

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: [text box]

*Note: [text area]

+ Add note Reset

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: 10

Erlaubt (Tage/Monat): 10

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

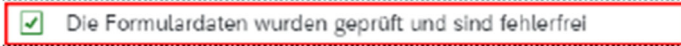
Approval Reject Check

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

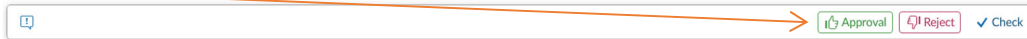


Red infobox: incorrect or incomplete entries.

Green infobox: All entries complete and correct:



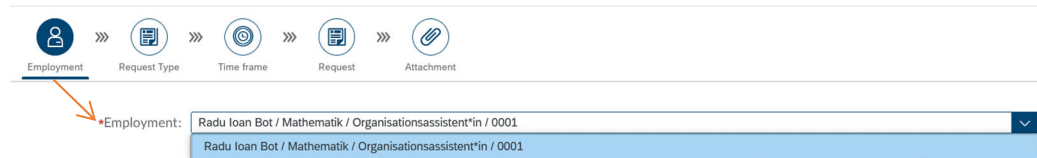
12. **Submit application:**



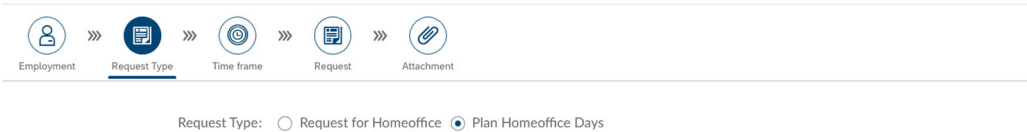
13. In case of approval, you will receive an email from your supervisor (Dean Bot or Project Management).

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

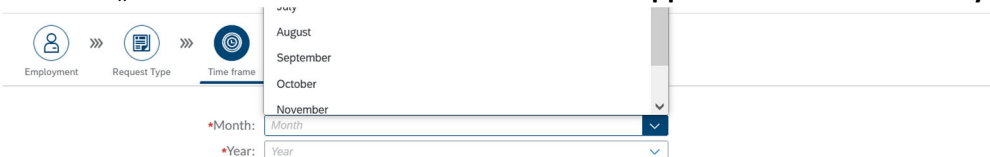
15. Sub-item **"Employment"** - select the corresponding supervisor (Dean Bot or Project Management):



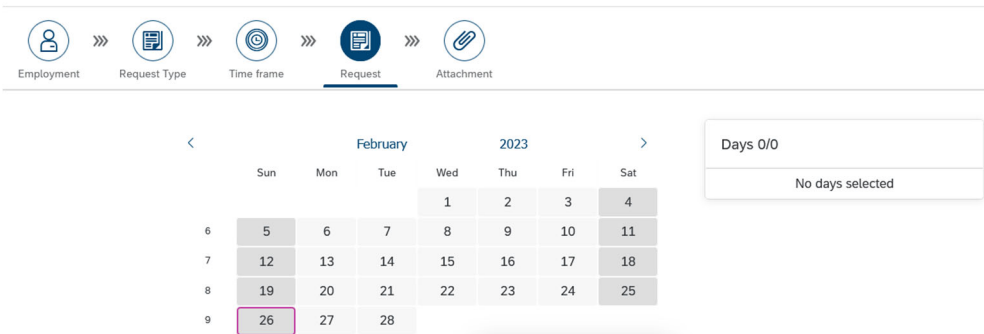
16. Sub-item **„Request Type“** – choose **„Plan Homeoffice Days“**:



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:

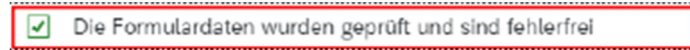


20. The **result** of the test is displayed in the lower area of the window:

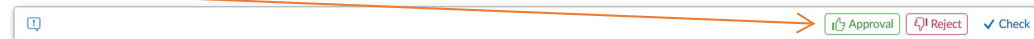


Red infobox: incorrect or incomplete entries.

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).