

Access to TimeTac

- On a PC: <https://go.timetac.com/boku>
- Apps available for Android und iOS
- Detailed information:
<https://short.boku.ac.at/it-timetac-access>

Request vacation [Urlaub]

- It is **mandatory** to **request** and **approve** vacation through TimeTac.
- **With approval workflow:** Supervisors get mail and can approve vacation via TimeTac (also possible on a smartphone).
- **SAP is the data-managing system**, so please send change requests to Human Resources (HR) Management.

Vacations are mandatory to request and approve through TimeTac. All other options are optional or depend on your supervisor.

Request time off [Zeitausgleich, ZA]

- Entry not mandatory unless so agreed at your organizational unit (OrgEH).
- **With approval workflow:** Supervisors receive mail and can approve ZA (also elegantly possible on smartphone).
- No synchronization with other systems! There is **no time recording** and **no working time accounting**!
- Detailed information:
<https://short.boku.ac.at/it-timetac-timeoff>

Business trips [Dienstreisen]

- Business trips (= business outside the place of work) are transmitted as before: <https://short.boku.ac.at/m38ro3>
- If so agreed at your OrgEH, you can enter this as 'Enter other absence' > 'Dienst außer Haus' **for information only**.

Enter sick leave [Krankenstand]

- **Sickness notifications [Krankmeldung] must be sent to HR management as before!**
- **Neither supervisors nor secretaries get mail notification!**
- No synchronization with other systems, the entry is **for information only**, if so agreed at your OrgEH.
- Detailed information:
<https://short.boku.ac.at/it-timetac-sickleave>

Special leave, caregiver leave

- Special leave [Sonderurlaub] and caregiver leave [Pflegefreistellung] must be submitted to Human Resources Management using a form, as it has been so far: <https://short.boku.ac.at/6gkwkg>
- If so agreed at your OrgEH, you can enter an 'Other absence'. Please enter the reason for absence in the comment field.

Request or enter a home office [HO]

- **Apply for home office with approval (HOMF):**
Supervisor will be notified by e-mail to process the request
- **Enter home office without approval (HO):**
Supervisor is not notified by e-mail
- No synchronisation with other systems.
- The entry is for information purposes if this has been agreed at your OrgEH.
- Detailed information:
<https://short.boku.ac.at/it-timetac-ho-en>