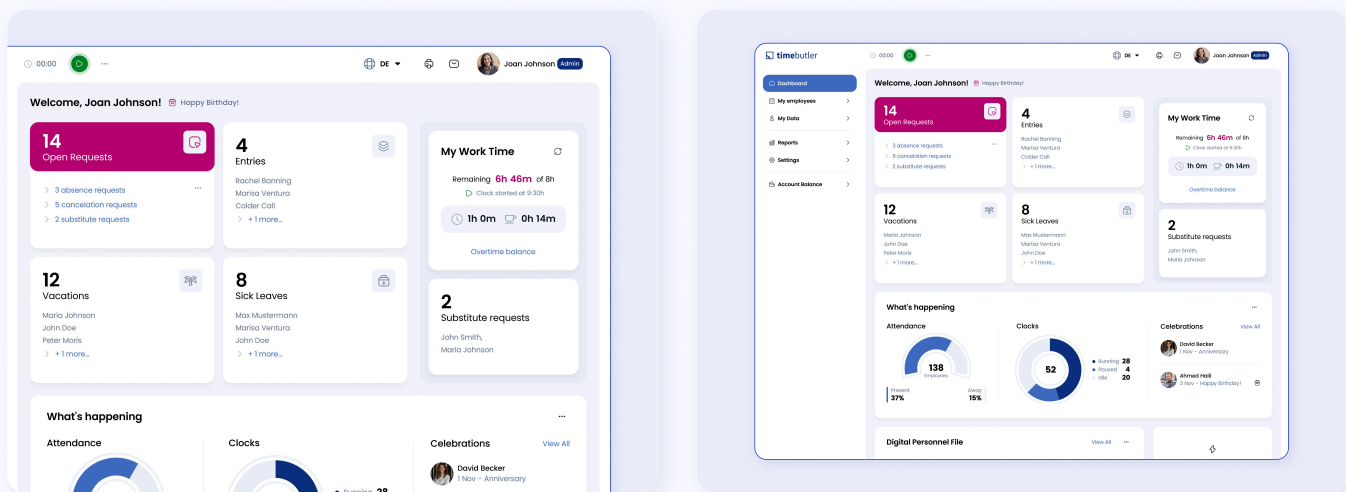
On the registration page, log in using your username (email address) and password. You'll find these details in the welcome email you received from Timebutler.



**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.



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. As an admin, you have access to all users and their absences, timesheets, settings, and all other data.

The left panel is particularly important: it indicates whether there are any pending requests and is colored red when this is the case. This allows you to approve your employees' vacation requests, for example. Clicking on this panel expands the display of pending requests and provides you with further links to process the requests.

**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.

# The Navigation Bar

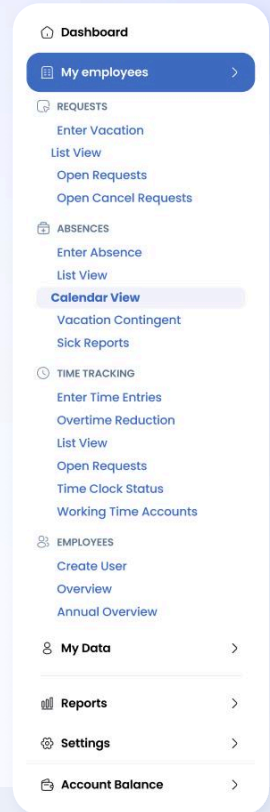
In your user account, you'll find the navigation bar on the left. This bar provides access to all areas of Timebutler.

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: If an admin has disabled reports for supervisors, this navigation item will not be displayed.

Under **"Settings"**, you can configure Timebutler according to your needs and make settings for 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.

## 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:**

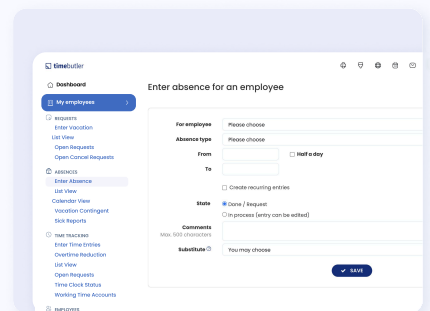
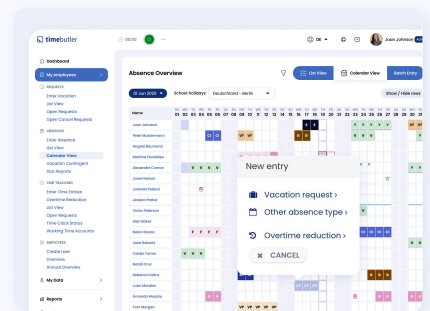
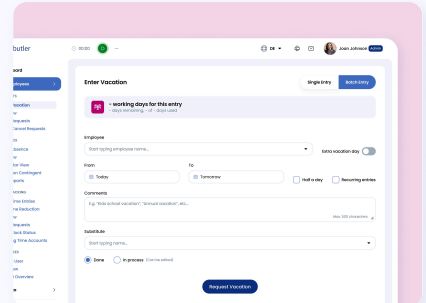
The overtime and overtime reduction options only appear if your company has activated time tracking or the overtime feature.

### 2 Enter Absence Using the Input Form

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

### 3 Enter Vacation Using the Input Form

Click on **“Employees” > “Requests” > “Enter vacation”** in the top left corner.



## Approve or Reject Requests

When your employees submit 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 requests:

#### In Dashboard

In the dashboard, (see above) you will see the number of open requests in the left panel and with a mouse click you can access the overview to approve requests.

#### Via the Navigation bar

Via the navigation bar, click on Employees in the left navigation bar, then below Applications on:

- Open Requests
- Open Cancellation Requests
- Open Substitute Requests

## 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 the vacation accounts of your employees and all other users by clicking on **"Employees"** in the top left navigation bar, then on **"Vacation Contingent"** below **"Absences"**.

## 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.

