



Fondazione Bruno Kessler

The new Inaz attendance management system
Administrative staff and equivalent positions

Data Office - HR Department

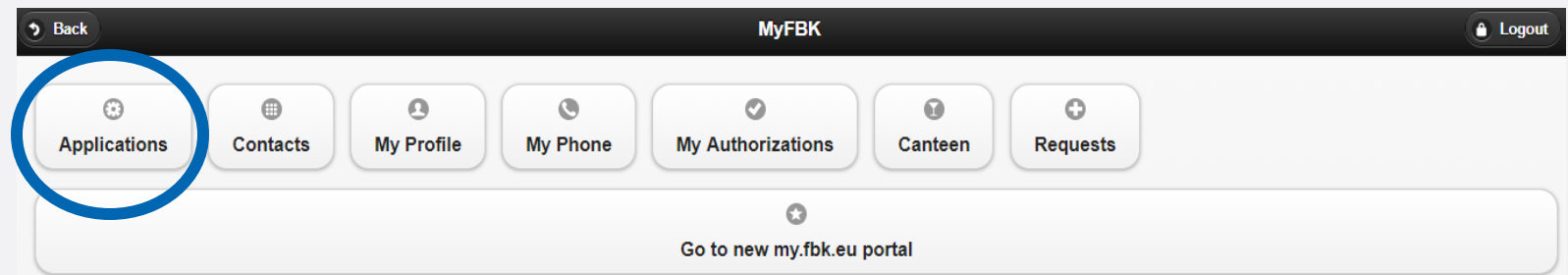
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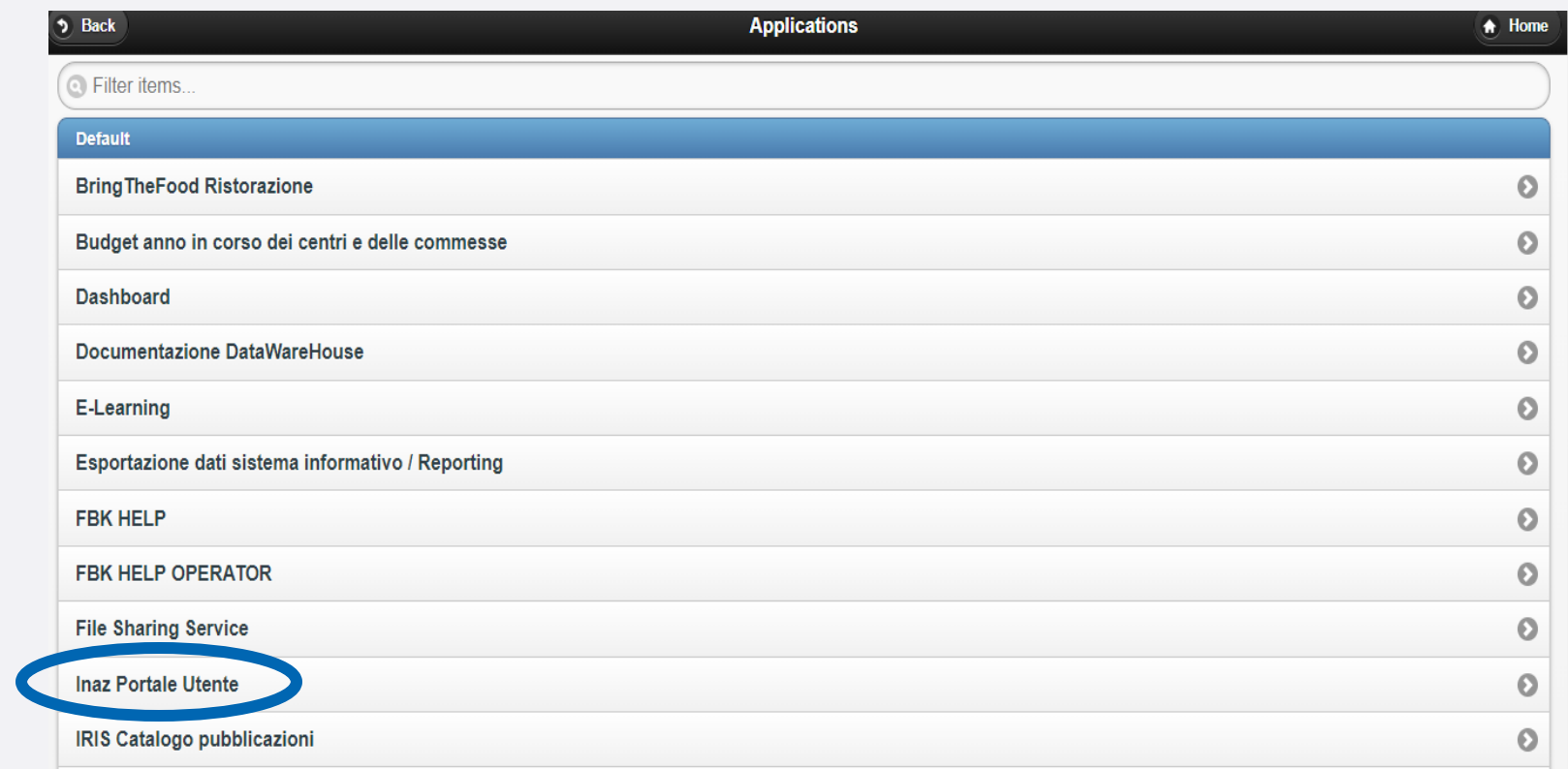
System Login

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

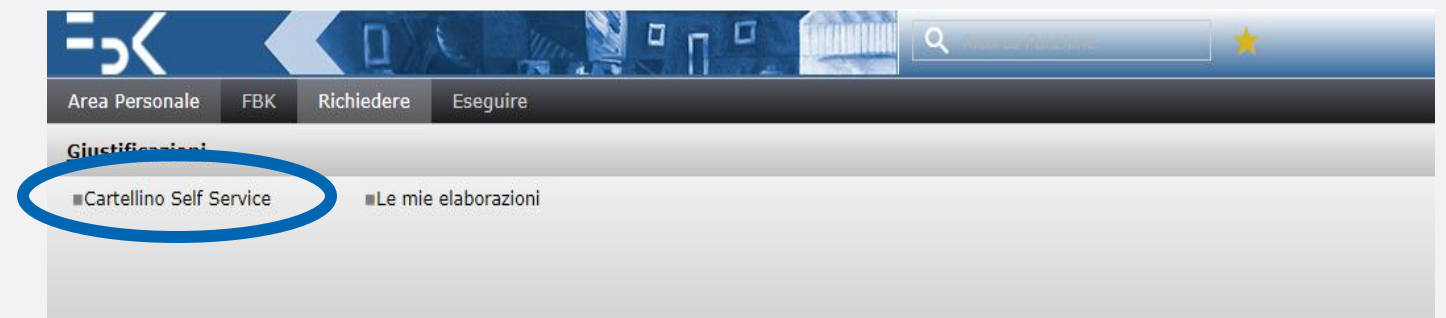
-> **Cartellino Self Service**

Place the pointer 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)

Most frequent types

1 **FERIE GG | VACATION LEAVE**

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 **RIPOSO COMPENSATIVO | COMP TIME OFF**

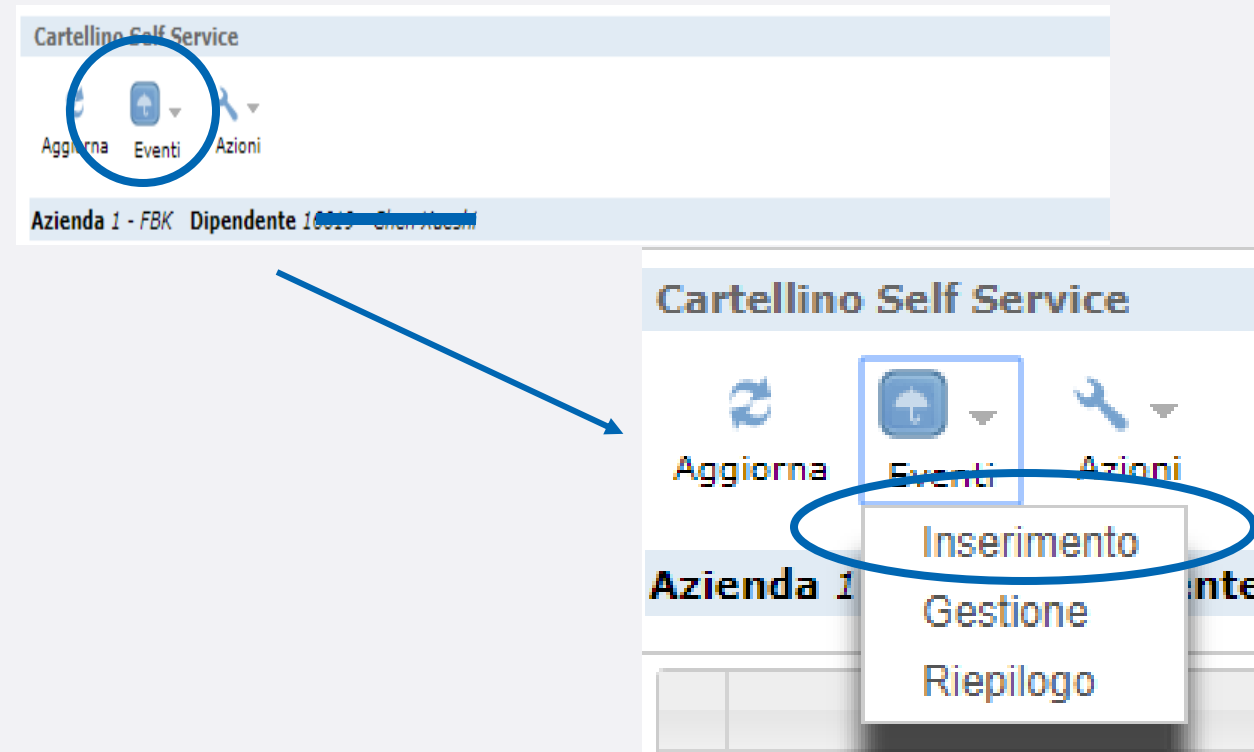
Daily event to cut exceeding hours

3 **ROL 150H**

Vacation hours converted to hourly leave

Entering time-off codes «Generic» mode

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



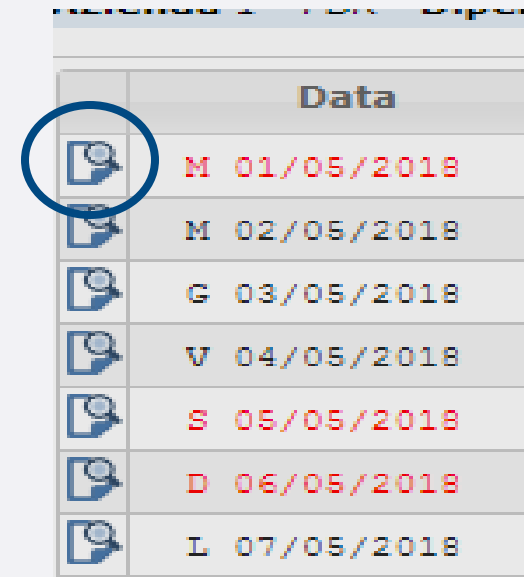
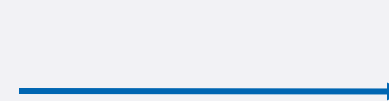
4. a window will open
5. place the pointer on **evento**
6. select the event of interest








The screenshot shows the 'Inserimento evento' form. At the top, there are two icons: 'Salva' and 'Eventi'. Below this, the text 'Azienda 1 - FBK Dipendente 16019 - Chen Hoeschi' is displayed. The form contains several fields: 'Evento' with a dropdown menu, 'Periodo dal' with a date picker, 'Fascia ore dalle' with a time picker, 'Al' with a date picker, 'Alle' with a time picker, and 'Note' with a text area.

Entering time-off codes

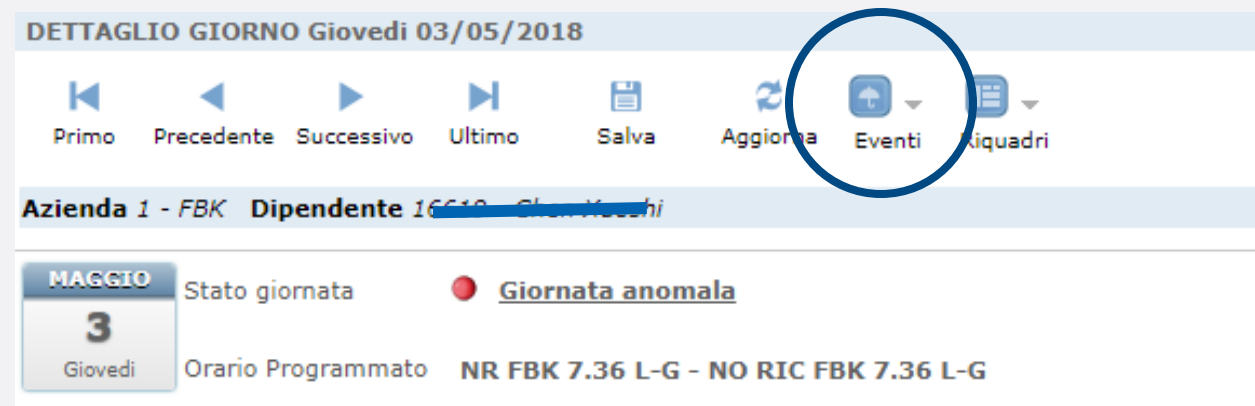
«Date» mode

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 Stato giornata ● Giornata anomala

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

Giovedì

Missing attendance recording

How to enter it

Using the «date» mode

The screenshot shows a software interface for attendance recording. At the top, it displays 'Azienda 1 - FBK' and 'Dipendente 1'. Below this, there's a date selector for 'MAGGIO 15 Martedì'. The 'Stato giornata' is 'Giornata da calcolare'. The 'Orario Programmato' is 'NR FBK 7.36 L-G - NO RIC FBK 7.36 L-G'. A table titled 'Timbrature' has columns: 'Ora', 'E / U', 'Tipo', 'Term.', 'Richiesta', 'Ora ric.', and 'E/U ric.'. A blue arrow points from the 'Richiesta' dropdown in the table to a larger view of the dropdown menu, which shows 'INS-Inserimento' selected.

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

Richiesta

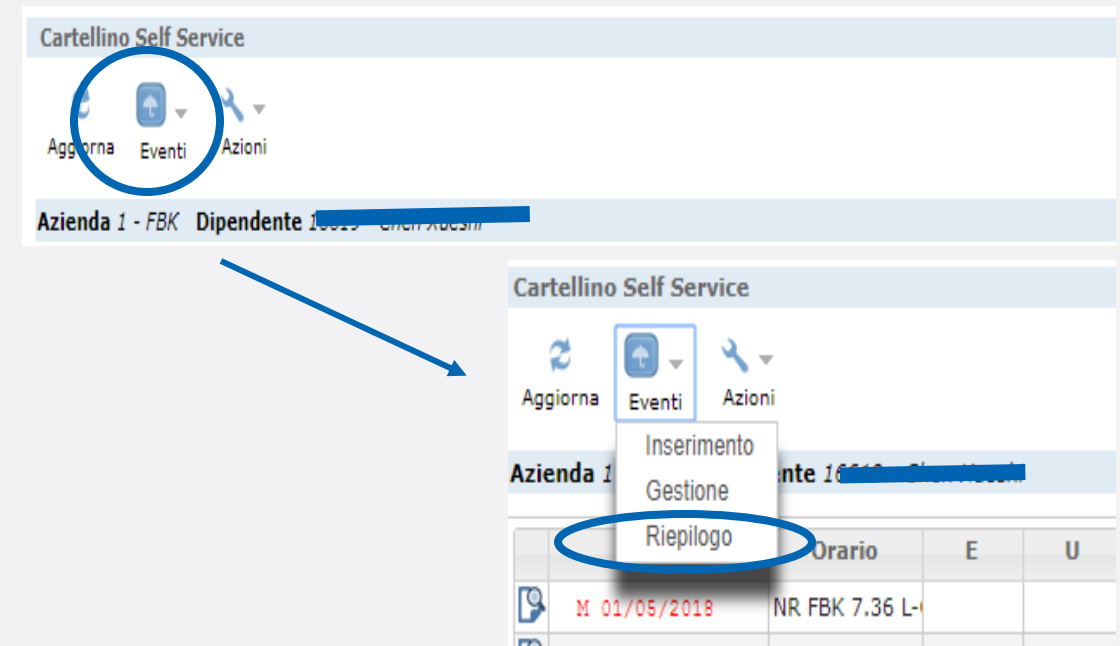
INS-Inserimento ▼

1. enter the date 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 RESP | Sup. vacation leave balance
 - ROL
 - Vacation leave converted into ROL
 - Etc.> 20 H
 - Comp time-off

Riepilogo eventi

Aggiorna Eventi

Azienda 1 - FBK Dipendente 83 [redacted]

Periodo dal [calendar icon] Periodo al [calendar icon]

Data di riferimento 04/05/2018 [calendar icon]

		Codice	Descrizione	Dal	Al
+	[icon]		Ferie	01/01/2018	31/12/2018
+	[icon]		ROL	01/01/2018	31/12/2018
+	[icon]		SALDO MESE RESP	01/05/2018	31/05/2018
+	[icon]	CONV FE in ROL	Conversione Ferie in Rol	01/01/2018	31/12/2018
+	[icon]	ECC > 20 HH +	ECC > 20 ORE +	01/01/2018	31/12/2018
+	[icon]	PERM COMPEN	Permesso Compensativo	01/01/2018	31/12/2018

Monthly balance

Common specifications

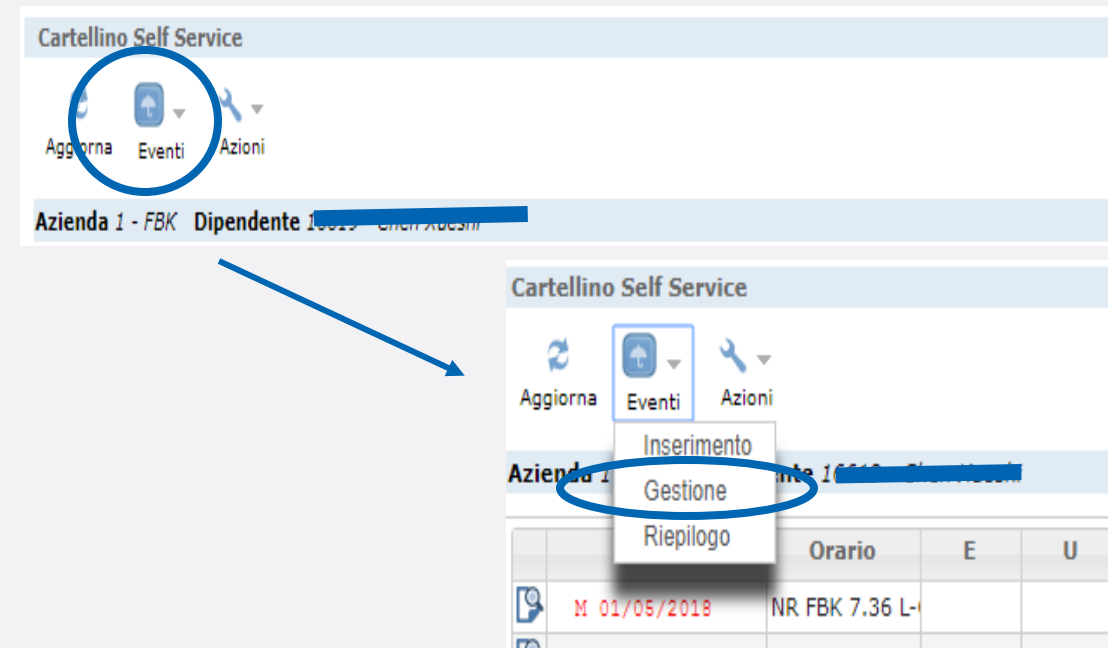
Fruibile	Fruito	Residuo prec.	Saldo	Autorizzato	Pianificato	Richiesto	Saldo totale
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1. **Fruibile**: time-off accrued to date
2. **Fruito**: time-off used to date
3. **Residuo anno precedente**: balance as of 31.12 of the previous year
4. **Saldo**: 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 status 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