

# xlTimeManager

xlTimeManager is a time keeping module that gives you control of time. It helps you to automate the process of managing time and attendance information and enables you to transfer data to your payroll system.

The screenshot displays the xlTimeManager application window. The title bar shows the date 'Friday, 13 March 2009' and the application name 'xlTimeManager'. The main interface is divided into several sections:

- Personnel:** A table listing employees with columns for First name, Last name, and Social sec. #.
- Administration:** A section for 'Week 10, 2009' showing a weekly task schedule. The current date is 'Thursday, 05 March 2009'. The schedule is a grid with columns for each day of the week and rows for tasks, start/end times, and durations.
- Task List:** A tree view showing 'All tasks' and 'Favorite tasks'. Tasks include 'Administration', 'Ekonomi (Eko)', 'Samordning (Sam)', 'General tasks', 'Betald rast (Fika)', 'Obetald rast (Lunch)', 'Semester (Sem)', 'In/Ut-checkning (In/Ut)', and 'Sjukdom (Sjuk)'. The 'Samordning (Sam)' task is highlighted in green.
- Week work:** A summary table showing the total duration for each task.
- Summary Table:** A table comparing 'Actual' and 'Schedule' times for each day of the week.

Task	Dur	Task	Dur	Task	Dur	Task	Start	End	Dur	Task	Dur	Task	Dur	Task	Dur
Sam	7:30	Sem	5:00	Eko	7:00	Eko	08:00	16:30	8:30	Eko	8:30				
						Sam	14:00	16:30	2:30						

Task	Durati...
Ekonomi (Eko)	21:30
Samordning (Sam)	10:00
Semester (Sem)	5:00

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Actual	█	█	█	█	█		
Actual total	█	█	█	█	█		
Stamp							
Stamp total							
Schedule	█	█	█	█	█		
Schedule total	█	█	█	█	█		

## Stamp times

The personnel can register their time using a web based time clock. Here they can choose from several different tasks and they can also send messages to their supervisor.

Alternatively log-on and log-off times can be imported from a telephone switch and used as start and end times.

## Salary report

The times displayed in xlTimeManager can be edited by the supervisor and absence codes can be applied.

After approval, a salary report is generated. In this report all overtime and holiday pay is summarized per person for a second approval prior to transfer to the payroll system. All salary details can be manually adjusted before being exported.

## Scheduled times

xlTimeManager can import schedules from the WFM system XLScheduler or from other external scheduling systems.

The scheduled times can then be compared to the times from the time clock or the log-on times from the switch to show deviations.

Worked time can be rounded up in various ways, e.g. to match the schedule or to the nearest 15 minutes.