



Cheat Sheet TimeTac



This is a cheat sheet, a reminder aid on the topic:
Digital leave management with TimeTac

Step-by-step instructions and detailed info can be found at:
<https://short.boku.ac.at/it-timetac-en>

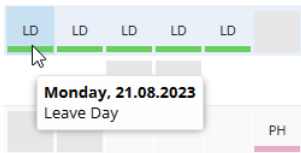
Updated: 9. June 2023

Access to TimeTac

- On a PC:
<https://go.timetac.com/boku>
- Apps available for Android and 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.

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>

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.

The following entries are of course working time, but can be entered for information.

Enter home office (HO)

- Note: this is *not* an application for home office, the entry is for information only!
- **No approval workflow**, supervisors receive *no* e-mail!
- No synchronization with other systems, the entry is for **information only**, if so agreed at your OrgEH.
- Detailed Info:
<https://short.boku.ac.at/it-timetac-ho-en>

Business trips (Dienstreise)

- 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 an 'Enter other absence' > 'Dienst außer Haus' for **information only**.