

WORKING TIME AND TIME RECORDING - GUIDANCE FOR STAFF


(Applicable for staff who record their working hours in SYSPER)

The process for time recording remains, overall, very similar to the system applicable for staff on flexitime before the entry into force of the new Decision on Working Time on 1 June 2014.

The present guidance will guide you through this process. Please read this document carefully when recording your working hours for the first time.

Should you have additional questions, please refer to the My IntraComm page on the new Decision on Working Time, which contains short tutorials and FAQs. Your DG's local Leave Managers (GECOs) are also available to answer your remaining questions.

1. How do I access the Time Recording tool?

You can access the Time Recording tool of SYSPER via the icon on the Windows taskbar,  or via the SYSPER homepage <http://www.cc.cec/SYSPER2/login.jsp> by clicking on the "Time Recording" button.

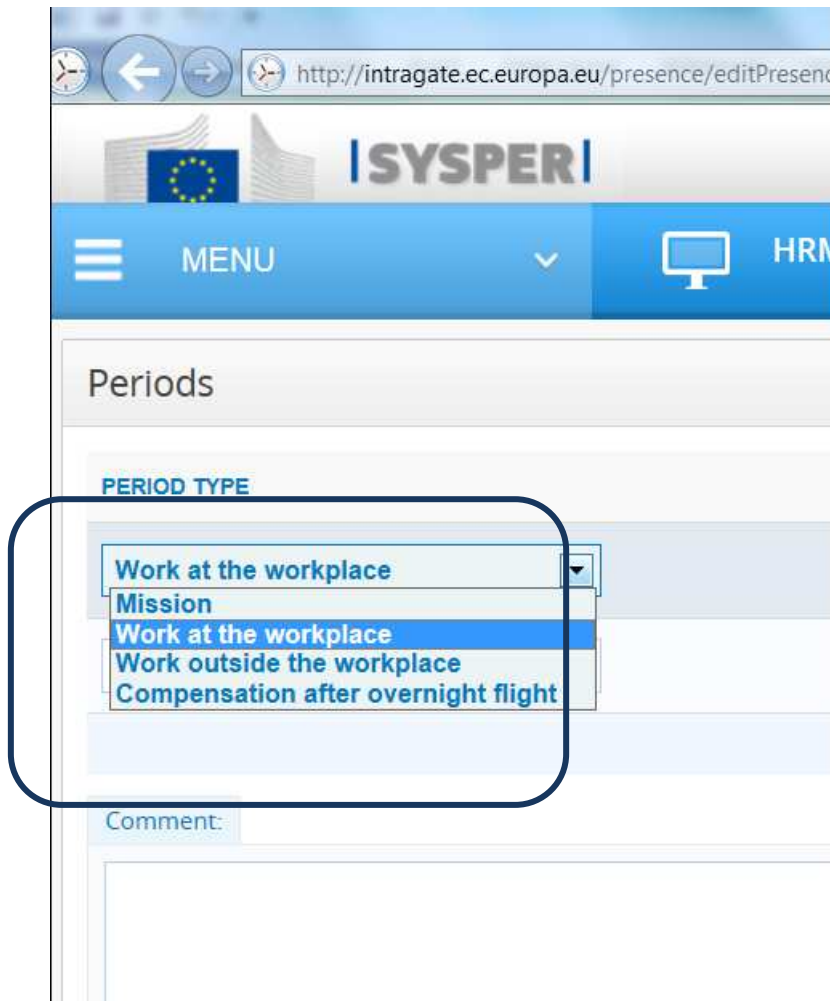


There is no need for you to request to participate to flexitime or – if applicable - to the alternative regime you are falling under, SYSPER will do it for you.

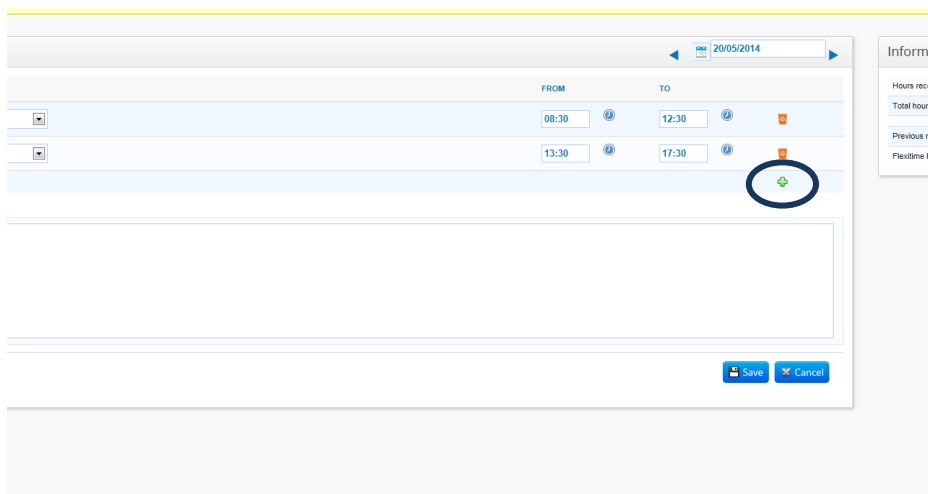
2. How do I use the Time management tool?

PLEASE NOTE: Recording daily working hours is a staff obligation. All staff, unless falling under a specific working regime at service level approved by DG HR, shall record their working hours in Sysper TIM module. Omitting to record your working hours will result in a 8 hour debit for each day not recorded. Such days will also be considered as unauthorised absences which could ultimately result in the deduction of your annual leaves and a disciplinary procedure.

- a) **Recording your hours:** Please select the appropriate type of working time (e.g. at the workplace, mission, outside the workplace etc.) in the dropdown menu on the left, under the "PERIOD TYPE" related box.



There are already two empty periods presented in the screen to fill your hours. However, you can add as many additional periods as necessary reflecting the type of work done during the day, by clicking at the green "plus" sign on the right hand side just underneath the second entry.



Once the right period type is selected, you can record the hours as follows:

- Hours that have been worked **at the workplace during the bandwidth** (7h-20h30 Monday to Friday)
- Hours that have been worked **at the workplace outside the offered bandwidth** (after 20h30; before 7h and on weekends or public holidays) (PLEASE NOTE that this time will be considered automatically as working time on your timesheet unless your line manager objects)
- Hours that have been worked **outside the workplace (during flexible hours (from 7.00 to 9.30; from 12.00 to 15.00 and from 16.30 (16.00 on Wednesday and Friday) to 20.30) or outside the bandwidth)** - please record by choosing "work outside the workplace", under PERIOD TYPE dropdown menu) (PLEASE NOTE that such work must be done only under exceptional circumstances and with the prior approval from your line manager. These hours will be validated in your timesheet only if your line manager agrees when validating it at the end of the month. Please note that no written agreement is necessary if this is suitable for your superior.

Work outside the workplace: typically, at home. This option may be used in exceptional circumstances and requires prior approval (written or oral) from the manager. It is subject to the respect of core times. The decision on telework does not apply here.

- **Respect of core times:** For staff members who agree with their line manager to adjust their individual core times, either on a structural or ad hoc basis, the message "Coretime not respected. If you have agreed with your superior a different core time for that day, please disregard this message" will appear. You should not do anything as long as your line manager is informed and gave his/her approval.
- **Structural and occasional telework** is automatically recorded by the system (8h for a full day, or 4h for half-a-day) so there is no need for you to record.

This option only regards staff who have either a structural telework convention or was authorised by their manager to occasionally telework via the usual workflow for telework in Sysper.

- Officially approved **trainings** by the Commission are considered as working time in their entirety (record by choosing "work at the workplace", under PERIOD TYPE dropdown menu). (ATTENTION!! Real working hours must be recorded. Full day trainings do not count as a flat rate of 8 hours. Please note that lunchtime conferences may count as working hours only if approved by your line manager in Syslog.
- Only the **annual medical visit** as foreseen under the Staff Regulations and the **preventive check-up by the PMO**, assimilated to the annual medical visit, are considered as working time (record by choosing "work at the workplace" under PERIOD TYPE dropdown menu). (ATTENTION!! The other medical visits do not count as working time. Consequently, you should indicate the time you leave your

workplace to attend such medical visits, and when you resume work, where necessary).

- **Participation in work-related meetings, conferences, events:** please note that such working hours should be recorded as 'working hours at the workplace' when they are not falling under the scope of a mission.
- **Missions:** they can be recorded by choosing "mission" in the dropdown menu under PERIOD TYPE. There are certain rules on the maximum amount of hours to be recorded for missions. A full day mission count for a flat-rate of 8 hours, whatever its actual duration. Real working and travelling times are accounted if the real working hours, including or not travelling time, are higher. You can record them up to 10 hours maximum per day of mission.

If you **travel from or to the mission place during a week-end or a public holiday**, you can record the real travelling time, up to a limit of 8 hours maximum.

- **Compensation after overnight flight: this option must be chosen when** a mission finishes with an overnight flight and a morning return to the place of work. This facility is always limited to the day of the return, either in the morning or in the afternoon, and only when the day of the return is a working day. This half-a-day compensation shall be requested via the special leave application in Sysper.

For more detailed information regarding registration of hours for missions, training and medical appointments please consult the relevant [FAQ document](#).

(https://myintracomm.ec.europa.eu/hr_admin/en/equal_opportunities/flexible_working/Pages/working-hours.aspx)

You can record each of the above entries by either clicking at the clock located at the right hand side of each entry, or manually, by typing in the hours in the relevant box. If you wish to delete a presence period, you click on the orange bin located at the very right of the relevant entry. Once you have filled the hour(s) you must "save" the final result. **It is recommended to record your working time on a daily basis. You may correct or record your working hours in the following 6 calendar days. If the time has elapsed, you can still add your missing working hours when you verify your timesheet at the beginning of each month n+1, before sending it for validation to your Line Manager. Your local GECO can offer you further information on recording daily working hours.**

b) **Consulting your working time:**

You can at any time consult all relevant elements of your "working time counter": it can be found in the "Information" box which is located on the top right of the time recording screen; there you can check at a glance your hours recorded for the day and up to date, your previous monthly credit/debit balance available at the beginning of the month and your total current flexitime balance up to date.

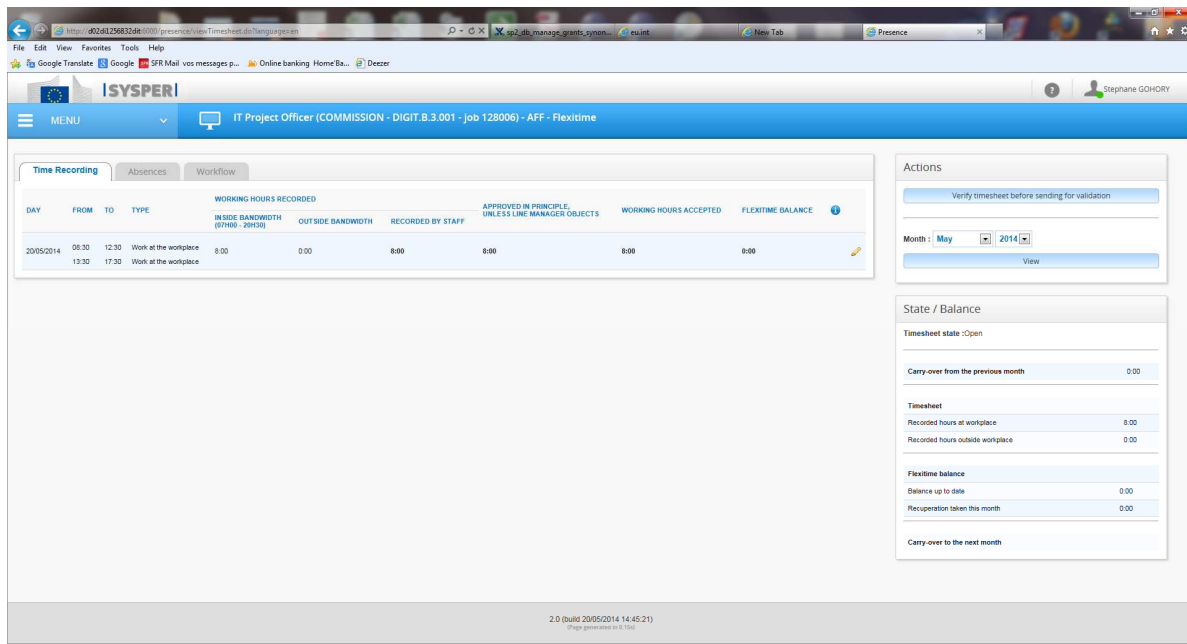
Please check this balance before offsetting your excess hours or requesting flexitime recuperation.

Information	
Day balance:	-0:01
Hours recorded today:	7:59
Hours recorded this month:	147:39
Previous month flexitime balance:	0:00
Total actual flexitime balance:	0:22

Caption:

- **Day balance:** indicates the daily debit or credit in comparison with the average 8h working day
- **Hours recorded today** are the hours you have recorded in the system for the current day.
- **Hours recorded this month** are the total of the hours you have recorded in the current month.
- **Previous monthly flexitime balance** is the credit (up to 20 hours maximum) or debit (up to 16 hours maximum) balance validated by your superior and carried over to the current month.
- **Total actual flexitime balance** is the credit or debit balance on the current day which includes the balance carried over from the previous month, the total hours recorded up to date and accepted by the system as well as the offsetting and recuperation taken, if any, which will be deducted.

Monthly timesheet



Caption

Horizontal bar

Working hours recorded

- **Within the bandwidth** are the hours you have recorded within the offered bandwidth (7h00 to 20h30, from Monday to Friday).
- **Outside the bandwidth** are the hours you have recorded outside the bandwidth (before 7h00 or after 20h30, on a week-end or a public holiday).
- **Recorded by the staff** are the total of the hours within the bandwidth and outside the bandwidth you have recorded.
- **Approved in principle by your line manager unless s/he objects** are the hours you recorded for work done within the offered bandwidth or for work done at your workplace outside the bandwidth (before 7.00 or after 20.30, on a week-end or a public holiday).
- **Working hours accepted** are the hours accepted by the system. Please note that the system will automatically limit the duration of each working day to 10 hours maximum for the calculation of the flexitime balance.
- **Flexitime balance is the** credit or debit daily balance accepted by the system. Please note that the system will automatically limit the duration of each working day to 10 hours maximum for calculating this balance.

Right-hand column

- **Carry-over from the previous month** is the credit (up to 20 hours maximum) or debit (up to 16 hours maximum) balance validated by your superior and carried over to the current month.
- **Carry-over to the next month** is the maximum credit (up to 20 hours maximum) or debit (up to 16 hours maximum) balance to be validated by your superior and to be carried over to the next month.
- **Recorded hours at the workplace** is the total of hours you have recorded related to work done at your workplace.
- **Recorded outside the workplace** is the total of hours you have recorded related to work done outside your workplace.
- **Balance up to date** is the credit or debit balance on the current day which includes the balance carried over from the previous month, the total hours recorded up to date and accepted by the system as well as the offsetting and recuperation taken, if any, which will be deducted.
- **Recuperation taken this month** is the equivalent in hours of the recuperation taken in the form of full or half-days for staff members eligible to recuperation.

3. What do I have to do at the beginning of the month n+1?

At the beginning of each month n+1, you will have to verify your timesheet of the month n, validate it and send it for approval to your superior.

How do I check my monthly timesheet?

- Please first check your daily registrations in case there are any elements missing or forgotten.
- If there are problems with missing working time registrations, you can correct them at your timesheet at the end of the month, before submitting it to your Line Manager for validation.
- Once you have verified everything is correct, approve your timesheet and send it electronically to your superior for validation

4. What after my timesheet is validated by my line manager?

Your line manager will examine your submitted monthly timesheet. S/he will accept or correct all or some of the working hours recorded, if and where necessary, before validating your monthly timesheet. S/he will approve any credit or debit balance, if any, to be carried over to the next month. Only when your timesheet is validated by your line manager, your monthly timesheet is confirmed and the relevant credit (up to 20h) or debit (up to 16h) is carried over to the next month. If your balance is positive you can avail of your excess hours in the two following ways, according to your staff category and grade:

- Via "offsetting" your flexitime balance:** this means adjusting your working hours to a higher or a lesser extent in the follow-up period.
- As a second option, via recuperation in the form of days:** you can request full day or half a day recuperation during the next month according to the provisions and conditions set by the Decision on Working Time. Recuperation shall be requested in SYSPER in the menu

concerning absences and leave. Please choose 'flexitime recuperation' in the relevant dropdown menu.

The screenshot displays a web browser window with the URL <http://www.test.cc.ec/SYSPER2/tim/absence/editAbsenceF>. The page title is "Properties" and the main content area is a form for entering an absence request. The form includes a "Period" section with "From" and "Until" date pickers set to 20/05/2014, and "Morning" and "Afternoon" time slot dropdowns. A "Repeat" section has radio buttons for "don't repeat" (selected), "every week", and "every month". A "Type" dropdown menu is open, showing options: "Choose absence type", "Annual leave", "Recuperation", "Special leave", and "Other absence". The browser's address bar shows "SYSPER Login" and "Sysper2". The Windows taskbar at the bottom shows the date as 20/05/2014 and time as 17:05.

Under the Staff Regulations, officials and temporary agents in grade 8 or lower, and all contract agents and Seconded national experts may request recuperation under the form of entire days.

Officials and temporary agents in grade 9 or higher may request recuperation only under the form of non-consecutive half-days.

You will find more information in the FAQ document ([link](#)).

Please note that flexitime allows you to vary the time at which you start and finish your assigned work, within the context of a normal 40 hours working week, while having regard to inevitable peak periods during the year. The main objective of the scheme is daily flexibility. Flexitime shall not be used as a way to accumulate excess hours in order to request recuperation in the form of days or half-days.

5. What do I do in case I have more questions?

- a) Your first port of call should be always the relevant information pages on MyIntracomm (https://myintracomm.ec.europa.eu/hr_admin/en/equal_opportunities/flexible_working/Pages/work-hours.aspx)
- b) Apart from this Guidance, these pages contain webinars to help you understand the 2014 Decision on Working Time.
- c) There is also a Frequently Asked Questions (https://myintracomm.ec.europa.eu/hr_admin/en/equal_opportunities/flexible_working/Pages/work-hours.aspx) document that summarises questions and concerns from staff and which is updated on a regular basis.
- d) Finally your local GECO is available to help you in case of any additional questions. List of GECOs (https://myintracomm.ec.europa.eu/hr_admin/en/employment_conditions/Pages/index.aspx)