

Brief information about Tempus Home

Log into Tempus

1. Go to tempushome.se or the app Tempus Hemma (för föräldrar)
The app is available at [Google Play](#) and [App Store](#)
2. Choose your **Location** and **Provider**
3. Log in with **BankID** or other provided login system
4. Enter your email address and telephone number if they are missing
5. Confirm your email address

(Contact your child's preschool or school if you run into problems)

Set schedule/leaves

Webpage

1. Click **Schedule/on leave**
2. Fill out the hours in the text boxes, for example "6.35 - 16:45" or "635 1645"
 - a. Click + if the child has split hours throughout the day
 - b. If the child will be on leave, click in the text box and select **On leave**
3. Fill in remaining information if necessary
4. In order to copy a week's schedule, click **Copy ...**

For more information on how to schedule, you can click the blue question mark in the upper right corner.

The app

1. Tap the green plus button at the bottom right
2. Select **Schedule many** or **New leave**
3. Select the days
4. Select child, and add schedule
5. Fill in remaining information as needed
6. It is also possible to tap on a particular day on the overview in order to add schedule or time off
7. To copy existing schedule, select **Copy weeks** instead

Report absence

Webpage

1. Choose **Report absence** if a child can't attend as scheduled
2. Select which child the report is for
3. Select date(s) in the calendar
4. Select part of a day or whole day
5. Tap "I agree that the above information is stored in Tempus" if necessary
6. Click the button **Report absence**

The app

1. Tap the green plus button in the bottom right corner
2. Select **New absence**
3. Select which child the report is for
4. Select date(s) in the calendar
5. Select part of a day or whole day
6. Tap "I agree that the above information is stored in Tempus" if necessary
7. Tap the **Report absence** button

The difference between on leave and absence

On leave should be used when the child does not need to be at the preschool or school, e.g. because someone else is going to take care of the child or the family is going on vacation.

Absence should be used when the child is scheduled to attend preschool or school but cannot do so, e.g. because of a doctor's visit or illness. .