



THE ADECCO GROUP



Time Reporting in Adecco Timecapture



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Let's get started

To get started you must have a smartphone, tablet, iPhone or Android

Download "Adecco Timecapture" in Appstore or Google Play

The username is your email address. You will receive an email with an activation link that you use to create a password and activate your account.

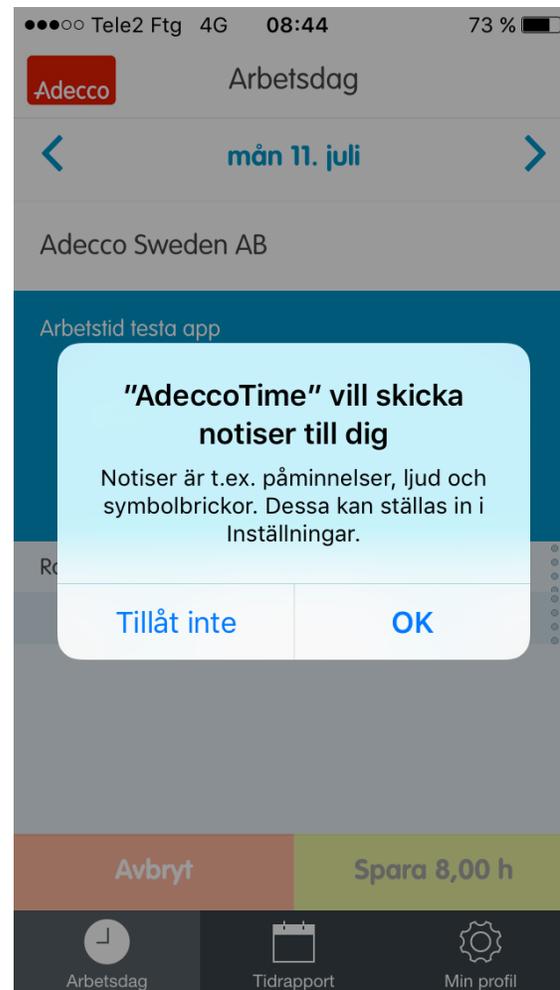
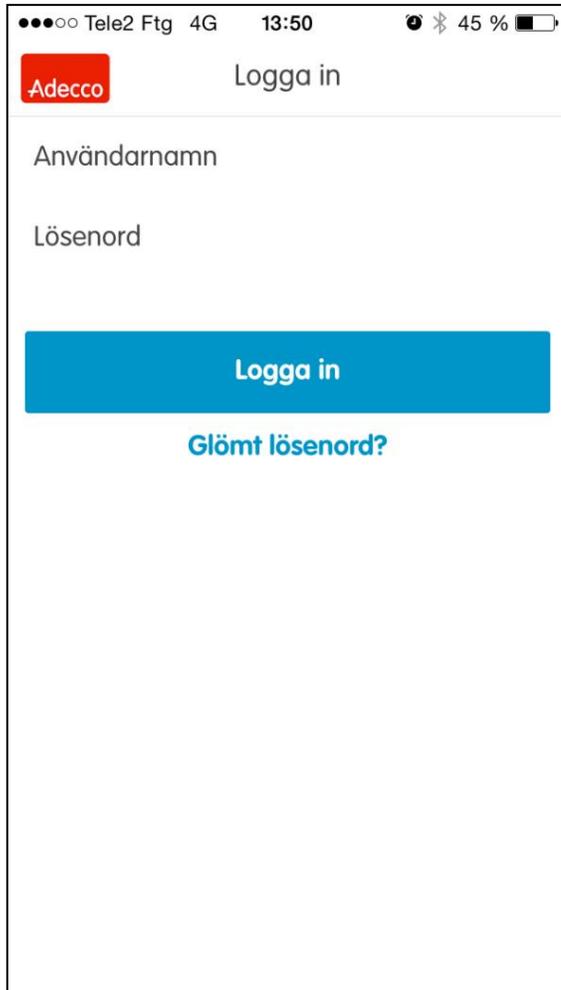
Allow push notifications

You only need to log in to the app for the first time, then you will be logged in automatically.

If you forget your password, you can request a new one by clicking the "Forgot password?" button.

The first time you open the app, a question box pops up: "Adecco Timecapture wants to send you notifications". It's important that you click "OK".

You will then receive notifications of newly available time reports, as well as reminders to send in the time report should you miss it.

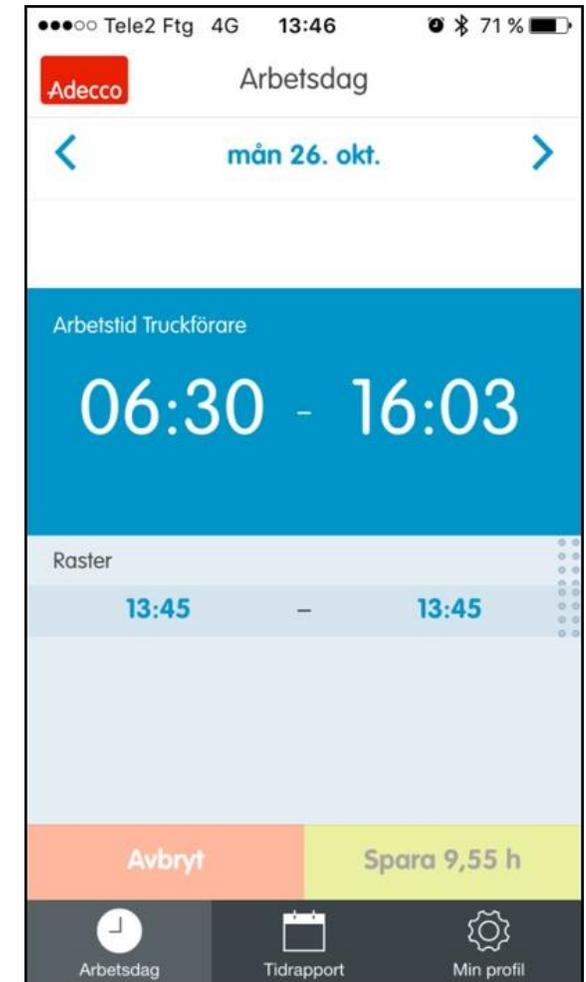


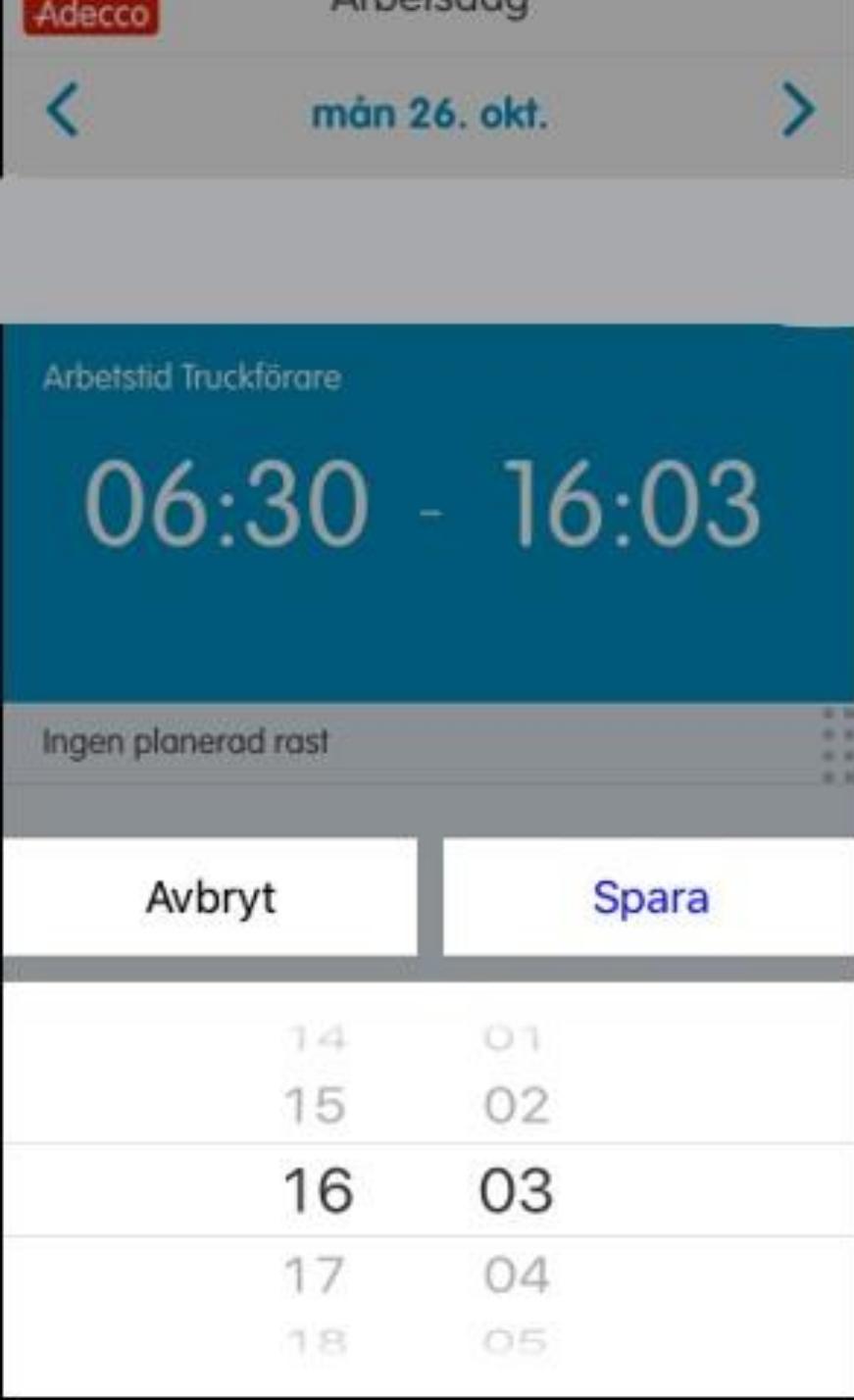
Time Reporting

Your consultant manager must know in advance what working hours you have.

They are registered in our system and displayed in the app.

In the weekly overview you'll see the number of working hours per day and the total for the week.





Time Reporting

How to make changes to your time report

If the times do not match with how you worked, you can simply change the times directly in the app.

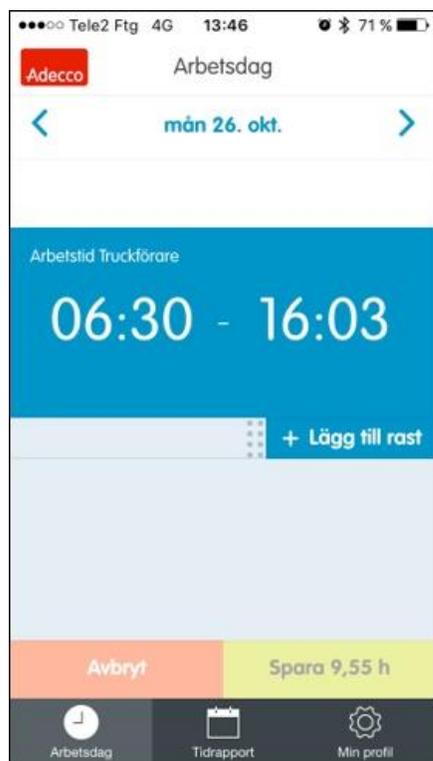
You can change the start and end time and rest time by clicking on the current time, select a new time in the drop-down list that appears and then save.

You can make several changes and save until the hours are submitted at the end of the week.

If you have not made any changes, you will not be able to save as this is not necessary at this time.

Time Reporting

How to make changes to your time report



If you have had a break that is not visible in the app, you can add it yourself by swiping from right to left and the choice "add break" will appear.

Choose between which time the break should be and then press save.

You can add multiple breaks in the same workday

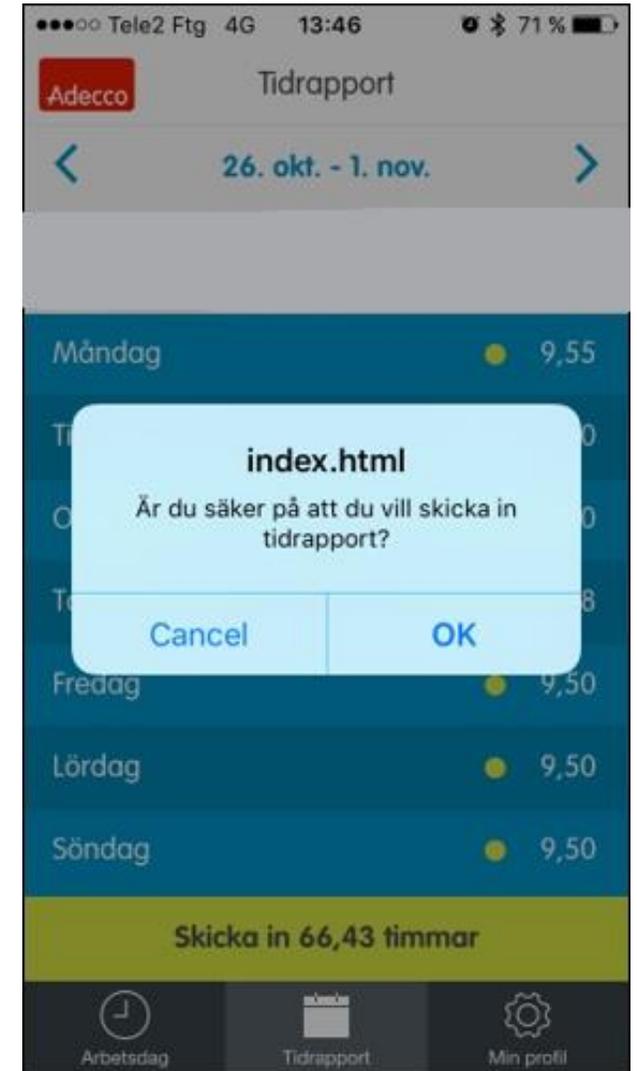
Time Reporting

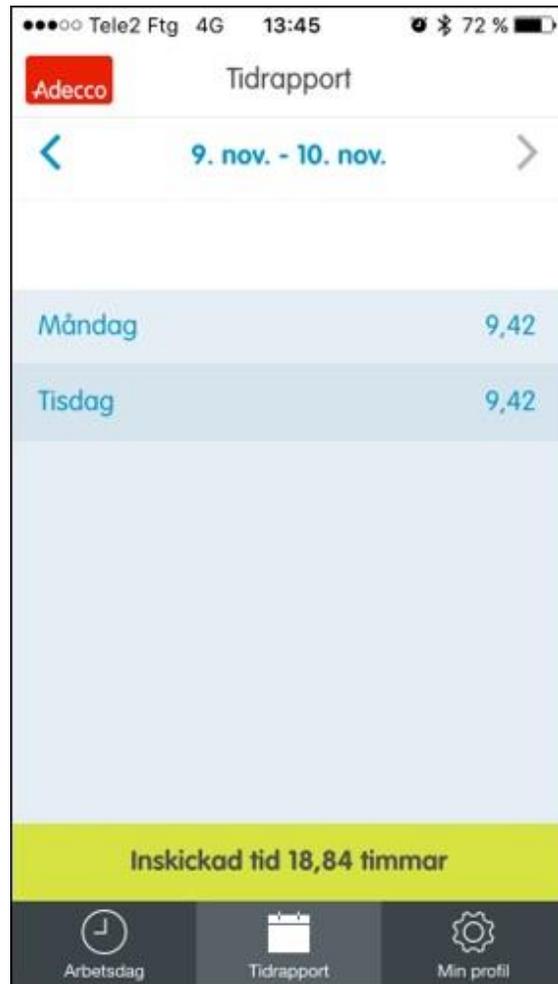
When the workweek is over, submit your hours. It should be done every week when your last working session is over, at the break of the month and when the assignment is over.

When the time report is submitted, it is locked and can no longer be changed.

Make sure to always check the information in the timesheet before submitting it so that you get the right salary.

Your consultant manager approves the timesheet and the data goes to our system and generates your salary.





Time Reporting

When the time report is submitted by you and approved by your consultant manager, you will receive an email with a confirmation. In the email, you will see any salary codes that apply to your working time, for example, inconvenient working hours and overtime. The email should not be answered.

In the app, you can see the submitted time reports and also keep track of previous timesheets.



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If you have any further questions about how time reporting works or if problems arise in the app, you are welcome to contact the Associate Support.

The Associate Support is available all weekdays via email konsultsupport@adecco.se or by phone on 077-440 00 15.

You can find current telephone times at <https://indecco.adecco.se/>.

Good luck!

