

# Time recording in HR Expert

If time recording is to be used, "Activate time recording" can be checked and the necessary fields are activated.

Fieldname	Fieldtyp	Description
Start of time recording	Date field	Date field with date selector, no time postings can take place before this date field.
Ta-iD	System field	Is automatically assigned by the system after saving.
Weekly programm	Dropdown	Mandatory field, a configurable selection list is stored
Part-time (%)	Text box	Mandatory field to reduce from 100% (full working time) if necessary

After saving, fields matching this information will appear, which can also be edited.

The screenshot displays the 'Person' profile for Wayne John in the 'webdesk hr expert' system. The 'Zeiterfassung aktivieren' (Activate time recording) section is active, showing the 'TA-ID' as 34 and the start date as 29.02.2017. The 'Wochenprogramm' (Weekly program) is set to '1 - Glz/38,3' and 'Teilzeit (%)' (Part-time) is set to 100. The interface includes a navigation menu with tabs for Stammdaten, Paswort, Kontakinfos, Zeiterfassung, Organisation, Qualifikationen, Beschäftigung, Aufgaben, Entwicklung, Finanzen, Bildung, Familie, and Dokumente. A sidebar on the right contains 'KOMMENTARE (0)' and 'BENÜTZER'.