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## 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:

### General Data

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

**Mitarbeitervertrag 2-1 004 Schmidt Norbert 04.01.2016**

Dokument Bearbeiten Ansicht Aktionen

**Stammblatt** Sonstiges

**Basisinformationen**

Vertrags-Nr.	<input type="text" value="2-1"/>	Mitarbeiter	<input type="text" value="004 Schmidt Norbert"/>
Vertragsbeginn	<input type="text" value="04.01.2016"/>	Vertragsende	<input type="text" value="31.12.2017"/>
Jahresurlaubsanspruch	<input type="text" value="30 d"/>	Gesamturlaubsanspruch	<input type="text"/>
Periode	<input type="text" value="monatlich"/>	außertariflicher Vertrag	<input checked="" type="checkbox"/>

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**Auslastung**

**abweichende Sollzeit**

Bezeichnung	Typ	Datum

**Sonstiges**

Urlaubsanspruch für angebrochenen ersten Monat	Voller Monatsanspruch ▾	<input type="text" value=""/> d
Urlaubsanspruch für angebrochenen letzten Monat	Voller Monatsanspruch ▾	<input type="text" value=""/> d
Überstundenregelung	<input type="text"/>	

- **Basic Information:**

- **Contract Number:** This field is the ID of the employee contract.
- **Employee:** This field assigns a specific employee to the contract.
- **Contract Start:** This field indicates the start of the contract. All defined rates and parameters of the contract are only valid from this defined date. This field is a required entry field.
- **Contract End Date:** In the Contract end field, you can enter an end date for the contract. If an end is defined, the system returns to the next valid contract or to the values defined in the employee when the contract expires.
- **Annual Leave Entitlement:** This element defines the employee's annual leave entitlement. This entitlement always refers to the calendar year (for example, 30 days of leave per year) and is taken into account in the employee's account evaluation.
- **Total Leave Entitlement:** This element defines the total leave entitlement for the employee's contract period. This entitlement only refers to the period between the start and end of the contract and is taken into account in the employee's account evaluation.
- **max. Flextime Buffer:** This field defines the employee's flextime buffer. The total number of hours refers to the specified period.
- **Permitted Target Time Underrun:** The permitted target time underrun determines by how many hours the employee can fall short of his or her target time without receiving a warning. This value also refers to the specified period.
- **max. Special Hours Buffer:** The employee's maximum special hours buffer is defined in this field. This value can be exceeded or fallen short of after the period.
- **permitted Special Hours Underrun:** If the employee falls below this defined hourly value, the system will send a warning message to the user.
- **Period:** The period selection box defines the period for the maximum flextime, permitted target time underrun, maximum special hours buffer and permitted special hours underrun.
- **Non-pay-scale Contract:** This field indicates employees without a collective agreement. Working time management only takes leave into account for postings and does not

determine any flextime buffers.

- **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

- **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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