

Instructions

**Recording of working hours, vacation days
and sick notes of assistants (SHK, WHB,
WHK) in the ATOSS web application**



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1. Foreword

The ATOSS time recording system offers employees of Paderborn University the opportunity to record working hours via a web application. The web application can be used to record working hours and to evaluate times that have not been taken into account.

In addition, the system offers an overview of the recorded working hours.

In the web application, the recorded working hours can also be checked with the help of the monthly journal. In this way, it can also be determined whether a booking has been forgotten. In addition, vacation and sick days can be recorded via the system.

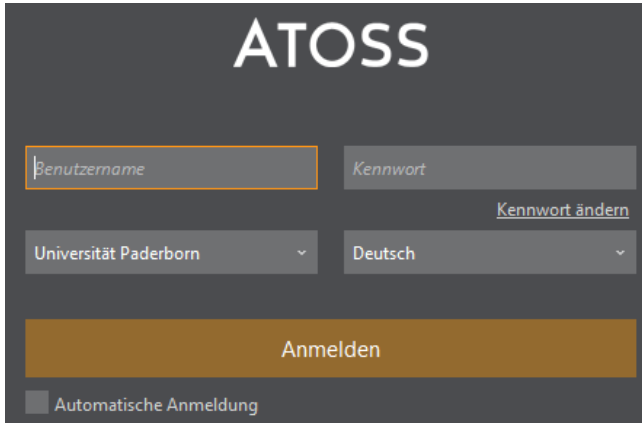
The link for the ATOSS time recording system is:

<https://zeiterfassung.uni-paderborn.de>

In the following, the functionalities of time recording for assistants (SHK, WHB, WHK) in the web application are explained.

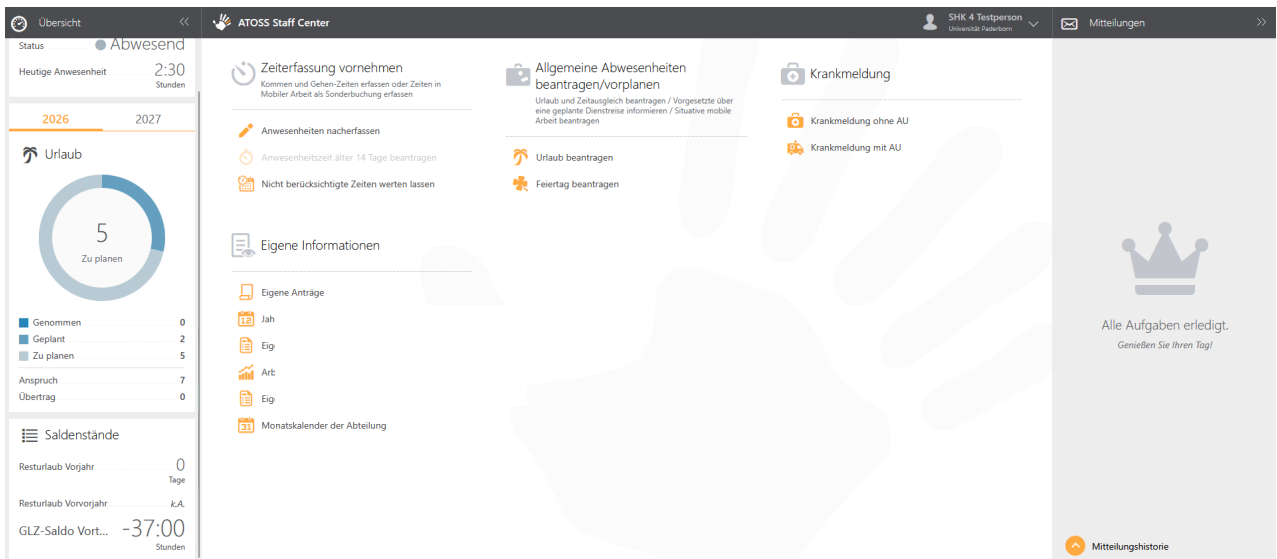
2. Home

Registration is done with the university account access data, the user name must only **be written** in lower case:



The login form for ATOSS features a dark grey background. At the top, the word "ATOSS" is displayed in large white letters. Below it, there are two input fields: "Benutzername" (username) and "Kennwort" (password). A link "Kennwort ändern" (change password) is located to the right of the password field. Below these fields are two dropdown menus: "Universität Paderborn" and "Deutsch". At the bottom, there is a large orange button labeled "Anmelden" (login) and a checkbox labeled "Automatische Anmeldung" (automatic login).

After successful registration, you will be taken to the start page:



The dashboard is titled "ATOSS Staff Center" and shows a user profile "SHK 4 Testperson Universität Paderborn". The left sidebar contains sections for "Status" (Abwesend), "Heutige Anwesenheit" (2:30 Stunden), "Urlaub" (5 Zu planen), and "Saldenstände" (Resturlaub Vorjahr: 0 Tage, Resturlaub Vorvorjahr: k.A., GLZ-Saldo Vort.: -37:00 Stunden). The main area is divided into several modules: "Zeiterfassung vornehmen" (Time recording), "Allgemeine Abwesenheiten beantragen/vorplanen" (Request/plan general absences), "Krankmeldung" (Sick leave), "Eigene Informationen" (Personal information), and "Eigene Anträge" (Personal requests). The right sidebar shows a message "Alle Aufgaben erledigt. Genießen Sie Ihren Tag!" (All tasks completed. Enjoy your day!) and a "Mittelungshistorie" (Averaging history) button.

On the left side of the homepage you will find the following information from top to bottom:

- Attendance/absence status
- Number of working hours worked so far on the current day (counted working time; break not included)
- Overview of the vacation days taken, planned and to be planned in the previous year, the current and the next vacation year
- Flexitime balance of the previous day

The system uses the notification bar on the right to transmit automatically generated messages. These are, for example: Confirmation messages during application processing

Applications such as vacation or sick days can also be submitted in the web application.

Other leave of absence that is not mapped as a workflow in ATOSS via the one for auxiliary staff (e.g. special leave for personal reasons) must be applied for separately by e-mail (Gleitzeitfragen@zv.uni-paderborn.de).

3. Record your time

This is the central entry point for assistants to record working hours worked. In addition, working hours outside the usual framework (e.g. Saturday, Sunday or holiday work) can also be counted here in justified exceptional cases.



Anwesenheiten nacherfassen



Anwesenheitszeit älter 14 Tage beantragen



Nicht berücksichtigte Zeiten werten lassen

3.1. Record attendances

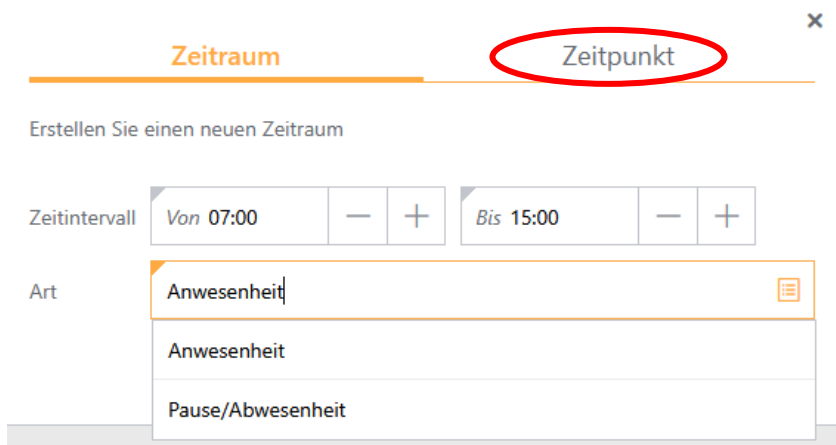
Here you first select the day for which you want to (re)record the working time:

Anwesenheitszeit beantragen
Wählen Sie den Zeitraum aus und geben Sie ggf. ergänzende Informationen ein.


07:00 —

Welcher Buchungstag soll korrigiert werden?
Am 21.02.2023 

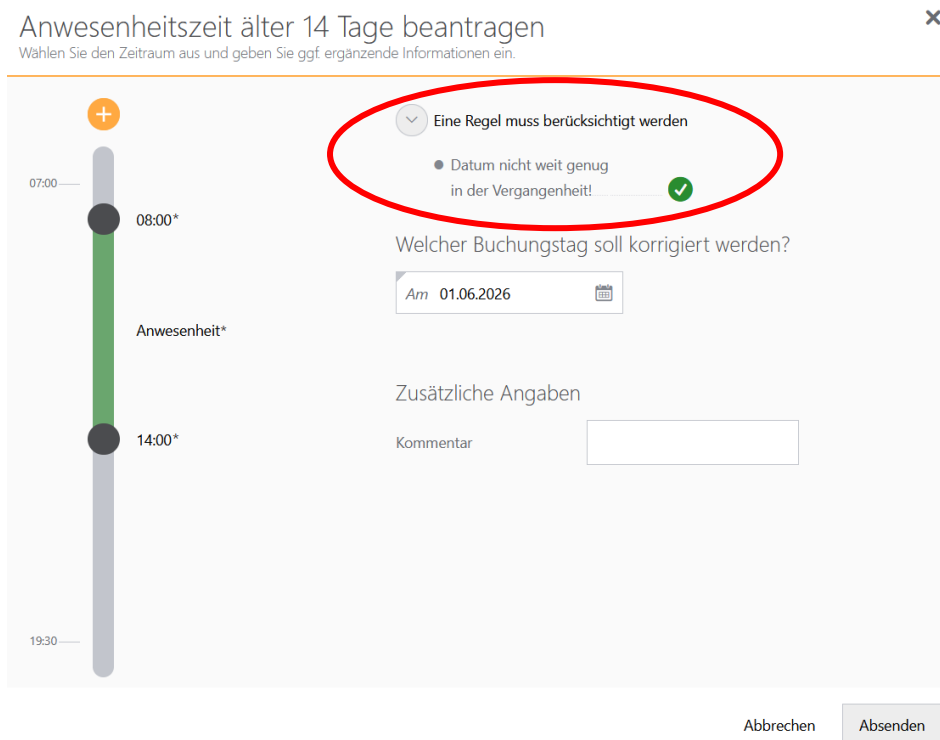
The orange plus symbol takes you to the following window:



A time booking should be requested between 07:00 a.m. and 03:00 p.m. Therefore, "Attendance" is selected as the type. The times of the break/absence can also be corrected. The working hours can be corrected at any time if they are no longer than 14 days in the past (see point 3.2). To do this, select the appropriate date and move the respective times with the help of the timeline. The same can also be requested from a certain point in time, so that no end time is specified. For this process, go to the "Time" tab.

3.2. Request attendance time older than 14 days

Working hours should always be documented as soon as possible, at the latest within a period of 14 days after they arise. If this cannot be done in time, working hours can also be entered at a later date. However, this requires additional approval by the supervisor via the corresponding application:



Important: Under the heading "Own information → Own applications", these applications can be viewed, processed or withdrawn (see point 6.1)

3.3. Have times not taken into account evaluated

This application can be used to retroactively evaluate working hours, e.g. outside framework hours, i.e. from 7:30 p.m. to 7:00 a.m., on weekends or public holidays.

If work is done on weekends/holidays on the basis of the employment contract or if work has been ordered by the supervisor at this time, this working time can be recorded as usual.

Subsequently, this disregarded time can be selected and counted as working time.

To do this, select the appropriate date and the gray bar can be counted as working time via the plus symbol that appears:

Nicht berücksichtigte Zeiten werten lassen

Gebuchte Zeiten z.B. außerhalb der Rahmenzeit, am Wochenende oder Feiertag nachträglich werten lassen. Wählen Sie den unberücksichtigten Zeitraum aus und geben Sie eine Begründung als Kommentar ein.

Welche Buchungen sollen zusätzlich als Arbeitszeit gewertet werden?

Am 12.06.2026

Bisherige Arbeitszeit 11:00 Stunden

Die abgerechnete Arbeitszeit ist grün dargestellt. Gestempelte aber nicht abgerechnete Zeit erscheint dunkelgrau.

Um die abgerechnete Arbeitszeit zu verlängern, klicken Sie auf einen Punkt und ändern Sie die Uhrzeit. Ein Verkürzen der abgerechneten Zeit ist nicht möglich.

Zusätzliche Angaben

Kommentar Test

Abbrechen Absenden

06:00

Berücksichtigte Zeit

17:45 17:55

Unberücksichtigte Zeit

The "Comment" field is mandatory.

Finally, click on the "Submit" button and a pop-up window will appear that the application has been submitted.

Important: Under the heading "Own information → Own applications", these applications can be viewed, processed or withdrawn (see point 6.1)

4. Applying for vacation and public holidays

The **following matters can be requested via the** "Request/Pre-Schedule General Absences" application via a digital process:



Allgemeine Abwesenheiten beantragen/vorplanen

Urlaub und Zeitausgleich beantragen / Vorgesetzte über
eine geplante Dienstreise informieren / Situative mobile
Arbeit beantragen



Urlaub beantragen



Feiertag beantragen

Other exemptions that are not mapped via the workflows in ATOSS
(e.g. time off from work for personal reasons/special leave) must be applied for separately by e-mail (Gleit-zeitfragen@zv.uni-paderborn.de).

Important: Under the item "Own information → Own applications" all submitted applications can be viewed, processed or withdrawn (see point 6.1).

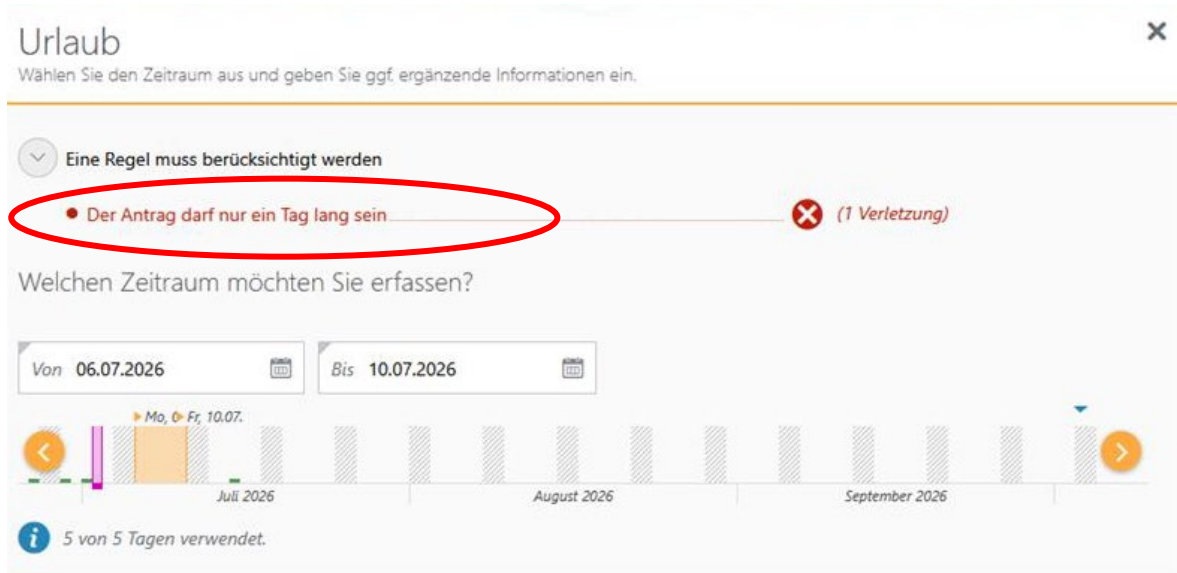
The requests "Request vacation" and "Request public holiday" are sent to the direct supervisor, who is stored in their own master data (see point 6.5), so that they can approve or reject the requests.

On the left side of the home page there is a pie chart that contains all the information about the vacation days of the previous year, the current year and the following year:



4.1. Apply for leave

This item can be used to apply for vacation for whole days. The following window opens:



First, a vacation day is selected. This is calculated as a vacation day and deducted from the vacation account. If an application already exists for the selected day, it can be recognized by a green bar or an error message is also displayed.

A comment can also be transferred under "Additional information".

The application can only be submitted once the rule (red circle) has been met.

To submit the application, click on the "Submit" button and a pop-up window will appear that the application has been submitted.

4.2. Apply for a public holiday (apply for a substitute time for a public holiday)

The master data that we maintain for ATOSS only tells us something about how many days are worked on average per week for assistants. However, we do not store the exact location of these working days in the system. If a working day falls on a weekly holiday, this must be taken into account separately, as the times do not have to be reworked. For this purpose, a corresponding request, as described above under 4.1, is required via the Staff Center. The request is transmitted to the direct supervisor, who can release the times

5. Sick and healthy notification via ATOSS

ATOSS is also used to report sick. A distinction is made here:

- Sick leave without a certificate of incapacity for work

- Sick note with certificate of incapacity for work



Krankmeldung



Krankmeldung ohne AU



Krankmeldung mit AU



Krankmeldung



Krankmeldung ohne AU



Krankmeldung mit AU



Gesundmeldung absetzen

What happens if I submit a sick note via ATOSS and what do I have to consider?

5.1. Sick note without AU

With the "Sick note without sick leave", information is sent to the supervisor entered under one's own master data and the selected period is immediately recorded and entered in the monthly or annual calendar as an absence.

A "sick note without sick leave" can only be recorded in a period of three days in the past or three days in the future and cannot cover more than a total of three calendar days. If one of these rules is not observed, the report cannot be sent and there is error information:

Krankmeldung ohne AU

Wählen Sie den Zeitraum aus und geben Sie ggf. ergänzende Informationen ein.

2 Regeln müssen berücksichtigt werden

Krank ohne AU darf max. 3 Tage in die Vergangenheit und in die Zukunft erfasst werden

Krank o. AU darf maximal 3 Tage erfasst werden.

Welchen Zeitraum möchten Sie erfassen?

Von 29.07.2024

Bis 30.07.2024

Di 30.07.

You will then have to decide whether a medical certificate is necessary for the period (e.g. if you are ill for more than three calendar days) or whether you may have to wait with a registration in the future.

Otherwise, it is still possible to contact the administration via the known e-mail addresses (krankmeldungen-...@zv.upb.de) and report an exceptional case.

5.2. Sick note with AU

For some time now, certificates of incapacity for work have been issued both electronically (eAU) and in paper form (yellow certificate).

On the ATOSS homepage, you will therefore find various options for reporting sick under the item "Sick note with sick leave".

Please always use the option that applies to your specific case

Krankmeldung mit AU

Hinweis: eAU wird vom Arbeitgeber bei Ihrer Krankenkasse abgerufen. Papierbescheinigungen übersenden Sie bitte im Original per Post oder elektronisch an krankmeldungen-(np/wp/hk)@zv.upb.de

Welchen Antrag möchten Sie stellen?

Erstkrankmeldung mit eAU

Erstkrankmeldung mit Papier-AU

Folgekrankmeldung mit eAU

Folgekrankmeld. mit Papier-AU

Abbrechen

When you have to submit an initial and when you have to submit a follow-up sick note, please refer to our "Diagram on the reporting procedure for illnesses", which you can find on the homepage of subject area 4.3 (<https://www.uni-paderborn.de/zv/4-3/>).

Please always start the period for a follow-up sick note with the first calendar day after the end of the previous sick period, even if this is a day off for you individually (with blocked working hours) or a day off in principle such as Saturday, Sunday or a public holiday.

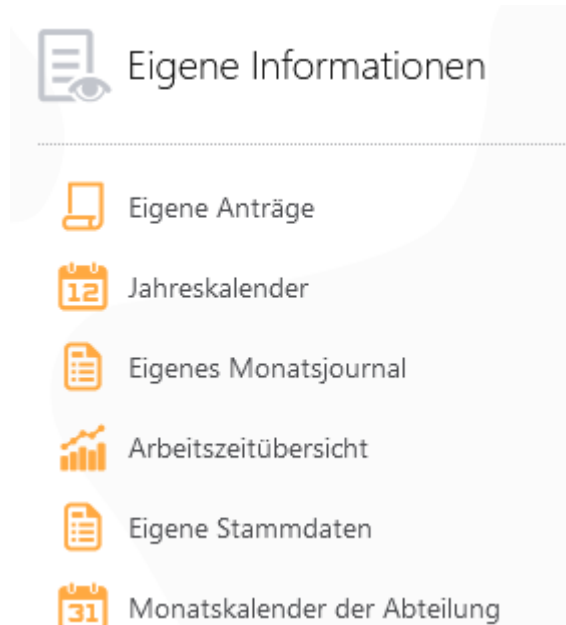
By submitting the respective application, the supervisor entered in their own master data is informed. The next day, the message is automatically forwarded to the personnel administration and processed there.

From the time the application is submitted, a corresponding entry will be made in the monthly and annual overview.

In order to ensure data protection, it is not (!) possible to add additional comments or attachments to the above-mentioned functions. So if you need to pass on additional documents, such as a paper AU, to the personnel administration, please use the postal service or the known e-mail addresses as before: [krankmel-
dungen- ...@zv.upb.de](mailto:krankmeldungen-...@zv.upb.de).

6. Own information

Under the menu item "Own information" you can view and check your own data, which is located in the booking system. This is done via various viewing options:



6.1. Own applications

Under this point, you can view all requests that have been requested, approved (by supervisors or HR departments), rejected (by supervisors or HR departments), withdrawn (by the user himself) or canceled.

With the help of the following filtering, the individual applications can be filtered in time, but also by application type and application status:

Letzte 12 Monate	Älter als 12 Monate	Antragsarten Alle	Antragsstatus Alle
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The symbol of the  magnifying glass (top right) can also be used to search for a specific application.

The following applications are first forwarded to the supervisor for approval or comment via the automated workflow, after which they are processed by the Human Resources Department:

- Vacation
- Public holiday
- Times not taken into account
- Attendance time older than 14 days

The following applications are forwarded directly to the Human Resources Department for processing with the information and attachments posted and the supervisors only receive a standardised (neutral) information message about the period of absence:

- Sick notes with eAU
- Sick notes without AU

The applications can be processed or withdrawn as an applicant as soon as you click on the desired line.

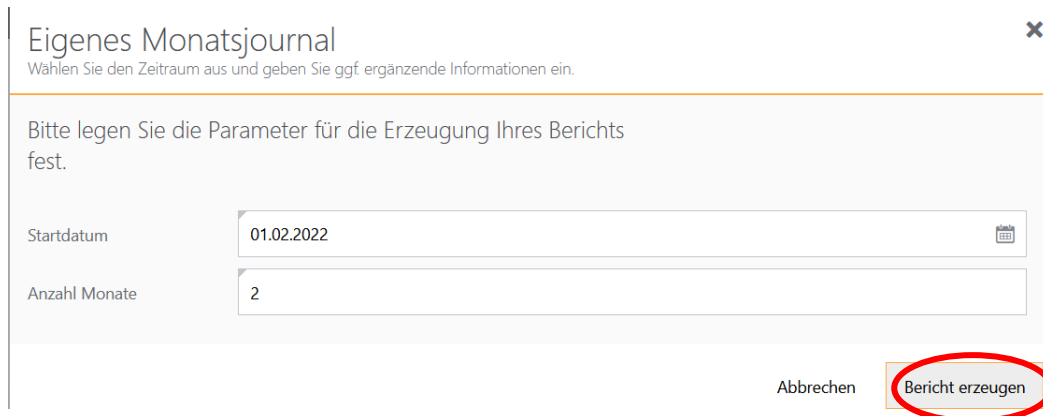
6.2. Annual Calendar

The annual calendar provides an overview of absences in the form of a calendar.

6.3. Own monthly journal

Via this sub-item, the registered user can generate a detailed report on the hours worked and their ratings for the flexitime account.

The following window will open, in which the desired month (or several months) can be selected:



The "Create report" button opens a new window and the journal appears as a PDF file download for the desired period.

The abbreviations in the last four columns have the following meanings:

- ULJ = holiday current year
- UVJ = Vacation Previous Year
- UVV = vacation previous year
- USB = Vacation Severe Disability

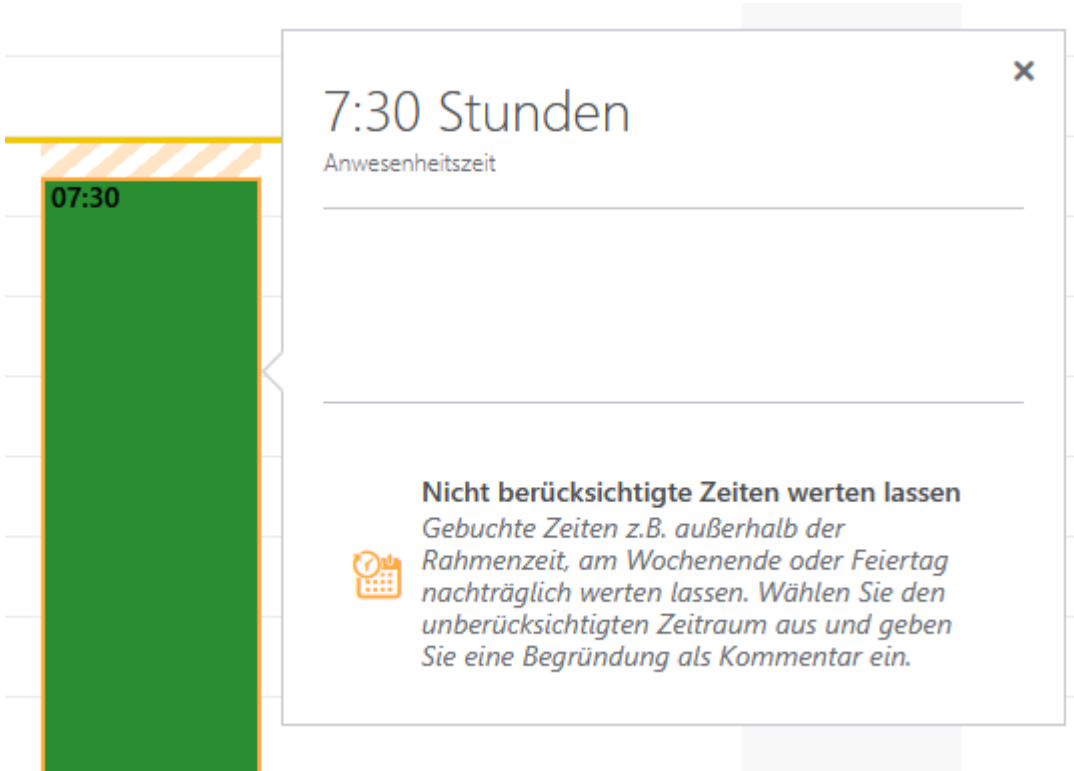
6.4. Working time overview

The working time overview offers the possibility to track the total number of hours worked in a working day on a weekly basis in a bar chart.

The following legend explains the bar chart of working hours:

— Sollzeit — Maximale Arbeitszeit ■ Tägliche Anwesenheit ▨ Abweichungen

By clicking on the green bar, the following view appears:



As already described in point 3.3, this message can also be used to evaluate the working time that has not yet been taken into account.

By clicking on the corresponding point, you can go directly to the application.

6.5. Own master data

By selecting this subitem, a new window opens and you get the following data about the logged in user:

Eigene Stammdaten

Personalnummer

Nachname

Vorname

Abteilung

Vorgesetzter

Org. Vertreter

Durchschnittliche tägliche Sollarbeitszeit

Wöchentliche Arbeitszeit

This data is the basis for the calculated working hours and who has to check the applications as a supervisor.

6.6. Monthly calendar of the department

This point can be used to view the presence or absence of colleagues in your own department/department/team. Absence times are displayed neutrally.

7. Supervisor View

Supervisors also have the following two main items on the home page:



All applications submitted by employees can be viewed and processed here.

In ATOSS, each employee is assigned to a supervisor. The workflow of the applications results from this hierarchy.

A substitute can also be activated so that requests from employees can be processed in their own absence.

7.1. Processing applications

An overview of all applications submitted by the assigned employees appears here.

Applications that have not yet been processed appear in the "Open" overview.

The following applications are located under the "Open" tab, but do not require the approval of the supervisor:

- First sick note with paper AU
- First sick note with eAU
- Follow-up sick note with paper sick leave
- Follow-up sick note with eAU

However, since approval from the Human Resources Department is required, these applications remain in the "Open" tab until they have been processed by the administration.

By double-clicking on a line, the application with details can be viewed:

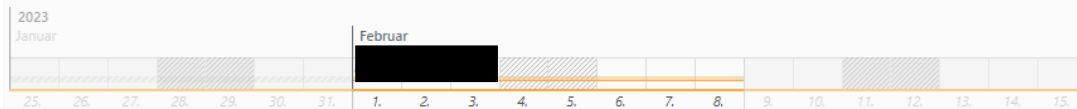


Fehlgrund anzeigen/bearbeiten

Wählen Sie den Zeitraum aus und geben Sie ggf. ergänzende Informationen ein.

Antragsteller [redacted] Status ? sonst. Sonderurl. beantragt Ausstehend heute
Zeitraum 01. - 08.02.2023 (0:00 Stunden) Antragsdatum 09.11.2022 Letzter Bearbeiter [redacted]

Abwesende Kollegen



Zusätzliche Angaben

[redacted] 09.11.2022
Test
Test.docx

Abbrechen

✖ Ablehnen

✔ Genehmigen

The application can be rejected or approved. Rejections must be justified using the mandatory field.

The employee can see from the status of his or her application under "Own applications" whether it has been approved or rejected.

Individual applications can also be approved or rejected directly without double-clicking on the line on the right side using the green tick or red cross:

☐	Urlaub ganztägig	14. - 18.11.2022	0 Tage	heute	Urlaub beantragt heute	✔	✖
--------------------------	------------------	------------------	--------	-------	------------------------	--------------------------------------	------------------------------------

Several applications can be marked in the overview and processed at the same time via "Reject" or "Approve" in the bottom right:

Offen		Abgeschlossen		Antragsarten Alle			
☐	Antragsart	Zeitraum	Antragsdetails	Antragsteller	Status		
☒	sonstiger Sonderurl.	01. - 08.02.2023				sonst. Sonderurl. Prüf. Vorg.	heute
☐	Bildungsurlaub AWbG	01. - 31.01.2023				Bildungsurlaub Prüf. Vorg.	heute
☐	Sonderurl. Kinderbetreuung	28. - 30.11.2022				Sonderurl. kind. beantragt	heute
☒	Urlaub 1/2 Tag	21. - 22.11.2022	0 Tage			Urlaub 1/2 beantragt	heute
☒	Urlaub ganztägig	14. - 18.11.2022	0 Tage			Urlaub beantragt	heute
☐	Sonderurl. persönliche Gründe	am 11.11.2022				Sonderurl. pers. beantragt	heute
☐	Krankmeldung mit AU	09. - 11.11.2022				Krankmeldung m. AU abgesetzt	heute
☐	Anwesenheit beantragen	am 09.11.2022				Anwesenheit beantragen	heute
☐	Zeitausgleich	03. - 04.11.2022	0:00 Stunden			Zeitausgleich beantragt	heute

Sie haben 3 Anträge ausgewählt.

Abbrechen Ablehnen Genehmigen

The following applications do not require the approval of the supervisor:

- Record working hours

The following requests require the approval of the supervisor and are displayed to the employee as approved/cancelled directly in the system

- Have times not taken into account evaluated
- Attendance time older than 14 days

The following requests require the approval of the supervisor and are displayed to the employee directly in the system as approved/canceled. The Human Resources Department only acts in cases of conflict:

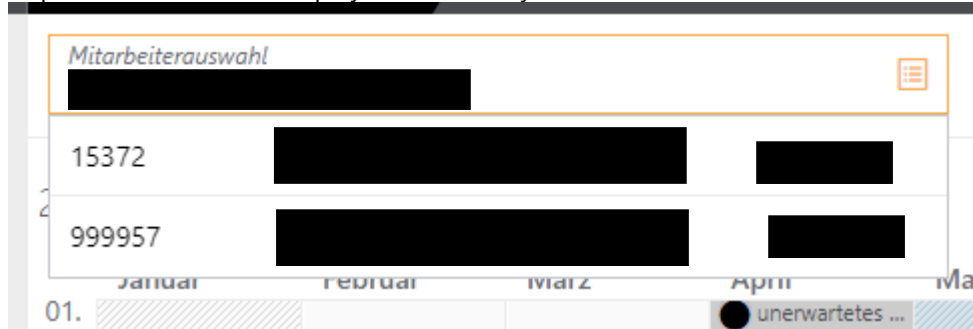
- Vacation
- Public holiday

The following applications are processed directly in the Human Resources Department, but appear as information under the "Open" tab. No processing is possible:

- First sick note with paper AU
- First sick note with eAU
- Follow-up sick note with paper sick leave
- Follow-up sick note with eAU

7.2. Annual Calendar

Here, the supervisor can make a selection of his employees in the upper left corner and have their respective requests and absences displayed individually:



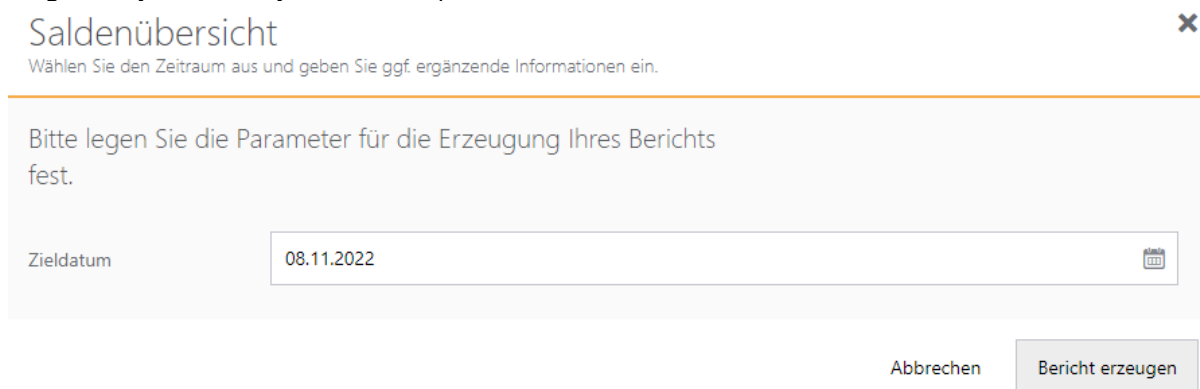
7.3. Monthly Calendar

The monthly calendar offers a supervisor the opportunity to view all calendars of his employees at a glance:



7.4. Balance overview

By selecting a target date, a supervisor can view the balance of his or her employees' flexitime accounts, as long as they are in the yellow or red phase:

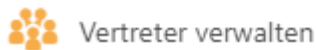


7.5. Overview for additional supervisors

When processing applications, ATOSS only works with a single supervisor at a time, who can process the applications submitted. In order to give additional supervisors the opportunity to obtain information about the working hours of employees even if they are deployed in several work areas, an overview for these supervisors is provided here. This is for information purposes only. Applications can only be approved by a single, pre-determined supervisor. In this case, employees must coordinate this internally in advance when submitting an application.

7.6. Activate representation

With the help of this menu item, the supervisor can set up a substitute to take over his or her tasks and rights in ATOSS. A substitute can be selected for a certain period of time or for an indefinite period of time.



The following window opens via the "New entry" button:

Vertretung festlegen

Übertragen Sie Ihre Systemberechtigungen auf eine Vertretung.

Für welchen Zeitraum möchten Sie einem Vertreter Berechtigungen zuweisen?

Von

Bis

∞

Bis unbegrenzt

November 2022

Dezember 2022

Januar 2023

Februar 2023

März 2023

April 2023

Mai 2023

Abbrechen

Festlegen

First of all, the period for the substitution must be defined (for "up to unlimited", the "From" field is mandatory).

If a substitute is only employed at the university for a limited period of time, then a substitute will only be possible until that time. Therefore, the button "until unlimited" is not possible in this case.

The substitution period must therefore be set manually, otherwise the following error message will appear:



Der Vertreter ist nur bis 20.09.2026 gültig.

Recording of working hours, vacation days and sick notes of assistants (SHK, WHB, WHK) in ATOSS · · Department Juni

20

Welchen Vertreter möchten Sie festlegen?

Vertreter

Welche Berechtigungen möchten Sie vergeben?

☐  Ihre Daten bearbeiten <i>Vertreter kann Ihre Daten einsehen und bearbeiten.</i>	☒  Vertreterdaten bearbeiten <i>Vertreter kann eigene Daten einsehen und bearbeiten.</i>
☐  Ihre Daten einsehen <i>Vertreter kann Ihre Daten einsehen aber nicht bearbeiten.</i>	☐  Vertreterdaten einsehen <i>Vertreter kann eigene Daten einsehen aber nicht bearbeiten.</i>
☒  Ihre Daten nicht nutzen <i>Vertreter kann Ihre Daten weder einsehen noch bearbeiten.</i>	☐  Vertreterdaten nicht nutzen <i>Vertreter kann eigene Daten weder einsehen noch bearbeiten.</i>

Zusätzliche Angaben

☐  Benachrichtigung erhalten
Kopie der Antragsinformation per E-Mail erhalten.

Abbrechen **Festlegen**

The representative is then selected from the drop-down list. Representatives can only be those persons who have a general authorization to assume representation rights in the system.

Now it is determined which authorizations should be assigned to the representation. It is possible to grant the representation the authorization to use its own data

- (cancel or change; Meaning: Representative can send e.g. leave request of the replacement),
- (no editing) or
- not to use one's own data (no processing or viewing of one's own data).

On the right-hand side, there is the possibility that the selected representation can submit its own applications

- edit (e.g. approve your own vacation because your supervisor is currently not on site),
- view (no editing) or
- cannot use the data (cannot process or inspect the data submitted by the user and thus cannot approve their own vacation).

Multiple substitutions can also be selected for the same period.

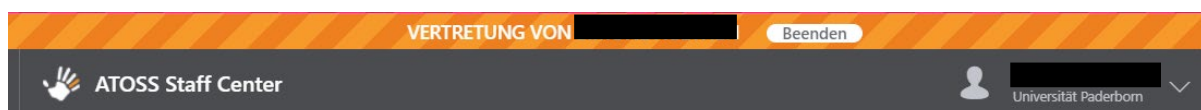
The substitution is set up by clicking the "Set" button.

Finally, an e-mail notification can be activated so that you also receive a copy in your e-mail inbox (**this field currently has no effect, but cannot be removed for technical reasons**). Clicking on the "Set" button saves all the settings described above.

If you have been selected as a substitute, you can view the new dashboard with the supervisor functions on the top right of the homepage via the name:



A yellow bar above the start page visually shows that you are active in the representative mask:



The overview, if you are not allowed to view and edit the data of the supervisor to be replaced, looks like this: (new screenshot?)



8. Explanation of symbols

Notification Bar Employee Function:

-  : done → is stored in Notification History
-  : View reports

"Own Applications" Employee Function:

-  : Request withdrawal (application will be deleted)
-  : Browse your own applications

Message Bar Superior Function:

-  : Approve the request from the employee
-  : Reject request from the employee (opening of the "Reject Reason for Failure" window)