

Complete User Guide for VikTime

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General explanations

VikTime is Viktech's time registration system, where you will be required to enter your working hours.

You must enter your working hours at the latest on Mondays at midday (12.00) for the week before. After this time the previous week will be locked, and you will no longer be able to create or edit your timesheets.

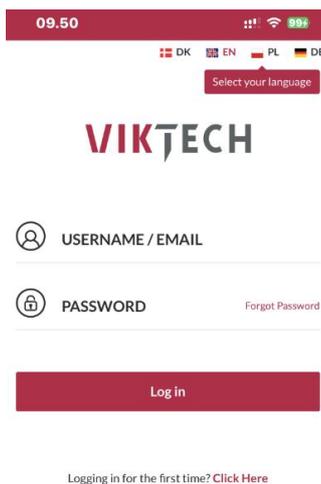
Please read the following guide if you want a comprehensive understanding of the system, or simply use this as a tool to look for help, should you have any issues.

Please contact +45 70 20 90 43 if you have any questions or concerns.

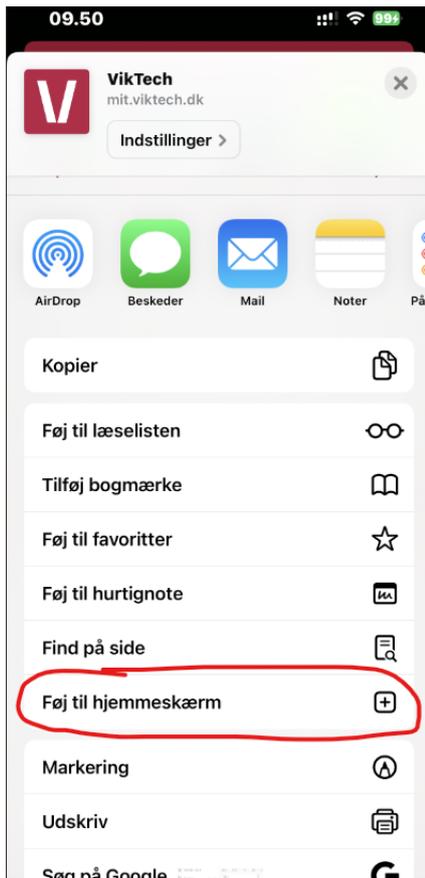
Save VikTime as an app

To make it easy for you to always find VikTime, you have the option to save the website as an app on your device.

1. Visit website: <https://mit.viktech.dk/>
2. Press the share symbol



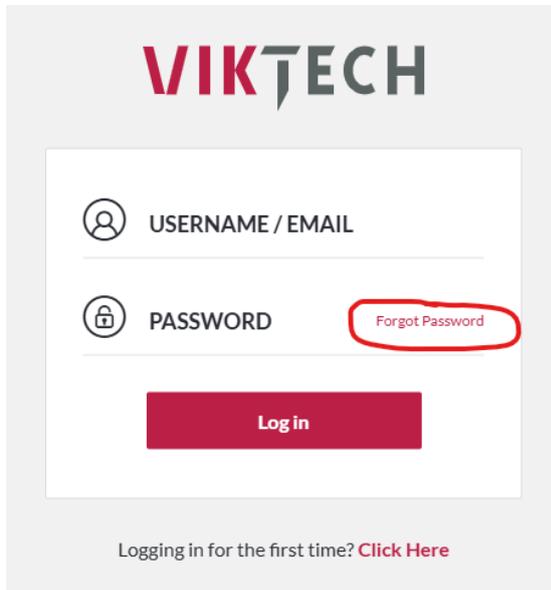
3. Scroll a bit down to find an option called "Add to Homescreen"



You have now successfully saved the website as an app on your device.

First Time Login VikTime

1. Visit website: <https://mit.viktech.dk/> and press “Forgot Password”



VIKTECH

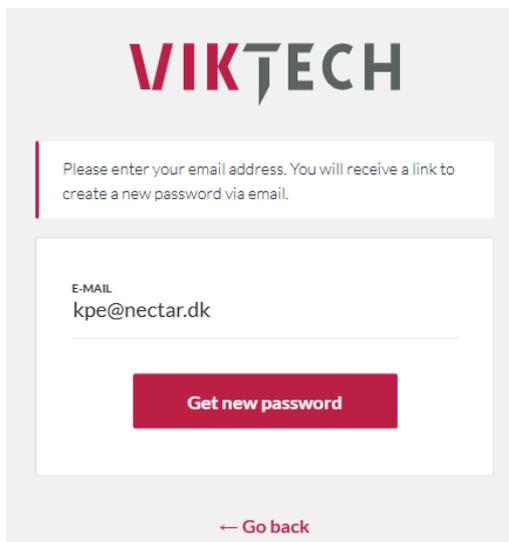
USERNAME / EMAIL

PASSWORD [Forgot Password](#)

Log in

Logging in for the first time? [Click Here](#)

2. Type in your personal email address and press “Get new password”.
NB: ONLY press the link ONCE. Only one link can be active at a time, so it will disable all old links, when you press multiple times. It can take up to 10 minutes before email is received.



VIKTECH

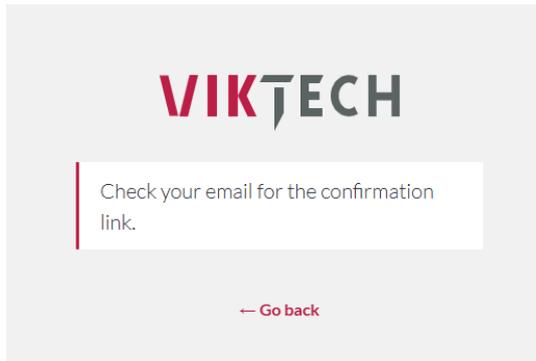
Please enter your email address. You will receive a link to create a new password via email.

E-MAIL
kpe@nectar.dk

Get new password

[← Go back](#)

3. It will show a short prompt, where it says “Check your email for the confirmation link” at the top:



4. Click the blue hyperlink in the email, where it says “here”

 **Viktech**
Til:  Katja Petrowsky

Hi,

We have received your password change request for Viktime.

If it was you, you can enter a new password by clicking [here](#)

-

If you do not want to change your password or have not requested it, just ignore or delete this message.

/Viktech team

5. Fill in required detail, email address, password, and repeat password, and then press “Reset Password”

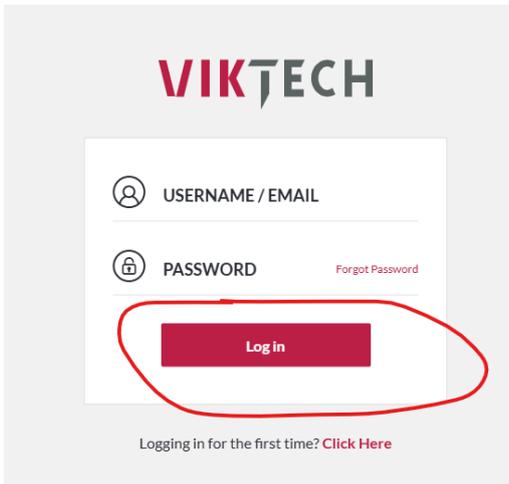
The image shows a web form for resetting a password on the VIKTECH platform. At the top, the VIKTECH logo is displayed in red and black. Below the logo, a white box contains the instruction: "Enter email and your new password below." The form itself is white and contains three input fields, each with a teal eye icon to its right. The first field is labeled "E-MAIL" and contains the text "kpe@nectar.dk". The second field is labeled "PASSWORD" and contains ten black dots. The third field is labeled "CONFIRM PASSWORD" and also contains ten black dots. Below these fields is a red button with the text "Reset Password" in white. A red hand-drawn oval highlights the "Reset Password" button.

6. You have now successfully created password for VikTime and can login with your newly created credentials.

How to Register hours in VikTime

Register hours in VikTime

1. Visit website: <https://mit.viktech.dk/> and enter username and password and then press “Login”



VIKTECH

USERNAME / EMAIL

PASSWORD [Forgot Password](#)

Log in

Logging in for the first time? [Click Here](#)

2. On the Start screen, either choose “Hours” in the tab at the top OR press the pencil where it says “You have not filled for week XX”

You not have filled for week 46

Contact Viktech if you need tools!

See your profile and documents!

3. Press the day for which you would like to register hours and then press “Add timesheet”:

WEEK 47

05 : 30
Hour Minute

Print

Approve and send

MONDAY

52659 - Viktech P/S
08:25 - 14:25

Add timesheet

+

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

<

View previous week

⊕ Upload expense

- Please enter Start and End time, as well as Pause (break) in minutes, and then press “Save timesheet”

52659 - Viktech P/S

Runetoften 18, 8210
Change Work Address

Viktech
Change reference number

Start time 07 : 00
End time 15 : 00
Pause mins 30

Away all day
Holiday
Day off
Public Holiday
Course

Save timesheet

You have now successfully created a timesheet for the specific day.

START HOURS OVERVIEW PROFILE LOG OUT

WEEK 47 13 : 00
Hour Minute

Print Approve and send

Day	Address	Time
MONDAY	52659 - Viktech P/S	08:25 - 14:25
TUESDAY	52659 - Viktech P/S	07:00 - 15:00
WEDNESDAY		

Runetoften 18, 8210
52659 - Viktech P/S 07:00 - 15:00

Add timesheet +

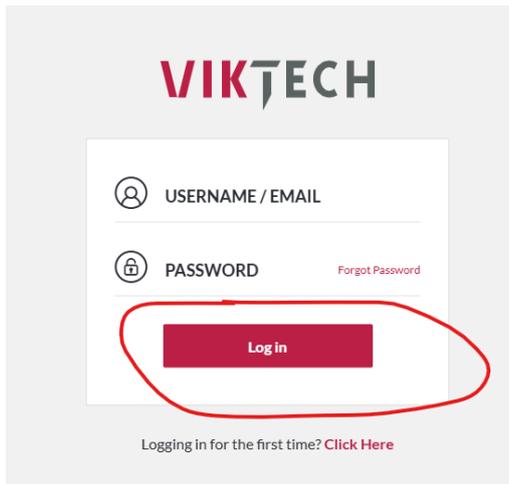
Please repeat this step for as many days as you have worked in each week.

Register hours with Client Reference Number

If the Client Reference number is EMPTY when you create a timesheet, it means that your customer has requested that you enter a specific reference number from them when you register hours.

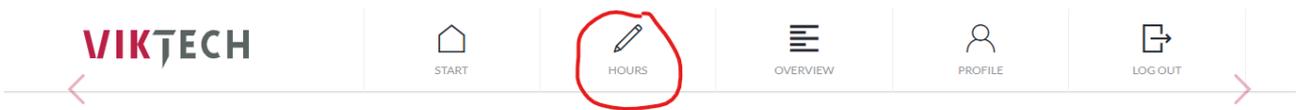
If Client Reference number is empty and you do not know, what the reference number is, then please contact your sales responsible from Viktech.

1. Visit website: <https://mit.viktech.dk/> and enter username and password and then press “Login”

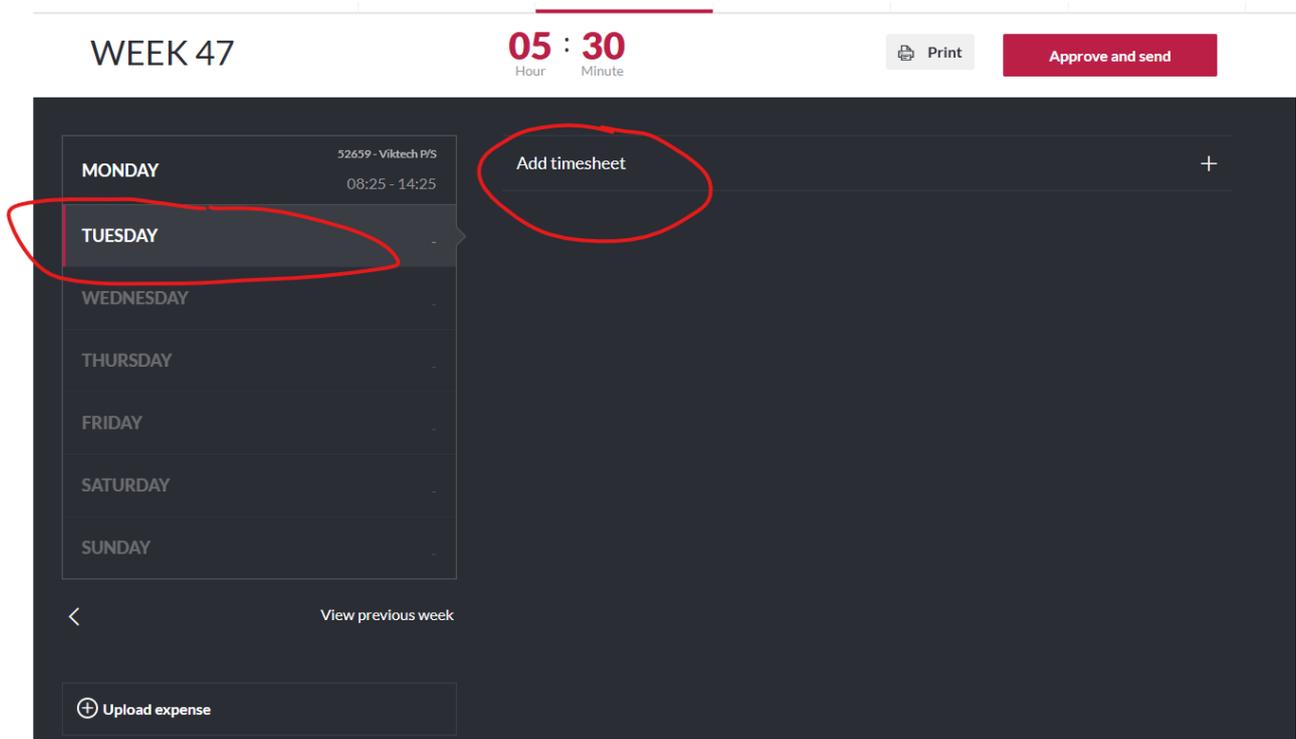


The image shows a login interface for Viktech. At the top, the logo 'VIKTECH' is displayed in a bold, sans-serif font. Below the logo is a white login form. The form contains two input fields: 'USERNAME / EMAIL' with a person icon and 'PASSWORD' with a lock icon. To the right of the password field is a red link that says 'Forgot Password'. Below the input fields is a red button labeled 'Log in', which is circled in red. At the bottom of the form, there is a link that says 'Logging in for the first time? Click Here'.

2. On the Start screen, either choose “Hours” in the tab at the top OR press the pencil where it says “You have not filled for week XX”



3. Press the day for which you would like to register hours and then press “Add timesheet”:



4. Client reference number will now be empty.

52659 - Viktech P/S

Runetoften 18, 8210

Change Work Address

Add reference number

Start time 00 : 00

End time 00 : 00

Pause mins 30

Away all day

Holiday

Day off

Public Holiday

Course

5. Please press the field and enter the Client Reference number which has been provided by your sales responsible from Viktech. Then press the “V” to save the Client reference number

52659 - Viktech P/S

Runetoften 18, 8210

Change Work Address

Enter reference no

123456789

Start time 00 : 00

Away all day

Holiday

6. Then fill out the Start Time, End Time and Pause (break) in minutes, and then press “Save timesheet”

52659 - Viktech P/S

Runetoften 18, 8210

Change Work Address

123456789

Change reference number

Start time : Away all day

End time : Holiday

Pause mins Day off

Public Holiday

Course

Save timesheet

You have now successfully created a timesheet for the specific day.

WEEK 47 13 : 00 Print Approve and send

Hour Minute

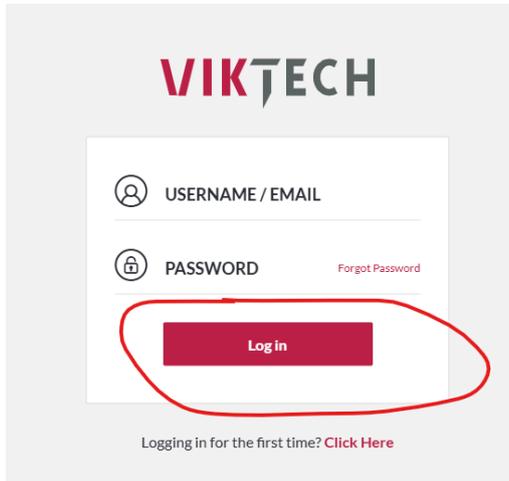
MONDAY	52659 - Viktech P/S 08:25 - 14:25	Runetoften 18, 8210 52659 - Viktech P/S 07:00 - 15:00
TUESDAY	52659 - Viktech P/S 07:00 - 15:00	Add timesheet +
WEDNESDAY		

Please repeat this step for as many days as you have worked in each week.

Register hours with Working Address for Client

If the Working address for the Client is EMPTY when you create a timesheet, it means that your customer has requested that you enter the specific address you were working on the day where you are entering hours.

1. Visit website: <https://mit.viktech.dk/> and enter username and password and then press “Login”



VIKTECH

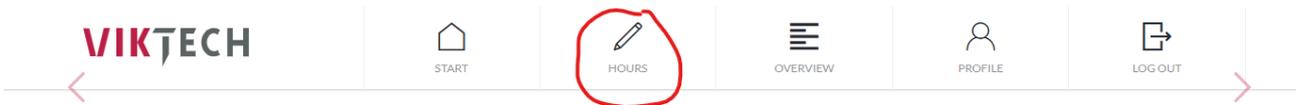
USERNAME / EMAIL

PASSWORD [Forgot Password](#)

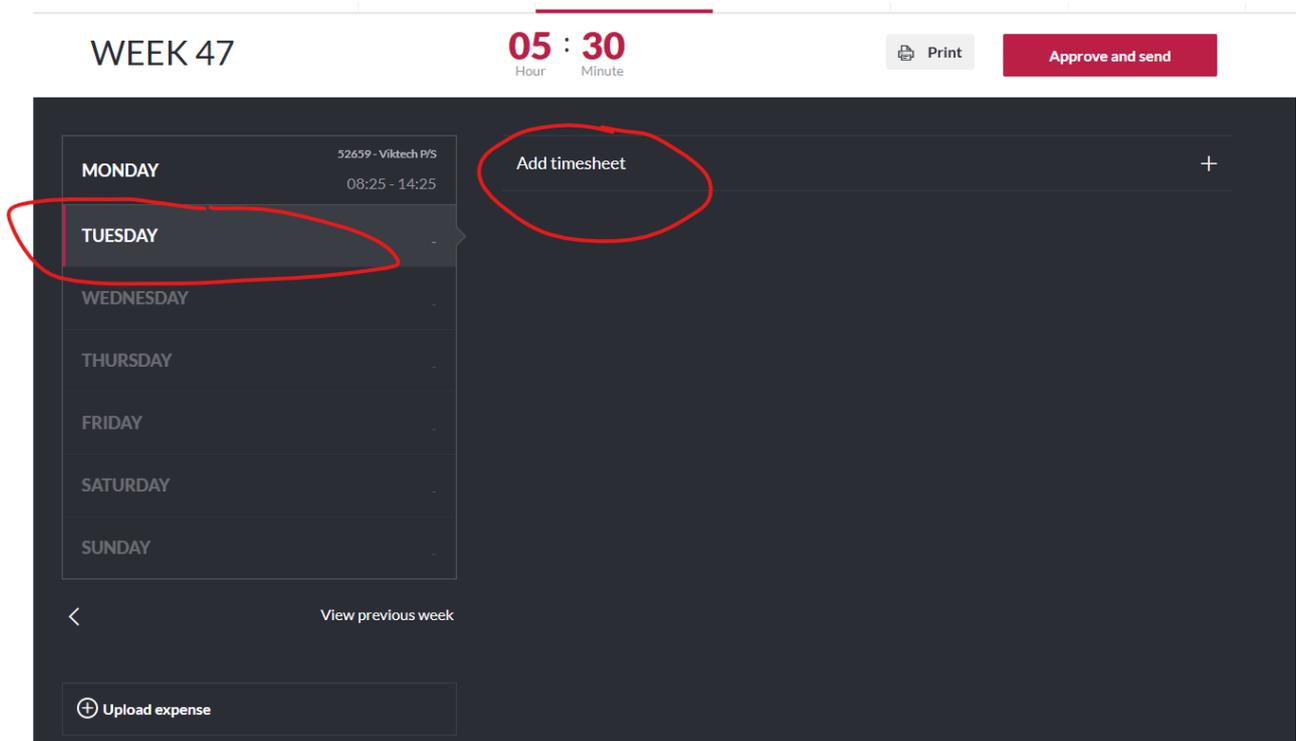
Log in

Logging in for the first time? [Click Here](#)

2. On the Start screen, either choose “Hours” in the tab at the top OR press the pencil where it says “You have not filled for week XX”



3. Press the day for which you would like to register hours and then press "Add timesheet":



4. Working address for Client will now be empty

52659 - Viktech P/S

 Add address

Viktech

Change reference number

Start time :

End time :

Pause mins

Away all day

Holiday

Day off

Public Holiday

Course

5. Please press the field and enter the address you were working on this specific day. Then press the “V” to save the working address for Client

52659 - Viktech P/S

Enter address Nordborggade 7, 8000

Viktech

Change reference number

6. Then fill out the Start Time, End Time and Pause (break) in minutes, and then press “Save timesheet”

52659 - Viktech P/S

Nordborggade 7, 8000
[Change Work Address](#)

Viktech
[Change reference number](#)

Start time : Away all day

End time : Holiday

Pause mins Day off

Public Holiday

Course

Save timesheet

You have now successfully created a timesheet for the specific day.

WEEK 47 **13 : 00**
Hour Minute [Print](#) [Approve and send](#)

MONDAY	52659 - Viktech P/S 08:25 - 14:25	Nordborggade 7, 8000 52659 - Viktech P/S	07:00 - 15:00
TUESDAY	52659 - Viktech P/S 07:00 - 15:00	Add timesheet	+
WEDNESDAY			

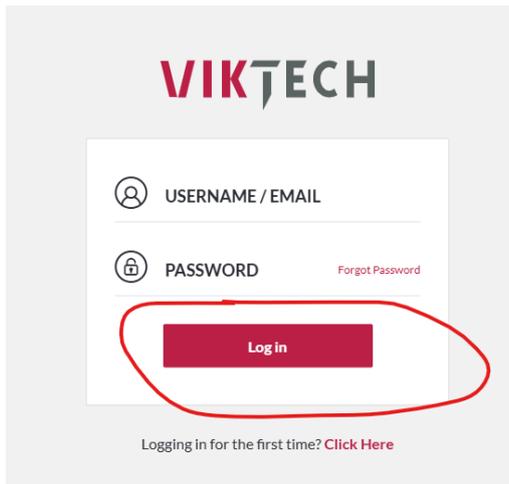
Please repeat this step for as many days as you have worked in each week.

Register both Client Reference number and Working Address for Client

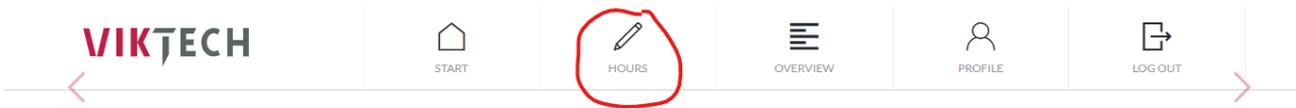
If both the Client Reference number is empty AND the Working address for Client is empty when you create a timesheet, it means that your customer has requested that you enter a specific reference number from them when you register hours as well as the address you were working on that day.

If Client Reference number is empty and you do not know, what the reference number is, then please contact your sales responsible from Viktech.

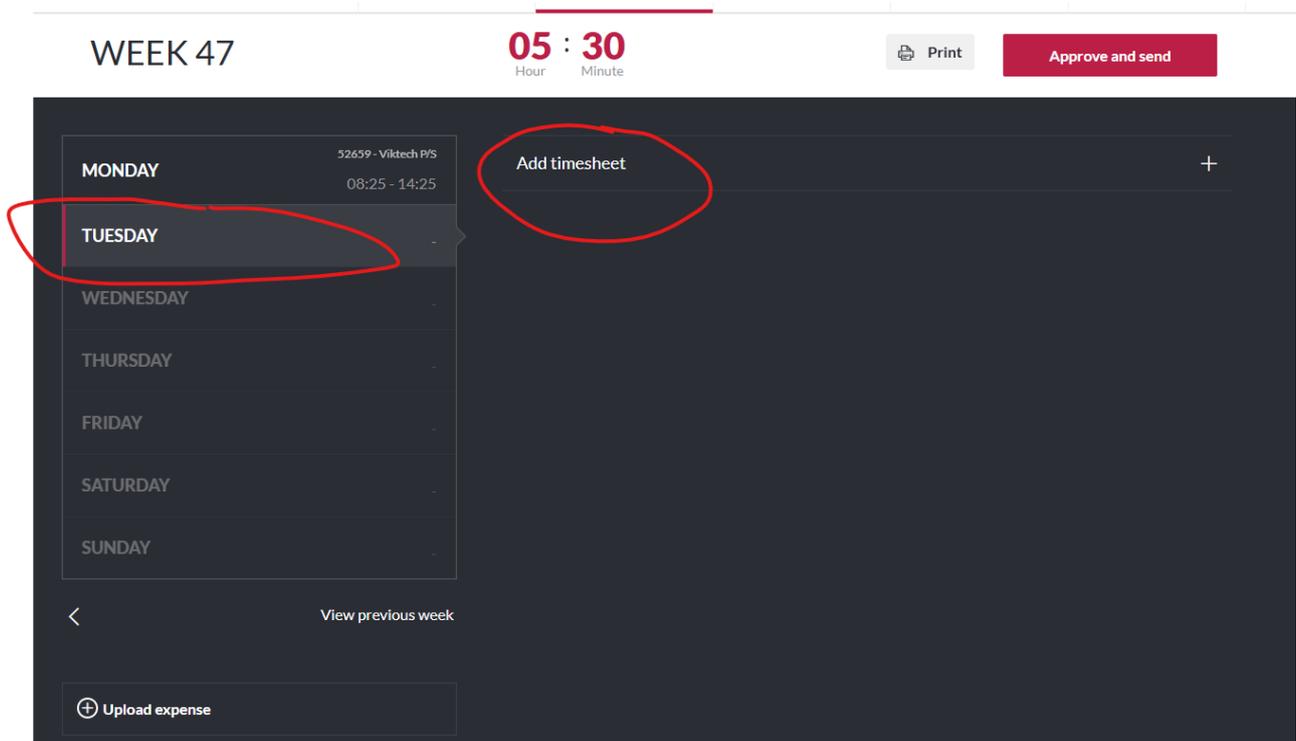
1. Visit website: <https://mit.viktech.dk/> and enter username and password and then press “Login”



2. On the Start screen, either choose “Hours” in the tab at the top OR press the pencil where it says “You have not filled for week XX”



3. Press the day for which you would like to register hours and then press “Add timesheet”:



4. Client reference number and Working address for Client will now be empty.

52659 - Viktech P/S

Add address

Add reference number

Start time 00 : 00 Away all day

End time 00 : 00 Holiday

Pause mins 30 Day off

Public Holiday

Course

5. Please press each field and fill out the required fields. Press the “V” to save the input

52659 - Viktech P/S

Runetoften 18, 8210

Change Work Address

Enter reference no

123456789

Start time 00 : 00 Away all day

Holiday

6. Then fill out the Start Time, End Time and Pause (break) in minutes, and then press “Save timesheet”

52659 - Viktech P/S

Runetoften 18, 8210

[Change Work Address](#)

123456789

[Change reference number](#)

Start time :

End time :

Pause mins

Away all day

Holiday

Day off

Public Holiday

Course

Save timesheet

You have now successfully created a timesheet for the specific day.

START **HOURS** OVERVIEW PROFILE LOG OUT

WEEK 47 **13 : 00** [Print](#) [Approve and send](#)

Hour Minute

MONDAY	52659 - Viktech P/S	08:25 - 14:25	Runetoften 18, 8210	07:00 - 15:00
TUESDAY	52659 - Viktech P/S	07:00 - 15:00	Add timesheet	+
WEDNESDAY				

Please repeat this step for as many days as you have worked in each week.

Register sickness

You are not allowed to register sickness on your own.

You must call +45 70 20 90 43 between 7-8 every day that you are sick to inform them about your sickness.

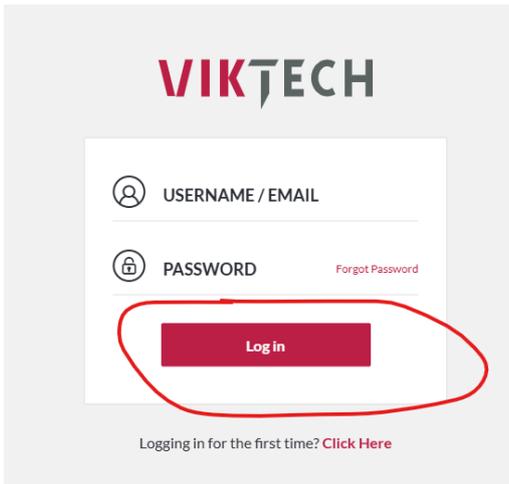
Register vacation

If you have made plans to have a vacation in the future, you can call our Backoffice at +45 70 20 90 43.

They can register vacation in the future, so it will already be registered in VikTime when the vacation week arrives.

If you are taking some vacation during a week, you can register this on your own in VikTime.

1. Visit website: <https://mit.viktech.dk/> and enter username and password and then press “Login”



VIKTECH

USERNAME / EMAIL

PASSWORD [Forgot Password](#)

Login

Logging in for the first time? [Click Here](#)

2. On the Start screen, either choose “Hours” in the tab at the top OR press the pencil where it says “You have not filled for week XX”

You not have filled for week 46

Contact Viktech if you need tools!

See your profile and documents!

3. Press the day for which you would like to register vacation and press "Add timesheet":

WEEK 47

05 : 30
Hour Minute

Print

Approve and send

MONDAY

52659 - Viktech P/S
08:25 - 14:25

Add timesheet

+

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

<

View previous week

⊕ Upload expense

4. To register vacation, check the “Away all day” and then choose the type of vacation you are having. Finish by pressing the Save timesheet button

52659 - Viktech P/S

Runetoften 18, 8210

Change Work Address

Viktech

Change reference number

Start time 00 : 00

End time 00 : 00

Pause mins 30

Away all day

Holiday

Day off

Public Holiday

Course

Save timesheet

You have now successfully created a timesheet with vacation.

MONDAY	52659 - Viktech P/S 06:00 - 18:00	Runetoften 18, 8210 52659 - Viktech P/S	Day off
TUESDAY	52659 - Viktech P/S 06:00 - 18:00	Add timesheet	+
WEDNESDAY	52659 - Viktech P/S Day off		

How to register multiple Timesheets per day

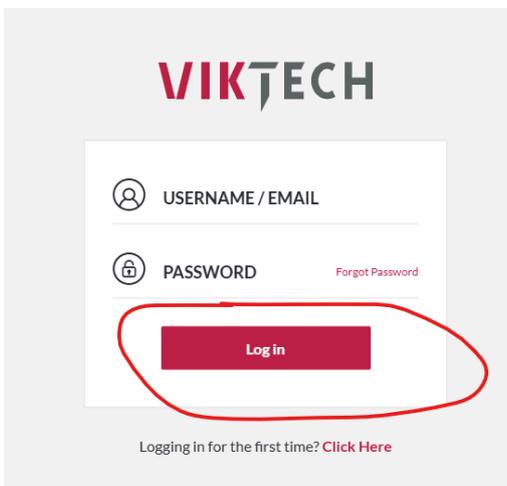
Register hours with different Client Reference Number for the same day

If the Client Reference number is **EMPTY** when you create a timesheet, it means that your customer has requested that you enter a specific reference number from them when you register hours.

If Client Reference number is empty and you do not know, what the reference number is, please contact your sales responsible from Viktech.

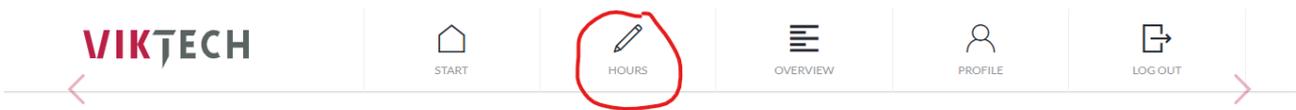
Please be aware that there is a minimum requirement for a **break**. This can vary depending on your agreement but will mostly be 30 minutes. You will not be able to save the first timesheet without break time. Your second timesheet can be saved without break time.

1. Visit website: <https://mit.viktech.dk/> and enter username and password and then press “Login”

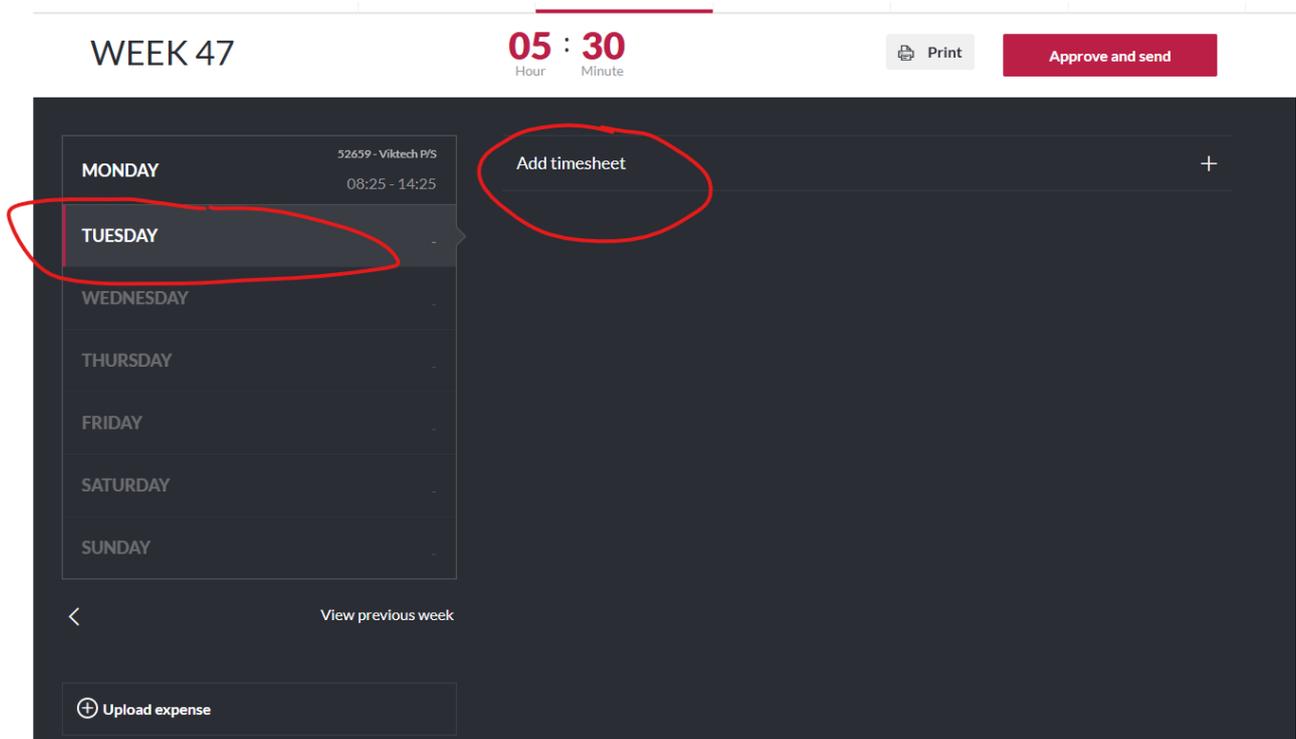


The image shows a login interface for VIKTECH. At the top, the VIKTECH logo is displayed in red and black. Below the logo is a white login form. The form contains two input fields: 'USERNAME / EMAIL' with a person icon and 'PASSWORD' with a lock icon. A red circle highlights the 'Login' button. To the right of the password field is a link that says 'Forgot Password'. At the bottom of the form, there is a link that says 'Logging in for the first time? Click Here'.

2. On the Start screen, either choose “Hours” in the tab at the top OR press the pencil where it says “You have not filled for week XX”



3. Press the day for which you would like to register hours and then press “Add timesheet”:



4. Client reference number will now be empty.

52659 - Viktech P/S

Runetoften 18, 8210

Change Work Address

Add reference number

Start time :

End time :

Pause mins

Away all day

Holiday

Day off

Public Holiday

Course

- Please press the field and enter the Client Reference number which has been provided by your sales responsible from Viktech. Then press the “V” to save the Client reference number

52659 - Viktech P/S

Runetoften 18, 8210

Change Work Address

Start time :

Away all day

Holiday

- Then fill out the Start Time, End Time and Pause (break) in minutes, and then press “Save timesheet”

Please be aware that there is a minimum requirement for a **break**. This can vary depending on your agreement but will mostly be 30 minutes. You will not be able to save the first timesheet without break time. Your second timesheet can be saved without break time.

52659 - Viktech P/S

Runetoften 18, 8210

 Change Work Address

123456789

 Change reference number

Start time :

End time :

Pause mins

Away all day

Holiday

Day off

Public Holiday

Course

Save timesheet

- To create a second timesheet for the same day, press “Add timesheet” below your already created timesheet:

START **WORK** OFFICE OFFICE

10 : 30
Hour Minute

 Print **Approve and send**

52659 - Viktech P/S 08:25 - 14:25	Runetoften 18, 8210 52659 - Viktech P/S	07:00 - 12:30
52659 - Viktech P/S 07:00 - 12:30	Add timesheet	+

- Repeat the process by adding the specific Client reference number, and remember to remove the extra Pause

10 : 30
Hour Minute

Print

Approve and send

52659 - Viktech P/S

Runetoften 18, 8210

Change Work Address

987654321

Change reference number

Start time 12 : 30

End time 15 : 00

Pause mins 00

Away all day

Holiday

Day off

Public Holiday

Course

Save timesheet

You can repeat this process for as many Client reference numbers you have worked on for this day.

WEEK 47

13 : 00
Hour Minute

Print

Approve and send

MONDAY	52659 - Viktech P/S 08:25 - 14:25	Runetoften 18, 8210 52659 - Viktech P/S	07:00 - 12:30
TUESDAY	52659 - Viktech P/S 07:00 - 15:00	Runetoften 18, 8210 52659 - Viktech P/S	12:30 - 15:00
WEDNESDAY	-	Add timesheet	+
THURSDAY			

Please repeat this step for as many days as you have worked in each week.

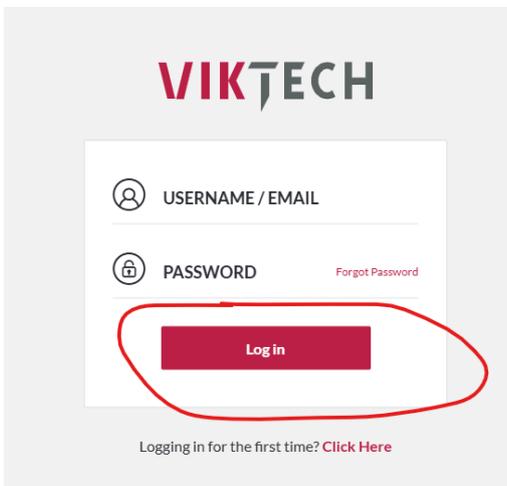
Register hours with different Working Address for Client on the same day

If the Working address for the Client is **EMPTY** when you create a timesheet, it means that your customer has requested that you enter the specific address you were working on the day where you are entering hours.

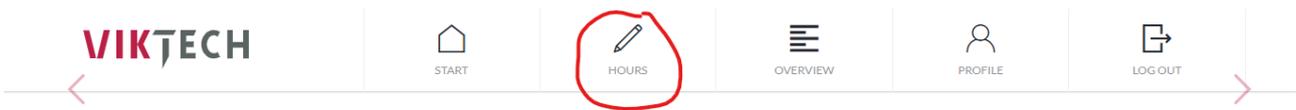
If you have worked on **MULTIPLE** addresses one day, you will need to create a timesheet for each address.

Please be aware that there is a minimum requirement for a **break**. This can vary depending on your agreement but will mostly be 30 minutes. You will not be able to save the first timesheet without break time. Your second timesheet can be saved without break time.

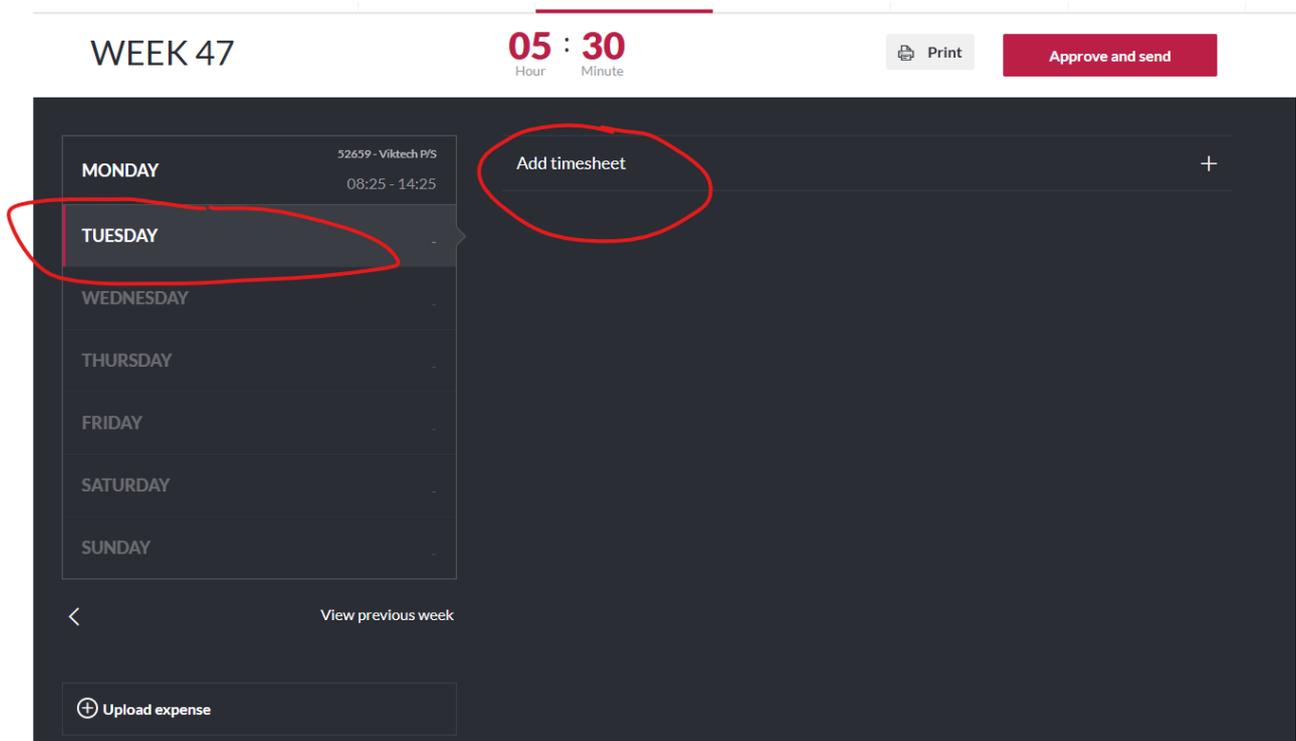
1. Visit website: <https://mit.viktech.dk/> and enter username and password and then press “Login”



2. On the Start screen, either choose “Hours” in the tab at the top OR press the pencil where it says “You have not filled for week XX”



3. Press the day for which you would like to register hours and then press "Add timesheet":



4. Working address for Client will now be empty

52659 - Viktech P/S

 Add address

Viktech

 Change reference number

Start time :

End time :

Pause mins

Away all day

Holiday

Day off

Public Holiday

Course

Save timesheet

5. Please press the field and enter the address you were working on this specific day. Then press the “V” to save the working address for Client

52659 - Viktech P/S



Viktech

 Change reference number

6. Then fill out the Start Time, End Time and Pause (break) in minutes, and then press “Save timesheet”
Please be aware that there is a minimum requirement for a break. This can vary depending on your agreement but will mostly be 30 minutes. You will not be able to save the first timesheet without break time. Your second timesheet can be saved without break time.

52659 - Viktech P/S

Nordborggade 7, 8000

 Change Work Address

Viktech

 Change reference number

Start time  07 : 00 

End time  12 : 30 

Pause mins 30  

Away all day

Holiday

Day off

Public Holiday

Course

[Save timesheet](#)

- To create a second timesheet for the same day, press “Add timesheet” below your already created timesheet:

WEEK 47 10 : 30
Hour Minute  Print [Approve and send](#)

MONDAY	52659 - Viktech P/S 08:25 - 14:25	Nordborggade 7, 8000 52659 - Viktech P/S	07:00 - 12:30
TUESDAY	52659 - Viktech P/S 07:00 - 12:30	Add timesheet	+
WEDNESDAY			

- Then remember to write the new address on the timesheet and remove the extra Pause.

Hour Minute

52659 - Viktech P/S

Nordborggade 9, 8000

 Change Work Address

Viktech

 Change reference number

Start time  **12** : **30** 

End time  **15** : **00** 

Pause mins **00**  

Away all day

Holiday

Day off

Public Holiday

Course

Save timesheet

You can repeat this step for as many different addresses as you have worked at on that specific day.

WEEK 47

13 : 00
Hour Minute

 Print

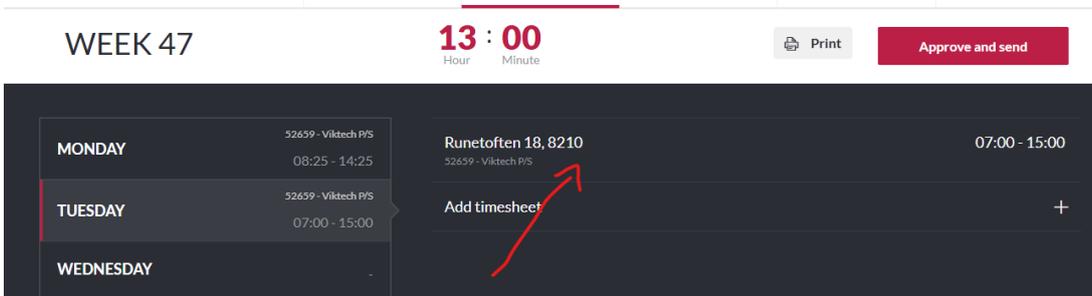
Approve and send

MONDAY	52659 - Viktech P/S 08:25 - 14:25	Nordborggade 7, 8000 52659 - Viktech P/S	07:00 - 12:30
TUESDAY	52659 - Viktech P/S 07:00 - 15:00	Nordborggade 9, 8000 52659 - Viktech P/S	12:30 - 15:00
WEDNESDAY	-	Add timesheet	+
THURSDAY			

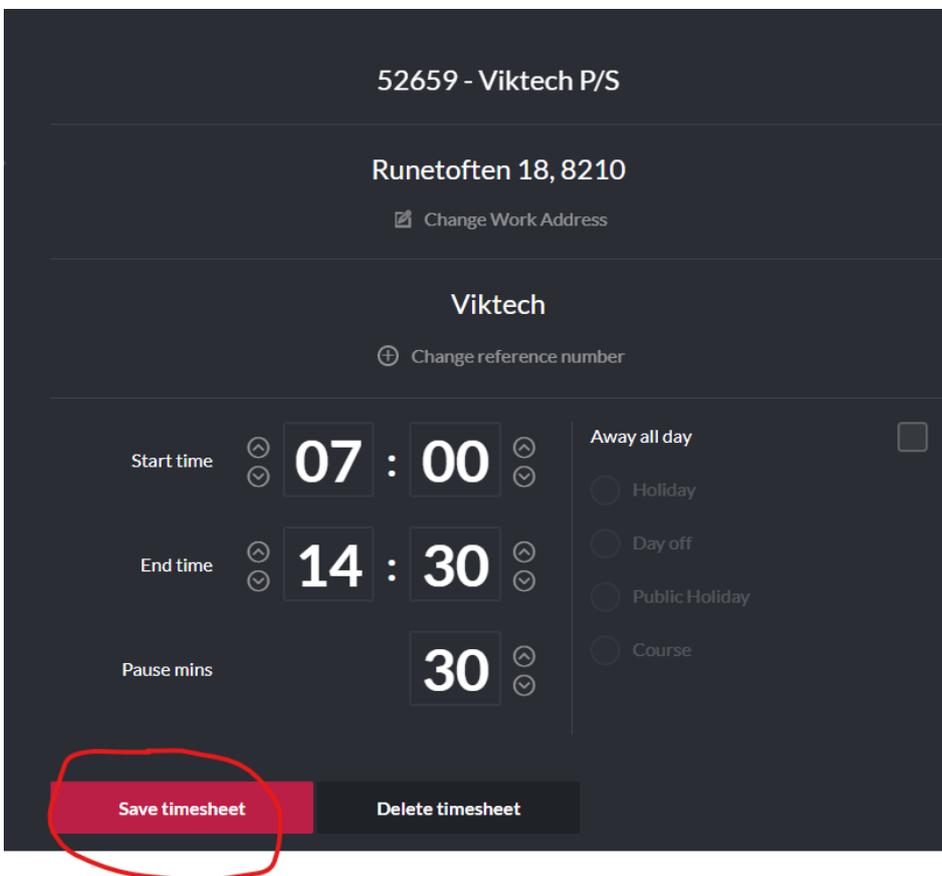
Please repeat this step for as many days as you have worked in each week.

Edit an existing timesheet

1. Find the specific day where you created a timesheet that you wish to make changes to



2. Press the timesheet where you wish to make changes, to open it up. Then change whatever fields you need to and the press "Save timesheet"



You have now successfully changed an existing timesheet:

WEEK 47

12 : 30
Hour Minute

 Print

Approve and send

MONDAY

52659 - Viktech P/S
08:25 - 14:25

Runetofte 18, 8210
52659 - Viktech P/S

07:00 - 14:30

TUESDAY

52659 - Viktech P/S
07:00 - 14:30

Add timesheet

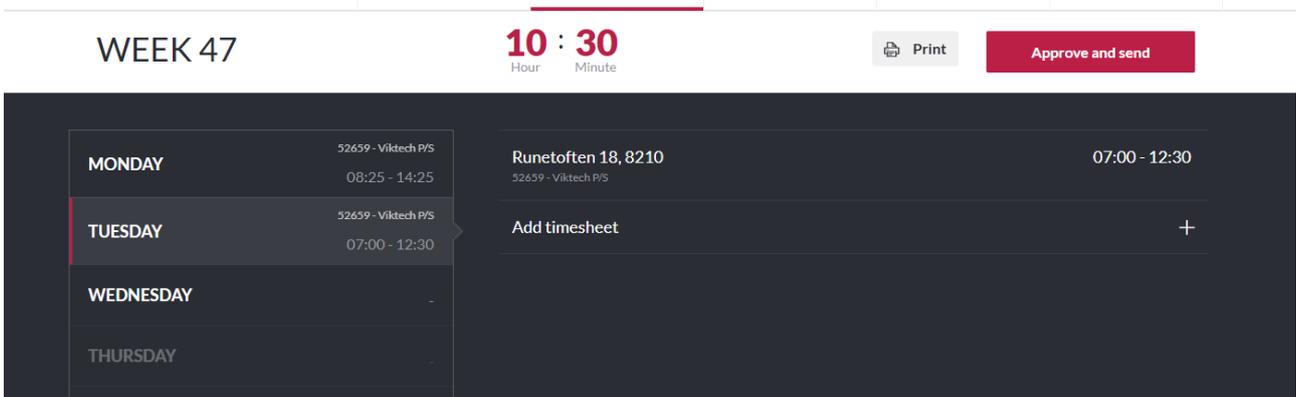
+

WEDNESDAY

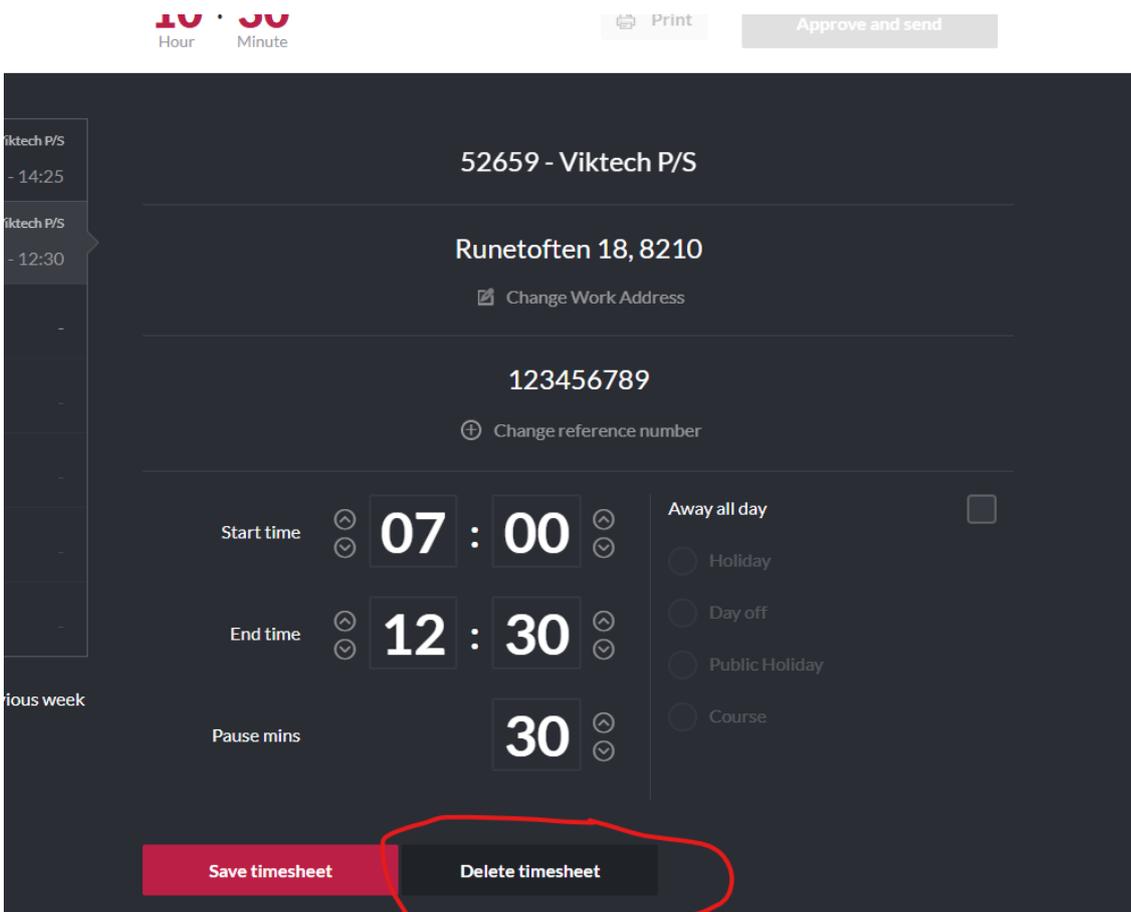
Delete timesheet

If you for some reason have a timesheet that you need to delete, then please follow the instructions below:

1. Find the day where you have a timesheet that you need to delete



2. Press the specific timesheet that you need to delete, go to the bottom and press "Delete timesheet"



You have now successfully deleted a timesheet

WEEK 47

05 : 30
Hour Minute

 Print

Approve and send

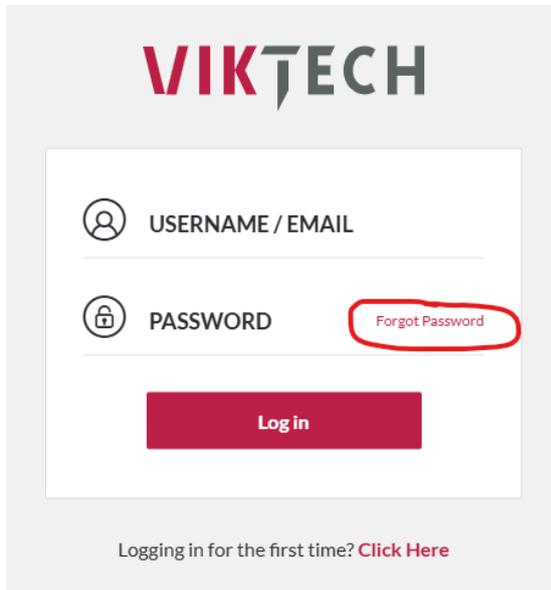
MONDAY	52699 - Viktech P/S 08:25 - 14:25
TUESDAY	-
WEDNESDAY	-

Add timesheet



Forgot password

1. Visit website: <https://mit.viktech.dk/> and press “Forgot Password”



VIKTECH

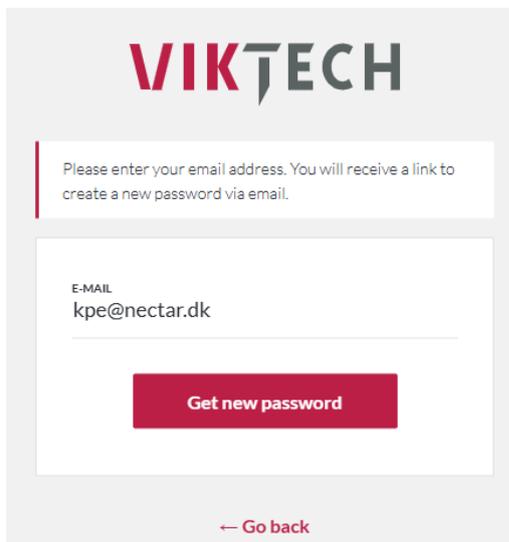
USERNAME / EMAIL

PASSWORD [Forgot Password](#)

Log in

Logging in for the first time? [Click Here](#)

2. Type in your personal email address and press “Get new password”.
NB: ONLY press the link ONCE. Only one link can be active at a time, so it will disable all old links, when you press multiple times. It can take up to 10 minutes before email is received.



VIKTECH

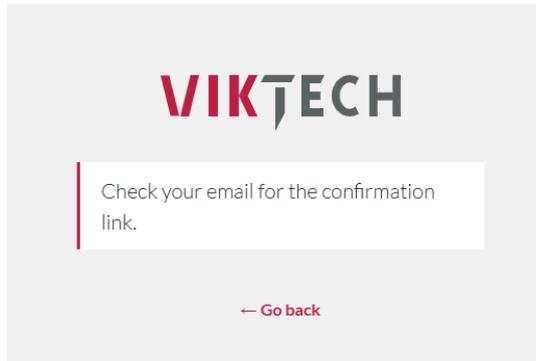
Please enter your email address. You will receive a link to create a new password via email.

E-MAIL
kpe@nectar.dk

Get new password

[← Go back](#)

3. It will show a short prompt, where it says “Check your email for the confirmation link” at the top:



4. Click the blue hyperlink in the email, where it says “here”



Hi,

We have received your password change request for Viktime.

If it was you, you can enter a new password by clicking [here](#)

-

If you do not want to change your password or have not requested it, just ignore or delete this message.

/Viktech team

5. Fill in required detail, email address, password, and repeat password, and then press “Reset Password”

VIKTECH

Enter email and your new password below.

E-MAIL
kpe@nectar.dk

PASSWORD
●●●●●●●●

CONFIRM PASSWORD
●●●●●●●●

Reset Password

6. You have now successfully created a password for VikTime and can login with your newly created credentials.

Notifications from VikTime

You will receive a number of emails and text messages with reminders and notifications from VikTime.

E-mail reminders to register working hours

As you will not receive any salary if you do not complete your weekly timesheets by the following Monday, we will be sending notifications during the week and especially at the weekend to remind you to complete your weekly timesheets.

You can expect to receive up to 5 emails per week which is to remind you to register your hours.

When your hours are completed for the week, you will stop receiving email notifications.

SMS reminders to register working hours

As you will not receive any salary if you do not complete your weekly timesheets by the following Monday, we will be sending notifications during the week and especially at the weekend to remind you to complete your weekly timesheets.

You can expect to receive up to 5 text messages per week which is to remind you to register your hours.

When your hours are completed for the week, you will stop receiving text messages.

Notification about changes in timesheets

We are required by Danish law to inform you of any changes in your timesheet and to send you the total hours registered for a week.

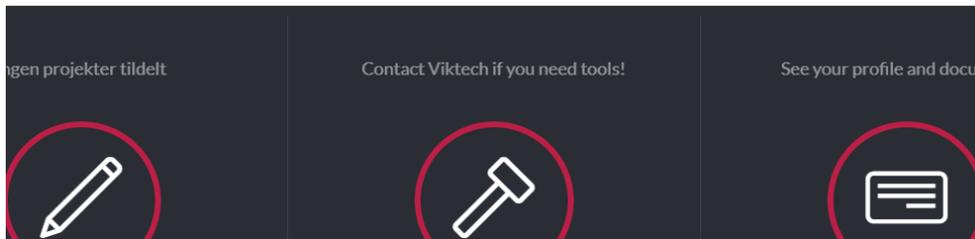
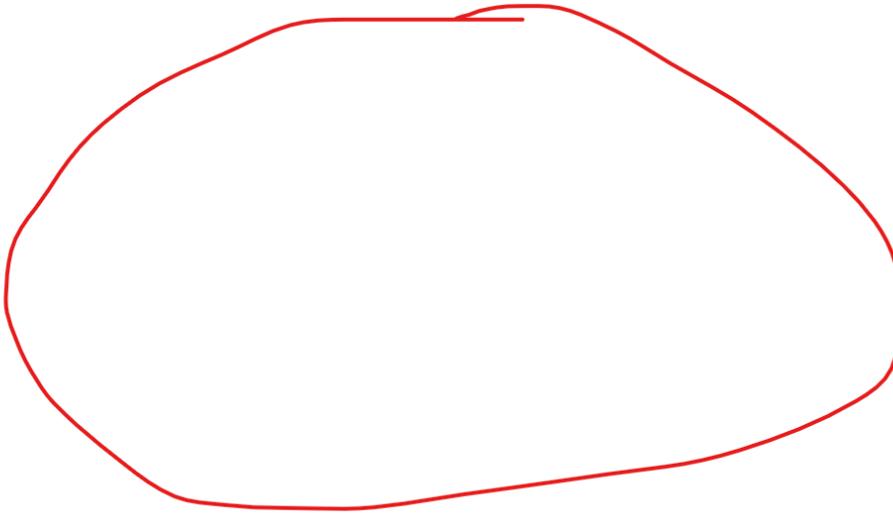
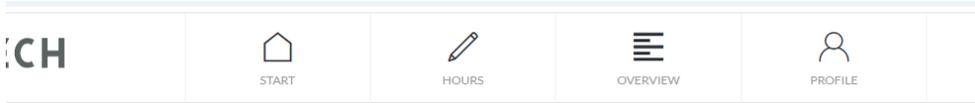
This means that every time you make a change in your weekly timesheets, you will receive an email about this.

It also means if admins here at Viktech make an edit to your hours for some reason, you will also receive a new email with your weekly hours.

Start page

When you first log in to VikTime you will be met with the start screen. This page is usually blank unless there is important information that we need to share with you.

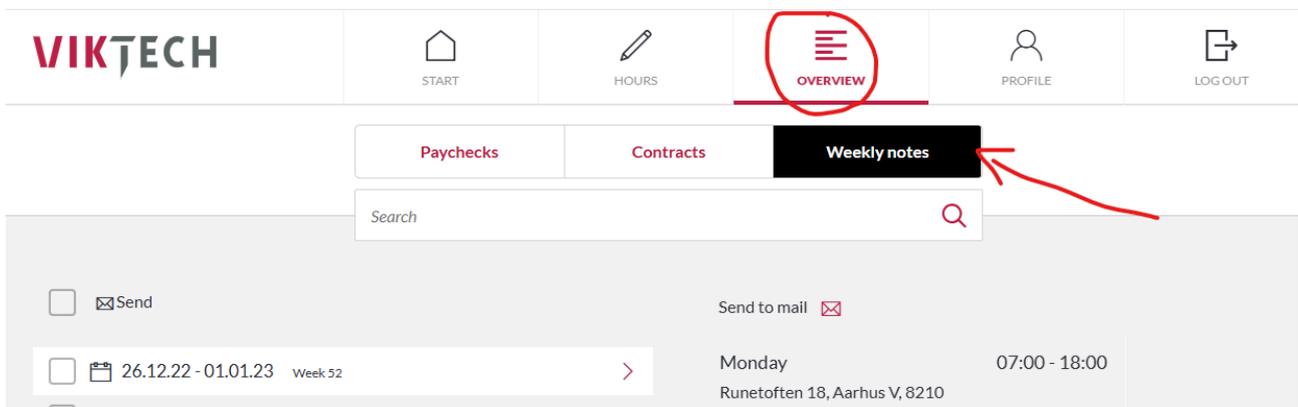
Therefore, should there be any information here, please take your time to read it as it will be important information for you.



Weekly hours and Paychecks

If you would like to see your weekly hours for weeks that are no longer available to you, you are able to find this information in the “Weekly notes” section.

To find this tab, please go to the “Overview tab, and then you will see the “Weekly Notes” tab:



On this page you can see each week where you have registered hours. By pressing each week you can see the weekly hours to the right.

START HOURS **OVERVIEW** PROFILE

Paychecks Contracts **Weekly notes**

Search

Send

Send to mail

<input type="checkbox"/> 26.12.22 - 01.01.23 Week 52 >	Monday 09:00 - 18:00 Jernaldervej 22, 8210 Lager ordre 8h 30m Pause 30
<input type="checkbox"/> 19.12.22 - 25.12.22 Week 51 >	Tuesday 07:00 - 15:00 Runetoften 18, Aarhus V, 8210 Lager ordre 7h 30m Pause 30
<input type="checkbox"/> 14.11.22 - 20.11.22 Week 46 >	Wednesday Day off Lager ordre Day off Pause
<input type="checkbox"/> 24.10.22 - 30.10.22 Week 43 >	Thursday Day off Lager ordre Day off Pause
<input type="checkbox"/> 17.10.22 - 23.10.22 Week 42 >	Friday Day off Lager ordre Day off Pause
<input checked="" type="checkbox"/> 26.09.22 - 02.10.22 Week 39 >	
<input type="checkbox"/> 19.09.22 - 25.09.22 Week 38 >	
<input type="checkbox"/> 29.08.22 - 04.09.22 Week 35 >	
<input type="checkbox"/> 22.08.22 - 28.08.22 Week 34 >	
<input type="checkbox"/> 15.08.22 - 21.08.22 Week 33 >	
<input type="checkbox"/> 04.09.23 - 10.09.23 Week 36 >	
<input type="checkbox"/> 05.06.23 - 11.06.23 Week 23 >	
<input type="checkbox"/> 15.05.23 - 21.05.23 Week 20 >	



If you would be so inclined, you can choose to re-send the weekly hours to an email address, by choose the week you would like sent and then clicking the button at the top:

Paychecks Contracts **Weekly notes**

Search

Send

Send to mail

<input type="checkbox"/> 26.12.22 - 01.01.23 Week 52	>	Monday Jernaldervej 22, 8210 Lager ordre 8h 30m Pause 30
<input type="checkbox"/> 19.12.22 - 25.12.22 Week 51	>	
<input type="checkbox"/> 14.11.22 - 20.11.22 Week 46	>	
<input type="checkbox"/> 24.10.22 - 30.10.22 Week 43	>	Tuesday 07:00 - 15:00 Runetofte 18, Aarhus V, 8210 Lager ordre 7h 30m Pause 30
<input type="checkbox"/> 17.10.22 - 23.10.22 Week 42	>	
<input checked="" type="checkbox"/> 26.09.22 - 02.10.22 Week 39	>	Wednesday Day off
<input type="checkbox"/> 19.09.22 - 25.09.22 Week 38	>	

If you wish to find your previous paychecks you can go to the tab “Paychecks”

VIKTECH

START HOURS **OVERVIEW** PROFILE

Paychecks Contracts Weekly notes

Search

Print Send

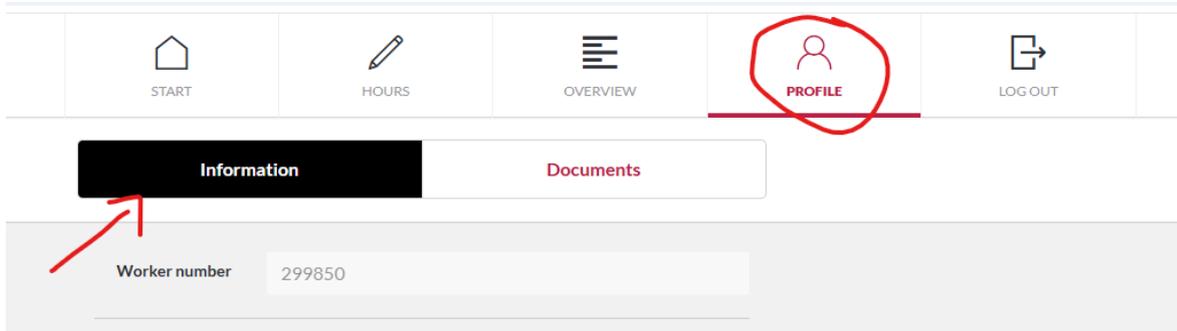
2020

<input type="checkbox"/> 21.12.20 - 03.01.21 Week 52 - Week 53	>
<input type="checkbox"/> 14.11.20 - 20.11.20 ...	>

Here you also have the option to print or send the paychecks.

Profile information

Under the “Profile” tab, you will be able to find all the information we have about you.

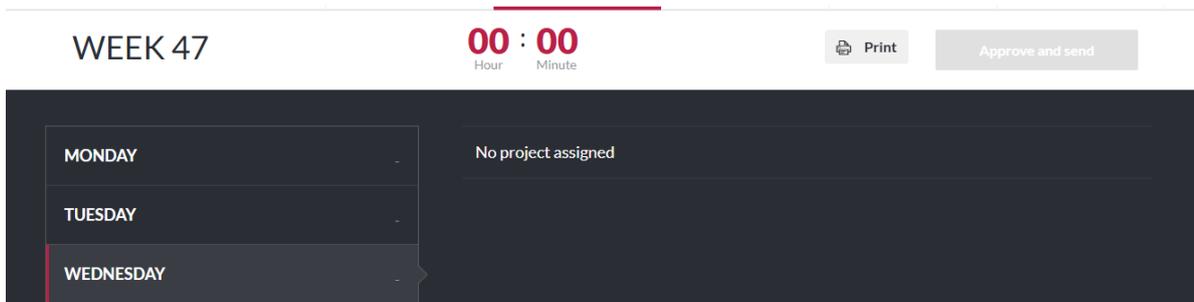


Should you find information that is not correct, please update it here. Updating it here will also update our internal information on you, and we will therefore have the correct information on you.

Common errors in VikTime

No project assigned

When you open VikTime and try to create a timesheet but is met with the message “No projects assigned” it means there is an error in the system



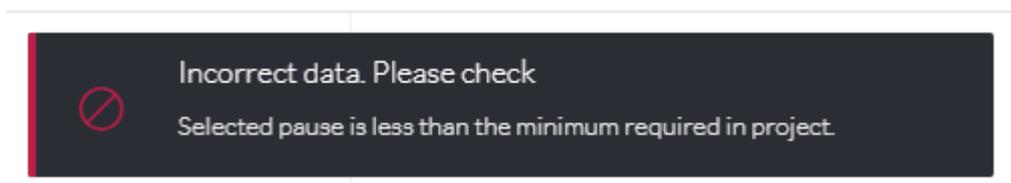
If this happens to you, please call us at +45 70 20 90 43 and we will assist you as soon as possible

Not entering enough break time

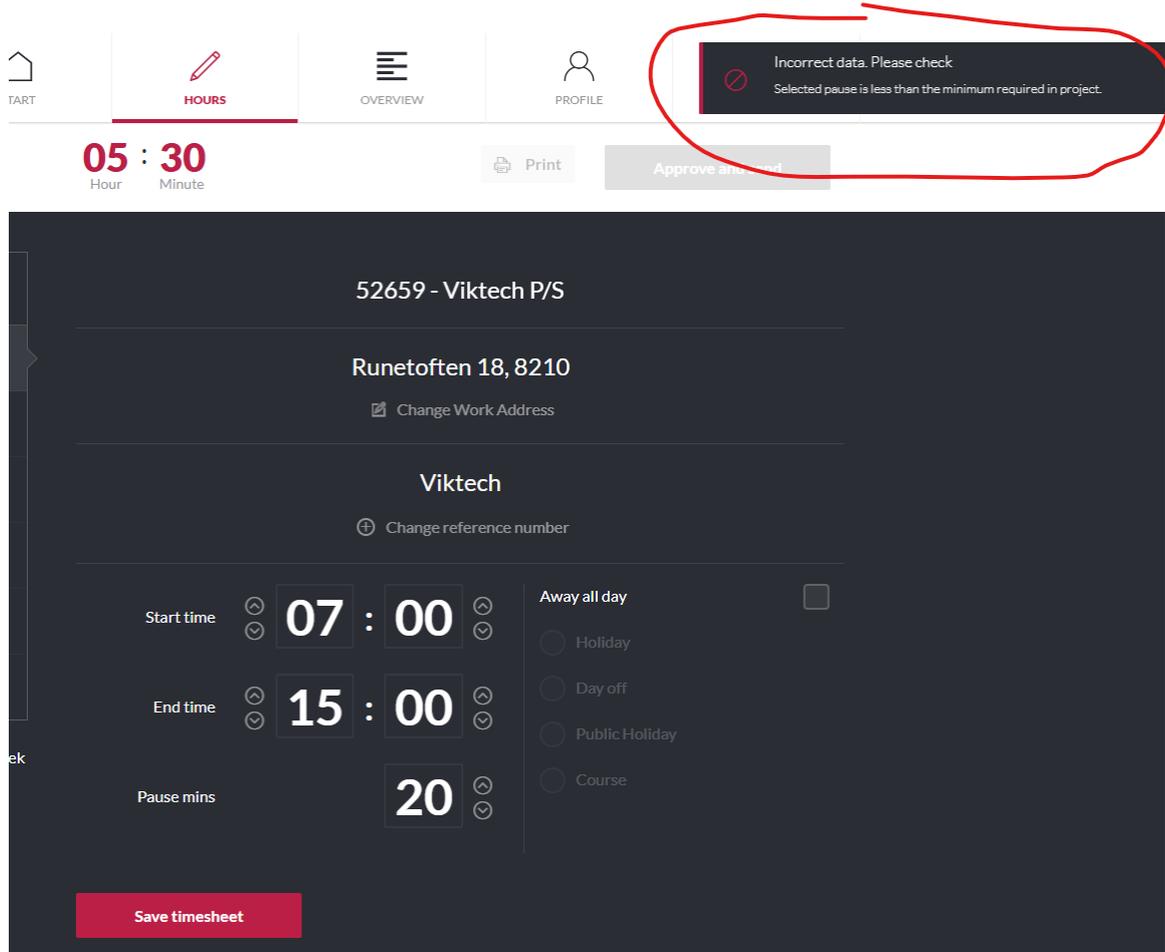
Since we are obligated by law to take break during a day, there is a minimum requirement of Pause that you can enter for a given day.

If you are met with this error message, it means you have not entered enough break for the day

“Incorrect data. Please check. Selected pause is less than the minimum required in project”



It will appear at the top right corner:

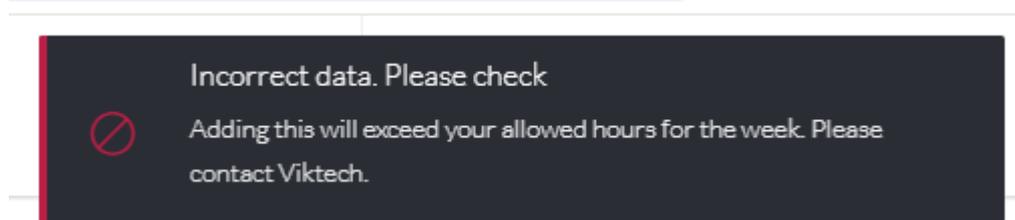


If you do not know your minimum requirement of break minutes, then please give us a call at +45 70 20 90 43

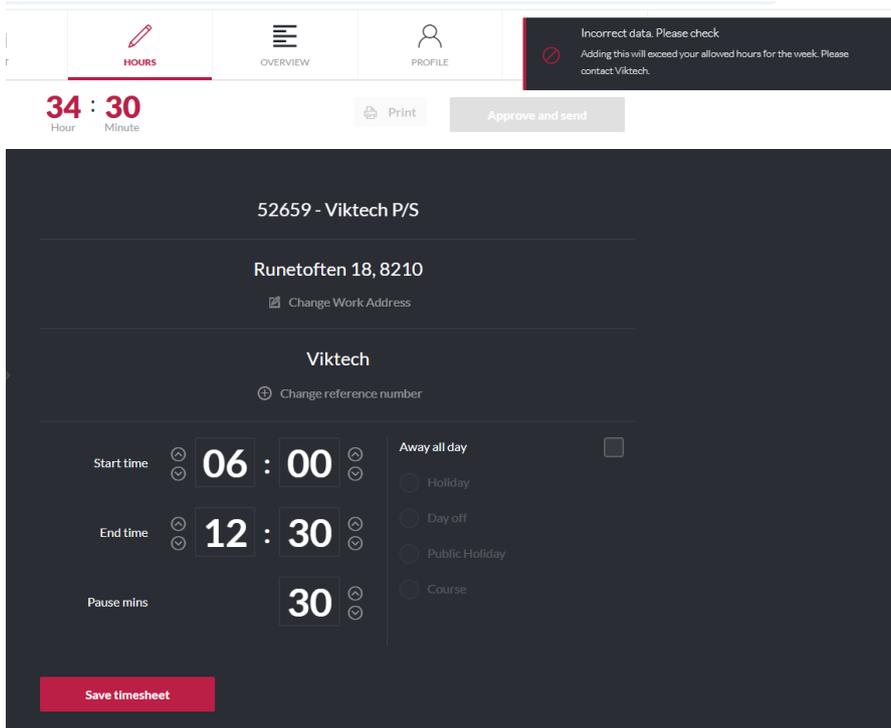
Entering more hours than allowed

There is a maximum number of hours that you will be allowed to register per week. If you see this error, then are trying to register more hours than allowed.

“Incorrect data. Please check. Adding this will exceed your allowed hours for this week. Please contact Viktech”



It will appear at the top right corner of the screen:



IF you believe a mistake has happened, and you need to enter more hours than allowed, please contact us at +45 70 20 90 43

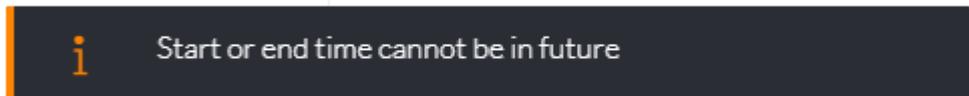
Entering hours ahead of time

In VikTime it is not possible to enter hours ahead of time.

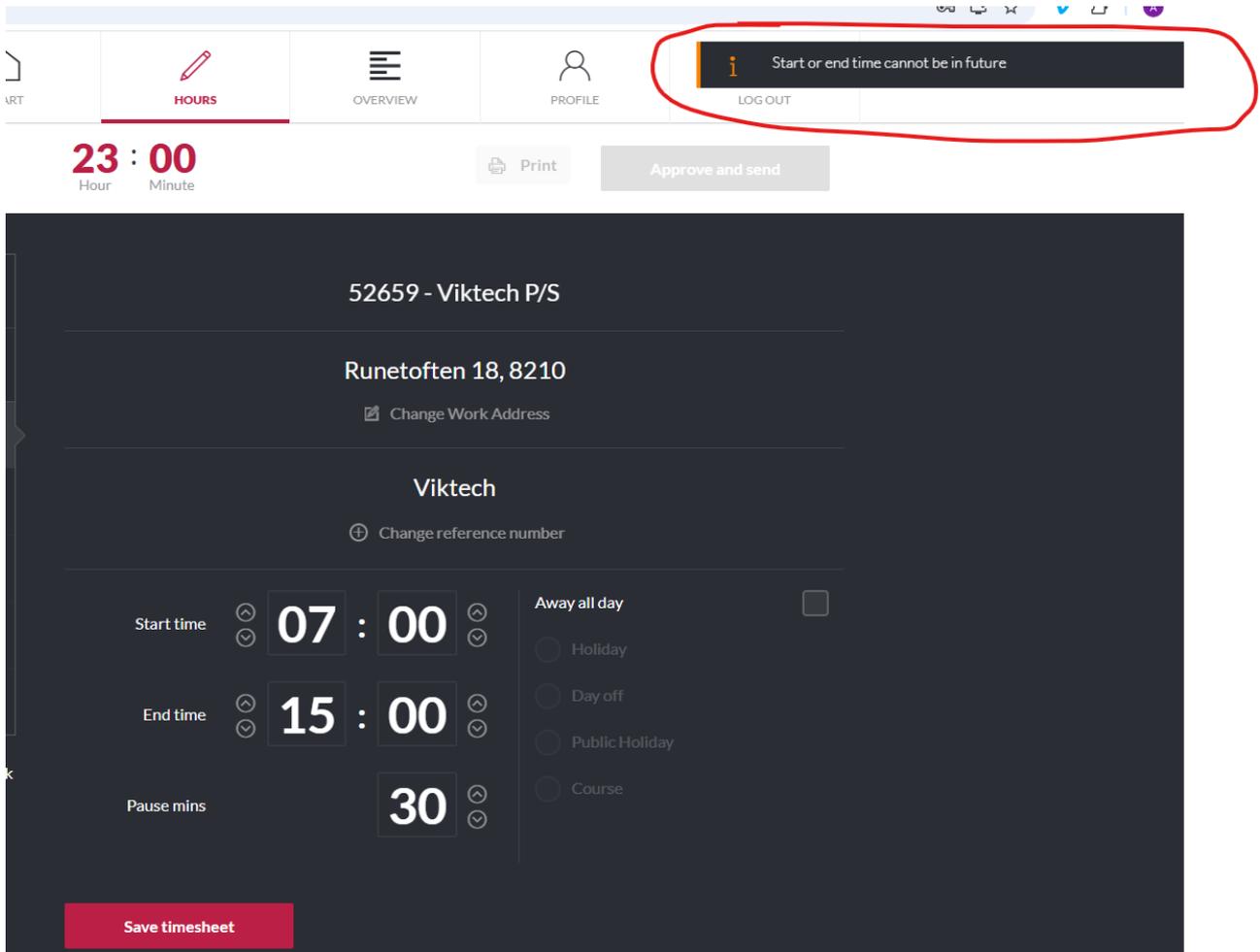
Meaning if today is Wednesday at 11.00, it is not possible to create a timesheet with an end time after 11.

If you are met with this error, it means you are breaking this rule:

“Start or end time cannot be in future”



It will pop up in the top right corner:



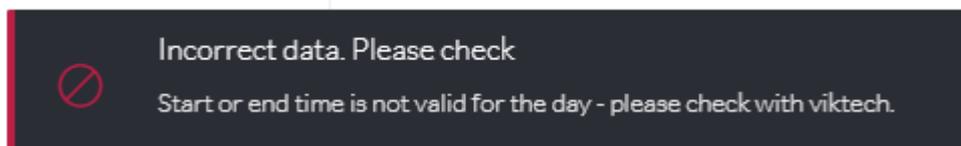
Please wait till the end time will be in the past, and then you will be able to register your hours.

Register hours before 06.00 and after 18.00

On normal projects it is not allowed to work before 06 in the morning and after 18 in the evening. However, if you have agreed with your sales responsible from Viktech and your Client, then we can allow you to register hours beyond these hours.

If you are met with the following error, it means you are breaking this rule:

“Incorrect data. Please check. Start or end time is not valid for the day – please check with Viktech”



If you have been given permission to enter hours beyond these times, then please contact us at +45 70 20 90 43 and we will open this setting up for you.

