Min Tid

To be registered in Min Tid

- Working hours / attendance
- Flexitime
- Compensatory time off ("avspasering")
- Short absences – shorter than a full working day
- Overtime (this must be approved and authorized by a VLA (attestant for variable pay) and your leader)
- On-call duty
- Hourly pay (not yet implemented)

To be registered via the HR portal (Pagaweb)

- Absence
  - Self-certification of absence
  - Self-certification of absence in connection with sick child / child minder
- Leave of absence
  - Compassionate leave
  - Other types of leave of absence
- Holiday
- Travel claims
- Reimbursement of expenses / other items related to economy

Employees shall submit forms concerning absence, holiday, leave of absence, as well as travel claims and other items related to econemy, via the HR portal (Pagaweb). Your leader / head of administration will process these forms.

When you register holiday and absence via the HR portal, you do NOT need to register this in Min Tid, as well. When the absence/holiday is approved and transferred, this information will be synchronized with Min Tid, and will show there. Days registered and approved as holiday or absence, will NOT be deducted from your flexitime balance.

Registering flexitime via Min Tid

You may register your hours (flexitime) either via your **mobile phone** or by logging into **Pagaweb**.

Entering your working hours (start and stop)

In Timeliste ("hours") you enter the times for when you arrive at work and when you leave – on a daily basis. Click the green plus symbol on the line with the correct date to register when your working day starts and stops ("Start and Stopp"). Then click **Lagre** ("save") in the top left corner of the page to save your entry/entries. When you save, the system will automatically estimate your flexitime and either add time to your balance (plusstid ("plus time")) or deduct time from your balance (minustid ("minus time")) depending on the hours you have registered in relation to your work plan.

In Min Tid you can also register compensatory time off, time spent on travelling, overtime and some types of absence. To do this, you click the "v" next to Regel ("rule") or Fraværskode ("absence code"). This will be explained in detail further down.

Registering working hours at a later date

If you do not register your working hours, time will be deducted from your flexitime balance. If you have forgotten to enter your hours, you have a deadline of up to **40 days** to do it. After this, someone with extended rights in Min Tid (for instance HR-consultant), will have to do this for you.

Looking up previous dates in Min Tid

Approving input

When you have entered your working hours for a period, including any compensatory time off, short absences, overtime, and on-call duty, and you have made sure all your entries are correct, you must approve your input. When you click Godkjenner data ("approving input") your leader will know that you have updated and checked your input. You should do this continuously, preferably once a week and minimum at the end of every month. When you click Godkjenner data, the colour of the pad lock symbol(s) changes from grey to yellow.

In order to get paid for overtime or on-call duty you **must** approve the day(s) in question for the VLA (variabellønnsattestant ("attestant for variable pay")) and leader to be able to authorize the overtime / on-call duty hours. You can approve data for a specific period or for one day only.

Approving input for a specific period: If, for instance, you look up the period from 01.01.2018 until 01.02.2018, you can approve these days only by clicking **Godkjenne data** ("approving data") in the top right corner of your screen. You will then be asked if you wish to approve this period. It is possible to undo approved input by clicking Angre godkjenning».

Approving input for a specific day: In Timeliste («hours») the hours for the planned start and stop times (according to your work plan), are displayed in blue numbers.

If you click the hours for a specific day, the following menu will show:

If you choose **Godkjenne** («approve») in this menu, you approve registered hours for this day only. Please remember that if you are claiming overtime pay, you need to approve this day/these days for the attestant for variable pay and your leader to be able to authorize the overtime.

Work plan (the tab Plan)

In Min Tid, a work plan has been registered for all technical and administrative staff. Time is added to or deducted from the flexitime balance based on this plan (plusstid ("plus time")) and (minustid ("minus time")). Employees with a 100 per cent position will usually have a work plan which accounts for both summer and winter working hours. All work plans for employees with flexible working hours starts at 08:00. However, the system estimates correct plus / minus time also if you start earlier in the day.

Part time employees and employees with fixed working hours can have their work plans adapted to fit their actual working hours. Contact your HR-consultant to have your work plan adapted if it is not correct according to your actual working hours.

The work plan will be adjusted automatically if, for instance, you are on partial sick leave and therefore will be working fewer hours per day in this period. It can take some time before the sick leave is registered in Min Tid, but all the time balances will be updated automatically when the sick leave is registered in the system. If you have a graded sick leave, it is important that you register the hours you are actually working, even if the sick leave has not yet been transferred to Min Tid.

Balances in Min Tid

In Min Tid you will find several balances where extra hours can be accumulated. If you scroll all the way to the right when you are displaying the Timeliste-tab, you will see the following balances.

Akk Fleksitid   Akk Reise/ OT/ Avsp   Akk Ekstratid særavt   Avst syketimer

Akk. Fleksitid («accumulated flexitime»): This is the regular flexitime balance where you accumulate time or have time deducted – depending on whether you work more or less than indicated in your work plan.

Akk. Reise/OT/Avsp («accumulated travel/overtime/compensatory time off»): This balance displays plus/minus time calculated by the system when you apply specific rules (more information about rules below). This balance is carried over to the following year unaltered.

Akk Ekstratid særavt («accumulated extra time according to special agreement»): There are rules for the outer limits of the fleixitime agreement. From 01.01.2018 the limits for flexitime runs from 06:00 until 21:00. If an employee has agreed with his/her leader to exceed these hours and accumulate extra time, this will be registered in a separate balance.

Regel («rule»)

If you choose Regel («rule») you can indicate that you are working overtime or that you have been travelling.

10	Overtid på egen linje	(«overtime, separate entry»)
20	Overtid avspasering	(«overtime, compensatory time off»)
50	Reisetid innland	("travelling time, inland")
51	Reisetid utland	("travelling time, abroad")

Registering travel

When you register your working hours and apply the rule for for instance travel, any plus time after a full working day will be added in a separate balance for travelling time. This balance is carried over to the following year. The registration of travelling time must be in accordance with applicable rules for work related travel.

How to register an inland journey lasting one day:

The system will calculate travel time in the period before and after regular working hours (according to your work plan).

How to register an inland journey exceeding one day:

If, for example, you attend a seminar lasting for more than one day, you register this differently than a one-day journey.

Example:

- Monday, your journey starts 06:00 and you attend a seminar lasting until 15:45. Min Tid will calculate travel time from 06:00 – 08:00 (08:00 being the start of your regular working hours).
- Tuesday counts as a regular working day (seminar lasting for example from 08:00 – 16:00).
- Wednesday, you attend the seminar and afterwards you go home. The seminar lasts from 08:00 – 16:00 (a regular working day).

- You register the journey home on a new entry line by clicking the green cross. Enter the start and stop times for your journey home. Min Tid will calculate travel time from 16:00 until you get home, for instance, 18:00.

Registering overtime

Your leader must approve overtime in advance. You register overtime by entering flexitime and overtime on two different to different entry lines on the same date. On the second line, you enter the hours for which you are claiming overtime and apply the rule for overtime (see illustration below). Enter a comment in the comments field that the overtime is in agreement with your leader by clicking the pencil symbol (in the column between Stil and Totaltid).

Min Tid estimates 50% or 100% overtime depending on which rule you choose. Overtime on Saturdays and Sundays is also estimated automatically based on which day you register the overtime. Regel 10 («rule 10») gives 100% overtime without compensatory time off. The overtime will not be forwarded in the system until you approve your hours for this day.

Example:

Absence

If you are absent from work due to sickness (self-certified or doctor's certificate), leave of absence without salary, or holiday, you do not need to register any information in Min Tid. As before, you register this by completing the relevant forms in Pagaweb. When your leader has approved and transferred the form, the absence will show automatically in Min Tid.

However, you register compensatory time off and a few types of short absences in Min Tid by choosing the correct type of absence from the menu in the column Fraværskode ("absence code") – see below.

Compensatory time off (avspasering)

When you take compensatory time off, you can choose whether you wish to deduct time from your regular flexitime balance (alternative 1 in the menu which you display by clicking "v" in the column Fraværskode ("absence code"), deduct the compensatory time off from the travel/overtime balance (3) or Akk. Ekstratid-balance ("accumulated extratime") (4). It is important to register the hours for the compensatory time off.

You register compensatory time off by entering the hours when you wish to take time off according to your work plan and then choose absence code (fraværskode) 1, 3, or 4, depending on which balance the compensatory time off should be deducted from. This will result in a deduction in the chosen balance. In the example below, code 1 has been applied. As you can see, in the column for

Akk Fleksitid ("accumulated flexitime) to the right, the balance is reduced equivalent to the time you have entered as compensatory time off.

Dato	Plan			Start	Stopp	Regel		Fraværskode	Stl					Totaltid	Fleksitid
Ma 12.03	08:00-15:45	ⓕ + ✕		08:00	15:45		⌄	1	⌄		⌄	e	✎		-07:45

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1. Enter the hours for compensatory time off.
2. Click "v" in the column for **Fraværskode** ("absence code") in order to display menu.
3. Choose **code 1** (Trekk fleksitid saldo) if you wish to deduct the time from your regular flexitime balance. Choose code 3 or 4 if you wish to deduct the time from these balances.

Søk	Alle

Fraværskode	Beskrivelse
Søk	Søk
1	Trekk fleksitid saldo
3	Trekk reise/overt saldo
4	Trekk ekstratid særavt saldo
30	Hjemmekontor
40	Syk del av dag
185	Behandling leg/tannl/fysiot.
740	Kurs

Short absences

In the menu for Fraværskode ("absence code") you will also find codes for absence related to visits to the doctor, dentist etc., or if you need to go home due to illness after you have already started your working day. To do this, you need one or maybe two extra entry lines – click the green cross to register a new line on the same day. Registering this type of absence, does not affect your flexitime balance.

Below, you will find an example on how to register a day when you were present at work from 08:00 – 12:00, and then had to go home due to sickness. You register the hours you were actually at work as usual. Bring up a new entry line by clicking the green cross. Here you register the hours from 12:00 – 15:45 and choose absence code 40 (Syk del av dag ("sick part of the day")).

Dato	Plan			Start	Stopp	Regel		Fraværskode	Stl					Totaltid	Fleksitid
Ma 12.03	08:00-15:45	ⓕ + ✕		08:00	12:00		⌄	40	⌄		⌄	e	✎	03:45	
		✕		12:00	15:45		⌄		⌄		⌄				

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1. Enter the hours when you were actually present at work.
2. Click the green cross to bring up a new entry line.
3. Register the remaining hours of your working day when you were not at work.
4. Click "v" in the column Fraværskode ("absence code") to display menu.
5. Choose code 40 (Syk del av dag) if you went home due to sickness.

Søk	Alle

Fraværskode	Beskrivelse
Søk	Søk
1	Trekk fleksitid saldo
3	Trekk reise/overt saldo
4	Trekk ekstratid særavt saldo
30	Hjemmekontor
40	Syk del av dag
185	Behandling leg/tannl/fysiot.
740	Kurs