

Time Recording

At Jade University, working hours are recorded for certain groups of employees using the “Prime WebSystems” product from [Primion Technology AG](#).

If you have any questions about the content of your time registration account, please contact your responsible HR officer.

If you have any technical questions, please write an [e-mail](#) to the University Computing Center.

Prime WebSystems

The time recording system of the Jade University can be found at <https://primion.jade-hs.de/primeweb/>. You can log on to the time recording system website with a user name and password. You will receive the registration data via email after the system has been set up. If you do not know your login details, please contact your responsible employee in the HR department. If you have blocked yourself from the system due to multiple incorrect entries, write an [e-mail](#) to the university computing centre here.

The Prime WebSystems web application is optimized for Internet Explorer 11 and Mozilla Firefox (version 38-52).

Time attendance terminal

There are time recording terminals at all of the Jade University's study locations, where you can make time bookings with your ID.



- Green come button: book come
- Red go button: book go

- Press the blue suitcase button once: go on business
- Press the blue suitcase key twice: Come on business
- Purple I button: Account query
- Yellow # key: previous day's balance
- Press the F1 key 1x: go time compensation
- Press the F1 key twice: time compensation is coming

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