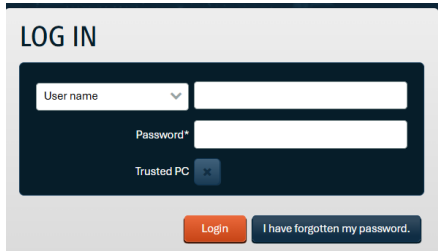
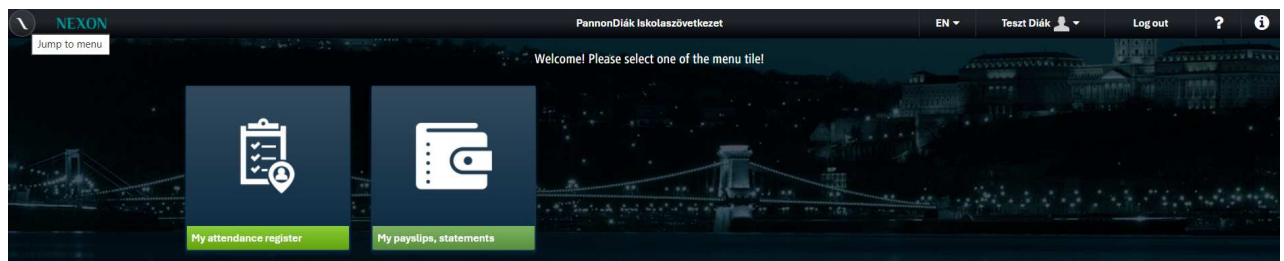


You can access the Nexon4 interface via the link below:

[PannonDiák Nexon](#)



Once you have logged in to the Nexon4 interface, the following screen will appear:



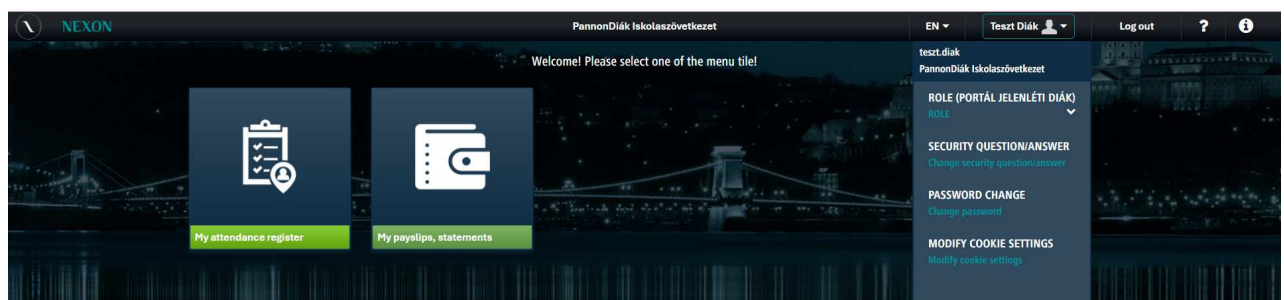
The icons in the top row mean the following:

Top left corner: Clicking the 'Go to menu' icon opens a new browser window with the home screen.

Select the interface language: Hungarian or English.

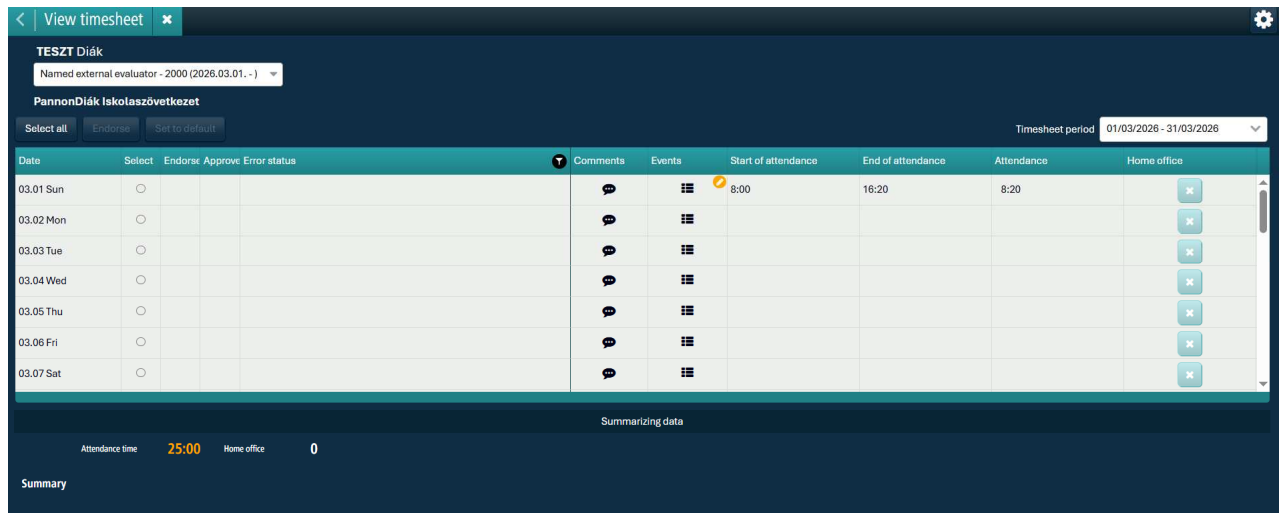
Clicking the drop-down arrow next to your username displays your role and allows you to change your password.

Top right corner: Click the ? icon to open the active help section, which displays up-to-date information on using the interface. In each menu, the help for that specific menu is always displayed.



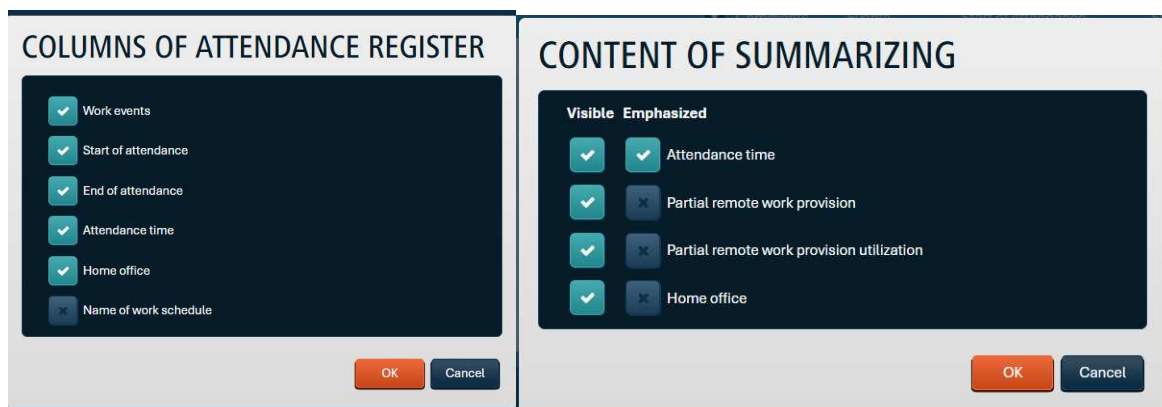
1. My attendance sheet:

This screen is used to view, edit and approve the attendance record.



The top of the screen displays the employee’s key details and the actions available on the screen.

Settings menu item – appears when you click on the cogwheel. This is where you’ll find the attendance sheet columns and the summarizing content. Here you can set what appears on the screen:



The table containing the attendance record data is located in the centre of the screen. The rows represent individual days, and the columns contain the various attendance record data. The summary data for the period is displayed at the bottom of the screen. The summary can be collapsed by clicking on the header.

Attendance sheet period

The attendance sheet period can be selected in the top right-hand corner of the screen. By default, the period according to the calendar is displayed; it is not possible to switch to a future month.

Recording attendance ()

On days when work is carried out, the start and end times of attendance must be recorded.

(For the relevant day, click on the 'Start of attendance' field, then use the '+' sign to enter the arrival and departure times, and save using the 'Save' button)

EVENTS - MARCH 10.

No record!

+

Save Cancel

EVENTS - MARCH 10.

Type	Date	Time	Type of event
Manual rec	10/03/2026		Log in

+

Save Cancel

EVENTS - MARCH 10.

Type	Date	Time	Type of event
Manual rec	10/03/2026	8:00	Log in
Manual rec	10/03/2026	16:20	Log out

+

- Log in
- Log out
- Start of business leave
- End of business leave

Cancel

If the wrong day has been recorded, you can delete both the entry and exit times by clicking the 'X' icon.

If you worked from home (Home Office), you must indicate this in the 'Work from home' column. This is saved automatically; there is no separate save button.

Date	Select	Endorse	Approve	Error status	Comments	Events	Start of attendance	End of attendance	Attendance	Home office
03.10 Tue	<input type="radio"/>						8:00	16:20	8:20	<input checked="" type="checkbox"/>
03.11 Wed	<input type="radio"/>									<input checked="" type="checkbox"/>

In the event of absence or leave, you do not need to fill in the start and end times for attendance; however, you must enter the reason for the absence or leave in the 'Comments' column for that day. E.g.: holiday, sickness

Date	Select	Endorse	Approve	Error status	Comments
03.09 Mon	<input type="radio"/>				
03.10 Tue	<input type="radio"/>				

Pop-up window: enter the reason for absence, then click Add, then Close.

COMMENTS

Comment:

sickness

Earlier comments:

A yellow pencil appears next to every recorded entry, indicating that the data has been entered manually or that there is a comment for that day.

Date	Select	Endorse	Approve	Error status	Comments	Events	Start of attendance	End of attendance	Attendance	Home office
03.09 Mon	<input type="radio"/>						8:00	16:20	8:20	<input type="checkbox"/>
03.10 Tue	<input type="radio"/>						8:00	16:20	8:20	<input checked="" type="checkbox"/>
03.11 Wed	<input type="radio"/>									<input checked="" type="checkbox"/>

Error :

Various validation rules are defined in the work schedules. If the status of a data entry in the Attendance Sheet is incorrect, the system highlights the relevant field in yellow if there is a problem, or in red if there is an error.

Employee approval of the attendance sheet

Once the attendance sheet has been recorded and checked, it can be finalised and signed. The days to be signed off must be selected. By clicking on the selection column for the relevant day – this can be done individually – and then pressing the ‘Sign off’ button, the finalisation can be completed; alternatively, the entire month can be signed off at once by clicking on all the selections and then the ‘Sign off’ button. It saves automatically; there is no separate save button.

It is important to approve all days in the month, including those on which no work was carried out or when you were absent. Approval of the entire month is indicated by green ticks in the ‘Approved’ column. The manager receives an email notification when the entire month has been approved.

A day rejected by the manager cannot be marked as seen.

After this, the day’s details can no longer be edited manually.

Date	Select	Endorse	Approve	Error status	Comments	Events	Start of attendance	End of attendance	Attendance	Home office
03.06 Fri	<input type="radio"/>									<input type="checkbox"/>
03.07 Sat	<input type="radio"/>									<input type="checkbox"/>
03.08 Sun	<input type="radio"/>									<input type="checkbox"/>
03.09 Mon	<input type="radio"/>						8:00	16:20	8:20	<input type="checkbox"/>
03.10 Tue	<input type="radio"/>						8:00	16:20	8:20	<input checked="" type="checkbox"/>
03.11 Wed	<input type="radio"/>									<input checked="" type="checkbox"/>
03.12 Thu	<input type="radio"/>									<input type="checkbox"/>

View timesheet

TESZT Diák
Named external evaluator - 2000 (2026.03.01. -)

PannonDiák Iskolaszövetkezet

Timesheet period: 01/03/2026 - 31/03/2026

Date	Select	Endorse	Approve	Error status	Comments	Events	Start of attendance	End of attendance	Attendance	Home office
03.06 Fri	<input checked="" type="radio"/>									
03.07 Sat	<input checked="" type="radio"/>									
03.08 Sun	<input checked="" type="radio"/>									
03.09 Mon	<input checked="" type="radio"/>						8:00	16:20	8:20	
03.10 Tue	<input checked="" type="radio"/>						8:00	16:20	8:20	
03.11 Wed	<input checked="" type="radio"/>									
03.12 Thu	<input checked="" type="radio"/>									

View timesheet

TESZT Diák
Named external evaluator - 2000 (2026.03.01. -)

PannonDiák Iskolaszövetkezet

Timesheet period: 01/03/2026 - 31/03/2026

Date	Select	Endorse	Approve	Error status	Comments	Events	Start of attendance	End of attendance	Attendance	Home office
03.06 Fri	<input type="radio"/>	<input checked="" type="checkbox"/>								
03.07 Sat	<input type="radio"/>	<input checked="" type="checkbox"/>								
03.08 Sun	<input type="radio"/>	<input checked="" type="checkbox"/>								
03.09 Mon	<input type="radio"/>	<input checked="" type="checkbox"/>					8:00	16:20	8:20	
03.10 Tue	<input type="radio"/>	<input checked="" type="checkbox"/>					8:00	16:20	8:20	
03.11 Wed	<input type="radio"/>	<input checked="" type="checkbox"/>								
03.12 Thu	<input type="radio"/>	<input checked="" type="checkbox"/>								

If a day needs to be changed, the manager's approval must be removed. / This is possible as long as there is no manager's approval.

Select that day, then reset to default.

View timesheet

TESZT Diák
Named external evaluator - 2000 (2026.03.01. -)

PannonDiák Iskolaszövetkezet

Timesheet period: 01/03/2026 - 31/03/2026

Date	Select	Endorse	Approve	Error status	Comments	Events	Start of attendance	End of attendance	Attendance	Home office
03.06 Fri	<input type="radio"/>	<input checked="" type="checkbox"/>								
03.07 Sat	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>								
03.08 Sun	<input type="radio"/>	<input checked="" type="checkbox"/>								
03.09 Mon	<input type="radio"/>	<input checked="" type="checkbox"/>					8:00	16:20	8:20	
03.10 Tue	<input type="radio"/>	<input checked="" type="checkbox"/>					8:00	16:20	8:20	
03.11 Wed	<input type="radio"/>	<input checked="" type="checkbox"/>								
03.12 Thu	<input type="radio"/>	<input checked="" type="checkbox"/>								

Employees can only sign in on their own attendance sheet. Neither the manager nor the administrator can sign in on another employee's attendance sheet. It is not possible to sign in for incorrect or missing days.

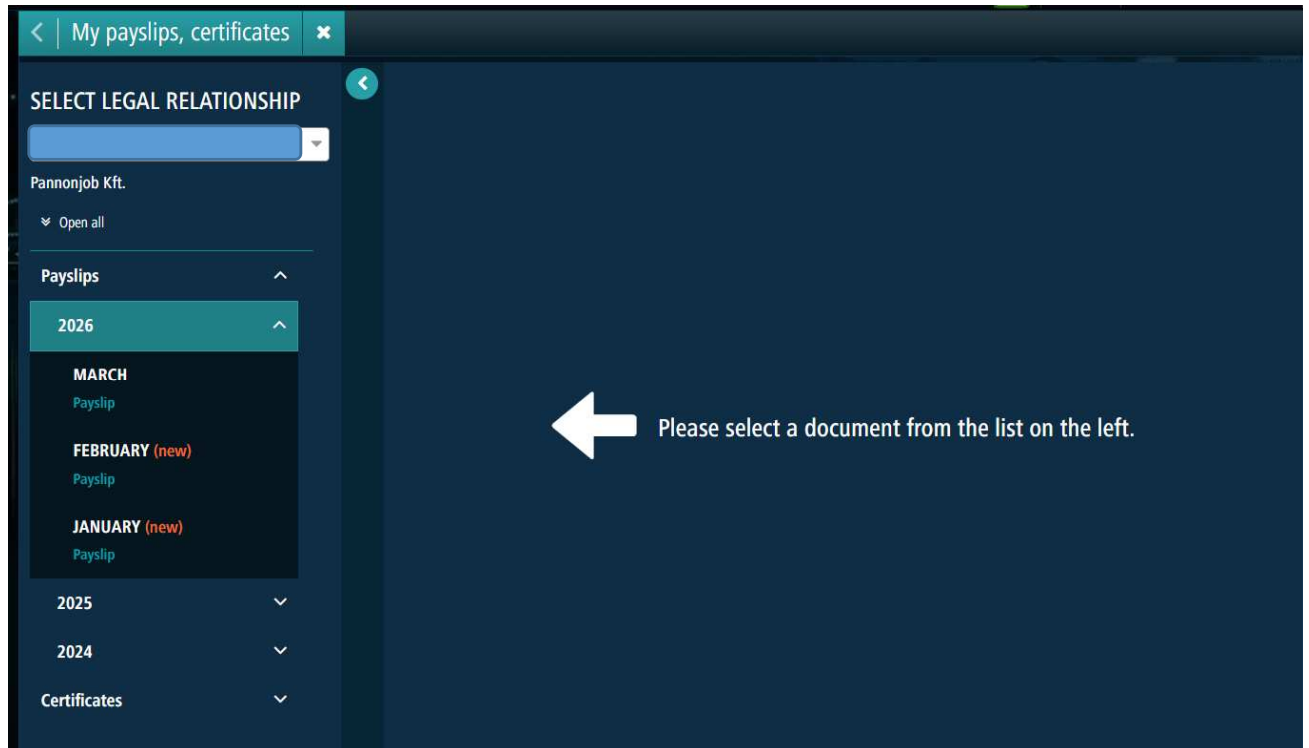
If an employee's signature is missing, it can still be added after the manager's signature; the manager does not need to remove their signature. However, in the event of a correction, both the employee's and the manager's signatures must be removed.

2. Payroll records, certificates

Payroll records

The list of available payslips is on the left-hand side of the screen. The right-hand side of the screen is used to display the selected payslip.

Payroll records up to January 2025 are available.



By clicking on a specific payslip, you can view its details; you can save it using the Save button, and print the selected payslip by clicking the Print button.

Certificates

On this screen, you can view, save and print tax certificates (M30 certificate, Contribution certificate):

On the left-hand side of the screen, you will find a list of available certificates. The right-hand side of the screen is used to display the selected tax certificate.

By clicking on a specific tax certificate, you can view its details; you can save it by using the Save button, and you can print the selected certificate by clicking the Print button.