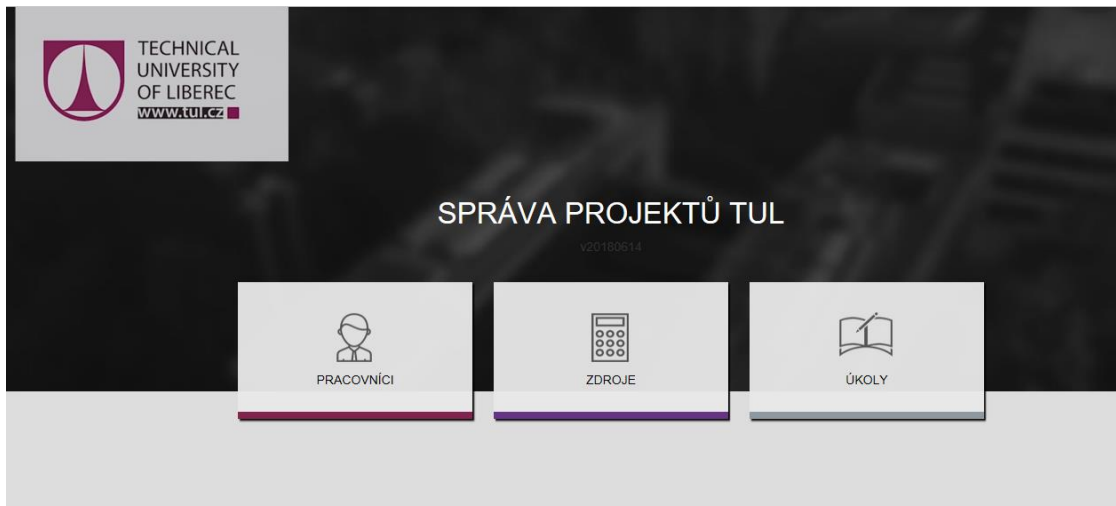


GaP¹ system guide

1. ACCESS TO THE GAP SYSTEM

Access to the application through the link <http://gap.cxi.tul.cz> is for all TUL employees after logging into Liane.

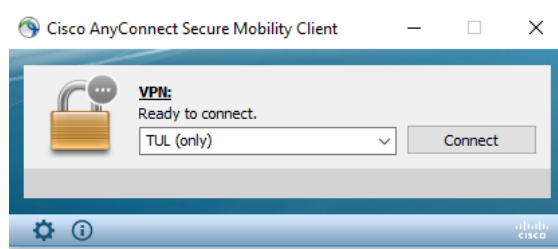


PRACOVNÍCI - EMPLOYEES

ZDROJE – FINANCIAL SOURCES

ÚKOLY - TASKS

Remote access is made possible through VPN. It is possible to install it on your cell phone.



2. ROLE IN THE SYSTEM

The system defines following roles:

Příkazce/Příkazce (zástup) - Mandator/Mandator (proxy) – Mandator/Mandator’s proxy of the given resource by signature authorization

Správce/Správce (zástup) - Administrator/Administrator (proxy) – Administrator/Administrator’s proxy of the given resource by signature authorization

Vedoucí/Vedoucí (zástup) - Supervisor/Supervisor (proxy) – investigator/investigator’s proxy of the resource

¹ GaP – Grants and Projects

Pracovník - Employee

Vedoucí - Senior employee – head of the staff member's workplace

Vyšší role Higher role – system administrator

3. INCLUSION OF NEW DATA

Data from an employment contract, payroll and new source (project, contract, and workplace) can be entered into the system by a person with a higher role authorization.

Together with the resource a supervisor, administrator and mandator are assigned. A person with a defined role at the resource can also enter/assign a proxy of already assigned roles.

When defining the time-limited authorization for the above mentioned positions be sure to set the role validity duration – set the validity duration already in the month in which you want to insert the data into the GAP, even if they become valid later (e.g. Realization of the project begins with 1.6.2018, signature authorization needs to be set at 1.6.2018; in the GAP system it is absolutely necessary to set the position validity on an earlier date due to the entry of the next month's pay)

4. INCLUSION OF DATA FOR BILLING CALCULATION

Data for the generation of billing can be entered into the system at any time, but the effectiveness of the record is not earlier than the first day of the following month.

On the first day of the month, the billing is automatically generated by the system with the effect from the 1st month, which is stored on the disk "I" and is then submitted for processing to the Personal Department of the TUL (OOP)

5. SUBMISSION OF A NEW EMPLOYMENT CONTRACT

The submission of a new employment contract can be entered in two ways:

- Section **PRACOVNÍCI** - EMPLOYEES – enter person's name - "Přidat úvazek" "Add employment contract"
- Section **ZDROJE** - RESOURCES – enter internal resource number– „Přidat úvazek“ „Add employment contract “

Analogous guides for CONTRACT EDITING.

In case of employment contract editing, pay attention to the validity date, respectively enter the date not earlier than 1st day of the month that follows the period in which you are entering the contract (for example entering employment contract on 15th of May 2018, the change can take place not earlier than 1st June 2018).

6. BILLING FORM

In the **ZDROJE** - RESOURCES section, after entering the internal number of the resource and clicking it, it is possible to generate resource breakdown in the section **DOKUMENTY** - DOCUMENTS. Generation is possible by months, it is therefore necessary to enter an item to the day. Billing is generated with a legend:

- **N** - new
- **Z** – change compared to the last month
- **U** - end
- **S** – same as previous month

To generate the form of billing for a given month, it is necessary to choose the last day of a given month. Such billing includes final data and is transferred to OOP.

7. APPROVAL PROCESS, AUTHORIZATION

The permission for data input are given by the Mandator and administrator. After entering the data it is necessary to send new employment contract or its change in the section **ÚKOLY** - TASKS into the approval process. By sending the contract into the approval process the contract of the initiator is approved. Subsequently the data are approved by either mandator or administrator, the one that didn't send the data into the approval process, followed by the resource supervisor, employee and employee's senior.

In the **ÚKOLY** - TASKS section it is possible to track current status of the record (**schváleno/ve schvalování/zamítnuto**) - (approved/in approval process/denied)

8. ABSENCE

In the section **ÚKOLY** - TASKS it is possible to appoint a proxy of mandator, administrator or supervisor in case of employee's absence (after entering the **nepřítomnosti od – do** - date of absence from-to). The role of the employee cannot be delegated. The role of the proxy will automatically go to all defined proxy's roles for each person's resource. If one enters a proxy, it is no longer possible to log in to the task for the specified period.

9. OVERVIEW OF EMPLOYEES ACTIVITIES

In the **PRACOVNÍCI** - EMPLOYEES section, each employee and his/her supervisor can generate overview of all activities of the employees. After entering the name and PS type selection, click twice on the name – tab **DOKUMENTY** – „Vygenerovat aktivitu“ DOCUMENTS, - “Generate activities”, necessary to enter column “to the day.”

10. DEPARTMENT INFORMATION

In section **ZDROJE** - RESOURCES – tab **DOKUMENTY** - DOCUMENTS it is possible to generate department information under the resource number. The access is enabled by the Administrator (head of the resource) and supervisor.

11. DOCUMENT UPLOAD

It is possible to collect documents in GAP for a given resource. Section **ZDROJE** RESOURCES – tab **DOKUMENTY** – „Nahrát dokument“ DOCUMENTS – “Upload document” (necessary to choose document type).