

Work time registration

Visma Enterprise
30.05.2024



Table of Contents

Introduction	2
Who needs to Register Work Time?	3
Setting Up Exception	3
Access to the Fields	4
Rest Time or Work Time?	5
Definition of Rest Time and Work Time	5

Introduction

This guide will be expanded as the functionality for registering work time in My Visma / Visma HR becomes available.

Who needs to Register Work Time?

Setting Up Exceptions

Before July 1st, you must decide whether your employees are subject to work time registration and, if so, how they are covered.

The fields are only displayed during the current employment period, as there is no date management for the fields.

On the Employment tab, there are the following three fields for this purpose:

Exempt from Work Time Registration

The length of work time is neither measured nor predetermined, or the employee determines it themselves, or they have managerial functions.

Here, you place a checkmark if the employee should not register/confirm work time. This may include hourly-paid employees without a work plan, employees whose workday length is neither measured nor predetermined, such as executives, fee-paid employees, etc. These are also called 'self-schedulers'.

Ignore Work Plan When Confirming Work Time

Can confirm work time, but the system does not calculate deviations from a potential work plan.

Here, you place a checkmark if the employee needs to register work time but does not have a fixed work plan. These employees will not be able to register deviations in the 'Work Time' screen, but they can still register in the 'Salary Registrations' menu item. This may include, for example, student assistants.

Allowed Extended Work Time

Has consented to allow work beyond an average of 48 hours per week.

Here, you place a checkmark if the employee is allowed to work more than an average of 48 hours per week within any four-calendar-month period. These employees are thus exempt from the working time law's rules on maximum weekly working hours of 48 hours, break rules, and night work rules.

The above fields do not necessarily need to be filled out. This can be the case, for example, when the employee registers work time in another system.

Organisation	Work time
Company *	Workplan *
Danla Holiday Visma A/S	Other
Department *	Worktimeunits standard
1010 Administration	156.00 hours
Employment type code	Work hours
(none)	78.85 pct. 123.00 hours
Title	Economic conditions
External title	
Adm. direktør	

Access to the Fields

The fields are visible to all roles that have access to the 'Employment' tab. To edit the fields, the role must have permission to **create** employments, which includes the administrator.

Rest Time or Work Time?

Definition of Rest Time and Work Time

A new function for defining rest time and work time has been added in the 'Setup Codes' screen, which you can find under 'Settings'. The setup can be done on both tabs: 'Absence' and 'Salary Registration'.

Some variable salary components are predefined as work time via a standard defined by Visma Enterprise. **However, it is still important for you to determine**

which absence codes and variable salary components should be defined as work time for your employees.

Code		Needs Approval	Hidden for Employees	Dashboard Disabled	Working Time
10	Sygdøm med løn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Barn syg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Sygdøm med dagpenge timeløn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Sygdøm med timeløn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	Barselsorlov særlig	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	Orlov med løn From LookUp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	Ferie med løn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	Ferie uden løn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If there is **no** checkmark in the Work Time column, the absence code or salary type is considered to be free time.

The definition of rest time and work time will be used for a new report that documents registered work time, including compliance with the 48-hour rule.