

# Time Recording

Working hours of certain groups of staff at the Jade University are recorded with help of the product „Prime WebSystems“ by the company [Primion Technology AG](#).

If you have content-related questions about your time recording account, please contact your responsible staff member of the human resources department.

If you have technical questions, write an [e-mail](#) to the university computing centre.

## Prime WebSystems

The time recording system of the Jade University can be found under <https://primion.jade-hs.de/primeweb/>. You can log into the website of the time recording system with a username and password. The login details are sent to you via e-mail after set-up. If you do not know your login details, please approach your responsible staff member of the human resources department with your concern. In case you terminally locked yourself from accessing the system due to multiple incorrect entries, please write an [e-mail](#) to the university computing centre.

## Time Recording Terminal

All locations of the Jade University have time recording terminals you can use to record your working hours in combination with your service card.



- Green Arriving-Button: Book arrival
- Red Leaving-Button: Book leaving
- Push Blue Suitcase-Button 1x: Leave for short business trip
- Push Blue Suitcase-Button 2x: Come back from short business trip
- Purple i-Button: Account query
- Yellow #-Button: Recite balance
- Push F1 1x: Comp time leaving
- Push F1 2x: Comp time arriving

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