

Mandatory Time Tracking in the EU

How can employers comply with the EU time tracking directive and what do they need to consider? Here's a summary of the most important points.



Requirements and Benefits of the New EU Ruling

In May 2019, the European Court of Justice issued a judgment on mandatory time tracking, which has had a significant impact on businesses. Employers in the EU are now required to implement a system that keeps a record of employees' working hours. The ruling covers the following requirements:

- **Working time and rest:** Employees may not work more than 48 hours, including overtime, in any given week. They must be given at least 11 consecutive hours of rest each day and an uninterrupted rest period of 24 hours each week.
- **Breaks:** Employers must give their employees a break after six hours of work. The length of the break depends on the total length of the shift and varies according to national law.
- **Annual leave:** Employees are entitled to at least four weeks of paid annual leave every year.

Benefits of time tracking:

- **Information on working habits:** By tracking time, you gain valuable insights into your employees' working habits and can use this information to improve work processes.
- **Four-day week:** To improve the employee experience and boost motivation, some employers are switching to a four-day week while offering employees full pay. By tracking time and documenting work processes, employers can check whether employees are completing the same amount of work within these reduced hours.
- **Protection of workers' rights:** The primary aim of the EU directive is to safeguard workers' rights.
- **More trust and transparency:** Tracking time increases transparency, strengthening the relationship and increasing trust between employer and employees.

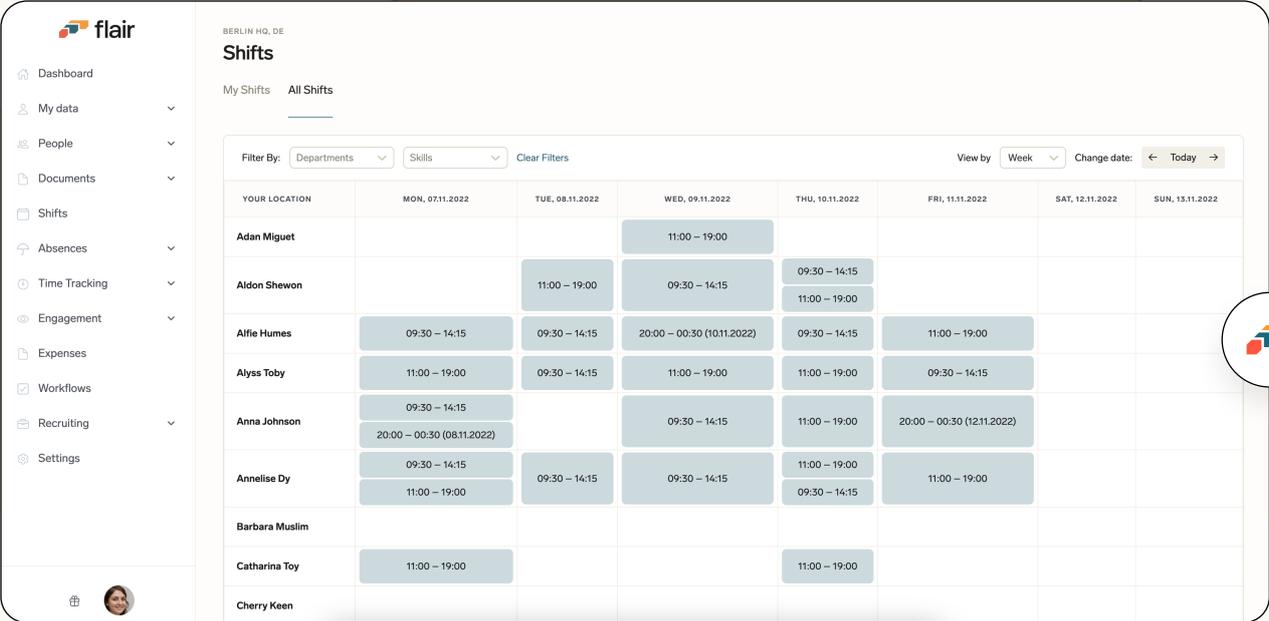


flair: A Comprehensive Solution for Time Tracking

To comply with the EU ruling, companies need to adapt their processes to enable employees to track their time, no matter whether they work in the office, from home, or a mixture of both.

The exact rules vary from country to country. In Germany, for example, employees are permitted to work a maximum of eight hours per day and 48 hours per week. Any overtime must be documented and the records retained for two years. The maximum shift length is ten hours. For shifts longer than six hours, employees must take at least a 30-minute break. For shifts of nine hours or longer, employees must take at least 45 minutes of break time.

In larger companies, it can be difficult to keep track of this. The flair Shift Planner is a handy tool to give you an overview of working hours and break times and help you coordinate shifts.



The screenshot displays the 'flair' Shift Planner interface. On the left is a navigation menu with options: Dashboard, My data, People, Documents, Shifts, Absences, Time Tracking, Engagement, Expenses, Workflows, Recruiting, and Settings. The main area shows a weekly shift schedule for 'BERLIN HQ, DE' under the 'Shifts' section. The schedule is a grid with columns for days from Monday to Sunday and rows for employees. Shifts are represented by colored blocks with time ranges. A filter bar at the top allows filtering by Departments and Skills, and includes a 'View by Week' dropdown and a 'Change date' selector set to 'Today'. A small flair logo is visible in the bottom right corner of the interface.

YOUR LOCATION	MON, 07.11.2022	TUE, 08.11.2022	WED, 09.11.2022	THU, 10.11.2022	FRI, 11.11.2022	SAT, 12.11.2022	SUN, 13.11.2022
Adan Miguelt			11:00 – 19:00				
Aldon Shewon		11:00 – 19:00	09:30 – 14:15	09:30 – 14:15	11:00 – 19:00		
Alfie Humes	09:30 – 14:15	09:30 – 14:15	20:00 – 00:30 (10.11.2022)	09:30 – 14:15	11:00 – 19:00		
Alyss Toby	11:00 – 19:00	09:30 – 14:15	11:00 – 19:00	11:00 – 19:00	09:30 – 14:15		
Anna Johnson	09:30 – 14:15 20:00 – 00:30 (08.11.2022)		09:30 – 14:15	11:00 – 19:00	20:00 – 00:30 (12.11.2022)		
Annelise Dy	09:30 – 14:15 11:00 – 19:00	09:30 – 14:15	09:30 – 14:15	11:00 – 19:00 09:30 – 14:15	11:00 – 19:00		
Barbara Muslim							
Catharina Toy	11:00 – 19:00			11:00 – 19:00			
Cherry Keen							

Failure to comply with the rules on time tracking and documentation can result in a fine of up to €15,000.

How flair Enables Time Tracking From Anywhere

flair supports three common types of time tracking.

Digital time tracking:

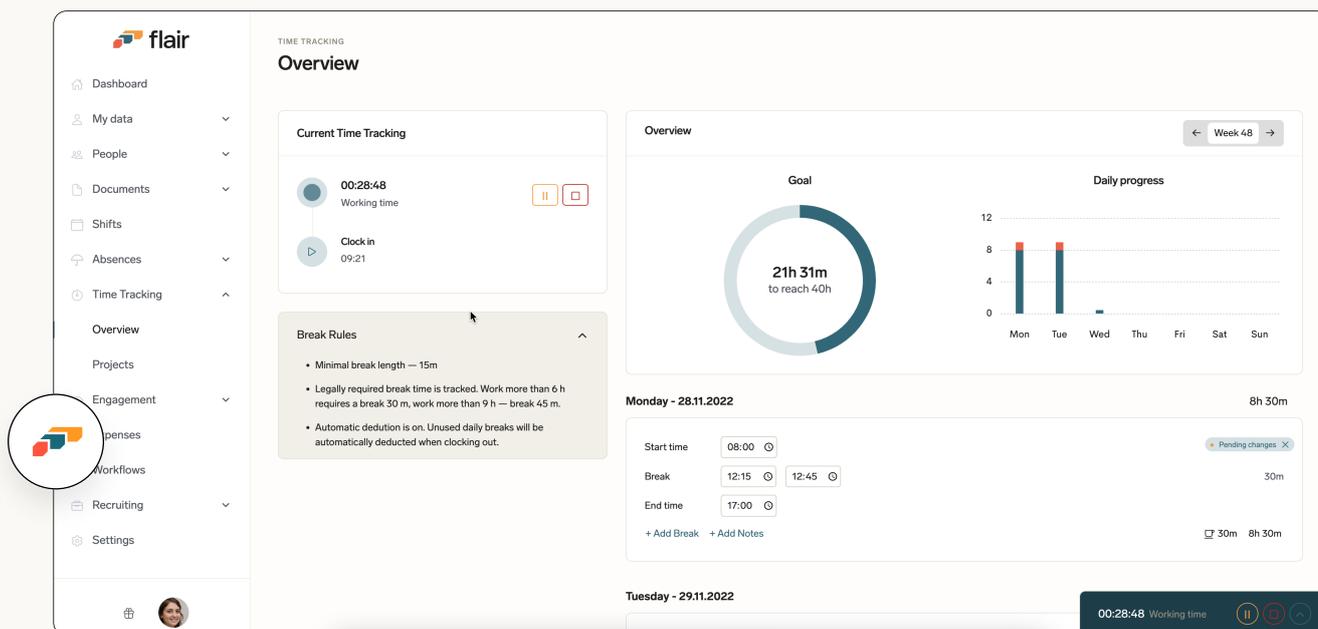
This is probably the most common type of time tracking. Employees use a web application or a mobile app to clock in, clock out, and record breaks. This method replaces paper-based time tracking and spreadsheets.

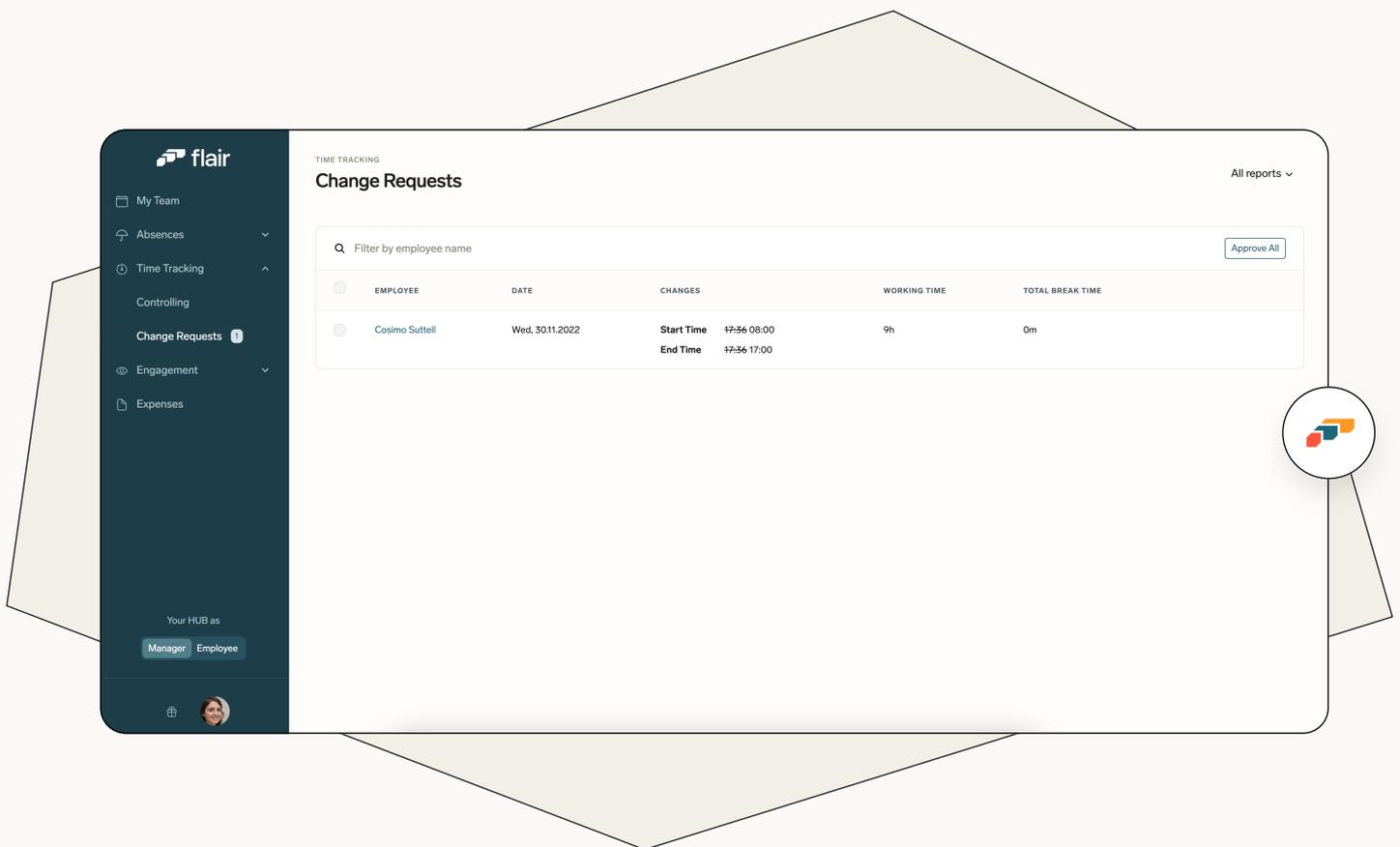
Project-based time tracking:

Sometimes it is necessary to track the hours spent on a specific project. Using flair's time tracker, you can set up projects to track alongside ordinary working hours. You can set a start and end date for the project, estimate the required hours, and select whether or not the hours are billable. Employees who have been assigned to the project can view the project in their Employee Hub and add their hours.

Time tracking with physical devices:

flair also supports physical time-tracking devices. Employees automatically clock in and out using a keycard, ID, or chip, and their working hours are synched with the flair time-tracking app.





In the flair Employee Hub, employees can see how many hours they have worked in the current week, how many hours are left, and which break time rules their company has set. They can also check previous weeks and see how many hours they are scheduled to work in the coming weeks.

The time tracking overview also shows planned absences, such as sick leave, vacations, and public holidays. These absences are automatically subtracted from the scheduled working hours.

Employees can start tracking time in the Employee Hub or using the flair mobile app. While the time tracker is running, they can pause it for breaks, restart it, and clock out at the end of their shift – all at the touch of a button. The summary of working hours is then immediately updated.

If an employee forgets to clock in, clock out, or record a break, they can edit their working hours manually. These corrections are then automatically sent to a timesheet manager for approval.

Employees can add notes to their time entries if, for example, they want to explain an irregularity in their schedule or to let their manager know why they have edited an entry. If your company is looking for a tool to help you comply with the EU directive on time tracking, flair offers you an all-in-one solution. By simplifying time tracking, you can also optimize your processes, increase transparency, and improve productivity.



www.flair.hr