



Fondazione Bruno Kessler

The new Inaz attendance management system
Staff with clock-in only requirement

Data Office - HR Department

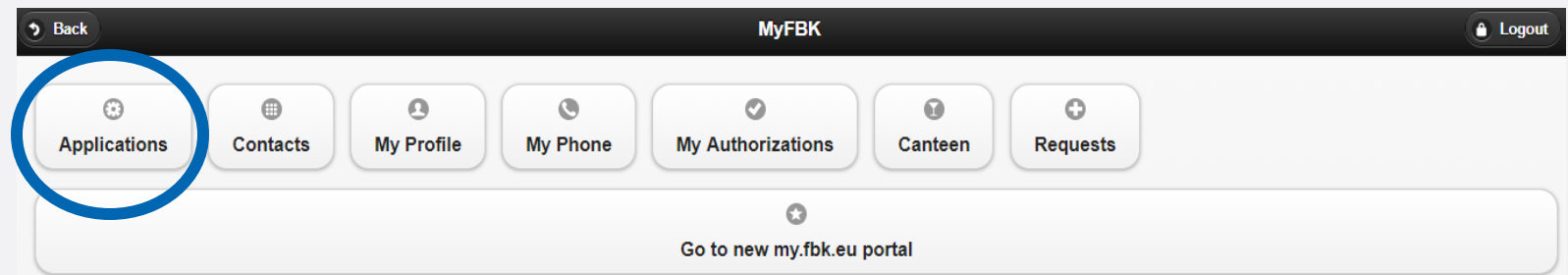
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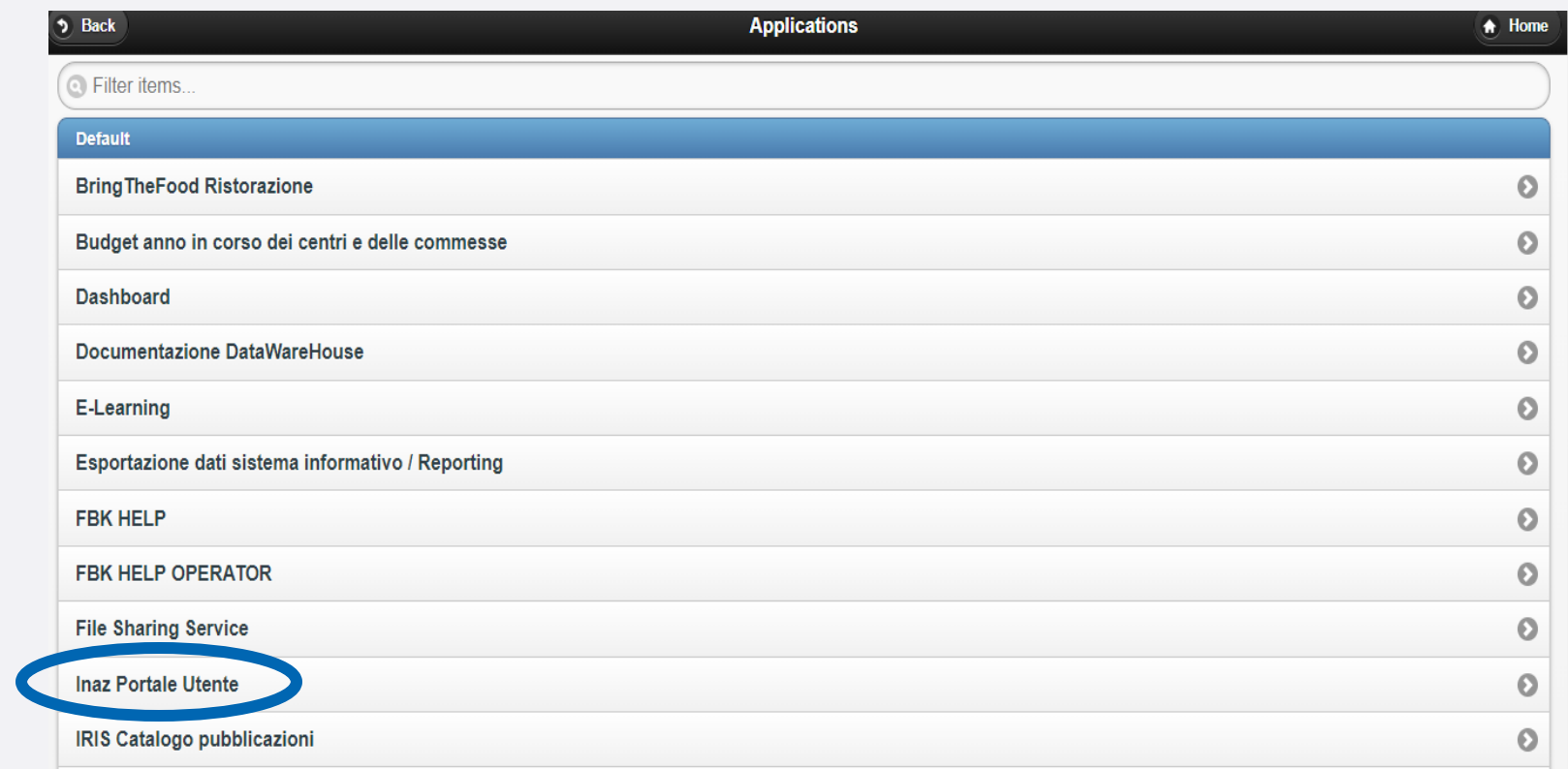
System Login

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

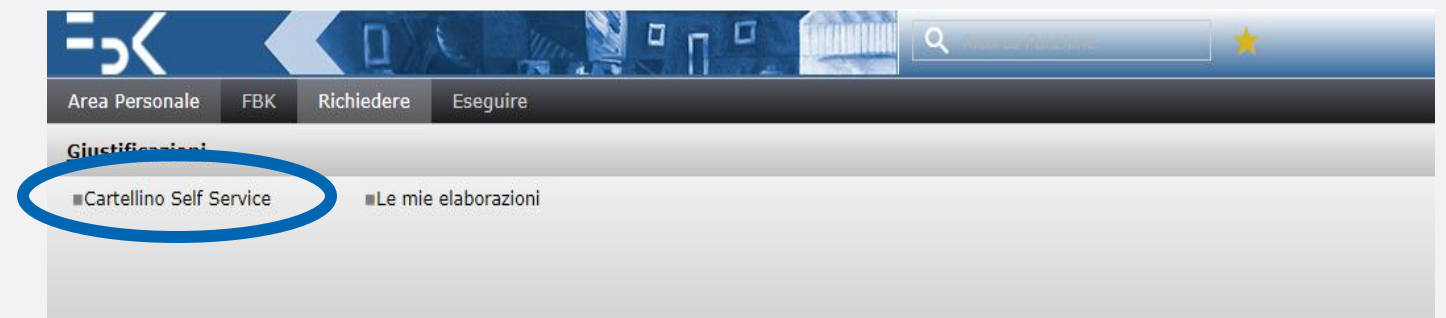
-> **Cartellino Self Service**

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														Yellow
M	02/05/2018	NR FBK 7.36 L	08:22	17:22												Yellow
G	03/05/2018	NR FBK 7.36 L	08:46	18:04						07:36				01:12		Red
V	04/05/2018	NR FBK 7.36 V	08:32	15:54						07:22			00:14			Red
S	05/05/2018	SAB/RIP														Green
D	06/05/2018	DOM														Green
L	07/05/2018	NR FBK 7.36 L	08:42	12:09	13:25	18:20				07:36				00:46		Red
M	08/05/2018	NR FBK 7.36 L	08:37	12:05	13:13	18:38				07:36				01:17		Red
M	09/05/2018	NR FBK 7.36 L	08:38	17:04						07:36				00:20		Red
G	10/05/2018	NR FBK 7.36 L	08:42													Yellow
V	11/05/2018	NR FBK 7.36 V														Yellow
S	12/05/2018	SAB/RIP														Yellow
D	13/05/2018	DOM														Yellow
L	14/05/2018	NR FBK 7.36 L														Yellow
M	15/05/2018	NR FBK 7.36 L														Yellow
M	16/05/2018	NR FBK 7.36 L														Yellow
G	17/05/2018	NR FBK 7.36 L														Yellow

Reading your timesheet

By date

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

1. **O** (orario): theoretical 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 theoretical schedule
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 | vacation leave

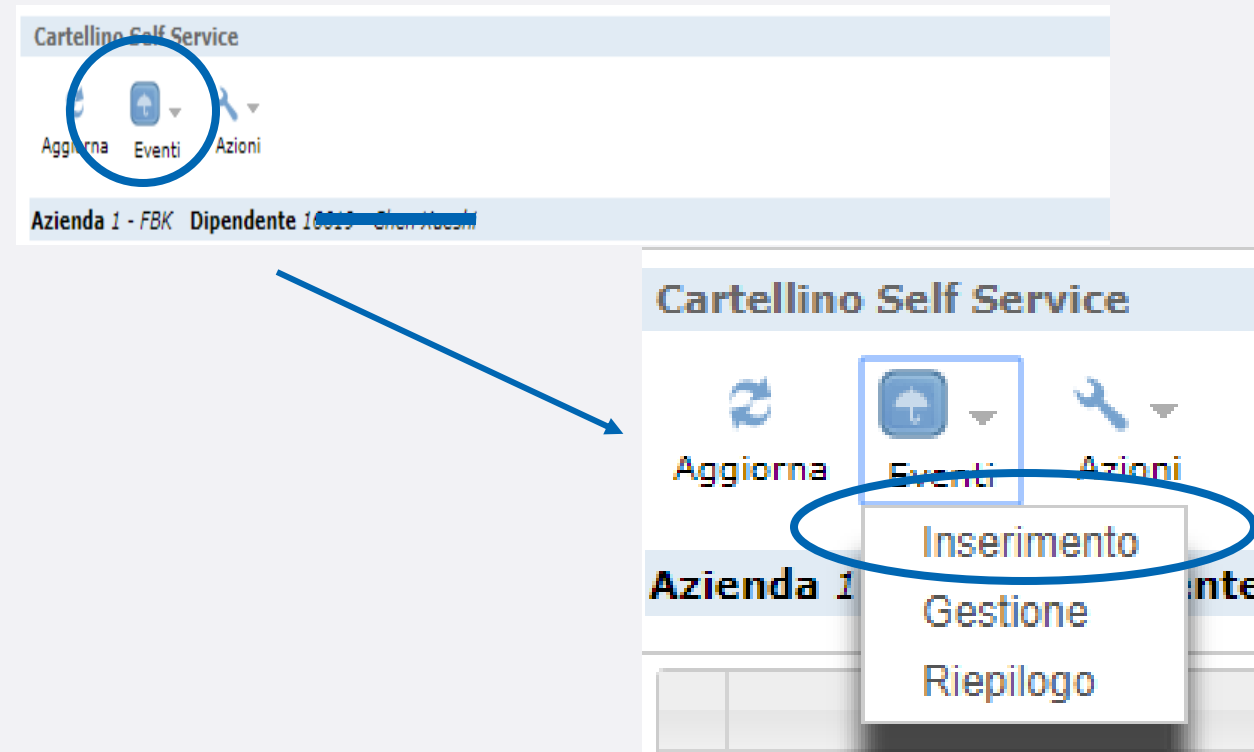
Enter the vacation dates of interest.

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.

Entering time-off codes «Generic» mode

1. From the **timesheet menu**, on the top
2. click on **eventi**
3. 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 icons: 'Salva' and 'Eventi'. Below them, the text 'Azienda 1 - FBK Dipendente 16019 - Chen Hoeschi' is visible. The main area of the window 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 input field.

Entering time-off codes

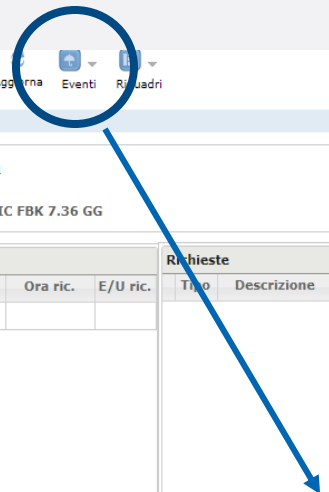
«Date» mode

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



Azienda 1 - FBK Dipendente 17715 - Graci Giuseppe

3 Maggio Giovedì Stato giornata **Giornata anomala** Orario Effettivo RIC FBK 7.36 GG - RIC FBK 7.36 GG
Orario Programmato RIC FBK 7.36 GG - RIC FBK 7.36 GG Fasce orarie 08:00 - 15:36
Tipo orario Libero Ore teoriche 07:36 Ore per assenza 07:36

Timbrature						Richieste										Riepilogo Giornata	
Ora	E / U	Tip	Term.	Richiesta	Ora ric.	E/U ric.	Tip	Descrizione	Dal	All	Qta	Fruizi	St	Autorizzati	Causale	Qta	
															Ore Mancanti	07:36	
															Ore teoriche dell'orario	07:36	

Anomalie				Totali Giornata	
Anomalia giornata	Dalle	Alle		Causale	Qta
OREM-Ore mancanti	00:00	00:00		(cart)Gruppo Ore Ordinarie	00:00
				(cart)Gruppo Ore d'Assenza	07:36
				(cart)Gruppo Ore Giustificate	00:00
				(cart)Gruppo ore -	00:00
				(cart)Gruppo ore +	00:00
				Gruppo Ore Straordinarie	00:00

Missing clock-in

How to enter it

Using the «**date**» mode

The screenshot shows a software interface for managing employee clock-ins. The top bar indicates 'Azienda 1 - FBK' and 'Dipendente 15519 - Giovanni Rossi'. Below this, a date selector shows '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'. The 'Timbrature' table 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 detailed view of the dropdown menu. The detailed view shows the title 'Richiesta' and the selected option 'INS-Inserimento' with a downward arrow.

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

Richiesta

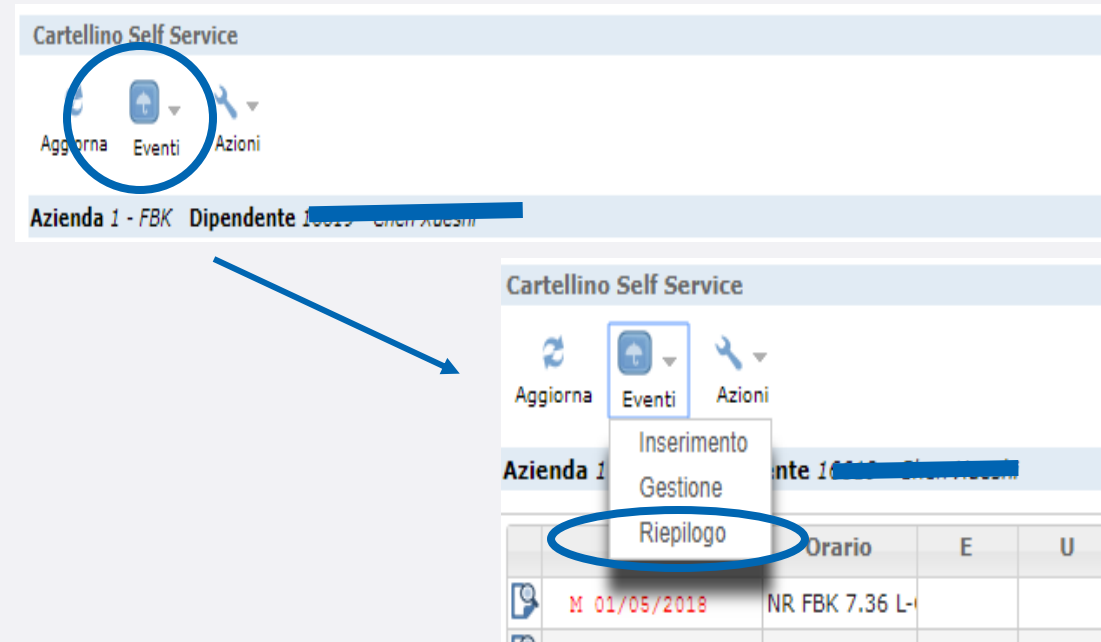
INS-Inserimento ▼

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 entrata (clock-in)

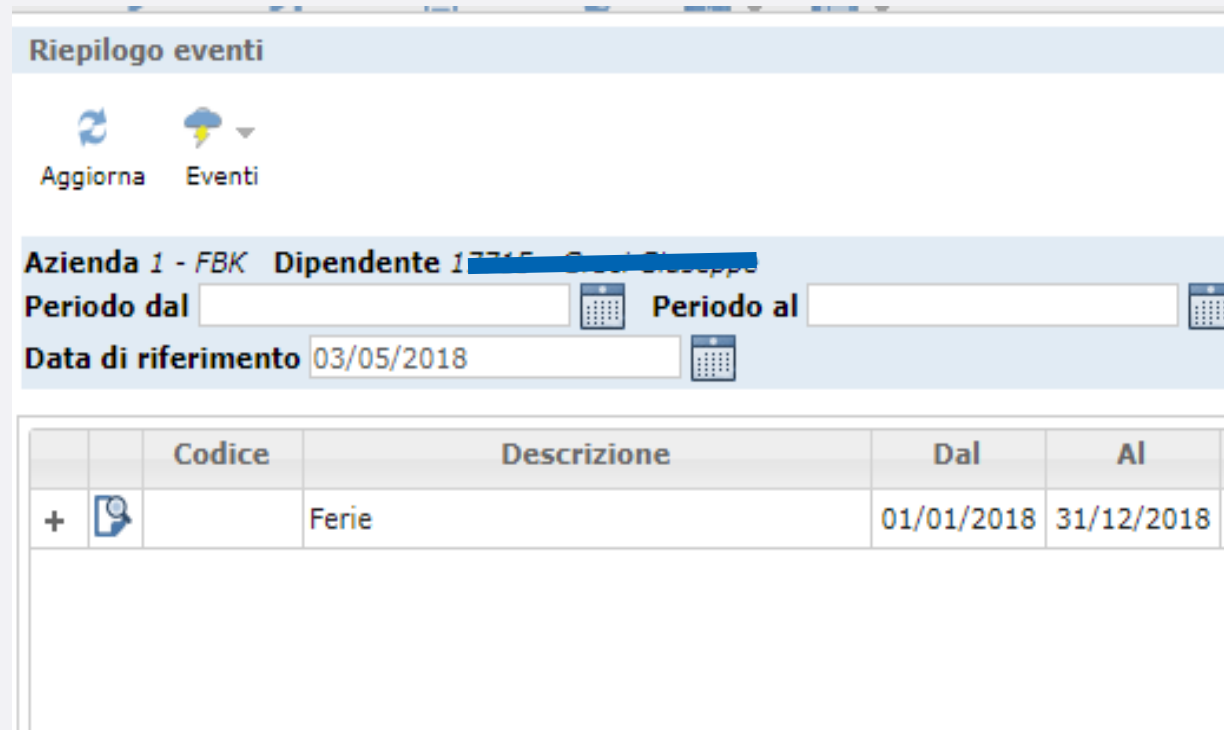
Vacation leave balance

How to check it

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



4. a window will appear that summarizes



Vacation leave balance

Specific

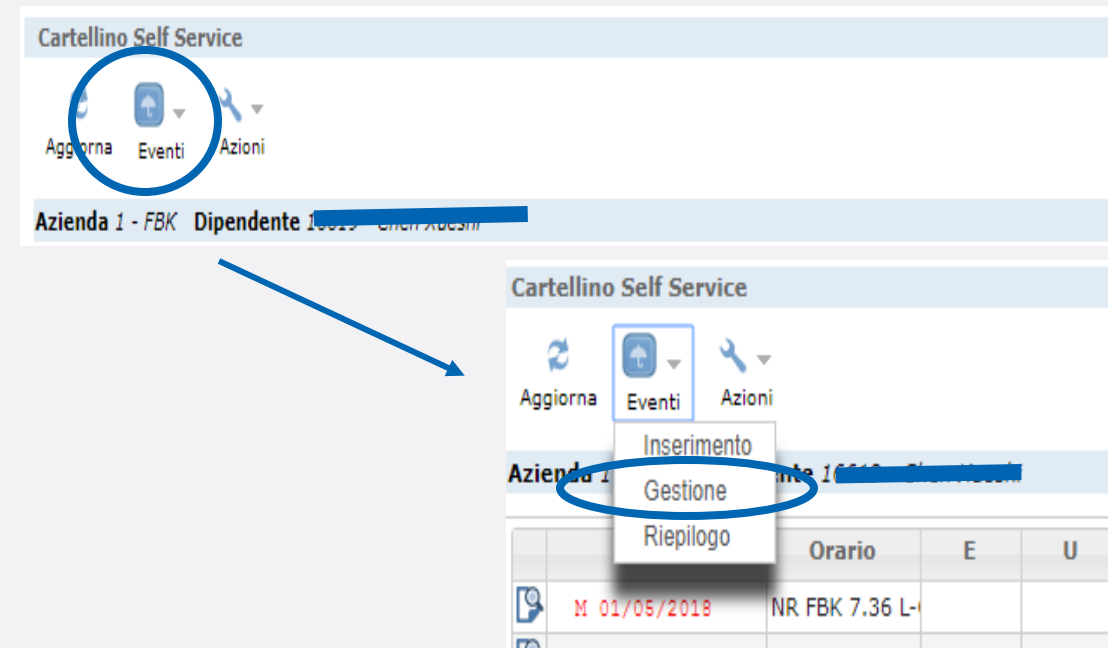
Fruibile	Fruito	Residuo prec.	Saldo	Autorizzato	Pianificato	Richiesto	Saldo totale
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1. **Fruibile**: time-off accrued to date
2. **Fruito**: time-off used to date
3. **Residuo anno precedente**: balance as of 31.12 of the previous year
4. **Saldo**: 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 **Cartellino** menu, on the top
2. click on **eventi**
3. select the item **gestione**
4. a window will open that summarizes the status of requests in the selected 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