

TIME REPORTING FOR SUB CONTRACTOR

PX web

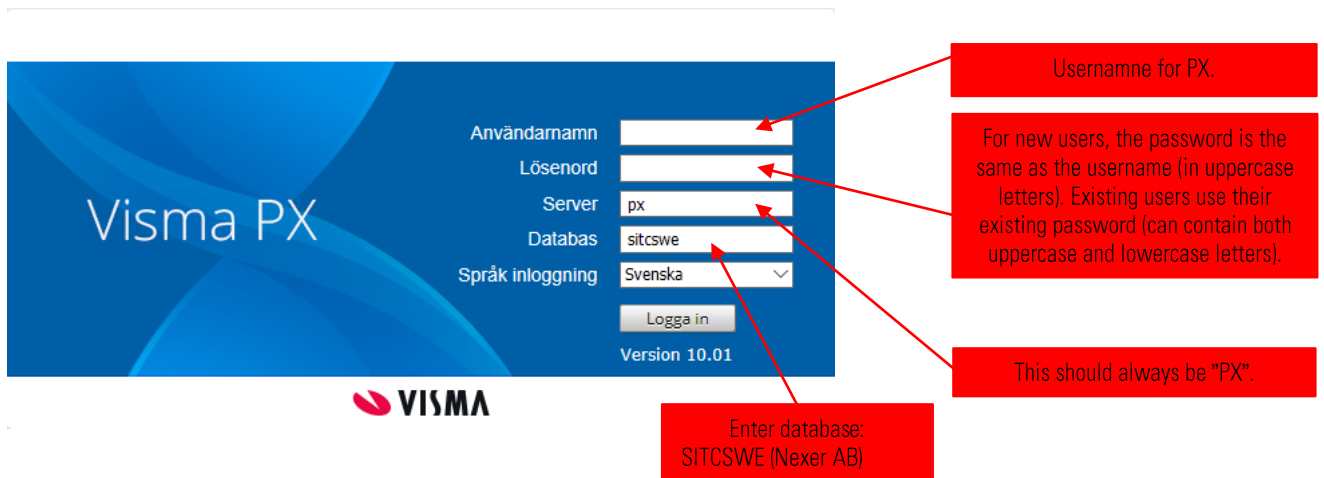
NEXXER

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1 SIGN IN

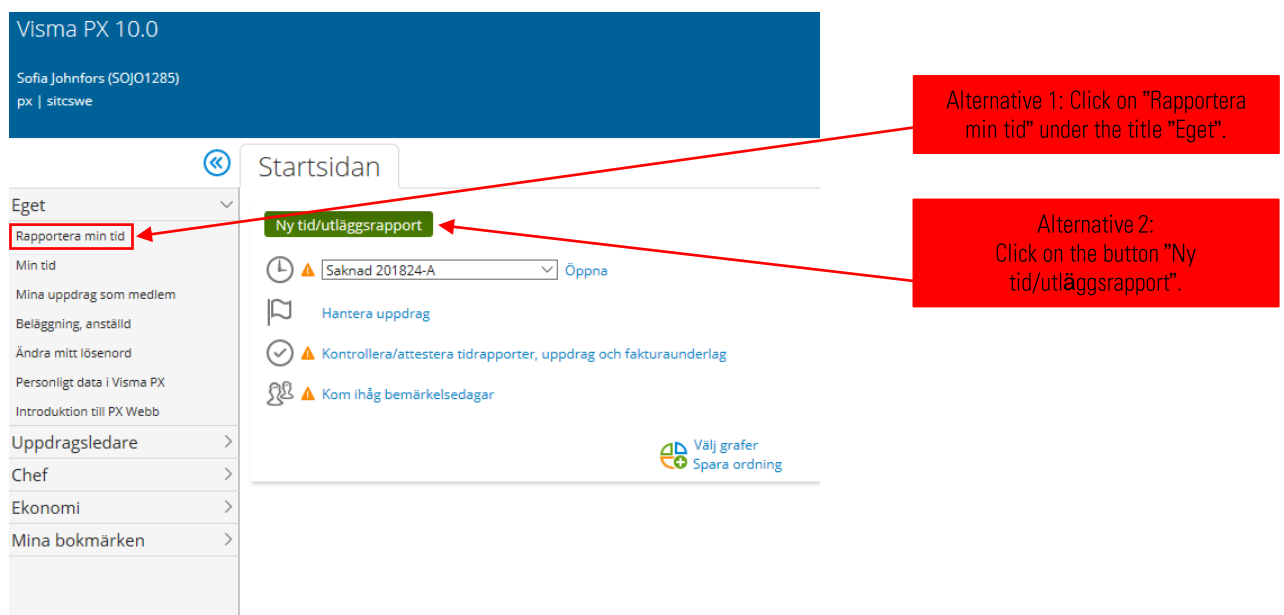
Follow the link: <https://px.nexergroup.com/login/login.asp>



The screenshot shows the Visma PX login interface. It includes a header with the Visma logo and 'Version 10.01'. The login form has the following fields: 'Användarnamn' (Username), 'Lösenord' (Password), 'Server' (px), 'Databas' (sitcswe), and 'Språk inloggning' (Svenska). A 'Logga in' button is at the bottom. Red callout boxes provide instructions: 'Username for PX.' points to the 'Användarnamn' field; 'For new users, the password is the same as the username (in uppercase letters). Existing users use their existing password (can contain both uppercase and lowercase letters).' points to the 'Lösenord' field; 'This should always be "PX".' points to the 'Server' field; and 'Enter database: SITCSWE (Nexer AB)' points to the 'Databas' field.

NOTE! Make sure you only have PX open in one browser to avoid errors.

1.1 START PAGE



The screenshot shows the Visma PX 10.0 start page. The header displays 'Visma PX 10.0' and user information: 'Sofia Johnfors (SOJO1285)' and 'px | sitcswe'. The main content area is titled 'Startsidan' and features a 'Ny tid/utläggsrapport' button. A left sidebar menu is visible under the 'Eget' header, with 'Rapportera min tid' highlighted. Red callout boxes provide navigation instructions: 'Alternative 1: Click on "Rapportera min tid" under the title "Eget".' points to the sidebar menu item; and 'Alternative 2: Click on the button "Ny tid/utläggsrapport".' points to the main content button.

2 TIME REPORTING

2.1 SELECT PERIOD

Välj den period du vill rapportera för

Anställd: [Sofia Johnfors \(SOIO1285\)](#)

Nästa orapporterade period: 201825
(2018-06-18 -- 2018-06-24)

Annan period:

Ny utläggsrapport för period:

Tidigare rapporterad period: 201824 - A

Visa alla tidigare perioder:

Favoriter OK Stäng

Most common alternative.

If you are using PX for the first time, or you wish to report for another period, enter the period YYYYWW.

To continue with an already started report.

2.2 CHOOSE HOW THE TIME REPORT SHOULD BE CREATED

Välj hur tidsrapporten skall skapas

Anställd: [Sofia Johnfors \(SOIO1285\)](#)

Period: 201825

Ny tidsrapport baserad på favoriter

Ny tidsrapport baserad på beläggning

Ny blank tidsrapport

Kopiera tidigare tidsrapport 201824 - A

Visa alla tidigare perioder

OK Stäng

Requires previously created favorites.

Not used.

If the first report, or if an empty form is required.

Used if the report should be like an earlier report. Time codes, assignments and activities are copied from the selected period.

2.3 REPORT TIME

Under the "Tid" tab, hours are handled. The "Resor" tab is not used by sub-consultants.



2.3.1 TIMECODE

Time code is **not** used for normal working hours but only for hours with deviating hourly rates, such as travel time or overtime.

1. The list shows different time codes in the system. Most do not apply to sub-consultants. Contact your project manager or manager if you are unsure of which time code to use.

2. Select the time code that is current by highlighting and press "Välj".

2.3.2 SELECT PROJECT NUMBER

The project number controls which customer is to be invoiced, therefore it is important to know which project number is the correct one.

Select the project number for which the time should be reported. If in doubt, contact your manager.

(Have you previously reported in PX the magnifying glass shows your 20 most recently used assignment numbers.)

2.3.3 SELECT ACTIVITY AND POSSIBLE WORK TASK

An activity must be specified. Choose which activity to report on.

Task is a sub-category of activity and is not available on all assignments. Not mandatory if missing.

Visma PX 10.0

Sofia Johnfors (SOJO1285)
px | sitcsw

Tidkoder
110 Meritid, deltid, tid
111 Inarbetad tid
112 Enkel ötid, tid
113 Kval ötid, tid
210 Meritid, deltid, pengar

Tid Resor

Sofia Johnfors (SOJO1285) 201825-A

Tidkod Uppdrag Aktivitet Arb uppg Text Kat Tim kvar Klardatum

Favoriter Lägg till i favoriter

Tidkod	Uppdrag	Aktivitet	Arb uppg	Text	Ant	Kat	Sum	Mån	Tis	Ons	Tor	Fre	Lör	Sön	Antal	Fakt sort	å-pris	Val	Ej deb
								18	19	20	21	22	23	24					
	INT05 Ekonomi, administrat	01				SITM	0,0									TIM	0,00	SEK	<input checked="" type="checkbox"/>
	INT05 Ekonomi, administrat	01		Utland		SITM	0,0									TIM	0,00	SEK	<input checked="" type="checkbox"/>
	9900 99SEM Semester	SEM				SITM	0,0									TIM	0,00	SEK	<input checked="" type="checkbox"/>
	9915 99KOMP Uttag av inarbetad t	FRIKOMP				SITM	0,0									TIM	0,00	SEK	<input checked="" type="checkbox"/>
Sum							0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0					

Fördelade timmar 0,0 Övertid 0,0 Ord timmar att fördela 32,0 Ordinarie arbetstid 32,0 Timmar på deb uppdrag 0,0 Deb grad, % 0,0

Antal förmåner: Frukost Lunch Middag P-plats1 P-plats2

Klar

If you need to change something on a line, click on the pen at the beginning of the line. When you have filled in the correct data, click "Ladda".

The list shows which activities are available on the assignment.

Press the magnifying glass to see available tasks.

2.4 MARK THE REPORT AS DONE

Fill in the hours at the suitable rows and in the correct columns.

You can work with your time report continuously and save. (Floppy icon). Then you can bring up the report again to complete it later.

Visma PX 10.0

Sofia Johnfors (SOJO1285)
px | sitcsw

Tidkoder
110 Meritid, deltid, tid
111 Inarbetad tid
112 Enkel ötid, tid
113 Kval ötid, tid
210 Meritid, deltid, pengar

Tid Resor

Sofia Johnfors (SOJO1285) 201825-A

Tidkod Uppdrag Aktivitet Arb uppg Text Kat Tim kvar Klardatum

Favoriter Lägg till i favoriter

Tidkod	Uppdrag	Aktivitet	Arb uppg	Text	Ant	Kat	Sum	Mån	Tis	Ons	Tor	Fre	Lör	Sön	Antal	Fakt sort	å-pris	Val	Ej deb
								18	19	20	21	22	23	24					
	INT05 Ekonomi, administrat	01				SITM	0,0									TIM	0,00	SEK	<input checked="" type="checkbox"/>
	INT05 Ekonomi, administrat	01		Utland		SITM	0,0									TIM	0,00	SEK	<input checked="" type="checkbox"/>
	9900 99SEM Semester	SEM				SITM	0,0									TIM	0,00	SEK	<input checked="" type="checkbox"/>
	9915 99KOMP Uttag av inarbetad t	FRIKOMP				SITM	0,0									TIM	0,00	SEK	<input checked="" type="checkbox"/>
Sum							0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0					

Fördelade timmar 0,0 Övertid 0,0 Ord timmar att fördela 32,0 Ordinarie arbetstid 32,0 Timmar på deb uppdrag 0,0 Deb grad, % 0,0

Antal förmåner: Frukost Lunch Middag P-plats1 P-plats2

Klar

When you are completely done and all hours for the period are reported, check the box "Klar" and click on the floppy icon. Once this is done, you can no longer change the time report.

2.4.1 POSSIBLE ERROR MESSAGE

Visma PX 10.0

Sofia Johnfors (SOJO1285)
px | siltcsw

Tid Resor

Sofia Johnfors (SOJO1285) 201825-A

Tidkod Uppdrag Aktivitet Arb uppg Text Kat Tim kvar Klardatum

9900 99SEM SEM

Det finns ingen tid fördelad på denna rad.

Favoriter Lägg till i favoriter

Tidkod	Uppdrag	Aktivitet	Arb uppg	Text	Ant Kat	Sum	Mån	Tis	Ons	Tor	Fre	Lör	Sön	Antal	Fakt sort	å-pris	Val	Ej deb
							18	19	20	21	22	23	24					
INT05	Ekonomi, administrat	01			SITM	11,0	8,0							11,0	TIM	0,00	SEK	<input checked="" type="checkbox"/>
INT05	Ekonomi, administrat	01	Utland		SITM	18,0		5,0	5,0	8,0				18,0	TIM	0,00	SEK	<input checked="" type="checkbox"/>
9900	99SEM Semester	SEM			SITM	0,0								0,0	TIM	0,00	SEK	<input checked="" type="checkbox"/>
9915	99KOMP Uttag av inarbetad t	FRIKOMP			SITM	3,0		3,0						3,0	TIM	0,00	SEK	<input checked="" type="checkbox"/>
Sum						32,0	8,0	8,0	8,0	8,0	0,0	0,0	0,0					

Fördelade timmar 32,0 Övertid 0,0 Ord timmar att fördela 0,0 Ordinarie arbetstid 32,0 Timmar på deb uppdrag 0,0 Deb grad, % 0,0

Antal formåner: Frukost Lunch Middag P-plats1 P-plats2

Klar

If you mark the report as done and save without having hours on all lines, you will receive an error message.

In this example, hours are completely missing on the line.

Fill in the missing hours to correct.

To delete a row that does not contain hours, click on this icon. (It is possible to delete a line that have been loaded. ("laddad") See section 2.3.3)

3 SUPPLEMENTARY REPORT

A supplementary report is used to correct a previously reported weekly report, allowance and/or mileage.

NOTE! A supplementary report requires a correct filled normal time in the original report.

A supplementary report shall only be an adjustment of previous information or the addition of new information.

3.1 CREATE A SUPPLEMENTARY REPORT FOR ADJUSTMENT OF TIME

Choose what reporting period you want to adjust.

Välj den period du vill rapportera för

Anställd: Sofia Johnfors (SOJO1285)

Nästa orapporterade period: 201825
(2018-06-18 -- 2018-06-24)

Annan period:

Ny utläggsrapport för period:

Tidigare rapporterad period: 201824 - A

Visa alla tidigare perioder:

OK Stäng

Favoriter

Fill in the period you want to supplement / correct (YYYYWW) or click "Tidigare rapporterad period" to continue an already started report.

Click "OK" and copy the time report where hours are to be adjusted.

Välj hur tidsrapporten skall skapas

Anställd: Sofia Johnfors (SOJO1285)
Period: 201825

Ny tidsrapport baserad på favoriter
 Ny tidsrapport baserad på beläggning
 Ny blank tidsrapport
 Kopiera tidigare tidsrapport
 Visa alla tidigare perioder

201824 - A

OK Stäng

Select the period where you want to adjust the hours. It is the same time codes, assignments, and activities as in the original time report. However, previously reported hours are missing.

Create a supplementary report by pressing OK.

Visma PX 10.0
Sofia Johnfors (SOJO1285)
px | sitcswe

Tid Resor

Sofia Johnfors (SOJO1285) 201824-B

Tidkod Uppdrag Aktivitet Arb uppg Text Kat Tim kvar Klardatum

SITM

Favoriter Lägg till i favoriter Ladda Rensa Ta bort

Tidkod	Uppdrag	Aktivitet	Arb uppg	Text	Ant	Kat	Sum	Mån 11	Tis 12	Ons 13	Tor 14	Fre 15	Lor 16	Son 17	Antal	Fakt sort	à-pris	Val	Ej deb		
							0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0							
Fördelade timmar								0,0	Övertid	0,0	Ord timmar att fördela	0,0	Ordinarie arbetstid	0,0	Timmar på deb uppdrag	0,0	Deb grad, %	0,0			

Antal förmåner: Frukost Lunch Middag P-plats1 P-plats2

Klar

Note that a supplementary report has the letter extension B. (Alt. C, etc. when there are several registered supplementary reports during the same week.)

3.2 CORRECT THE TIME REPORT

Start by registering the original time with minus, then add the new time with plus. (In one report.)

NOTE! Only adjust the difference

3.2.1 REGISTERED TOO MANY/FEW HOURS

Example 1: You have reported 42 hours, but it would be 40 hours. → Inscribe -2 in the box that has two extra hours.

Example 2: You have reported 40 hours, but it would be 42 hours. → Add 2 hours to the box where the extra hours were worked.

Visma PX 10.0
Sofia Johnfors (SOJ01285)
px | sitcswe

Tid Resor

Arb uppg Text Kat Tim kvar Klardatum

Ladda Rensa Ta bort

Tidkod	Uppdrag	Aktivitet	Arb uppg	Text	Ant Kat	Sum	Mån	Tis	Ons	Tor	Fre	Lör	Son	Antal	Fakt sort	å-pris	Val	Ej deb
							18	19	20	21	22	23	24					
	INT05 Ekonomi, administrat	01			SITM	0,0									TIM	0,00	SEK	<input checked="" type="checkbox"/>
	INT05 Ekonomi, administrat	01	Utland		SITM	0,0									TIM	0,00	SEK	<input checked="" type="checkbox"/>
	9900 99SEM Semester	SEM			SITM	0,0									TIM	0,00	SEK	<input checked="" type="checkbox"/>
	9915 99KOMP Uttag av inarbetad t	FRIKOMP			SITM	0,0									TIM	0,00	SEK	<input checked="" type="checkbox"/>
					Sum	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0					

Fördelade timmar 0,0 Övertid 0,0 Ord timmar att fördela 0,0 Ordinarie arbetstid 0,0 Timmar på deb uppdrag 0,0 Deb grad, % 0,0

Antal formåner: Frukost Lunch Middag P-plats1 P-plats2 Klar

If something went wrong and changes are needed, click on the pen.

Must be 0 before mark the report as done because you only move hours from one place to another.

3.2.2 HOURS HAVE BEEN REGISTERED ON THE WRONG ASSIGNMENT

Visma PX 10.0
Sofia Johnfors (SOJ01285)
px | sitcswe

Tid Resor

Arb uppg Text Kat Tim kvar Klardatum

Ladda Rensa Ta bort

Tidkod	Uppdrag	Aktivitet	Arb uppg	Text	Ant Kat	Sum	Mån	Tis	Ons	Tor	Fre	Lör	Son	Antal	Fakt sort	å-pris	Val	Ej deb
							18	19	20	21	22	23	24					
	INT05 Ekonomi, administrat	01			SITM	8,0	8,0							8,0	TIM	0,00	SEK	<input checked="" type="checkbox"/>
	9900 99SEM Semester	SEM			SITM	-8,0	-8,0							-8,0	TIM	0,00	SEK	<input checked="" type="checkbox"/>
					Sum	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0					

Fördelade timmar 0,0 Övertid 0,0 Ord timmar att fördela 0,0 Ordinarie arbetstid 0,0 Timmar på deb uppdrag 0,0 Deb grad, % 0,0

Antal formåner: Frukost Lunch Middag P-plats1 P-plats2 Klar

If something went wrong and changes are needed, click on the pen.

Create a line with the wrong assignment number and minus (-) in front of the hours. Then create another line with the correct assignment number and the same number of hours, but with the opposite sign (+).

Must be 0 before mark the report as done because you only move hours from one place to another.

3.2.3 AN INCORRECT NUMBER OF HOURS HAS BEEN REGISTERED

You have been reporting too many hours and missed putting time code on the extra hours.

Visma PX 10.0
Sofia Johnfors (SOJO1285)
px | sitcswe

Tid Resor

Arb uppg Text Kat Tim kvar Klardatum
SITM

Ladda Rensa Ta bort

If something went wrong and changes are needed, click on the pen.

Tidkod	Uppdrag	Aktivitet	Arb uppg	Text	Ant	Kat	Sum	Mån	Tis	Ons	Tor	Fre	Lor	Son	Antal	Fakt sort	à-pris	Val	Ej deb
311	INT03 Interna personalmöte 01				SITM	-3,0	-3,0								-3,0	TIM	0,00	SEK	<input checked="" type="checkbox"/>
					SITM	3,0	3,0								3,0	TIM	0,00	SEK	<input checked="" type="checkbox"/>
Sum								0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0				

Fördelade timmar 0,0 Övertid 3,0 Ord timmar att fördela 3,0 Ordinarie arbetstid 0,0 Timmar på deb uppdrag 0,0 Deb grad, % 0,0

Antal förmåner: Frukost Lunch Middag P-plats1 P-plats2

Must be 0 before mark the report as done.

3.2.4 ERROR MESSAGE WHEN THE REPORT MARKS AS DONE

Error message: "Det finns ingen tid fördelad på denna rad." (There is no time allocated on this line.)

Visma PX 10.0
Sofia Johnfors (SOJO1285)
px | sitcswe

Tid Resor

Sofia Johnfors (SOJO1285) 201825-B

Tidkod Uppdrag Aktivitet Arb uppg Text Kat Tim kvar Klardatum
INT05 04 SITM

Det finns ingen tid fördelad på denna rad.

Favoriter Lägg till i favoriter

Ladda Rensa Ta bort

Tidkod	Uppdrag	Aktivitet	Arb uppg	Text	Ant	Kat	Sum	Mån	Tis	Ons	Tor	Fre	Lor	Son	Antal	Fakt sort	à-pris	Val	Ej deb
					SITM	-3,0	-3,0								-3,0	TIM	0,00	SEK	<input checked="" type="checkbox"/>
311	INT03 Interna personalmöte 01				SITM	3,0	3,0								3,0	TIM	0,00	SEK	<input checked="" type="checkbox"/>
					SITM	0,0	0,0								0,0	TIM	0,00	SEK	<input checked="" type="checkbox"/>
Sum								0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0				

Fördelade timmar 0,0 Övertid 3,0 Ord timmar att fördela 3,0 Ordinarie arbetstid 0,0 Timmar på deb uppdrag 0,0 Deb grad, % 0,0

Antal förmåner: Frukost Lunch Middag P-plats1 P-plats2

Klar

1. Click "Ladda"
2. Click on the icon "clear rows" to delete all rows without hours.

Error message: "En tidrapportsrad måste anges." (A time report row must be specified.)

Visma PX 10.0
Sofia Johnfors (SOJO1285)
px | sitcswe

Tid Resor

Sofia Johnfors (SOJO1285) 201825-A

Tidkod Uppdrag Aktivitet Arb uppg Text Kat Tim kvar Klärdatum

Favoriter Lägg till i favoriter Ladda Rensa Ta bort

Tidkod	Uppdrag	Aktivitet	Arb uppg	Text	Ant	Kat	Sum	Mån	Tis	Ons	Tor	Fre	Lör	Sön	Antal	Fakt sort	à-pris	Val	Ej deb	
	INT05 Ekonomi, administrat 01					SITM	-3,0	-3,0								-3,0	TIM	0,00	SEK	<input checked="" type="checkbox"/>
	INT05 Ekonomi, administrat 01		Utland			SITM	3,0	3,0								3,0	TIM	0,00	SEK	<input checked="" type="checkbox"/>
Sum								0,0	0,0	0,0	0,0	0,0	0,0	0,0						

Fordelade timmar 0,0 Overtid 0,0 Ord timmar att fördela 32,0 Ordinarie arbetstid 32,0 Timmar på deb uppdrag 0,0 Deb grad, % 0,0

Antal förmåner: Frukost Lunch Middag P-plats1 P-plats2 Klar

Create two new time report rows with identical information.

- + Time
- Time
- Total time = 0

4 FOLLOW-UP OF REPORTED HOURS

By selecting "Eget/Min tid" you can track your registered time reports.

Startsidan test

Ny tid/utläggsrapport

Kontrollera/attestera tidrapporter

Kom ihåg bemarkelsedagar

Eget

- Rapportera min tid
- Min tid**
- Mina uppdrag som medlem
- Ändra mitt lösenord
- Personligt data i Visma PX
- Introduktion till PX Webb

Uppdragsledare

Choose "Min tid".

4.1 SELECT PERIOD

Sofia Johnfors (SOJO1285)
px | sitcswe

Tidrapportsperiod: 201811 201817

Min tid

Eget

Anställnings-ID: Sofia Johnfors (SOJO1285) Tidrapportsperiod: 201811 - 201817

Tidrapporter | Resor | Trakt/Ersättn | Sammanställning

Uppdr.typ/Uppdr/Akt/Arb	Totaltid	Andel%	Normaltid	Övertid	Trakt/Ersättning	Dagbok
SUMMA	272,0	100,0	272,0		4 521,50	
Övrigt internt arbete Uppdrag	269,0	98,9	269,0		3 264,00	
Övrigt internt arbete Personal					1 257,50	
Uttag av inarb komp	3,0	1,1	3,0			

Select intervals.

NOTE! Time reporting periods may differ from calendar weeks around the turn of the month.

4.2 SELECT WHAT YOU WANT TO CHECK

Time reporting periods may differ from calendar weeks around the turn of the month.

Sofia Johnfors (SOJO1285)
px | sitcswe

Tidrapportsperiod: 201811 201817

Min tid

Eget

Anställnings-ID: Sofia Johnfors (SOJO1285) Tidrapportsperiod: 201811 - 201817

Tidrapporter | Resor | Trakt/Ersättn | Sammanställning

Uppdr.typ/Uppdr/Akt/Arb	Totaltid	Andel%	Normaltid	Övertid	Trakt/Ersättning	Dagbok
SUMMA	272,0	100,0	272,0		4 521,50	
Övrigt internt arbete Uppdrag	269,0	98,9	269,0		3 264,00	
Övrigt internt arbete Personal					1 257,50	
Uttag av inarb komp	3,0	1,1	3,0			

Tab "Sammanställning" It provides an overview of everything reported, grouped by type.

If you have reported a diary on an assignment, there is a link to it here.

Tab "Tid" Review of my registered hours.

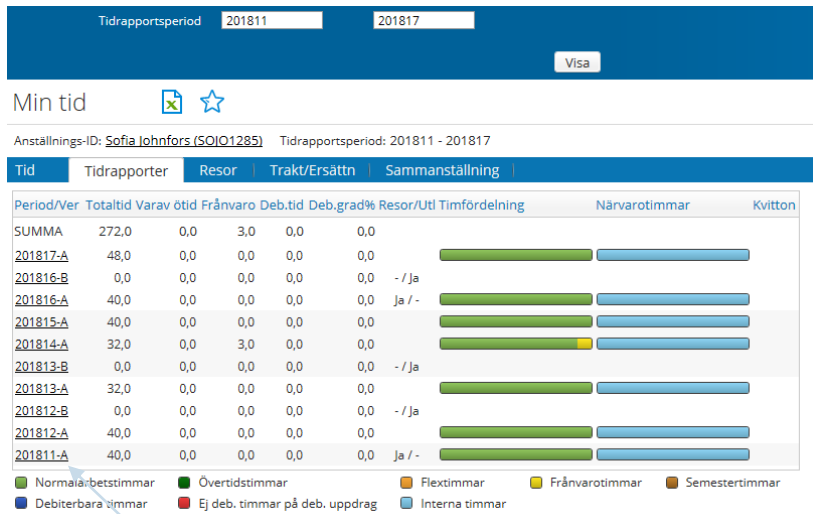
Tab "Tidrapporter" Review of my registered hours per week.

Tab "Resor" Not used for sub-consultants.

Tab "Trakt/Ersättning" Not used for sub-consultants.

4.2.1 TAB "TIDRAPPORTER"

This view shows time reports for the selected time interval.



Click on an underlined period number to view the time report and its details.

4.2.2 TAB "SAMMANSTÄLLNING"

The compilation is valid for the selected period, in this example for the period: PX week 11 - 17. Time reporting periods may differ from calendar weeks around the turn of the month. They can contain more or fewer days depending on which day the monthly break occurs.

