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## 2.01.04 Calendar

The Calendar mask manages site operating calendars for the system. Here it is possible to define the daily and weekly working hours as well as the number of working days per week for each location of the company. This data is needed for the overviews and resource planning (especially for the determination of the target working times). In addition, the key figures for working time management can be managed here.

The mask consists of the following elements:

### General Data



#### • Basic Information.

- **Location:** The Location field clearly identifies the location for which the site calendar is valid.
- **Description:** This field allows you to describe the calendar for more precise specification.
- **Working Days per Week:** The Working Days per Week field defines the number of working days per week. Numerical values between 0 and 7 can be entered (for example, the definition of a 5.5-day week). This field is filled automatically when the daily and weekly working time is entered. \* **Working Hours per Day:** The Daily Working Hours field defines the normal working hours per day. This working time is used to calculate capacities and overtime (for example, 8 hours working time per working day).
- **Working Hours per Week:** The Working Hours per Week field defines the normal working hours per week (e.g. 40 hours working time per week).
- **Old Holiday Expires on:** In this date field, the expiry date of the remaining leave for [working time management](#) is defined. If the remaining leave of the old calendar year is not taken by this date, the remaining leave expires when the leave entries are posted.
- **Time Difference to Server Time:** This value defines the number of hours of time difference of the calendar in relation to the server time. This field can also take negative values.
- **Note:** Only the date specification day and month is relevant here; the year specification is ignored by the [working time management](#).

#### • Accounts:

- **Period:** The Period selection box defines the periods for the fields: max. flextime buffer, permitted target time underrun, max. special hours buffer, and permitted special hours underrun in working time management.
- **Max. Flexible Overrun:** This time field defines the flextime buffer for the working time administration within which the flextime can move.
- **Min. Flextime Underrun:** This value defines the maximum underrun of the target working time.
- **Max. Special Time:** This value defines the maximum extra hour buffer (not supported in the standard version).
- **Min. Special Time:** This value defines the permitted extra hours underrun (not

supported in the standard version).

- **Limit Special Vacation 1 and 2:** In these fields, you can select the reason for the absence (for example, child illness day, special leave).
- **Limit per Year (in days):** Here you can limit the Special Vacation per Year.

## Flat Rates



- **Standard Flat Rate and Flat Rate:** In these selection windows the country or countries for the flat rates are defined.

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