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STOCKHOLM INTERNATIONAL
PEACE RESEARCH INSTITUTE

MACONOMY MANUAL

2. REPORTING TIME & ABSENCE

Revised: 2024-01-17

Responsible: Financial Accountant

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1. Introduction

All staff at SIPRI must report time in Maconomy – worked hours and deviations such as sick leave, care of child, vacation etc.

The reporting is done weekly, with monthly deadlines, according to a separate schedule posted on the SIPRI intranet, under the tab *HR/salary & Expenses*.

Reminder e-mails are sent out every month.

All employees need to report every day what s/he has worked with, or if there has been an absence. The time to be reported is fixed to 7:57 per day (if you work full time).

Hours should be reported
- on project/s, according to separate instructions
- on SIPRI Internal time (mostly for Outreach and Operations)
- as absence; vacation, sick leave, or any other absence

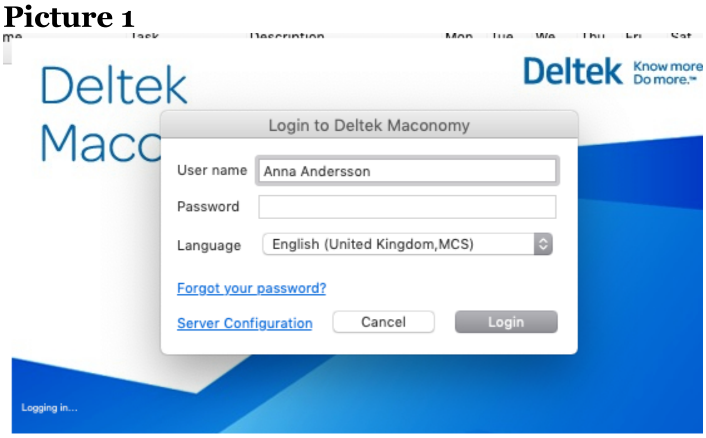
On the SIPRI intranet under the heading *Finance & Projects/Maconomy* there are more manuals and tutorial videos on how to use the system.

If you have technical problems with registering time sheets, please send an e-mail to *maconomy.support@sipri.org*

2. Create a time sheet

1. Log in to Maconomy

Picture 1



Type your name as it is typed in the above example.

Choose language according to the example above.
Use the password you have received in the mail with instructions in the square for Password.

If your password doesn't work and you want to reset your password, please click *Forgot your password* in picture 1.

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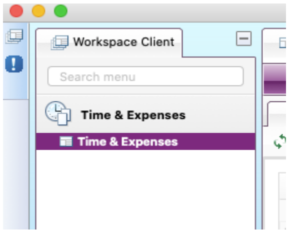
If you have tried the reset function without success, please send an e-mail to *maconomy.support@sipri.org*

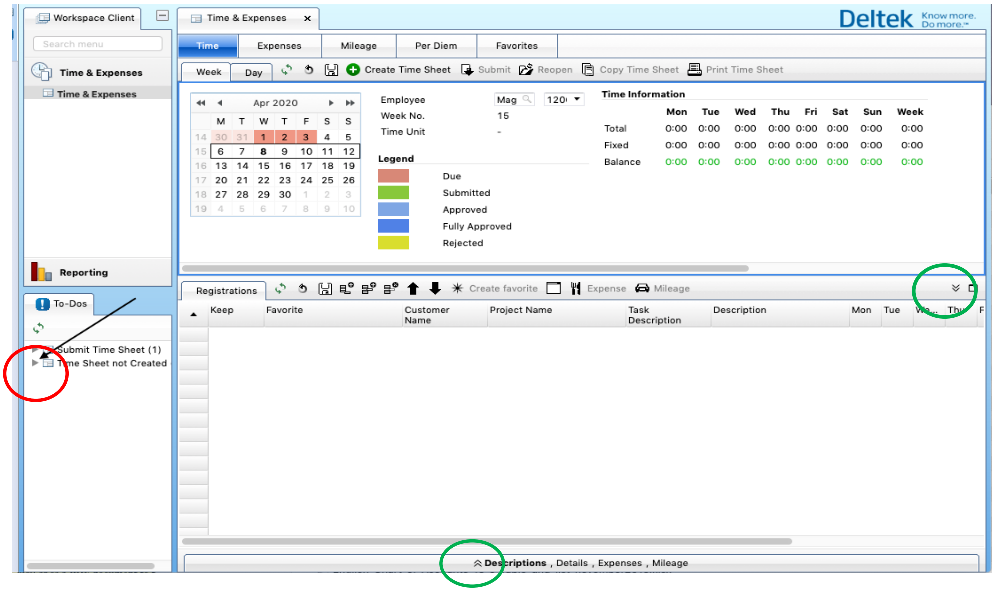
When you log in, the default window should be Time & Expenses. If not, double-click on "Time & Expenses" in the left column. See picture 2.

Picture 2



This view will appear. See picture 3.

Picture 3



The view contains a calendar marked with different colours depending on the status of the week.

The colours in the calendar, under Legend, indicate the following:

- No colour = Not delivered/completed week, however not overdue
- Red = Due time sheet
- Green = Submitted week, but not approved
- Light Blue = Submitted and approved
- Blue = Submitted and Fully Approved
- Yellow = Time sheet/time sheet line Rejected

Under the To-Dos in the column to the left, you will see time sheets that are not created or submitted.

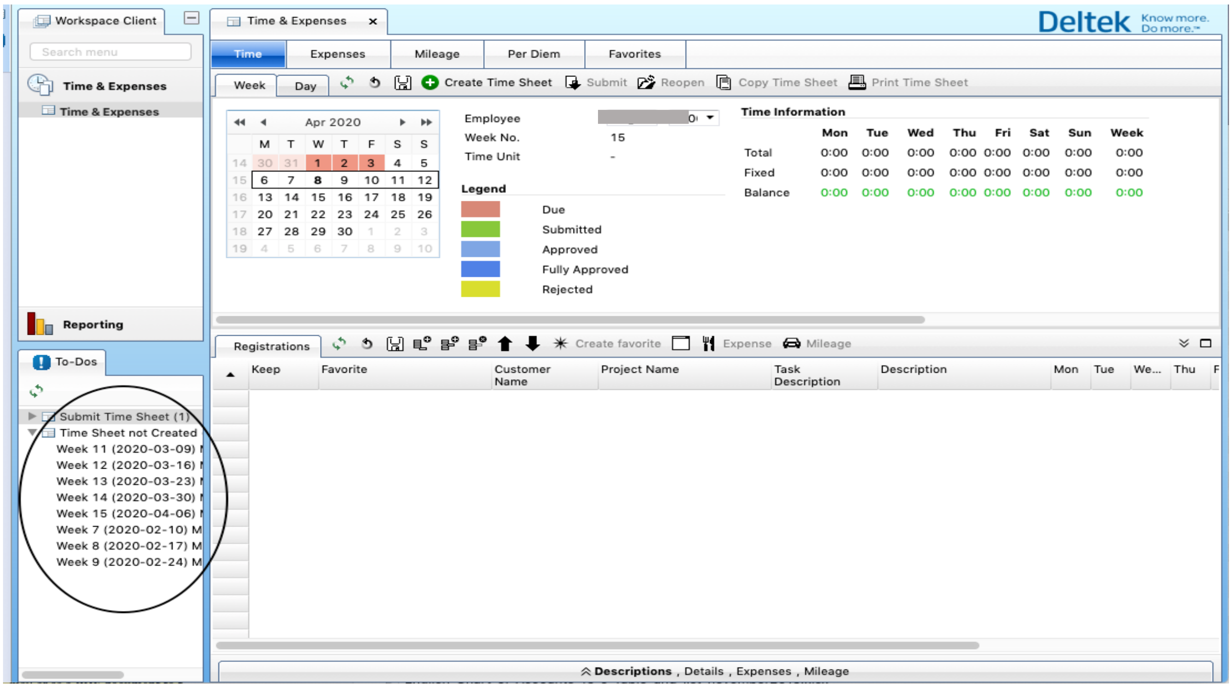
Tip! The list is automatically refreshed every 15 minutes. You can refresh the list manually by clicking on the arrows in the red circle. See picture 3.

Tip! By clicking on the arrows in the green circles you can open and close the different fields. See picture 3.

Double-click on the arrow next to “Time Sheet not Created”.

A dropdown menu will open showing the time sheets that are not created. See picture 4.

Picture 4

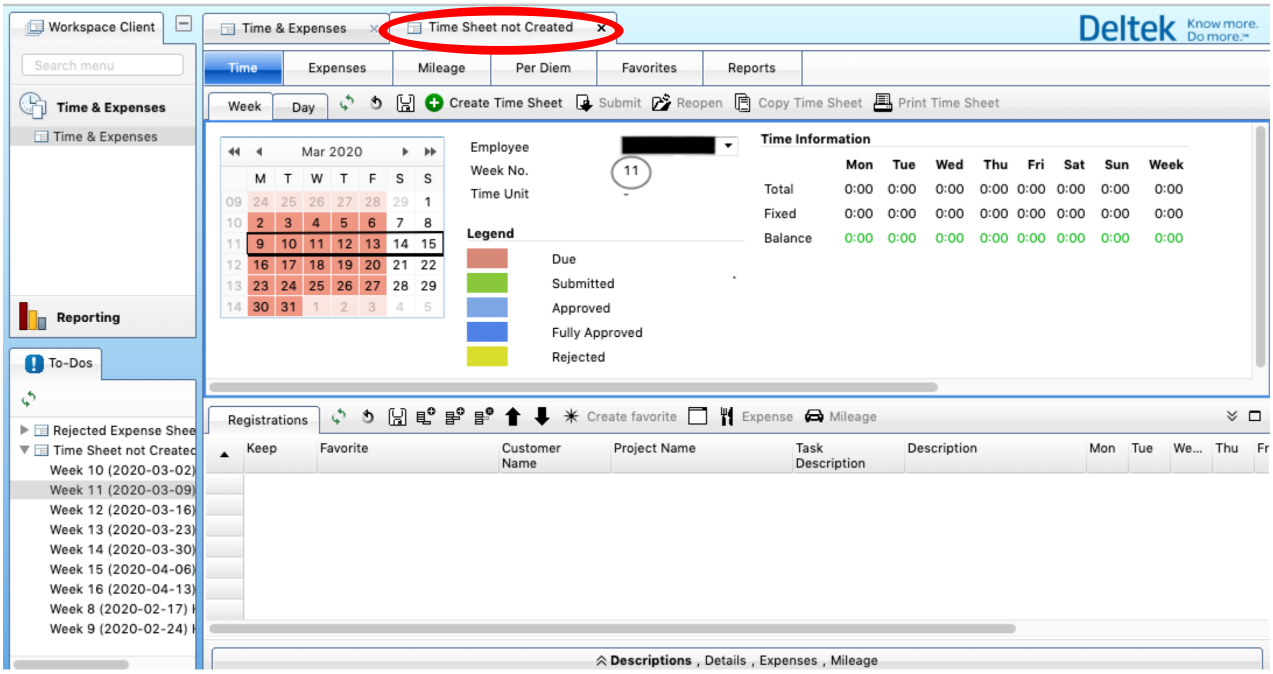


Double click on one of the weeks in the drop-down menu, in this example week 11. See picture 5.

This view will show up in another tab called *Time Sheet not Created* high lighting week 11.

See picture 5.

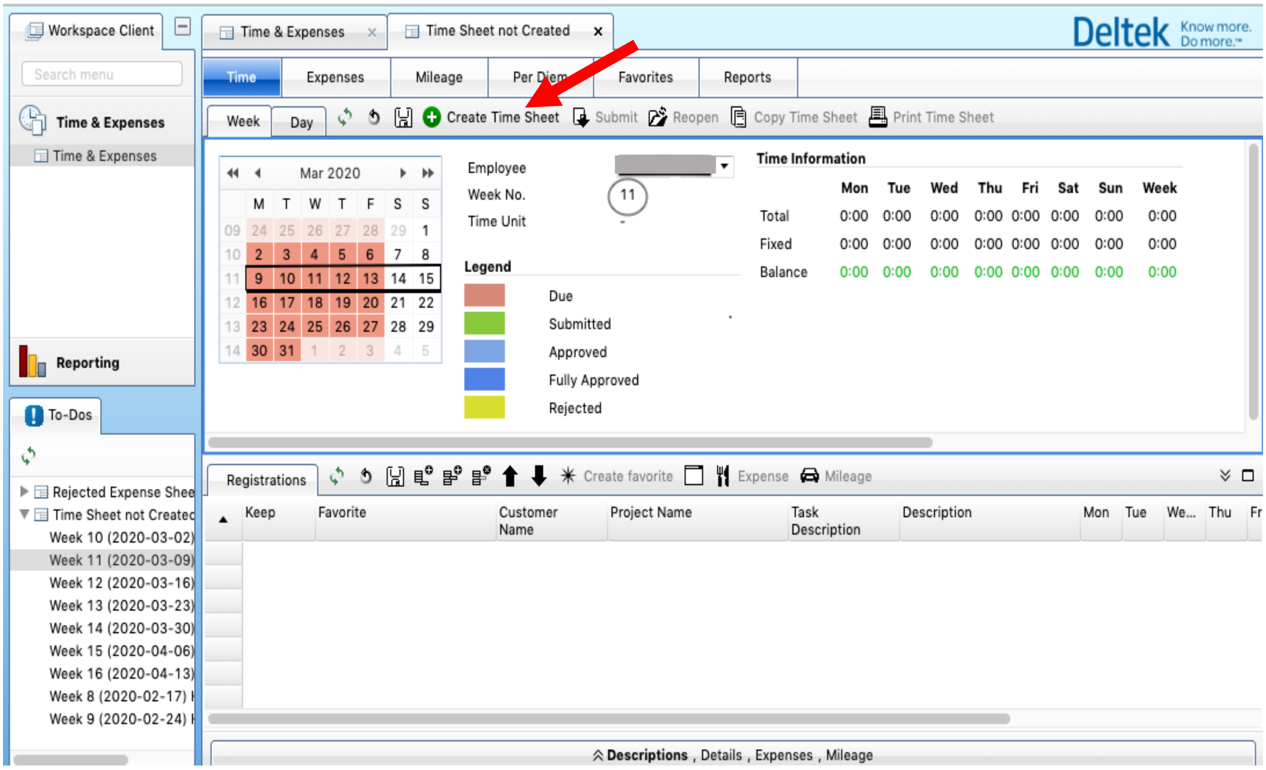
Picture 5



2. Create a time sheet

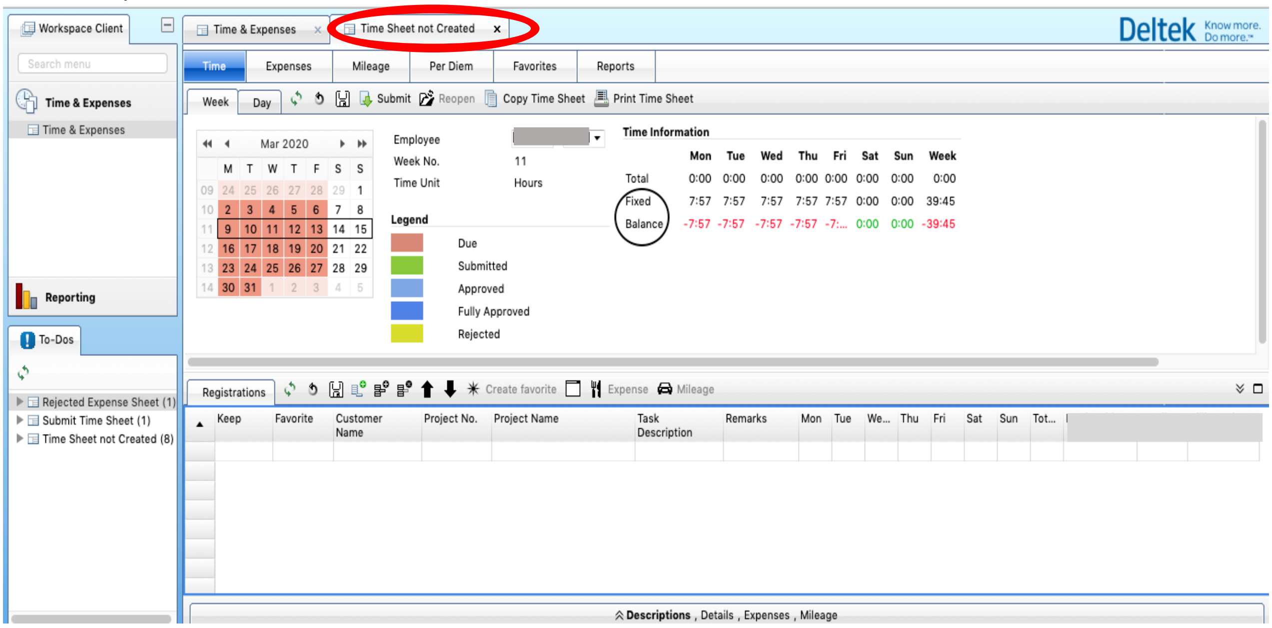
Now you can create a time sheet by clicking on Create Time Sheet. See picture 6.

Picture 6



See picture 7. The view will look like this.

Picture 7



- The numbers by *Fixed* is your working time per day 7:57 h (7 hours and 57 minutes) for that week. If there is a holiday during the actual week, there will be zero (0) hrs for the holiday. It is always zero (0) for Saturdays and Sundays.

  If you do not work fulltime, there will be other numbers instead of 7:57.

- The numbers by *Balance* should be zero (in green) when you are done reporting.

If there are no reminders under the To-Dos, just mark the week you are going to report. When marked there will be a black square around that week. See picture 6.

Click *Create Time Sheet*, and the time sheet will be created.

3. Report on a time sheet

3.1 Adjust the view

<u>Adjust columns</u>

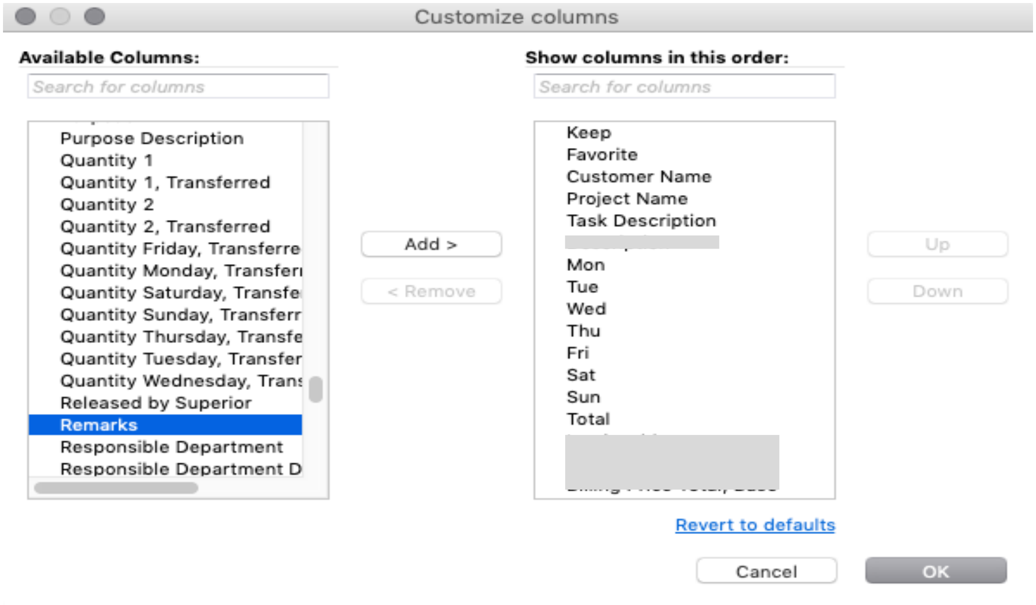
The columns you need to report - in the field *Registration* - are from left to right;
Keep
Favorite (if you wish)
Customer Name
Project No.
Project Name
Task
Task Description
Remarks
Mon
Tue
We
Thu

Fri
Sat
Sun
Total

You could also add a column for description for each day. See picture 10.

To add a column, place the cursor next to the text in any column and right click, click on *Customize Columns*. See picture 8.

Picture 8



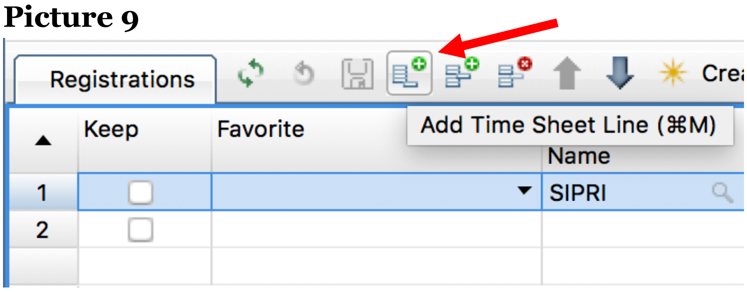
Example:
Mark Remarks. Click on Add.
Remarks will then move to the right column at the bottom of the column.
Drag it up and place it under *Task Description*.

Once this adjustment is done, the column will stay there for future time sheets.

To hide a column, place the cursor next to the text in the column you wish to hide. Click on *Hide column* and the column will disappear.

To add a new line, click "Add time sheet line". See picture 9.

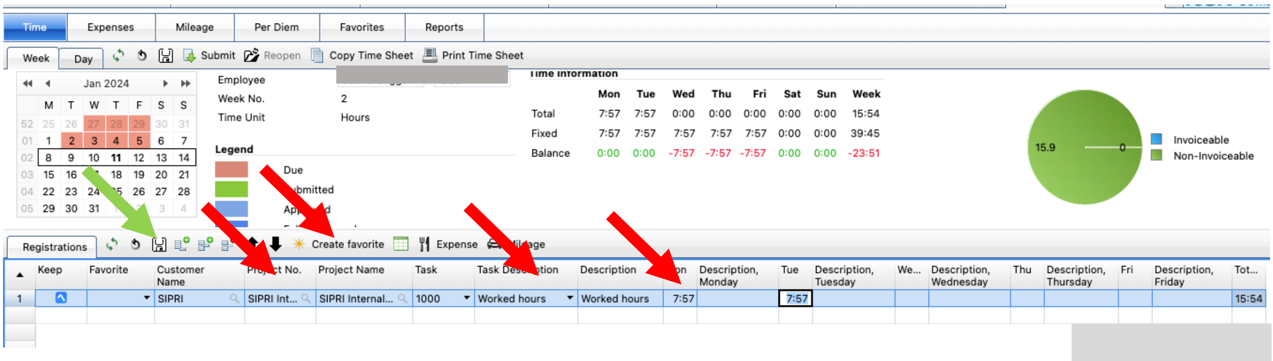
Picture 9



3.2 Report SIPRI Internal time

If you only have worked on SIPRI Internal time a week, with no absences and no work on a project you should fill out as follows.

Picture 10



1. On the first row in the field *Registrations,* in the column *Project No* type in *SIPRI Internal, and SIPRI internal time will show* (The fields *Customer Name* and *Project Name* will be filled out automatically). Press Save.

2. Under Task Description, press the arrow and choose *Worked Hours* from the menu. (The task number and description will show automatically.)

3. Fill out the number of worked hours under each day of this week which is *7:57*. Please note that you need to type 7:57, with the colon sign (:). Press Save.

4. To keep this project No for future time sheets, tick the box “Keep” in the first column of this line. If you as well would like to create a favorite, click *Create favorite*.

5. Press Save! Note that Balance now is zero (0) for each day. The time sheet is saved but not submitted.

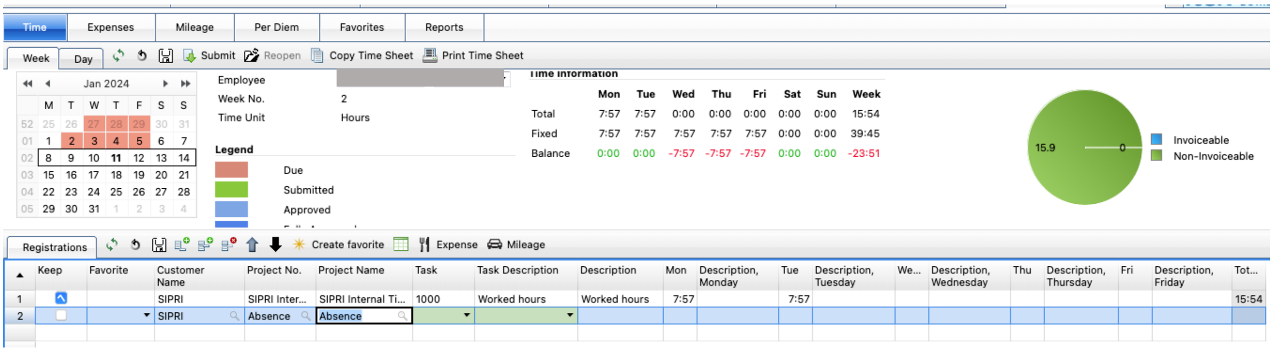
   Tip! You can still change your time sheet if you realize you have made a mistake somewhere. Make the changes and press Save again.

   Please proceed to part *4. Submit a time Sheet-*

3.3 Report SIPRI Internal time and Absence

The next view – Picture 11 - will show an example of reporting both SIPRI Internal Time (no time on projects) and Absence.

Picture 11

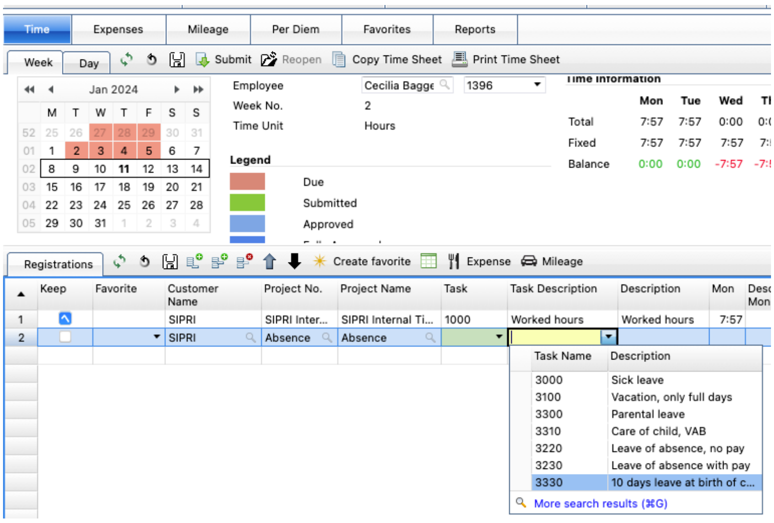


Absence

When you have an absence of any kind, create a new line and type *Absence* instead of *SIPRI Internal time* in the column Project No and a line with Absence will show up. Choose that.

In the column *Task Description*, click on the small arrow and you will see different types of absences. Choose appropriate absence. See picture 12.

Picture 12



Please note, that if you register *Care of Child, VAB* the column Description Monday etc., needs to be added, if not already there.

Type the name of the child there. See above for instructions on how to add columns.

Remember to press Save. The timesheet is not yet submitted, only saved.

When you have finished reporting time and absence, the Balance should be zero (0) (in green) for all days. (Like Saturday and Sunday.) See picture 11.

You can still change your time sheet if you realize that you have made a mistake somewhere. Make the changes and press Save again.

If you do not have any remaining time/absence to report, please proceed to part *4. Submit a Time Sheet.*

3.4 Report time on projects

You may already have reported SIPRI Internal time and/or absence on a time sheet and should finish by reporting on a project.

Instead of reporting on SIPRI Internal time you report on a project. The sum each day will still be 7:57.

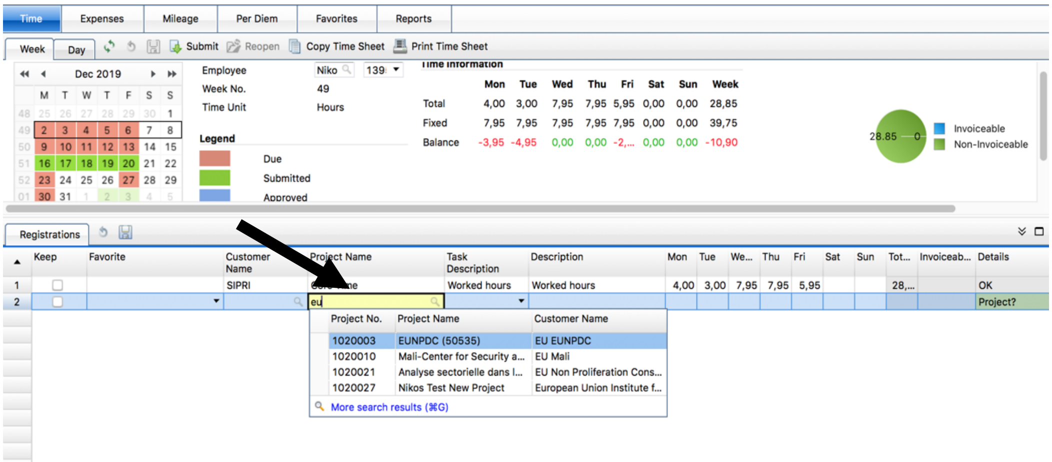
The procedure is the same as reporting SIPRI Internal time, but instead of SIPRI Internal time you choose the actual project that you have worked with.

1. Go to the column Project No and place the cursor on an empty line. (See picture 9 how to add lines.)

   Type the first letters of the project you want to report time on.

   Choose from the dropdown menu. See picture 13.

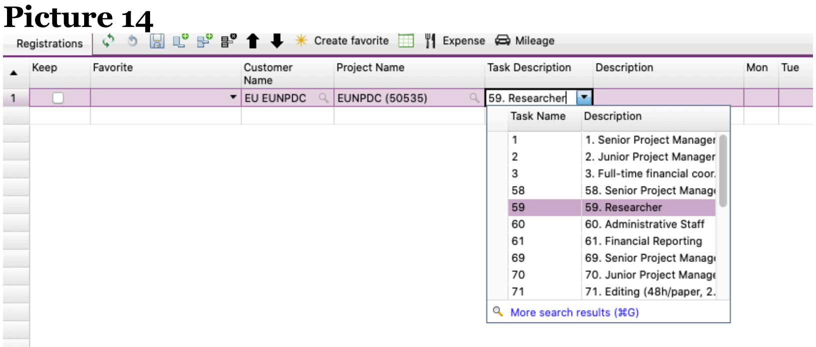
Picture 13



2. Go to the column Task Description and click on the small arrow.
   Choose from the menu the task you should use. See example in picture 14.

   <u>Please ask to the project manager/project controller if you are uncertain which task to choose.</u>

Picture 14

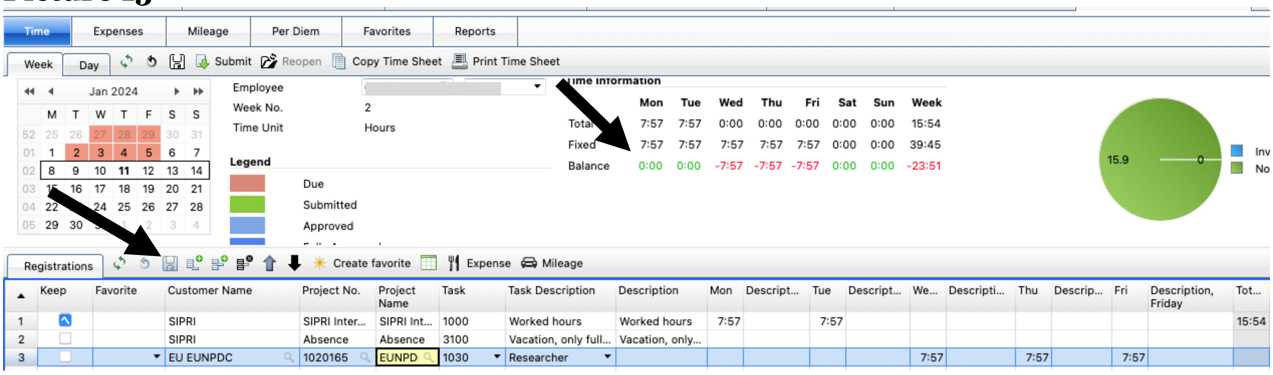


Tip! To keep the Project and Task for future registrations (for coming weeks), tick the box "Keep" in the first column of this line-

Attention! It is only possible to report time on <u>one task per line</u>. If you have several tasks to report, create more lines.

3. Fill out the number of worked hours per task and day of the week. See picture 15.

Picture 15



4. When you have reported your time, press Save.

5. The Balance should be zero (0) (in green) for each day.

6. The timesheet is not yet submitted but saved.

7. You can still make changes. Make the change and press save again.

If you do not have any remaining time to report, please proceed to part *4. Submit a Time Sheet*.

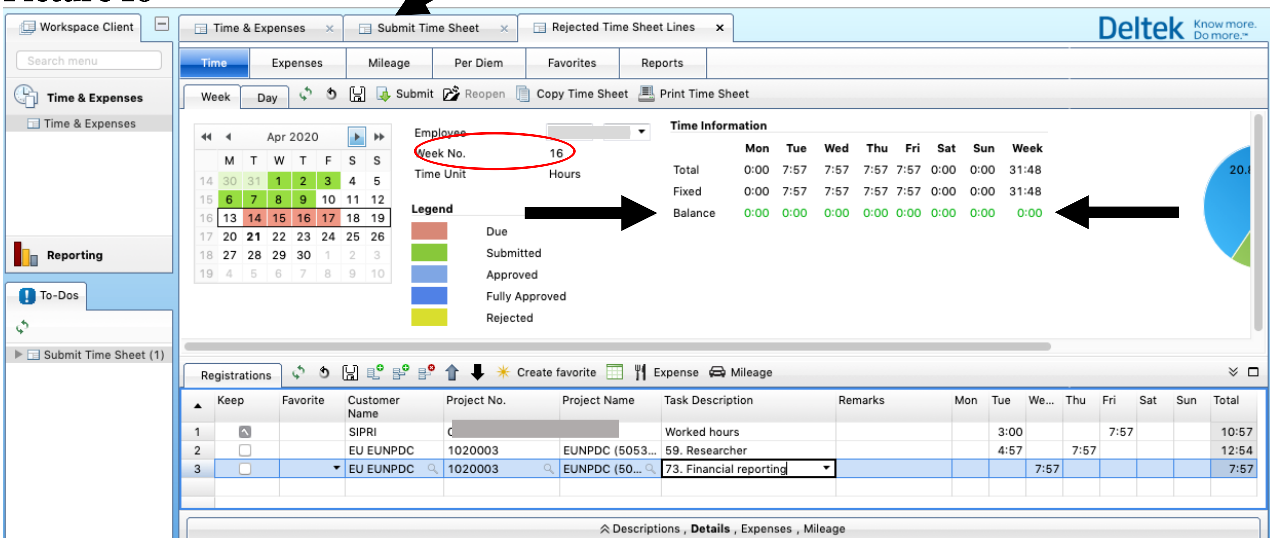
4. Submit a Time Sheet

After you have reported your time/absence, you need to submit the time sheet/s for approval.

1. Check that the balance for every working day of the week is 0. See picture 16.

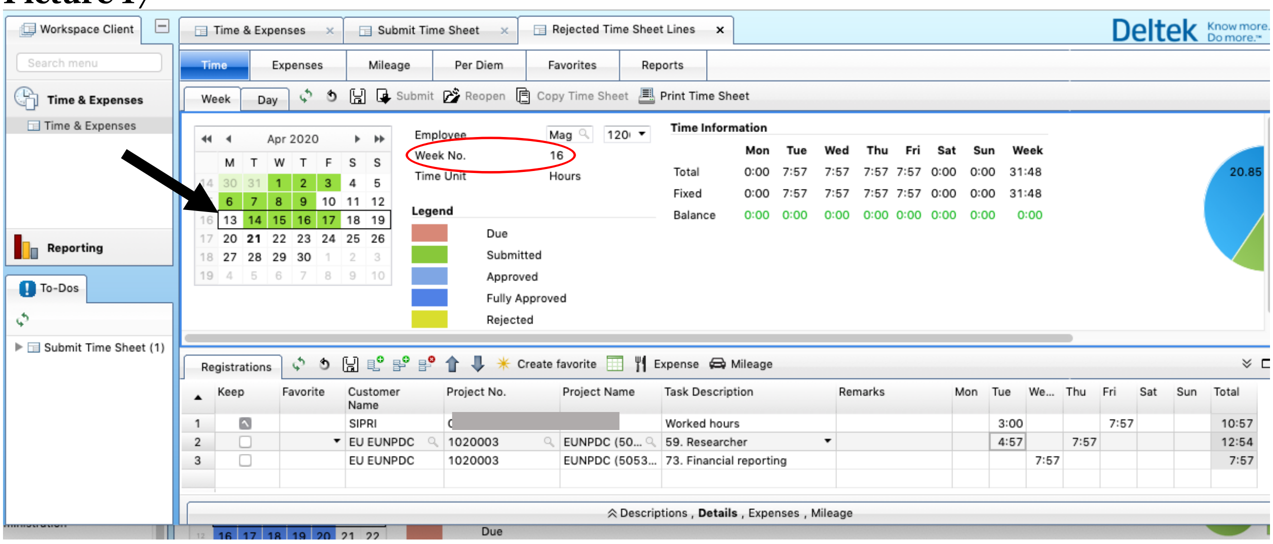
2. Press “Submit”!

Picture 16



When you have pressed submit for the reported week, it will turn green to confirm that you have submitted your hours! See picture 17.

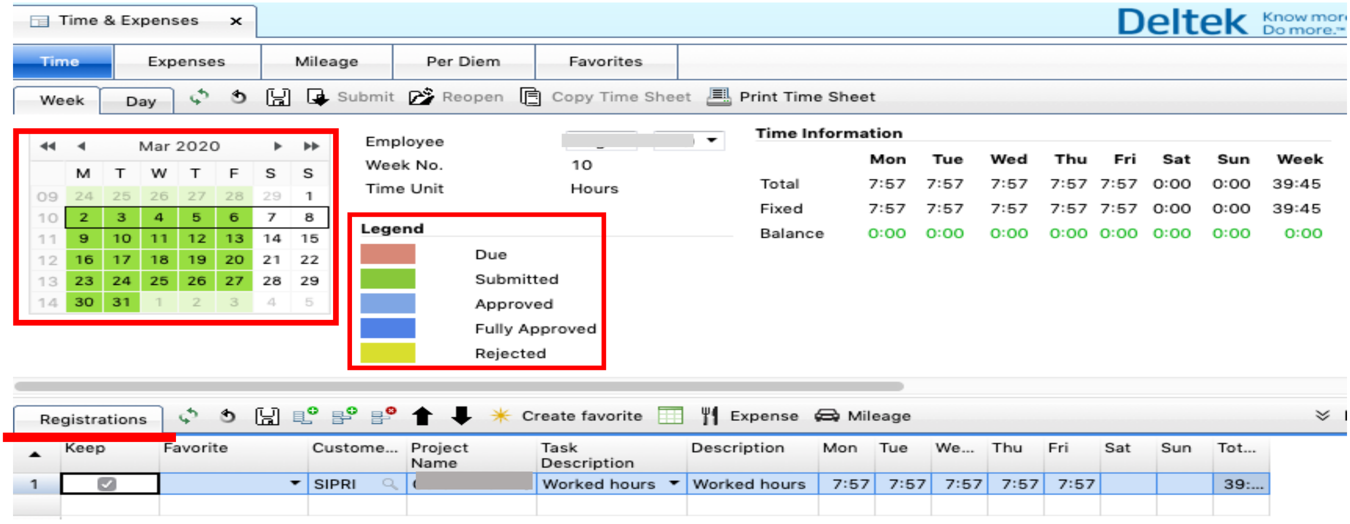
Picture 17



Your Time Sheet will move on to the person who is going to approve it.

All your time sheets are found in the calendar, with different colours depending on status. See picture 18.

Picture 18


Time & Expenses
Deltek
Know more Do more.
Time
Expenses
Mileage
Per Diem
Favorites
Week
Day
Submit
Reopen
Copy Time Sheet
Print Time Sheet
Mar 2020
Employee
Week No.
10
Time Unit
Hours
Legend
Due
Submitted
Approved
Fully Approved
Rejected
Time Information
Mon Tue Wed Thu Fri Sat Sun Week
Total 7:57 7:57 7:57 7:57 7:57 0:00 0:00 39:45
Fixed 7:57 7:57 7:57 7:57 7:57 0:00 0:00 39:45
Balance 0:00 0:00 0:00 0:00 0:00 0:00 0:00 0:00
Registrations
Create favorite
Expense
Mileage
Keep
Favorite
Custome...
Project Name
Task Description
Description
Mon Tue We... Thu Fri Sat Sun Tot...
SIPRI
Worked hours
Worked hours
7:57 7:57 7:57 7:57 7:57
39:...

5. Change a Submitted time sheet

5.1 Your own correction before approval

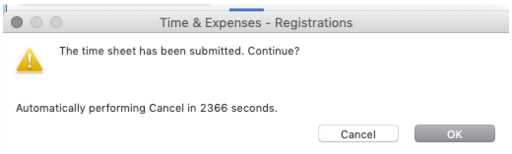
When you have submitted a time sheet and realize there is something wrong, you can change as long as it is green = Submitted.

To go back to a time sheet, search the particular week in the calendar and place the cursor on any date in that week. The week should be marked with a black square.

In the field *Registrations* you will see what you reported that week.

Make the changes.

This message will appear.



Click on OK, and the changes will be saved.

Click Submit again!

5.2 Your own correction after approval

When your Line Manager has approved the time sheet it will turn dark blue = Fully Approved.

If you need to make changes after the time sheet has been approved, you need to ask the person who approved it (your Line manager) to *Reopen* the line/s that are incorrect for the actual week.

The week will be green again in your calendar. Make the corrections, press *Save* and *Submit*.

If your Line manager cannot do that, please contact the Maconomy support.

5.3 Rejected Time Sheets/Rejected Time Sheet Lines

If a time sheet line for some reason is reject by your line manager, the week/line will appear in the left column under To-Dos, under the line *Rejected Time Sheets*. See picture 19.

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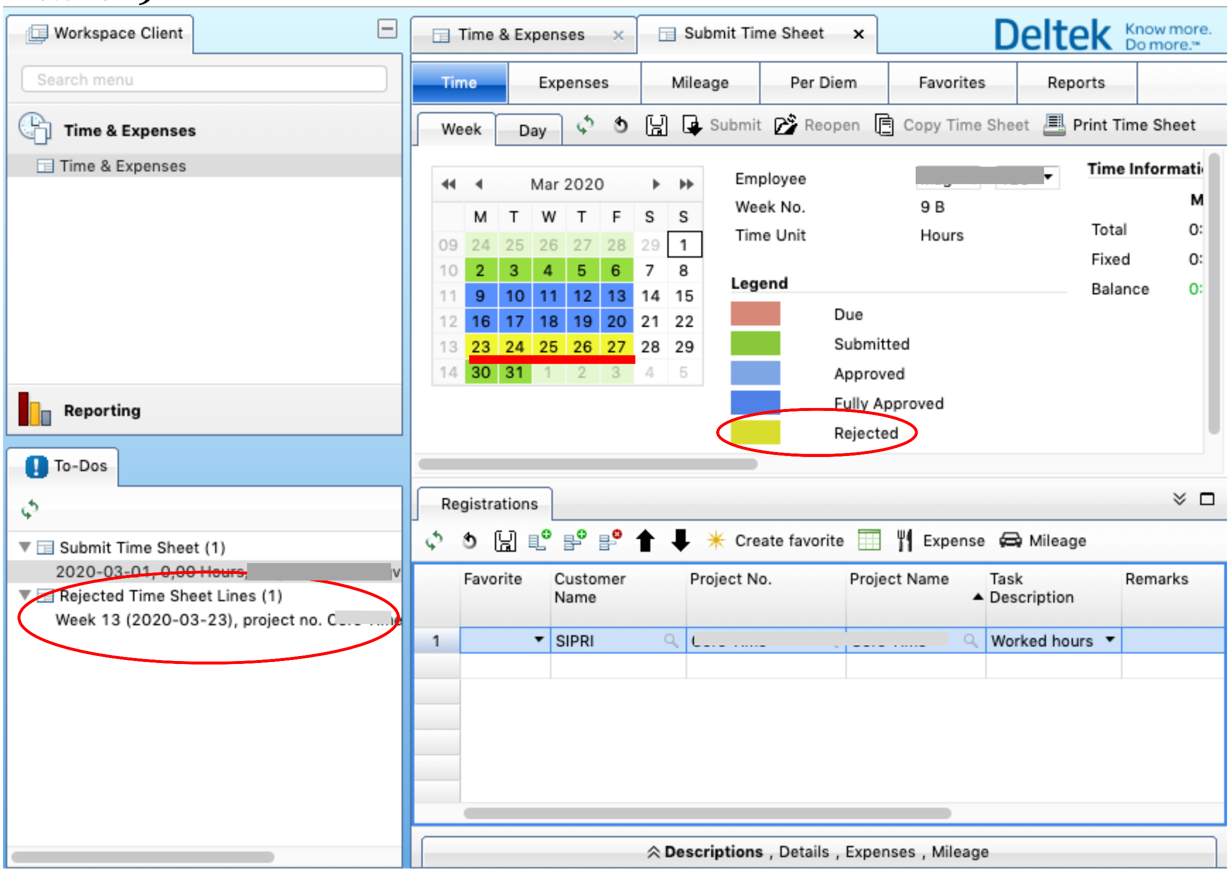
Picture 19



Double click on *Rejected Time Sheet Lines* to see the time sheet line that needs correction.

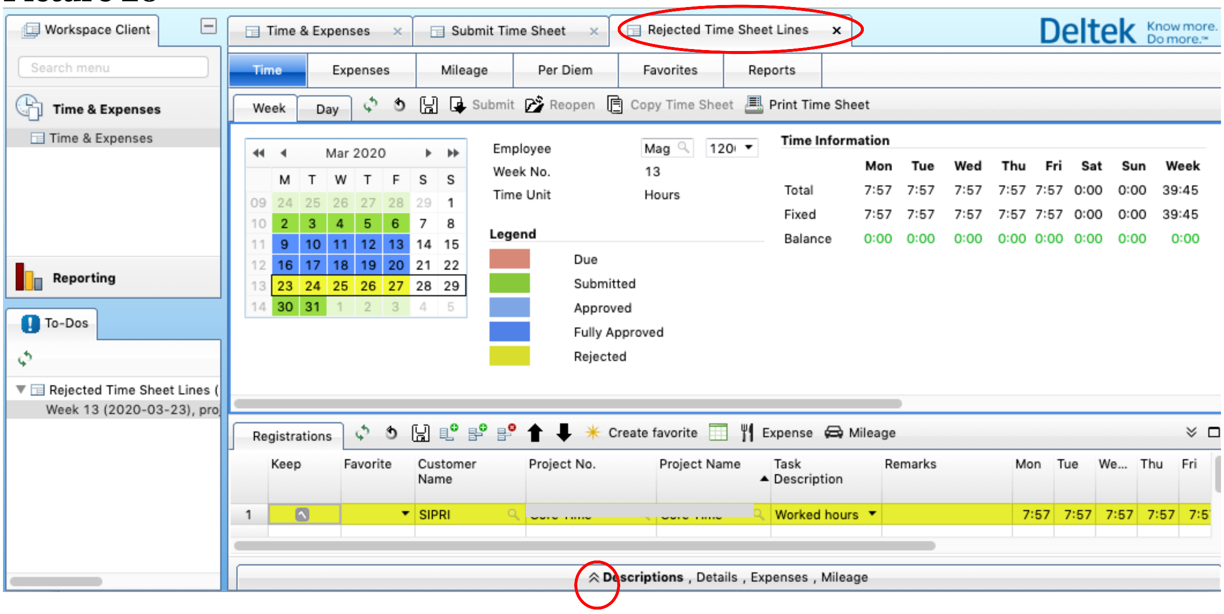
When you click on a Rejected Time Sheet Line it will open in a new tab called *Rejected Time Sheet Lines. See picture 20.*

The line under the tab *Registrations* to be corrected is yellow.

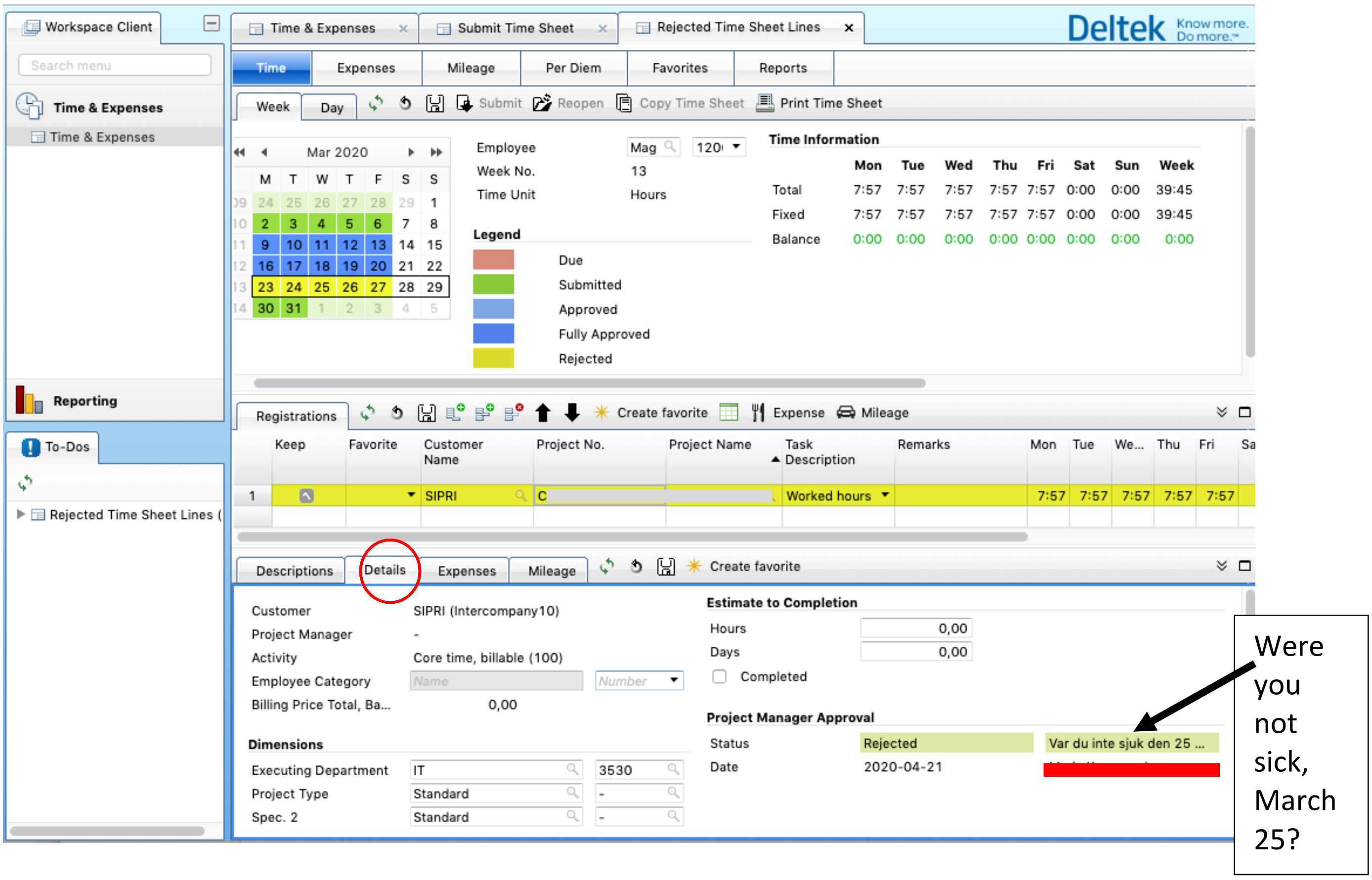
Click on the arrow by Descriptions to open the field and then click on the tab Details.
There you will have more information about the why the line was rejected. See picture 21.

Double click on one line at a time (if several) to make the corrections.

Picture 20



Picture 21



See picture 22.

In this example, change March 25 to zero (0) hours on the line for SIPRI Internal time.

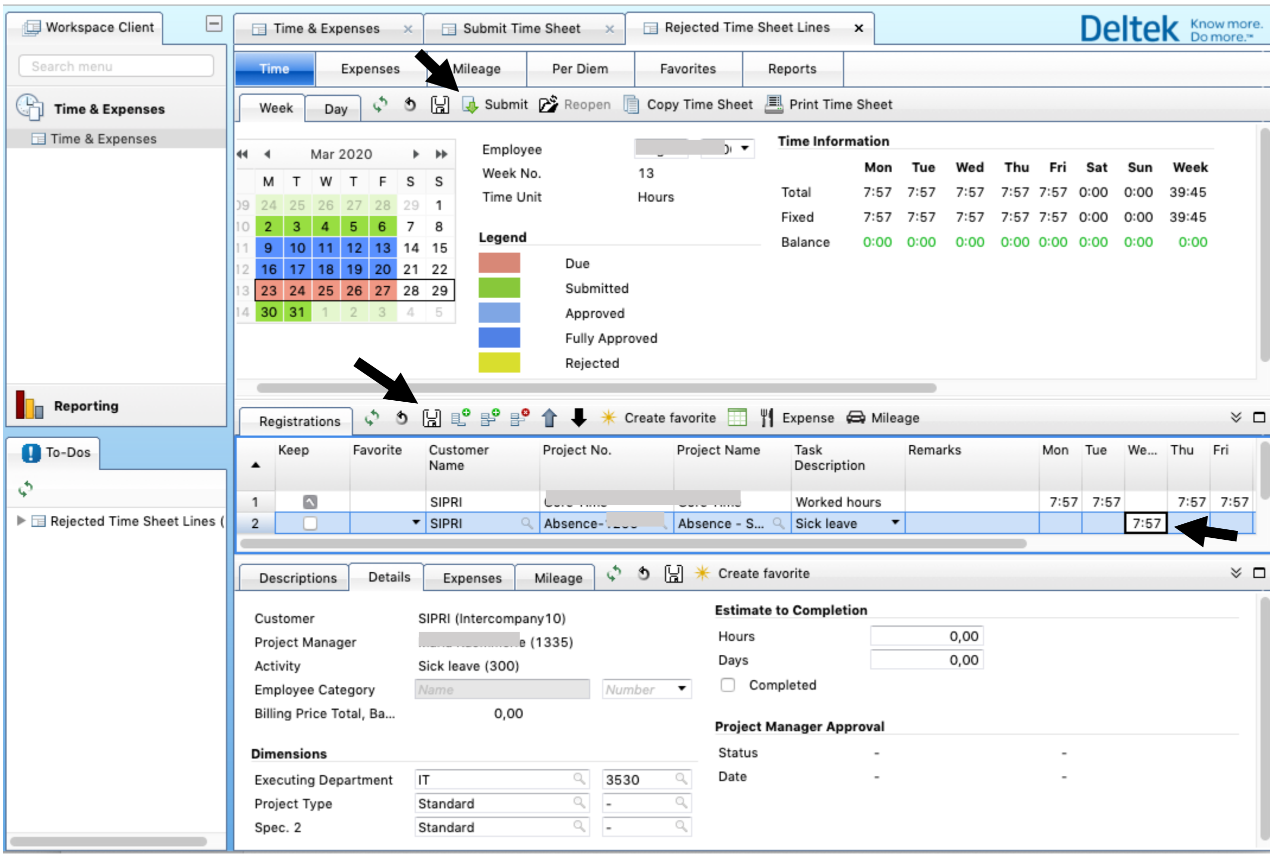
Then add a new line and choose Absence in the column Project No. and fill out the rest of the line according to previous instructions.

Press Save.

Press Submit and the week will turn green again = Submitted.

The time sheet will go to your Line Manager again for approval.

Picture 22



6. Pay Slips

Pay Slips are to be found in the Agda system. See separate instructions that are sent out to all new employees.

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Good Luck!