

Aarhus University

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

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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.

	Monday	Tuesday	Wednesday	Thursday	Friday
	1. Aug	2	3	4	5
	6 timer 00 min	6 timer 00 min	6 timer 00 min	6 timer 00 min	6 timer 00 min
31	Frokost./Normalt. 00:30	Frokost./Normalt. 00:30		Ferie/Vacatio.. 06:00	Ferie/Vacatio.. 06:00
	AV ST A./Normalt. 07:00	AV ST A./Normalt. 07:00		Deltids./Normalt. 01:30	Deltids./Normalt. 01:30
	8	9	10	11	12
	6 timer 00 min	6 timer 00 min	6 timer 00 min	6 timer 00 min	6 timer 00 min
32	Frokost./Normalt. 00:30	Frokost./Normalt. 00:30		Frokost./Normalt. 00:30	Helligdag 06:00
	AV ST A./Normalt. 07:00	AV ST A./Normalt. 07:00		AV ST A./Normalt. 07:00	Deltids./Normalt. 01:30
	15	16	17	18	19
	6 timer 00 min	6 timer 00 min	6 timer 00 min	6 timer 00 min	6 timer 00 min
33	Frokost./Normalt. 00:30	Frokost./Normalt. 00:30	Helligdag 06:00	Frokost./Normalt. 00:30	Frokost./Normalt. 00:30
	AV ST A./Normalt. 07:00	AV ST A./Normalt. 07:00		AV ST A./Normalt. 07:00	AV ST A./Normalt. 07:00
	22	23	24	25	26
	6 timer 00 min	6 timer 00 min	6 timer 00 min	6 timer 00 min	6 timer 00 min
34	Sygd./Sickne.. 06:00	Frokost./Normalt. 00:30		Frokost./Normalt. 00:30	Frokost./Normalt. 00:30
	Deltids./Normalt. 01:30	AV ST A./Normalt. 07:00		AV ST A./Normalt. 07:00	AV ST A./Normalt. 07:00
	29	30	31	1. Sep	2
	6 timer 00 min	6 timer 00 min	6 timer 00 min	6 timer 00 min	6 timer 00 min
35					

For week 31, the following is registered for the project:

Weekly Sign-off

Week 31 (8/1/2016 - 8/7/2016) Copy week 30 / 2016 Template

Project	Activity	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
00, Frokost/Lunch	FROK, Frokost/Lunch	00:30	00:30		Ferie/..	Ferie/..			01:00
10917, AV ST AGRO	81401, TAP	07:00	07:00						14:00
22347, AV AGRO MHG DSM workshop 2016	81401, TAP								
928759, STAIR - Kvalitetsudvikling	82005, Weed								
989898, Deltidsans. ujevne uge	DELTID, Deltidsans. ujevne uge				01:30	01:30			03:00

Select project... Select activity... Save

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Registered activity time	07:30	07:30	00:00	01:30	01:30	00:00	00:00	18:00
Attendance time	06:00	06:00	06:00	00:00	00:00	00:00	00:00	18:00
Difference	-01:30	-01:30	06:00	-01:30	-01:30	00:00	00:00	00:00

## 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:

$24/3 \text{ hours} - 24/5 \text{ hours} = 8 - 4.8 = 3.2 = 3:12$   
hh:mm

Hours/week	Number of work days pr week					
	4		3		2	
	Hour	Min	Hour	Min	Hour	Min
10	0	: 30	1	: 20	3	: 0
11	0	: 33	1	: 28	3	: 18
12	0	: 36	1	: 36	3	: 36
13	0	: 39	1	: 44	3	: 54
14	0	: 42	1	: 52	4	: 12
14,8	0	: 44	1	: 58	4	: 26
15	0	: 45	2	: 0	4	: 30
16	0	: 48	2	: 8	4	: 48
17	0	: 51	2	: 16		
18	0	: 54	2	: 24		
19	0	: 57	2	: 32		
20	1	: 0	2	: 40		
21	1	: 3	2	: 48		
22	1	: 6	2	: 56		
22,2	1	: 7	2	: 58		
23	1	: 9	3	: 4		
24	1	: 12	3	: 12		
25	1	: 15				
26	1	: 18				
27	1	: 21				
28	1	: 24				
29,6	1	: 29				
29	1	: 27				
30	1	: 30				
31	1	: 33				
32	1	: 36				