

FAST ENTRY – TIME MANAGEMENT

HrOnlineLux 39_01_Fast Entry – Time Management _ HR

The screenshot shows the 'Time Management' module in HRonline. The top navigation bar includes 'Time Views', 'Quota', 'Work Schedule', 'Fast Actions', 'Reporting', and 'Fast Forward'. The 'Fast Forward' tab is selected. Below the navigation bar, there are two main sections: 'Fast Forward Actions' and 'Fast Forward Results'. The 'Fast Forward Actions' section contains a list of actions: 'Modify Absence Quota', 'Create Absences', and 'Create Attendances'. The 'Fast Forward Results' section is currently empty.

It is now possible to enter an illness, a holiday, or attendance at a training course for several employees, quickly and simultaneously!

With a few clicks, add one of the following 3 options for 5, 10 or up to 15 employees:

- Change quota of absences,
- Create absences,
- Create attendances.

1 To go to Fast Forward, go to [Time Management](#) > [Fast Forward](#) > [Fast Forward actions](#).

The screenshot shows the 'Modify Absence Quota' dialog box. It contains the following fields and buttons:

- For ***: A dropdown menu with a selection of 1 employee. Below it are links for 'Add My Selection' and 'Advanced Search'.
- From**: A date field with the value '01. 01. 2016' and a calendar icon.
- To**: A date field with the value '31. 12. 2016' and a calendar icon.
- Buttons**: 'Retrieve Data' (green) and 'Cancel' (white).

Instructions at the top of the dialog box: 'Please select your population by typing the person's name, selection via left menu or entering a name of a saved filter. The date input is used to retrieve the data valid in that period. Click on the button to retrieve the data. Depending on the volume of the population and the number of records in the system, it can take time to present the data.'

Modify Absence Quota: This option allows you to change one or several absence quotas already entered (overtime, special leave, extraordinary leave, etc.).

For example: Your employee changes from 100% to 80% working hours, his entitlement to leave must be adapted. It is easier to use the [Fast Forward](#) option to change all the quotas with one action.

1 Select the employee and click on [Modify Absence Quota](#).


2 Fill in the period when the quotas in question need to be changed.

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Modify Absence Quota

Please select your population by typing the person's name, selection via left menu or entering a name of a saved filter.
The date input is used to retrieve the data valid in that period. Click on the button to retrieve the data.
Depending on the volume of the population and the number of records in the system, it can take time to present the data.

For *  (1)
[Add My Selection](#) [Advanced Search](#)

From **1** 01 . 04 . 2016 * To 31 . 12 . 2016 *
[Retrieve Data](#) [Cancel](#)

[Submit](#) [Cancel](#)

Population	Absence quota type	Quota number	Start Date
GERARD Laurent [...]	Holiday paid (hours) *	160,00000 *	01 . 01 . 2016 *
GERARD Laurent [...]	Recovery PH (hours) *	12,80000 *	01 . 01 . 2016 *

<< < 1 of 1 > >>

In the example, the paid holidays changes from 200 to 160 hours from 1st April 2016.

«Recovery PH» (time off in lieu of public holidays) changes from 16 to 12.8 from 1st April 2016.




! *This change works only if the employee has enough remaining holidays not deducted from their quota. You must change the quota since the start date (here 1st April 2016).*

1 Modify the quota concerned:

- Days,
- Start date.

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-  In Progress
-  Confirmed
-  Rejected

Légende

Time Views

Quota

Work Schedule

Fast Actions

Reporting

Fast Forward

Fast Forward Actions

Select a Fast Forward action

Modify Absence Quota

Create Absences

Create Attendances

Fast Forward Results

Show Legend

Search

Results

Date

×

Fast Forward Creati

02.11.2016 - 12:25

Fast Forward creati

30.06.2016 - 11:25

×

Fast Forward Creati

30.06.2016 - 11:16

Fast Forward creati

13.04.2016 - 10:20

Fast Forward creati

10.02.2016 - 16:48

×

Fast Forward Creati

10.02.2016 - 16:31

×

Fast Forward Creati

10.02.2016 - 16:28

×

Fast Forward Creati

10.02.2016 - 16:22

×

Fast Forward Creati

10.02.2016 - 16:20

×

Fast Forward Creati

31.12.2015 - 14:16

Absence Quota Details						
Current Quota						
Start Date	End Date	Absence quota type	Quota number	Deduction	Unit	Remaining
01.01.2016	31.12.2016	Holiday paid (hours)	160,00000	88,00000	Hours	72,00000
01.01.2016	31.12.2016	Recovery PH (hours)	12,80000	0,00000	Hours	12,80000

- 1 Click on **Refresh** until the action is in progress. Once completed, the logo is green and your change has been saved or the logo is red and an explanation tells you which criterion needs to be corrected.
- 2 Once the action is completed, the change appears in the **Quota** widget.

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Time Management

Time Views Quota Work Schedule Fast Actions Reporting Fast Forward

Fast Forward Actions

Select a Fast Forward action

- Modify Absence Quota
- Create Absences 1
- Create Attendances

Fast Forward Results

Create Absences

Add My Selection Advanced Search

Submit Cancel

Population	Att./Absence type	Start Date	End Date
GERARD Laurent	Holiday paid (H)	05.04.2016	05.04
HOFSTAT Samuel	Holiday paid (H)	05.04.2016	05.04
		DD.MM.YYYY	DD.MM




Create absences

- 1 This option allows you to enter several absences for one or more people at the same time.




Example: if you want to enter an absence for several people on the same day, simply fill in the first line and then click on Copy / Paste and change the name of persons concerned.

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-  In Progress
-  Confirmed
-  Rejected

Légende

Monthly Calendar							Select view
<div>◀ April ▼ ▶ 2016 ▼ ▶ Today</div> <div>Filter Options</div>							  
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
28	29	30	31	01	02	03	
04	05 Holiday paid (H) Holiday paid (H)	06	07	08	09	10	
11	12	13	14	15	16	17	

Verification

You can follow the progress of your action and check its status. Once the action is completed, absences are visible in the calendar of the employees concerned.