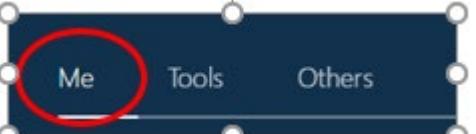
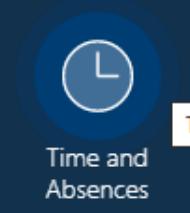
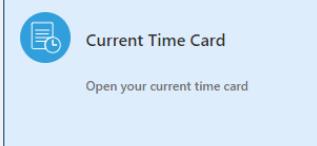
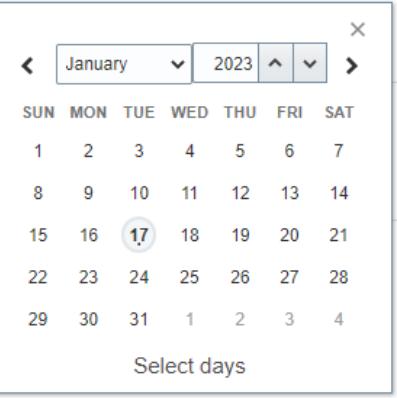


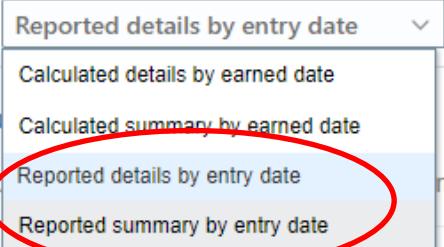
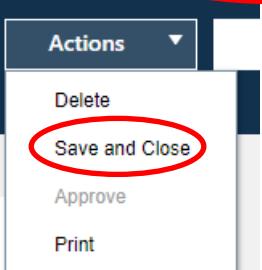
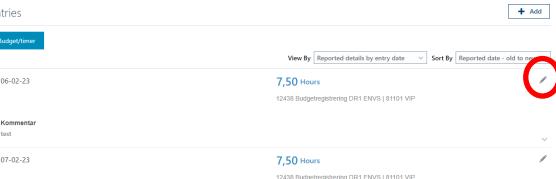
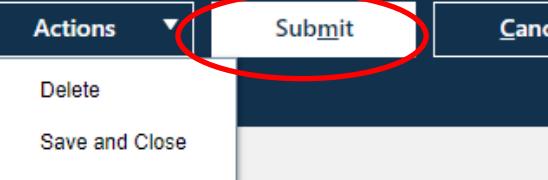
How to register project time on Time Card for current month

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.

1		Log on mitHR
2		Select the tab Me
3		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 https://medarbejdere.au.dk/administration/hr/hr-systemer/mithr
4		Select Current Time Card for registration in the current month.
5		To get an overview of your budget on projects and activities that require time registration push the button 'Budget/timer(hours)'. You can also see the accumulated registration here. The link takes you to a powerBI report that opens in a new tab. NOTE: The first time you use the report, you need to download a PBI app and login with your Microsoft login. A guide can be found at the website
6		To register time in the timecard click Add
7		Select Project. You can search by number or name by typing in the field. Favorite lists are continuously created. You will only find projects that have the same location code as the one you are employed on.

8	<p>* Aktivitet</p> <p>Select a value</p> <p>Attribute Value</p> <p>RECENT VALUES</p> <p>81101 VIP</p>	Select Activity. You can search by number or name by typing in the field. Favorite lists are continuously created.
9	<p>* Select Dates</p> <p><input type="text"/> </p>	To select date(s) you click the small calendar icon next to the field.
10	 <p>Select days</p>	You can select one or more dates in the calendar. Mark the desired dates before you move on. Close the calendar by clicking X or move on to next registration field 'Quantity'.
11	<p>* Quantity</p> <p><input type="text"/></p>	Select Quantity (quantity=number of hours). Quantity applies to each of the dates marked in the calendar. Please note that hours are productive time, lunch hour can not be registered . Hours are entered in deci-hours – 4 hours and 30 minutes must be typed as 4,5. Notice that if you register (partly) absence on a day, you can only register up to full time for the day. For a full time employee that is 6,9 hours excl. 30 minutes lunch .
12	<p>Kommentar</p> <p><input type="text"/></p>	If needed, enter Comment – some projects require a very detailed description of what work has been done. Below the comment field, you can continuously see your registrations.
13	<p>Add another date</p> <p></p>	To register more on the <u>same</u> project and activity click 'Add another date'. To register on <u>another</u> project and activity, then press OK and then Add.
14	<p> </p>	Press OK if you have finished your registration. Press Cancel if you want to undo your registration.

15		To get an overview of your registrations, you can choose: Reported details by entry date sorts the registrations by date Reported summary by entry date sorts the registrations by project and activity. Absence and holidays are also shown in the overview.
16		Click Actions >Save and Close when you are done with your registration. NOTE: your registrations are only saved when you press Save and Close. Click Submit only if only if you have completed registration for the entire month.
17		If registered time + absence exceed standard time on a specific day, you will get an error when you press Save. You must correct the registrations before you can Save and Close correctly.
19		Status of the timecard is shown at the top left (Saved/Submitted/Approved). You can edit a Saved timecard (se next step). A submitted or approved timecard can't be edited. Your local ProjectTime secretary can change a submitted timecard to saved, if you have changes to make. If a timecard is approved, all data has been posted. Corrections to the posting can be made by your local Project Controller.
20		Click the small pencil to edit each individual registration. Click Ok and Save
21		When you have finished registration for the month press Submit Remember to register and submit your time card at the end of each month, see deadlines on the website https://medarbejdere.au.dk/administration/hr/hr-systemer/mithr/projekttid You will also be notified of this in mail