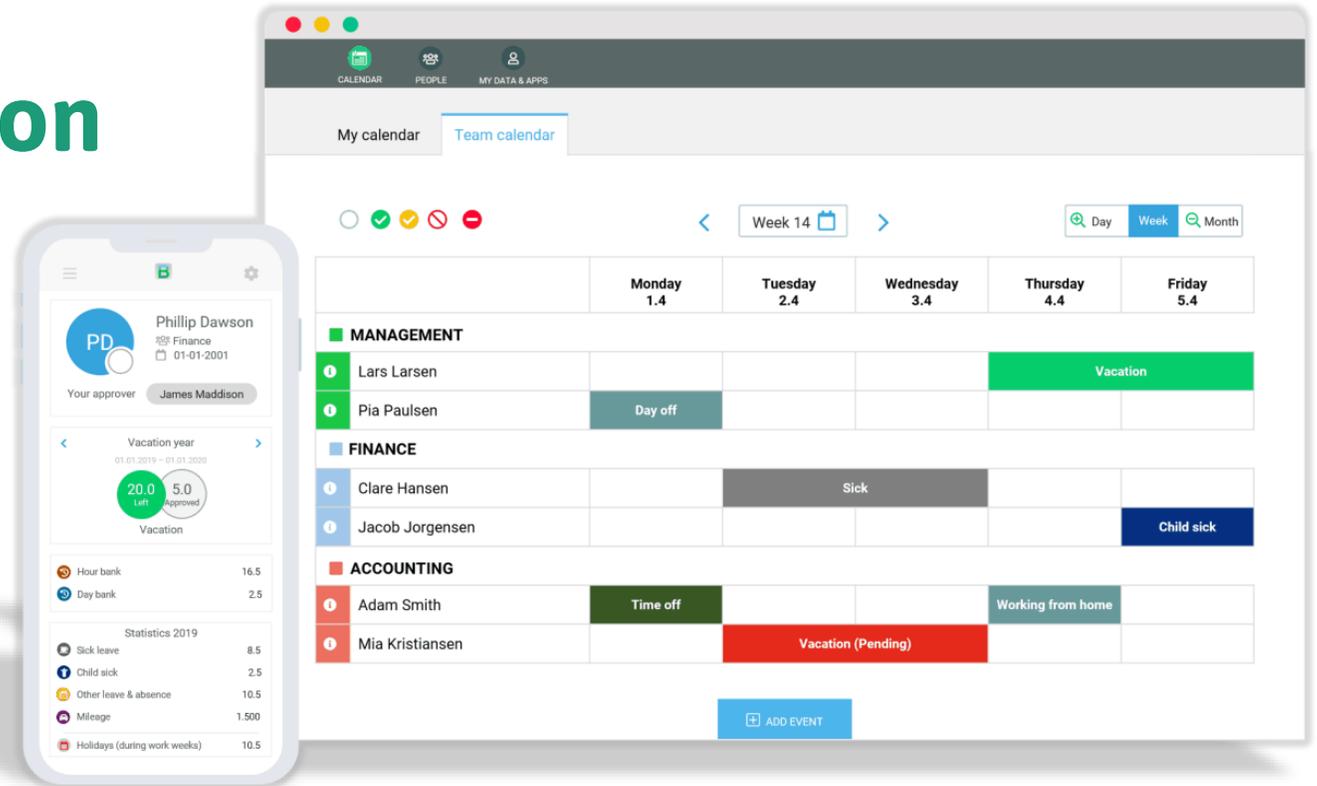


# Bitabiz – Time registration

Bitabiz makes it simple and easy to register time and absence. Our time registration platform can be set up to meet many different needs and approaches.



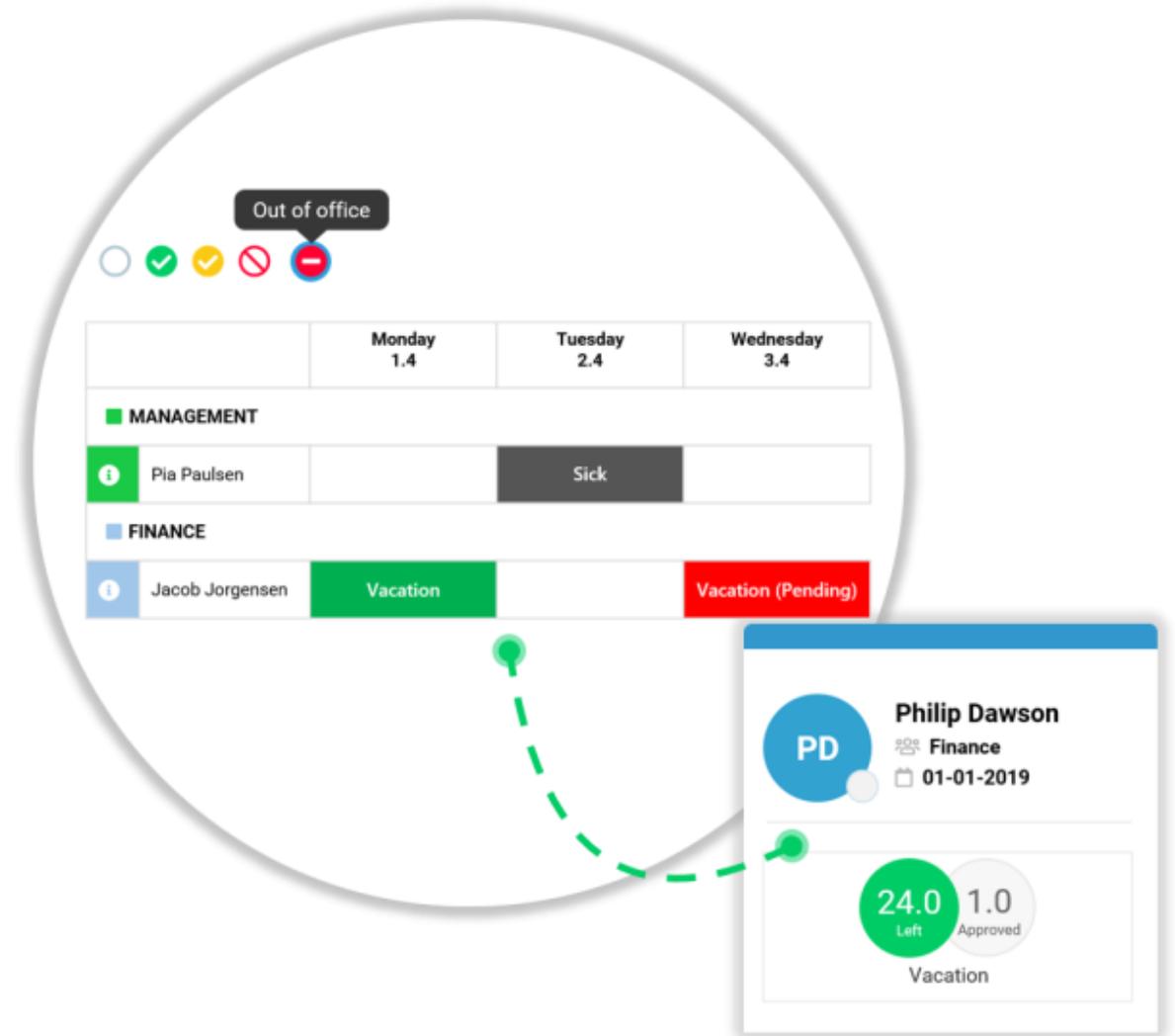
## Leave and absence

### Vacation planning

Avoid getting vacation requests verbally or via e-mail. Achieve that staff gets a total view of the vacation plan. Which colleges have booked a vacation and which vacation is approved.

With Bitabiz, administrative follow-up and post-registration of holidays are reduced. Bitabiz ensures that all vacation days are planned and registered in one workflow.

Approved holidays are automatically updated for your system.

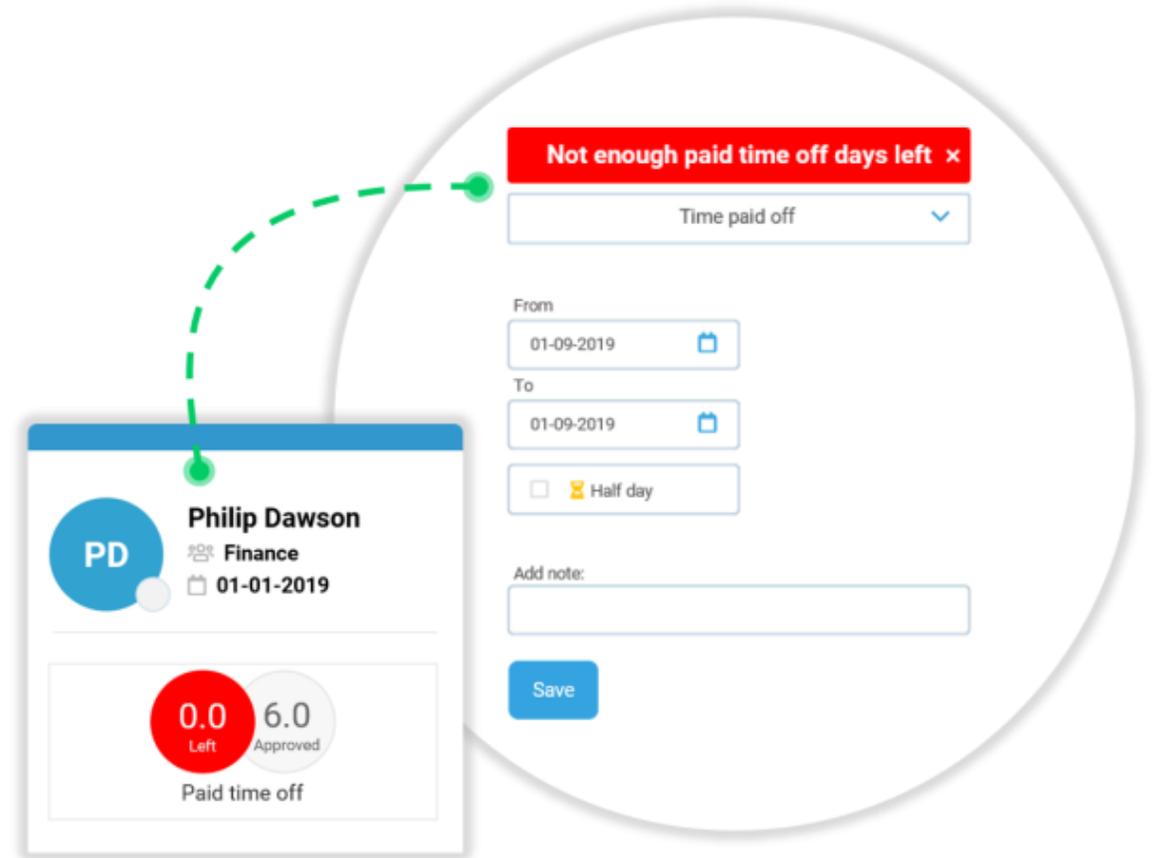


## Leave and absence

### Paid time off

With Bitabiz, companies can create extra counters for paid time off or extra vacation days.

Customize and select the earning principles and choose whether employees should register for days or days and hours.



The screenshot displays the Bitabiz interface for managing paid time off. On the left, an employee profile card for Philip Dawson (Finance, ID: 01-01-2019) shows 0.0 days left and 6.0 days approved. On the right, a request form is shown with a red error message: "Not enough paid time off days left x". The form includes a dropdown menu for "Time paid off", date pickers for "From" and "To" (both set to 01-09-2019), a checkbox for "Half day", an "Add note:" field, and a "Save" button. A dashed green line connects the error message to the employee's profile card.

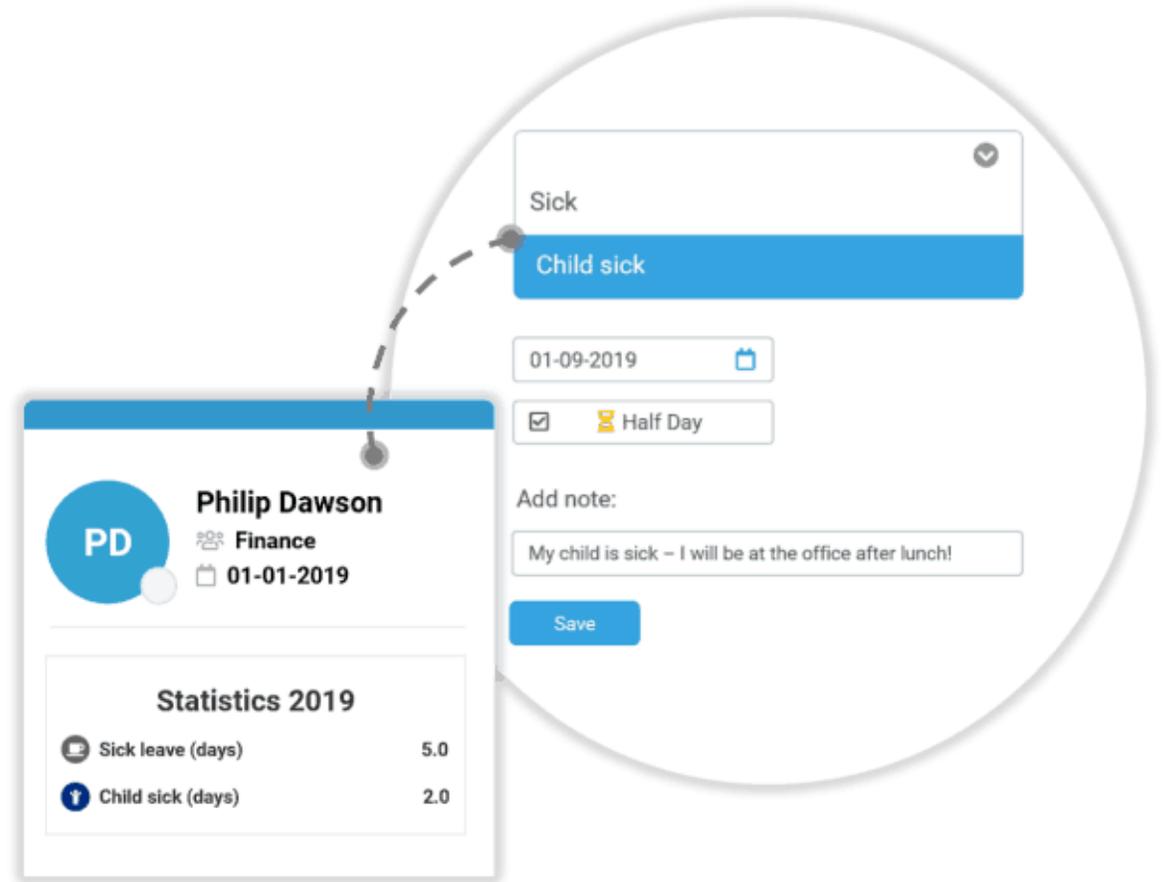
## Leave and absence

### Sick leave management

It can be difficult for teams and organizations to get a clear overview of sick leave management. Often managers and/or employees do not know how many sick days they have had.

Employees report a sick day via SMS (+33%) to a colleague or the manager. Or via e-mail or a phone call. It can be a hassle just to get sick leave registered and communicated in the organization.

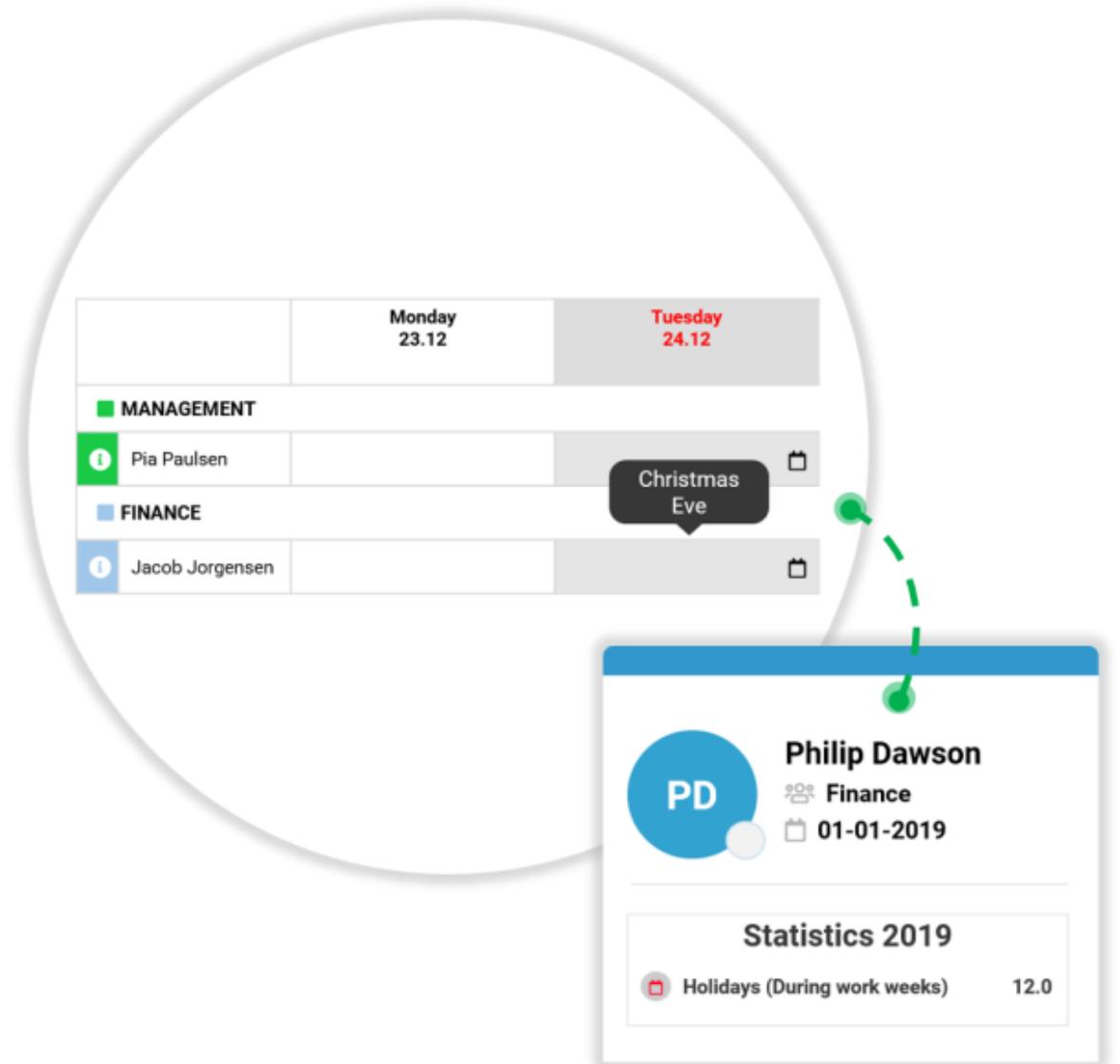
Bitabiz creates focus, transparency and improved communication while improving administrative productivity.



## Leave and absence

### **Holidays**

Bitabiz will automatically book official holidays to the employee's calendar. Official holidays are covered through different employee groups and countries. Holidays that cross public holidays are not counted.



	Monday 23.12	Tuesday 24.12
<b>MANAGEMENT</b>		
 Pia Paulsen		Christmas Eve 
<b>FINANCE</b>		
 Jacob Jorgensen		

 **Philip Dawson**  
 Finance  
 01-01-2019

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**Statistics 2019**

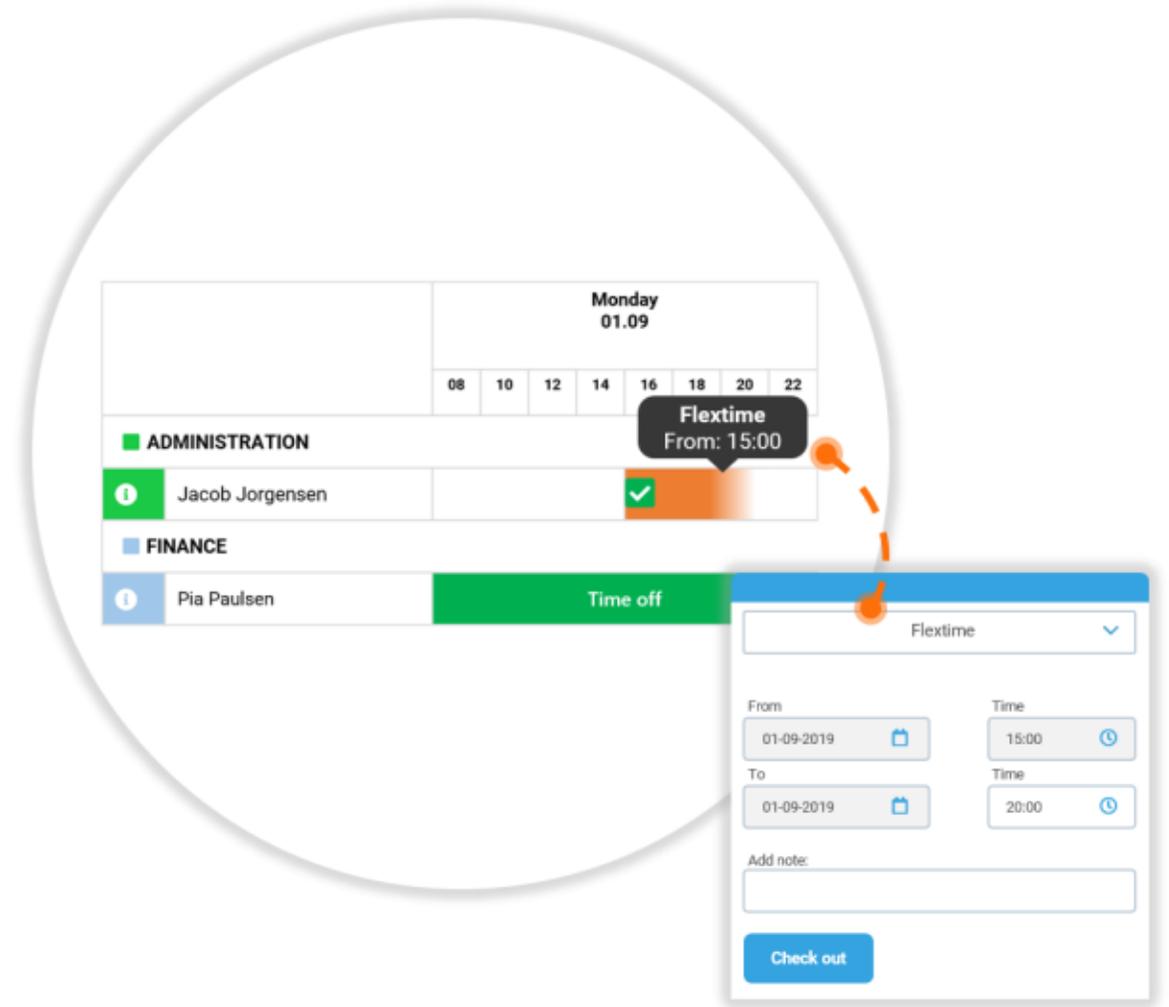
 Holidays (During work weeks)	12.0
--	------

## Hour bank

# 🕒 Daily work hour management

Does your company need to register their working hours every day with start and end time? With Bitabiz you can manage work hours connected to an hour bank that accumulate plus and minus hours.

Employees check-in and out each day. The team calendar shows who is in and who is out. Every deviation from the daily norm is updated to the hour bank as plus or minus time. Accumulated hours can be spent on time off requests or can be paid out.



**Hour bank****🕒 Time off management**

With Bitabiz, your company gets an effective tool for managing time off. Both the manager and employees get an overview of earned hours that can be spent. Approved off hours are automatically deducted from the hourly bank and the employee is automatically booked as absent.

Time Off

From: 01-09-2019

To: 01-09-2019

Time: 12:00

Time: 16:00

Whole day

Add note:

Save

**Philip Dawson**  
Finance  
01-01-2019

**Hour Bank** 10 Hours

## Hour bank

# 🕒 Overtime management

Does your company offer registration of overtime for all or selected employee groups? Whether overtime is accumulated in an hour bank for later time off requests or paid out or your company have different rules depending on type of overtime. You will be able to set up your overtime policies in Bitabiz.

The screenshot displays the Bitabiz interface for overtime management. On the left, a profile card for Philip Dawson (Finance, 01-01-2019) shows an 'Hour Bank' of 8 Hours. A dashed line connects this 'Hour Bank' to a dropdown menu on the right. The dropdown menu is titled 'Overtime' and has a 'Select jobcode' section. The options listed are: 'Hour bank - week days (1:1)', 'Hour bank - weekend (1:2)' (which is highlighted in blue), 'Payment - week days', 'Payment - weekend', and 'Flex - payment + hour bank'.

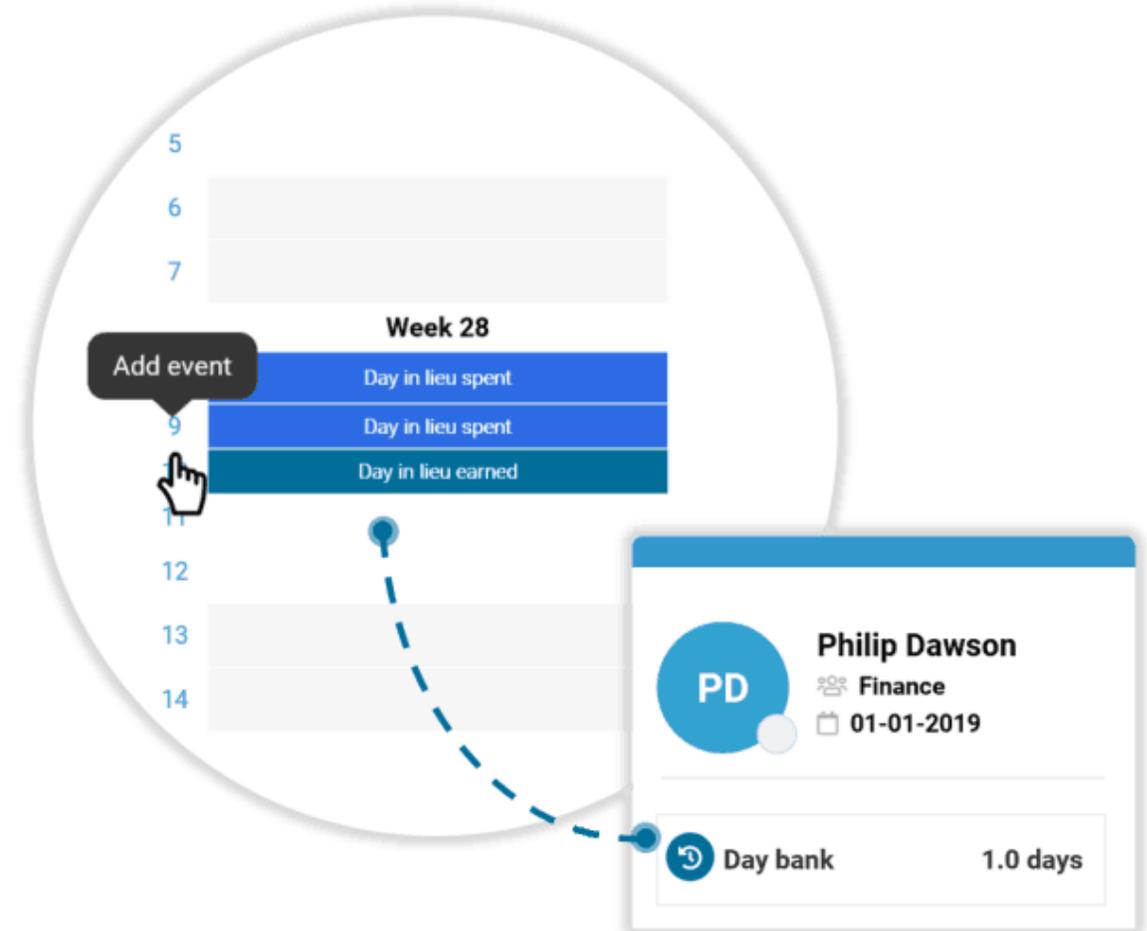
## Day bank

### 🔄 Custom earning

Does your company have activities that earn days off? For example, working during holidays or weekends can accumulate a day off?

Do your employees earn extra days off per month, quarter or year? For example, company-specific holidays or senior days?

Create a new counter that keeps track of earned and held days.



## Time registration

# 🕒 Payroll hours

Setup time registrations with or without managers' digital approval. Design policies such as self-paid breaks should automatically be deducted from payroll hours. Get a clear overview of what activities payroll hours are being spent on.

When payroll hours are transferred to the payroll system, they are marked as paid in Bitabiz and locked.

The screenshot displays the Bitabiz Time registration interface. At the top, there is a dropdown menu labeled "Time registration". Below this, the form includes fields for "From" (15-10-2019) and "To" (15-10-2019), both with calendar icons. There are also "Time" fields for start (8:00) and end (13:00) times, each with a clock icon. A "Recurring event" checkbox is present and unchecked. Below the form, two break entries are listed: "Break: 10:20 - 10:40" with a "20 min" duration, and "Break: 12:00 - 12:30" with a "30 min" duration. A dashed yellow line connects the 12:00-12:30 break entry to a "Show event" modal window. The modal window displays the event details for Philip Dawson, including the date and time range (01.07.19 09:00 - 01.07.19 16:00), the breaks, the creator (Philip Dawson), and the status (Approved by James Maddison). A green-bordered box at the bottom of the modal states: "This event is payroll processed and cannot be deleted."

## Time registration

### 🕒 Project hours

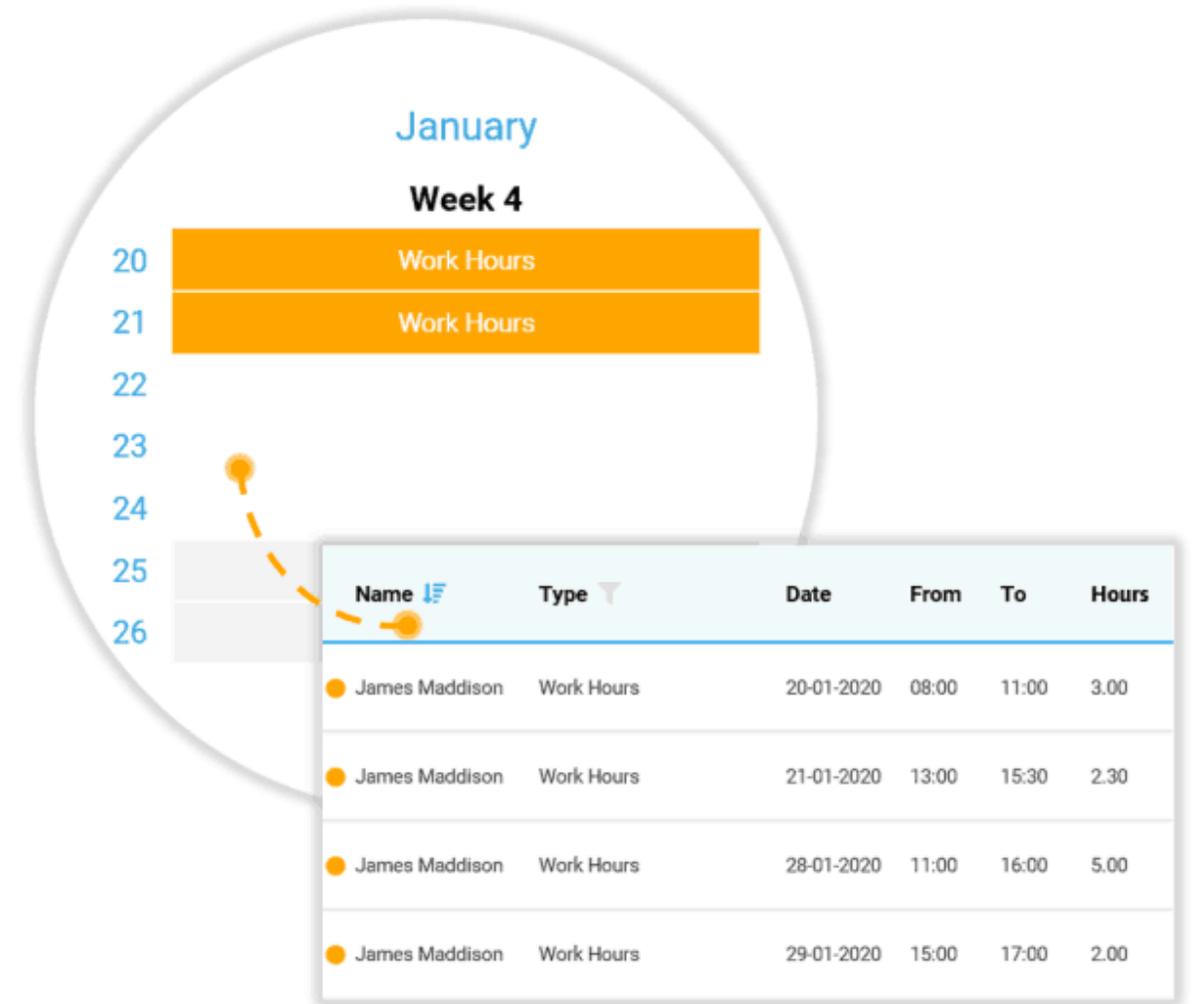
Create your project activities as job codes, customize them if necessary to departments. Employees are now ready to register their hours.

The hours can be visualized in Excel reports that are automatically updated in real time.



**Time registration****🕒 Work hours**

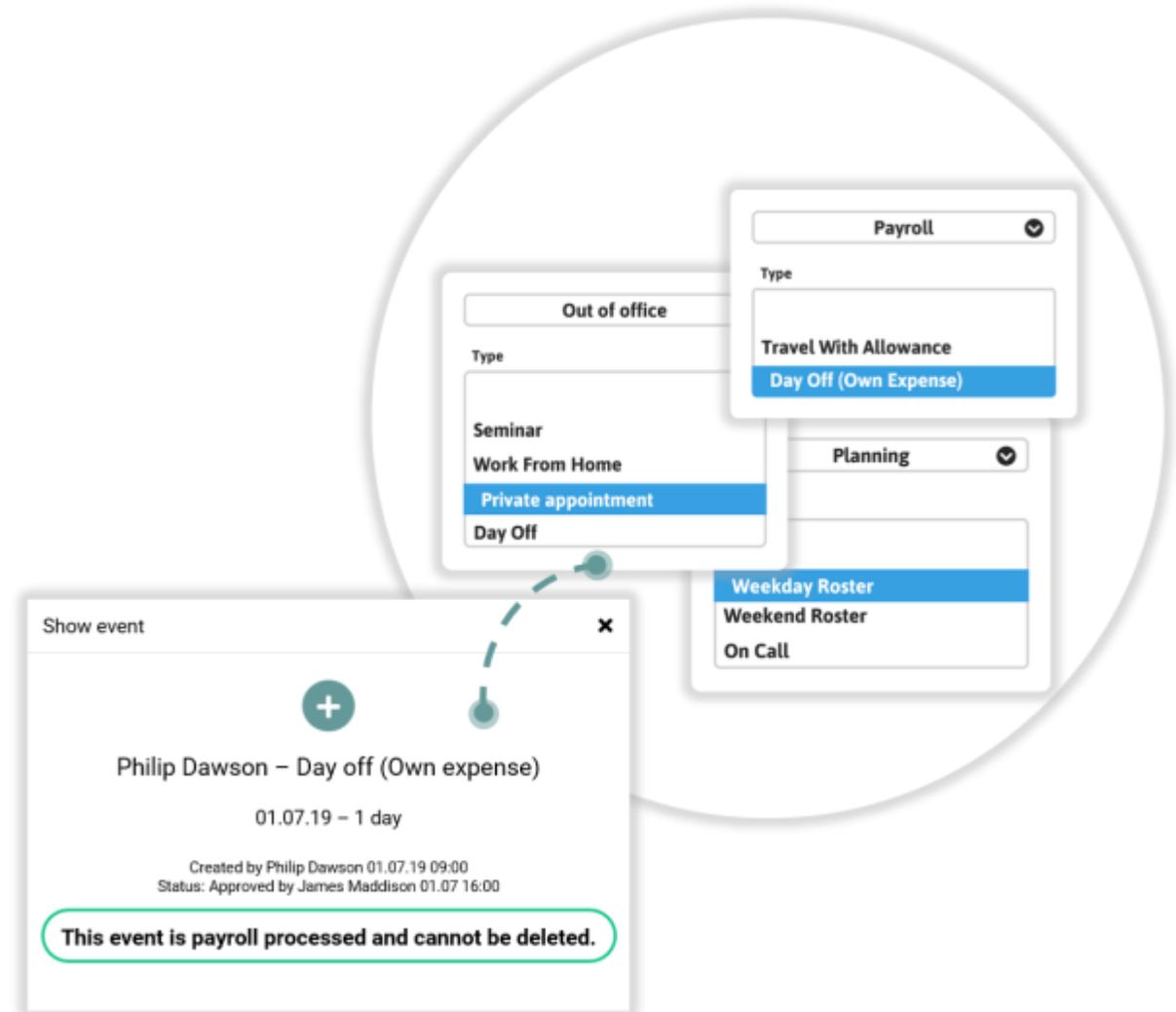
With BitabIZ, employees get a tool to register and manage their time. BitabIZ offer an easy to use time registration tool allowing employees to register their time for clarification and documentation.



## Time registration

# + Time registrations with presence status

Different companies need different events – flexibility and customization are key. With BitaBIZ, companies can create and customize any event types. Whether it is payroll events, Out of Office events or planning events.



## Contact **BitaBIZ?**

**Write or call us if you have a question!**

Our phones are open between  
9-16 on weekdays (GMT +1).

**Telephone:** +45 71 9955 32

**E-mail:** [bitabiz@bitabiz.com](mailto:bitabiz@bitabiz.com)

## Try **BitaBIZ?**

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focus from administration to focus on  
planning and communication.

[Get Started](#)