

## INET – Home office (HO)

### 1. HO submission

#### 1.1 Employee

1 – he/she submits the request for HO in INET / Leave Submissions, home office [\[link\]](#)

Leave before 30.09.2020: to claim 30 -- old 0 -- claim  
 Leave after 30.09.2020: approved or requested 0 --

Display confirmed schedule

Interval
2. - 4.3.20
18. - 20.5.20
20. - 24.7.20
4. - 14.8.20
7.10.20
29.10.20

	1	2	3	4	5	6	7
January	1						
February							
March		D	D	D			

- ✓ The request shall be submitted at least 2 days in advance, ideally more, so that the manager has time to approve it.

### 2 - fills in the details of the HO

**Request submission**

Absence type  
 D - leave  
 h - home office full-day

Approving authority  
 Mgr. Vojtěch Příbyla, MBA - notification sent to approving authority 27.10.

Interval  
 27.10.2020 - 27.10.2020

Note  
 approx. 8 am - 1 pm HO + 2 - 5 pm lab/office

- ✓ Absence type: h – home office full-day - we primarily ask for full-days of HO
- ✓ Interval: day/days of HO
- ✓ Approving authority: is filled in automatically
- ✓ Note: is obligatory in case of exceptional dividing of work between HO and office/lab (in that case, the working hours record in INET application must be filled in manually see part [2. Record of HO](#)), **dividing the day into more than 2 parts is forbidden!**

3 - sends the request to the supervisor for approval with the **Save** button

4 - after the approval by the manager, the employee will receive a notification by email - it is not possible to start working at HO without approval

HO lights up in the overview as a small "h" in colors according to the processing phase **submitted, approved, rejected, cancelled.**

## 1.2 Superior (approving authority)

**1 – he/she receives a request for HO approval from the employee - by email / in the signature book**

### INFORMATION:

**Home Office**

A request has been submitted.

Person : Barbora Chlubná (UČO 427368) - assistant

Leave : 27.10.2020 - 27.10.2020

Detailed information about the request is available at:

[https://inet.muni.cz/app/dochazka/zadost\\_ved?id=2136029](https://inet.muni.cz/app/dochazka/zadost_ved?id=2136029)

**2 - assesses the adequacy of the request**

Approval/ordering

Number of documents to approve: 2

Person: Chlubná Barbora, Bc.  
(employment relationship 619161)  
Period: 27.10.(Tue) - 27.10.(Tue) workdays: 1  
Code: **h - home office full-day**  
Status: submitted  
Change: 26.10.2020 17:23 @ B. Chlubná

Status	Executed by/for
submitted	executed by applicant: Chlubná Barbora, Bc. (26.10.2020) executed for: Helciová Lenka, Mgr., approving authority (e-mail sent immediately, according to personal settings)

Note

move to the next unprocessed document after approval or rejection

- ✓ **The scope and the content** of the work performed at home must be in accordance with the employee's **job position**.

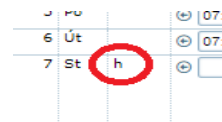
**3 - Rejects / approves the request**



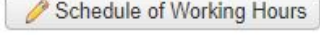
## 2. Record of HO

### Employee

The approved HO is automatically transferred as "h" to the INET / Working hours records application [\[link\]](#).

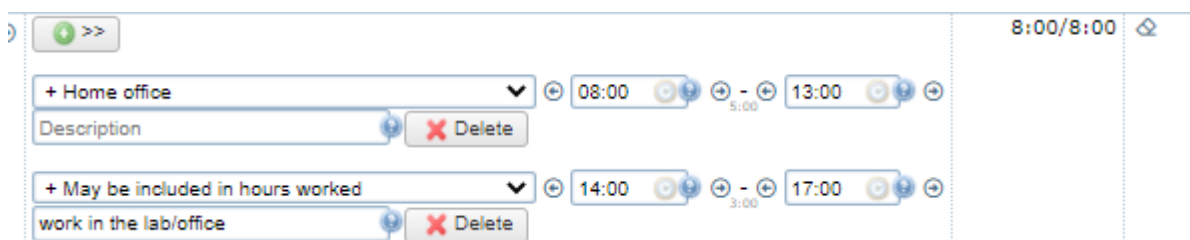


5	Fr		07:00
6	Út		07:00
7	St	h	

If the employee has a completed Schedule of working hours , INET automatically fills the working hours according to the schedule, as in the case of days without HO.

**We primarily draw whole days of HO.**

In the case, the working day is exceptionally divided between HO and work at the workplace, it is necessary to edit the time of work manually, by dividing it into two records, see the example in the picture:



8:00/8:00

+ Home office 08:00 - 13:00  
Description Delete

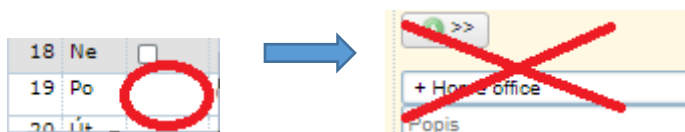
+ May be included in hours worked 14:00 - 17:00  
work in the lab/office Delete

- ✓ + Home office = work at home
- ✓ + May be included in hours worked = time of work at the workplace (office/lab) – which is specified in the Description

**The break**, in the case on the picture, is included between the HO time and work at the workplace, i.e. between 13-14: 00.

In the case that a business trip, vacation, illness, etc. falls on the day of HO, they take priority over HO and "h" is rewritten to C / G, D, etc.

**It is forbidden to enter the item "+ Home office" manually if "h" does not light up on the given day!**



### Superior (approving authority)

In approving the monthly attendance proceeds according to the existing rules.

Detailed information on the home office can be found at INTRANET RECETOX /HR/ My HR/Working hours records [\[link\]](#).