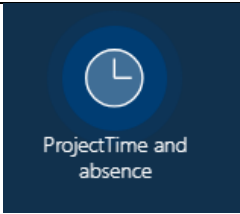
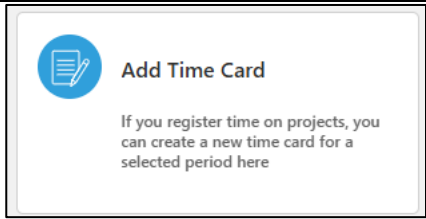
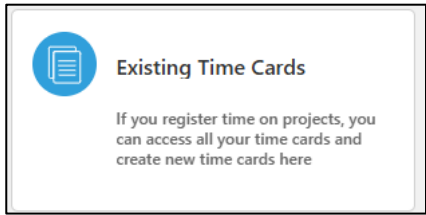


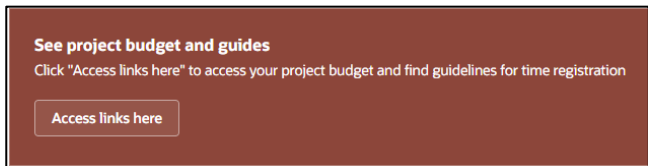
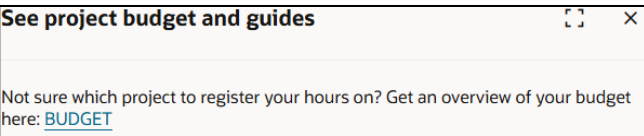
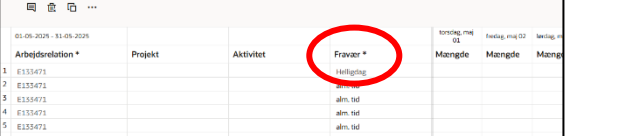
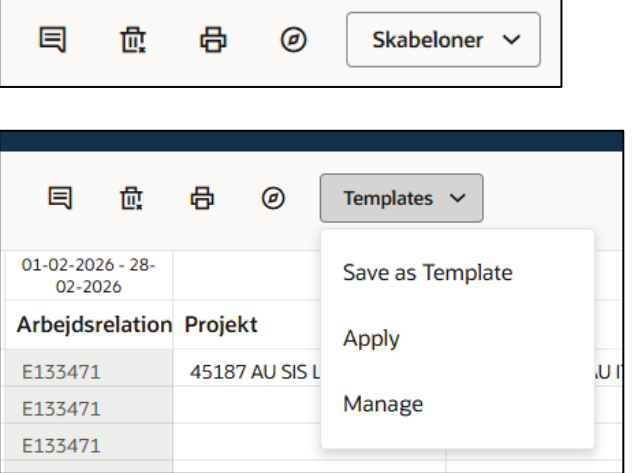


How to register project time on Time Card

In mitHR/ProjectTime you can only register project time on projects that require time registration. ProjectTime is registered in Time Cards, each Time Card covers one month. A Time Card should only be completed and submitted in months where your work on projects requires time registration

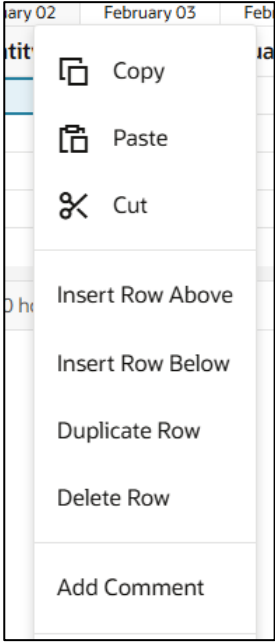
Absence is registered according to local procedures.

1		Log in mitHR
2		<p>Select the Time and Absence App. This guide only applies to registration of project time. For guidance regarding absence please refer to instructions on mitHR site: Click here</p>
3	 	<p>To register project time, you must have created a timecard for the relevant month</p> <p>To create/add a timecard, follow this guide: Click here</p> <p>To use an existing timecard, follow this guide: Click here</p> <p>You are now ready to register.</p>
4	 <ol style="list-style-type: none"> <li data-bbox="240 1576 331 1704">  <li data-bbox="240 1704 890 1906">  	<p>To get an overview of your budget on projects and activities that require time registration click on the small compass - you must click a couple of times (point 1, 2 og 3)</p> <p>When you click BUDGET, you will be taken to a Power BI report and prompted to sign in with your Microsoft login. Please note that the report opens in a new tab.</p>

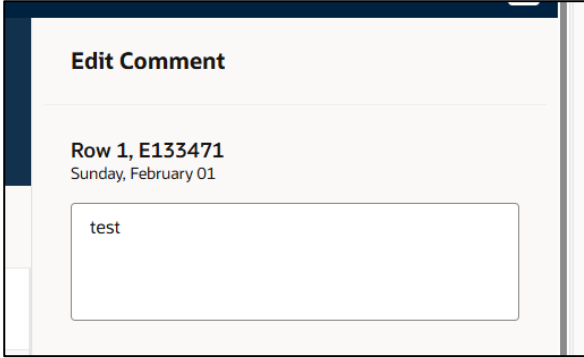
<p>3.</p>		<p>Through BUDGET, you can get an overview of which project(s) and activity/activities you are budgeted on, which projects require time registration, as well as see your accumulated hours.</p> <p>Note: You can choose to save this link as a favorite, so you don't have to go through all the steps each time.</p> <p>Note: To go back to your timecard to register you must close the tabs again.</p>
<p>5</p>		<p>You are now on the screen where you enter hours/register project time. The screen is structured as a table where the project and activity are selected in the rows, and the dates are shown in the columns.</p> <p>Please pay attention to the “Fravær”* column — project time must be registered in the rows with “alm.tid”.</p>
<p>6</p>		<p>The buttons in the upper left corner of the screen provide the following functionality:</p> <ol style="list-style-type: none"> 1. View comments (if any) 2. Clear timecard – deletes everything back to the last time you saved 3. Print 4. Compass/Guides – described above 5. Templates – you create a template by saving; afterwards, you can use the respective template <p>You can create up to 6 templates – remember to give them meaningful names.</p> <p>Templates should only be used to save project and activity numbers.</p> <p>Templates should not be used to save recorded hours, as the function does not take weekdays into account.</p>

7	<table border="1"> <thead> <tr> <th>Projekt</th> <th>Aktivitet</th> </tr> </thead> <tbody> <tr> <td>4</td> <td></td> </tr> <tr> <td colspan="2">45187 AU SIS L11 Levereandørstyring Aktivering</td> </tr> <tr> <td colspan="2">45204 AU SIS L21 BI-spor Aktivering</td> </tr> </tbody> </table>	Projekt	Aktivitet	4		45187 AU SIS L11 Levereandørstyring Aktivering		45204 AU SIS L21 BI-spor Aktivering		<p>Select the project (you can search by both number and name). The search itself happens as soon as you start typing the number or name. Favorite lists are built automatically over time. You can only search for projects that have the same location code as the one you are employed under.</p>				
Projekt	Aktivitet													
4														
45187 AU SIS L11 Levereandørstyring Aktivering														
45204 AU SIS L21 BI-spor Aktivering														
8	<table border="1"> <thead> <tr> <th>Aktivitet</th> <th>Fravær</th> </tr> </thead> <tbody> <tr> <td>AU</td> <td>Helligdag</td> </tr> <tr> <td colspan="2">51442 AU løn AU IT</td> </tr> <tr> <td colspan="2">51443 AU løn AU Uddannelse</td> </tr> <tr> <td colspan="2">51444 AU løn AU Økonomi</td> </tr> </tbody> </table>	Aktivitet	Fravær	AU	Helligdag	51442 AU løn AU IT		51443 AU løn AU Uddannelse		51444 AU løn AU Økonomi		<p>Select the activity (you can search by both number and name). The search begins as soon as you start typing the number or name. Favorite lists are built automatically over time.</p>		
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	torsdag, maj 01	fredag, maj 02												
Fravær *	Mængde	Mængde												
Helligdag														
alm. tid	1	2												

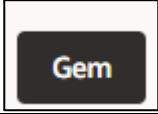
10



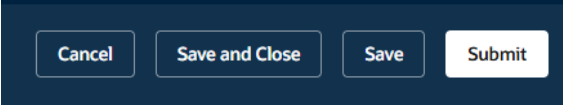
11



3.



12



Enter a comment if relevant (some projects require a very detailed description of the work performed).

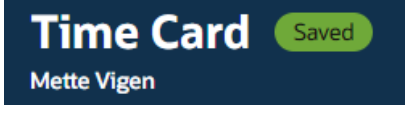
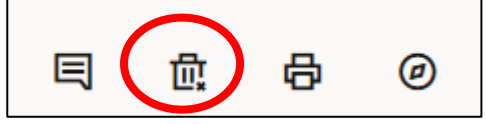
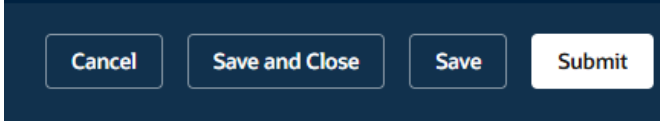
1. Insert a comment by selecting the cell containing the hours and right-clicking.
2. Choose the bottom menu item **“Add comment”**, enter your comment, and
3. Click **“Save”** at the bottom.

When you have saved a comment, a small indicator will appear in the hour field in the upper-right corner. If you need to edit your comment, follow the same steps; you will now see an additional menu item, **“Edit comment”**.

You get an overall overview of your registrations at the bottom (total per day) or on the far right (total per project & activity).

Click **“Save and Close”** if you have finished your registrations.

If you are not finished but want to save your progress, simply click **“Save”** — this will save your entries without leaving the screen.

		<p>Only click “Submit” when you have completed all registrations for the entire month.</p>
13		<p>You can see the status of the timecard — Entered, Saved, Submitted, or Approved — in the upper-left corner of the timecard, to the right of your name. You can edit a Saved timecard until it has been Submitted. You can delete a line (right-click in an hour field and select <u>Delete line</u>), or you can edit an hour entry by typing over it and saving. You cannot make changes to a Submitted or Approved timecard. If the timecard has been Submitted, you can have it returned by your Secretary. If the timecard has been Approved, corrections can only be made through a reallocation performed by your Project Controller.</p>
14		<p>Please note that the recycle bin functions by deleting back to the last time you saved — it does <u>not</u> delete all entries on the timecard.</p>
15		<p>Click “Submit” when you have finished the month’s registrations. Remember to register and submit your timecard at each month-end in accordance with the posting deadlines on the ProjectTime administration site: Click here You will also receive a notification about this.</p>