

Time recording in HR Expert

If time recording is to be used, "Activate time recording" can be checked and the necessary fields are activated.

Fieldname	Fieldtyp	Description
Start of time recording	Date field	Date field with date selector, no time postings can take place before this date field.
Ta-iD	System field	Is automatically assigned by the system after saving.
Weekly programm	Dropdown	Mandatory field, a configurable selection list is stored
Part-time (%)	Text box	Mandatory field to reduce from 100% (full working time) if necessary

After saving, fields matching this information will appear, which can also be edited.

The screenshot shows the 'Person' profile for Wayne John in the 'webdesk hr expert' system. The 'Zeiterfassung aktivieren' (Activate time recording) section is active, indicated by a checkmark. Key fields include:

- TA-ID:** 34
- Beginn der Zeiterfassung:** 29.02.2017
- Wochenprogramm:** 1 - Glz/38,3
- Teilzeit (%):** 100

Below these are various calculation and legal compliance fields, such as 'Saldoverrechnung: Klappung Gleitzeit-Saldo positiv' (10), 'Saldoverrechnung: Verhalten bei Minus-Saldo' (Ja), and 'Saldoverrechnung: Zeitpunkt' (Monat). There are also checkboxes for 'Höchst Arbeitszeit: tägliche 10h Klappung' and 'Höchst Arbeitszeit: wöchentliche 50h Klappung'.