

Instructions

**Recording of working hours, vacation days,
notifications of sickness and recovery in the
ATOSS web application**



Table of Contents

1. Foreword.....	4
2. Home.....	5
3. Record your time.....	6
3.1. Booking coming and going on campus	6
3.2. Special booking for mobile working.....	7
3.3. Special booking for a business trip	9
3.4. Request attendance time.....	9
3.5. Have times not taken into account evaluated	10
4. Application for vacation, compensatory time, business trip and situational mobile work.....	12
4.1. Apply for leave.....	13
4.2. Request vacation 1/2 day	13
4.3. Apply for compensatory time.....	13
4.4. Plan a business trip	14
4.5. Apply for situational mobile work	14
5. Applying for special leave	15
5.1. Requesting special leave for personal reasons.....	15
5.2. Applying for special leave for childcare.....	16
5.3. Applying for other special leave.....	16
5.4. Applying for educational leave	17
6. Sick and healthy notification via ATOSS	17
6.1. Sick note without AU.....	18
6.2. Sick note with AU	19
6.3. Health News	20
7. Own information.....	21
7.1. Own applications	21
7.2. Annual Calendar.....	22
7.3. Own monthly journal	22
7.4. Working time overview	23
7.5. Own master data	23
7.6. Monthly calendar of the department	24
8. Supervisor View	24
8.1. Processing applications.....	25
8.2. Annual Calendar.....	26



8.3.	Monthly Calendar	27
8.4.	Attendance list.....	27
8.5.	Balance overview	27
8.6.	Overview for additional supervisors.....	28
8.7.	Activate representation	28
9.	Explanation of symbols	31



1. Foreword

On-site working time recording can be carried out as usual by the stationary terminals at the known locations. These must be operated with the chips provided by Department 4.

The ATOSS time recording system also 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 on site in the office (booking coming and going) as well as working hours in the context of mobile work and business trips via special bookings.

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

In the web application, the bookings made at the terminal can also be tracked and checked with the help of the monthly journal. In this way, it can also be determined whether a booking has been forgotten.

The link for the ATOSS time recording system is:

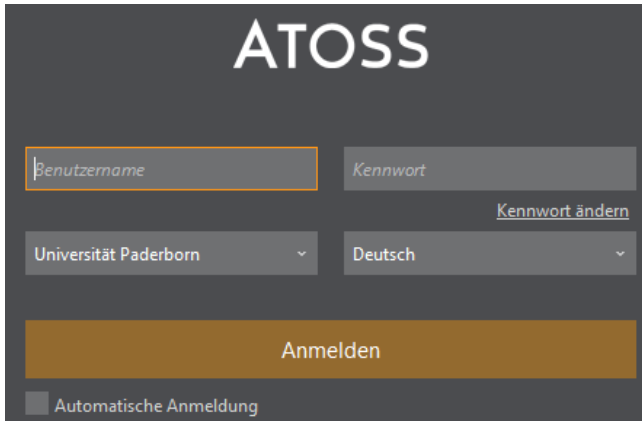
<https://zeiterfassung.uni-paderborn.de>

The functionalities of the ATOSS web application are explained below.

2. Home

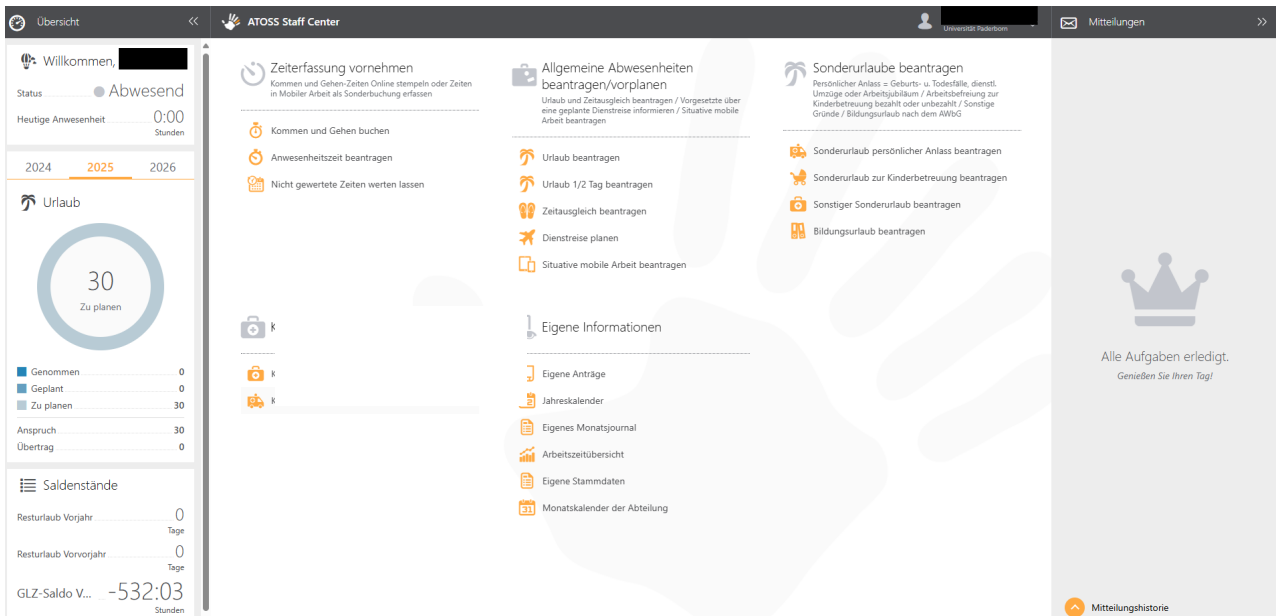
Working hours can also be recorded via a web application. As at the stationary terminals on campus, the working time is counted. The web application can be accessed under the following link: <https://zeiterfassung.uni-paderborn.de>

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 this, there are two input fields: 'Benutzername' (username) and 'Kennwort' (password). A link 'Kennwort ändern' (change password) is located next to the password field. Below the input fields, there 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 features a dark grey header with navigation icons for 'Übersicht', 'ATOSS Staff Center', and 'Mittellungen'. The main content area is divided into several sections:

- Willkommen:** Displays the user's status (Abwesend), current working time (0:00), and a calendar view for 2024, 2025, and 2026. A large circular gauge shows '30' for 'Zu planen' (to be planned).
- Zeiterfassung vornehmen:** Includes options for 'Kommen und Gehen buchen', 'Anwesenheitszeit beantragen', and 'Nicht gewertete Zeiten werten lassen'.
- Allgemeine Abwesenheiten beantragen/vorplanen:** Lists various leave types such as 'Urlaub beantragen', 'Urlaub 1/2 Tag beantragen', 'Zeitausgleich beantragen', 'Dienstreise planen', and 'Situative mobile Arbeit beantragen'.
- Sonderurlaube beantragen:** Lists special leave types like 'Sonderurlaub persönlicher Anlass beantragen', 'Sonderurlaub zur Kinderbetreuung beantragen', 'Sonstiger Sonderurlaub beantragen', and 'Bildungsurlaub beantragen'.
- Eigene Informationen:** Includes links for 'Eigene Anträge', 'Jahreskalender', 'Eigenes Monatsjournal', 'Arbeitszeitübersicht', 'Eigene Stammdaten', and 'Monatskalender der Abteilung'.
- Saldenstände:** Shows balances for 'Resturlaub Vorjahr', 'Resturlaub Vorvorjahr', and 'GLZ-Saldo V...'.
- Right sidebar:** Features a crown icon and the text 'Alle Aufgaben erledigt. Genießen Sie Ihren Tag!' (All tasks completed. Enjoy your day!).

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 can be, for example, warning messages in the event of incorrect arrival or departure bookings or confirmation messages during application processing.

Requests, such as holidays or compensatory time, can also be submitted in the web application. This is explained in more detail in the instructions "Attendance and absence management".

Other exemptions that are not mapped via the workflows in ATOSS (e.g. exemption from working hours due to birthday), must be sent separately by e-mail (Gleitzzeitfragen@zv.uni-paderborn.de).

3. Record your time

This application can be used to clock in and out, correct bookings and have non-rated times evaluated, just like at the terminals on campus:



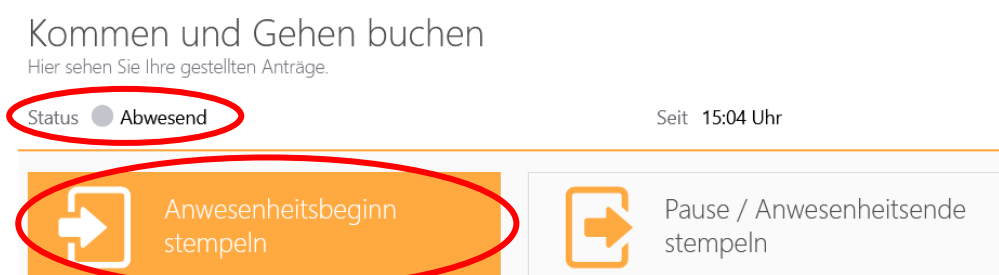
-  Kommen und Gehen buchen
-  Anwesenheitszeit beantragen
-  Nicht gewertete Zeiten werten lassen

Important: When **working** remotely , it should be noted that no "normal" arrival or departure booking is made. Instead, a **special posting** must be made (see point 3.2). Evaluations of home office days for the tax office can only be made via this special posting!

3.1. Booking coming and going on campus

If the start of work on site on campus is to be recorded via the web application, the following procedure must be followed:

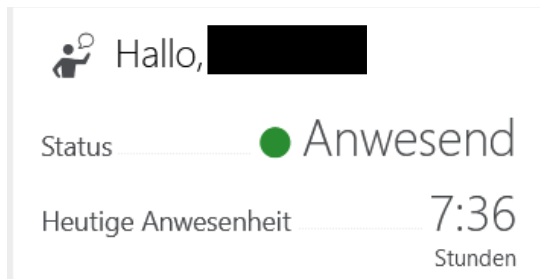
Clicking on "Book coming and going" opens the following new window:



By clicking on the orange button "Stamp attendance start", the status is changed from "Absent" (gray dot) to "Present" (green dot). The working time recording begins and the opened window closes automatically.

The "Close" button takes you back to the start page if no stamping has been performed.

By clocking in, the current attendance status is displayed in the upper left of the home page in the form of a green dot as well as today's working hours:



Hallo, [Redacted]

Status ● Anwesend

Heutige Anwesenheit 7:36
Stunden

Via the item "Book coming and going" you can clock out for the break or clock out for the current day at the end of attendance. This is done via the now orange button "Clocking in Break/End of Attendance".

Kommen und Gehen buchen

Hier sehen Sie Ihre gestellten Anträge.

Status ● Anwesend

Seit 15:07 Uhr



Anwesenheitsbeginn stempeln

Pause / Anwesenheitsende stempeln

If you have clocked out for the break, you have to click on the button "Clock in on the start of attendance" button again after the end of the break to change the status to "Present". If there has been no clocking out for the break, this will be automatically deducted according to the applicable working time regulations.

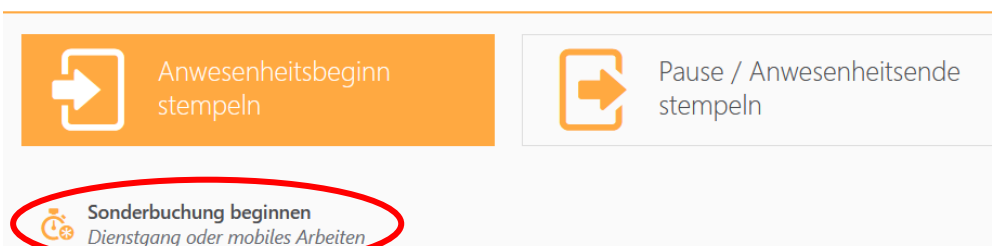
3.2. Special booking for mobile working

To clock in to mobile working, select "Start special booking" via "Coming and going":

Kommen und Gehen buchen

Hier sehen Sie Ihre gestellten Anträge.

Status ● Abwesend



Anwesenheitsbeginn stempeln

Pause / Anwesenheitsende stempeln

Sonderbuchung beginnen
Dienstgang oder mobiles Arbeiten

A new window will open and select "Start mobile working":

Kommen und Gehen buchen

Hier sehen Sie Ihre gestellten Anträge.


Sonderbuchung beginnen

Was möchten Sie stempeln?

Beginne Dienstgang
Beginne Mobiles Arbeiten

Working time recording in Mobile Working begins and the opened window closes automatically.

The "Close" button takes you back to the start page if no stamping has been performed.

By clocking in the special booking, the current attendance status in the form of a blue dot is displayed in the upper left corner of the home page as well as the previous evaluated working time ("Today's attendance", break not included):



Guten Morgen, [REDACTED]

Status ● **Mobiles Arbeiten**

Heutige Anwesenheit 0:05
Stunden

To clock out at the end of work or break, clock out via "Book coming and going" under "Clock in break/end of attendance".

Kommen und Gehen buchen

Hier sehen Sie Ihre gestellten Anträge.

Status ● **Mobiles Arbeiten**

Seit 13:37 Uhr



Anwesenheitsbeginn
stempeln



Pause / Anwesenheitsende
stempeln

After the break , you must clock in again under "Start special booking" → "Start mobile working". If no stamping has taken place for the break, it will be automatically deducted according to the applicable working time regulations.

Please note: After logging in for a special booking, e.g. mobile working, you cannot log in to a new special posting (e.g. business trip). You must first clock out using the "Clock-in/Clock-in" button to start a new special posting.

Important: Closing the browser window does not automatically lead to clocking out. You can log in again at any time with the access data of your university account.

If you have not clocked out at the end of the working day, this posting must be made up for by means of a correction document.

The following error message appears in the notification bar:



A forgotten stamping must also be corrected (see point 3.4).

In addition, the working hours can be checked in advance in the monthly journal (see point 7.3).

3.3. Special booking for a business trip

Another special posting is the business trip. If a business trip is pending, select the item "Start business trip". After a completed business trip, you have the option of either clocking in via the button "Clock in attendance" or the option of clocking out via "Break/End of attendance" for a break or end of the day.

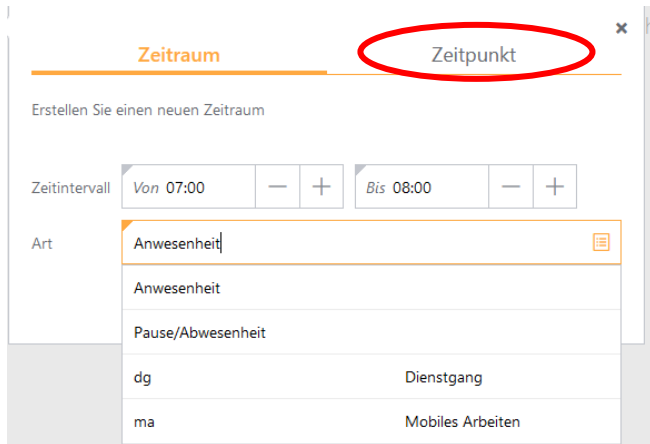
Please note: After logging in for a special booking, e.g. business trip, you cannot log in to a new special posting (e.g. mobile working). You must first clock out using the "Clock-in/Stop/End of Attendance" button to start a new special posting.

3.4. Request attendance time

Here you first select the day for which you want to have the working hours corrected:



The orange plus symbol takes you to the following window:



For example, you forgot to clock in at the start of work and now you have to request a correction entry in the period from 07:00 a.m. to 08:00 a.m.

Therefore, "Attendance" is selected as the type. The times of breaks/absences, work trips or mobile working can also be corrected.

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.

Please note: Working time records of business trips must continue to be made by means of a correction document in paper format!

Important: Under the heading "Own information → own applications", these applications can be viewed, processed or withdrawn (see point 7.1).

3.5. Have times not taken into account evaluated

This application can be used to count times that have already been recorded as working time.

If work is done on weekends/holidays due to the employment contract or if work has been ordered by the supervisor at this time, this working time can be recorded as usual via the terminal or via the web application. Subsequently, this time can be selected via the application "Have non-rated times evaluated" and counted as working time.

To do this, select the appropriate date and select the working time to be evaluated using 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 Nichtzeit gewertet werden?

Am 02.06.2026

Bisherige Arbeitszeit 5:19 Stunden

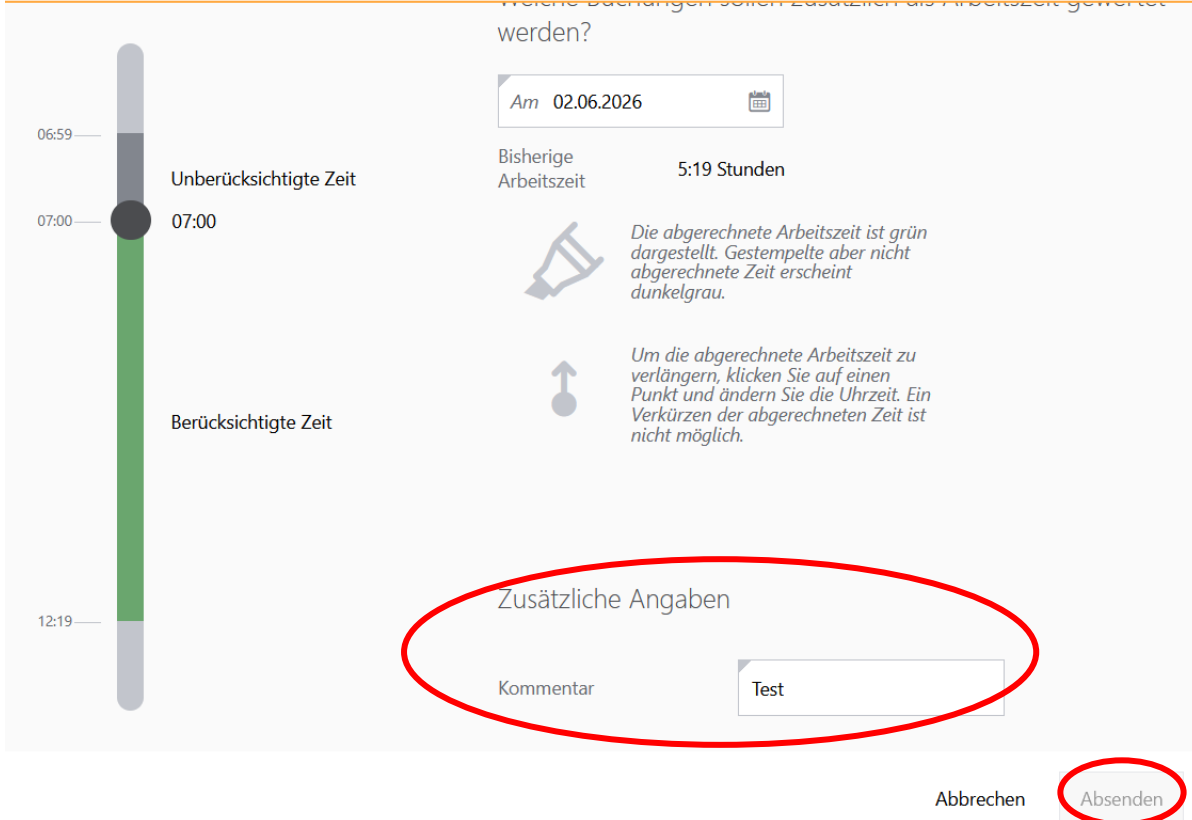
Die abgerechnete Arbeitszeit ist grün dargestellt. Gestempelte aber nicht abgerechnete Zeit erscheint dunkelgrau.

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



The bar will no longer appear in gray for the selected time period, but in green.

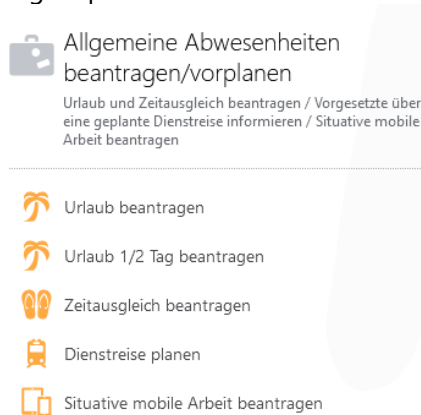
The "Comment" field is mandatory.

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

All applications submitted can be viewed, processed or withdrawn under the item "Own information → own applications" (see point 7.1).

4. Application for vacation, compensatory time, business trip and situational mobile work

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



Other exemptions that are not mapped via the workflows in ATOSS (e.g. exemption from working hours due to birthday) must be applied for separately by e-mail (Gleitzeitfragen@zv.uni-paderborn.de).

Important: Under the item "Own information→ Own applications" all submitted applications can be viewed, processed or withdrawn (see point 7.1).

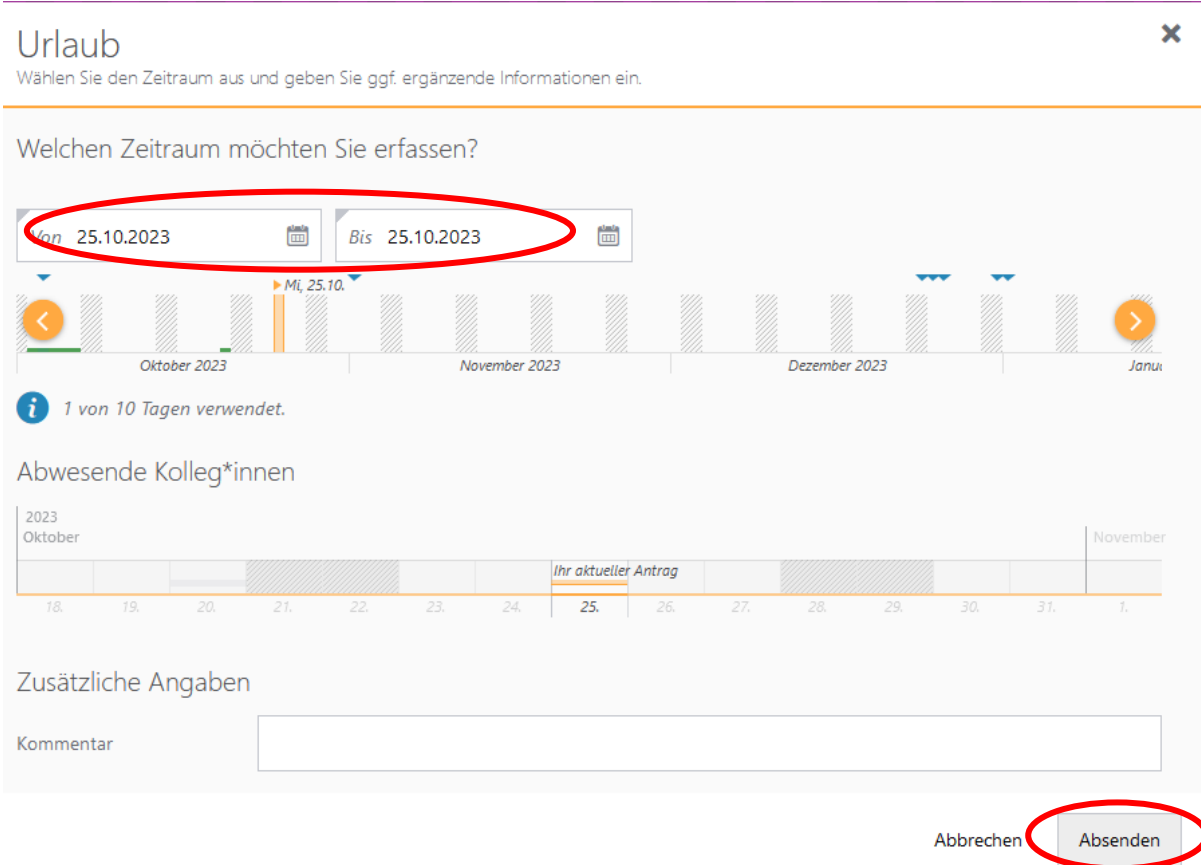
The requests "Request Vacation", "Request Vacation 1/2 Day" and "Request Time Off" are sent to the direct supervisor, who is stored in their own master data (see point 7.5), so that they can approve or reject the requests.

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 of all, a period of time (if several days in a row are desired) must be selected. A single day can also be selected. If an application already exists for the selected day, it can be recognized by a green bar or an additional error message is displayed.

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

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

4.2. Request vacation 1/2 day

Half a day's leave can be requested via this sub-item. This is done as described above under point 3.1 "Apply for leave". However, only half a day is deducted from the holiday account.

4.3. Apply for compensatory time

Via this point, you can apply for compensatory time for whole days and thus reduce your existing overtime. For this purpose, as with a vacation request (see point 3.1), the desired day(s) must be specified as the period. On these selected days, the daily working hours are adjusted and the flexitime account is reduced.

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

4.4. Plan a business trip

Here you can enter a planned business trip and thus the planning of the absence.
The following window opens:



Important: This application does not replace the travel authorization of the travel expense center, but only serves to plan or inform the supervisor about an absence. The business trip authorization must be done in parallel. Also, no working hours are generated and the working and travel time must be **reported separately to the Human Resources Department** afterwards, in any case (**even if a business trip has been stamped**), **by means of a correction document**.

As soon as you have entered the period of the planned business trip, click on the "Submit" button and a pop-up window will appear that the process has been successfully completed.

4.5. Apply for situational mobile work

At this point, the supervisor should be informed of the employee's wish for situational mobile work on one day and approve this mobile work. This is the pure approval process. A default setting for the working hours is not generated, the actual working hours must be recorded separately via the function "Book Coming and Going – Special Booking" (see point 3.2). If a vacation request has already been submitted for the selected day, you cannot apply for mobile working on this day. A corresponding error message appears, but the request can be sent. If necessary, the withdrawal of the vacation request may then also be necessary.

5. Applying for special leave

In addition to the collectively agreed/legally agreed vacation days, special leave or time off from work can be requested on certain occasions or situations.



Sonderurlaube beantragen

Persönlicher Anlass = Geburts- u. Todesfälle, dienstl. Umzüge oder Arbeitsjubiläum / Arbeitsbefreiung zur Kinderbetreuung bezahlt oder unbezahlt / Sonstige Gründe / Bildungsurlaub nach dem AWbG



Sonderurlaub persönlicher Anlass beantragen



Sonderurlaub zur Kinderbetreuung beantragen



Sonstiger Sonderurlaub beantragen



Bildungsurlaub beantragen

Possible reasons for requesting special leave include:

- Personal events, e.g. births and deaths, relocations for business reasons or additional leave on the occasion of a 25th or 40th anniversary of work
- Paid or unpaid time off for childcare
- Other reasons
- Educational leave according to the AWbG

There must also be no conflicts when applying for special leave, such as an application for vacation or sick leave that has already been submitted.

Important: Under the heading "Own information → own applications" (see point 7.1), these applications can be viewed, processed or withdrawn.

5.1. Requesting special leave for personal reasons

This request is made in the same way as a normal vacation request (see point 4.1). You enter the period in which you would like to apply for special leave and an additional reason must be specified. In a drop-down menu, the available occasions appear with the vacation days in brackets:

Was möchten Sie beantragen?

Sonderurlaub pers. Anlass

Zusätzliche Angaben

Anhang

▼

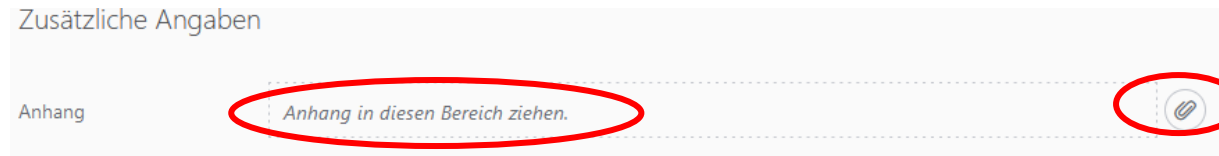
Geburt des Kindes (1T)

Tod Ehegat/Kind/Elternteil (2T)

Umzug dienstl. Anlass (1T)

Arbeitsjubiläum (1T)

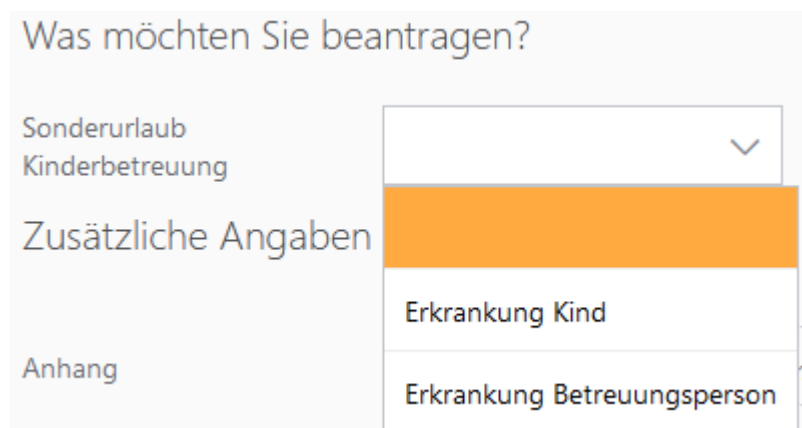
In addition, an attachment can be attached as proof of the occasion under the item "Additional information" for better traceability. The attachment can be inserted via the paper clip or by dragging the corresponding file into the field:



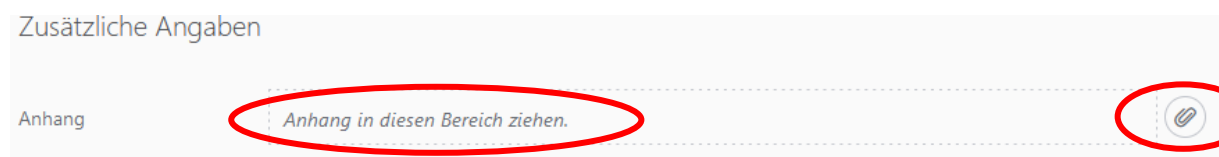
By clicking on the "Submit" button, the application will be sent. A pop-up window will appear briefly stating that the application has been submitted.

5.2. Applying for special leave for childcare

Special leave due to lack of childcare can be requested via this sub-item. Once the period has been selected, the reason must be selected via the drop-down menu. The following are the possible exemptions:



An attachment can be inserted under "additional information" via the paper clip or by dragging the corresponding file into the field.



By clicking on the "Submit" button, the application will be sent and a pop-up window will briefly appear that the application has been submitted.

5.3. Applying for other special leave

Special leave can be applied for for other reasons via this sub-item. A period of time must be selected in which you would like to apply for special leave.

It is mandatory to provide a comment on the reason for the special leave under "Additional information" before you can submit the application. There is also the option of adding an attachment. This attachment can be viewed by the supervisor.

Zusätzliche Angaben

Kommentar

Anhang Anhang in diesen Bereich ziehen. 

By clicking on the "Submit" button, the application will be sent and a pop-up window will briefly appear that the application has been submitted.

5.4. Applying for educational leave

Here, as described above, a period for the planned educational leave (AWbG) can be selected. An appendix can also be added here:

Zusätzliche Angaben

Kommentar

Anhang Anhang in diesen Bereich ziehen. 

By clicking on the "Submit" button, the application will be sent and a pop-up window will briefly appear that the application has been submitted.

6. Sick and healthy notification via ATOSS

As part of the further expansion of the ATOSS time management system, there is an additional option for reporting sick. All employees who can already submit vacation requests via ATOSS will find the following fields for reporting sick:

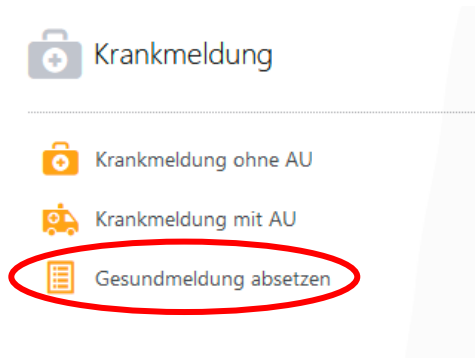
- Sick leave without a certificate of incapacity for work
- Sick note with certificate of incapacity for work

Krankmeldung

 Krankmeldung ohne AU

 Krankmeldung mit AU

If you do not actively record your working hours yourself, we also need a health report from you after the illness. A corresponding function will also be available to you for this purpose:



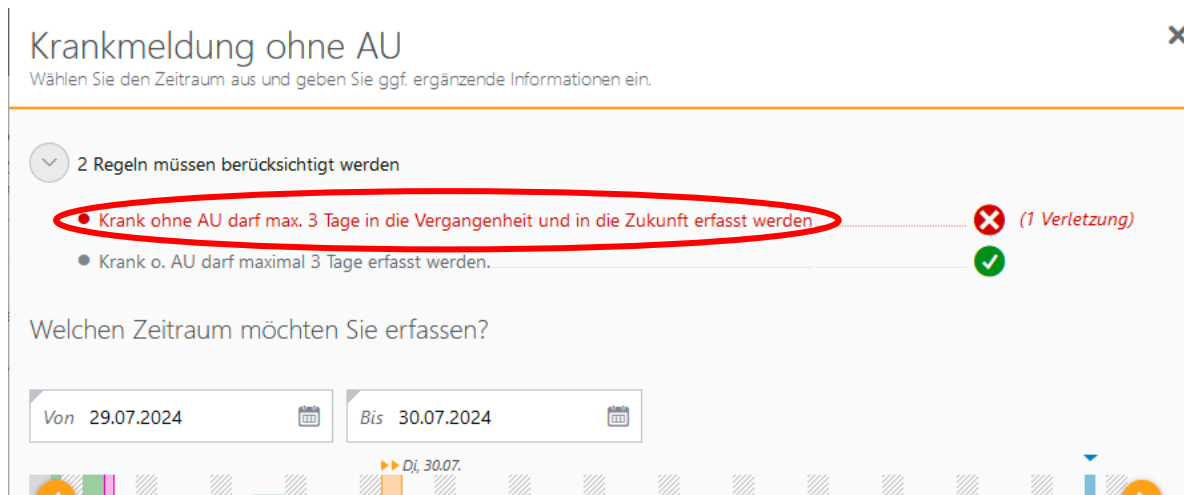
For all employees who record their specific working hours, an additional health report after the illness is not required.

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

6.1. Sick note without AU

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

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:



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.

6.2. 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).

In the ATOSS Staff Center, you will therefore find various options for reporting sick under the item "Sick leave 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 (VG)	Erstkrankm. mit Papier-AU (VG)
Folgekrankmeldung mit eAU (VG)	Folgekrankm. mit Papier-AU (VG)

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.

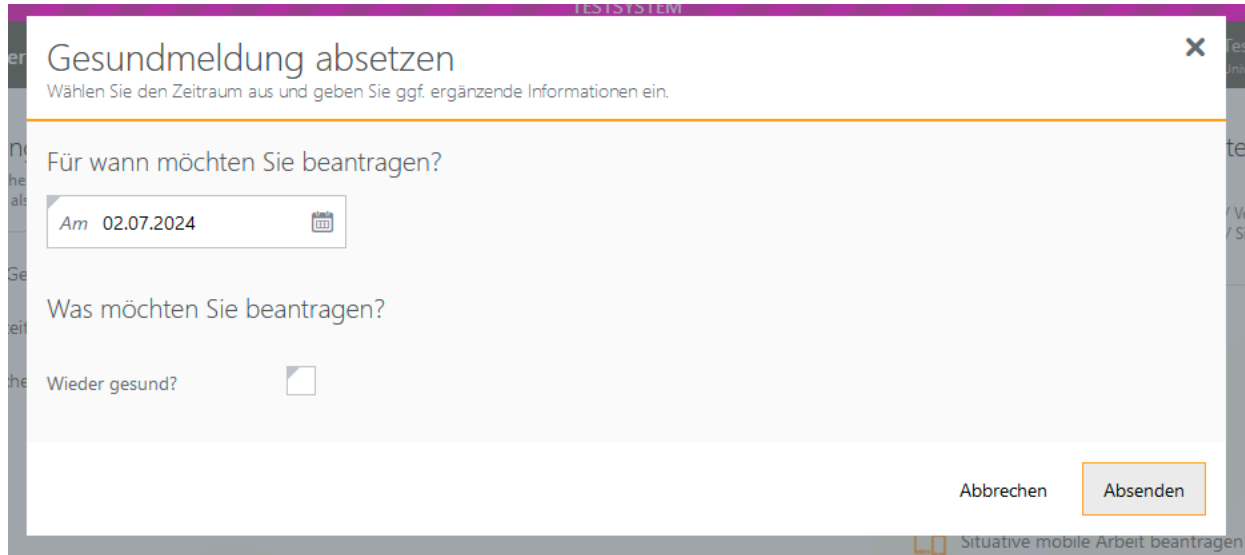
By submitting the respective application, the supervisor entered in their own master data is informed. The next day, the message is automatically forwarded to the personnel administration and processed there.

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).

6.3. Health News

In order to complete a period of illness, we also need a health report from those who do not actively record their time. You can use the corresponding function for this purpose if you find it in your Staff Center.



The screenshot shows a web form titled "Gesundmeldung absetzen" (Cancel health report) with a subtitle "Wählen Sie den Zeitraum aus und geben Sie ggf. ergänzende Informationen ein." (Select the period and enter any additional information if applicable). The form contains the following fields and options:

- Für wann möchten Sie beantragen?** (For when do you want to apply?): A date picker showing "Am 02.07.2024" with a calendar icon.
- Was möchten Sie beantragen?** (What do you want to apply for?): A section with a checkbox labeled "Wieder gesund?" (Back healthy?) which is currently unchecked.
- Buttons:** "Abbrechen" (Cancel) and "Absenden" (Submit).
- Footer:** A small icon and the text "Situative mobile Arbeit beantragen" (Apply for situational mobile work).

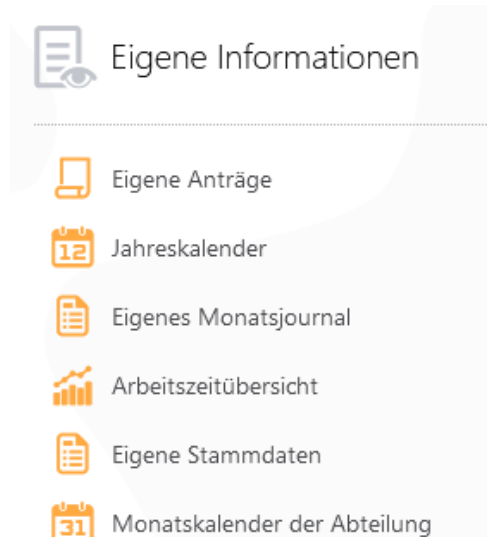
Please always enter the date of the first day from which you are healthy again.

This is usually the day following the expiry of an AU, even if this is a day off for you individually or a day off such as Saturday or Sunday. This ends the respective period of illness.

If your salary payment has been suspended in the meantime, please contact the personnel administration in person so that the salary payment can be started again as soon as possible.

7. 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:



7.1. Own applications

Under this item, 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
------------------	---------------------	----------------------	-----------------------

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
- Vacation 1/2 day
- Educational leave
- Other special leave
- Time compensation
- Accounting corrections
- Have non-rated times counted
- Situational mobile working

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:

- Planning a business trip (no application, no time management recording)

- Special Leave Childcare
- Special leave: personal reasons

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

7.2. Annual Calendar

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

Error messages appear in the annual calendar if there were discrepancies in the recording of working hours. This can be, for example, unexpected absence (neither a stamp nor any other reason for absence is available).



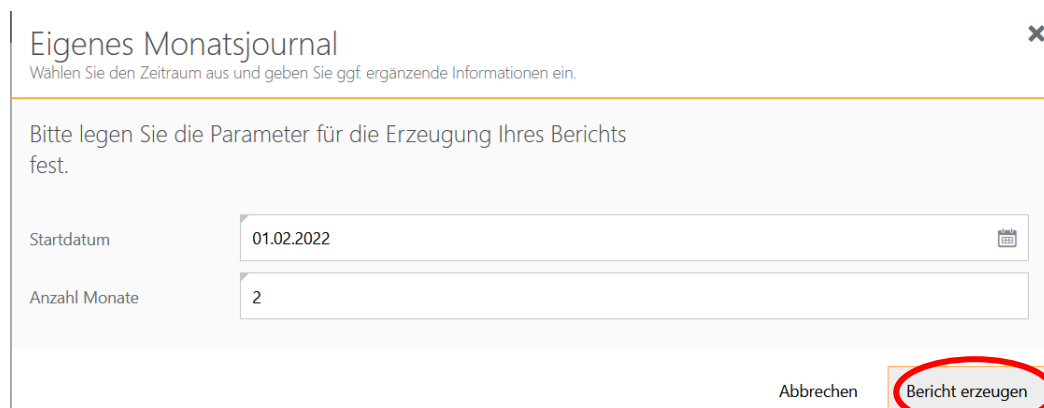
If this is the case, the working hours must be corrected (see point 3.4).

Due to the processing time in Department 4 of e.g. sick notes or vacation days, there may be temporary discrepancies in working hours.

7.3. 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

7.4. 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

In the case of deviations or error messages, the bar chart looks like this, for example:



By clicking on the bar, the error message is explained in more detail. In order to correct this message, the working time must be corrected (see point 3.4). By clicking on the corresponding item, you can go directly to the application.

The yellow target time line is set to 8 hours for all flexitime participants, regardless of the individual target specification, which is due to technical reasons, but has no effect on the regular calculation of working hours.

7.5. 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.

7.6. 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.

8. Supervisor View

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



Informationen zu Mitarbeiter*innen

-  Anträge bearbeiten
-  Jahreskalender
-  Monatskalender
-  Anwesenheitsliste
-  Saldenübersicht
-  Übersicht für zusätzl. Vorgesetzte



Vertretung aktivieren

 Vertreter verwalten

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.

8.1. 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 applications "Special leave for childcare" and "Special leave for personal reasons" are located under the "Open" tab, but do not require approval from the supervisor.

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.

Processed applications or applications that do not require approval from the supervisor (e.g. "Business trip") are located under the "Completed" tab.

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.

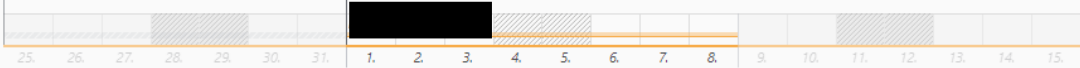
Antragsteller [REDACTED]
Status ? sonst. Sonderurl. beantragt
Ausstehend heute

Zeitraum 01. - 08.02.2023 (0:00 Stunden)
Antragsdatum 09.11.2022
Letzter Bearbeiter [REDACTED]

Abwesende Kollegen

2023
Januar

Februar



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	Nicolai Tegmeier 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		Nicolai Tegmeier heute		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					
☐	Zeitausgleich	03. - 04.11.2022	0:00 Stunden			Zeitausgleich beantragt heute	

Sie haben 3 Anträge ausgewählt.

Abbrechen Ablehnen Genehmigen

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
- Vacation 1/2 day
- Time compensation
- Accounting corrections
- Situational mobile working

The following applications first require the approval of the supervisor, after which they will be processed by the Human Resources Department:

- Other special leave
- Educational leave
- Have non-rated times counted

The following application is processed directly in the Human Resources Department and is therefore displayed in this overview in the "Completed" tab:

- Business trip

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

- Special Leave Childcare
- Special leave: personal reasons

8.2. 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:

Mitarbeiterauswahl

15372

999957

01.

Januar

Februar

März

April

Ma

01.

unerwartetes ...

8.3. Monthly Calendar

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

März 2023

< Heute >

01.

02.

03.

04.

05.

06.

07.

08.

09.

10.

11.

12.

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30.

31.

8.4. Attendance list

Under this point, a supervisor can see which employees in his department are currently booked in (green tick) and are therefore on duty. In the case of absence or non-clocking, the status is highlighted in grey.

Alle

Anwesend

Abwesend

Mitarbeiter ^

Status

8.5. 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:

Saldenübersicht

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

Bitte legen Sie die Parameter für die Erzeugung Ihres Berichts fest.

Zielformat

Abbrechen Bericht erzeugen

8.6. 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.

8.7. 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

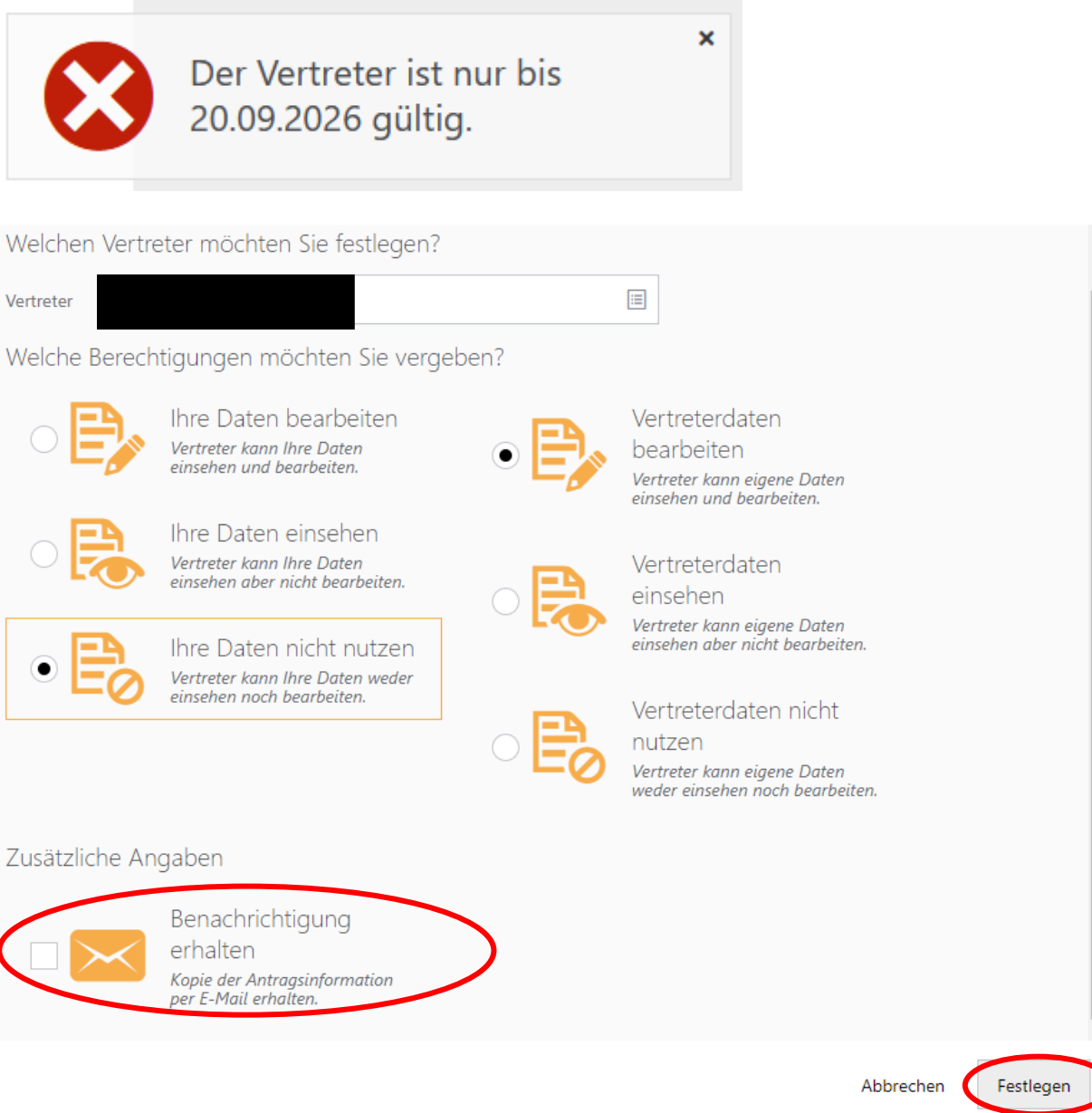
November 2022 Dezember 2022 Januar 2023 Februar 2023 März 2023 April 2023 Mai 2023

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.

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

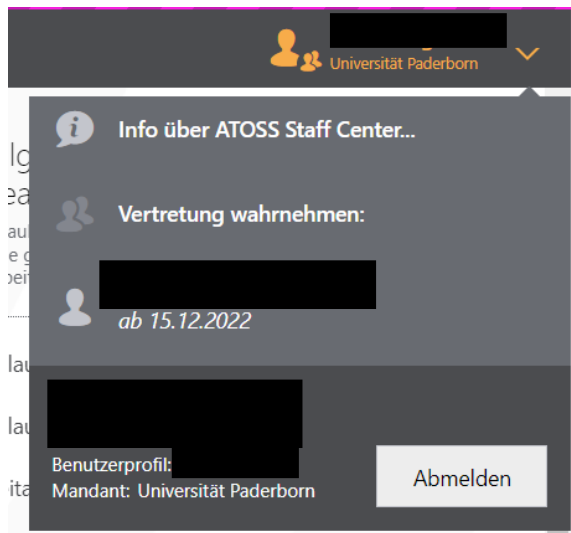
- edit (e.g. approve your own vacation because your supervisor is currently not on site),
- view (no editing) or
- cannot use the data (cannot process or inspect the data submitted by the user and thus cannot approve their own vacation).

Multiple substitutions can also be selected for the same period.

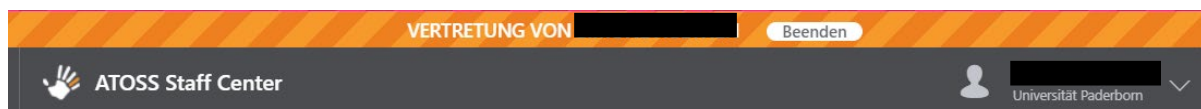
The substitution is set up by clicking the "Set" button.

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:



9. 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)