

## Instructions for recording home office (HO)

1. Make sure that you are shown **Central European Time** (time zone shift) for **HO application**.
2. Make sure that you have a **current working time specification** for the relevant month.
3. **Open the HO app** by clicking.
4. Sub-item **"Employment"** - select the corresponding supervisor (Dean Bot or Project Management)::

Employment: Radu Ioan Bot / Mathematik / Organisationsassistent\*in / 0001

5. Sub-item **„Request Type“** – choose **„Request for Homeoffice“**:

Request Type:  Request for Homeoffice  Plan Homeoffice Days

6. **Open the field "Notes"** by clicking:

Homeoffice

Request Type:  Request for Homeoffice  Plan Homeoffice Days

7. **Complete your response time or, if applicable, specific changes** to an already approved HO application for the manager here in the note field and add the note:

Notes

To add a new note, specify the subject and text of the note. If necessary, a note type must be specified. Then press the "Add note" button. If a note is marked as confidential, only users with the appropriate authorization are able to see it.

Add note

\*Subject:

\*Note:

+ Add note

8. Sub-item **„Time frame“** – choose your current working time specification:

\*Time frame: 01.02.2023 - 31.12.9999 5 WD/Week

9. Sub-item **„Request“** – **record your record your max. number of allowed HO days**:

\*Anzahl Homeoffice Tage:

Erlaubt (Tage/Monat): 10

10. **Check your application for correct and complete recording** of your personal datas:

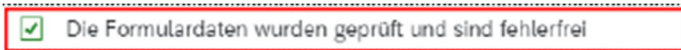
Approval

11. The **result** of the test is displayed in the lower area of the window:



**Red infobox: incorrect or incomplete entries.**

**Green infobox: All entries complete and correct:**



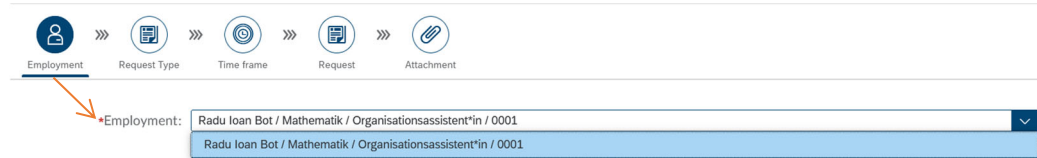
12. **Submit application:**



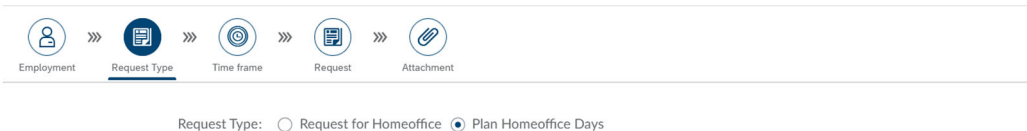
13. In case of approval, you will receive an email from your supervisor (Dean Bot or Project Management).

14. **Open the HO app by clicking.**

15. Sub-item "**Employment**" - select the corresponding supervisor (Dean Bot or Project Management):



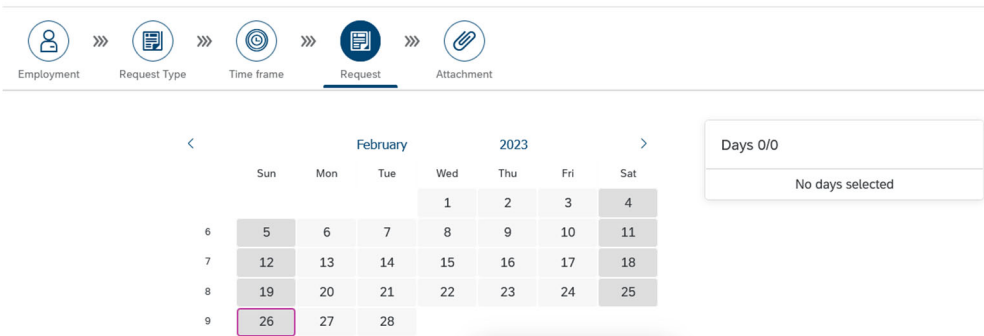
16. Sub-item „**Request Type**“ – choose „**Plan Homeoffice Days**“:



17. Sub-item „**Time frame**“ – select the **HO month to be applied for** and the **current year**:



18. Sub-item „**Request**“ – fix your allowed HO days by using the calendar dates:



19. **Check your application for correct and complete recording of your personal datas:**

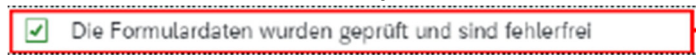


20. The **result** of the test is displayed in the lower area of the window:



**Red infobox: incorrect or incomplete entries.**

**Green infobox: All entries complete and correct:**



**21. Submit application:**

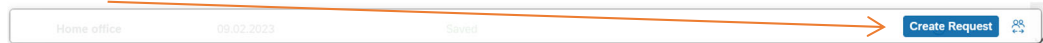


22. In case of approval, you will receive an email from your supervisor (Dean Bot or Project Management).

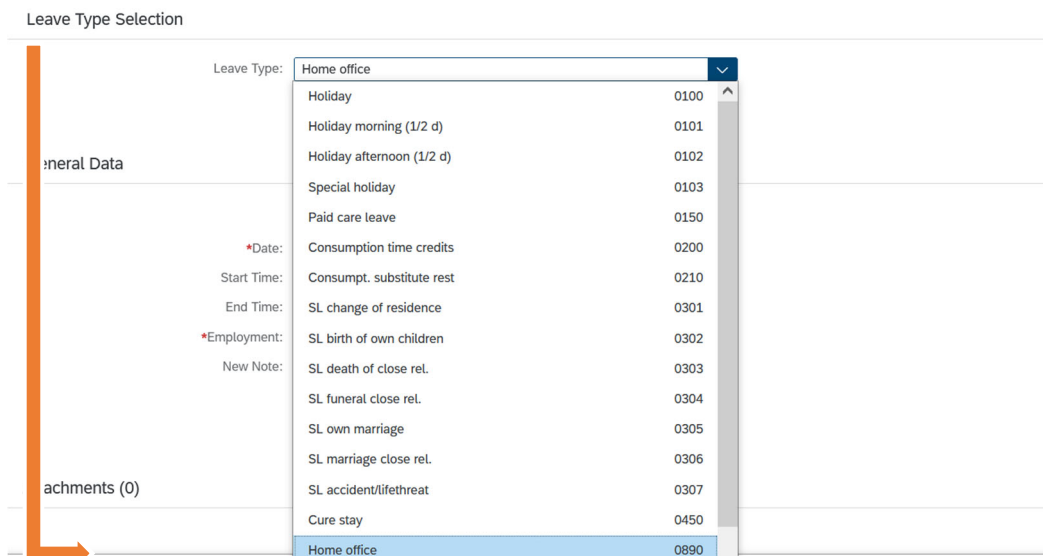
23. After receiving the planning permission, follow the next steps.

24. Open the app "Leave requests" by clicking on it.

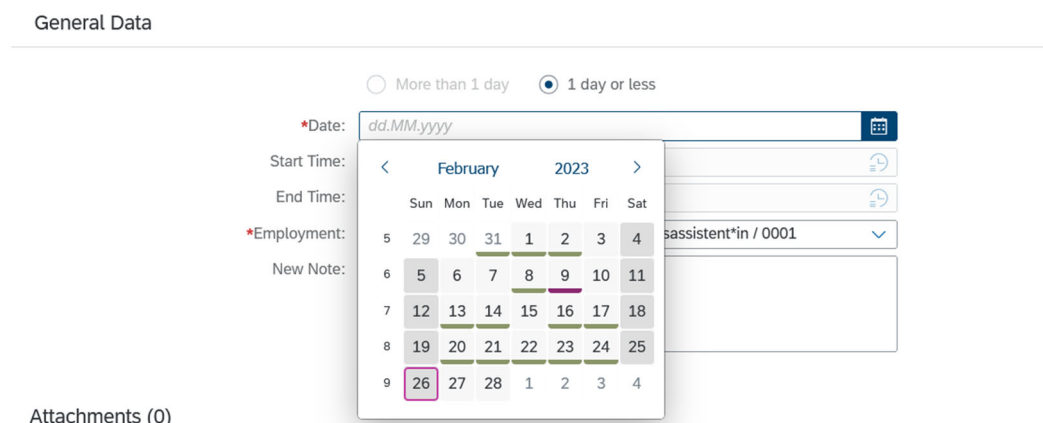
25. Now click on "Create Leave Request" on the bottom right-hand side:



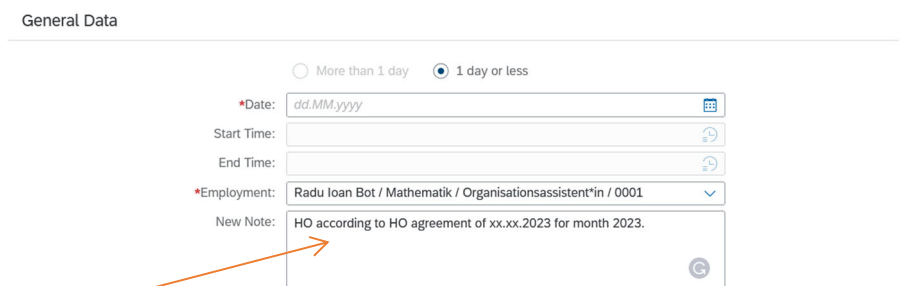
26. Select "Home office 0890" under the leave type:



27. Determine the specific HO-WD by opening the calendar under the sub-item "Date":



28. Now enter your start (HO working time) and your end (HO working time):



29. Enter the above sentence under the item "New note".

30. Finally, please submit the daily HO-working-time registration:



### 31. A) CORRECTION APPLICATION:

In the application Request overview, click on the "x" on the far right and delete the entry of your daily HO-working time entry independently.

Request Overview

Calendar Items (14) Show From 01.02.2023

Leave Type	Date/Period	Status	Approved by	Quota Consumption
Home office	24.02.2023	Saved		

ⓧ >

**B) Start a new recording of your daily HO working time from point 24.**