

Enova365
Employee Desktop
basic functionality

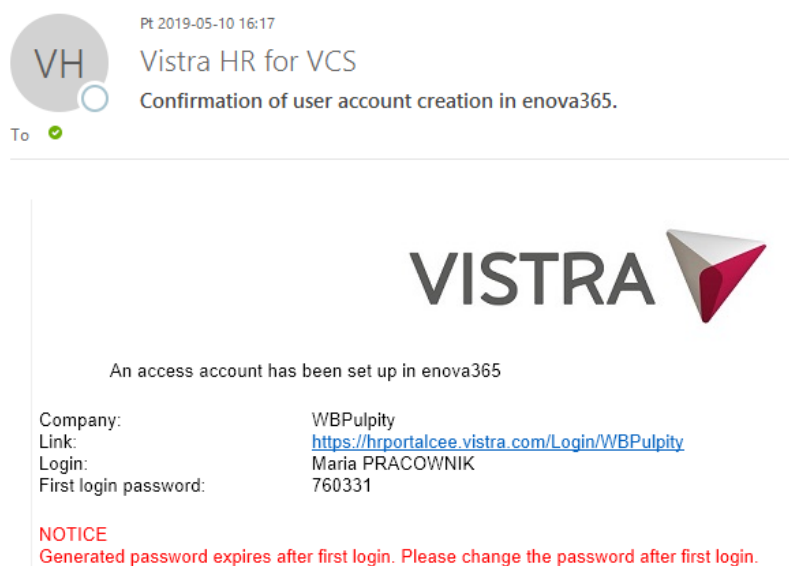
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I. Basic information

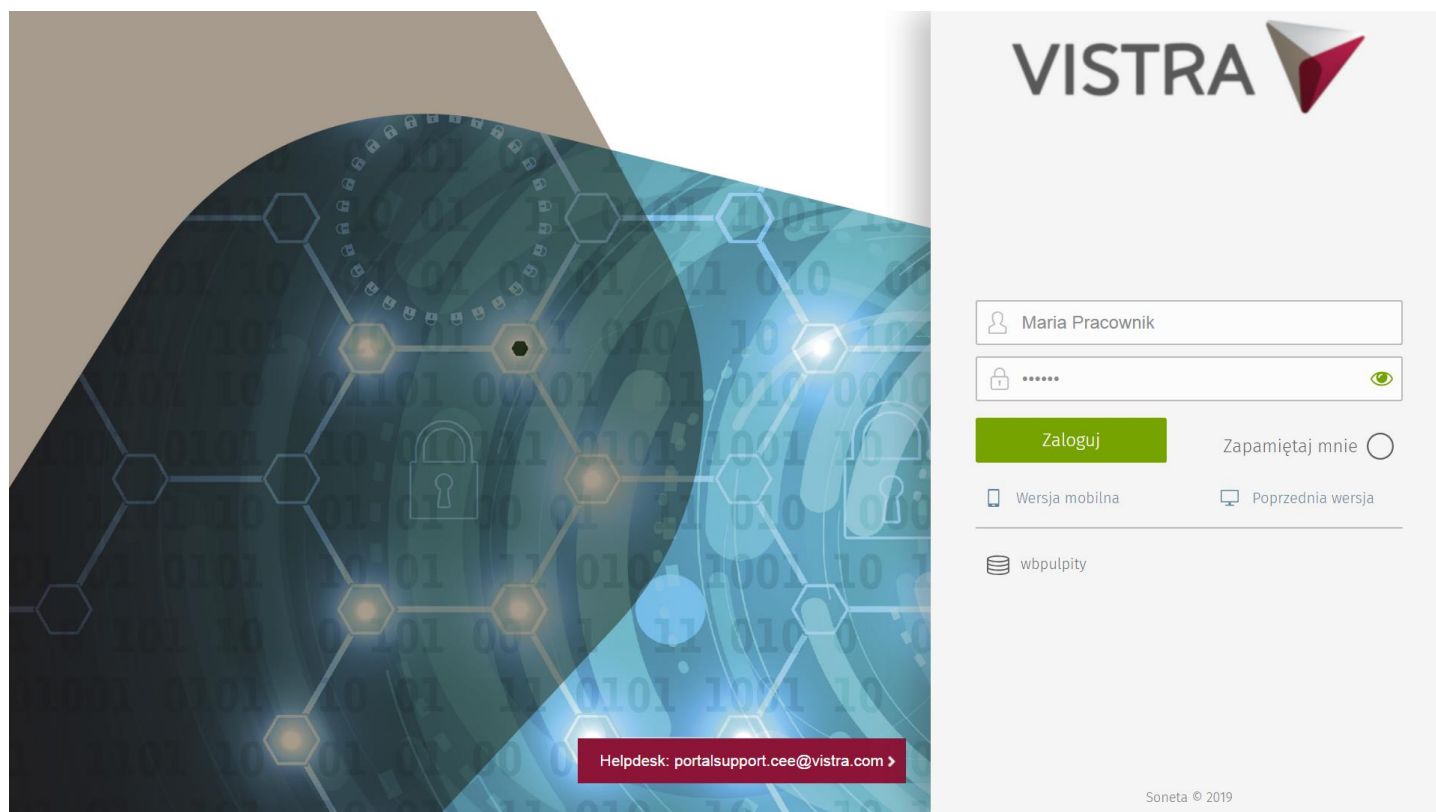
1. Signing in for the first time

Upon creation of an account by the system administrator, the user will receive a notification e-mail with log-in details.

The link sent by e-mail allows not only to sign in for the first time; it should be used for logging in every time.



Use the link and log in using the data received.



When logging in for the first time, the system will request a password change.

Enter the password twice (1) and confirm with „OK” (2).

i Change Password

NEW PASSWORD

Your new password. To validate the password must be entered twice. In both fields the same type.

Enter Your New Password

Confirm Your New Password

2 →

Should you encounter any problems when logging in, forget your password or if technical problems occur, please contact the portalsupport.cee@vistra.com. The link is also displayed on the login page (3).

VISTRA

☐ Zapamiętaj mnie

☐ Wersja mobilna ☐ Poprzednia wersja

Helpdesk: portalsupport.cee@vistra.com >

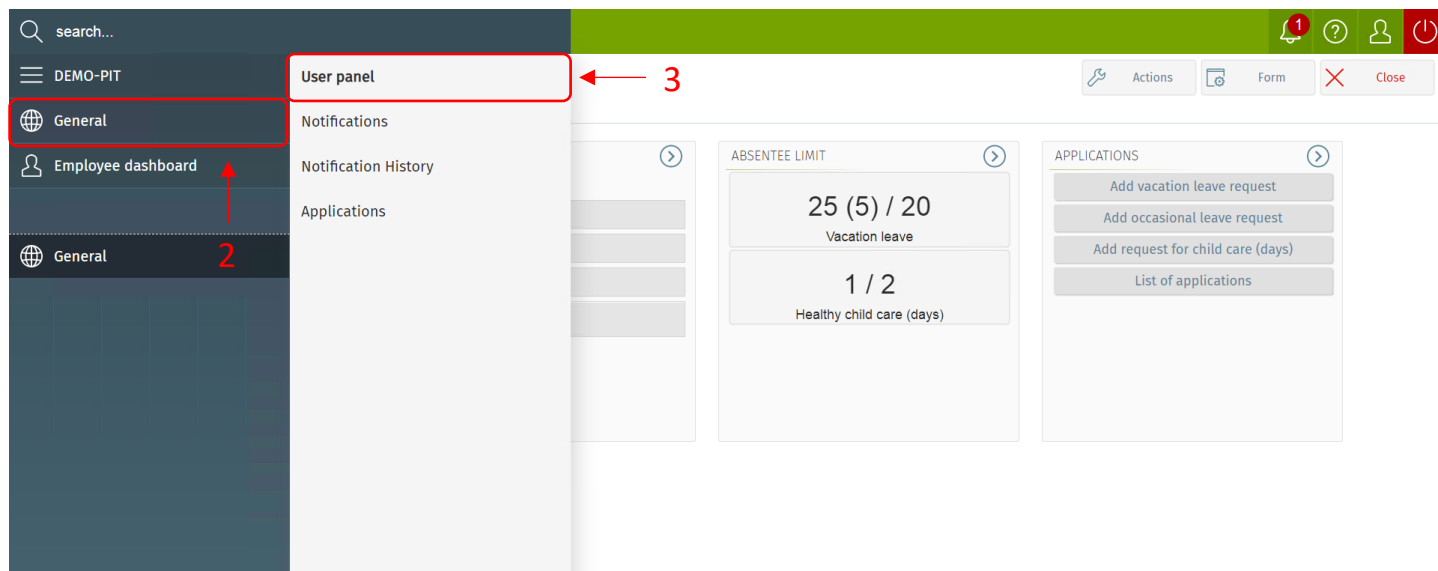
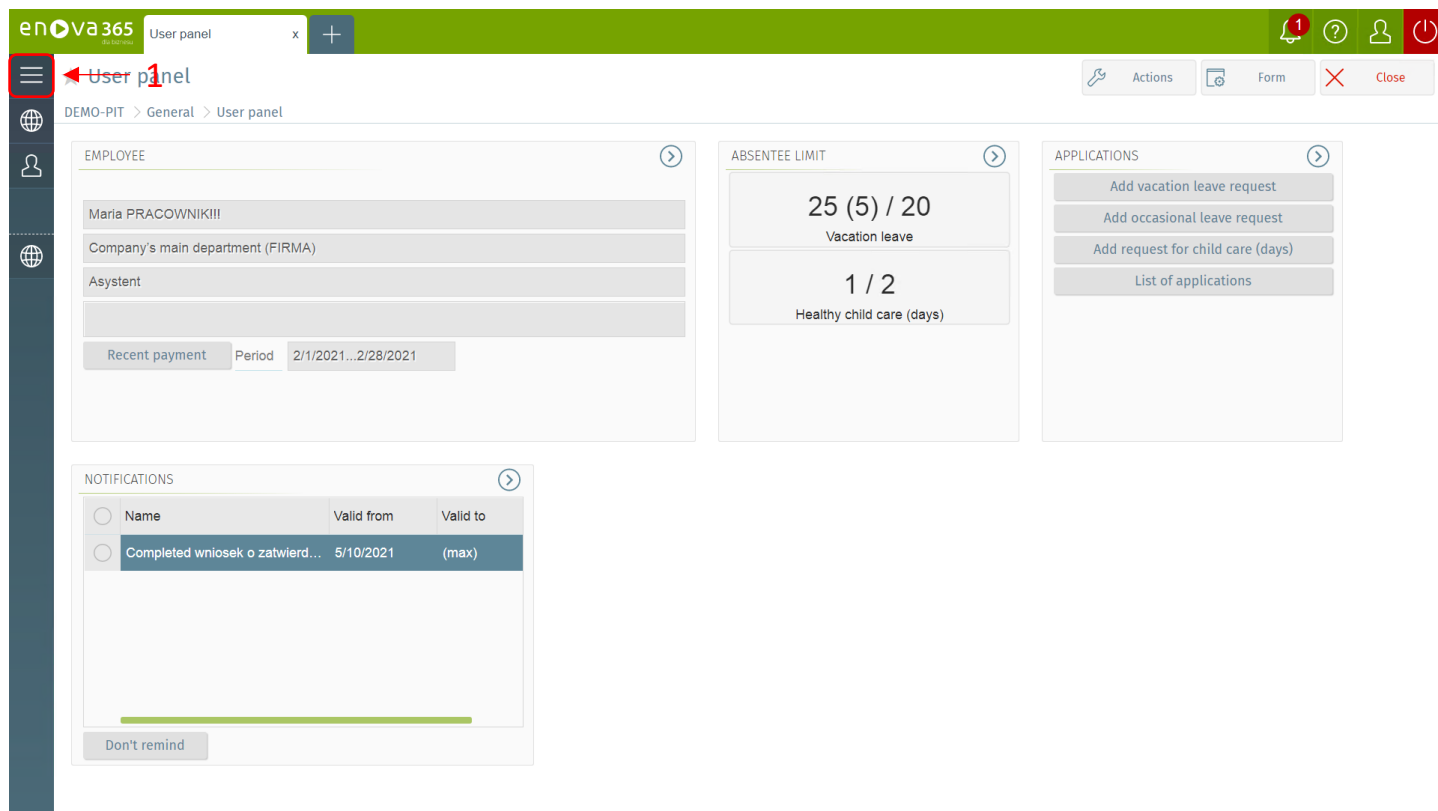
Soneta © 2019

[return to the table of contents](#)

2. Navigating the desktop

1) Default view

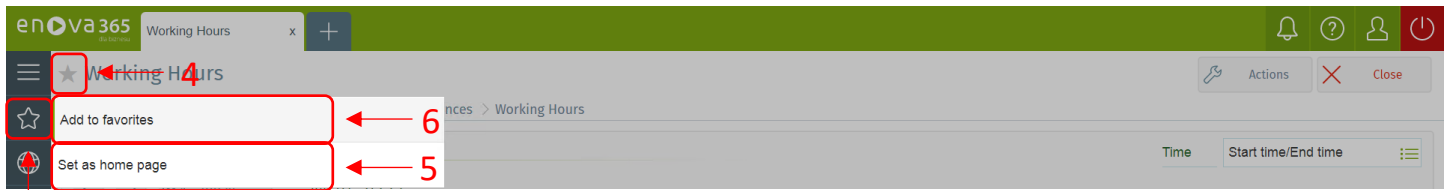
Upon first logging in, the default view is the User Panel. You may return to that view by clicking and expanding the menu (1), choosing the General tab (2) and the User Panel (3).



If you do not change the settings, the User Panel is also the default homepage to which you may return from any other level by clicking the company logo in the upper left corner.

2) Homepage

The homepage may be changed by clicking the star symbol (4) in the current view and choosing Set as home page (5)



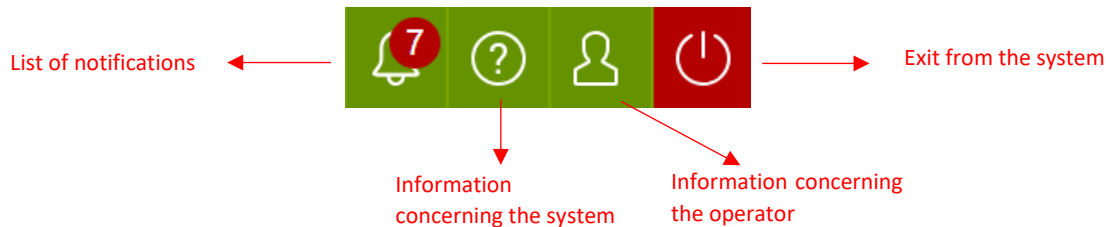
7

From now on, if you click the company logo in the upper left corner, you will return to the screen you have chosen.

You may also add the view to Favorites (6). If any of the screens is set as Favorite, they will be available upon expansion of the star icon (7) on the left side of the screen.

3) Changing the language and password

The menu, always visible at the top of the screen, allows to switch quickly to:



Operator

Company	DEMO-PIT
Operator	Maria PRACOWNIK
	Maria PRACOWNIK
Language	English 
Version	2104.0.0.0

Log out

Changing the access password

Cookie Policy

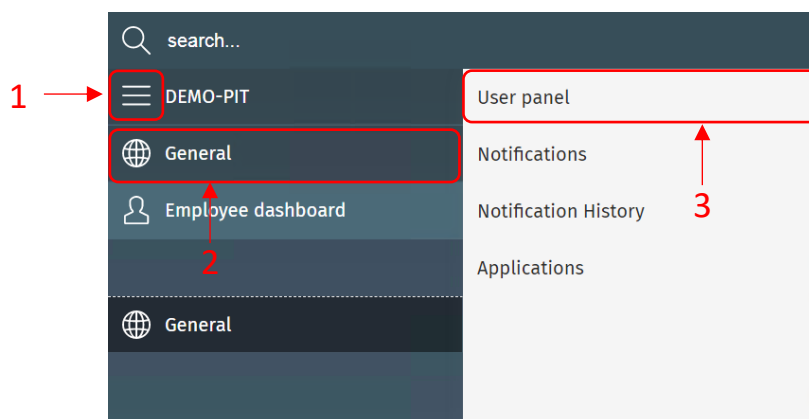
OK

We may change the language by clicking and expanding the list.
Please note! if you change the language, log out and log in again

Changing the password

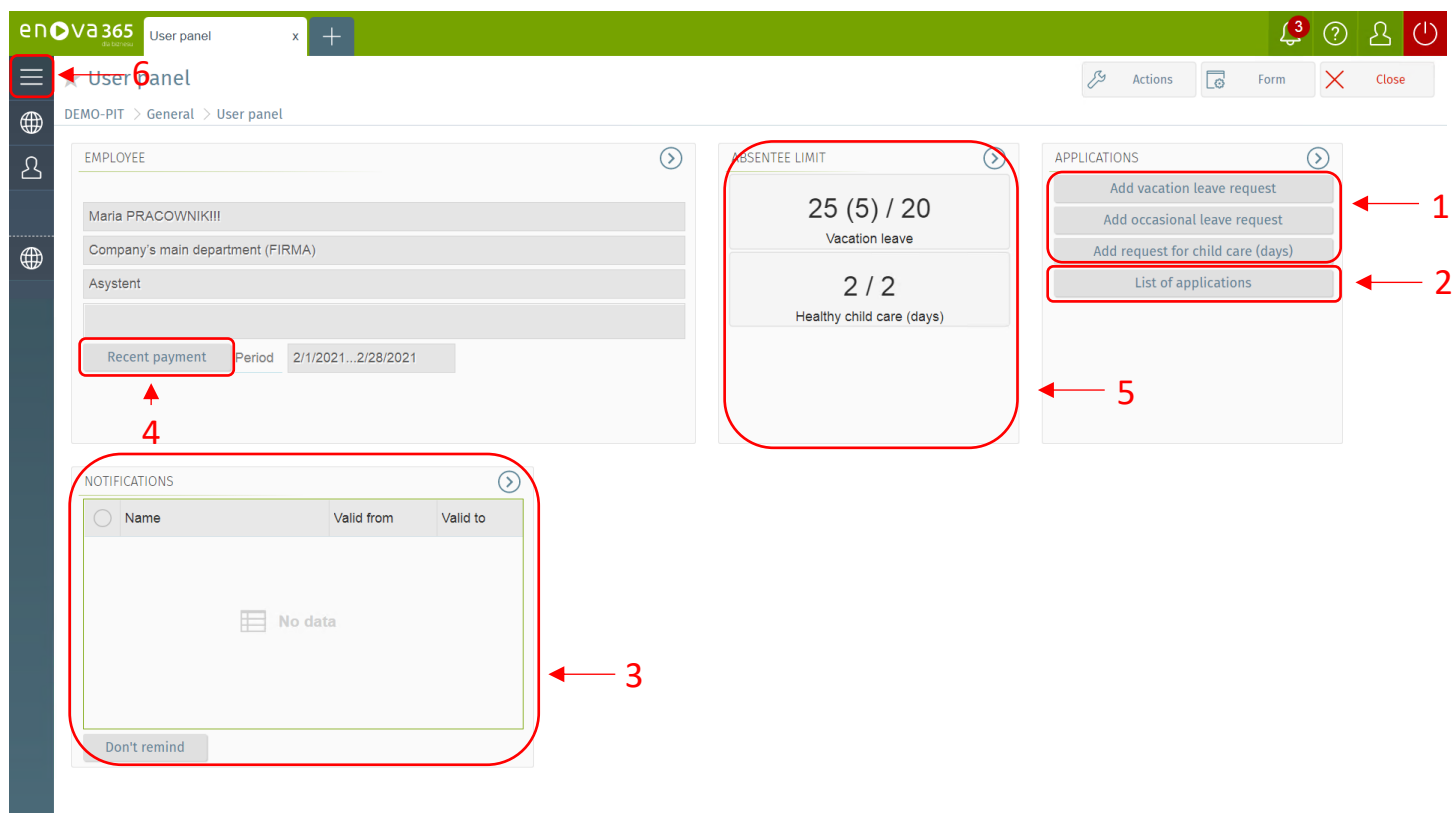
4) User Panel

The User Panel view is available upon expansion of the menu icon  on the left side of the screen (1), choosing the General tab (2) and the User Panel (3).

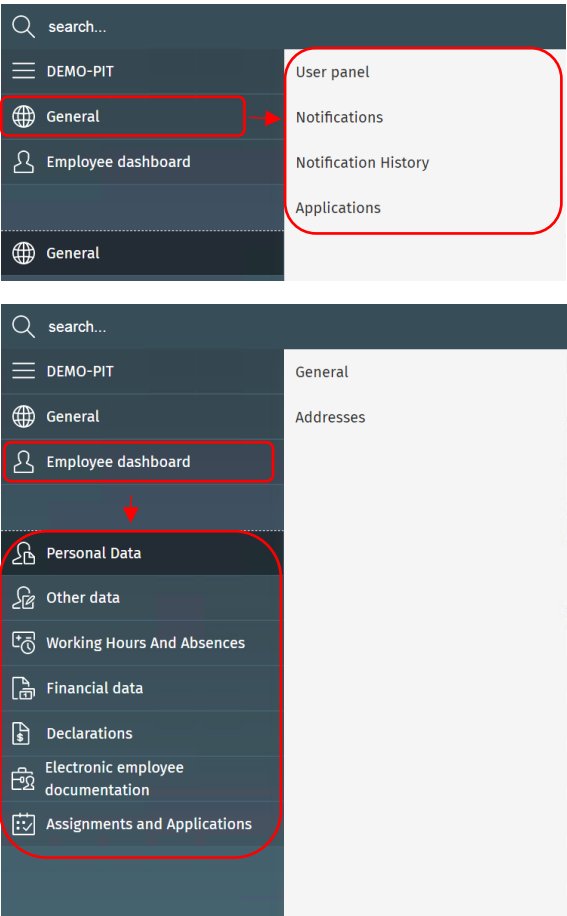


The User Panel view allows to switch quickly to the most frequently used basic system functions:

- Direct submission of the absence application (1)
- List of all applications (2)
- Notifications (3)
- Last payment (4) (where a pay slip can be generated)
- Absentee limit (5)



The other functionalities may be accessed by clicking and expanding the menu (6) and switching to the General tab or to the Employee dashboard, where you may find:



Functions of specific tabs is described in section [II. Functions for employees.](#)

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II. Functions for employees

3. Ongoing recording of leaves and other absences

Employee desktops allow to submit electronic leave applications that are sent for acceptance to your superiors. Upon acceptance of the application by your line manager, it will be displayed in your employee calendar. All absences displayed in the calendar will be taken into account when calculating the payroll.

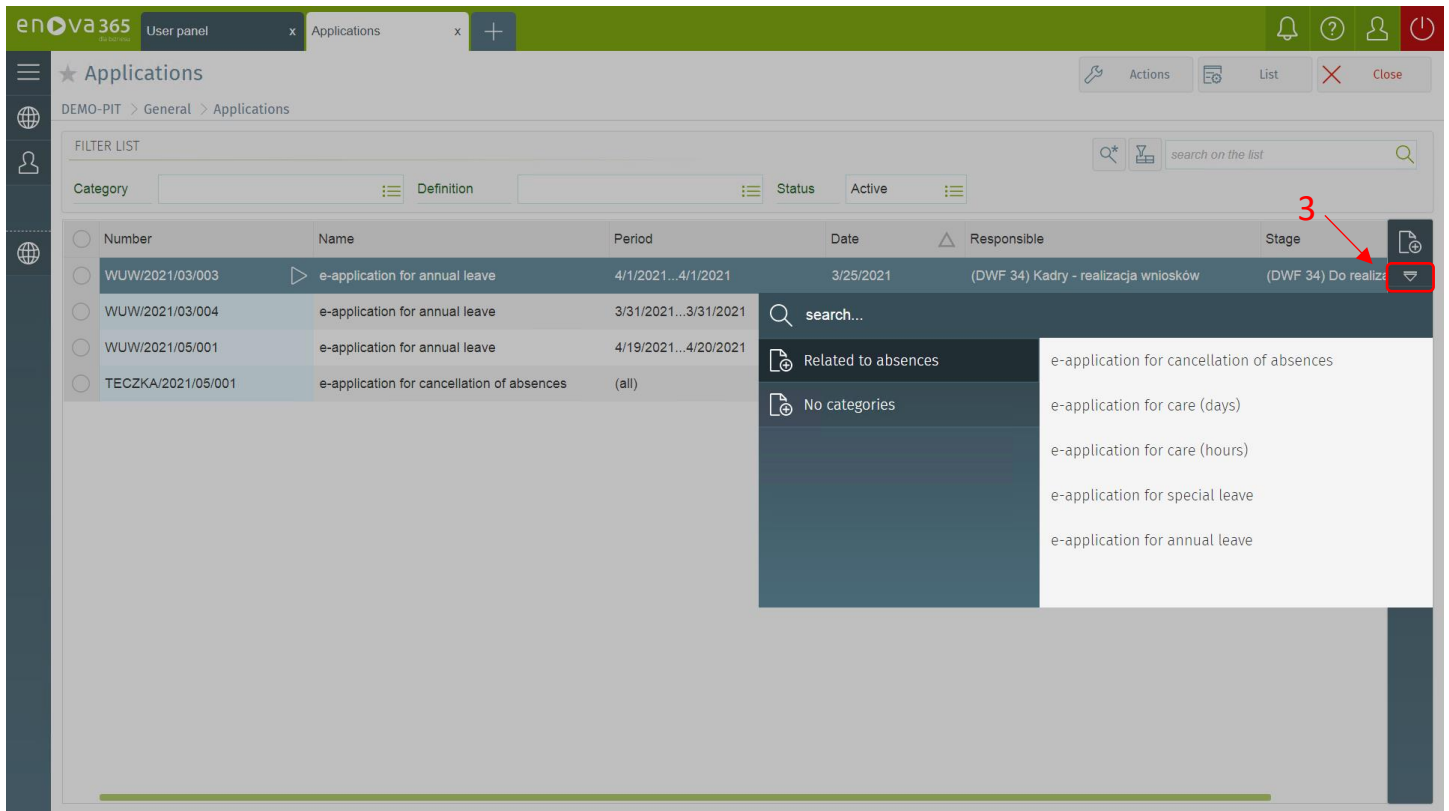
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1) List of applications

List of all the applications that may be submitted can be found in the main view of the User Panel, in the List of application tab. (1). You can go to the main view of the User Panel by clicking and expanding the menu (2), choosing the General tab and the User Panel.

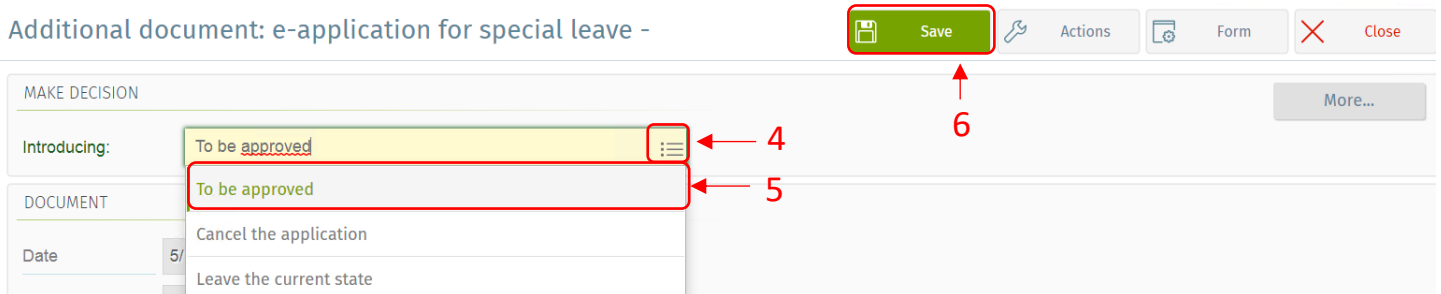
The screenshot displays the enova365 User Panel interface. At the top, there is a green header bar with the 'enova365' logo and a 'User panel' tab. Below the header, a sidebar on the left contains a menu icon (2) and a user profile icon. The main content area is divided into three columns: 'EMPLOYEE', 'ABSENTEE LIMIT', and 'APPLICATIONS'. The 'EMPLOYEE' column shows details for 'Maria PRACOWNIK!!!', including her company's main department (FIRMA) and Asystent role. The 'ABSENTEE LIMIT' column displays '25 (5) / 20' for Vacation leave and '2 / 2' for Healthy child care (days). The 'APPLICATIONS' column contains a list of application types: 'Add vacation leave request', 'Add occasional leave request', 'Add request for child care (days)', and 'List of applications' (1). The 'List of applications' option is highlighted with a red box and a red arrow. Below these columns, there is a 'NOTIFICATIONS' section with a table header (Name, Valid from, Valid to) and a 'No data' message. A 'Don't remind' button is located at the bottom of the notifications section.

If you choose the List of application tab, a new tab will open; in order to expand the list of available applications, choose the icon on the right side (3).

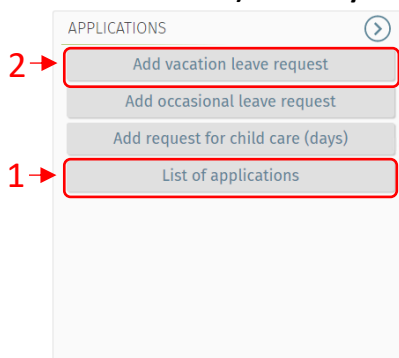


When you choose an application and enter the required data, EACH absence application should be sent for acceptance. To do that, find the 'MAKE DECISION' field at the top of the form; expand the list in that field (4) and choose To be approved (5) and save (6).

Additional document: e-application for special leave -



2) Holiday leave application



The holiday leave application may be submitted in the **User panel** (by clicking and expanding the menu icon , choosing the General tab and the User Panel), choosing the 'List of application' tab (1), expanding the list using the  icon on the right side of the screen and choosing e-application for annual leave.

Or directly from the **User panel** and choosing the 'Add vacation leave request' tab (2)

Additional document: e-application for annual leave -

The screenshot shows the 'e-application for annual leave' form. It is divided into several sections: 'MAKE DECISION', 'DOCUMENT', 'APPLICATION', 'NOTES', 'DECISION', and 'SUMMARY'. Annotations 1 through 5 point to specific fields and actions:

- Annotation 1:** Points to the 'Period' field in the 'APPLICATION' section, which contains the date range '4/19/2021...4/20/2021'.
- Annotation 2:** Points to the 'Leave at request' radio button in the 'APPLICATION' section, which is currently set to 'No'.
- Annotation 3:** Points to the 'To be approved' option in the 'Introducing' dropdown menu.
- Annotation 4:** Points to the 'To be approved' option in the 'DOCUMENT' dropdown menu.
- Annotation 5:** Points to the 'Save' button in the top right corner of the form.

A calendar widget is also visible on the right side of the form, showing the month of February 2020. The date '7' is highlighted, and a green checkmark is visible in the bottom right corner of the calendar.

DECISION SECTION:

- Status: Pending
- Manager: KIEROWNIK Jan (I001)

SUMMARY SECTION:

Norm of requested period of absence	2, 16:00
Previous, unapproved applications	5, 40:00
Unused limit of absence (hours)	200:00
Remains after non-approved applications (hours)	144:00

(optional) A 'leave at request' is checked as No as default. If needed change to Yes.

Your line manager to whom the application will be sent will appear automatically in the application. The manager's name will be prompted automatically from the leave structure; it is impossible to change it manually (if needed, contact the system administrator).

In the form:

(1) Enter the leave date

The application may indicate only one or several subsequent days, i.e. you may submit an application for a leave from 2 to 3 February, but not for February the 2nd and February the 4th – in that case, two applications must be submitted: one for February the 2nd, and the other for February the 4th.

(2) (Optional) change leave type

(4) Choose 'To be approved' from the list (3)

(5) Save the form

Date format is MM/DD/YYYY...MM/DD/YYYY (three dots between the dates are obligatory!) e.g.: 02/03/2020...02/07/2020

You may also choose a date by expanding the calendar (1 to 5)

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3) Leave withdrawal application

The application to withdraw leave that has already been accepted may be filed using the e-application for cancellation absences from the [list of available applications](#).

Additional document: e-application for cancellation of absences -

Save

Actions

Form

Close

MAKE DECISION

Introducing: To be approved

DOCUMENT

Date: 5/

Execution date: Status: Introducing

GENERAL

Employee: PRACOWNIK!!! Maria (I002)

Request for absence: e-application for annual leave - WUW/

Period: 4/19/2021...4/20/20

DECISION

Manager: KIEROWNIK Jan (I001)

Date of Decision:

Select a value: Request for absence

e-application for cancellation of absences -

FILTER LIST

2	Number	Description	Period
	WUW/2021/03/003	e-application for annual leave - WUW/2021/...	4/1/2021...4/1/2021
	WUW/2021/03/004	e-application for annual leave - WUW/2021/...	3/31/2021...3/31/2021
✓	WUW/2021/05/001	e-application for annual leave - WUW/2021/...	4/19/2021...4/20/2021

In the form:

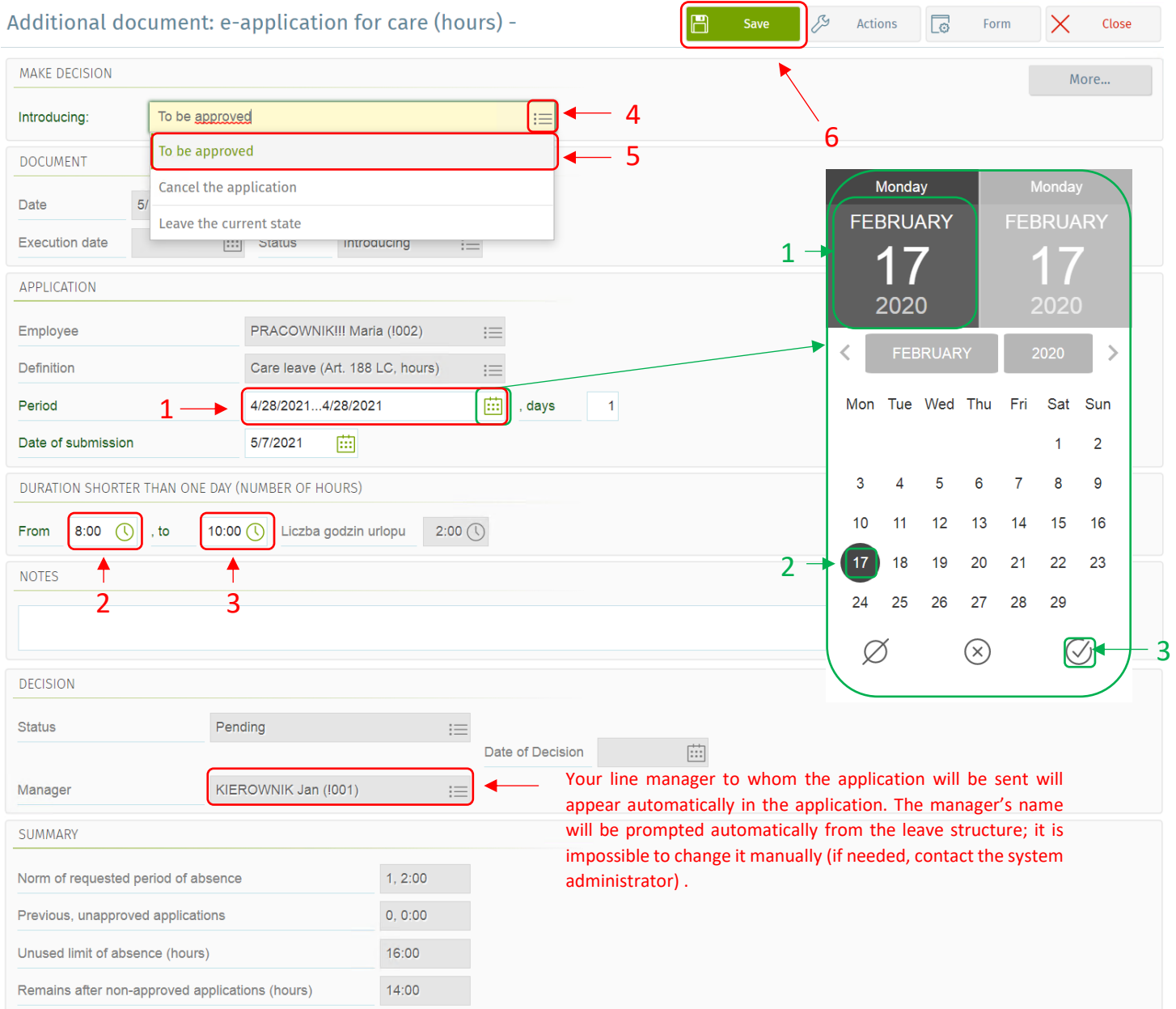
- (1) Expand the list
- (2) Choose the application you want to withdraw and confirm with Select (3)
- (5) Choose 'To be approved' from the list (4)
- (6) Save the form

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4) Carer's leave (hours)

Application for parental leave on an hourly basis may be submitted through the e-application for care (hours) from the [list of available applications](#). Or directly from the User Panel (by clicking and expanding the menu icon , choosing the General tab and the User Panel) and choosing the tab [Add request for child care \(hours\)](#) in application section.

Additional document: e-application for care (hours) -



The screenshot shows the 'e-application for care (hours)' form. At the top right, there is a 'Save' button (green) and a 'Close' button (red). The form is divided into several sections: 'MAKE DECISION', 'DOCUMENT', 'APPLICATION', 'DURATION SHORTER THAN ONE DAY (NUMBER OF HOURS)', 'NOTES', 'DECISION', and 'SUMMARY'. In the 'MAKE DECISION' section, there is a dropdown menu for 'Introducing:' with options 'To be approved' and 'To be approved'. In the 'DOCUMENT' section, there is a 'Date' field with a calendar icon. In the 'APPLICATION' section, there is an 'Employee' field with a dropdown menu, a 'Definition' field with a dropdown menu, a 'Period' field with a date range '4/28/2021...4/28/2021' and a calendar icon, and a 'Date of submission' field with a calendar icon. In the 'DURATION SHORTER THAN ONE DAY (NUMBER OF HOURS)' section, there is a 'From' field with a time '8:00' and a clock icon, a 'to' field with a time '10:00' and a clock icon, and a 'Liczba godzin urlopu' field with a value '2:00' and a clock icon. In the 'NOTES' section, there is a text area. In the 'DECISION' section, there is a 'Status' field with a dropdown menu, a 'Date of Decision' field with a calendar icon, and a 'Manager' field with a dropdown menu. In the 'SUMMARY' section, there is a table with four rows: 'Norm of requested period of absence' (1, 2:00), 'Previous, unapproved applications' (0, 0:00), 'Unused limit of absence (hours)' (16:00), and 'Remains after non-approved applications (hours)' (14:00). A calendar widget is shown on the right side of the form, displaying the month of February 2020. The date 17 is highlighted. A red arrow points from the 'Period' field to the calendar widget. A red arrow points from the 'Manager' field to a text box. A red arrow points from the 'Save' button to a red arrow. A red arrow points from the 'Close' button to a red arrow. A red arrow points from the 'Introducing:' dropdown menu to a red arrow. A red arrow points from the 'Date' field to a red arrow. A red arrow points from the 'Period' field to a red arrow. A red arrow points from the 'Date of submission' field to a red arrow. A red arrow points from the 'From' field to a red arrow. A red arrow points from the 'to' field to a red arrow. A red arrow points from the 'Liczba godzin urlopu' field to a red arrow. A red arrow points from the 'Status' field to a red arrow. A red arrow points from the 'Date of Decision' field to a red arrow. A red arrow points from the 'Manager' field to a red arrow. A red arrow points from the 'Norm of requested period of absence' field to a red arrow. A red arrow points from the 'Previous, unapproved applications' field to a red arrow. A red arrow points from the 'Unused limit of absence (hours)' field to a red arrow. A red arrow points from the 'Remains after non-approved applications (hours)' field to a red arrow.

Annotations:

- 1: Period field
- 2: From field
- 3: to field
- 4: Introducing: dropdown menu
- 5: To be approved option
- 6: Save button

Calendar widget:

Monday FEBRUARY 17 2020

Monday FEBRUARY 17 2020

< FEBRUARY 2020 >

Mon Tue Wed Thu Fri Sat Sun

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29

⊘ ⊗ ☑

Your line manager to whom the application will be sent will appear automatically in the application. The manager's name will be prompted automatically from the leave structure; it is impossible to change it manually (if needed, contact the system administrator) .

In the form:

- (1) Indicate the date on which you would like to take the time off
- (2) Indicate the start and end time of absence (3)
- (3) Choose 'To be approved' from the list (4)
- (4) Save the form

[return to the table of contents](#)

5) Carer's leave (days)

Application for a day's parental leave may be submitted through the e-application for care (days) from the [list of available applications](#). Or directly from the User Panel (by clicking and expanding the menu icon , choosing the General tab and the User Panel) and choosing the tab **Add request for child care (days)** in application section.

Additional document: e-application for care (days) -

 Save
  Actions
  Form
  Close

MAKE DECISION

Introducing:

To be approved

To be approved

Cancel the application

Leave the current state

DOCUMENT

Date

5/

Execution date

Status

Introducing

APPLICATION

Employee

PRACOWNIK!!! Maria (I002)

Definition

Care leave (Art. 188 LC, days)

Period

4/28/2021...4/28/2021

days

1

Date of submission

5/7/2021

NOTES

DECISION

Status

Pending

Manager

KIEROWNIK Jan (I001)

Date of Decision

SUMMARY

Norm of requested period of absence

1, 8:00

Previous, unapproved applications

0, 0:00

Unused limit of absence (days)

2

Remains after non-approved applications (days)

1

1

2

3

4

5

1

2

3

4

5

1

2

3

4

5

Your line manager to whom the application will be sent will appear automatically in the application. The manager's name will be prompted automatically from the leave structure; it is impossible to change it manually (if needed, contact the system administrator) .

In the form:

- (1) Indicate the date on which you would like to take the time off
- (3) Choose 'To be approved' from the list (2)
- (4) Save the form

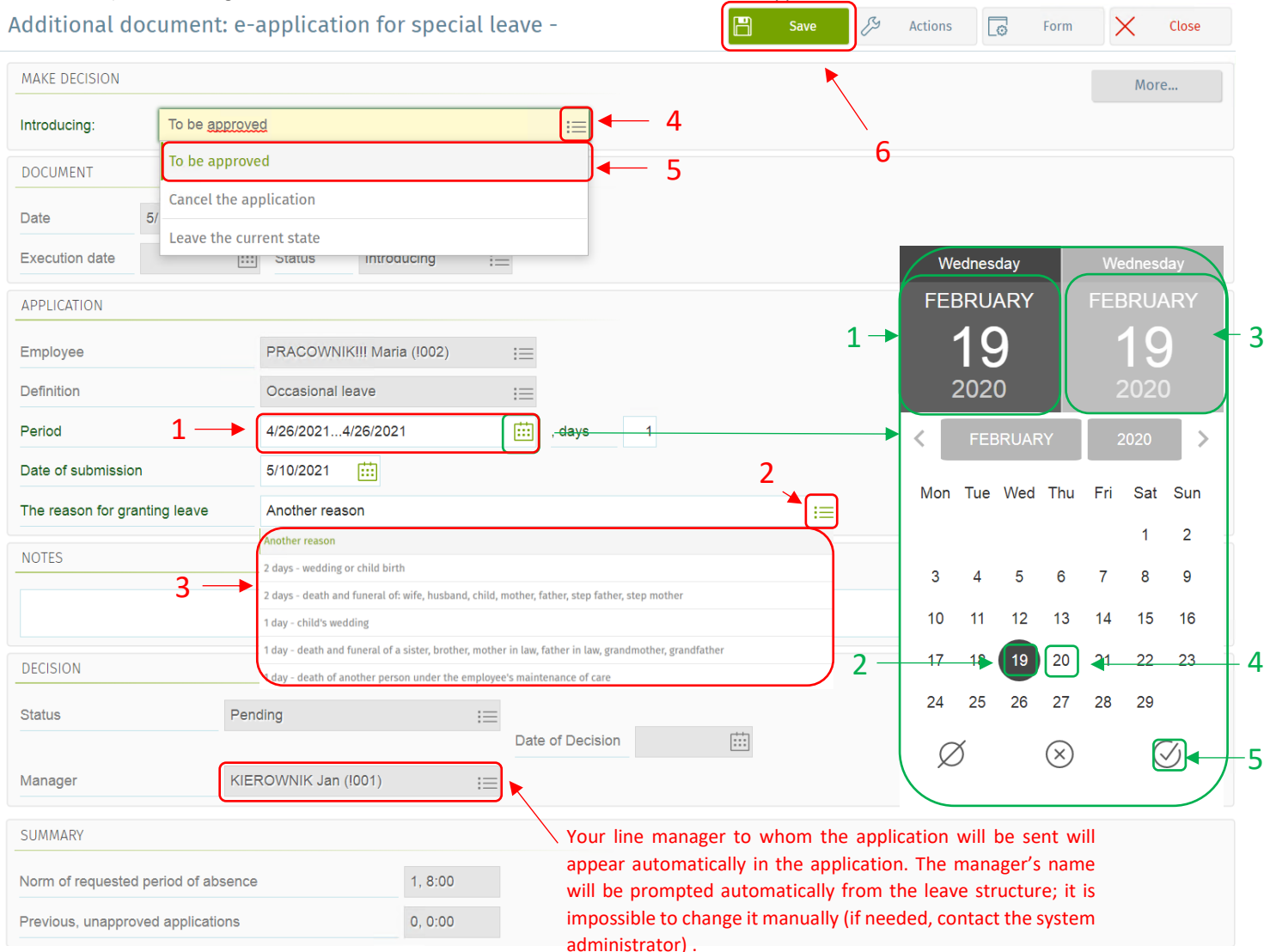
→ Date format is MM/DD/YYYY...MM/DD/YYYY (three dots between the dates are obligatory!) e.g.: 02/17/2020...02/17/2020
You may also choose a date by expanding the calendar (1 to 5)

[return to the table of contents](#)

6) Occasional leave

The occasional leave application may be submitted by choosing the e-application for special leave from the [list of available applications](#). Or directly from the User Panel (by clicking and expanding the menu icon , choosing the General tab and the User Panel) and choosing the tab **Add occasional leave request** in application section.

Additional document: e-application for special leave -



MAKE DECISION

Introducing: To be approved (4) (5)

DOCUMENT

Date: 5/10/2021

Execution date: [calendar icon]

APPLICATION

Employee: PRACOWNIK!!! Maria (I002)

Definition: Occasional leave

Period: 4/26/2021...4/26/2021 (1) [calendar icon] days: 1

Date of submission: 5/10/2021 [calendar icon]

The reason for granting leave: Another reason (2)

NOTES

Another reason

2 days - wedding or child birth

2 days - death and funeral of: wife, husband, child, mother, father, step father, step mother

1 day - child's wedding

1 day - death and funeral of a sister, brother, mother in law, father in law, grandmother, grandfather

1 day - death of another person under the employee's maintenance of care

DECISION

Status: Pending

Date of Decision: [calendar icon]

Manager: KIEROWNIK Jan (I001)

SUMMARY

Norm of requested period of absence: 1, 8:00

Previous, unapproved applications: 0, 0:00

Your line manager to whom the application will be sent will appear automatically in the application. The manager's name will be prompted automatically from the leave structure; it is impossible to change it manually (if needed, contact the system administrator) .

In the form:

- (1) Indicate the date on which you would like to use the occasional leave
- (2) Choose the reason for leave (3) from the list
- (5) Choose 'To be approved' from the list (4)
- (6) Save the form

Date format is MM/DD/YYYY...MM/DD/YYYY (three dots between the dates are obligatory!) e.g.: 02/19/2020...02/19/2020
You may also choose a date by expanding the calendar (1 to 5)

[return to the table of contents](#)

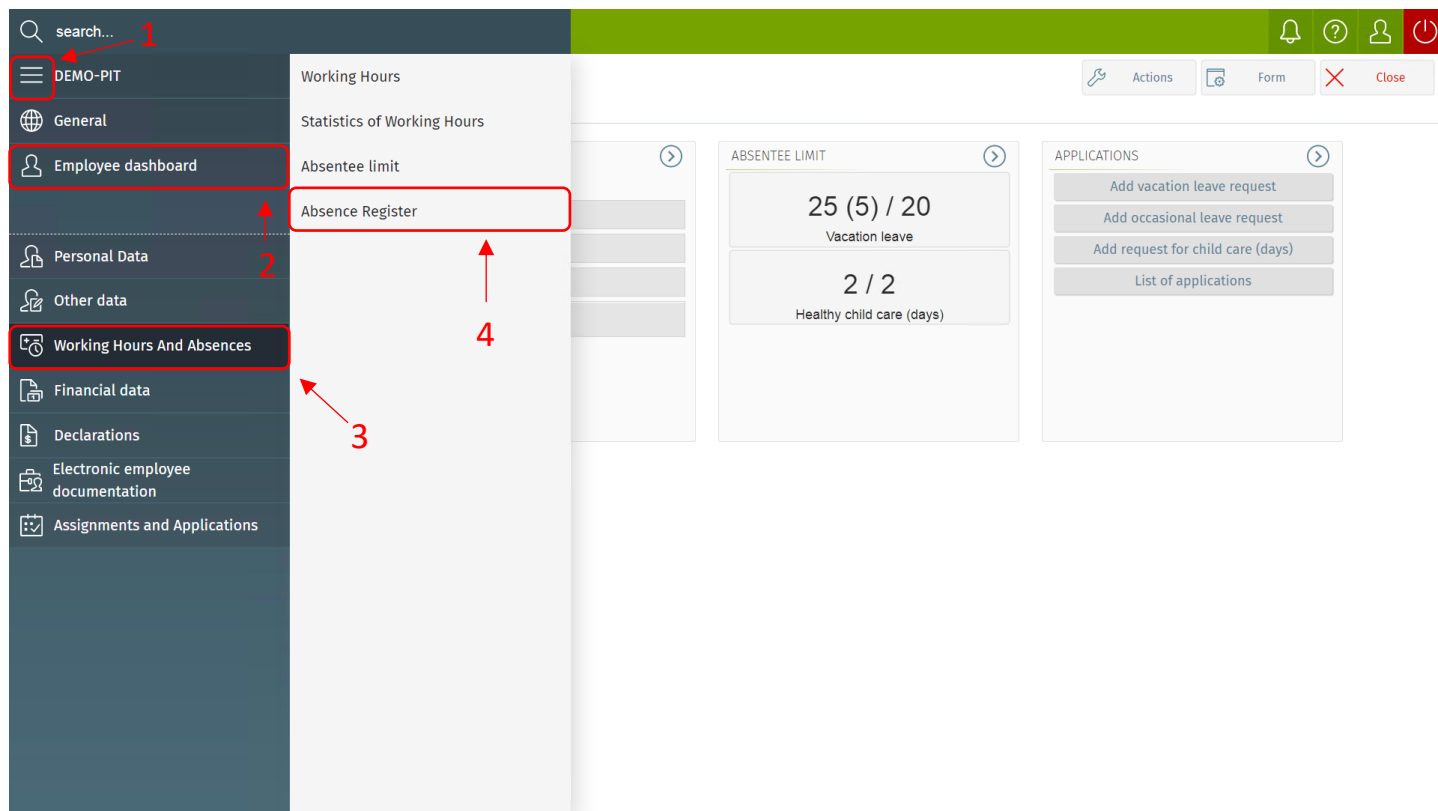
4. Ongoing overview of leave limits

The system allows for an ongoing overview of leave limits.

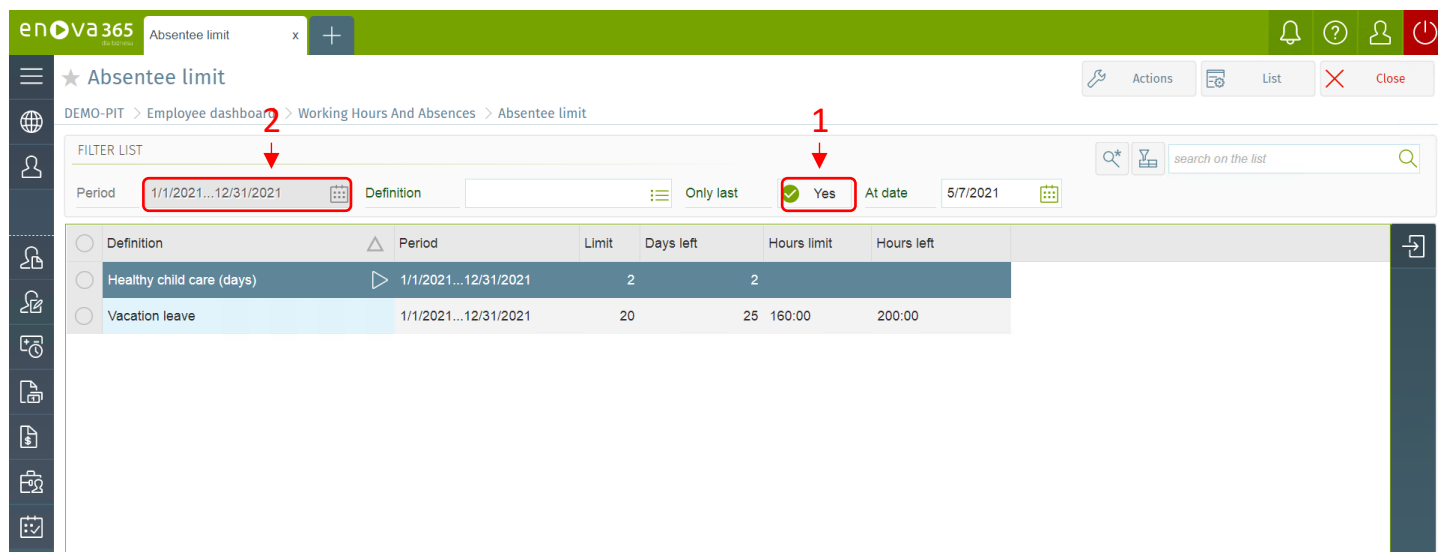
Please note! The limit displayed takes into account all accepted applications, i.e. if you send the leave application to your line manager, it will not be taken into account in the leave limit displayed until the application is accepted.

You may access your limit overview using one of the two options:

- 1) Expand the menu (1), select the Employee dashboard (2), Choose Working hours and absences (3) and Absentee limit (4)



A tab will open containing all the current leave limits (if the following is selected: 'Only last: Yes' (1)), or leave limits applicable for the indicated period (2) (this field becomes active after the 'Only last: Yes' field is unchecked (1)).



To display the details of the calculated limit, double-click the selected absence:

< > Absentee limit: Vacation leave (1/1/2021...12/31/2021), PRACO... Save Actions Form Close

GENERAL

Definition: Vacation leave

Period: 1/1/2021...12/31/2021 Effective period of a specific limit

LIMIT IN DAYS

Annual limit as per labour law: 20 Leave limit (20 or 26 days) in accordance with the Labor Code, taken into account in the base for calculations

Unpaid leave adjustment (mos.): 0

Limit for the period (based on no. of contract hrs): 20.00 Limit (days) calculated according to employment type (working hours) and term of the employment contract.

LIMIT IN HOURS

Limit: 160:00

Vacation leave adjusted for current employment (hrs): 0:00 Hours not taken from the previous period

Leave carried forward from previous year: 40:00 Bring forward only if unused Yes

Correction: 0:00 Manual corrections (if needed) (e.g. rounding corrections)

Total (incl. adjustment and hrs carried forward): 200:00 Final number of hours that may be taken within a given period

SETTLEMENT Number of hours taken within the applicable period

Used: 0:00 Remaining: 200:00 Final number of hours that may be taken within the applicable period

Of which equivalent paid: 0:00 Approximate number of days (8:00 hours/day): 25

2) Through ★ User panel, where information appear in the Absentee limit field (1) concerning your annual leave entitlement in accordance with the Labor Code (20 or 26 days) and the amount of holiday leave days available.

By clicking the 🔍 icon (2), you may go to all absence limits [\(go to that section\)](#).

enova 365 User panel x +

★ User panel

DEMO-PIT > General > User panel

EMPLOYEE

Maria PRACOWNIK!!!

Company's main department (FIRMA)

Asystent

Recent payment Period: 2/1/2021...2/28/2021

NOTIFICATIONS

No data

Don't remind

Unused days from previous period

1

2

ABSENTEE LIMIT

25 (5) 20

Vacation leave

2 2

Healthy child care (days)

Leave entitlement in accordance with the Labor Code – it is only an information concerning the entitlement, on the basis of which the final number of days of leave is calculated.

Number of days left to be taken. It is the appropriately calculated limit, taking into account the employment type, period of employment, accrued leave from previous years, minus days already taken. The status is displayed as of the current date.

APPLICATIONS

Add vacation leave request

Add occasional leave request

Add request for child care (days)

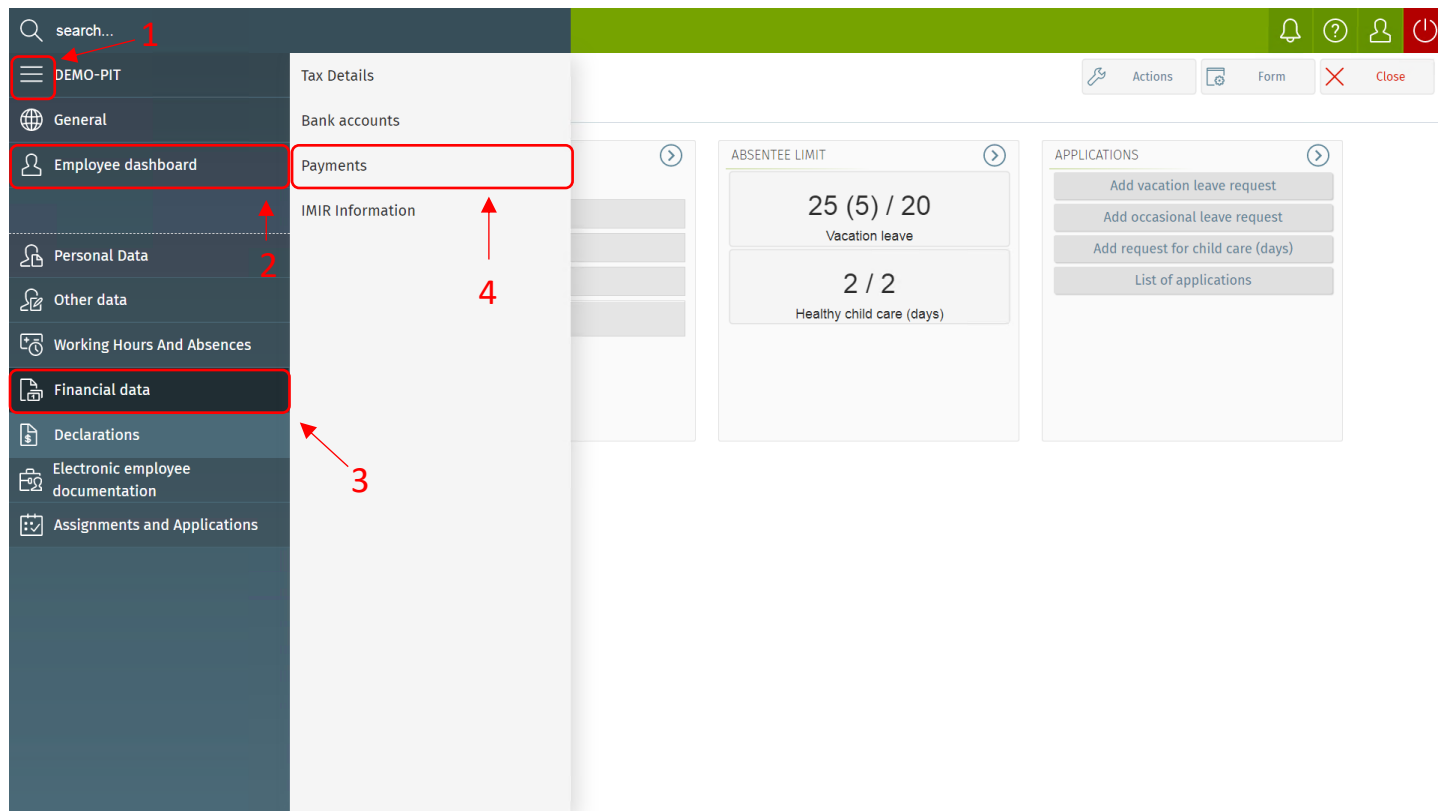
List of applications

5. Direct access to pay slips

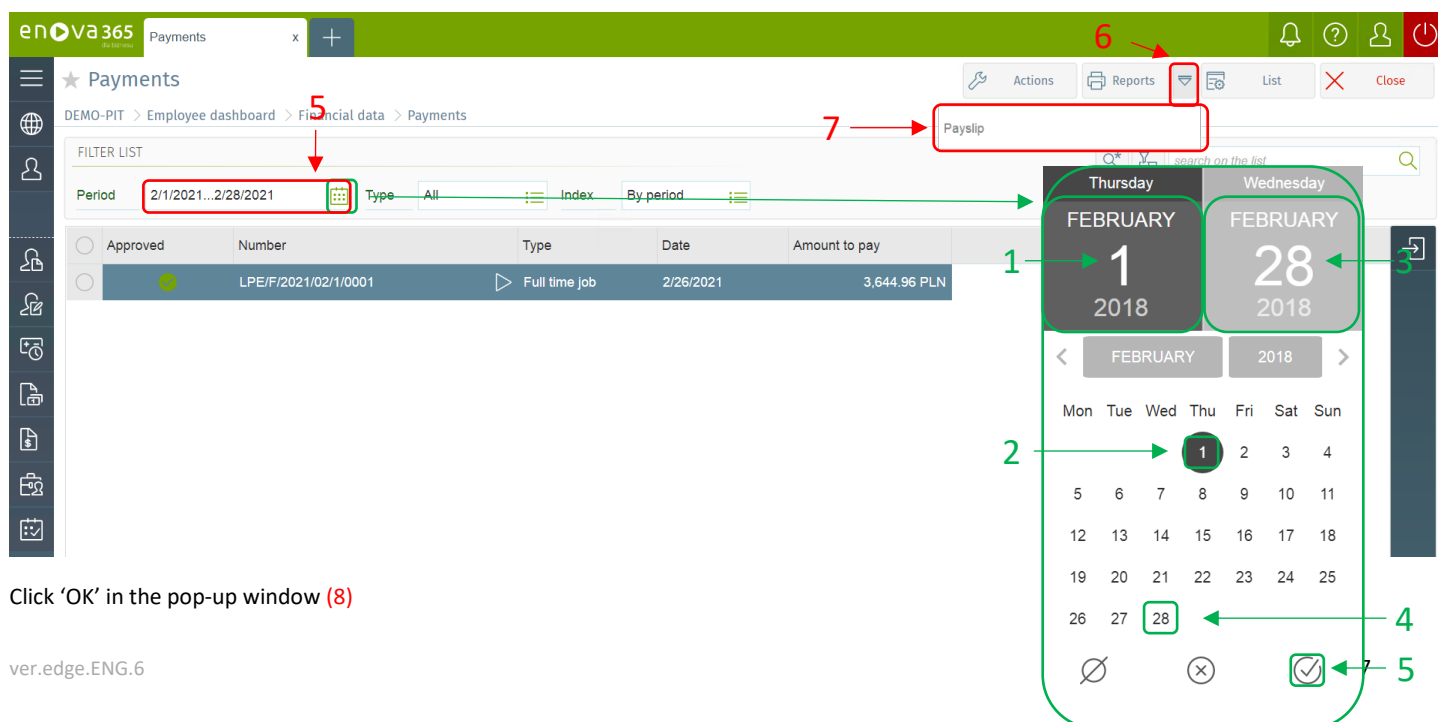
Employee Desktops allow to display your pay slips containing information on the elements included in your remuneration.

To see it, expand the menu (1)

Select Employee dashboard (2), the Financial data tab (3) and Payments (4)



In the 'Period' field, enter the payment dates you want to display (5) (you may also display all the calculated payments by entering three dots '...' in the 'Period' field); expand the list of available reports (6) and select 'Payslip' (7)



Click 'OK' in the pop-up window (8)

Report parameters: Payslip

PAGE SETTINGS

Selected rows

☐ No

8

OK

CANCEL

A tab with the generated pay slip will open; it may be downloaded in a selected format (10) by clicking 'More' (9) or printed directly from the system (11).

enova365

Payments

Report: Payslip

Report: Payslip

Download PDF

Send email

Download HTML

Download TXT

Download XLS

Download RTF

Download CSV

Share

1

10

11

Print...

More...

Close

OPXAXU9JtrVFSKs6UovA

1 / 1

150%

Company Name:

Tax ID:

Code:

Employee: PRACOWNIK!!! Maria (1002)

Period: 2/1/2021...2/28/2021

Social Security:Full-time equivalent:1/1Insurance:0110 0 0

Usage costs k50

Usage costs 50

Acc.50%:

Tax allowance:

Health Insur. Contr. To Be Deducted:

Employee's Health Insur. Contr.:

Tax Deduction:

Cash:

ROR:

250.00

0.00

0.00

43.76

337.33

54.41

316.00

3,644.96 PLN

0.00 PLN

Pension Contribution

Social Security Contribution

Sickness Contribution

Injury Contribution

All

Health

Base:

The Person Insured:

Payer:

Base:

contribution:

4,771.97

4,771.97

4,771.97

4,771.97

4,352.70

465.74

465.74

4,771.97

116.91

71.58

310.18

FGSP

4,771.97

4.77

FEP

0.00

0.00

No

1Base salary monthly

Hr:min

Days

Allowance

Deduction

Non-cash allowances

128:00

16

4,166.67

0.00

[return to the table of contents](#)

III. Functions for Managers

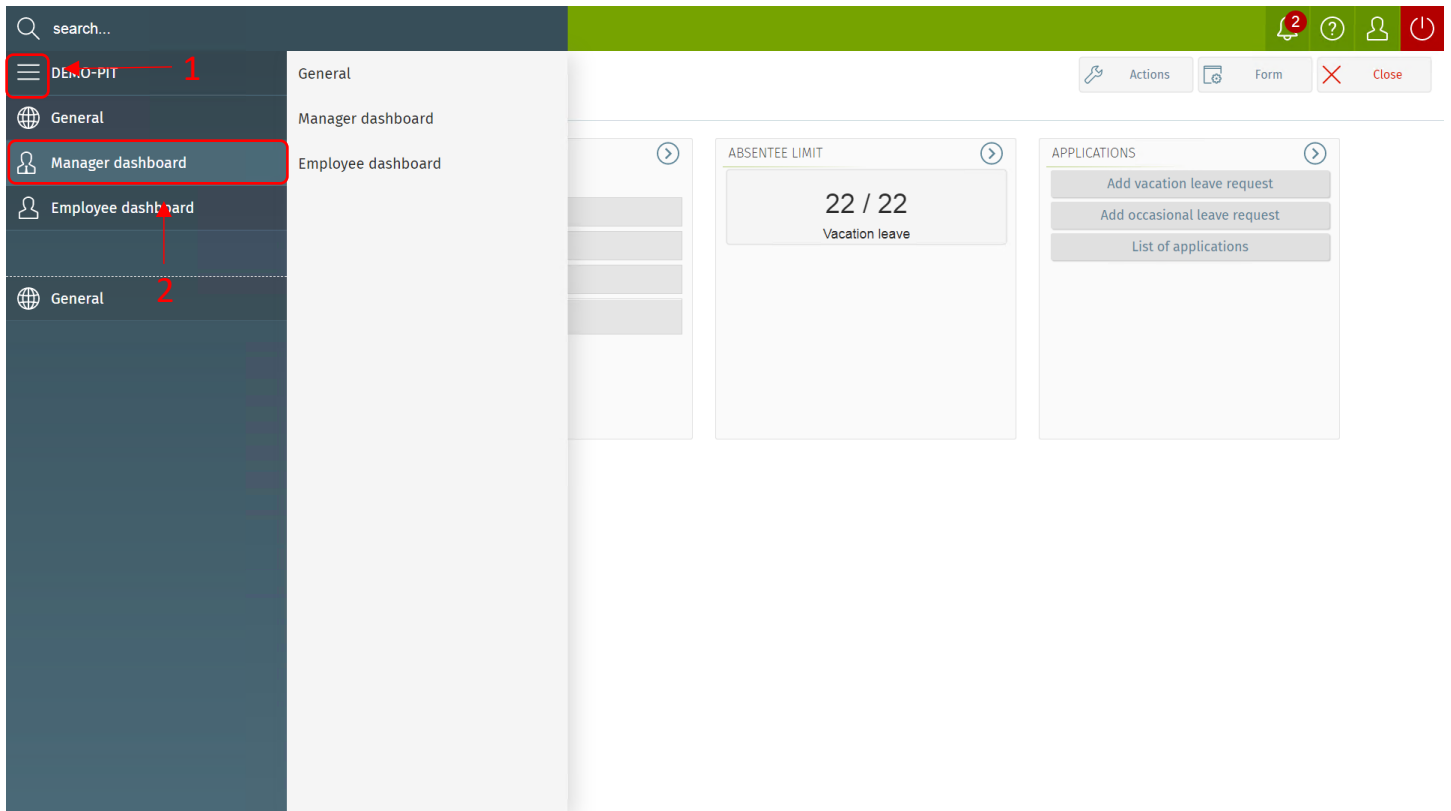
As a manager, using the enova system, you may accept absence applications and calendar approval applications, preview the worktime of your subordinates as well as their leave limits, generate HR reports, and, if needed, mark employees' absences directly in their calendars.

The manager role is activated in the system by the system administrator only for selected accounts.

1. Logging in the Manager desktop

To perform operations as a manager (e.g. approve an employee's leave application) or to preview data of your subordinates, log in to the software using standard procedure ([go to that section](#))

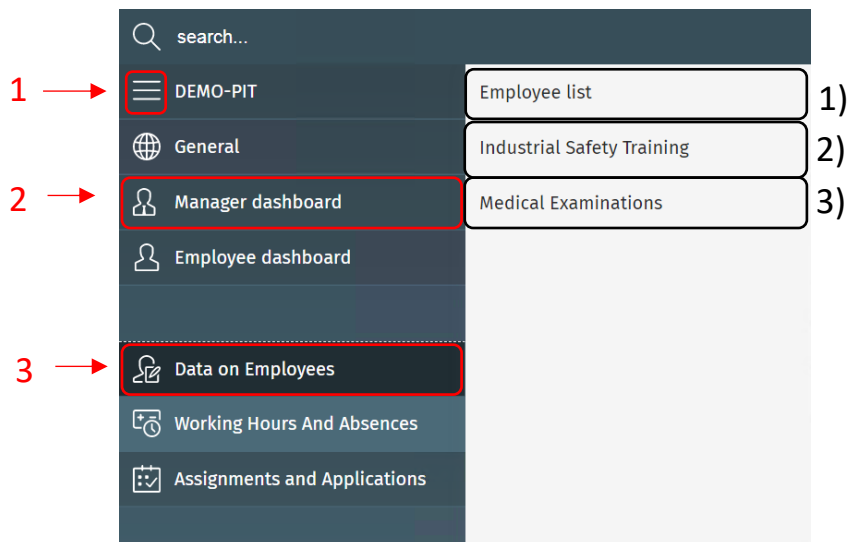
Click to expand the menu (1) and select Manager dashboard (2)



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2. Available reports

As a manager, you may generate the following reports from your Manager dashboard (1)(2) / Data on Employees (3):



1) Employee list

You may narrow the list down to selected period

You may display a list of your direct subordinates or all subordinates in the leave structure

Depending on the worktime system used, the list may be narrowed down to a selected calendar

A screenshot of the 'Employee list' interface. The interface has a green header bar with 'enova365' and 'Employee list'. Below the header is a navigation bar with 'DEMO-PIT > Manager dashboard > Data on Employees > Employee list'. The main area has a 'FILTER LIST' section with 'Period' set to '5/1/2021...5/31/2021', 'View' set to 'Employees', 'All subordinates' set to 'Yes', and 'Calendar' set to 'Standard'. The table below shows employee data with columns: Last name, First name, Code, Employment, Organisational unit, Calendar, and WWW access. The table has three rows of data.

Last name	First name	Code	Employment	Organisational unit	Calendar	WWW access
KIEROWNIK	Jan	I001	Kierownik	Company's main department (FIRMA)	Standard	✓
Pracowity	Karol	I003	pracownik	Company's main department (FIRMA)	Standard	✓
PRACOWNIKIII	Maria	I002	Asystent	Company's main department (FIRMA)	Standard	✓

2) Industrial Safety Training

You may narrow the list down to trainings planned or already completed

You may expand the list and select an employee or leave the field empty and display all your subordinates' details

You may narrow the list down to one selected training type

How to read the information from the list?

This training was held on 2021-02-02; the next training should be completed before 2025-03-01

If there is a next training date (column "Next" for row above) a separate row with the planned date appears. After its completion, an appropriate entry will appear in the "Date" column.

3) Medical examinations

You may narrow the list down to planned or already completed examinations

You may expand the list and select an employee or leave the field empty and display all your subordinates' details

How to read the information from the list?

This examination was carried out on 2021-03-02, the next examination should be carried out before 2023-02-01

If there is a next examination date (column "Next" for last row) a separate row with the planned date appears. After its completion, an appropriate entry will appear in the "Date" column.

From the list of employees/examinations/trainings, by clicking the  icon (1), you may generate HR reports (2). Each report will be generated in a new tab and may be exported in a selected format (4) by clicking 'More' (3) or printed directly from the system (5).

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3. Accepting absence applications

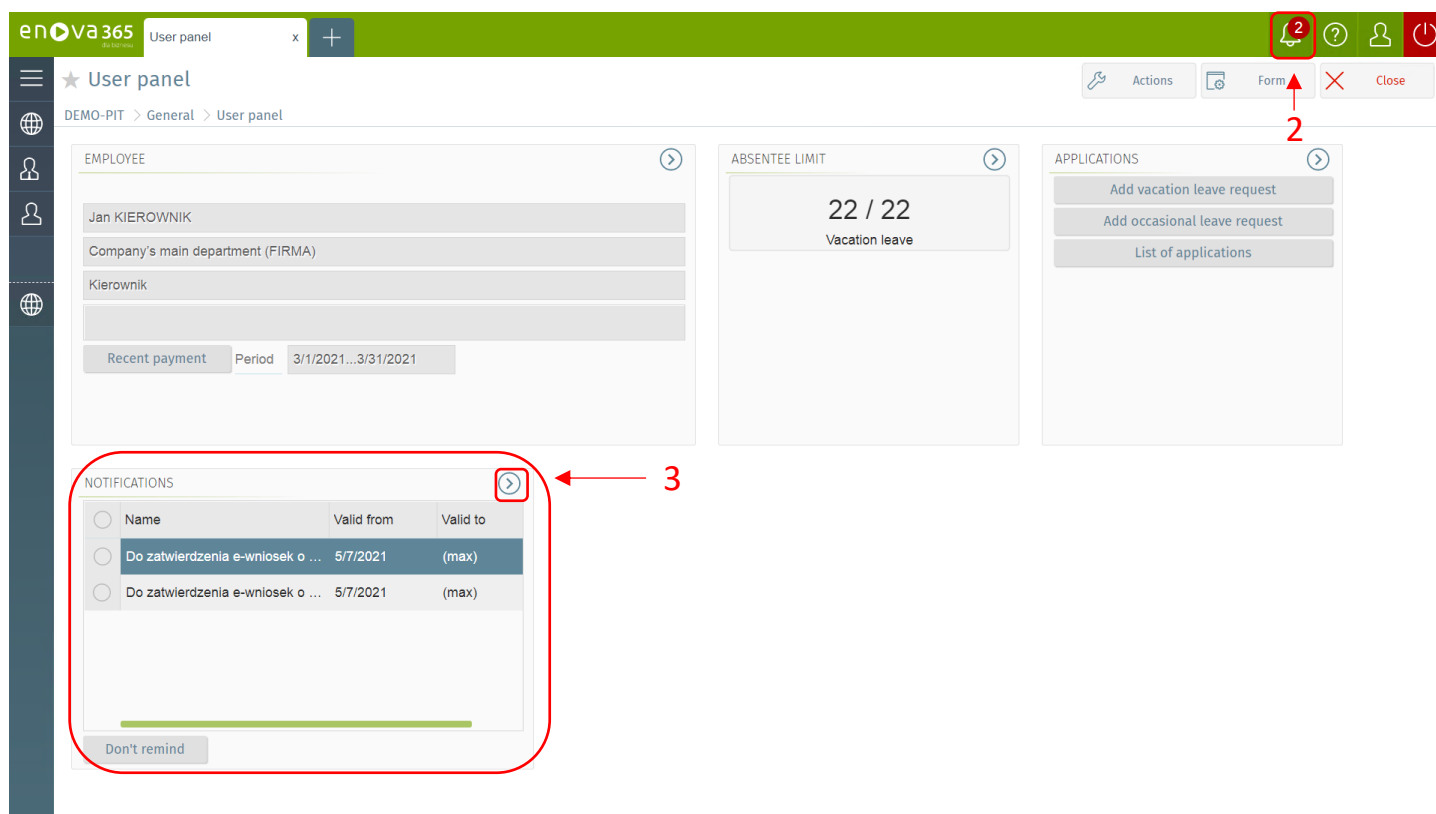
When the employee saves their absence application as 'To be approved', it is sent to the manager for approval. The manager assigned to the application (the employee's line manager at the moment of submission of the application) will be notified of a pending application:

- By e-mail



- And directly in the 'Notifications' section in the system (1)

By clicking the bell icon  (2) at the top of the screen or clicking and expanding the  icon (3) from the [User Panel](#), a tab will open containing all active notifications that may be addressed.



Name	Valid from	Valid to
Do zatwierdzenia e-wniosek o ...	5/7/2021	(max)
Do zatwierdzenia e-wniosek o ...	5/7/2021	(max)

If the employee is also signed in as manager, this section will contain notifications addressed to them as employee (e.g. information concerning approval of an application) and as manager (e.g. information concerning pending applications from their subordinates).

To make a decision:

- Select an application (1), choose 'Make a decision' (2), select 'Akceptuj' (Accept) (3) – the application will be accepted, the leave will be entered in the employee calendar; or 'Reject' (4) – the application will not be approved. Click 'OK' to confirm (5).

- You may also access the application by clicking the notification in the list – to view the details of the application, e.g. the exact time, if the absence is due to parental leave; you may also view memos from employees (4).

To decide, click to expand the list (1) and choose the appropriate option – 'Akceptuj' (Accept) (2) or 'Reject' (3).

SUMMARY	
Norm of requested period of absence	2, 16:00
Previous, unapproved applications	3, 24:00
Unused limit of absence (hours)	200:00
Remains after non-approved applications (hours)	160:00

In case of rejection, we can add a reason (6).

Additional document: e-application for annual leave - WUW/2021/...

Save
 Actions
 Form
 Close

MAKE DECISION
 More...

To be approved:

DOCUMENT

Date: 5/7/2021 Number: WUW/2021/05/001
 Execution date: Status: Processing

APPLICATION

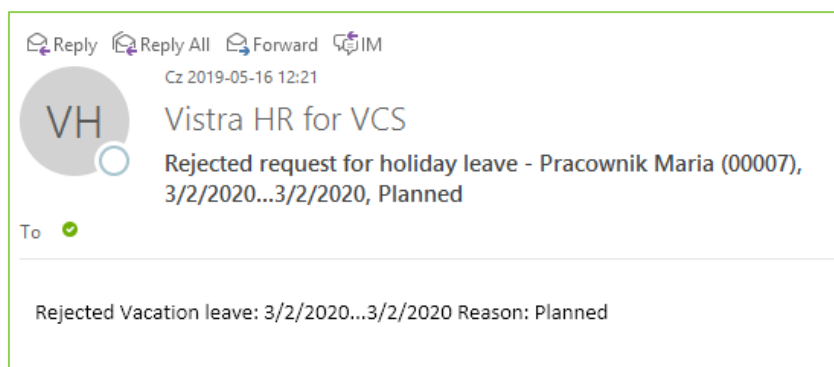
Employee: PRACOWNIK!!! Maria (1002)
 Definition: Vacation leave Leave at request: ☐ No
 Period: 4/19/2021...4/20/2021 , days: 2
 Date of submission: 5/7/2021

POWÓD ODRZUCENIA

no replacement on this day

← 6

Upon acceptance or rejection of an application, the employee will be notified by e-mail



And directly in the 'Notifications' section in the system under the icon (1)

enova365
 User panel x Applications x Notifications x

Notifications

Actions List Open task form Don't remind Make decision Close

> General

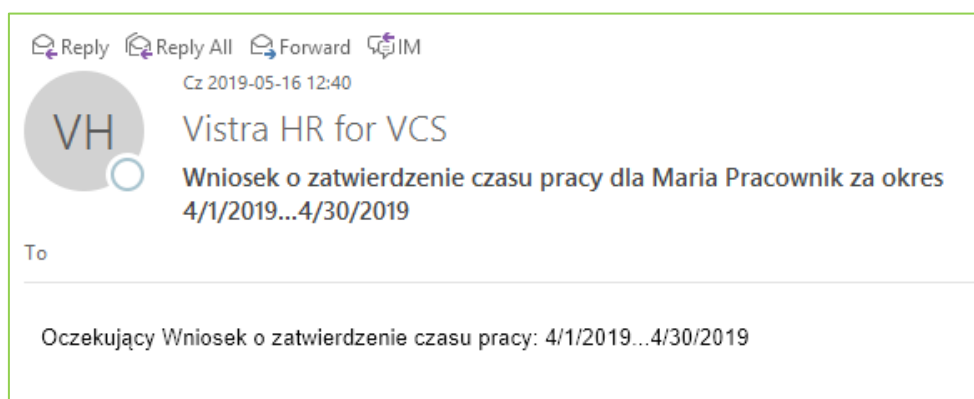
Name	Valid from	Valid to
Accepted request for holiday leave - Pracownik Maria (00007), 1/7/2020...1/7/2020, Planned	5/15/2019	5/15/2019
Rejected request for holiday leave - Pracownik Maria (00007), 2/3/2020...2/3/2020, Planned	5/16/2019	5/16/2019

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4. Worktime approval

When the employee saves their calendar approval application as 'Pending Acceptance', it is sent to the manager for approval. The manager assigned to the application (the employee's line manager at the moment of submission of the application) will be notified of a pending application:

- By e-mail



- And directly in the 'Notifications' section in the system (1)

By clicking the bell icon  (2) at the top of the screen or clicking and expanding the  icon (3) from the [User Panel](#), a tab will open containing all active notifications that may be addressed.

The screenshot shows the enova365 User panel interface. The top navigation bar is green and contains the enova365 logo, a 'User panel' tab, and a '+' button. On the right side of the top bar, there are icons for help, user profile, and power. Below the top bar, the main content area is divided into three panels: 'EMPLOYEE', 'ABSENTEE LIMIT', and 'APPLICATIONS'. The 'EMPLOYEE' panel shows details for Jan KIEROWNIK, including his company (FIRMA) and a 'Recent payment' section. The 'ABSENTEE LIMIT' panel shows a 'Vacation leave' status of 22 / 22. The 'APPLICATIONS' panel shows buttons for 'Add vacation leave request', 'Add occasional leave request', and 'List of applications'. A red circle with the number '1' is around the 'Recent payment' section in the 'EMPLOYEE' panel. A red circle with the number '2' is around the 'Form' button in the top right corner. A red circle with the number '3' is around the 'Notifications' section in the bottom left corner, which contains a table with columns 'Name', 'Valid from', and 'Valid to'. The table has two rows of notifications. A red arrow points from the 'Form' button to the 'Notifications' section.

If the employee is also signed in as manager, this section will contain notifications addressed to them as employee (e.g. information concerning approval of an application) and as manager (e.g. information concerning pending applications from their subordinates).

To make a decision:

Select an application (1),

enova365 User panel x Notifications x +

★ Notifications

DEMO-PIT > General > Notifications

Actions List Open task form Make decision Processes Close

Name	Valid from	Valid to
Do zatwierdzenia e-wniosek o anulowanie nieobecności - PRACOWNIK!!! Maria (I002), 2021-04-19...20	5/7/2021	(max)
To be approved wniosek o zatwierdzenie kalendarza	5/10/2021	(max)

All the details of the application will appear in a new tab. Click and expand the list (2) and select 'Akceptuj'(Accept) (3) – the application will be approved, and the worktime editing and absence applications in the approved period will be locked in the employee's profile; or 'Reject' (4) – the application will not be approved; worktime editing and absence applications will be available; save (5).

Additional document: e-wniosek o zatwierdzenie kalendarza - WO... Save Actions Form Close

MAKE DECISION

To be approved: Akceptuj Akceptuj Reject Leave the current state

DOCUMENT

Date 5/10/2021

Execution date Status Processing

GENERAL

Employee PRACOWNIK!!! Maria (I002)

Month january Year 2021

APPLICATION

Period 1/1/2021...1/31/2021

DECISION

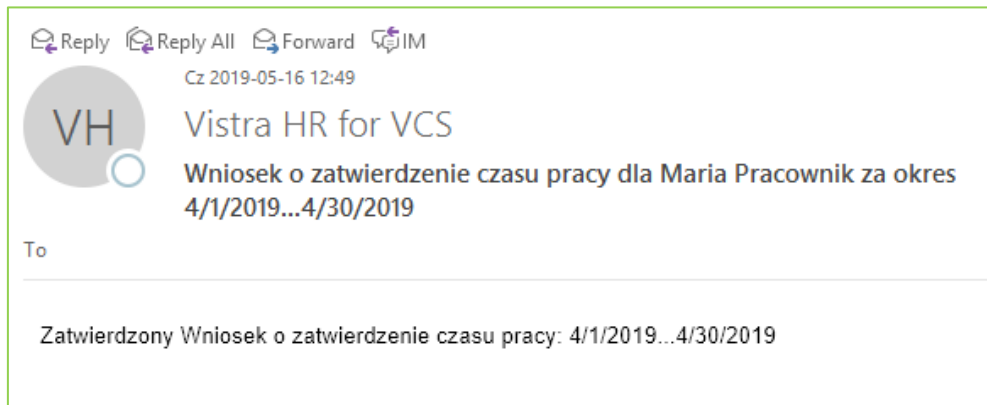
Manager KIEROWNIK Jan (I001)

Decision Pending

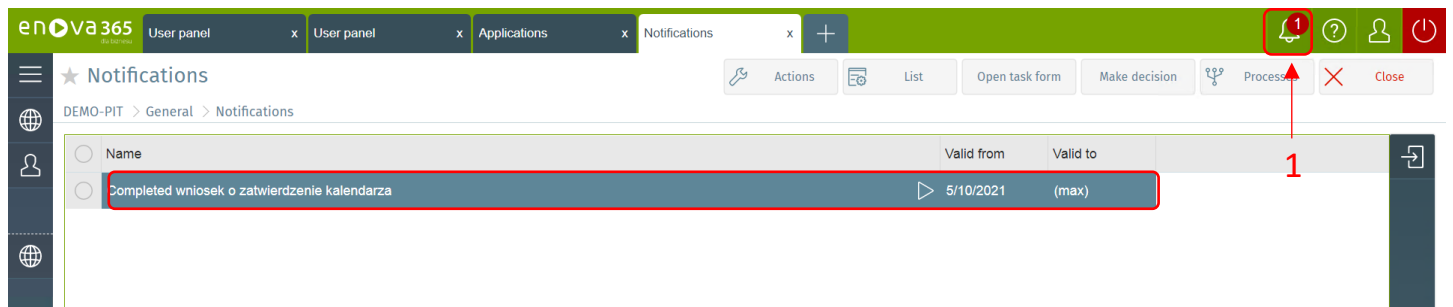
DataDecyzji

Description

Upon acceptance or rejection of an application, the employee will be notified by e-mail



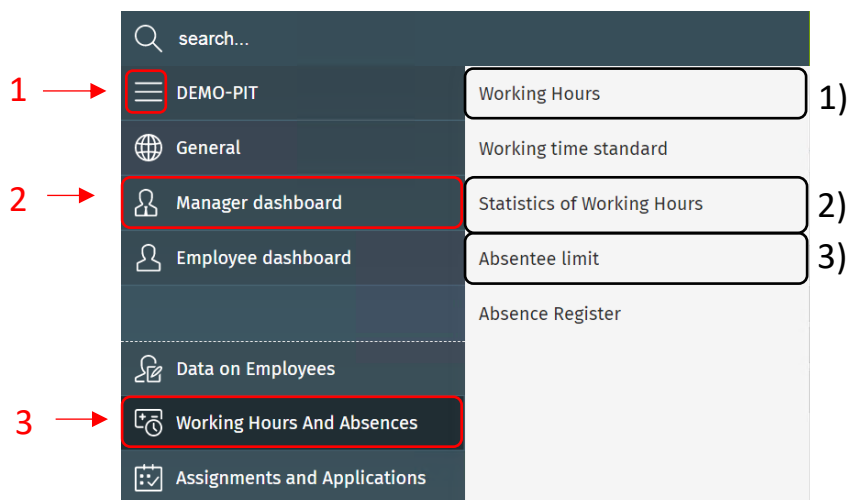
And directly in the 'Notifications' section in the system under the  icon (1)



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5. Employees' worktime preview, worktime statistics, leave limits

When accepting absences and worktime, the following views from the Manager dashboard (1) (2) and from the Working Hours and Absences tab (3) may be helpful:



1) Working Hours

This tab displays preview of the worktime entered by the employee and absences approved earlier in the calendar section

When you expand the list, select an employee

You may expand and change the worktime display mode

Use arrows to switch between months

Working Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00..15:00	7:00..15:00	7:00..15:00			5/1/2021 Holiday	2 Sunday
3 Holiday	7:00..15:00	7:00..15:00	7:00..15:00	7:00..15:00	7:00..15:00	9 Sunday
10 Work	11 Work	12 Work	13 Work	14 Work	15 Day off	16 Sunday
17 Work	18 Work	19 Work	20 Work	21 Work	22 Day off	23 Holiday
24 Work	25 Work	26 Work	27 Work	28 Work	29 Day off	30 Sunday
31 Off-work for holiday	01	02	03	04	05	06
	7:00..15:00	7:00..15:00			7:00..11:00	

5/1/2021...5/1/2021 0, 0:00 / 0, 0:00 May 2021 18, 144:00 / 19, 152:00

Repeat

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2) Statistic of working hours

This tab provides an overall view of the overtime entered/compensated.

The screenshot shows the 'Statistics of Working Hours' interface. At the top, there's a header with 'enova365' and a tab 'Statistics of Working Hours'. Below the header, there's a breadcrumb trail: 'DEMO-PIT > Manager dashboard > Working Hours And Absences > Statistics of Working Hours'. The main content area is divided into several sections: 'STATISTICS OF WORKING HOURS', 'WORKING TIME STANDARD', 'ACTUAL WORKING HOURS', 'DIFFERENCES', 'NIGHT WORK', and 'OVERTIME'. Each section contains input fields for time and days. Red arrows and numbers 1 through 8 point to specific fields: 1 points to the 'Time' field in 'WORKING TIME STANDARD'; 2 points to the 'Time' field in 'ACTUAL WORKING HOURS'; 3 points to the 'Plus' field in 'DIFFERENCES'; 4 points to the 'Minus' field in 'DIFFERENCES'; 5 points to the 'To be transferred' field in 'DIFFERENCES'; 6 points to the 'Transferred' field in 'DIFFERENCES'; 7 points to the 'Transferred (After Applying Coefficient)' field in 'DIFFERENCES'; 8 points to the 'Total' field in 'DIFFERENCES'. There are also red text annotations: 'When you expand the list, select an employee' pointing to the employee dropdown, and 'Choose the period for which you want to preview worktime statistics' pointing to the date range dropdown.

- (1) 'Working hours' – number of working days and hours in accordance with the schedule, i.e. 8 h per day, 40 h per week for full-time employees. Working days are calculated in accordance with the daily working time, i.e., for example, an employee working on a half-time basis in January 2020 would see 21 days in this section, but only 84 hours.
- (2) 'Actual working hours' - i.e. worktime from the field above plus overtime, minus all absences (holiday leaves, occasional leaves, sick leaves, etc.) and overtime compensated for.
- (3) 'Plus' – number of overtime hours registered to be paid.
- (4) 'Minus' – displayed how much hours is missing to standard work time (after considering absences). If value is equal 0, there is mistake in TOIL registration
- (5) 'To be transferred' – displays the number of overtime registered to be taken as time off.
- (6) 'Transferred' – shows the number of hours off in lieu actually used by the employee (hours absent from work according to schedule).
- (7) 'Transferred (after applying coefficient)' – shows how many hours off in lieu correspond with actual overtime.

Discrepancies between the abovementioned items – 'Transferred' and 'Transferred (after applying coefficient)' shows that some of the overtime was compensated with an entire day off.

- (8) 'Total' – Number of overtime hours left to be taken as time off

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3) Absentee limits

The list contains current leave limits – if the following is selected: ‘Only last: Yes’ (1). Or leave limits applicable for the indicated period (2) (this field becomes active after the ‘Only last: Yes’ field is unchecked (1)).

You may display a list of your direct subordinates or all subordinates in the leave structure

You may narrow the list down to one type of absence (e.g. child care) or leave the field empty and display all limits

enova365 Absentee limit x +

★ Absentee limit

DEMO-PIT > Manager dashboard > Working Hours And Absences > Absentee limit

FILTER LIST

Period 1/1/2021...12/31/2021 Employee All subordinates No Definition

Only last Yes 1

At date 5/10/2021

Full name	Definition	Period	Limit	Days left	Hours limit	Hours left
Pracowity Karol (I003)	Healthy child care (days)	1/1/2021...12/31/2021	2	1		
PRACOWNIK!!! Maria (I002)	Healthy child care (days)	1/1/2021...12/31/2021	2	1		
Pracowity Karol (I003)	Vacation leave	1/1/2021...12/31/2021	26	24	208:00	192:00
PRACOWNIK!!! Maria (I002)	Vacation leave	1/1/2021...12/31/2021	20	25	160:00	200:00

To display the details of the calculated limit, double-click the selected absence. Details should be read using the same method as in the case of the Employee desktop ([go to that section](#)).

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4) Absence register

Apart from absences visible in the monthly calendar view showing all the employee absences ([go to calendar](#)), they may also be displayed as list.

You may display a list of your direct subordinates or all subordinates in the leave structure

You may narrow the list down to one type of absence (e.g. child care) or leave the field empty and display all absences

enova365 Absence Register x +

★ Absence Register

DEMO-PIT > Manager dashboard > Working Hours And Absences > Absence Register

FILTER LIST

Period 5/1/2021...5/31/2021 Employee All subordinates No Definition

Organisational unit

Absence	Reason	Adjusted	Period	Days	Time	Applies to user
Care leave (Art. 188 LC, days)	Not applicable		(5/7/2021...5/7/2021)	1	8:00	PRACOWNIK!!! Maria

You may narrow the list down to a selected period

Date format is MM/DD/YYYY...MM/DD/YYYY (three dots between the dates are obligatory!)
e.g.: 03/01/2019...03/31/2019
You may also choose a date by expanding the calendar.

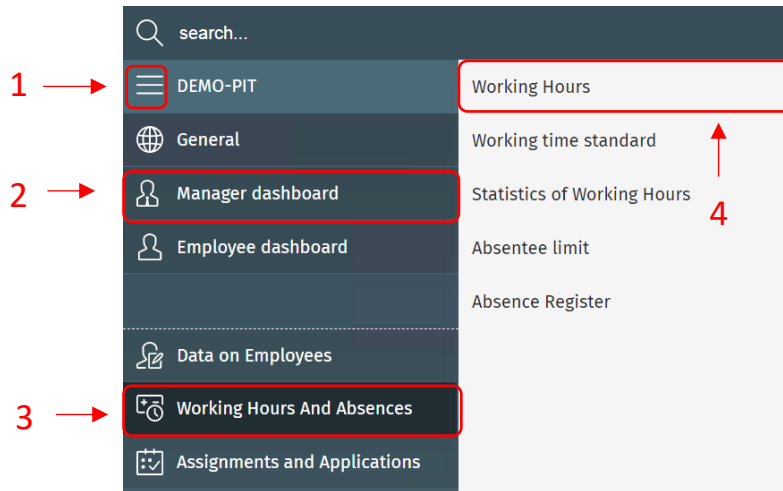
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6. Records of absences and working hours for the employee (without employee's request)

If needed, the manager may, without employee's request, mark their absence or record their worktime.

1) Recording employee worktime

To record the worktime of your subordinates, click to expand the menu (1), select Manager dashboard (2), Working Hours and Absences (3) and Working Hours (4).



Select an employee from the list (5), select the date (6) and open it using the 'Open' icon (7) or by double-clicking the white bar displaying working hours.

The screenshot shows the 'Working Hours' calendar view for employee Maria (1002) in May 2021. The calendar displays working hours for each day of the month. The 'Working Hours' item is highlighted with a red box and labeled '5'. The 'Start time/End time' item is highlighted with a red box and labeled '6'. The 'Open' icon is highlighted with a red box and labeled '7'. The calendar shows working hours for each day, with some days marked as 'Off-work for holiday' or 'Day off'. The calendar is titled 'May 2021' and shows the dates from 5/1/2021 to 5/1/2021. The calendar is labeled 'PRACOWNIK!!! Maria (1002)'.

Use arrows to switch between months

You may expand and change the worktime display mode

6

7

Enter worktime (8) according to instructions in point II. **Functions for employees** subsection 1. **Ongoing worktime recording** and save (9).

Workday: PRACOWNIK!!! Maria (!002), 5/14/2021

Save

Actions

Form

Close

GENERAL

Employee

PRACOWNIK!!! Maria (!002)

Date

5/14/2021

Starting at

7:00

Correct in/out

Yes

Time

10:00

ZONES

Definition

Starting at

Up to time

Time

Time under settlement

Work in standard

7:00

17:00

10:00

Overtime to transfer

2:00

Add New Record

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2) Recording employee absence

To record the absence of your subordinates, select the required form from the [list of available applications](#).

Additional document: e-application for annual leave -

Save

Actions

Form

Close

MAKE DECISION

Introducing: Akceptuj

DOCUMENT

Date5/10/2021

NumberWUW/2021/05/?

Execution date

StatusIntroducing

APPLICATION

EmployeePRACOWNIKIII Maria (I002)

DefinitionVacation leave

Period4/12/2021...4/12/2021, days1

Date of submission5/7/2021

Leave at requestNo

DURATION SHORTER THAN ONE DAY (NUMBER OF HOURS)

From

to

Liczba godzin urlopu

NOTES

DECISION

StatusPending

Date of Decision

ManagerKIEROWNIK Jan (I001)

SUMMARY

Norm of requested period of absence	1, 8:00
Previous, unapproved applications	5, 40:00
Unused limit of absence (hours)	200:00
Remains after non-approved applications (hours)	152:00

In the form:

(1) Select an employee

(2) Indicate the date of leave

(3) (Optional) change the leave type

Choose 'Akceptuj' (Accept) from the list (4)

(5) Save; the application will be automatically saved as 'Approved' and will be visible in the employee's calendar; the leave limit will also be reduced by an appropriate number of hours/days.

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