

Guide: How to register your working hours

When you have been working for Adecco you need to add your working hours. This can be done either using a laptop (computer) or by using your mobil.

Username / Password

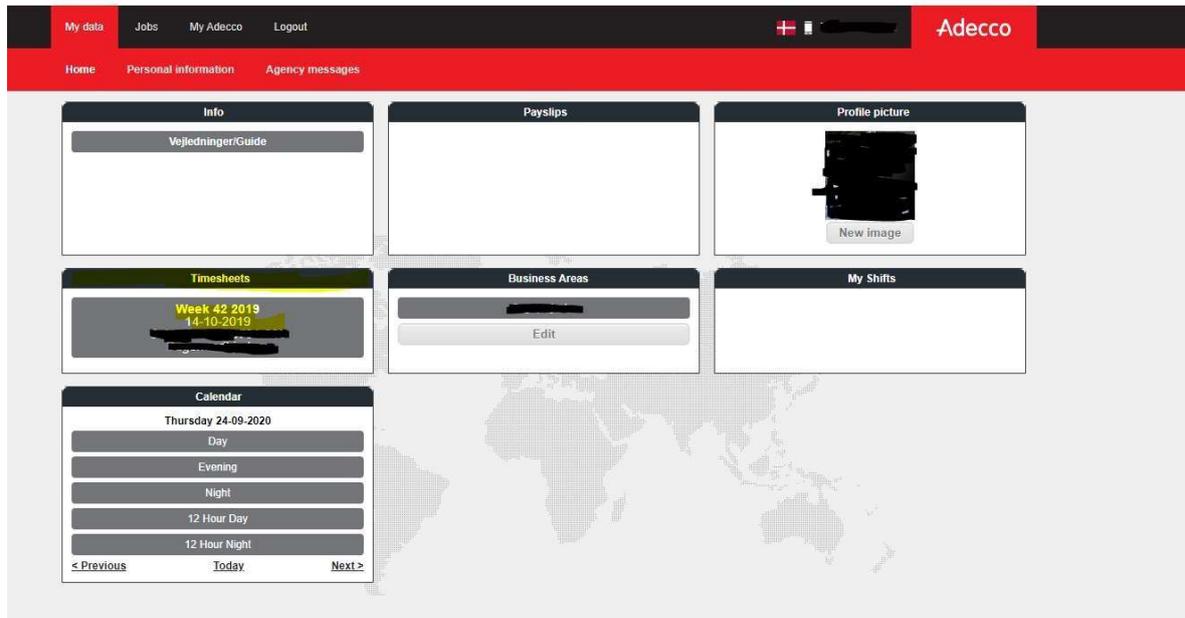
First time you log on the system you need to change your password. Notice that the password should include both small/big letters, numbers and special sign (ex. #%!) you should already have received a mail with your username and temporary password.

The page for login is :

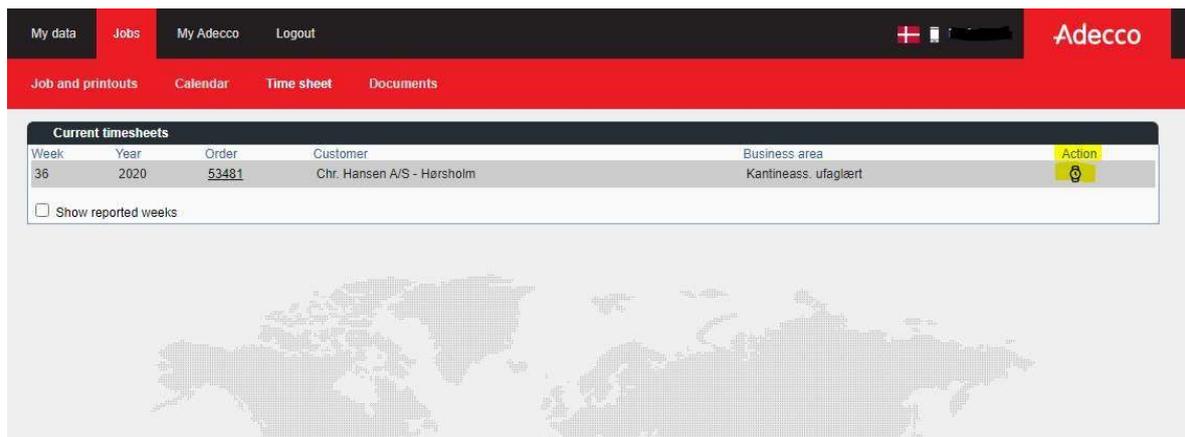
https://www.adecco.axp.dk/temp_web/login.php

Laptop version

When you log in to AXP the site 'My data' / home will be shown. Click on 'timesheets'



Now your shifts are shown and you will need to click on the watch on your right



When you have chosen the specific shift the week plan will appear

My data Jobs My Adecco Logout 🇩🇰 Adecco

Job and printouts Calendar Time sheet Documents

Current timesheets

Week	Year	Order	Customer	Business area	Action
39	2020	54926	Københavns Kommune, Sundbyøster Skole - POGR	Rengøring	🔗
39	2020	54928	IKEA A/S - Gentofte - Restauranter/bistroen	Servering	🔗

Show reported weeks

Schedule for job #54928 / Renaud Lelievre (18017416)/ Week 39

Week/Day	Date	Registration type	Amount/From	To	Break time	Ill	Reset	Net hours
39 / Mon	21-09-2020	Arbejdstid	(21-09-2020 14:00)	00:00	(21-09-2020 20:00)	00:00	🗑️	0,00
39 / Tue	22-09-2020	Arbejdstid	(22-09-2020 10:00)	10:00	(22-09-2020 17:00)	00:00	🗑️	6,50
39 / Thu	24-09-2020	Arbejdstid	(23-09-2020 10:00)	10:00 23-09-2020	(23-09-2020 17:00)	00:00	🗑️	6,50

Week count: 13,00 hours

[Register hours](#) [Approve this week](#)

Add document to this timesheet

If the hours is correct then just click 'approve this week' if you have any corrections click on 'register hours' and then it will be possible for you to change your working hours and the break period

My data Jobs My Adecco Logout 🇩🇰 Adecco

Job and printouts Calendar Time sheet Documents

Current timesheets

Week	Year	Order	Customer	Business area	Action
39	2020	54926	Københavns Kommune, Sundbyøster Skole - POGR	Rengøring	🔗
39	2020	54928	IKEA A/S - Gentofte - Restauranter/bistroen	Servering	🔗

Schedule for job #54928 / Renaud Lelievre (18017416)/ Week 39

Weekreport number: [input field]

Week/Day	Date	Registration type	Working hours / Amount	Break time	Ill	Net hours
The shift data has been reset						
39 / Mon	21-09-2020	Arbejdstid (Planned)	21-09-2020 14:00 - 21-09-2020 20:00	0,50 Hours		
39 / Mon	21-09-2020	Pausetid (Planned)	21-09-2020 17:00 - 21-09-2020 17:30			
39 / Mon	21-09-2020	Arbejdstid	21-09-2020 00:00 - 21-09-2020 00:00	0,00 Hours	🗑️	0,00
39 / Mon	21-09-2020	Pausetid	21-09-2020 00:00 - 21-09-2020 00:00			
39 / Mon	21-09-2020	Overarbejde 1	0,00	Timer		
39 / Mon	21-09-2020	Overarbejde 2	0,00	Timer		
39 / Tue	22-09-2020	Arbejdstid (Planned)	22-09-2020 10:00 - 22-09-2020 17:00	0,50 Hours		
39 / Tue	22-09-2020	Pausetid (Planned)	22-09-2020 12:00 - 22-09-2020 12:30			
39 / Tue	22-09-2020	Arbejdstid	22-09-2020 10:00 - 22-09-2020 17:00	0,50 Hours	🗑️	6,50
39 / Tue	22-09-2020	Pausetid	22-09-2020 12:00 - 22-09-2020 12:30			
39 / Tue	22-09-2020	Overarbejde 1	0,00	Timer		

Week count: 13,00 hours

[Approve this week](#)

Scroll down and then click on 'Save preliminary registration'

My data Jobs My Adecco Logout 🇩🇰 Adecco

Job and printouts Calendar Time sheet Documents

Current timesheets

Week	Year	Order	Customer	Business area	Action
39	2020	54926	Københavns Kommune, Sundbyøster Skole - POGR	Rengøring	
39	2020	54928	IKEA A/S - Gentofte - Restauranten/bistroen	Servering	

Adecco - Google Chrome

adecco.axp.dk/temp_web/module.php?&module_type=AXP&modInstId=20&getting_popped=1&axp_act=jweek&axp_sub=edit&axp_p...

39 / Tue	22-09-2020	Pausetid	22-09-2020 12:00 - 22-09-2020 12:30		
39 / Tue	22-09-2020	Overarbejde 1	0,00	Timer	
39 / Tue	22-09-2020	Overarbejde 2	0,00	Timer	
39 / Thu	24-09-2020	Arbejdstid (Planned)	23-09-2020 10:00 - 23-09-2020 17:00	0,50 Hours	
39 / Thu	24-09-2020	Pausetid (Planned)	23-09-2020 13:00 - 23-09-2020 13:30		
39 / Thu	24-09-2020	Arbejdstid	23-09-2020 10:00 - 23-09-2020 17:00	0,50 Hours	Reset shift data 6,50
39 / Thu	24-09-2020	Pausetid	23-09-2020 13:00 - 23-09-2020 13:30		
39 / Thu	24-09-2020	Overarbejde 1	0,00	Timer	
39 / Thu	24-09-2020	Overarbejde 2	0,00	Timer	

Remarks on timesheet (agency and customer will see your remarks)

[Save preliminary registration](#)

III Reset Net hours
 0,00
 6,50
 6,50
 week count: 13,00 hours
 Approve this week

And then click on 'approve this week'

Be aware that it is only the time sheets which is not approved by you that are shown. If you need to look at previously approved time sheets you have to click on 'show reported weeks'

My data Jobs My Adecco Logout 🇩🇰 Adecco

Job and printouts Calendar Time sheet Documents

Current timesheets

Week	Year	Order	Customer	Business area	Action
38	2020	54456	Københavns Kommune - Ø tallet	Opvasker	
37	2020	53922	Kokkenes Køkken A/S, Ellesøhus	Servering	
36	2020	53421	ISS Danmark Division Catering, Nordania Leasing	Kantineass. uflaglært	
36	2020	53509	Coop Danmark A/S, 45	Kantineass. uflaglært	
36	2020	53601	Københavns Kommune, Stjernehimlen	Kantineass. uflaglært	

Show reported weeks

Mobile web

Please notice that you can only change to “English” when you log on using the laptop connection.

If you log on using your mobile phone the picture will be corrected for the phone with a limited menu.

https://www.adecco.axp.dk/temp_web/login.php



Shift plan



Timesheets



Calendar

SHIFT Plan

If you chose Shift plan you can see the shifts, where you are booked

The screenshot displays the AXP mobile application interface for a shift plan. At the top, the AXP logo is on the left and a hamburger menu icon is on the right. Below the header, the title "Shift plan" is centered. A navigation bar shows "Week 15 2021" with left and right arrow icons and a calendar icon. The main content is divided into two sections for consecutive days. Each section has a dark header with the day and date, followed by a white area containing shift times, order number, and address. At the bottom of each section is a grey bar with "Additional Info" and a right-pointing arrow.

AXP

Shift plan

◀ Week 15 2021 📅 ▶

Monday 12/4

08:00 - 14:00
Order no: 64881
Københavns Kommune, Himmelbuen
Møntmestervej 54
2400 København NV

Additional Info ▶

Tuesday 13/4

08:00 - 14:00
Order no: 64881
Københavns Kommune, Himmelbuen
Møntmestervej 54
2400 København NV

Additional Info ▶

If you click on "Additional information you can click on then link with the address and you will have a map with the address.

Shift plan

◀ Week 15 2021  ▶

Monday 12/4

08:00 - 14:00

Order no: 64881

Københavns Kommune, Himmelbuen
Møntmestervej 54
2400 København NV

Additional Info

Københavns Kommune, Himmelbuen
Møntmestervej 54
2400 København NV

Timesheets

If you chose timesheets you will be able to see the shifts, which you have been booked for and where you are missing to add and approve your working hours

The screenshot shows the AXP Timesheets interface. At the top, there is a dark grey header with the AXP logo on the left and a hamburger menu icon on the right. Below the header, the word "Timesheets" is displayed in a large, bold, dark font. The main content area is divided into two sections, one for "Week 12 2021" and one for "Week 13 2021". Each section contains a list of orders, each with an "Order Number" and a description of the location. A right-pointing chevron icon is visible to the right of each order description, indicating that more details are available.

Week	Order Number	Location
Week 12 2021	65215	Københavns Kommune, Specialbørnehaven Wagnersvej Wagnersvej 23 2450 København SV
Week 12 2021	65416	Københavns Kommune - Kong Tumle Mørkhøj Bygade 10A 2860 Søborg
Week 13 2021	64881	Københavns Kommune, Himmelbuen Møntmestervej 54 2400 København NV

When you open an order the planned working schedule is visible

The screenshot displays the AXP interface for approving timesheets. At the top left is the AXP logo, and at the top right is a hamburger menu icon. The main heading is "Timesheets: Approve". Below this, a grey bar shows a dropdown arrow, the date and time range "24-03-2021 - 08:00 - 13:30", and a green checkmark icon. Underneath is a section titled "Arbejdstid" with a dropdown arrow. This section contains several input fields: "From date:" with "24-03-2021", "From time:" with "08:00", "To date:" with "24-03-2021", and "To time:" with "13:30". Below these fields, the text "Net hours" is followed by "5,00". A horizontal line separates this from the "Break From date:" field, which contains "24-03-2021".

You can change the start/end time an break . Below you can save/approve the shift.

Break From date:	<input type="text" value="24-03-2021"/>
Break From time:	<input type="text" value="10:30"/>
Break To date:	<input type="text" value="24-03-2021"/>
Break To time:	<input type="text" value="11:00"/>

▶

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