
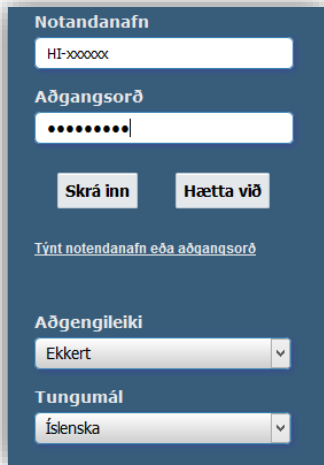


Using Vinnustund for the first time:

1. It may be necessary to use Internet Explorer.
2. Go to FJS and select 
3. This will show:



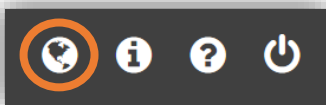
The image shows a login form with a dark blue background. At the top, it says "Notandanafn" (Username) with a text input field containing "HI-xxxxxx". Below that is "Aðgangsorð" (Password) with a masked text input field. There are two buttons: "Skrá inn" (Log in) and "Hætta við" (Cancel). Below the buttons is a link: "Týnt notandanafn eða aðgangsorð" (Forgot username or password). At the bottom, there are two dropdown menus: "Aðgengileiki" (Access) set to "Ekkert" (None) and "Tungumál" (Language) set to "Íslenska" (Icelandic).

4. It's important to have the language set to Icelandic.
5. Your username (notandanafn) is your HI-númer that has been assigned to you "HI-xxxxxx".
6. At first, the password is "abc123def", but as soon as you log in, it is important to change it. After you log in you can select Vinnustund.

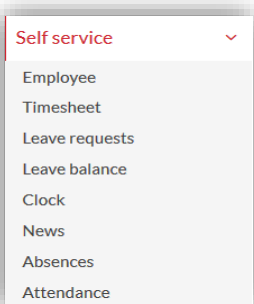
The period used by Vinnustund is from the 11th of the month up to and including the 10th of the next month.

Using Vinnustund:

For English, select the globe at the top on the page:



After opening Vinnustund you can access self service. You can use all links under it, but the most common ones are "Timesheet" and "Leave balance".



Timesheet:

When you choose "Timesheet" under "Self service" you can choose the time period you want to work with.

Employee: [Redacted]
Agreement: [Redacted]
Work rule: [Redacted]
* Employee has clocked in at: 04.12.2018 08:41
Period: 26.11.2018 to 09.12.2018 [Search]
TimeCard | Registration

Under "Clock-in" you can view the hours as recorded by the time clock. Under "Time entered" you can see the hours that have been changed.

	Date	Work Hours	No.	Clock-in	Time entered
Fim	20.09.2018	7.92 hours	+	08:12 - 12:22	
Fim	20.09.2018		+		12:22 - 16:00
Fös	21.09.2018	7.92 hours	+	08:05 - 16:00	
Mán	24.09.2018	7.92 hours	+	09:10 - 18:28	
bri	25.09.2018	7.92 hours	+	08:13 - 15:49	

You can change the clock-in by clicking at a time you have clocked-in and out.

It's important to check if the dates are right. When you have saved, the time entered will appear on the right-hand side.



You can register your vacation, sick days, etc. under "Absence".

You can create a new clock-in by clicking the plus sign **+**. You can then fill out the registration the same way as described above.

Time registration Edit/Delete
Clock In: 09:03 out: 17:34
Date: 12.11.2018 to: 12.11.2018
Clock in: [] out: []
Absence: []
Organization remark: []
Org. remark: []
Remark: []
Save Close

Leave balance (Orlof):

Under "Leave balance" you can see the status of your vacation days. Here you can see how many hours you can take as vacation, along with the hours you have earned in vacation.

Leave balance	Period	Entitlement 04.12.2018	Leave taken	Leave pending after 04.12.2018	Accrual this period	Details
Orlof	01.05.18 - 30.04.19	0,00	0,00	0,00	112,98	
Uppsöfnuð yfirvinna	01.01.18 - 04.12.18	0,00	0,00	0,00		
Áunnir hvíldartímar	01.01.18 - 04.12.18	0,00	0,00	0,00		

Under “Entitlement” you can see how many hours you can take out as vacation.

Under “Accrual this period” you can see the hours that you have earned this period and can take out as vacation following 1 May.

You can also see accumulated overtime (uppsöfnuð yfirvinna) and earned rest period (áunnir hvíldartímar) for those that have that kind of arrangement.