

Abridged User Guide
For Reporting Attendance

- The Hilan-Net System is an Internet based time and attendance update system for all employees who report attendance.
 - The employees will report attendance through the time and attendance clock terminal.
Updates of attendance and absences will be reported by inputting to the system and will obligate the approval of the attendance authorizer.
 - It is possible to attach scanned authorizations directly into the system.
 - It is only possible to update data when the system is open for updates.
The Hilan-Net home page lists the dates on which the system is closed.
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1. Access to the system

In order to access the systems, connect to mytau.tau.ac.il using **your user name and university password** and select [Hilan-Net Attendance and Payroll](#).

After selecting, follow the access instructions appearing in the “[welcome to the Hilan-Net System](#)” letter.

Please note that there are two separate passwords required to access the system:

One for mytau and one for Hilan-Net.

* Upon encountering a problem in accessing the system, contact the Support Hotline at 640 – (8888).

** Regarding problems encountered related to the rules of attendance, contact the attendance liaison at the Unit.

*** The up to date information regarding access to the system is located at the Human Resources website: hrweb.tau.ac.il

2. Introduction to the Hilan-Net Home Page

Upon accessing the system, the home page is displayed, which contains 3 navigation areas:



1. The main navigation strip – includes the attendance tab
2. Details of my errors and a link to quick handling.
3. Notices to the employee – personal notifications and/or University notices, should there be such.

3. Attendance Tab

From the [main navigation strip](#), select the [Attendance tab](#), through which reporting and updating attendance can be effected.

Likewise, a summation of reporting can be viewed, as well as the amendments log, and inquiries and forms can be produced:

Analyzed sheets and a sheet of leave balances and usages.



Attendance

Personal Definitions

Reporting

Inquiries and Forms

Report and Update

Analyzed Sheet

Report Summation

Details of leave balances and usage

Amendments log

4. Reporting and Updating Screen

In this screen you can input attendance and absence details by the following options:

- Completing attendance which came in from the time and attendance clock terminal and completing lacking reports (entry/exit).
- Report a full day absence, for example, leave or sick leave.
- Reporting attendance and absence for that day.
- Reporting absence for a period of time, for example: Vacation leave and reserve military service.

The screen has two parts:

1. **The upper part** – where the calendar and all the days of the month are displayed

The calendar summarizes the attendance data.

Each day is colored in a shade of color correlating to the legend appearing to the left of the calendar.

Additionally, a total of all work hours accumulated for that same day is displayed on each day.

2. **The lower part** – where the selected day is detailed and which facilitates reporting attendance or absence data.



The upper part - the Calendar

The lower part - the day's details section.

5. The Upper Part – the Calendar

Details of the types of days in the Calendar

- **Regular work day** – marked in white
In the event that attendance hours were reported, they will be recorded as a total
- **A day with an error** - marked with an "X" icon
Errors examples: entry is missing, exit is missing, missing report for the work day.
- **Absence** – the day that an absence was reported will be marked in orange.
Absence examples: Vacation leave, sick leave, reserve military service.
- **Lacking an attendance authorization** – a day on which a manual report was effected, which requires authorization and has not been approved by the attendance authorizer, will be marked with a figure.
- **Holidays/Saturdays** – will be marked in grey.
- **Days on which the University is closed** – will be marked in green.



Regular work day

Lacking the approval of the attendance officer

A day with an error

A day reflecting absence.

Display: Selected days - Days with an error - Period

Options for selecting days on the calendar:

- You can navigate to another month by selecting the desired month on the top ruler of the calendar.
- Selecting a number of days together and then clicking on the “Selected Days” button.
- Selecting an entire column, (for example, all Mondays) by clicking on the top of the column and then clicking on the “Selected Days” button.
- Selecting the entire month by clicking on the left upper corner of the calendar (>>) and then clicking on the “Selected Days” button.
- Selecting the entire week by clicking on the left side of the calendar (>) and then clicking on the “Selected Days” button.
- Selecting all the error days by clicking on the "Days with an error" button.
- Selecting a period (a series of days) by clicking the "Period" button.

6. Lower Part – Day Details

In order to obtain details for a particular day, mark that day on the calendar and click on the “Selected Days” button.

(Another option is to double click the desired day):



Click on the “Selected Days” button

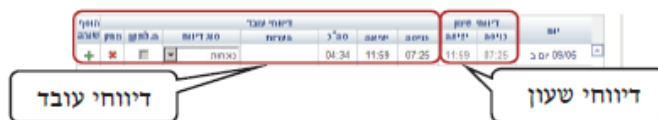
Mark the day

The details are displayed at the bottom of the screen.

The row is split into two parts:

1. Reports coming in from the time and attendance clock terminal.
2. Employee reports (manual).

The data received from the attendance clock, insofar as such exists, will appear on the right side of the screen, while fields for updating appear on the left side:

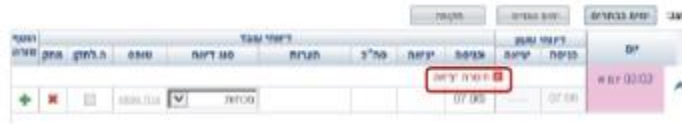


Employee reporting

Clock reporting

* Note – Reports coming in from the attendance clock - appear with the type of report: “Attendance” or “On Duty”.

In the event that there is an error, the reason for the error will appear in red (for example, missing entry/exit, missing a day report) and the day will be colored pink.

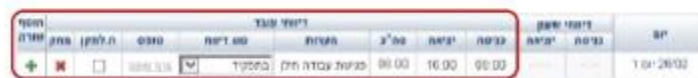


7. An Example of Attendance Reporting: On Duty

If you want to report 'off campus work':

1. Access the "Report and Update" screen.
2. Mark the desired day and click the "Selected Days" button.
3. In the "Employee Reporting" area, enter the entry/exit times or entry and exit times, enter the details of the essence of the duty in the remarks field, select the type of "On Duty" Report.

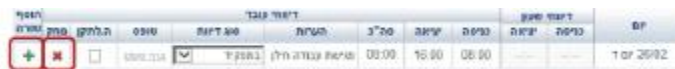
Continuation on the other side >



4. Click in the "Save" button.
5. The system notifies: "The Data was Successfully Saved"

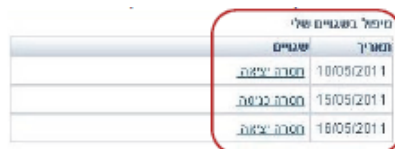
8. Tips for Using the System

1. It is possible to report multiple lines per day (for example: entry and exit, and again entry and exit) by clicking on the "Add a line" button.
2. It is possible to delete a manual report by clicking on the Delete* button.



* Note – altering a report that has already been approved in the system will obligate a new approval operation.

3. A short cut to complete reports from the home page – The "errors for your handling" are already displayed upon accessing the system on the upper right side of the home page and you can handle them directly from the home page (without the need to access the "report and updates" screen).



In order to complete the error report, click on it and the system will open a screen that enables inputting and saving data.

9. Attaching Scanned Files

It is possible to attach scanned files for a **report that requires a form** (such as a medical/training authorization).

1. In order to attach the scanned file, click on the "Add a Form" button.



2. A file explorer window will open, through which it is possible to select the file that you wish to attach.
3. Attach the file (in this example, by clicking on [Open](#)).
4. After attaching the file, the form can be displayed or deleted.



Display Erase

Important:

- The maximum permitted size of the file appears when attaching the file.
- The permitted types of files are: png, pjpeg, pdf, tiff, jpeg, jpg and gif.
- In the case of a reserve military service authorization, it is obligatory to submit an original authorization – not a scan – to the Manpower and Control Division.
- **Upon encountering a problem in scanning or attaching the scanned file, you may seek the assistance of the computer coordinator of the Unit.**

10. Analyzed Sheet

In this screen, the processed attendance data is displayed correct up to the most recent data processing date conducted that month.

The summation can be viewed at the bottom of the screen (as at the processing day) as such will be submitted to the Payroll Dept.

In order to view the analyzed sheet:

1. Select the **"Analyzed Sheet"** screen under the **"Attendance tab"**.
2. A preliminary screen appears which presents the various months
3. Select the particular month that you want to view and click on the **"Display Sheet"** link.



11. Details of Leave Balance and Usage

The details of leave balance and usages are displayed in this screen, by the various symbols.

In order to view the data:

1. Select the **"Details of Balances and Usage"** screen under the **"Attendance tab"**.
2. In this screen, select the symbol that you want to view by clicking on the arrow.



(Scan the QR code for the full user guide)

At your service

Human Resources Department.