APPLICATION FOR THE MANAGEMENT OF TIMETABLES AT THE UVEG

GDH

General features of the GDH application

• PC access from any web browser: Explorer, Netscape, Mozilla, etc.

•Accessible from any PC in the UV local network, not from   outside.

• The registration new staff will be carried out on the morning they start work. In accordance with this, new morning shift staff will not be able to clock in on the first day. The managers of the GDH application for each unit are in charge of correcting this incident according to the instructions of the new staff. However, they will be able to clock out from the day of registration. Staff must be assigned an email username and password to clock in and out.
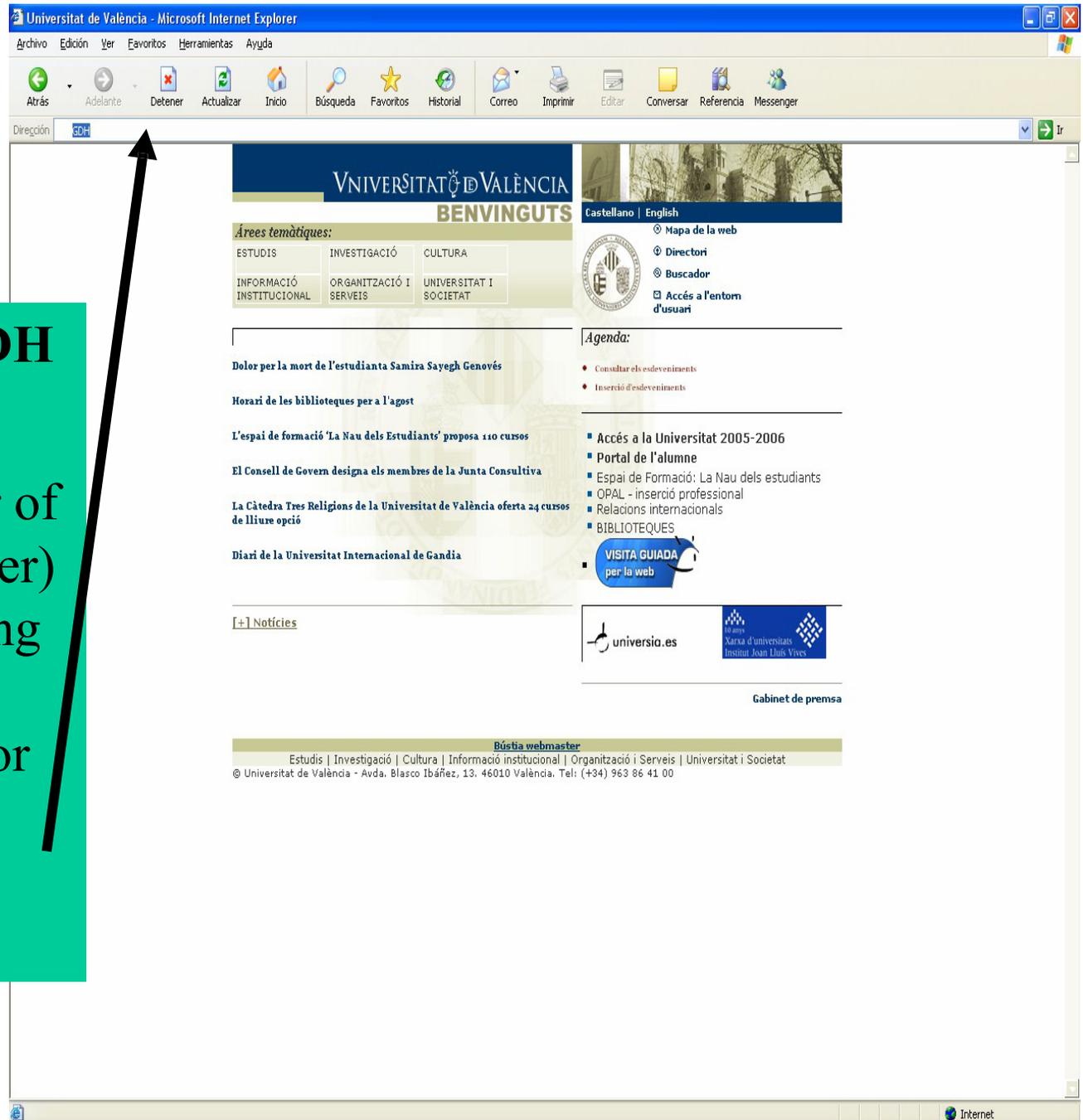
Accessing the GDH application

(in the address bar of the internet browser) using the following addresses: www.uv.es/gdh or directly gdh

Identification screen using username and email password. If you do not have an email username and password, and have not requested one from the HR Service (Administration and Services Staff), you need to request one from the IT Service. The GDH manager of the unit must be notified of this incident, through any means, together with the time of entry or/and exit to the workplace to manually insert it later. When you have received your email username and password, you will be able use the GDH application yourself.

• Click on "Enter" at the beginning of the workday and click on "Exit" at the end of the workday.

• Left screen margin: GDH application menu.

• Home screen top margin: staff information and working hours.

GESTIÓN DE LA DEDICACIÓN HORARIA

Jueves, 16 de Diciembre de 2004

N.P.I. :

Usuario: JOSE ANTONIO

Registro

Empleado
Calendario
Ficha Personal
Estadísticas

Buenos Días JOSE ANTONIO

ENTRADA   **SALIDA**

VNIVERSITAT Đ VALÈNCIA

Correct clocking in or out confirmation screen:

• When clocking in, the time that will be shown in GDH will be 15 minutes earlier than the actual entry time for technical adjustment.

GESTIÓN DE LA DEDICACIÓN HORARIA

Jueves, 16 de Diciembre de 2004

N.P.I. :

Usuario: JOSE ANTONIO

Registro

Empleado
Calendario
Ficha Personal
Estadísticas

JOSE ANTONIO
Tipo fichaje: Entrada
Fecha: 16/12/2004
Hora: 17:40
Tiempo de Cortesía 15 minutos
Inserción de fichaje correcto

VNIVERSITAT ID VALÈNCIA

IMPORTANT

- After clocking in or out, it is advisable to close the browser to unless you need to carry out more procedures in order to maintain the security and confidentiality of your personal information.
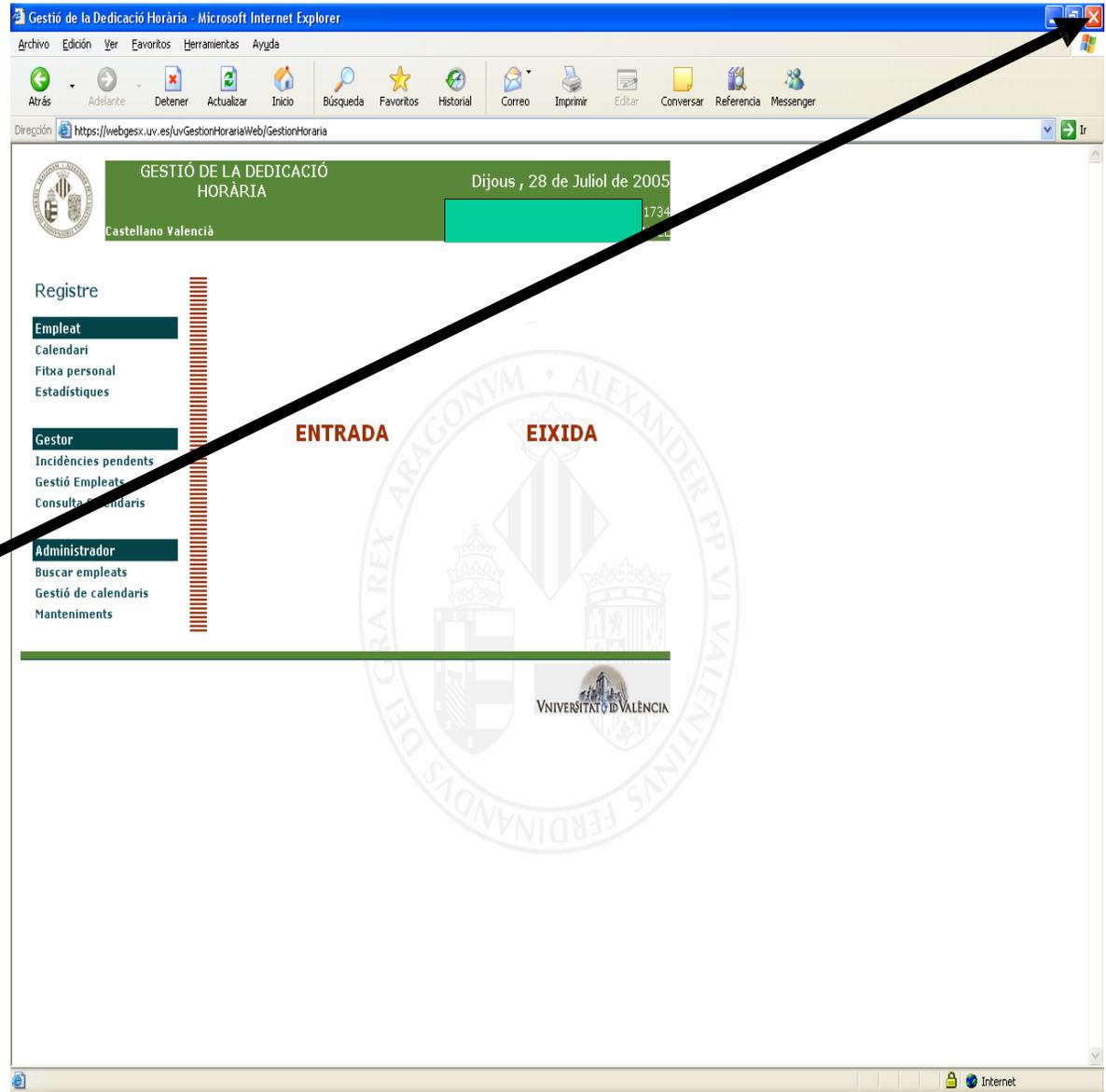
GDH application menu

In addition to clocking in and out, the application allows other procedures and queries to be made by entering the employee menu: **Calendar-Personal file-Consult statistics.**

CALENDAR

GESTIÓN DE LA DEDICACIÓN HORARIA

Jueves, 16 de Diciembre de 2004

N.P.I. :

Usuario: JOSE ANTONIO

Registro

Empleado
Calendario
Ficha Personal
Estadísticas

Calendario laboral de JOSE ANTONIO

⇐ Diciembre de 2004 ⇒

Lunes	Martes	Miércoles	Jueves	Viernes	Sábado	Domingo
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Días Trabajados

- Festivo/No Laborable
- Trabajado
- Trabajado (pte. cerrar)
- Sin Fichaje
- Baja

Días a Trabajar

- Festivo/No Laborable
- Laborable
- Vacaciones o Permiso
- Solicitada pendiente de Autorizar

VNIVERSITAT Đ ID VALÈNCIA

In the calendar, you can check clocking in and out day by clicking on a day worked or pending closure.

In the calendar, you can request a type of day (types of leave, day off) to be validated by the person in charge of staff by clicking on a workday. The requested day is marked on the calendar in light blue, which changes to dark blue when it has been confirmed by the person in charge.

PERSONAL FILE

By clicking on the personal file from the employee menu, you can access the personal profile that the GDH application will take into account when managing staff clocking in and out.
You must request any changes or updates to your personal file from the GDH managers of the respective unit.

Gestió de la dedicació horària - Microsoft Internet Explorer

Archivo   Edición   Ver   Favoritos   Herramientas   Ayuda

Atrás   Búsqueda   Favoritos

Dirección https://webges.uv.es/uvGestionHorariaWeb/GestionHoraria   Ir   Vínculos

Registre

Fitxa de

Empleat
Calendari
Fitxa personal
Estadístiques

NPI	
Administrador	No
Unitat Funcional	SERVEI DE RRHH PAS
Gestor Unitat Funcional	
Tipus d'horari	Matí
Dèficit Admés	No

		Consum./Autoriz.	Sol·licitats
Dies hàbils de vacances	022	022	000
Dies lliures	011	006	000

Actiu	Si
Sol·licitud pendent de	
Calendari base	105 CALENDARI DE 37,5 HORES SETMANALS, DIMARTS
Calendari sol·licitat	

Intranet local

STATISTICS

By clicking on statistics from the employee menu, you can access information on work hour balances and days off/holidays taken and available.

• Work hour balances can be consulted in: Weekly calculation. Monthly calculation. Bimonthly calculation

To check the days off and holidays taken or still available.

For more information, or FAQs, you can consult the HR Service (Administration and Services Staff) website http://www.uv.es/%7Epas/v/GestioHoraria/GestioHoraria.htm