

# COBI.time - User manual for the Manager

## Purpose and area of application

The following is a supplement to the user manual for the standard user of COBI.time for employees in management positions with employee responsibility. It supports the user in maintaining an overview of employees' time accounts and absences and in processing absence requests directly in COBI.time.

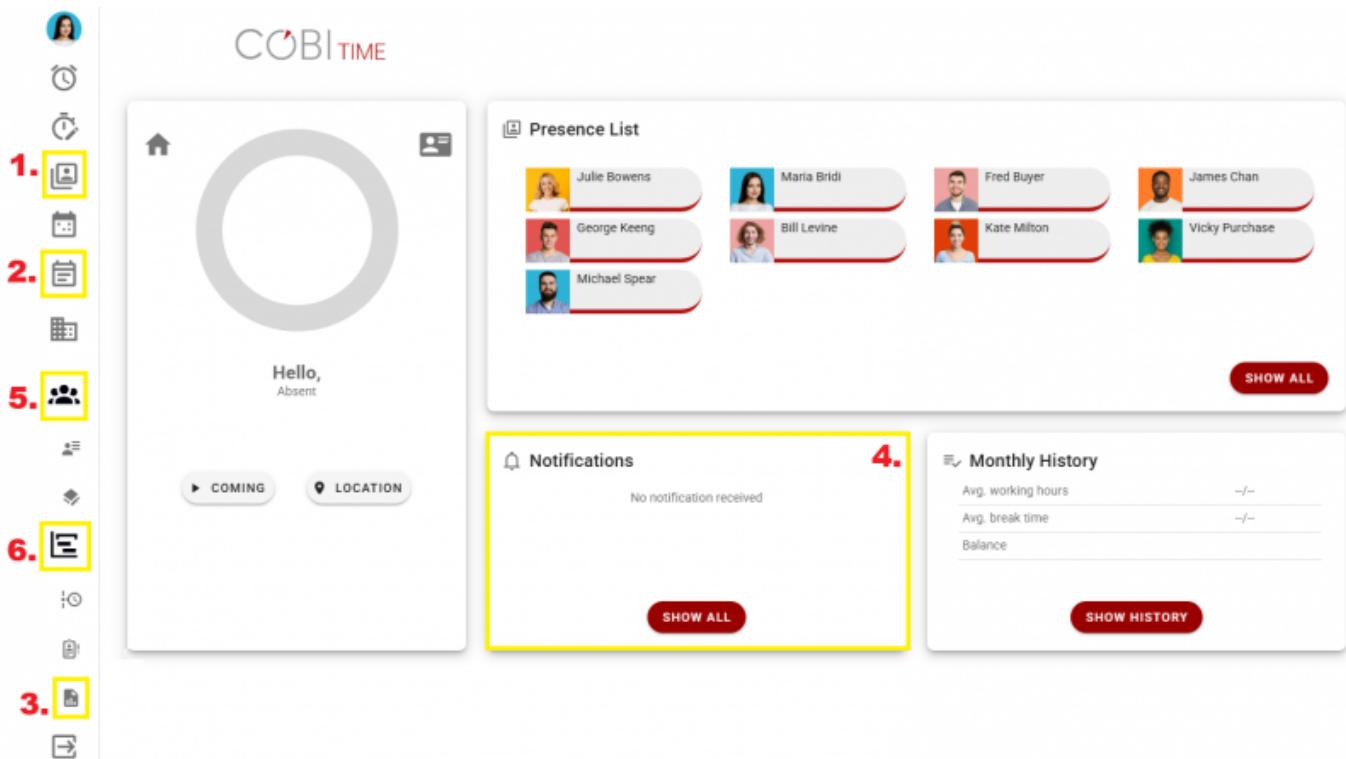
The modules for the supervisor/manager function are activated by the administrator via the user rights administration.

This manual covers the following additional modules:

- (Administration) - see Administrator user manual
- Attendance list
- Time report
- Absence overview

The Administration module is not covered in this user manual; please refer to the manual for the administrator.

After logging in to COBI.time, the supervisor receives the same dashboard as the standard user, but with the additional modules in the left menu bar, outlined in yellow in the image below.



## 1. Attendance List



Please refer to the user manual for the standard user for the general functions.

The supervisor/manager can view the following information about the employees. Clicking once on an employee opens an overview window in which you can find an overview of the current working time, the time account balance and the holiday days, see illustration below.

In addition, the supervisor has the option of clicking on the “Balance” to display the employee's monthly history.

The following window opens. A monthly overview is displayed showing the times and absences already booked. You can scroll forwards and backwards month by month using the arrows to the left and right of the monthly display.

# History

| History           |                   |                   |                   |                   |                   |    |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----|
| Julie Bowens      |                   |                   |                   |                   |                   |    |
| Date              |                   | 03.2024           |                   |                   | March             |    |
| ←                 | →                 | 03.2024           |                   |                   | March             | →  |
| Mo                | Di                | Mi                | Do                | Fr                | Sa                | So |
| 26                | 27                | 28                | 29                | Mär 1             | 2                 | 3  |
|                   |                   |                   |                   | (09:00) / (00:00) |                   |    |
| 4                 | 5                 | 6                 | 7                 | 8                 | 9                 | 10 |
| (08:00) / (01:00) | (08:00) / (00:00) | (08:00) / (00:00) | (08:00) / (00:00) | (09:00) / (00:00) |                   |    |
| 11                | 12                | 13                | 14                | 15                | 16                | 17 |
| (08:00) / (00:00) | (08:00) / (00:00) | (08:00) / (00:00) | (08:00) / (00:00) |                   |                   |    |
| 18                | 19                | 20                | 21                | 22                | 23                | 24 |
| Vacation          | Vacation          | Vacation          | Vacation          | Vacation          |                   |    |
| 25                | 26                | 27                | 28                | 29                | 30                | 31 |
| (08:45) / (00:30) |                   |                   |                   |                   | (01:17) / (00:10) |    |

## Timeaccount balance 09:02

By clicking on a single day, you get an overview of the time recording per day.

| History        |                  |          |
|----------------|------------------|----------|
| Julie Bowens   |                  |          |
| 04.03.2024     |                  |          |
| Monday         |                  |          |
| Status         | Timestamp        | Duration |
| Work started   | 04.03.2024 08:00 |          |
| Break started  | 04.03.2024 12:00 | 04:00    |
| Break finished | 04.03.2024 13:00 | 01:00    |
| Work finished  | 04.03.2024 17:00 | 04:00    |

Work Time is 08:00      Break Time is 01:00

+ 00:00      Timeaccount balance 46:00

If the employee has requested a time correction or for any other reason, the supervisor can correct times manually in this view and add a comment to the correction. The comment field is only mandatory if it has been activated in the general settings. Link zu den Einstellungen The comment may not exceed 400 characters.

Options for time correction:

| Status         | Timestamp  | Time  |
|----------------|------------|-------|
| Work started   | 04.03.2024 | 08:00 |
| Break started  | 04.03.2024 | 12:00 |
| Break finished | 04.03.2024 | 13:00 |
| Work finished  | 04.03.2024 | 17:00 |
| + Work started | 04.03.2024 | 00:00 |
| Work started   | 05.03.2024 | 08:00 |

If you click on a time that has already been booked, you can now set a different time.

Clicking on the arrow next to the status opens a selection menu in which a status can be selected accordingly.

You can add lines via the “plus” if, for example, you would like to add times to a project.

The entry does not necessarily have to be entered in the correct order of the daily schedule. The line automatically jumps to the correct position when the “Enter” key is pressed after the correction.

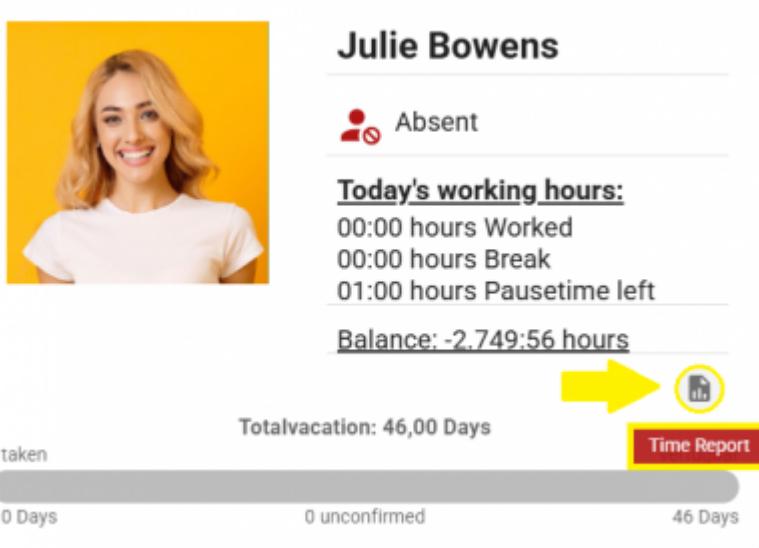
If the comment field is activated, it must also be filled in, for example the reason for the time correction can be entered here. Otherwise, you cannot save the changes.

You can use the “Show comments” function at the top right to display the corresponding comments for the changes. When you click on the button, only days are displayed for selection where changes have been made; after selecting the day, for example, the following overview is displayed:

| Before     |           |                | After      |           |                |
|------------|-----------|----------------|------------|-----------|----------------|
| Date       | Timestamp | Status         | Date       | Timestamp | Status         |
| 04.03.2024 | 08:00     | Work started   | 04.03.2024 | 08:00     | Work started   |
| 04.03.2024 | 12:00     | Break started  | 04.03.2024 | 12:00     | Break started  |
| 04.03.2024 | 13:00     | Break finished | 04.03.2024 | 13:00     | Break finished |
| 04.03.2024 | 17:00     | Work finished  | 04.03.2024 | 17:30     | Work finished  |

Comment: Signed out too early

The supervisor also has the option of having a time report created from the employee. For this purpose, click on the icon (highlighted in yellow) next to the balance in the information window.



The “Time report” is a separate module in the menu bar, which can be applied to all employees (see point 3.) and can also be called up within the information window of the individual employee, exclusively for this employee, after clicking on the employee within the attendance list. The general view and the structure of the time report are the same.

After requesting the employee's time report, you get the following view (example of a week in Feb.24):

Time Report March 2024

EXPORT

Julie Bowens

← →

|           |            | Total Actual Working Time  | Difference in per cent | Target Working Time |       |
|-----------|------------|--|------------------------|---------------------|-------|
|           |            | 94:28 ↓  | 128:00                 | -26.20%             |       |
|           |            | Total Target Working Time  | Target Working Time    | Balance             |       |
| Sunday    | 2024-03-31 | 15:01 - 18:24 (Work: 03:13 - Break: 00:10)   | 03:13                  | 00:00               | 14:41 |
| Friday    | 2024-03-29 |  | 00:00                  | 08:00               | 08:15 |
| Saturday  | 2024-03-30 |  | 00:00                  | 00:00               | 08:15 |
| Friday    | 2024-03-01 | Start Time: 00:00<br>08:00 - 17:00 (Work: 09:00 - Break: 00:00)  | 09:00                  | 08:00               | 46:00 |
| Saturday  | 2024-03-02 |  | 00:00                  | 00:00               | 46:00 |
| Sunday    | 2024-03-03 |  | 00:00                  | 00:00               | 46:00 |
| Monday    | 2024-03-04 | 08:00 - 17:30 (Work: 08:30 - Break: 01:00)   | 08:30                  | 08:00               | 46:30 |
| Tuesday   | 2024-03-05 | 08:00 - 12:45 (Work: 04:45 - Break: 00:00)<br>12:45 - 14:20 (Project: 01:35 - Break: 00:00)<br>14:20 - 16:00 (Work: 01:40) | 08:00                  | 08:00               | 46:30 |
| Wednesday | 2024-03-06 | 08:00 - 16:00 (Work: 08:00 - Break: 00:00)   | 08:00                  | 08:00               | 46:30 |
| Thursday  | 2024-03-07 | 08:00 - 16:00 (Work: 08:00 - Break: 00:00)   | 08:00                  | 08:00               | 46:30 |

Project: World Cup Expo

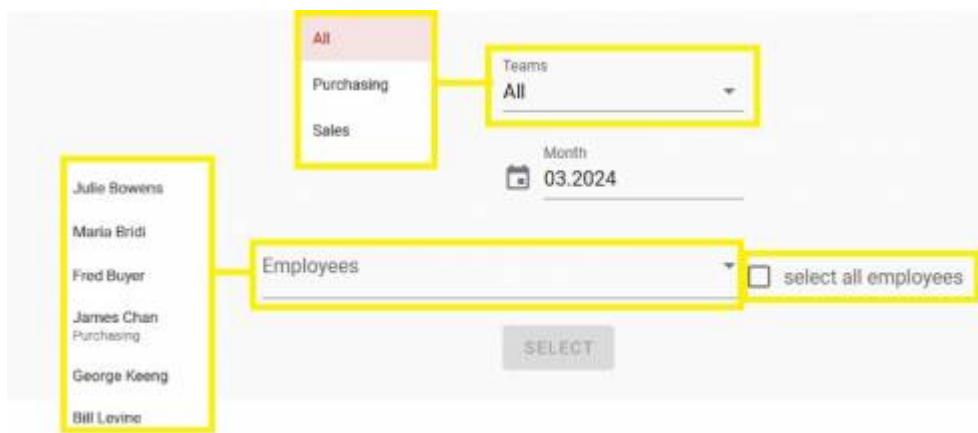
The actual and target working time, the difference in per cent and the corresponding balance are displayed. The booked times including the break are visible for the individual days. If projects have been booked, you can see these by moving the mouse pointer over the project symbol. The red arrows to the left and right of the name can be used to scroll forwards and backwards by month. This information can be imported into Excel via the “Export” button and processed accordingly.

## 2. Absence Overview



The “Absence overview” module in the menu bar gives the manager an overview of the remaining holidays, already booked and requested absences of the employees.

Clicking on the icon opens the following screen.



You also have the option of filtering by teams or individual employees or clicking on “All employees” to get a complete overview. If you have selected a team, the “Employees” filter only displays the employees of this team and you then have to select them either completely or individually.

You can also use the date or month selection to display absences in the past.

Below is an example of the view of an absence overview:

- If nothing else is selected, the current month is always displayed in the absence overview; you can scroll forwards and backwards using the arrows to the right and left of the date.
- The search function at the top left takes you back to the filter mask.
- If you move the mouse pointer over the "Remaining holiday" field, you will see an overview of how this is made up, as shown above.
- The exclamation mark next to the employee's name indicates that the employee has submitted an absence request. Requested and unconfirmed absences are marked with an asterisk in the calendar.
- In the top right-hand corner, it is possible to display the name and colour legend of the reasons for absence.
- ADDITION: The manager can also find the notifications of absence requests in the dashboard under "Notifications", these can also be edited from there, see illustration below and picture at the top of the dashboard, point 4.

#### Notifications

① Abwesenheitsantrag von James Chan

① Abwesenheitsantrag von James Chan

① Abwesenheitsantrag von James Chan

Approval/rejection of absences There are two ways to approve absence requests. Firstly, you can click on the exclamation mark icon and all of the employee's absence requests will be listed one below the

other. Based on the information “Received on:” under the reason for absence, you can decide which absences should be approved. This would also be a helpful decision-making aid, for example, if several employees have submitted a holiday request for the same period

**Absences for approval**

|  |                |
|--|----------------|
| <b>Vacation from 18.03.2024 until 20.03.2024</b> |                |
| date is missing                                  |                |
| <b>ACCEPT</b>                                    | <b>DECLINE</b> |
| <b>Sickness from 14.03.2024 until 15.03.2024</b> |                |
| <b>ACCEPT</b>                                    | <b>DECLINE</b> |
| <b>Vacation from 26.03.2024 until 27.03.2024</b> |                |
| <b>ACCEPT</b>                                    | <b>DECLINE</b> |

SAVE
CANCEL

Individual requests can be accepted or rejected.

In addition, absence requests can be processed directly in the calendar by simply clicking on the symbol with an asterisk in the calendar, the absence request opens and can be approved or rejected.

| <b>March</b> |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| Sa           | Su | Mo | Tu | We | Th | Fr |
| 2            | 3  | V* | V* | 6  | 7  | 8  |

**Julie Bowens**

Vacation

04.03.2024 - 05.03.2024

Do you want to accept the Absence request?

Reason

0 / 100

ACCEPT
DECLINE

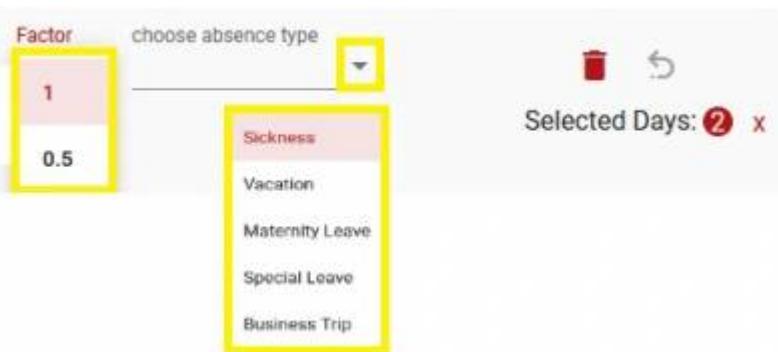
The advantage of approval via the exclamation mark symbol is that several absence requests are listed, which may not be visible in the calendar immediately if they were submitted for different months.

After an absence request has been approved, the asterisk \* in the absence symbol disappears and the left margin turns black, i.e. the request has been approved but not yet finally saved.

| March   |         |          |          |         |         |         |
|---------|---------|----------|----------|---------|---------|---------|
| 2<br>Sa | 3<br>Su | 4<br>Mo  | 5<br>Tu  | 6<br>We | 7<br>Th | 8<br>Fr |
| 2       | 3       | <b>V</b> | <b>V</b> | 6       | 7       | 8       |

If an absence request is rejected, the absence icon disappears from the calendar immediately. The employee generally receives notifications in their own dashboard when a request is accepted or rejected.

It is also possible to edit the absence calendar manually, for example if you want to add a sick note. To do this, select the relevant weekdays within the calendar, then select the appropriate one from the list of defined absence reasons in the upper area. The factors 1 and 0.5 stand for one and half a day respectively. Once the selection has been made, the symbol with the left black border appears in the calendar. This time it is not marked with an asterisk because this reason for absence has been entered manually. Again, this has not yet been finally saved.



All changes (accepting and rejecting absence requests) are listed in a legend in the bottom right-hand corner and must be finally saved before leaving the module.

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
| 13<br>We | 14<br>Th | 15<br>Fr | 16<br>Sa | 17<br>Su |
| 13<br>✓  | ✓        | 16       | 17       |          |

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
| 13<br>We | 14<br>Th | 15<br>Fr | 16<br>Sa | 17<br>Su |
| 13<br>C  | C        | 16       | 17       |          |

As soon as you click on the "Save" button, you will be shown another change overview listing how many and which changes you have made. You can use the arrow next to the number to display details and thus check again whether everything is legal.

|             |            |
|-------------|------------|
| Changes: 0  | Added: 2   |
| Deleted: 0  | Decline: 0 |
| <b>SAVE</b> |            |

Once the absences have been finally saved, the black bars in the icon disappear..

## Changes overview

| Added absences    |            |            |
|-------------------|------------|------------|
| Julie Bowens      | 2024-03-14 | Child Sick |
| Julie Bowens      | 2024-03-15 | Child Sick |
| Deleted absences  |            |            |
| Accepted absences |            |            |
| Declined absences |            |            |
| Changed absences  |            |            |

**SAVE**

## 3. Time report



Time Report

After clicking on the “Time report” symbol, the following screen appears.

**Time Report**

teams: **All** (highlighted with a yellow box)

Purchasing  
Sales

Employees (highlighted with a yellow box)

select all employees

Reporttype: **Monthly** (highlighted with a yellow box)

Monthly  
Time Period

2024  
**March**

< 2024 >

JAN FEB **MAR** (highlighted with a yellow box)

APR MAY JUN

JUL AUG SEP

OCT NOV DEC

**REQUEST**

Here you have the option of filtering by teams or departments.

In the second option, a list of all employees is displayed, from which you can select one or more employees. Deactivated employees are not displayed for selection.

In the third option, all employees can be displayed.

You can also select a report type. The report can be selected monthly or for a specific period. You also have the option of using the arrows in the displayed calendar to scroll by year and/or select the months.

Once all criteria have been selected, click on the “Request” button and the corresponding time report will be created.

Below is an example of a requested time report for all employees for the month of January 2024:

| Time Report March 2024  |  |                           |                        |                     |
|-------------------------|--|---------------------------|------------------------|---------------------|
|                         |  | EXPORT ALL                |                        | EXPORT              |
| Julie Bowens            |  |                           |                        |                     |
|                         |  | Total Actual Working Time | Difference in per cent | Target Working Time |
|                         |  | 95:15 ↓                   | 120:00                 | -20.62%             |
|                         |  | Total Target Working Time | Target Working Time    | Balance             |
| Sunday<br>2024-03-31    | 15:01 - 19:11 (Work: 04:00 - Break: 00:10)   | 04:00                     | 00:00                  | 24:10               |
| Friday<br>2024-03-29    |  | 00:00                     | 08:00                  | 16:15               |
| Saturday<br>2024-03-30  |  | 00:00                     | 00:00                  | 16:15               |
| Friday<br>2024-03-01    | Start Time: 00:00<br>08:00 - 17:00 (Work: 09:00 - Break: 00:00)  | 09:00                     | 08:00                  | 46:00               |
| Saturday<br>2024-03-02  |  | 00:00                     | 00:00                  | 46:00               |
| Sunday<br>2024-03-03    |  | 00:00                     | 00:00                  | 46:00               |
| Monday<br>2024-03-04    | 08:00 - 17:30 (Work: 08:30 - Break: 01:00)   | 08:30                     | 08:00                  | 46:30               |
| Tuesday<br>2024-03-05   | 08:00 - 12:45 (Work: 04:45 - Break: 00:00)<br>12:45 - 14:20 (Project: 01:35 - Break: 00:00) <br>14:20 - 16:00 (Work: 01:40 - Break: 00:00) | 08:00                     | 08:00                  | 46:30               |
| Wednesday<br>2024-03-06 | 08:00 - 16:00 (Work: 08:00 - Break: 00:00)   | 08:00                     | 08:00                  | 46:30               |
| Thursday<br>2024-03-07  | 08:00 - 16:00 (Work: 08:00 - Break: 00:00)   | 08:00                     | 08:00                  | 46:30               |
| Friday<br>2024-03-08    | 08:00 - 17:00 (Work: 09:00 - Break: 00:00)   | 09:00                     | 08:00                  | 47:30               |
| Saturday<br>2024-03-09  |  | 00:00                     | 00:00                  | 47:30               |
| Sunday<br>2024-03-10    |  | 00:00                     | 00:00                  | 47:30               |
| Monday                  | 08:00 - 16:00 (Work: 08:00 - Break: 00:00)   | 08:00                     | 08:00                  | 47:30               |

Using the drop-down menu in the name field (employees are displayed here in alphabetical order), you can select an employee and view their time report.

It is also possible to scroll through the time reports month by month using the two red arrows on the right and left, regardless of which month was previously selected.

In addition, you can use the two “Export” buttons at the top right to import the reports into an Excel file for further processing, for example to make them available to a tax office.

The “Export All” button imports all time reports for the employees included in the selection into an Excel file. An Excel data sheet is displayed for each employee, the names of the employees are displayed in the tab labelled below.

Only the time report of the employee currently displayed is imported into an Excel file via the “Export” button.

The working and break times are shown separately in the time reports exported to Excel.

## 5. Project Stages - Rights and Assignments

**Projectstages**

Target Group: Project/Team Leaders, HR/PMO  
 Purpose: Check and manage rights, project sub-stages, and activities per employee.

With the module *Project Stages - Rights and Assignments*, you can view and edit an employee's assignments to projects, sub-stages, and activities. The displayed projects are retrieved in real time from the SAP Business One master data.

**Project Stages - Rights and Assignments**

Select user: Kora Adelheid (highlighted with a yellow box and a yellow arrow pointing to it)

Select department: All (highlighted with a yellow box)

Transfer permissions to other user

Search for business partner name or code

|   |   |  |
|---|---|--|
| Hardware Introduction   | Hardware Introduction Subprojects   | Internal Project   |
| Business Partner Name: Büro Online AG<br>Business Partner Code: C25000<br>Status: Started           | Business Partner Name: Büroausstatter Mayer<br>Business Partner Code: C40000<br>Status: Started | Status: Started  |
| Production smt  | IT Project Internal   | Inventory Count  |
| Business Partner Name: Büro Online AG<br>Business Partner Code: C25000<br>Status: Started           | Status: Started   | Business Partner Name Bernhardt GmbH<br>Business Partner Code: C12945<br>Status: Started |
| Pharmalog Test 1  | Pharmalog Test 2  | Bernhardt GmbH - Corporate Party   |
| Business Partner Name: Muller&Clausen Metall AC<br>Business Partner Code: V20000<br>Status: Started | Status: Started   | Business Partner Name Bernhardt GmbH<br>Business Partner Code: C12945<br>Status: Started |

### Prerequisites

- Projects are created and active in SAP Business One.
- You have the required permissions for rights management in COBI.time.

### Step-by-Step

1. Select User: Click on Select User and choose the desired employee.
2. (Optional) Filter by Department: Narrow the display to a specific department.
3. Search/Find Project: Scroll or search for the relevant project card.
4. Open Project: Click the pencil icon on the project card.
5. Adjust Rights & Assignments: Modify sub-stages/activities according to your processes and

save.

6. (Optional) Transfer Configuration: Enable Transfer permissions to other users, select the target users, and confirm.

## Fields on the Project Card

- Title: Project name (from SAP Business One).
- Business Partner Name/Code: Reference to the associated BP.
- Status: Project status (e.g., Started).
- Edit (Pencil): Opens the detailed editing view.

## Best Practices

- Make changes first on a reference user and then roll them out to others using the transfer option.
- If projects are not visible, verify that they are active in SAP B1 and assigned to the user's process.
- After major permission changes, ask the user to log in again to COBI.time.

## Detailed View: Edit Project Stages

After clicking the pencil icon on a project card, the detailed editing view opens. Here, you can define the individual project stages as well as the associated activity types and planned values (time & cost) for the selected employee.

## Edit Project Stages for Kora Adelheid

Buro Online AG  
Hardware Introduction

### Steps

**Recording of Open Issues and Current Situation**

Planned Costs per epic hour: 0 €      Planned Hours: 0 hours

Activity types:

- Consulting
- Planning
- Konzepterstellung

**Compilation of Topics**

Planned Costs per epic hour: 0 €      Planned Hours: 0 hours

Activity types:

- Consulting
- Planning
- Konzepterstellung

**Drafting Concept**

**Planning Project Implementation**


SAVE

### Layout of the Interface

| Section                                    | Function  |
|--|---|
| <b>Project Name &amp; Business Partner</b> | Displays the project title and the associated business partner from SAP Business One. |

| Section   | Function  |
|---|---|
| <b>Project Stages</b>                             | Each stage represents a work package (e.g., "Recording of Open Issues", "Compilation of Topics", "Concept Creation"). |
| <b>Planned Cost (€ per Hour)</b>                  | Define the planned cost rate for this stage.  |
| <b>Planned Time (Hours)</b>                       | Expected duration of the stage. Used as a planning value and for reporting reference.                                 |
| <b>Activity Types (Toggles)</b>                   | Assign allowed activity types to the user (e.g., Consulting, On-Site Visit, Planning, Concept Creation).              |
| <b>Stage Activation (Red Toggle on the Right)</b> | Activates or deactivates the respective project stage for the user.   |
| <b>SAVE Button</b>                                | Saves all performed changes.  |

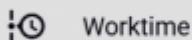
## Step-by-Step

1. Select Project Stage: Each displayed tile represents a stage of the project.
2. Enter Costs & Time: Input the planned values per hour and/or total hours.
3. Assign Activity Types: Use the toggles to activate the applicable activity types for this stage.
4. Activate/Deactivate Stage: Use the red toggle at the top right of each tile to enable or disable the stage.
5. Save: Click SAVE to store all changes.

## Notes

- Inactive stages will not appear for the user in COBI.time.
- Changes take effect immediately after saving – the user may need to re-log into COBI.time.
- Multiple activity types can be activated simultaneously.

## 6. Reporting - Working Time



**Target group:** Team Leaders, HR/PMO, Controlling

**Purpose:** Overview of employees' working times, project times, breaks, and target hours.

This module provides various evaluations of working times, which can be displayed as daily, weekly, monthly, or yearly reports.

| Arbeitszeitbericht |             |                |             |               |            |               |            |               |                 |     |  |                |  |                          |         |
|--------------------|-------------|----------------|-------------|---------------|------------|---------------|------------|---------------|-----------------|-----|--|----------------|--|--------------------------|---------|
| TAGESSBERICHT      |             | WOCHESSBERICHT |             | MONATSBERICHT |            | JAHRESBERICHT |            | Von           |                 | Bis |  | SPÄLTEN WÄHLEN |  | Einträge pro Seite<br>10 | Drucken |
| Teams              | Mitarbeiter | Von            | Bis         | 26.08.2025    | 26.08.2025 | 26.08.2025    | 26.08.2025 | AKTUALISIEREN |                 |     |  |                |  |                          |         |
| Benutzername       | Datum       | Arbeitszeit    | Projektzeit | Istzeit       | Pausenzeit | Sollzeit      | Differenz  | Saldo         | Saldo Korrektur |     |  |                |  |                          |         |
| Kora Adelheid      | 26.08.2025  | 00:00          | 00:00       | 00:00         | 00:01      | 05:00         | -05:00     | -48:59        | 00:00           |     |  |                |  |                          |         |
| Bill Armstrong     | 26.08.2025  | 00:00          | 00:00       | 00:00         | 00:00      | 08:00         | -08:00     | -1.298:46     | 00:00           |     |  |                |  |                          |         |
| Julie Bowens       | 26.08.2025  | 00:00          | 00:00       | 00:00         | 00:00      | 08:00         | -08:00     | -295:29       | 00:00           |     |  |                |  |                          |         |
| Fred Buyer         | 26.08.2025  | 00:00          | 00:00       | 00:00         | 00:00      | 00:00         | 00:00      | -136:00       | 00:00           |     |  |                |  |                          |         |
| Fred Buyer         | 26.08.2025  | 00:00          | 00:00       | 00:00         | 00:00      | 00:00         | 00:00      | 00:00         | 00:00           |     |  |                |  |                          |         |
| James Chan         | 26.08.2025  | 00:00          | 00:00       | 00:00         | 00:00      | 08:00         | -08:00     | -596:57       | 00:00           |     |  |                |  |                          |         |
| Cathrin Fröhlich   | 26.08.2025  | 00:00          | 00:00       | 00:00         | 00:00      | 08:00         | -08:00     | 802:00        | 00:00           |     |  |                |  |                          |         |
| Bernhard Heinrich  | 26.08.2025  | 08:00          | 00:00       | 08:00         | 00:30      | 07:00         | 01:00      | -111:00       | 00:00           |     |  |                |  |                          |         |
| George Keeng       | 26.08.2025  | 00:00          | 00:00       | 00:00         | 00:00      | 00:00         | 00:00      | -849:55       | 00:00           |     |  |                |  |                          |         |
| Robert Leitner     | 26.08.2025  | 00:00          | 00:00       | 00:00         | 00:00      | 08:00         | -08:00     | -54:59        | -10:00          |     |  |                |  |                          |         |

## Report Types

| Report Type           | Description   |
|-----------------------|---|
| <b>Daily Report</b>   | Displays working times for a specific date.                           |
| <b>Weekly Report</b>  | Aggregated view of working times per employee within a calendar week. |
| <b>Monthly Report</b> | Overview of working times within a selected month.                    |
| <b>Yearly Report</b>  | Summarized evaluation for an entire year.                             |

## Filters & Options

| Field                     | Description   |
|---------------------------|---|
| <b>Teams</b>              | Filter by teams or groups.                              |
| <b>Employees</b>          | Selection of one or multiple employees.                 |
| <b>Period (From / To)</b> | Restricts the display to a specific date or time range. |
| <b>Select Columns</b>     | Customize which columns are visible in the report.      |
| <b>Refresh</b>            | Executes the query with the selected parameters.        |

## Column Overview (Daily Report)

| Column                    | Explanation   |
|---------------------------|---|
| <b>Username</b>           | Name of the employee.   |
| <b>Date</b>               | Selected report date.   |
| <b>Working Time</b>       | Total recorded working time.  |
| <b>Project Time</b>       | Time booked on projects.  |
| <b>Actual Time</b>        | Actually recorded time (including deviations).                        |
| <b>Break Time</b>         | Total break time of the employee.                                     |
| <b>Target Time</b>        | Expected working time according to the employee's time model.         |
| <b>Difference</b>         | Deviation between target and actual time (red = minus, green = plus). |
| <b>Balance</b>            | Cumulative time balance of the employee.                              |
| <b>Balance Correction</b> | Manually applied corrections to the time balance.                     |

## Notes

- Differences are color-coded (red = underperformance, green = overperformance, grey =

balanced).

- Additional information can be shown or hidden via **Select Columns**.
- Results can be exported (e.g., as CSV/Excel file, if configured).

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