Registration of absence in ProMark for part-time employees who have fixed days off every week

Last updated on 12 October 2016
Table of contents
Registration of absence ........................................................................................................................................ 1
Example ................................................................................................................................................................ 1
Registration of part-time absence ........................................................................................................................ 3
If you work on planned days off ........................................................................................................................... 3
Calculation of absence correction time ................................................................................................................ 3

This guide covers registration of absence in the time registration system ProMark. The guide is only relevant for, and may only be used by, **part-time employees who have fixed days off every week**.

ProMark divides the number of weekly working hours evenly across all the five working days of the week. In order to ensure the right calculation of flexitime when registering absence, it is necessary to follow the procedure below.

Registration of absence
Before you register absence, you must find your absence correction time in the table on page 2. The correction time is the same every week and is only changed if the number of weekly working hours changes, or if the number of agreed weekly working days changes.

When you register absence in ProMark, please follow this guide.

- Holiday (‘Vacation’) and special days of holiday (‘Special vacation’) should only be registered for planned working days. The number of days earned is adjusted to reflect this.
- Do not register absence for agreed days off. This applies to all types of absence.
- **When you are absent on agreed working days**, you must register absence on the absence tab. This applies regardless of the type of absence. In addition, you must register a number of hours and minutes (corresponding to the absence correction time) for the project on the project tab.
  - Project: ‘989898, Deltidsans. ujævn uge’ (i.e. part-time employee with days off every week)
  - Activity: ‘DELTID, Deltidsans. ujævn uge’ (i.e. part-time employee with days off every week)
- When a **public holiday falls on an agreed working day**, you must register the number of hours and minutes which corresponds to the absence correction time for the project above on the project tab.

Example
John works 30 hours per week i.e. four days with 7:30 hours of work and he has Wednesdays off. In ProMark, this is divided into six hours five days a week. According to the table on page 3, John’s absence correction time is 1:30 hours. John takes two special days of holiday on 4 August and 5 August. 12 August and 17 August are public holidays. In addition, John is absent on 22 August due to illness.
John makes the required absence and absence correction time registration for the days in question. John does not make an absence registration for 17 August, because it is a planned day off.

For week 31, the following is registered for the project:
Registration of part-time absence

In case of part-time absence, you must register the time you have spent working on the project in question. Then you register the time of absence on the absence tab until you reach the standard time displayed in ProMark. The rest of the planned working hours (the absence correction time) must be registered for the part-time absence project.

John from the example above works two hours on a planned working day, then he becomes ill and leaves work. John registers two hours for the project and registers 6 - 2 = 4 hours of absence due to illness and 1:30 hours for the part-time absence project.

If you work on planned days off

The described time registration method is flexible if working hours change from one week to the next. It is also possible to work on days off and take time off on working days without making corrections. Working hours can vary from one week to the next. As long as you comply with the rule and only register absence correction time for fixed working days, the calculation of flexitime will be correct.

Calculation of absence correction time

In the table, you can see the number of hours which must be registered if you are absent on agreed working days.

If the number is not in the table, you can use the method below to calculate the absence correction time:

Working hours per agreed working day – daily working hours on average

Example

Peter works 24 hours per week i.e. 8 hours 3 days per week.

The correction time will therefore be:

24/3 hours – 24/5 hours = 8-4.8 = 3.2 = 3:12 hh:mm