



# Fondazione Bruno Kessler

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**The new Inaz attendance management system**  
**FBK and PAT administrative and technical staff**

**Data Office - HR Department**

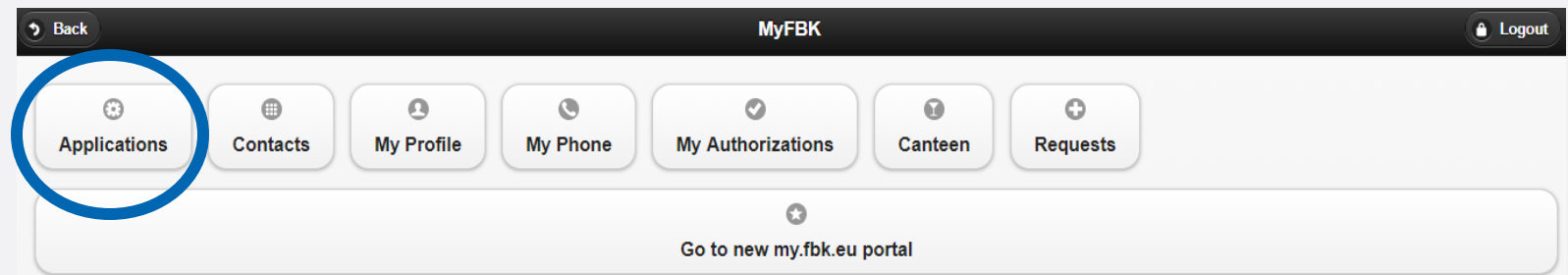
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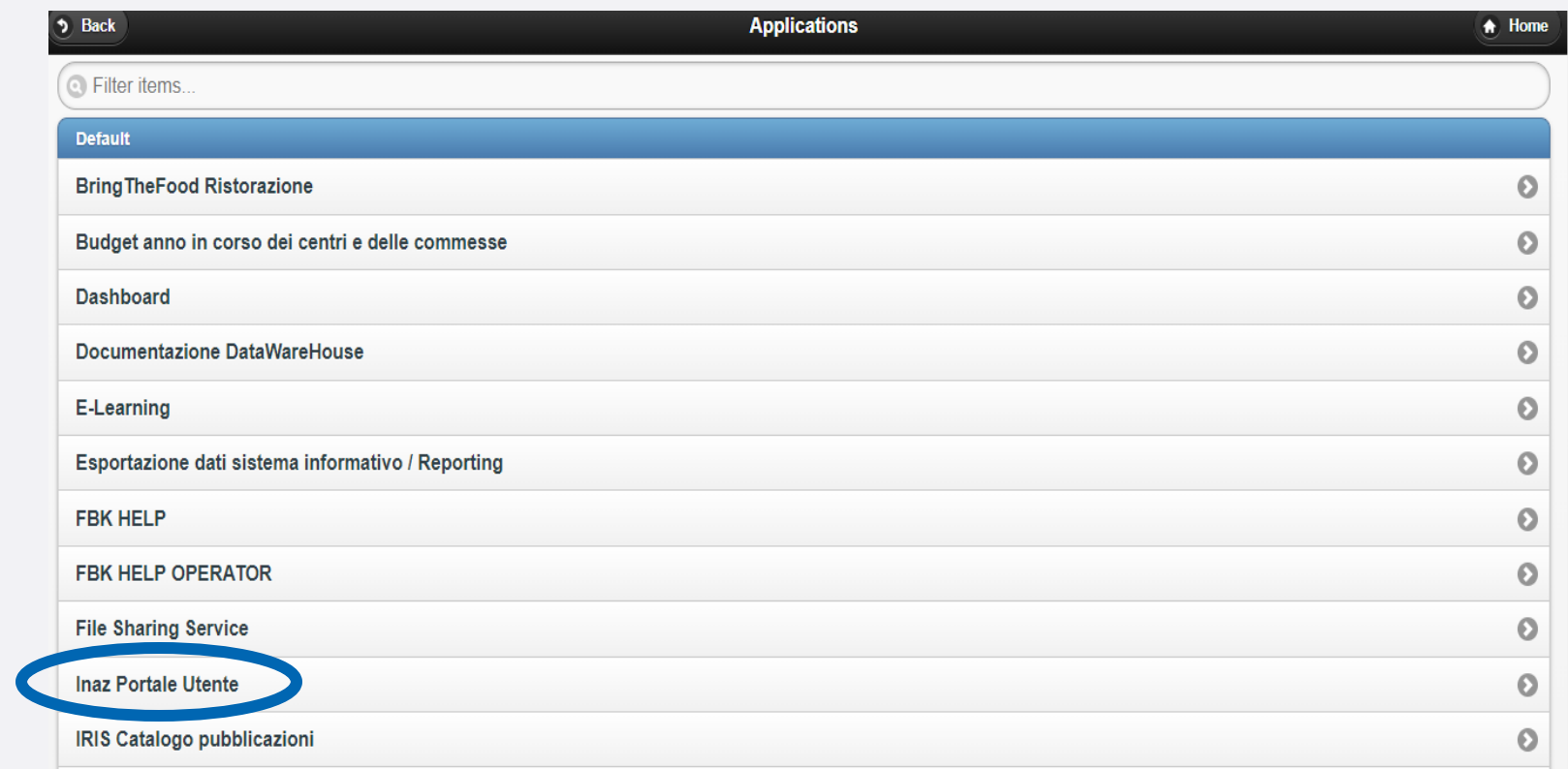
# System Login

myfbk.eu -> Application -> Inaz portale utente

No changes



1. myfbk.eu internal portal
2. select the item **Application**
3. select **Inaz Portale Utente**



# Accessing your timesheet

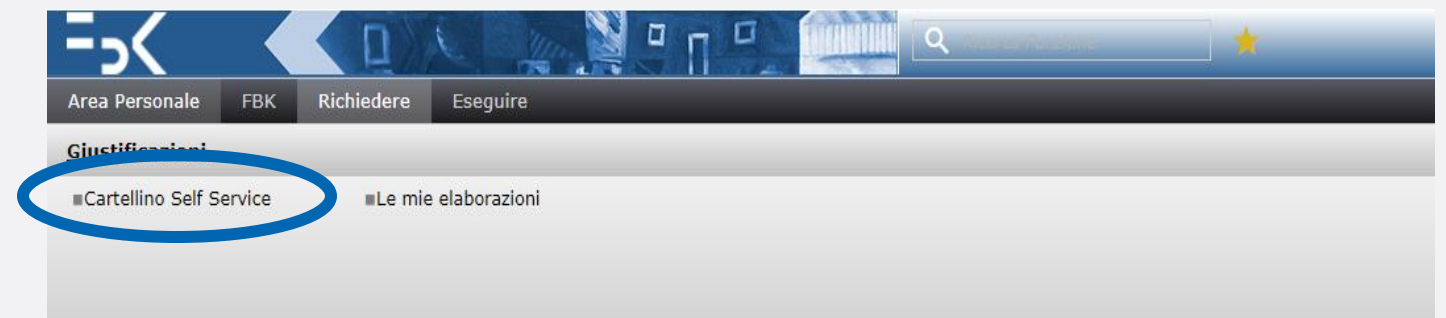
## Cartellino Self Service

Click on the item **Richiedere**

Two available options:

1. Cartellino Self Service
2. Le mie elaborazioni

To **view your timesheet**, request vacation leave, time-off and other options select **Cartellino Self Service**



# Viewing your timesheet

## Processing parameters

Once you have entered the *Cartellino Self Service*, two windows will appear:

1. *Selection parameters*
2. *processing parameters*

To view your timesheet and enter the time-off codes, click on *processing parameters*

**Giustificazioni**

Home > Richiedere > Giustificazioni > Cartellino Self Service ★

Menu

**Cartellino Self Service**

**Parametri di selezione** **Parametri di elaborazione**

Aziende

Sedi

Filiali

Centri di costo

Reparti

Dipendenti

# Timesheet processing parameters

## 1 Indicate the time interval

(e.g.: to see the month of May indicate  
dal 01/05/2018 al 31/05/2018)

and **click on Apri**

Area Personale FBK Richiedere Esegui

**Giustificazioni**

Home > Richiedere > Giustificazioni > Cartellino Self Service

**Cartellino Self Service**

Parametri di selezione Parametri di elaborazione

Periodo elaborazione dal 01/05/2018

Periodo elaborazione al 31/05/2018

Apri Svuota

## 2 The timesheet for the requested month will open

Cartellino Self Service

Aggiorna Eventi Azioni

Azienda 1 - FBK Dipendente 00000 - [Redacted]

	Data	Orario	E	U	E	U	E	U	+	ORD	ASS	GIUS	ORE -	ORE +	ZZ_STR	Stato
M	01/05/2018	NR FBK 7.36 L														●
M	02/05/2018	NR FBK 7.36 L	08:22	17:22												●
G	03/05/2018	NR FBK 7.36 L	08:46	18:04						07:36				01:12		●
V	04/05/2018	NR FBK 7.36 V	08:32	15:54						07:22			00:14			●
S	05/05/2018	SAB/RIP														●
D	06/05/2018	DOM														●
L	07/05/2018	NR FBK 7.36 L	08:42	12:09	13:25	18:20				07:36				00:46		●
M	08/05/2018	NR FBK 7.36 L	08:37	12:05	13:13	18:38				07:36				01:17		●
M	09/05/2018	NR FBK 7.36 L	08:38	17:04						07:36				00:20		●
G	10/05/2018	NR FBK 7.36 L	08:42													●
V	11/05/2018	NR FBK 7.36 V														●
S	12/05/2018	SAB/RIP														●
D	13/05/2018	DOM														●
L	14/05/2018	NR FBK 7.36 L														●
M	15/05/2018	NR FBK 7.36 L														●
M	16/05/2018	NR FBK 7.36 L														●
G	17/05/2018	NR FBK 7.36 L														●

# Viewing your timesheet

## By date

Orario	E	U	E	U	E	U	+	ORD	ASS	GIUS	ORE -	ORE +	ZZ_STR	Stato

- 1. **O** (orario): theoretical work schedule as per contract
- 2. **E** (entrata): Entry time (as per clock-in)
- 3. **U** (uscita): Exit time (as per clock-out)
- 4. **Ord**: ordinary working hours against the theoretical schedule
- 5. **Ass**: hours not worked against the theoretical timetable
- 6. **Gius**: hours covered by leave codes (e.g. ROL)
- 7. **Ore -**: missing hours against the theoretical schedule
- 8. **Ore +**: hours exceeding the theoretical schedule
- 9. **ZZ\_Str**: overtime hours
- 10. **Stato**: the so-called traffic light

### Warnings

**Yellow** - day to be processed by the system

**Green** - ordinary day

**Red** - day containing time-off to be covered with leave codes

**Orange** - day with events awaiting authorization



# Events (reasons)

## 1 **FERIE GG**

Enter the vacation days of interest.

You can also enter a time interval greater than that indicated on the timesheet (in this case: you could request vacation leave beyond May 31, 2018).

Note: if you enter consecutive vacation periods stretching over several weeks, Saturdays, Sundays and public holidays are not considered as vacation leave.

## 2 **PERMESSO BREVE**

To cover time-off during mandatory core hours.

## 3 **ROL 150H**

Vacation hours converted to hourly leave

## 4 **ACC FLEX**

To request FLEXIBILITY time accrual (type of partial-day leave)

## 5 **PERM FLEX 150**

Flexibility time used (cuts ACC FLEX balance)

## 6 **LIQUIDAZIONE HH**

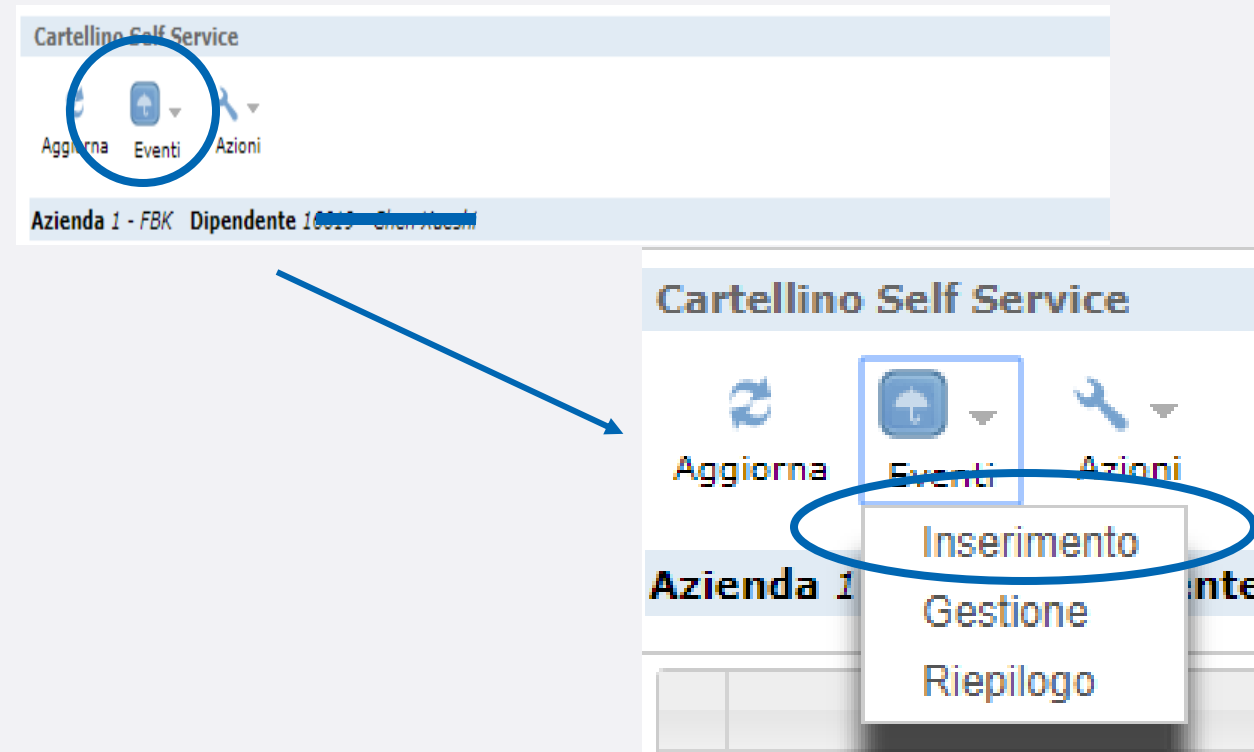
To request payment of overtime hours



# Entering time-off codes

## «Generic» mode

1. From the **timesheet menu**, on the top
2. click on **eventi**
3. and select the item **inserimento**



4. a window will open
5. place the pointer **on evento**
6. select the event of interest

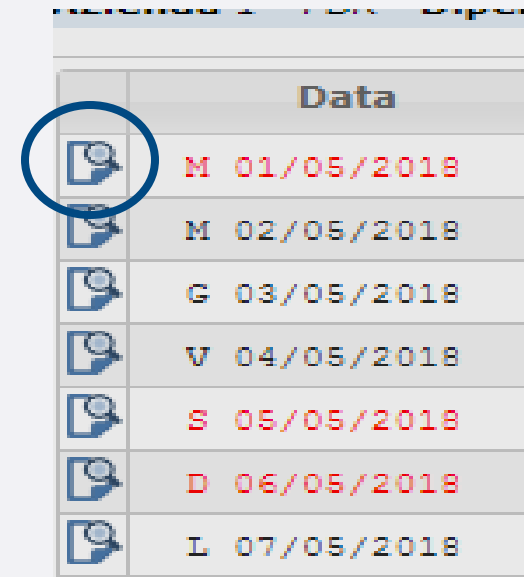
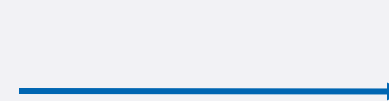
The screenshot shows the 'Inserimento evento' window. At the top, there are two buttons: 'Salva' and 'Eventi'. Below them, there is a header bar with the text 'Azienda 1 - FBK Dipendente 160119 - Chen Hoeschi'. The main area contains a form with the following fields:








- 'Evento': A dropdown menu.
- 'Periodo dal': A date input field with a calendar icon.
- 'Fascia ore dalle': A time input field.
- 'Al': A date input field with a calendar icon.
- 'Alle': A time input field.
- 'Note': A text area.

# Entering time-off codes

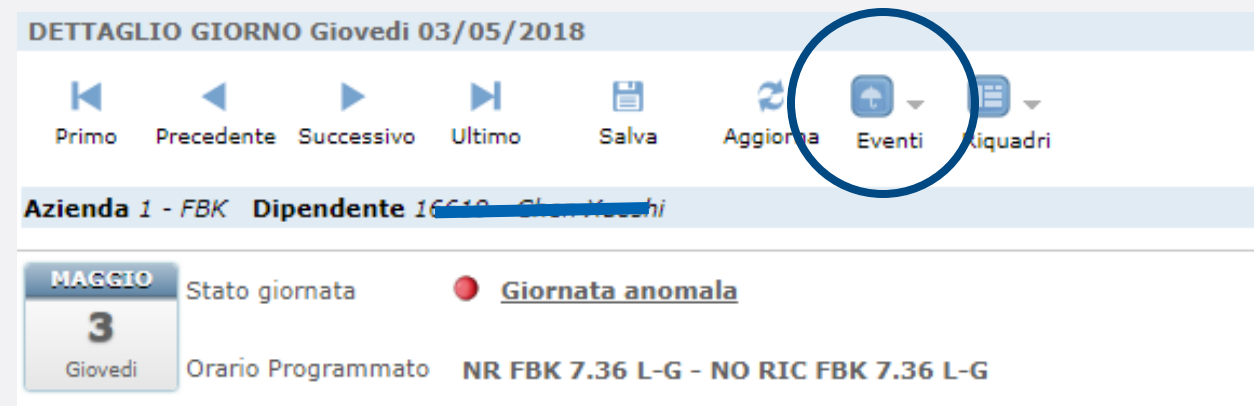
## «Date» mode

1. Click on the magnifying glass located to the left of the timesheet date



	Data
	M 01/05/2018
	M 02/05/2018
	G 03/05/2018
	V 04/05/2018
	S 05/05/2018
	D 06/05/2018
	L 07/05/2018

2. a window will open
3. place the pointer on **evento**
4. select the event of interest



DETTAGLIO GIORNO Giovedì 03/05/2018

Primo ◀ ◀ ▶ ▶ Salva Aggiorna **Eventi** Riquadri

Azienda 1 - FBK Dipendente 16619 - Chen Mucchi

MAGGIO  
3  
Giovedì

Stato giornata ● Giornata anomala

Orario Programmato NR FBK 7.36 L-G - NO RIC FBK 7.36 L-G

# Missing clock-in/out

## How to enter it

Using the «day» mode

The screenshot shows a software interface for managing clock-in/out data. At the top, it displays 'Azienda 1 - FBK' and 'Dipendente 15519 - Chen Xueshi'. Below this, there's a section for 'MAGGIO 15 Martedì' with 'Stato giornata' set to 'Giornata da calcolare' and 'Orario Programmato' set to 'NR FBK 7.36 L-G - NO RIC FBK 7.36 L-G'. The main part of the interface is a table titled 'Timbrature' with columns: 'Ora', 'E / U', 'Tipo', 'Term.', 'Richiesta', 'Ora ric.', and 'E/U ric.'. A blue arrow points from the 'Richiesta' column in the table to a detailed view of the dropdown menu. This menu is titled 'Richiesta' and shows 'INS-Inserimento' as the selected option.

Ora	E / U	Tipo	Term.	Richiesta	Ora ric.	E/U ric.

**Richiesta**

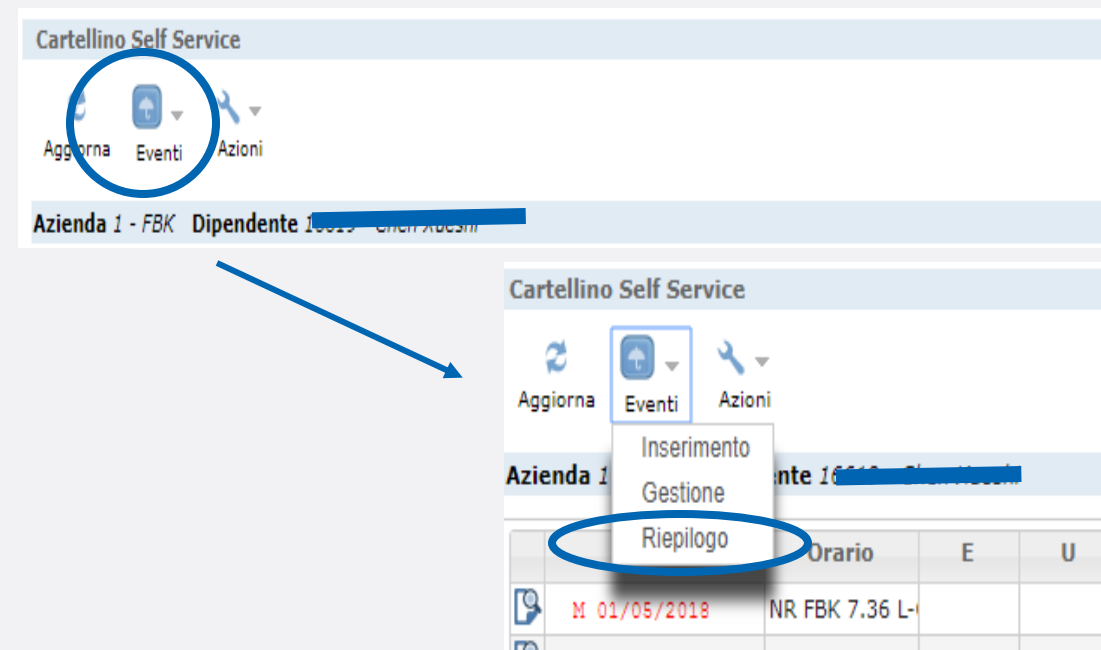
INS-Inserimento ▼

1. enter the day window by clicking on the magnifying glass
2. Place the pointer on the "Timbrature" box
3. Place the pointer below it - a row will open
4. Place the pointer on «richiesta»
5. Select inserimento
6. Indicate the time and if clock-in (entrata) or clock-out (uscita)

# Monthly balance

## How to check it

1. From *the timesheet menu*, on the top
2. click on *eventi*
3. and select the item *riepilogo*



4. a window will appear that summarizes

- saldo ferie | vacation leave balance
- ROL
- Saldo mese NR | NR monthly balance
- Saldo FLEX NR | NR FLEX balance
- Permesso Breve | Unpaid leave (hour/minute)

The screenshot shows the 'Riepilogo eventi' window. It displays the company name 'Azienda 1 - FBK' and the employee name 'Dipendente 16619 - Chen Xueshi'. Below this, there are fields for 'Periodo dal' and 'Periodo al', and a 'Data di riferimento' field set to '31/05/2018'. The main part of the window is a table with the following data:

	Codice	Descrizione	Dal	Al
+		Ferie	01/01/2018	31/12/2018
+		ROL	01/01/2018	31/12/2018
+		SALDO MESE NR	01/05/2018	31/05/2018
+		SALDO FLEX NR	01/01/2018	31/12/2116
+	PERM BREVE	Permesso Breve	01/01/2018	31/12/2018

# Monthly balance

## Common specifications

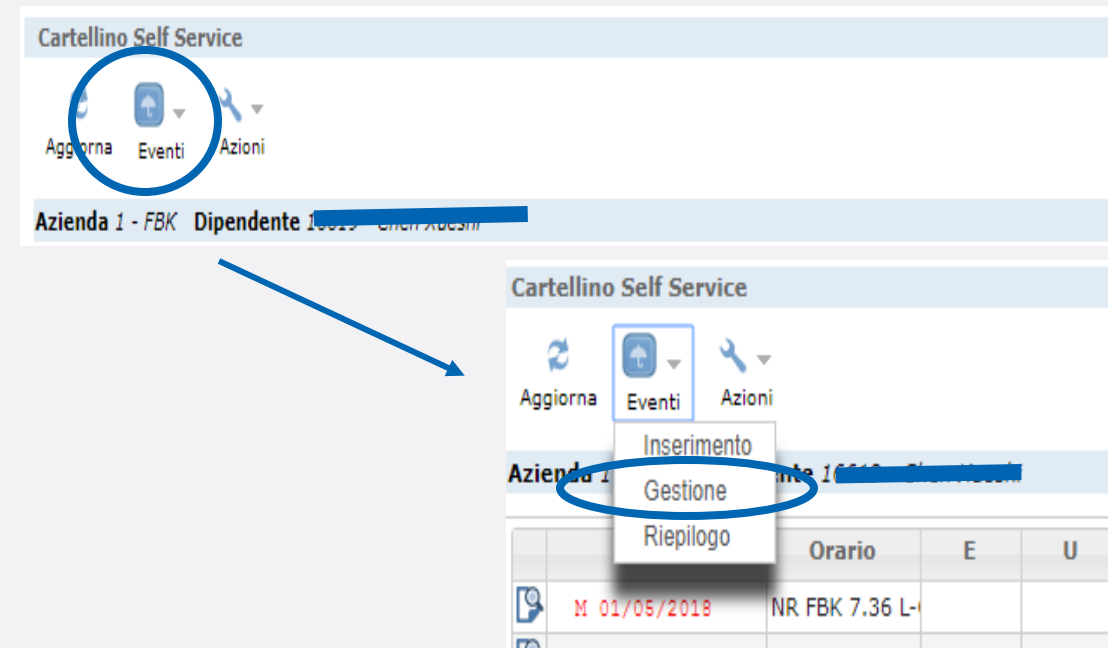
Fruibile	Fruito	Residuo prec.	Saldo	Autorizzato	Pianificato	Richiesto	Saldo totale
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1. **Fruibile**: time-off accrued to date
2. **Fruito**: time-off used to date
3. **Residuo anno precedente**: balance as of 31.12 of the previous year
4. **Saldo**: balance to date
5. **Autorizzato**: authorized requests
6. **Pianificato**: time-off planned for the future
7. **Richiesto**: requests awaiting authorization
8. **Saldo totale**: total balance situation not including requests awaiting authorization


# Request status


## How to check it

1. From the **timesheet menu**, on the top
2. click on **eventi**
3. and select the item **gestione**
4. a window will open that summarizes the status of requests in the indicated period



GESTIONE EVENTI





▼

Aggiorna   Eventi

Azienda 1 - FBK   Dipendente

Periodo dal 

01/05/2018

 Periodo al 

31/05/2018

Filtri

Oggetto  ▼

Contatore  ▼

Evento  ▼

Famigliare  ▼

Stato evento


Pianificato

Richiesto

Annullato

Rifiutato

Da rivalutare

		Evento	Stato evento	Periodo	
				dal	al
+		CONG MATR-Congedo Matrimoniale	FRU-Fruito	01/05/2018	15/05/2018