

## WWW.SCUDONLINE.IT TIMEKEEPER GUIDE

WWW.SCUDONLINE.IT is the web platform for the TimeKeeper to access:

- **Documents Module**, to view and / or print his payroll documents (payroll, C.U., ...) from processing, if employee;
- **Time Card Module**, to view / input / upgrade and concur the TimeCards of the employees he is responsible for and his own should he be Timekeeper of himself

### STEP 1: Access to the portal

- Type the following URL at [www.scudonline.it](http://www.scudonline.it);
- Enter your personal credentials in the login form (hand over from the payroll office);
- Click 'login'.



Powered and developed by: Studio Centro Srl - Via Luigi Boccherini 13 36100 Vicenza - P.I. 00556090249

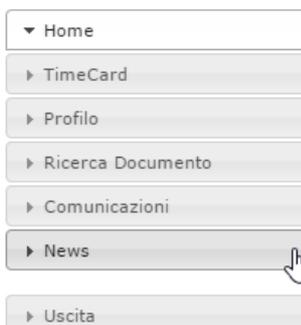
### Profilo:



Menu item **PROFILO**

By selecting on the 'PROFILE' menu item, the employee can manage the security of his own profile at different levels (password, security question, ...).

### News:



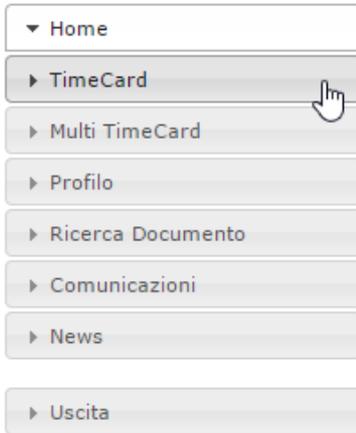
Menu item **NEWS**:

By selecting menu item **NEWS**, the employee accesses to news published by Studio Centro about the system scudonline.it.

STEP 2:

Modulo Time Card:

Multi TimeCard:



Menu Item **MULTI TIMECARD**:

By selecting **MULTI TIMECARD**, the *Timekeeper* accedes to the TC s of the Employees he is responsible for..

He can visualize/input/upgrade and concur them.



By means of 'COLUMNS CHOOSER' he sets columns as he prefers:



By means of 'SICKNESS/MATERNITY/INJURY' he inputs events such as SICK LEAVE, MATERNITY LEAVE and INJURY.

To input a new event, + must be selected.

TimeCard - New Insert    Allowance Codes    Worktime Codes    Documents

05/2017 TimeCard of INSEGNANTE PT VERTICALE    Hired: 30/12/1899

Columns    Sicknes/Maternity/Injury

Days	REG	MOD	IN 1	OUT 1	IN 2	OUT 2	EXT IN	EXT O.	T. HRS	O/T	O/T N	ND	AX1	C/A	SIG.3	HRS 3	SIG.4	HRS 4	SIG.5	HRS
01 MON	FT999								00,00											

**Sickness/Maternity/Injury Management**

Sickness    Maternity    Injury

**Sickness**  
 Start Date    End Date    Relapse:     Days: 0  
 Hours Work 1st Day    End Date

**Hospitalization**  
 Start Date    End Date

**Sickness/Maternity/Injury Events**

Start Date	End Date	Injury Type	Liquidation Type	Hours Worked

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By means of 'SAVE TIMECARD' he saves TIMECARD.

TimeCard    Allowance Codes    Worktime Codes    Documents

05/2017 TimeCard of INSEGNANTE PT VERTICALE    Hired: 30/12/1899

Columns    Save Timecard

Days	REG	MOD	IN 1	OUT 1	IN 2	OUT 2	EXT IN	EXT O.	T. HRS	O/T	O/T N	ND	AX1	C/A	SIG.3	HRS 3	SIG.4	HRS 4	SIG.5
01 MON	FT999								00,00										

By means of 'TIMECARD REPORT', once saved, he can visualized the totalization of pay codes.

TimeCard    Allowance Codes    Worktime Codes    Documents

05/2017 TimeCard of INSEGNANTE PT VERTICALE    Hired: 30/12/1899

Columns    Timecard Report

Days	REG	MOD	IN 1	OUT 1	IN 2	OUT 2	EXT IN	EXT O.	T. HRS	O/T	O/T N	ND	AX1	C/A	SIG.3	HRS 3	SIG.4	HRS 4	SIG.5
01 MON	FT999								00,00										

In the same window the *TimeKeeper* can:

- visualize and modify the **ALLOWANCE CODES** and the **WORKTIME CODES**;

TimeCard - New Insert    Allowance Codes    Worktime Codes    Documents

**Documents**

Date	Description	Filename	Status	Status Date

- upload and name file (upload file) or validate the ones uploaded by the employee.  
DATE and TIME are recorded by the system with the user who uploaded..

TimeCard - New Insert   Allowance Codes   Worktime Codes   **Documents**

**Documents**

Date	Description	Filename	Status	Status Date
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Page 1 of 0   No records to view

**Upload a file**

Filename:

Description:

Save