

Establishment of Procedures in the Work Recording System

This Directive is issued as an implementing regulation to Rector's Decree No.16/2013, Recording of Working Time, and Rector's Decree No. 7/2009, Internal Control System at the UHK. Its purpose is to provide an introduction to the setup of the basic modules of the work recording system (hereinafter referred to as the WR), through which, among other things, electronic submission of timesheets under employment relationships¹, applications for leave, business trips, work from home and pay slips are processed.

The modules of the WR system are operated in the environment of the University of Hradec Králové in connection with payroll processing and are interconnected with the Magion economic and personnel software (hereinafter referred to as the EIS Magion).

The functionality of the WR modules is ensured by the Department of Information Technology Services (hereinafter referred to as the DITS), the Finance Office (hereinafter referred to as the FO) and the Human Resources and Payroll Office (hereinafter referred to as the HRPO).

Article 1

Timesheets

1. Every employee of the UHK keeps records of working time in accordance with the Labour Code and the relevant Rector's Decree. Commencing from the entry into force of this Directive, the work records, including the approval of timesheets, will be kept in electronic form only. An exception is made for certain teaching practices that will continue to be recorded in paper form. In the academic staff pursuant to Section 70a(4) of Act No. 111/1998 on Higher Education (hereinafter referred to as the HEA), the UHK records only that part of the working time which is scheduled by the UHK itself.
2. The approving employee is informed about the submitted timesheet twice a day on working days by a notification email with a summary of timesheets not yet approved (this notification can be switched off in the WR system).

¹ Employment relationships mean both the employment (hereinafter referred to as the Employment) and agreements to complete a job and/or to perform work.

3. In the case of Job 1000, the employee's timesheet is approved by the superior employee according to the organisational structure of the UHK, or by his/her representative authorized in writing (see Article 5(8) of Rector's Decree No 7/2009). For other contracts, the timesheets are approved by an authorized employee; if the authorized employee also has an employment contract on the Job 1000, his/her applications are approved by the budget manager of the given Job (this can be changed on request via the HRPO in the WR administration).
4. In the case of multi-source funding, the timesheets are approved by the supervisor whose source pays the largest part of the employment. The system allows only one approver and the employee must inform the other supervisors after the approval. In the case where the largest portion of the job is paid equally by multiple sources, the HRPO will set an exception in the WR for a specific single approver.
5. In the case of wage financing from multiple sources, the employee fills in a primary timesheet for the purpose of payment of wages and, if required by the subsidy provider for any of the sub-sources, a secondary timesheet is automatically generated after submission and approval of the primary timesheet for the purpose of documentation in the project. This timesheet contains the prorated hours of work, sickness and leave from the primary timesheet. The primary timesheet is approved by the person referred to in Article 1(4) and the secondary timesheet is approved by the person referred to in Article 1(3).
6. The roster in the WR system contains an overview of the status of each timesheet submission and also the status of the employee's leave. It is automatically accessible by the authorized employee who can delegate this right for the current year (for Job 1000 permanently) to a selected UHK employee. It is also possible to access any timesheet via the roster and submit it by a proxy.
7. At the request of the operation principal, the FO or HRPO can set up a pre-approval² for a specific job. In the case of activation, each timesheet, once completed, is forwarded for checking to a selected employee (pre-approver) who then completes the submission of the timesheet. The employee then has no possibility to complete the report him/herself; he/she can only notify the pre-approver via the e-mail button. In the case of a pre-approval setup, this procedure is uniform for all employees on the same job.

² The pre-approval function is primarily intended for projects with multiple employees

8. Any evidence of other paid days (weddings, blood donations, funerals, etc.) is forwarded by the employee in paper form to the FO – Payroll and noted in the timesheet by ticking the Other Time Off column and specifying it in a note.
9. In the case of exemption from the employment (e.g., maternity, parental, and/or paternity leave), the employee does not enter this information in the timesheet; he/she just submits the documents to the FO – Payroll and the above is automatically reflected in the timesheet.
10. Approval of the timesheet by the approver means approval of the employee's time worked, including specified compensation, impediments, and other records.
11. The approved timesheet forms the basis for the payment of wages.
12. The electronic form of the timesheets, including the records of their approval, is backed up monthly and archived in the WR system for 20 years.
13. The submitted timesheet is forwarded for electronic approval; the approver can approve it or return it for revision. Only the FO or HRPO are authorized to return an already approved timesheet for revision. After the employee submits the revised timesheet, a new approval process is performed.

Article 2

Application for leave

1. Employees apply for their leave electronically only through the WR system on the timesheet by clicking on the tag in the Leave tag next to the leave start date. Subsequently, a form appears in which the employee enters the end of the leave and a note for the approver.
2. The leave applications are approved by the employee referred to in Article 1(3). Article 1(2) is applied mutatis mutandis to the sending of a notification e-mail.
3. The applicant receives an information e-mail when the application is approved or rejected (notification can be turned off in the WR system).
4. If the application is rejected, the approver may state the reason which is then recorded in the application and sent to the applicant.
5. A submitted application for leave may be withdrawn by the employee by the time it is approved. An already approved application can be cancelled using the same procedure as the approval in the Leaves tab.

6. Any change to an already approved leave application (extension, reduction, etc.) is possible before, during and after the leave. The employee makes the change by cancelling the original application as referred to in the previous paragraph and replacing it with a new one.
7. For each leave application, the application history is displayed.
8. A timesheet cannot be submitted until all leave applications listed on the timesheet have been processed – i.e. approved, rejected or cancelled.
9. Leave in a given calendar month can only be applied for by the time of the submission of the timesheet for that month. If the timesheet has already been submitted and it is necessary to complete the application for leave, the timesheet must be returned for revision; Article 1(13) is applied mutatis mutandis.

Article 3

Application for permission to work from home

1. The employee shall apply for permission to work from home (home office) electronically only via the WR system. The application is made on the timesheet on the right side of the day on which the employee wishes to be allowed to work from home. The employee can see this option after he/she has entered into a written agreement with his/her supervisor to allow homeworking and has also been trained in OHS for homeworking. If he/she does not pass retraining after the OHS expiry, the application offer will automatically be hidden in the WR and it will not be possible to apply for home office. The permission to work from home applies to all of the employee's employments.
2. The home office applications are approved by the employee referred to in Article 1(3); the notification e-mail is sent in accordance with Article 1(2).
3. The applicant will receive an information e-mail when the application is approved or rejected (notification can be turned off in the WR system). In the case of a rejection of an application, the approver can give a reason which is then recorded in the application and sent to the applicant.
4. An employee may withdraw a submitted application for home office by the time it is approved. The already approved application can be cancelled by following the same process as the approval in the Home Office tab.
5. The application history is displayed for each home office application.
6. The timesheet cannot be submitted until all home office applications listed on the timesheet have been processed – i.e. approved, rejected or cancelled.

7. Home office in a given calendar month can only be applied for current and future workdays by the time of the submission of the timesheet for that month. In the event that the timesheet has already been submitted and the home office application needs to be completed, the timesheet must be returned for revision, see Article 1(10).
8. This Article does not apply to the UHK academic staff who are subject to the regime under Section 70a of the Higher Education Act.

Article 4

Electronic pay slip

1. The employer is obliged to provide the employee with a document containing information on the individual components of the wage and the deductions made, in paper or electronic form, at the time of the monthly wage account. In the UHK environment, electronic pay slips are sent to the employees by e-mail in the form of a link.
2. The pay slip is protected by a password that can be changed in the WR system.³ The employee is obliged to protect the assigned access password, not to disclose, share or pass it on to other persons.
3. New employees receive their default access password automatically from the WR system on the day after their employment contract is entered into EIS Magion, to the e-mail address in the UHK domain, or in the case of employees without an e-mail account in the UHK domain, to the external e-mail address specified in the employment contract.
4. If the employee has multiple employment contracts or agreements, he/she uses only one password to access the pay slip; this pay slip contains a breakdown of all wage components for all of the employee's employment contracts and agreements.
5. If the employee has a UHK e-mail account, his/her pay slip is always sent to this address (if necessary, he/she can, either himself/herself or with the help of OIT technicians, set up a redirection to a private e-mail address); in other cases, to the e-mail address specified in the contract and registered in EIS Magion.
6. Printing of the electronic pay slip is possible in exceptional cases at the FO at the application of the employee and in his/her personal presence.

³ This can be done without knowing the original password (valid for internal UHK employees with a login) or after entering the original password (valid for external employees without a UHK login). In the event that an employee forgets his/her password, a new password can be requested on this form and will be sent to the employee's email address specified in his/her employment contract.

Article 5

Domestic travel orders

1. The employee fills out the domestic travel order electronically only in the Travel Orders module of the work recording system. If it is not possible for him/her to submit the application in person, it can be submitted by proxy. Proxy rights are granted to all employees who are authorized to see the employee's roster. E- mail notifications are sent to the applicant per Article 1(2).
2. Prior to commencing a domestic business trip, the employee must complete an electronic travel order which must be approved by his/her direct superior at the employee's workplace, by the authorized employee, or also by the budget manager and transport controller if a university/rental car is to be used as the means of transport.
3. At the end of the business trip, the employee must provide supporting documents to account for the trip. The statement is made electronically in the Travel Orders module within 10 working days after the end of the trip at the latest, and may be entered by the employee or his/her representative in accordance with Article 5(1).
4. Once the statement has been approved by the approvers, the travel statement can be finalised and the travel order is sent automatically to the FO where it is entered into the accounting system and the costs are accounted for according to the approved funding sources. Payment of travel reimbursements will occur at the next payroll deadline.
5. If no document is included in the travel order, the applicant does not need to print the travel order; it is automatically forwarded to the FO. If the necessary documents (tickets, parking, accommodation, etc.) need to be provided, a PDF report is generated, which the employee prints out, attaches the original documents and sends everything to the FO.

Article 6

Transitional and final provisions

1. Communication No. 1/2016 of the Rector's Office is cancelled.
2. Communication No. 3/2017 of the Rector's Office is cancelled.
3. The Directive enters into force on the date of signature and takes effect on 1 June 2023.

In Hradec Králové on 19 May 2023

Ing. Aleš Klicnar