MUNTIME

Employee Views and User Manual

Employee Portal · Web Version

English edition

Purpose and structure of the portal

The MUNTIME employee portal brings together in a single menu the functions related to working-time registration, clock-in history, requests, expenses, calendar, shifts and employment documentation. The content of each section depends on the information available for the employee and on the configuration set by the company.

Main menu

SECTION	WHAT IT IS USED FOR
Clock-ins	Register the start of the workday, breaks, return from breaks and end of the workday.
History	Review clock-ins for a selected period and check total hours.
Requests	View and create requests related to clock-ins, holidays or absences.
Expenses	View expenses and access the option to add a new expense.
Calendar	View holidays and absences throughout the year.
My Shifts	Review shifts and planned hours by month.
Documents	Find available documents: payslips, contracts, other documents and hour reports.

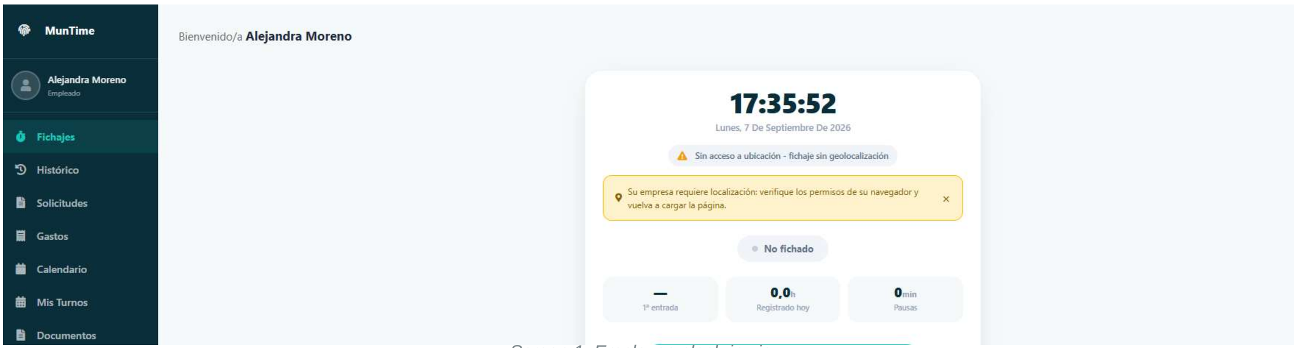
Common interface elements

- Employee name: shown at the top of the screen and in the side panel, together with the “Employee” profile.
- Notification bell: appears in the upper-right corner on several screens and provides access to user notifications.
- User icon: appears next to the bell and represents access to the user/profile area.
- Log out: shown at the bottom of the side menu on screens where the content extends to that area. It should be used when you finish working on a shared computer.

Important
The examples in this manual show a specific user in the screenshots. Each account will display the name of the employee who is currently signed in.

1. Clock-ins

This is the main screen used to register the workday. The screenshot shows the current time, date, clock-in status, the accumulated summary for the day and the four available actions: Clock in, Break, Return and Clock out.



Screen 1. Employee clock-in view.

Information shown on screen

- Time and date: MUNTIME displays the current time and the day to which the record applies.
- Status: in the example it shows “Not clocked in”, meaning the workday has not yet started. At that moment, Clock in is active while Break, Return and Clock out are dimmed.
- 1st clock-in: area used to display the first clock-in recorded during the day. In the screenshot it is empty because no clock-in has yet been recorded.
- Recorded today: displays the total time recorded in the current workday. In the example it shows 0.0 h.
- Breaks: displays the accumulated break time. In the example it shows 0 min.

Normal clock-in flow

1. At the start of the workday, check that the displayed date and time are correct and press “Clock in”.
2. If you take a break that must be recorded, press “Break”.
3. When the break ends and you resume work, press “Return”.
4. At the end of the workday, press “Clock out”.
5. After each action, check that the status and the day’s information have been updated before closing the page.

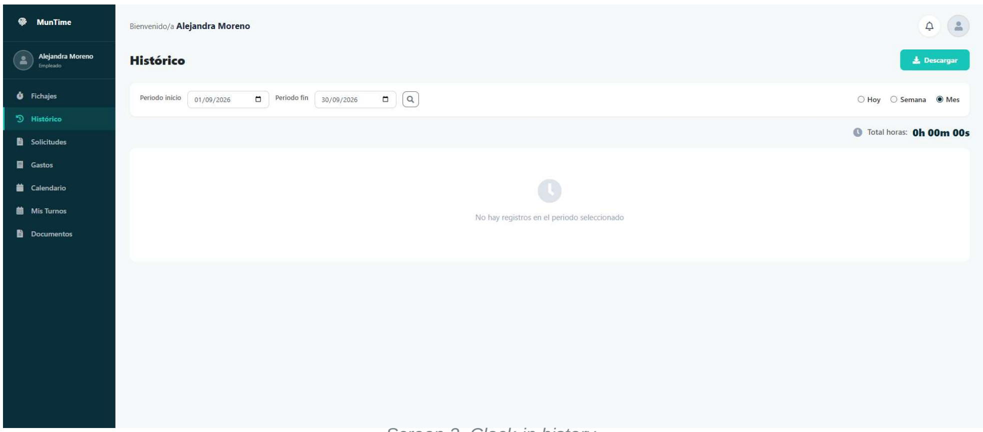
Geolocation

The screenshot shows two location-related warnings: “No access to location - clock-in without geolocation” and a message indicating that the company requires location access and that browser permissions must be checked.

> **If a location warning appears**
> Allow location access in the browser or device and reload the page. Before registering the action, check that the warning has disappeared when the company has configured location use.

2. History

The History screen allows you to review workday records for a selected period and check the total hours corresponding to the results displayed.



Screen 2. Clock-in history.

Available filters

- Start period / End period: allow you to manually define the date range you want to review.
- Today / Week / Month: quick options for selecting a common period. In the screenshot, “Month” is selected.
- Search button: applies the selected period and refreshes the list.
- Total hours: shows the sum of hours for the records in the selected period. In the example there are no clock-ins and the total is 0h 00m 00s.
- Download: allows you to download the available history for the selected period.

How to review a period

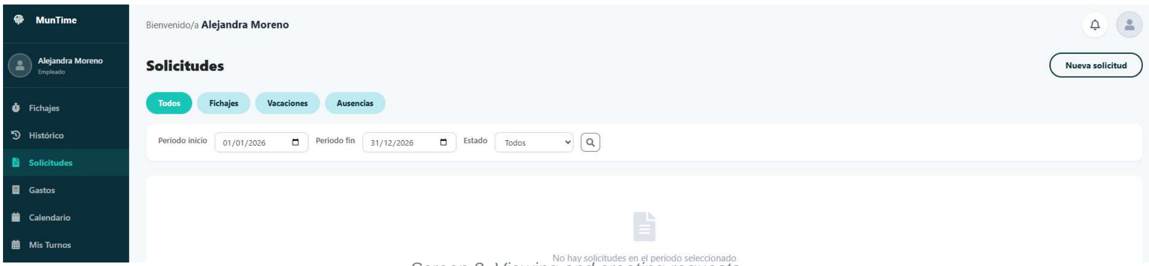
1. Open “History” from the side menu.
2. Select the start and end dates, or use Today, Week or Month.
3. Press the magnifying-glass button to refresh the search.
4. Review the records displayed and the total hours shown in the upper-right area.
5. If you need to keep a copy of the history, use the “Download” button.

If “No records found for the selected period” appears

First check that the dates are correct. If you expected to find clock-ins, extend the date range and search again. If records are still missing, report it to the responsible person.

3. Requests

From Requests, the employee can review existing requests and access the creation of a new request. The screen organises the information by type and allows filtering by date and status.



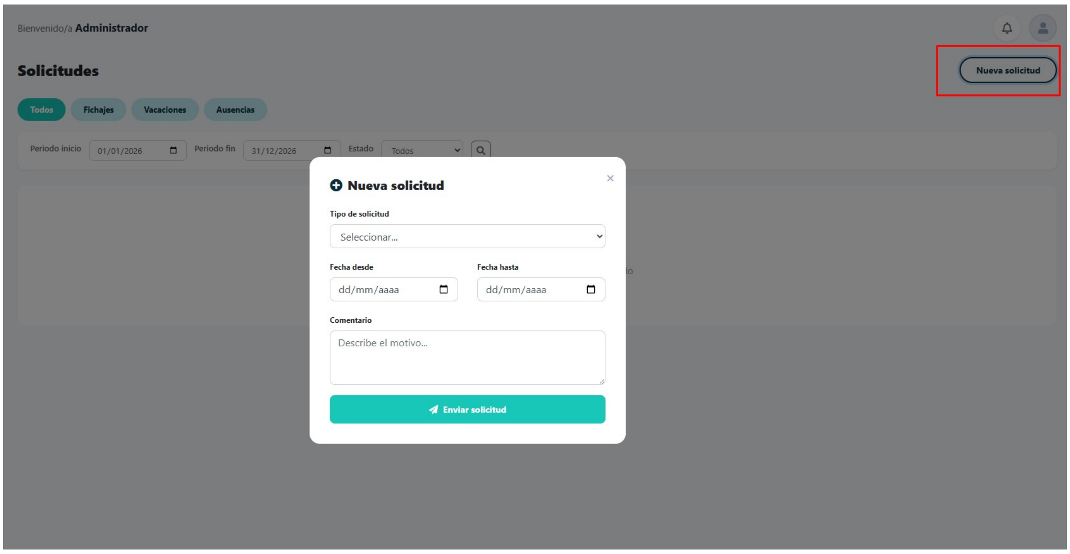
Screen 3. Viewing and creating requests.

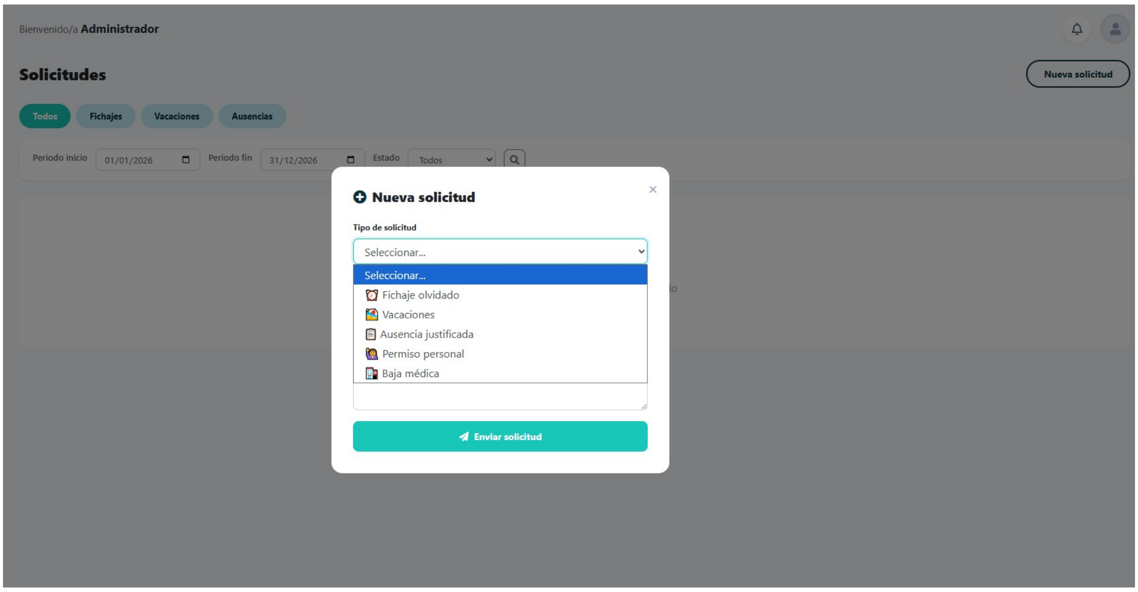
Visible request types

- All: shows all available requests together within the selected period.
- Clock-ins: filters requests related to clock-ins.
- Holidays: filters requests related to holidays.
- Absences: filters requests related to absences.

Filters and actions

- Start period / End period: limit requests by date.
- Status: limits the search to the selected status. In the screenshot it shows “All”.
- Magnifying glass: runs the search using the selected filters.
- New request: starts the process for creating a new request.





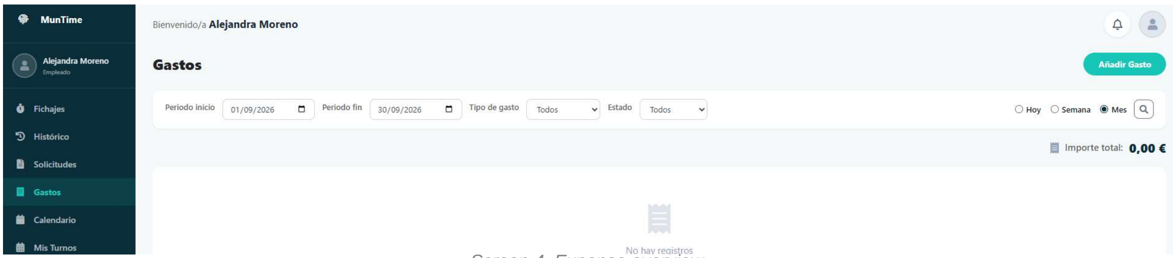
Recommended use

1. To review an existing request, first select the type: All, Clock-ins, Holidays or Absences.
2. Define the date range and, where applicable, the status you want to review.
3. Press the magnifying-glass button to display the results.
4. To register a new request, press “New request” and complete the form that appears.

> **To be completed in a future version**
> The screenshots provided do not show every field and confirmation step that may appear after pressing “New request”. For this reason, this manual does not describe fields, attachments or confirmation steps that are not visible in the supplied material.

4. Expenses

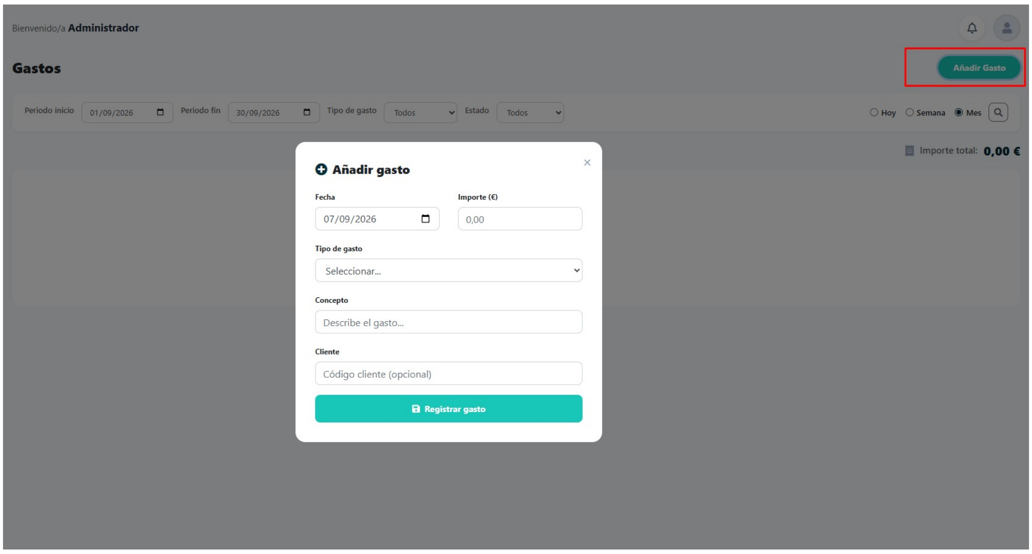
The Expenses section is used to review expenses registered by the employee and to access the creation of a new expense. The view allows filters by period, expense type and status.

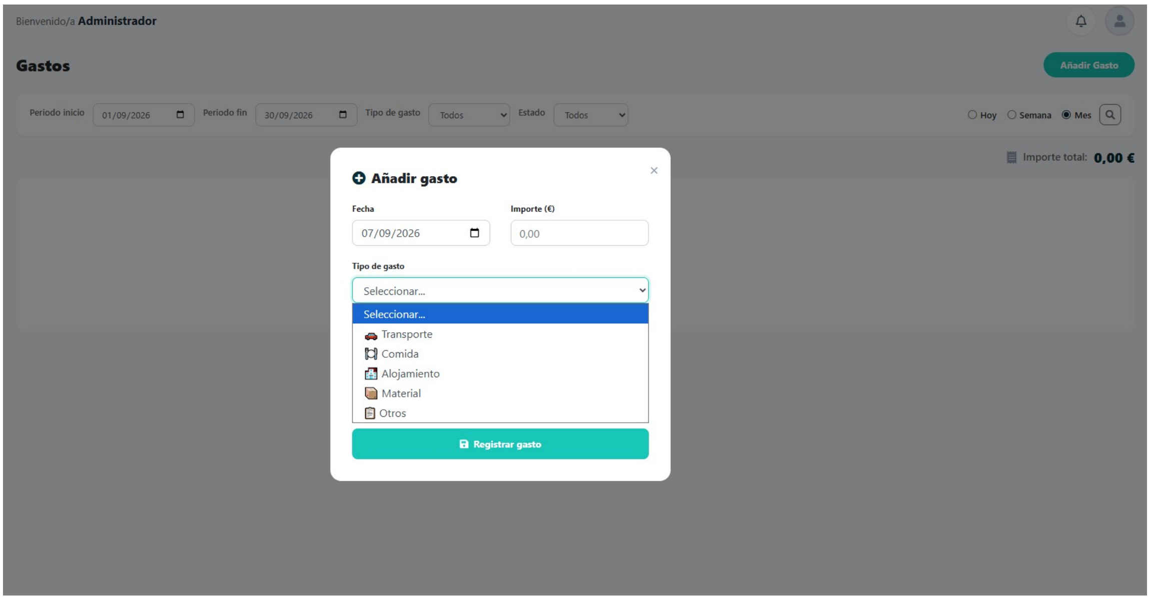


Screen 4. Expense overview.

Information and controls

- Start period / End period: define the date range for the search.
- Expense type: allows filtering by the available expense category. In the screenshot it shows “All”.
- Status: displays only expenses with the selected status.
- Today / Week / Month: provide quick options for defining the search period.
- Total amount: shows the total amount of the records matching the filters. In the screenshot it is €0.00.
- Add Expense: opens the process for registering a new expense.





How to review expenses

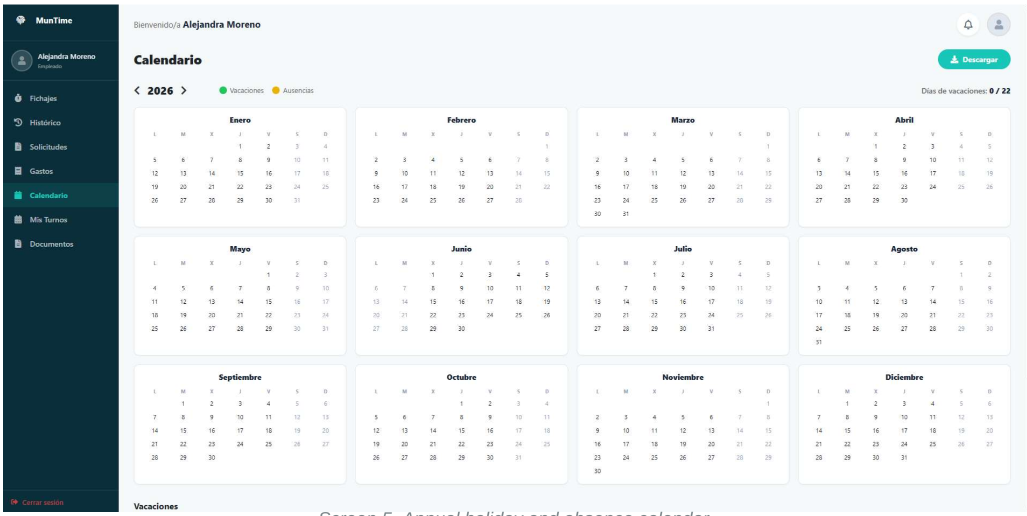
1. Open “Expenses”.
2. Select the period, expense type and status you want to review.
3. You can also use Today, Week or Month for a quick selection.
4. Press the magnifying-glass button to refresh the list.
5. Review the records and the “Total amount” calculated for the search.

Adding an expense

The “Add Expense” button is visible and the form allows the employee to enter expense information. The exact fields shown depend on the application configuration; complete the visible fields and follow the on-screen process.

5. Calendar

The Calendar view provides an annual overview of holidays and absences. It is useful for quickly checking marked days and the holiday balance displayed by the application.



Screen 5. Annual holiday and absence calendar.

How to read the calendar

- Year: the active year appears in the upper-left area, with arrows to move to the previous or next year.
- Legend: the green dot identifies Holidays and the yellow dot identifies Absences.
- Annual view: all twelve months are displayed at the same time for an overall view.
- Holiday days: the holiday counter appears in the upper-right corner. In the screenshot it shows 0 / 22.
- Download: allows you to obtain a download related to the visible calendar information.

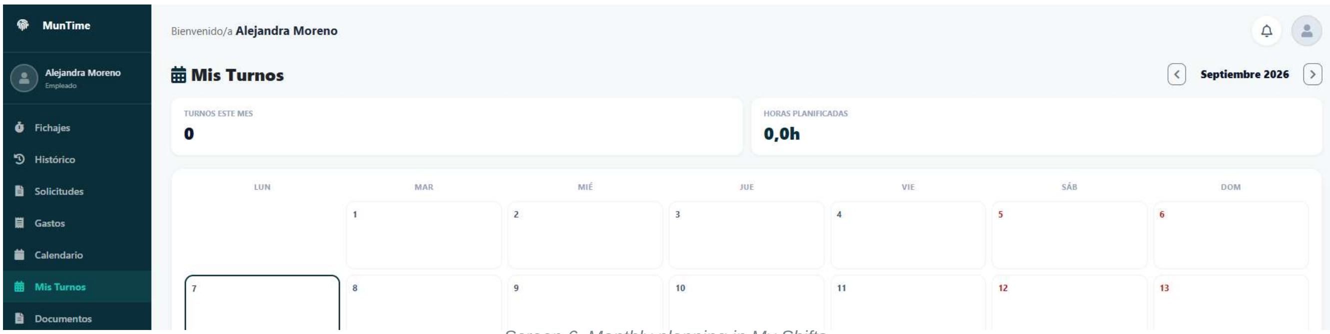
Recommended use

1. Open “Calendar”.
2. Check the selected year.
3. Use the arrows if you need to review another year.
4. Locate the marked days and use the legend to distinguish holidays from absences.
5. Check the holiday-day counter shown in the upper-right area.

> **Difference from Requests**
> Calendar is a view-only section. To start a holiday or absence request, the available screenshot places that action in “Requests” through the “New request” button.

6. My Shifts

The My Shifts section shows the employee's monthly planning. It includes a summary with the number of shifts in the month, planned hours and a calendar where the assigned shifts are distributed.



Screen 6. Monthly planning in My Shifts.

Main information

- Shifts this month: indicates how many shifts are assigned in the selected month. In the screenshot it shows 0.
- Planned hours: shows the total planned hours for those shifts. In the screenshot it shows 0.0 h.
- Month and year: shown in the upper-right area, with arrows to move to the previous or next month.
- Monthly calendar: distributes days by week, from Monday to Sunday. Weekends are visually highlighted in red.

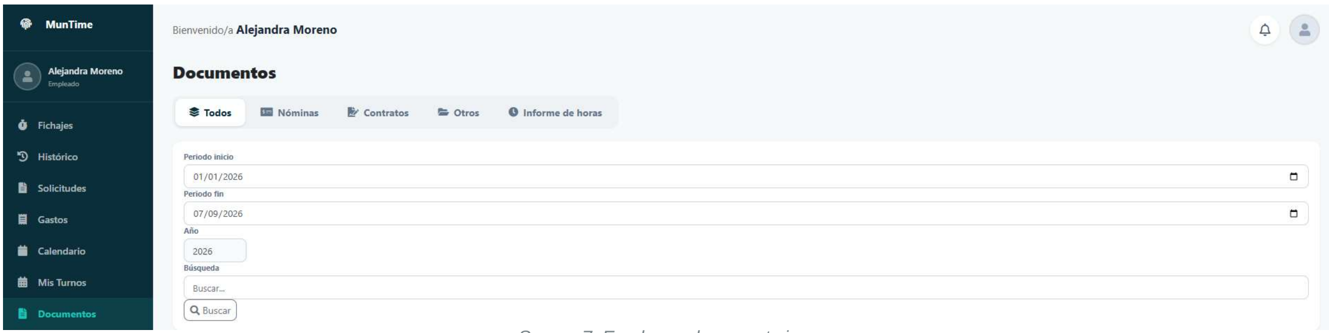
How to review the planning

1. Open "My Shifts".
2. Check the month and year shown in the upper-right area.
3. Use the side arrows to move between months.
4. Review the shift and planned-hours summary.
5. Check each day on the calendar to see the assigned planning.

> **When there is no planning**
> The screenshot shows the message "You have no shifts assigned this month". If you expect shifts to be available and they do not appear, check that you are viewing the correct month and, where appropriate, contact the person responsible for planning.

7. Documents

Documents brings together the files that the company makes available to the employee. The screen allows filtering by category and finding documents by date, year or search text.



Screen 7. Employee document view.

Visible categories

- All: shows all available documents together.
- Payslips: filters documents classified as payslips.
- Contracts: filters documents classified as contracts.
- Other: shows documents that do not belong to the previous categories.
- Hours report: filters documents classified as hour reports.

Filters and list

- Start period / End period: define the date range.
- Year: allows the reference year to be selected; the screenshot shows 2026.
- Search: allows you to enter text to find documents and run the search using the “Search” button.
- List columns: when records exist, the table includes Name, Date, Extension, Size and Actions.

How to find a document

1. Open “Documents”.
2. Select the required category: All, Payslips, Contracts, Other or Hours report.
3. Adjust the date range and year if you need to narrow the results.
4. If you know part of the file name, enter it in the “Search” field.
5. Press “Search” and review the documents shown in the lower table.

Actions for each file

The screenshot does not contain loaded documents, so the specific options in the “Actions” column are not visible. This manual therefore does not assume whether the available action will be view, download or another option.

8. Quick guide for daily use

As a practical reference, this is the most common workflow for an employee using MUNTIME.

ORDER	ACTION	WHAT TO CHECK
1	Start of workday	Open Clock-ins, check location if required and register Clock in.
2	During the workday	Register Break and Return whenever applicable.
3	End of workday	Register Clock out and check that the status has updated.
4	Review	Open History if you need to verify previous hours or actions.
5	Requests	Use Requests for matters related to clock-ins, holidays or absences.
6	Planning	Open Calendar and My Shifts to review planned days and shifts.
7	Documentation	Open Documents to find files published for your user account.

Common issues

SITUATION	RECOMMENDED CHECK
Geolocation warning	Check the location permissions in the browser or device and reload the page.
No records in History	Check the start/end period and run the search again.
No Requests or Expenses shown	Check the selected dates, type/category and status.
No shifts shown	Check the selected month. If planning should exist, contact the responsible person.
No documents shown	Check category, dates, year and search text. If the document should be published, contact the company.

Logging out

When you finish, use “Log out” at the bottom of the side menu, especially if you accessed MUNTIME from a shared computer or a device that is not for your exclusive use.