

Using Mine Apps PC:

A quick overview of our App and how to track your working hours.

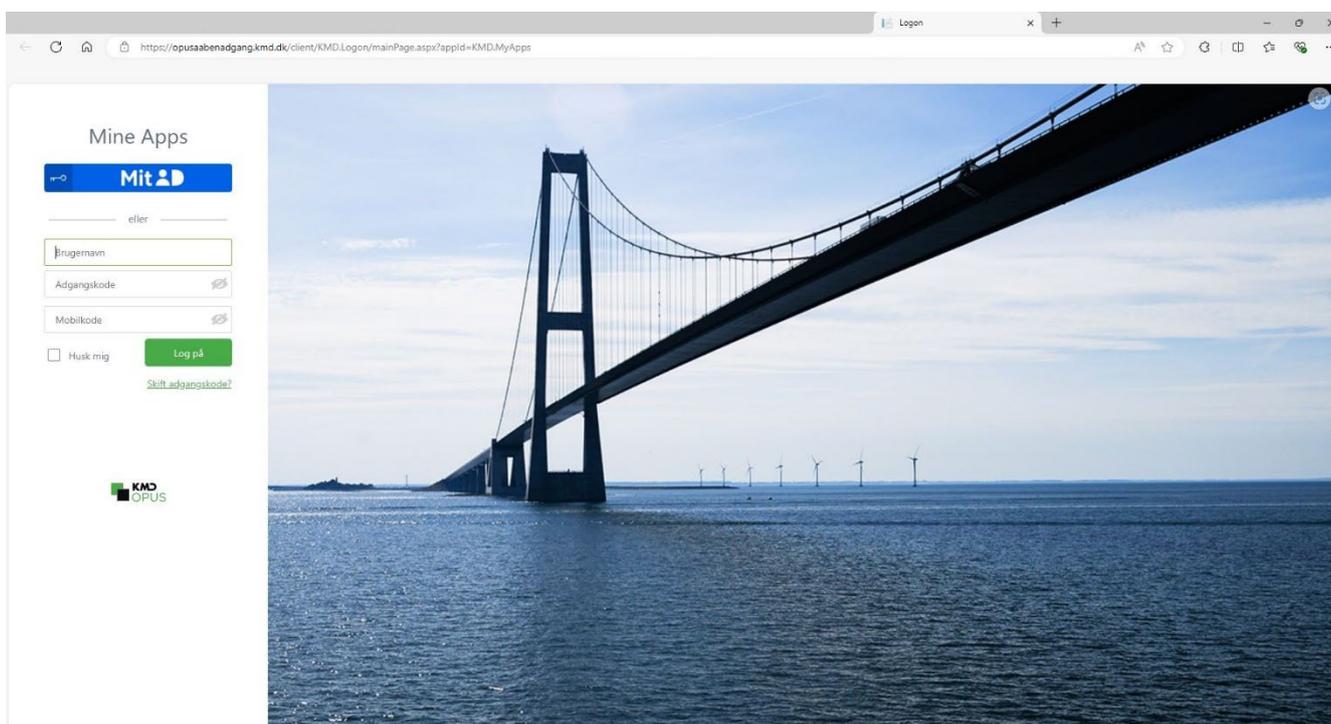
The Mine Apps app is a simple and convenient way to track your working hours and keep track of your hours. In this guide, I'll go over how to use our app on PC so you get the most out of it. You can use the app to register your work with start and end dates and additional hours.

Guide

Let's start with

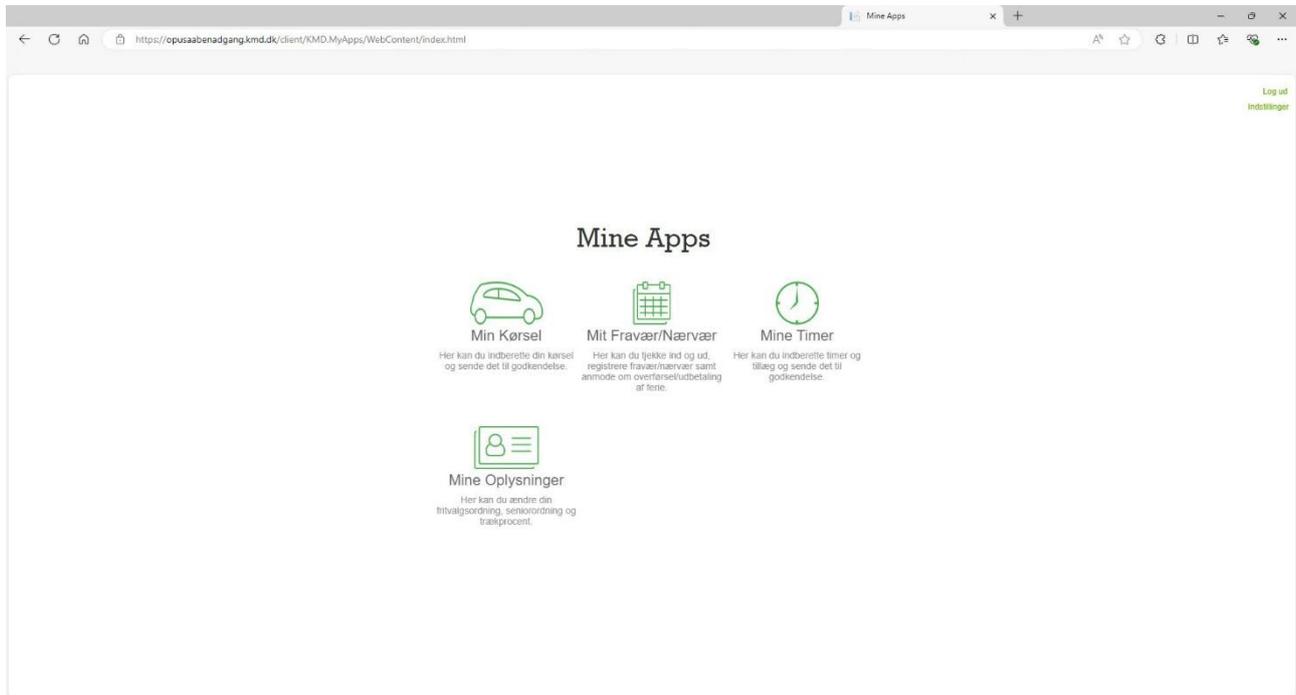
Let's start by pressing this link [Logon \(kmd.dk\)](https://opusaabenadgang.kmd.dk/) or by copying this URL

<https://opusaabenadgang.kmd.dk/client/KMD.Logon/mainPage.aspx?appld=KMD.MyApps> and pasting it into an Internet browser.



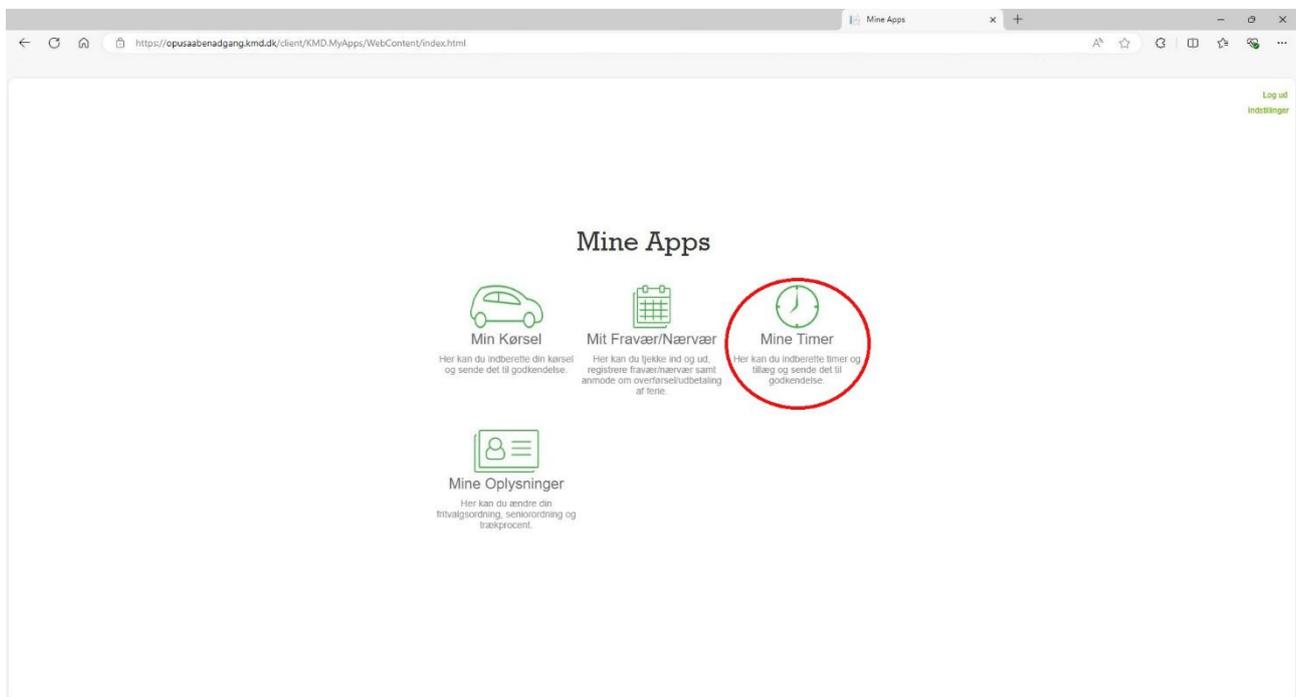
If you do not have MitID, you must start by having it set up on MitID.dk.

When you are logged in with MitID, you will be able to see the home page of Mine Apps.

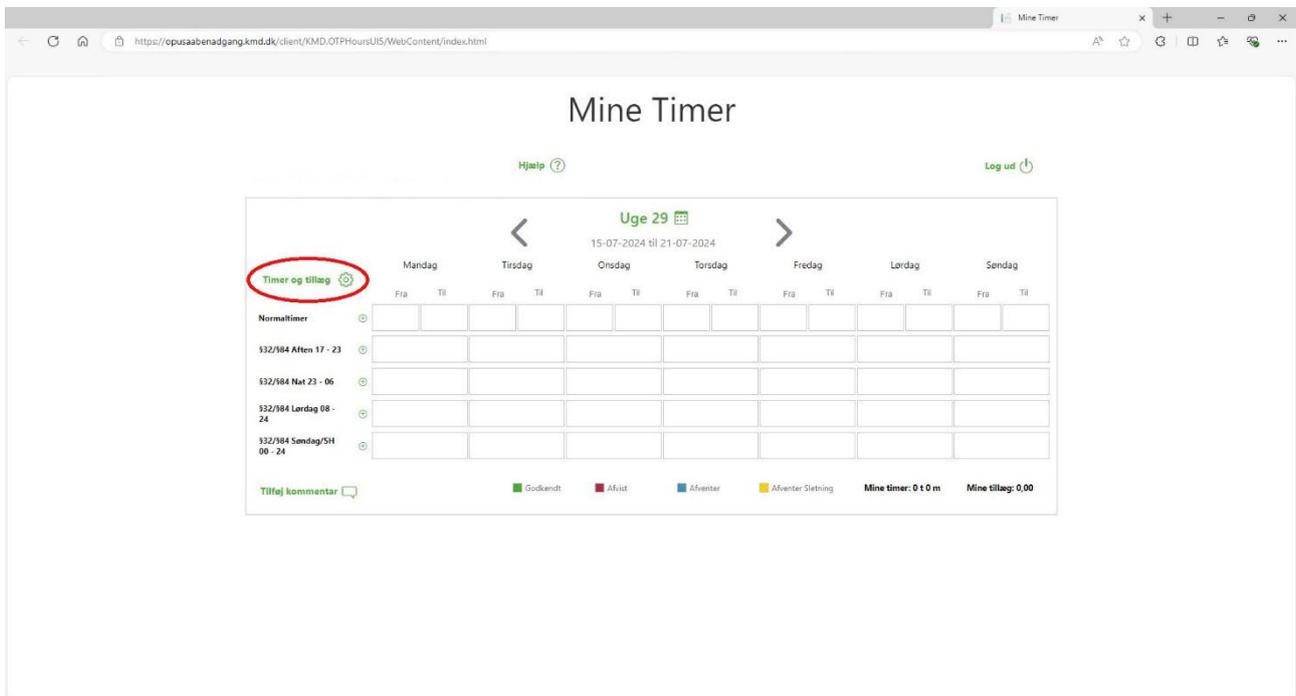


Templates

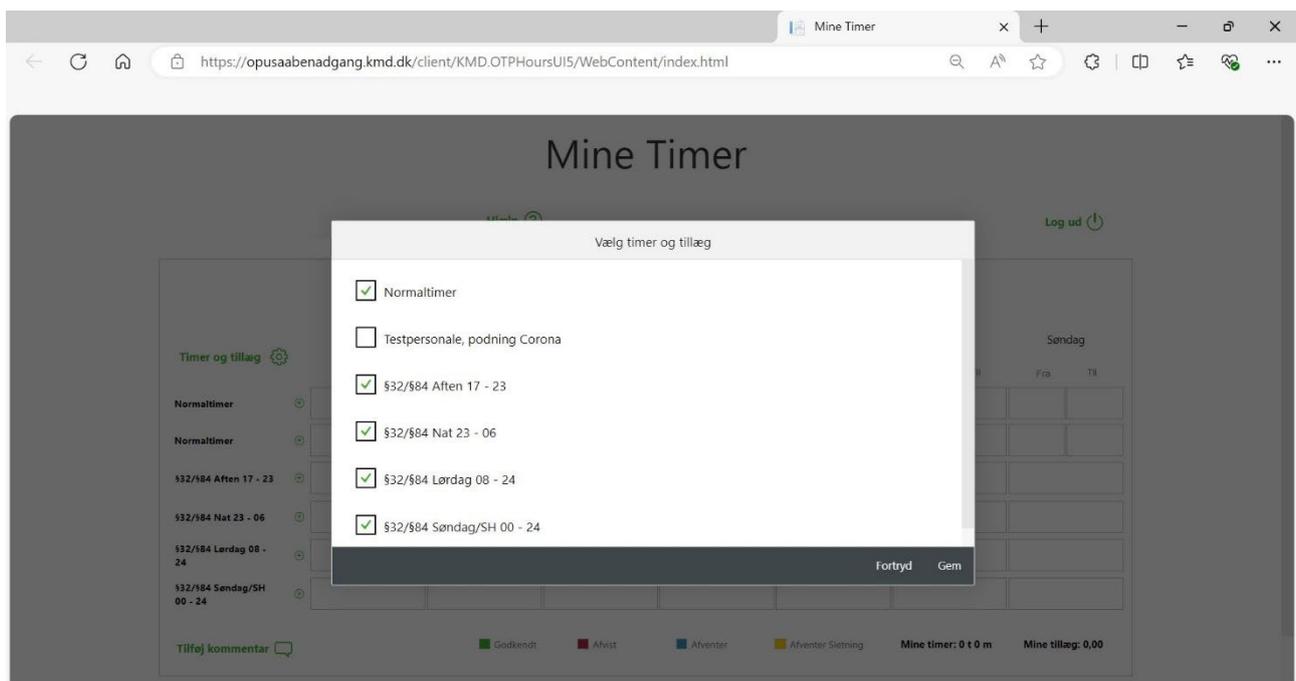
If you have more than one shift per day, add a template. This is among other things if you work past midnight and then have a shift in the evening again. You start by tapping Mine Timer.



You must select templates before you can use them for the first time. You do this by pressing the Timer og tillæg gear

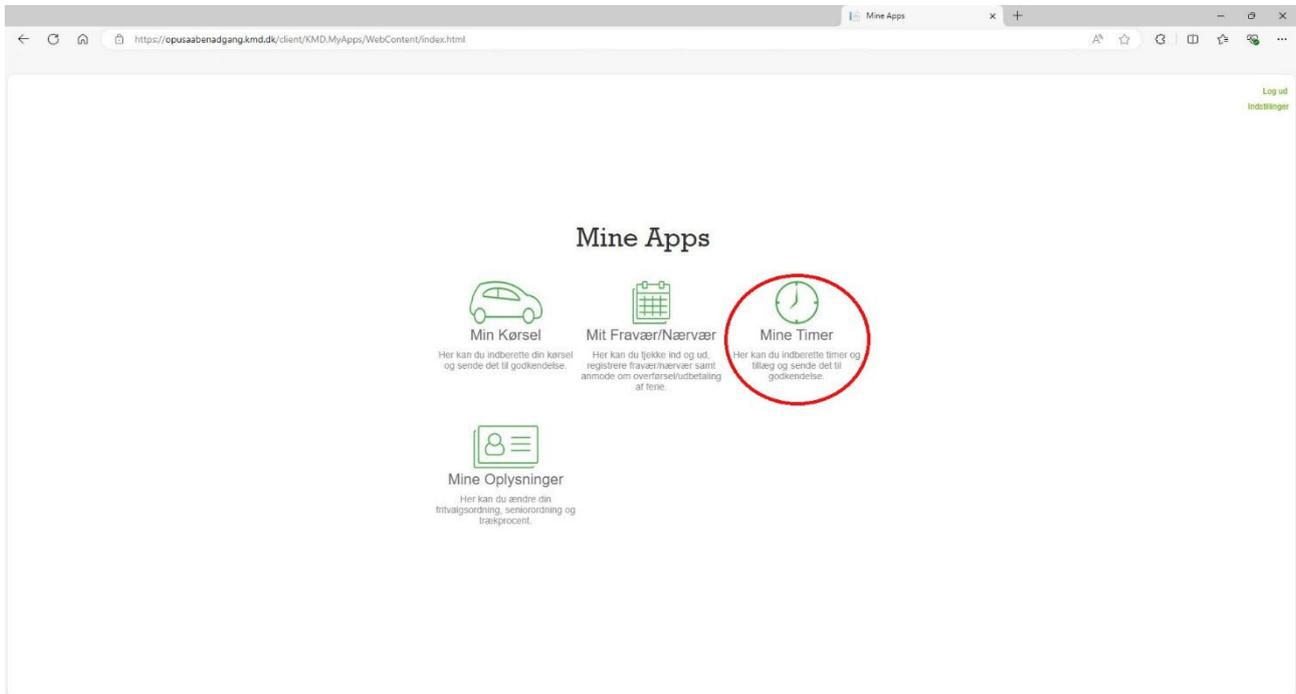


In the templates, you must tick the templates you need, in this case it is all templates except 'Testpersonale, podning, Corona'. Then tap save at the bottom of the page. The app will then automatically return to the start page of Mine Timer.

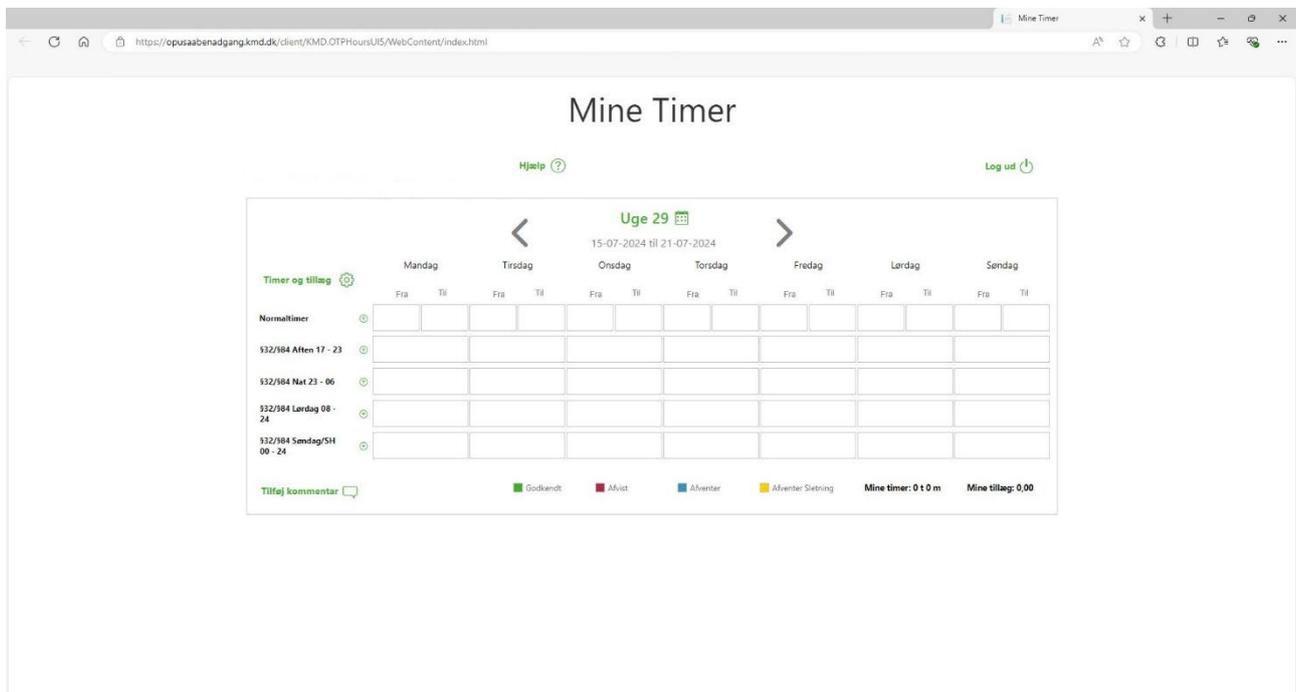


Registration of time

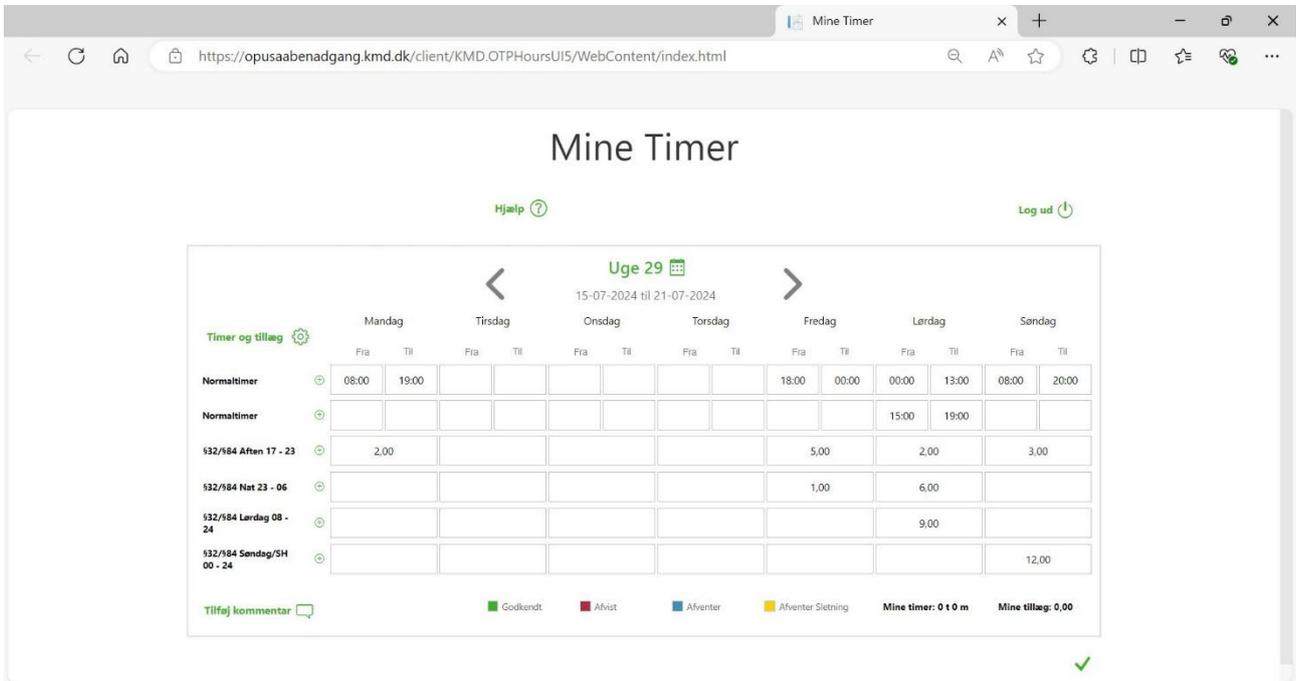
Now, let's try to track your working hours by navigating to 'Mine Timer'.



Use the arrow keys to go back and forward in time. Now select the date you need to enter hours on and enter all your working hours in Normaltimer. **NOTE:** Hours may NOT be reported in advance. Hours may be reported after the end of the shift at the earliest.



Then you register your additional hours, which are all hours worked evening, night, Saturday and public holidays, Sunday included. The time periods during which you receive supplements are indicated on the line.



If you worked past midnight, split your time tracking into 2 parts. The first part must be registered from the start until 00:00, as well as the supplements that are in those periods. The second part must be registered on the following day from 00:00 to the end, as well as the supplements that are in those periods. If you worked later on the same day as you worked past midnight, you must fill in Normaltimer in line 2 and the supplements that are in those periods.

When you're done entering your hours for that day, tap the 'checkmark' at the bottom of the image. Then the hours will land with us and we will have the opportunity to see them and approve them.

You will always be able to access your submitted hours on the list, as long as they are not yet approved, so you can edit them.

NOTE your hours must be reported no later than the 13th of the month, to ensure payment at the end of the month.

Follow the progress of your entries:

 **Afventer** When you have reported your hours, a blue logo will appear in the overview

 **Godkendt** When your classes are approved, a green logo will appear in the overview

 **Afvist** If your classes are rejected, a red logo will appear in the overview and a comment will appear on the report.

Useful information about time tracking:

- Your normal hours are always **all your working hours**.
- It is your responsibility as a reliever to enter your additional hours. For example, it will be hours between 5-11 pm, night, Saturday or Sunday/public holiday hours. These should be added as an extra line in addition to your normal hours.
- The option to attach comments to the time registration should **only** be used if it is relevant for the payment/approval of the hours. Therefore, no questions or anything else should be asked in this field. Instead, contact Ditte Vestergaard.