



# Visma Time

Appendix 1.24  
Description of services  
Version: July 2020

# Introduction

This appendix is a description of Visma Time

## Visma Time

Visma Time is an internet-based solution for the recording and electronic management of time and absence recording.

The standard package includes:

- Time and absence recording
- Data transfer from Visma Time to Visma Løn/HR
- Driving recording
- Travel settlement (expenses and per diem) and other costs
- Upload of images and documents

The standard package can be extended with the following Pro add-on packages:

- Registration of time via working models \*
- Registration of materials, goods and supplements
- Working time planning for terminal solution
- Case management via projects or production numbers, including assignment of projects to employees via web.

\* For example: Setting up normal hours / overtime, overtime rules, time off rules, flex-time rules, surcharges for work on staggered time and or surcharges for team operation work.

Both versions can be expanded with:

- GPS tracking.

The solution can be used by all types and sizes of companies, and it is described in more detail below.

The service is delivered in accordance with Appendix 9 - Terms for Visma Time.

Implementation and use of the service with options is invoiced by Visma Enterprise in accordance with the Agreement.

The solution:

- Visma Time is a web-based service where travel invoices and expenses are registered in a mobile telephone, tablet, PC or Mac. No software is installed on the user's PC. App downloadable from App Store or Google Play.

- Supports the Customer's processes for employees and managers related to recording and approval of time and absence and recording of company settlement of employee expenses. Such could be materials, expenses, supplements, driving and other costs.
- Company-specific role management via user profiles, including employee, manager and administrator function. Maintained by an administrator role at the Customer.
- Can be created by as many approvers as needed and subsequently easy to approve one, several or all reports. The approval is performed in the web-based version of the system.
- Automated export payroll system. Information on the currently supported formats may be obtained by contacting Visma Enterprise's customer center.
- Supports registration and management of piecework. Irrespective of whether employees are to be paid on the basis of work performed or on the basis of time worked.
- Includes Dashboard for managers and administrators to provide easy and simple overview of employees in the company.
- Planning of employee working hours and holidays in common calendar.
- Optional automatic export to finance system.
- Optional connection of GPS tracking so that you can always see the location of your employees and make it easier to record data for projects/tasks related to a specific geographic location.

## Support

### Contact

There is access to support in connection with daily use of Visma Time. The hotline can be contacted during the following periods:

- Monday-Friday 09:00-16:00.

When contacting the hotline, please state the CVR number.

Telephone number and email address may be found on Visma Enterprise's customer portal, Visma Community.

When contacted by secure email, Visma Enterprise will confirm that it has received the email and state when (at the latest) Visma Enterprise expects to respond to the Customer's inquiry.

Support is not available on Saturdays and Sundays, national holidays in Denmark, 5 June, the day after Ascension Day, 24 December and 31 December.

### Consultant assistance

According to agreement and against separate payment, Visma Enterprise will provide consultant assistance for the solution of tasks in relation to Visma Time. Below are examples of consultancy services provided by Visma Enterprise:

- Installation of additional automatic loading of transaction data
- Change of export format for data for finance and payroll system
- Creation of export file for additional systems at the Customer
- Assistance for administration, data clean-up and ongoing change in setup
- Creation of additional data extraction
- Change to available functions to non-default setup
- Development of new functions.

The assistance from consultants can be ordered directly via the Hotline by phone or email. The Customer will receive an offer for assistance from consultants and the Customer must accept this offer before Visma Enterprise begins working on the task.

## Access to tutorials and product information

The customer may find the following on Visma Enterprise's customer portal, Visma Community:

- Information on change logs in connection with system updates
- Tutorials on how to use the system

## Signing up for Visma Enterprise's newsletter

Users of the system at the Customer may sign up for Visma Enterprise's newsletter on <https://www.visma.dk/hrm/nyhedsbrev/>.

The newsletter is issued once every month and includes relevant information on Visma solutions, amendments of legislation and staff matters.