

How to – report time and absence in Fortnox Time

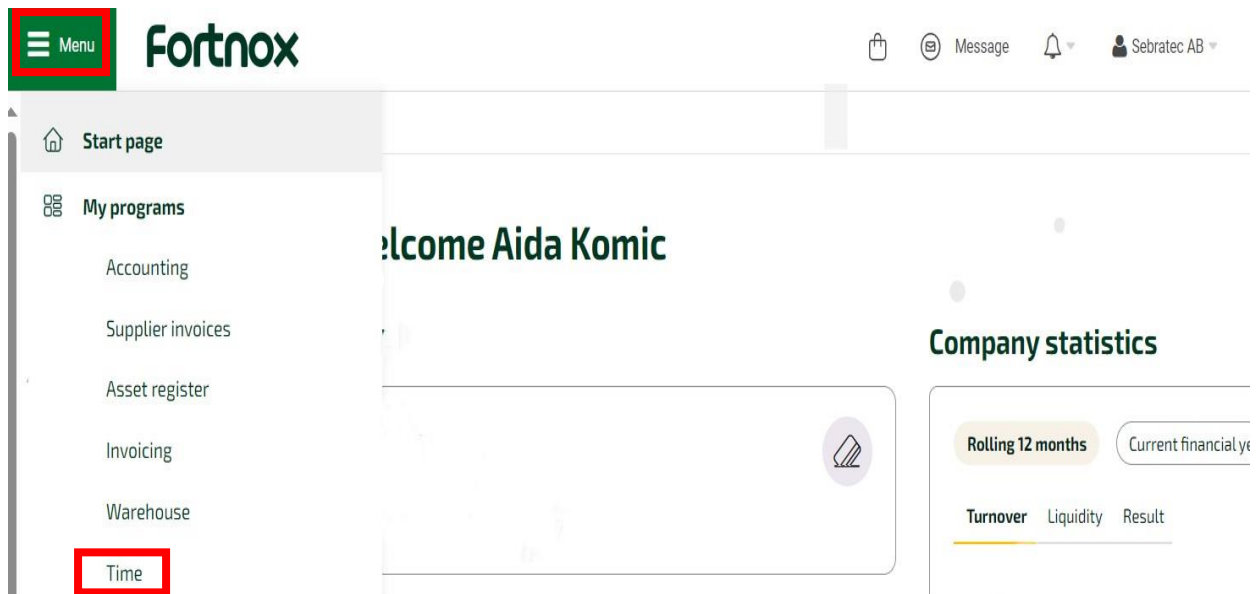
Instructions for reporting time and absence in Fortnox Time.

You can choose to report time in the Fortnox App **or** through a web browser.

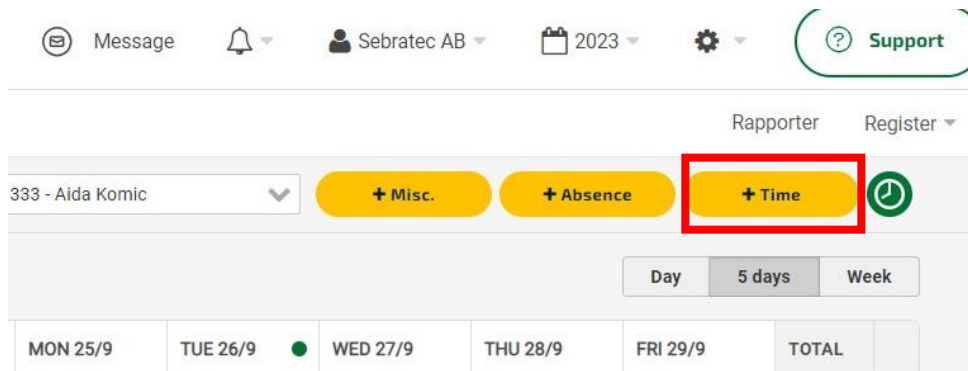
Please note that registering absence is done in Fortnox, while absence reporting is done in Hailey! For example: if you stay home from work due to illness, you must still report your absence to your business manager in HaileyHR.

Register time in Fortnox through a web browser

1. Go to www.fortnox.se and login in using your BankID or username and password.
2. Press “Menu” in the top left corner and select “Time” and then “Registration”.



3. Press “Time” in the top right corner.



4. Insert following information:
 - a. **Date**
 - b. **Cost center**: search for your own name. Select.
 - c. **Customer**: for example, HayleyTek, Perido Skills AB or Ework. There will only be one customer connected to your profile. Select.
 - d. **Project**: search for your own name. Select.
 - e. **Service**: choose "Consultancy".
 - f. **Registration code**: choose "Working time".
 - g. **Worked h**: write total worked hours. *If you have worked more than eight hours, the system will register the excess hours as flex time.*
 - h. Press "Save".

The screenshot shows a mobile application interface for "TIME REGISTRATION". The form contains the following fields and values:

- Date**: 2023-09-26
- Cost centre**: 48 - Management
- Customer**: 29 - Sebratec Time report Demo
- Project**: 48 - Management
- Service (article with the setting 'service')**: 25 - Consultancy
- Registration code**: TID - Working hours
- Worked h**: 8,00
- Chargeable h**: 8,00

At the bottom of the form, there are three buttons: "Delete", "Cancel", and "Save". The "Save" button is highlighted with a red box.

Repeat these steps each day throughout the month!

Register absence in Fortnox through a web browser

1. Press "Menu" in the top left corner and select "Time" and then "Registration".
2. Press the yellow button "Absence" in the top right corner.

The screenshot shows the top navigation bar with icons for Message, notifications, user profile (Sebratec AB), year (2023), settings, and a Support button. Below this, there are roles for 'Rapporter' and 'Register'. A dropdown menu shows '333 - Aida Komic'. Three yellow buttons are visible: '+ Misc.', '+ Absence' (highlighted with a red box), and '+ Time'. To the right is a clock icon. Below the buttons are tabs for 'Day', '5 days', and 'Week'. At the bottom, a calendar grid shows dates from 'MON 25/9' to 'FRI 29/9', with a 'TOTAL' column.

3. Insert following information:
 - a. **Date.**
 - b. **Registration code:** state the reason for absence, for example "Care of sick child" or "Vacation".
 - c. **Hours:** insert number of hours that you were absent (if it was part of day) or press "All day".
 - d. **Cost center:** search for your own name. Select.
 - e. Press "Save".

The screenshot shows the 'ABSENCE REGISTRATION' form with the following fields and values:

- From:** 2023-09-26
- To:** 2023-09-26
- Registration code:** SJK - Sick leave
- Hours:** 8,00
- All day:**
- Project:** 48 - Management
- Cost centre:** 48 - Management
- Note:** (empty text area)
- Buttons:** Cancel and Save (highlighted with a red box)

Mark as Ready

After the last working day of the month, you need to make sure you have registered all your working time and absence. When done, click the green button “Mark as ready” in the bottom right corner. In the new window that pops up, select the last working day of the month under “Date” and press the green button “Mark as ready”.

REG. CODE	MON 25/9	TUE 26/9	WED 27/9	THU 28/9	FRI 29/9	TOTAL	
Flextid +			2,00			2,00	
Working hours	8,00		8,00	8,00	6,00	30,00	
Sick leave		8,00				8,00	
Worked hours:	8,00	0,00	10,00	8,00	6,00	32,00	
Absence:	0,00	8,00	0,00	0,00	0,00	8,00	
Scheduled hours:	8,00	8,00	8,00	8,00	8,00	40,00	
Difference:	0,00	0,00	+2,00	0,00	-2,00	0,00	

MARK AS READY

Mark registrations as ready until

2023-09-26

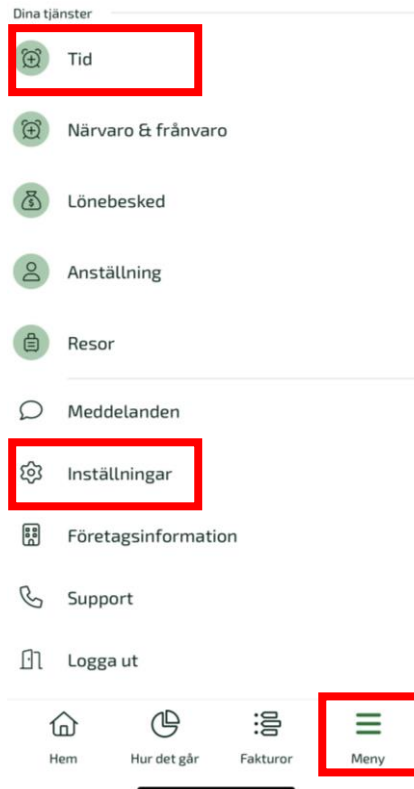
Latest day marked as ready is 2023-09-20

If you don't want a day or period to be marked as ready, change the date so it's before this day/period.

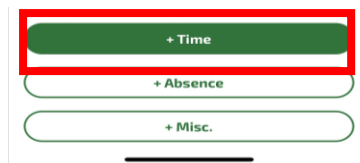
If you need to make any changes or corrections after you have marked the month as ready, please contact your business manager.

Register time in the Fortnox App

1. Download the Fortnox App (The Fortnox App is available in both App Store and Google Play).
2. Log in using your BankID.
3. After logging in, press on “Menu” in the bottom right corner.
4. Go to “Inställningar” and then “Språk” to change the language to English.
5. Go back to “Menu” and press “Time”.



6. Select “Time”



7. In this step you will need to fill out some information:
 - a. **Customer:** for example, HayleyTek, Perido Skills AB or Ework.
 - b. **Project:** search for your own name. Select.
 - c. **Cost center:** search for your own name. Select.
 - d. **Time code:** choose working hours. *If you have worked more than eight hours, the system will register the excess hours as flex time.*

Time

The screenshot shows a mobile application interface for entering time. At the top, a red box highlights a section containing several input fields: 'Customer *' with the value 'Sebratec Time report Demo', 'Project' with '48 - Manag...', 'Cost centre' with 'Management', 'Service *' with 'Consultancy', 'Time code *' with 'Working ho...', 'Note', and 'Invoice text'. Below this is a toggle for 'Hours' (selected) and 'Clock time'. A vertical list of time values is shown, with '08 00' highlighted by a red box. To the right, 'Chargeable time' is set to '08:00' with minus and plus buttons. At the bottom, a green 'Save' button is highlighted with a red box.

8. Press "Save".

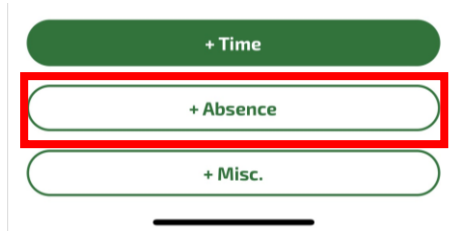
Repeat these steps each day throughout the month!

Register absence in the Fortnox App

Please note that all absences must be reported to your business manager in HaileyHR!

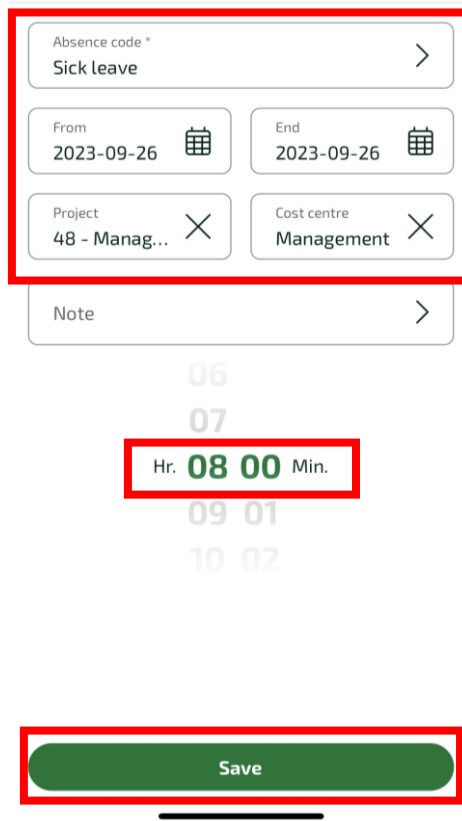
Register absence in Fortnox.

1. Go to “Menu”, press “Time” and then “Absence”.



2. Select type of absence, for example “Care of sick child” or “Vacation”.
3. Select dates when you were absent.
4. Choose **project** and **cost center** by searching for your own name.
5. Specify the number of hours and minutes (if it was part of day).
6. Save.

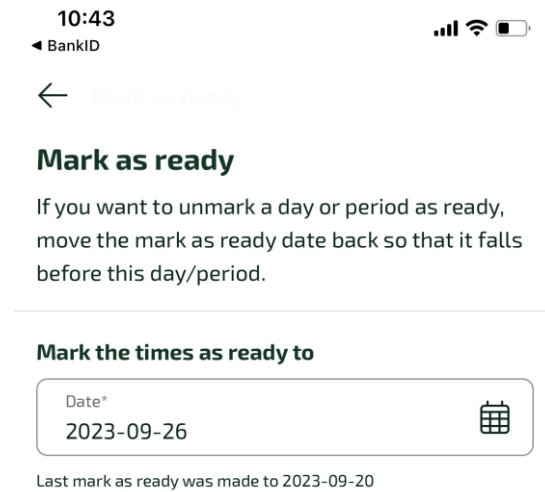
Register absence

A screenshot of the 'Register absence' form in the Fortnox app. The form is titled 'Register absence' and contains several input fields. The 'Absence code' field is set to 'Sick leave'. The 'From' and 'End' date fields are both set to '2023-09-26'. The 'Project' field is set to '48 - Manag...' and the 'Cost centre' field is set to 'Management'. Below these fields is a 'Note' field. At the bottom of the form, there is a time selection interface with a red box around the 'Hr. 08 00 Min.' option. At the very bottom of the screen, there is a green 'Save' button, also highlighted with a red box.

Mark as Ready

After the last working day of the month, you need to make sure you have registered all your working time and absence. When done, click “Mark as Ready” in the upper right corner.

If you need to make any changes or corrections after you have marked the month as ready, contact your business manager.



The screenshot shows a mobile application interface. At the top, the time is 10:43, and there are icons for signal strength, Wi-Fi, and battery. Below the status bar, there is a back arrow and the text 'BankID'. The main heading is 'Mark as ready'. Below this, there is a paragraph of text: 'If you want to unmark a day or period as ready, move the mark as ready date back so that it falls before this day/period.' A horizontal line separates this text from a section titled 'Mark the times as ready to'. Under this section, there is a date input field with the label 'Date*' and the value '2023-09-26', accompanied by a calendar icon. Below the date field, it says 'Last mark as ready was made to 2023-09-20'.



A green button with the text 'Save' is shown, highlighted with a red border. The button is centered horizontally and has rounded corners.