

[Back Home Next](#)

2.01.24 Employee Contract

The mask **employee contract** manages the working time contracts of employees. The contracts are used to map employee master data such as the contract term, leave entitlement, flextime buffer, daily working times and maximum capacity. The contracts have a defined validity. If no valid contract is assigned, the system uses the master data from employee administration. Once defined, contracts can only be deleted or limited.

The mask consists of the following elements:

Master Sheet

Mitarbeitervertrag 2-1 004 Schmidt Norbert 04.01.2016

Dokument ▾ Bearbeiten ▾ Ansicht ▾ Aktionen ▾

Stammblatt Sonstiges

Basisinformationen

Vertrags-Nr.	2-1	Mitarbeiter	004 Schmidt Norbert
Vertragsbeginn	04.01.2016	Vertragsende	31.12.2017
Jahresurlaubsanspruch	30 d	Gesamturlaubsanspruch	
Periode	monatlich	außertariflicher Vertrag	☐

Auslastung

Max.Kapazität	100 %
Sollzeit Montag	8 h
Sollzeit Dienstag	8 h
Sollzeit Mittwoch	8 h
Sollzeit Donnerstag	8 h
Sollzeit Freitag	8 h
Sollzeit Summe	40 h
Arbeitstage pro Woche	5

— + abweichende Sollzeit

— + Sonstiges

Unterschreitung.

- **außertariflicher Vertrag:** Dieses Feld kennzeichnet Mitarbeiter ohne einen Tarifvertrag. Die Arbeitszeitverwaltung berücksichtigt bei den Buchungen ausschließlich Urlaub und bestimmt keine Gleitzeitpuffer.

- **Work Load:**

- **max. Capacity:** This value specifies the percentage of users that can be assigned to projects.
- **max. Target Time:** This field indicates the maximum working time of an employee (100% corresponds to full time; 50% corresponds to a half-day job, etc.).
- **Target Time Monday to Sunday:** Here you can define different working times per day for the employee (contract). If an employee works part-time and does not work on all working days, a corresponding regulation can be mapped here. Example: An employee works 20 hours per week on the first three working days ⇒ Monday = 7h, Tuesday = 7h and Wednesday = 6h.
- **Working Days per Week:** In this field, the specified working days per week can be entered.

- **Leave Entitlement for Partial First Month:** This field is used if the contract does not start on the first day of a month.
- **Leave Entitlement for Partial Last Month:** This field is used if the contract does not end on the last day of a month.
- **Overtime Regulation:** Here you can manage deviations from the employment contracts for the employee based on the calendar (not standard).

Miscellaneous

Mitarbeitervertrag 2-1 004 Schmidt Norbert 04.01.2016

Dokument Bearbeiten Ansicht Aktionen

Stammblatt Sonstiges

ext. BBC - PL

Stundensätze

int. 65,00 EUR

Stundensatz

Teilkostensatz EUR

Bemerkung

- **Salary:**

- **int. Hourly Rate:** In this field you define the employee's internal allocation rate for **cost determination** in the system.
- **Partical Cost Rate:** This element allows you to use another allocation rate per employee (for example, full and partial cost rate).
- **Monthly Salary, Annual Salary, Number of Monthly Salaries:** These fields describe the employee's wages during the contract period and are used when the HR interface is used.

- **Comment:** This field is intended for comments.

Actions

The document class contains the following actions:

- **Set Date:** This action is used to enter the contract period (start to end).
- **Delete:** This action can be used to delete the employee contract completely.
- **New Contract from Existing Template:** This action opens a new contract from the existing template.

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