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.
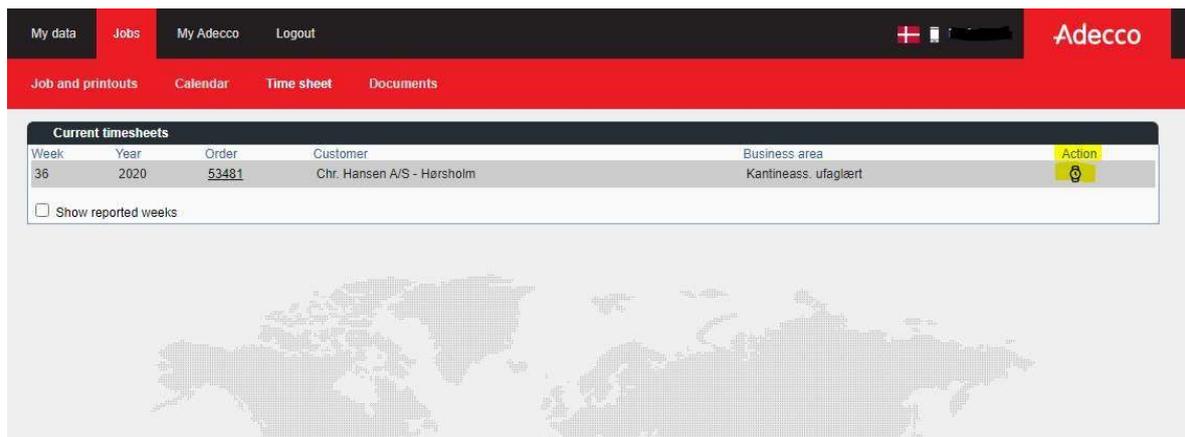
The page for login is :

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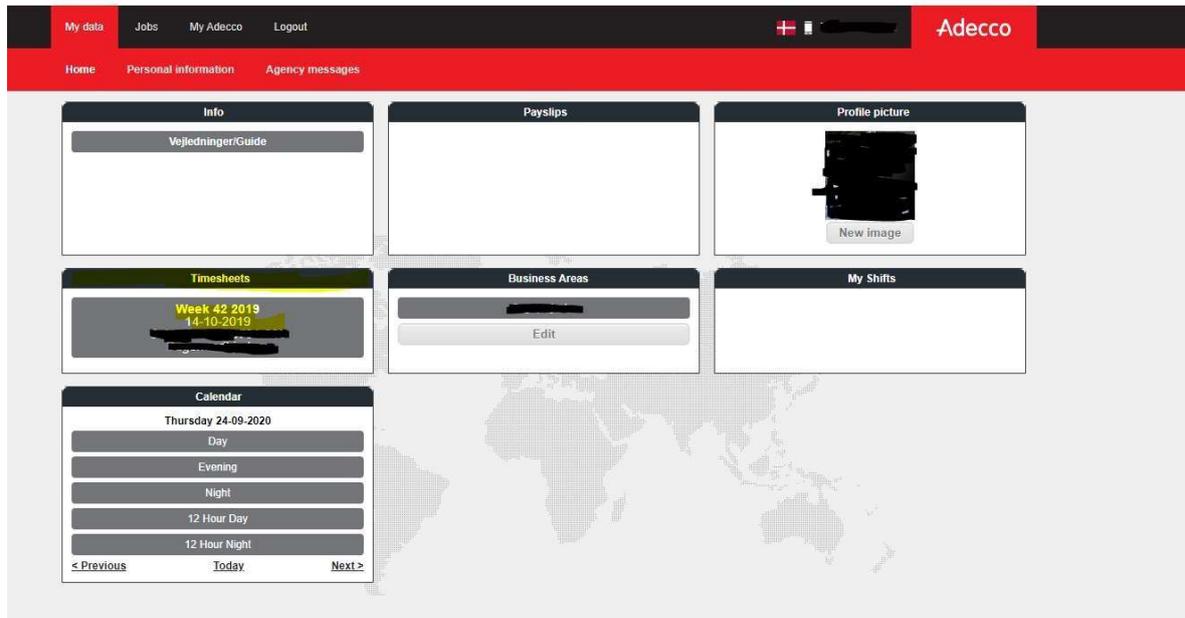
Now your shifts are shown and you will need to click on the watch on your right

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

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

Scroll down and then click on 'Save preliminary registration'

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'

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

AXP

Shift plan

Timesheets

Calendar

SHIFT Plan

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

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

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   ▼

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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

When you open an order the planned working schedule is visible

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

Break From date:	24-03-2021
Break From time:	10:30
Break To date:	24-03-2021
Break To time:	11:00

Reset shift data

Documents ▶

Save

Save and confirm ✔