

# TIME MANAGEMENT **IN PROMARK**

## REGISTRATION OF PROJECT TIME

These instructions are for employees who perform time registration tasks i.e. employees who used to use ARS.

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## 0. EXPLANATION

The tab **Projektetid/Project time** consists of two elements:

1. **Project week** ①
2. **Project registrations** ②

NOTE! Managers, secretaries or project finance administrators have more tabs available.

The element **Project week** will be empty when you log in for the first time. The element must be attached to the projects you are going to register time on – see below.

The screenshot displays the 'Projektetid/Project time' tab. At the top, there is a 'PROJECT WEEK' section with a calendar grid. Below the calendar, there is a table with columns for 'Project', 'Activity', and days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun), along with a 'Total' column. The table currently shows 'No records to display'.

Under **Project registrations**, you can find a list of your projects which shows the budgeted number of hours ③ for the current year. The data are retrieved from Navision every night. If rebudgeting is carried out in Navision, it will be displayed in the list the following day.

The screenshot displays the 'PROJECT REGISTRATIONS' tab. At the top, there is a 'Year to date' dropdown menu (⑤). Below the dropdown, there is a table with columns for 'Project ID', 'Project', 'Activity ID', 'Activity', 'Budget' (③), and 'Time' (④). The table lists various projects and activities with their corresponding budgeted and registered hours.

Project ID	Project	Activity ID	Activity	Budget ③	Time ④
12277	AV ST BIOS Roskilde	82002	Møder, ansøgninger o.a. instituttid	160:00	
15286	DCA MML Sanitary Survey projekt	21201	Videnskabeligt personale	60:00	
16454	Fraværprojekt BIOS RKS	81101	VIP	464:01	
16683	Ledig tid 1414 BIOS-ROSK	81101	VIP	748:58	
16834	DTU KDA RevFisk	22411	WP3: Tid: Fauna og føde	77:05	
18919	EU Bonus KDA Baltspace	22311	WP3 - timer/løn Approaches and tools	135:00	
18919	EU Bonus KDA Baltspace	22411	WP4 - timer/løn Approaches and tools	15:00	
19061	EU CHMO MyOcean FO	22311	WP3 - timer/løn User Uptake	79:00	
19558	FDC IT & Data - Marin JE	81101	VIP	185:00	
				<b>1924:03</b>	<b>00:00</b>

The **Time** ④ column shows the number of hours which you have registered year to date. At the beginning of a new year, the column will be empty.

The drop-down list ⑤ below the **Project registration** headline is set to 'Year to date' by default which makes it possible for you to compare your budget for each project with the registered number of hours and see whether there is 'room' for more hours.

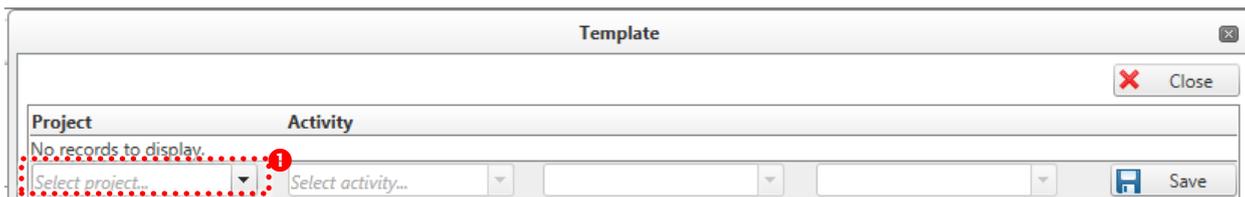
# 1. HOW TO ADD PROJECTS

In order to be able to register time, you must first create a list of the projects, you are going to spend time on. Usually, it will be the projects which are displayed at the lower part of the page in the **Project registration** element. Follow the steps below to add the projects.

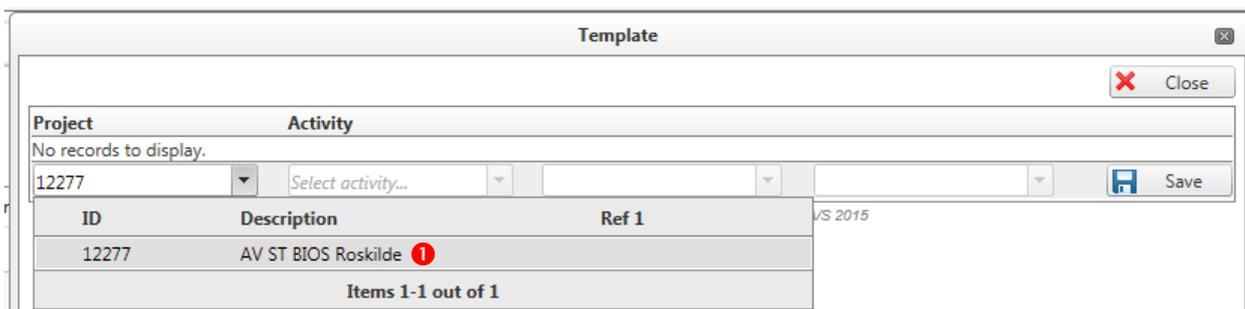
Click **Template** ❶



Click the drop-down list under **Project** ❶ and write the relevant project number or browse the list and select the project number. Example: Enter project number 12277, the first project on the PROJECT REGISTRATION list.



When you have entered the project number (here: 12277), the project title will be displayed (here: AV ST BIOS Roskilde).



Select the project by clicking the project title ❶.

In the drop-down list below **Activity**, you can see a long list of activity numbers ❷. Click the relevant activity number (here 82002). Finish by clicking **Save** ❸.



The week list will now show the added projects, and you can now register time for the first week **1**.

The default time registration from the template will appear as the time goes. It is necessary to view each week to get the time registration from the template.

Project	Activity	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
00, Frokost/Lunch	FROK, Frokost/Lunch	<input type="checkbox"/>	×						
12277, AV ST BIOS Roskilde	82002, Møder, ansøgninger o.a. instituttid	<input type="checkbox"/>	×						
15286, DCA MML Sanitary Survey projekt	21201, Videnskabeligt personale <b>1</b>	<input type="checkbox"/>	×						
16834, DTU KDA RevFisk	22411, WP3: Tid: Fauna og føde	<input type="checkbox"/>	×						
18919, EU Bonus KDA Baltspace	22311, WP3 - timer/løn Approaches and tools	<input type="checkbox"/>	×						
18919, EU Bonus KDA Baltspace	22411, WP4 - timer/løn Approaches and tools	<input type="checkbox"/>	×						
19061, EU CHMO MyOcean FO	22311, WP3 - timer/løn User Uptake	<input type="checkbox"/>	×						
19558, FDC IT & Data - Marin JE	81101, VIP	<input type="checkbox"/>	×						

If you use the **Template** button, ProMark will remember the projects you have selected which means that when you 'close' one week and select the next week, the same projects will appear and you will be ready to register time for the new week.

### 1.1 Adding projects

If you want to add a new project, you can do this by clicking **Template** and adding one or more projects as described above.

### 1.2 Removing projects

If you want to remove a project – e.g. if the project has ended –, click **Template** and click the 'X' **1** in the row with the relevant project.

Project	Activity	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
00, Frokost/Lunch	FROK, Frokost/Lunch	<input type="checkbox"/>	×						
12277, AV ST BIOS Roskilde	82002, Møder, ansøgninger o.a. instituttid	<input type="checkbox"/>	×						
15286, DCA MML Sanitary Survey projekt	21201, Videnskabeligt personale	<input type="checkbox"/>	<b>1</b> ×						
16834, DTU KDA RevFisk	22411, WP3: Tid: Fauna og føde	<input type="checkbox"/>	×						
18919, EU Bonus KDA Baltspace	22311, WP3 - timer/løn Approaches and tools	<input type="checkbox"/>	×						
18919, EU Bonus KDA Baltspace	22411, WP4 - timer/løn Approaches and tools	<input type="checkbox"/>	×						
19061, EU CHMO MyOcean FO	22311, WP3 - timer/løn User Uptake	<input type="checkbox"/>	×						
19558, FDC IT & Data - Marin JE	81101, VIP	<input type="checkbox"/>	×						

## 2. TIME REGISTRATION FOR A WEEK

Note: In ProMark, you register hours and minutes as opposed to ARS in which you register so-called centi-minutes. This means that 2½ hours is 2:30 in ProMark. In the same way, you must write 7:24 in ProMark in cases where you would write 7.4 in ARS.

### 2.1 Saving time registrations

When you enter a number of hours in the week list, the number of hours will be marked in yellow **1**. This is done to show that the numbers are not saved yet. To save the time registrations, you must click

**Save** . The numbers are then no longer yellow. You can still change the numbers, and if you do, the fields will become yellow again to remind you to press **Save**.

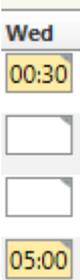
Project	Activity	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
00, Frokost/Lunch	FROK, Frokost/Lunch								
12277, AV ST BIOS Roskilde	82002, Møder, ansøgninger o.a. instituttid								
15286, DCA MML Sanitary Survey projekt	21201, Videnskabeligt personale								
16834, DTU KDA RevFisk	22411, WP3: Tid: Fauna og føde								
18919, EU Bonus KDA Baltspace	22311, WP3 - timer/løn Approaches and tools								
18919, EU Bonus KDA Baltspace	22411, WP4 - timer/løn Approaches and tools								
19061, EU CHMO MyOcean FO	22311, WP3 - timer/løn User Uptake								
19558, FDC IT & Data - Marin JE	81101, VIP								

Select project... Select activity... Save

Note: It is not possible to register time in advance in ProMark. The time registration displayed above has been made on Wednesday and therefore, the fields for Thursday and Friday are not filled in yet.

### 2.2 Time registration format in ProMark

The time registration format in ProMark is HH:MM (i.e. two digits to indicate the number of hours, a colon and two digits to indicate the number of minutes). If you want to register five hours, you simply write 5. If you want to register 2½ hours, you can write 023 which will be changed to 02:30. Remember to place the zero in front, otherwise you will be registering 23 hours. If you want to register a ½ hour, e.g. your lunch break, you can write 003 which will be displayed as 00:30.



### 3. THE DIFFERENCE PER DAY BETWEEN STANDARD TIME AND REGISTERED TIME

Below the entry fields for the week, you can see three rows which indicate the time, and one row with green, yellow and red indicators.

	00:00	07:00	08:30	07:24	08:30	03:00	03:00	37:24
Registered activity time	00:00	07:00	07:24	07:24	07:24	00:00	00:00	29:36
Attendance time	00:00	00:24	-01:06	00:00	-01:06	-03:00	-03:00	-07:48
Difference								

In this example, the number of registered working hours for Monday is 0 (because it is a public holiday). Tuesday, 7:00 hours of work have been registered (**Registered activity time**) and with a standard time of 7:24 (**Attendance time**), this generates a **difference** of 24 minutes (in some areas, this is called flexitime). Wednesday, the number of working hours exceed the standard time. Thursday, the number of working hours match the standard time. The difference is marked with the opposite sign of what you might expect.

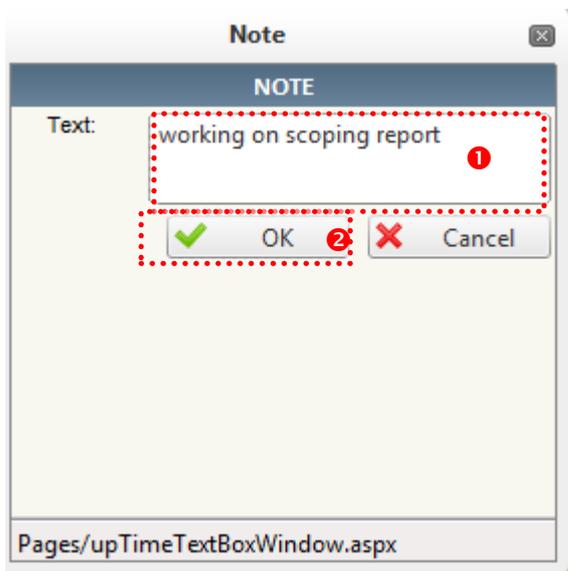
### 3.1 The red, yellow and green indicators show the following:

- **Red:** The number of hours you have worked exceed your standard time.
- **Yellow:** You have worked less hours than your standard time.
- **Green:** The number of hours you have worked match your standard time.

### 4. HOW TO ADD A NOTE TO A SPECIFIC TIME REGISTRATION

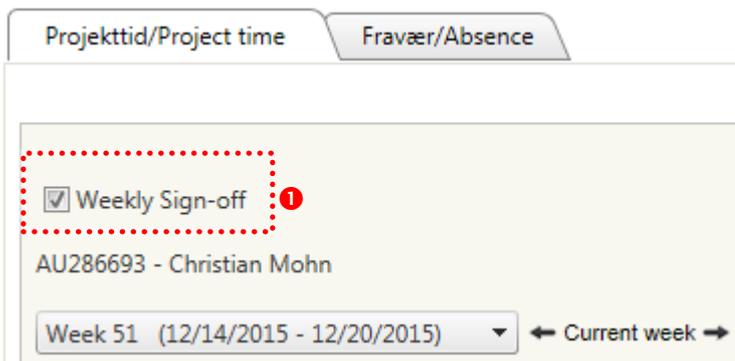
Sometimes, it may be required that you make a note which describes what the time has been spent on and add it to a specific time registration. You can add a comment by clicking the little, grey triangle in the top right-hand corner for the registration which you want to add a note to.

Write your comment in the **Text** <sup>1</sup> field and finish by clicking **OK** <sup>2</sup>. In the time registration window, you can now see that the little triangle in the top right-hand corner has now turned yellow which indicates that a note has been added. The notes will appear in a report.



### 5. HOW TO CLOSE A WEEK

In the top left-hand corner on the **Projektid/Project time** tab, you can see the **Weekly sign-off** <sup>1</sup> check box. When you have completed your time registration for the week, please tick this box.



When you have ticked the box, the week is 'locked'. This means that you can no longer change your time registration for the specific week. In addition, the week's time registrations are now displayed in a light grey colour.

When you have ticked the **Weekly sign-off** box, the absence administrator can see that you have closed the week.

## 6. HOW TO CHANGE YOUR PREVIOUS TIME REGISTRATIONS

You can change your time registrations as long as the month has not been posted. This usually happens around the 8th of the following month. You can change previous registrations by finding the week you wish to change and remove the tick from the **Weekly sign-off** box. When you have made your changes, remember to tick the **Weekly sign-off** box again.

If you select a week which has been posted, you can still remove the tick in the **Weekly sign-off** box, but you cannot change the registrations. This is indicated by a light grey colour for all registrations. Therefore, it does not serve a purpose to change the tick for a week which has been posted.

## 7. HOW TO CLOSE A MONTH

You close a month in the same way as you close a week. See above.

Note: Weeks which have days in two different months are split into two separate time registration weeks, see the example for week 44 which has been split into 'Week 44a' and 'Week 44b'.

You can also use the drop-down list  to select the relevant week. In the drop-down list, you can see that the weeks which have a tick in the **Weekly sign-off** box are displayed in a lighter colour. See the figure below in which week 51 and the weeks before are displayed in a light grey colour.

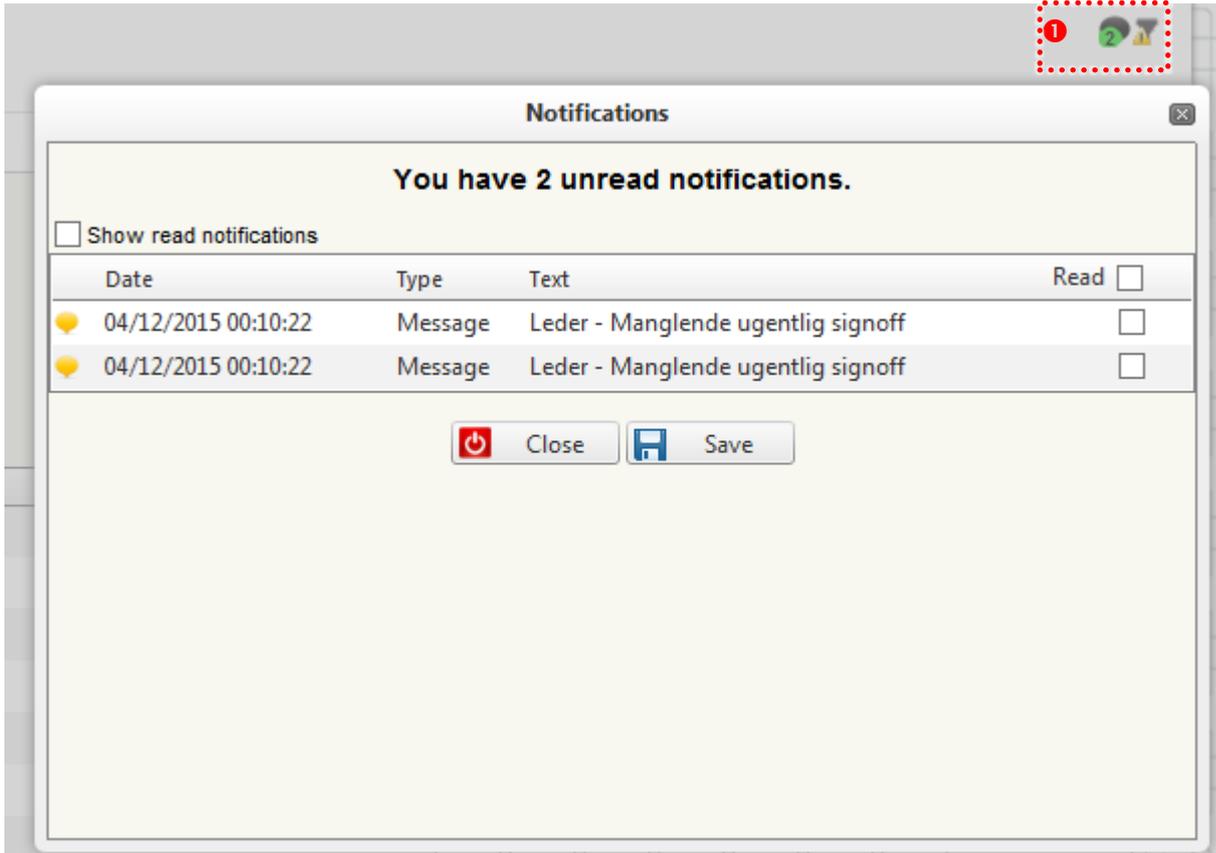


## 8. NOTIFICATIONS IN CONNECTION WITH END-OF-MONTH CLOSING

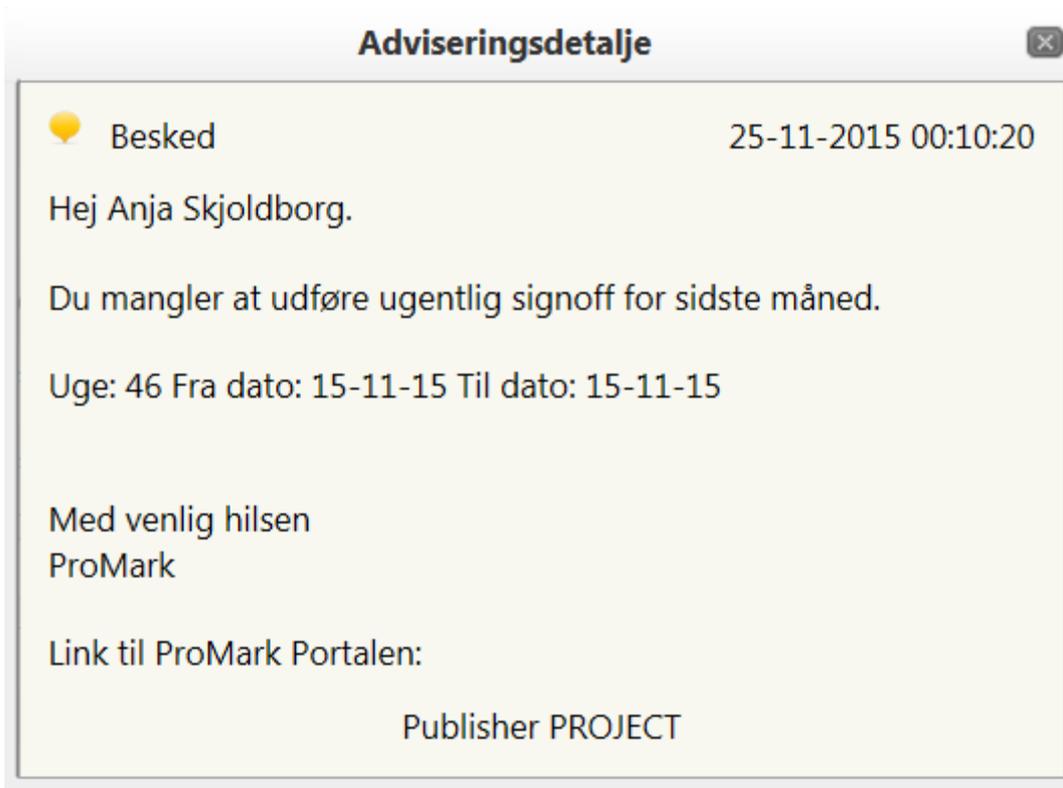
The first day of a new month, the system will check whether you have signed off on all weeks of the past month. If a sign-off is missing for one or more weeks, you will receive a notification. The notification will be sent to you by email. In addition, a green indicator containing the number of notifications 1 will appear in the top right-hand corner. When you click the green indicator, the notifications will appear.

There are two types of notifications:

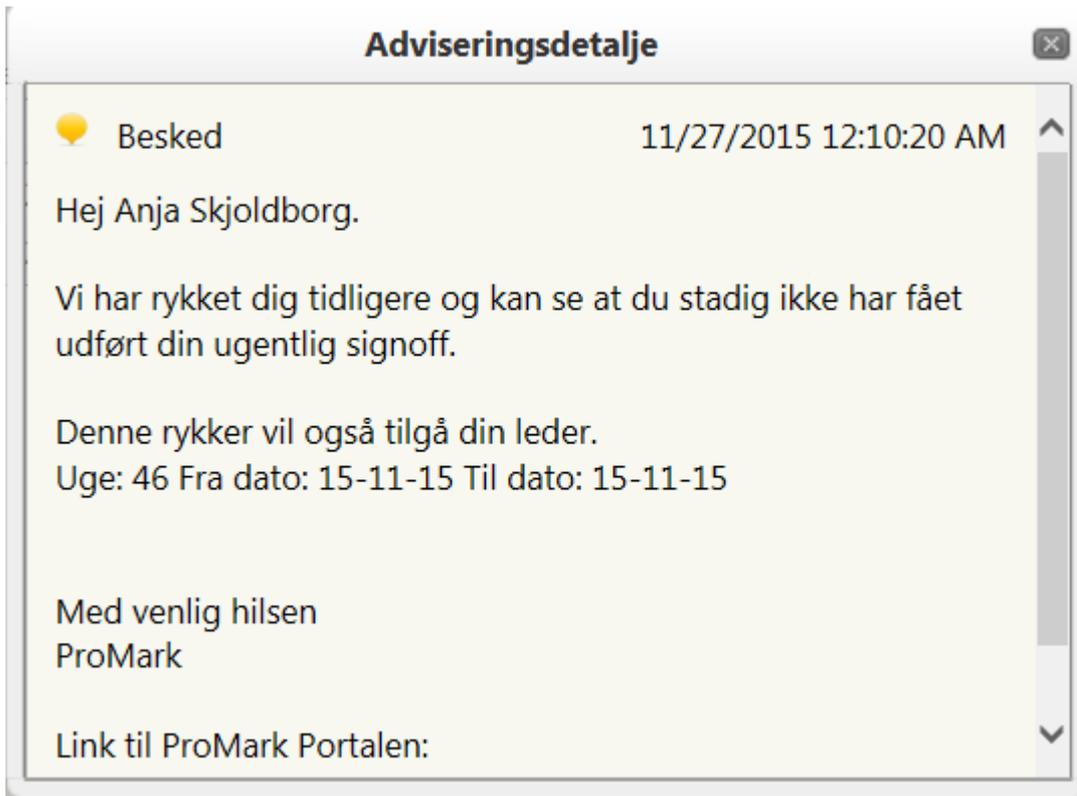
- The day after the end of a month, the system checks whether sign-off for one or more weeks in the past month is missing.
- Three working days after the first notification, the system will check whether sign-off is still missing. If this is the case, a new notification, in a more strict tone, will be sent. The following day, the person responsible for time registration will also be notified.



If you double-click the message row, the message will be displayed (with the same content as the email).



If there has been no response to the first notification, the employee will receive a reminder, in a more strict tone, three days later.



The reminder also informs the employee that the secretary responsible for time registration will also be notified.

## 9. IMPORTANT DIFFERENCES BETWEEN PROMARK AND ARS

- Note: In ProMark, you register hours and minutes as opposed to ARS in which you register so-called centi-minutes. This means that 2½ hours is 2:30 in ProMark. In the same way, you write 7:24 in ProMark in cases where you would have written 7.4 in ARS corresponding to a full day of work.
- In ProMark, you must remember to save your time registrations. This is different from ARS, because the ARS system automatically saved the numbers when you moved the cursor from the field.
- In ProMark, you cannot just register e.g. 40 hours on the project on the last day of the week. The largest number of hours, you can register in ProMark, is 24 hours. It is not logical, but in ProMark it is possible to e.g. register 20 hours on one project and on the same day, you can also register another 20 hours on another project.
- In ARS, there is not much difference between registering working hours on a project and registering absence. In ProMark, working hours are registered on a project on the tab **Projektetid/Project time** (see instructions above), and absence is registered on the tab **Fravær/Absence** (see instructions in 'Time management in ProMark: Regarding absence registration').