Please insert your working hours and lunch break for every working day by going to https://zeit.oeaw.ac.at and opening the item “Leistungserfassung/Activity Recording”. First, you make sure that the current date is activated. Then you insert the morning working hours and save the data by clicking on the disk button. Then you go to blue cross next to it and insert your lunch break. Here you will have to add the absence code “P” and again you save the entry. By clicking on the blue cross again you are able to enter the afternoon working hours. Please save this entry again.

By the tenth of the following month the latest you have to submit the time recording by going to “Fertigmeldung/Submit”. The director will have to acknowledge the correctness of your time recording by the fifteenth of the following month the latest.

- **Browser:** If you use apple/mac products, please use the FIREFOX-browser
- **Working hours (Gliding time):** 07:00 – 18:00 (before and after = private time!), not more than 10 hours a day!
- Working hour exceeding 10hrs per working day will be counted as "voluntary research time". By the end of the month, the saldo of those hours it will be cut back to zero.
- Just with special exceptions (confirmed by the director) it is allowed to prolong your working hours to the maximum of 12 hrs/day.
- **Handbook “Mitarbeiterinnen”:** (at the moment just available in german, English version will follow) http://www.oeaw.ac.at/intern/oeaweb/personaladministration/zeiterfassung/

**Daily bookings:**
- Basically you need to **enter three bookings per day:**
  e.g. 08:00 – 12:00
  12:00 – 12:30 (P = Pause/Break = obligatory!)
  12:30 – 16:00
- **Calculation of breaks:**
  - productive working hours of min. 5.5 h/day = 30 min break is included in the working time
  - min. 2.75 h/day = 15 min break
  - breaks must be taken within the working hours (not in the beginning or end of the recorded day)
  - it is obligatory to record breaks
- The exact working hours (including the breaks) are visible via Zeit/Time Recording > Zeitprotokoll/Timesheet
- The field "time balance" in the time recording sequence shows you the timesaldo of yesterday!
- **Kostenstelle:** 20900 (obligatory!)
- **Project:** fill in (obligatory!)

**Zeitprotokoll / Timesheet:**
- **Time balance:** shows the actual “saldo of hours” of the previous day minus not yet approved hours
Absences / Abwesenheiten:

- **Business travels (R):**
  - Please inform your group leader via e-mail about the planned participation, travel, etc. and get the OK from your group leader by having him send an e-mail to direktorium@ricam.oeaw.ac.at. Then you access the time recording system at https://zeit.oeaw.ac.at and submit the request with the absence code “R”. You will get a confirmation by e-mail. The director will have to approve of your request, you will be notified by e-mail. Please await the approval of the director **BEFORE** going on a business trip! This is **very important** due to insurance reasons. It is not allowed to mix a business trip and holidays!
  - During/After your trip: You have to record precisely your travel hours, working hours and breaks of your requested business trip. The approved R will be overwritten but is saved in the background.
  - The maximum of the daily working hours caused by “unproductive travel hours” was raised up to 19 hrs. for e.g. Business trip (R=Reise).

- „Ersatzruhetag“/ “Substitute day“ (ER): If you e.g. travelled during the Weekend you can claim a “Substitute day” in the next working week, which counts as working hours. You can just request it “daily” (not just some hours).

- **Urlaub/Holidays (U):** If you want to go on holiday, please ask your group leader to approve of your request by sending an e-mail to direktorium@ricam.oeaw.ac.at and putting you in cc. Then you access the time recording system at https://zeit.oeaw.ac.at and enter the request with the absence code “U”. You will get a confirmation by e-mail. The director will have to approve of your request, you will be notified by e-mail. Please await the approval of the director **BEFORE** going on holiday. *The field “Urlaub/Holiday” in the time recording sequence shows you the holiday saldo of yesterday! Requested and already confirmed bookings of your future holidays are not subtracted yet.*

- **Illness:** If you are sick call or write an e-mail to office@ricam.oeaw.ac.at to inform us! Instead you can enter the time recording system at https://zeit.oeaw.ac.at and request an absence with the absence code “KA”. In this case no end date has to be inserted. The sick leave will be automatically terminated whenever you will insert the first working hours package. When you were sick for more than 3 days you have to bring a certificate from your doctor.

- **Arztbesuch/Doctor-visit (A), Behördengang/authority way (BG), Bank (bank):** will be paid just within the fictive working hours (e.g. 09:00-17:00 full-time or 09:00-13:00 part-time). Please do not forget to bring by a confirmation. Doctors´ visits within the fictive working hours must cause a hindrance to work and will be just paid by ÖAW if it is acute. Preventive medical checkups, routine checkups and therapies don´t need to be paid by the employer.

- **Zeitausgleich/Compensatory time (Z):** you just need to request Z for a whole day (not hours!) or for the time within the core time (10-15, 10-13). Additionally with your Z-request, the Director will be informed with your current timesaldo.

- **You can request absence-hours** (additionally to absences-days) too

- **For parttime-people** who block their working hours e.g. on Mon-Wedn: you record your actions on these days and don´t need to request/fill in sth. on Thurs-Fri (e.g.)
• „prescribed overtime hours“: they need to be rebooked from you by the end of the month. The Director will receive an email and needs to approve or reject your request. It is not possible to make a request for these prescribed overtime hours during the month/in advance.

• **Important for PhD-Students**: Attending courses in the framework of PhD studies does **not** count as working hours!