







Time cards in DTU Fusion – an overview

Description	Navigation
You can find your current and previous time cards on the tab "Me" in DTU Fusion – choose "Time and absence" .	 Time and Absences
Click "Current Time Card" to open your time card for the current month.	 Current Time Card Open your current time card
You can see previous time cards by clicking "Existing Time Cards" .	 Existing Time Cards Access all of your time cards
If you need to enter a time card for a previous month, you can do this by clicking "Add Time Card" .	 Add Time Card Add a time card for a selected period

DTU Time card – New matrix layout



Time Card Saved
Lars Ladefoged Nielsen

Person Number Manager Time Card Period 01-02-2026 to 28-02-2026

Click on the print icon to see a full overview of the time card.

Click here to save or submit your time card

Click here to see holiday and flexi balances

01-02-2026 - 28-02-2026				Feb 01.Sun	Feb 02.Mon	Feb 03.Tue	Feb 04.Wed	Feb 05.Thu	Feb 06.Fri	Feb 07.Sat	Feb 08.Sun	Feb 09.Mon	Feb 10.Tue	Feb 11.Wed	Feb 12.Thu	Feb 13.Fri	Feb 14.Sat	Feb 15.Sun	Totals
Assignment *	Project	Task	Time Type *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
1 Officer -	85 - Adm. & Man. - 8510	E-1 - 115311	Hours		7.4	7.4	10	10	10					7.4	7.4				14.1 hours
2 Officer -			Holiday with or without pay											7.4	7.4				14.8 hours
3 Officer -																			0 hours
4 Officer -																			0 hours
5 Officer -																			0 hours
6 Officer -																			0 hours
Total Hours				0 hours	7.4 hours	7.4 hours	10 hours	10 hours	10 hours	0 hours	0 hours	7.4 hours	7.4 hours	7.4 hours	7.4 hours	7.4 hours	0 hours		
Scheduled Hours				0 hours	7.4 hours	7.4 hours	7.4 hours	7.4 hours	7.4 hours	0 hours	0 hours	7.4 hours	7.4 hours	7.4 hours	7.4 hours	7.4 hours	0 hours		
Schedule Deviation				0 hours	0 hours	0 hours	2.6 hours	2.6 hours	2.6 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours		

Enter the project name/project number and task here.
One line per project/task
Double-click the cell to see a list of your available projects.

Enter your hours for the relevant days here.
Double-click to activate the cell.

Absence registered via "Add Absence" is automatically shown in your time card.