User Manual for Working Time Recording at the University of Potsdam

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Introduction

This description refers to the Excel table 'Time Recording Form', as revised in spring 2025.
It can be used by academic and artistic staff of the UP to record their working hours in accordance with the regulations of the Service Agreement 'Working Time and Time Recording for Academic Staff (akademische Mitarbeiterinnen und Mitarbeiter), Research Assistants (wissenschaftliches Hilfskräfte), and Student Employees (studentische Beschäftigte)'.

Preparation and Configuration

First, adjust the red marked fields on the first sheet "Configuration". These include your name, department, transfer of plus/minus hours from the previous year, and your daily working hours without breaks.
If a time quota for your qualification has been agreed upon in your job description (TD), enter it as well (in percent). If not available, you can request your TD from your administrative staff in D3.

A selection field is used to adjust the language of the fields in the Excel table. Currently, you can choose between German and English. You can contact the contact person mentioned below if translations into other languages are necessary.

Notes on Usage

Switching between Excel and LibreOffice

You can make entries in both Microsoft Excel and LibreOffice. Users should ideally work with either only LibreOffice or only Excel. Switching between Excel and LibreOffice may be problematic, for example, conditional formatting may be lost or individual cell formatting may be affected.

Changing the Page Layout

Changing the page layout in LibreOffice and then saving the document in *.xlsx format is not recommended. This is because conditional formatting (such as a yellow cell background on weekends) may be lost. This is usually only visible when the document is closed and reopened.

Working with LibreOffice

When working with LibreOffice and saving as a *.xlsx document, it is recommended to save the document before and after each insertion, so that the formatting of the individual fields is preserved.

Recording Working Hours

Attendance Blocks and Break Times

You enter the start and end of your attendance times in up to four attendance blocks. For example, your work in the morning in attendance block I, and your work after lunch in attendance block II. If you need to record additional working hours, attendance blocks III and IV are available. Here, you

could record work in the evening hours, for example. Working time is recorded in 5-minute increments, for example, 08:05 - 12:25.

The legally required break is **not automatically** deducted. **You must ensure compliance with the legally required working time regulations for breaks and rest periods** – the Excel table does not support you in this regard.

The attendance blocks also support you in recording your **qualification time**, see below.

Empty rows are not taken into account for the calculation of working hours. This means, for example, that no entries are made in the event of illness or vacation. As a result, no minus hours are incurred.

Therefore, it is also possible to start recording working hours in the middle of the year. If, for example, October 15th is the first day of working hour recording for a year, leave the cells from January 1st to October 14th empty. If your agreed working hours change within a year, start a new Excel table with new settings in the configuration.

Comments on Attendance and Working Hours

The attendance time can be commented on in the "Comments" column. If the space in the column is not sufficient, you can work with abbreviations or keywords and describe them under "Explanations of Comments" below the attendance list.

Consideration of Holidays

Weekends and holidays are marked in yellow. On Sundays and holidays, a working time of 0 minutes is assumed. Variable holidays are also marked in yellow.

Settlement of Working Hours

Based on the output below the days at "Total Balance", you can see at any time whether and how your actual working hours deviate from the contractually agreed working hours. If you have worked too few minutes, a minus sign is added, and the cell is marked in red. Plus hours (in minutes) are highlighted in green.

Depending on the number of plus hours and in relation to your agreed working hours, these fields are colored like a traffic light. The traffic light turns yellow when you exceed 60 plus hours with a contractually agreed weekly working time of 40 hours. If you exceed 120 plus hours with an agreed 40 hours, the traffic light turns red. If you fall below these limits, the traffic light colors switch back to yellow and green. The traffic light also changes color for part-time contracts accordingly.

Yellow and red traffic lights help you trigger the next steps provided for in the service agreement.

Qualification Time

If you have an employment contract that protects a portion of your working time as qualification time, enter this percentage of qualification time in the table on the "Configuration" sheet.

Enter your attendance blocks preferably in such a way that you can categorize each attendance block as either qualification time or working time for the employer. Mark attendance blocks of qualification time by entering a '1' in the corresponding field to the right of the attendance block, as provided for in the Excel sheet.

Frequently Asked Questions

What do I need to do if my job profile (e.g. percentage of qualification time) changes?

In this case, you need a new form.

How do I enter vacation or illness-related absence?

You leave the cells for the start and end of the attendance time blank. You can comment on the period by entering something like "vacation" or "sick" in the "Comments" column.

How can I enter the compensation of plus hours through time off for a whole working day?

Compensating plus hours for a whole working day requires an agreement with your supervisor. The recording (and reduction) of plus hours is done by entering the same time twice under Attendance I, so that, for example, 8:00 is both the start and end of attendance. This can be commented on accordingly in the "Comments" column.

How do I enter night work, for example from 22:00 to 6:30?

Night shifts are ordered special working hours and must be applied for by your supervisor at D3. Since the table does not allow entries that extend beyond midnight in an attendance block, working hours in this calculation must end by 23:59 at the latest in order to be calculated correctly. Please use two attendance blocks, for example:

Day 1   Attendance Block IV: 22:00 – 23:59
Day 2   Attendance Block I: 00:00 – 06:31

How do I remove the write protection from cells?

This is not generally intended. All write-protected cells have an essential meaning for the function of the program. If it concerns a cell that must be filled in, such as name, structural area, transfer from the previous year, please read the sections "Preparation" and "Recording Working Hours" in this user manual.

Contact

For questions regarding time recording, please contact the Department for Personnel and Legal Affairs (D3) at the following email address:: arbeitszeit@uni-potsdam.de.

In case of conflicts, please contact your responsible staff council (wimipr@uni-potsdam.de or prstub@uni-potsdam.de) or D3. The staff council will treat your matter confidentially and examine which solutions can be found in your interest.