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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



- **Basic Information:**

- **Contract Number:** This field is the ID of the employee contract.
- **Employee:** This field assigns a specific employee to the contract.
- **Current Location:** Where is the employee currently located?
- **Start of Contract:** 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.
- **End of Contract:** 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 Vacation:** 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.
- **Vacation for Limited Period:** 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.
- **Maximal Flexible Overrun:** This field defines the employee's flextime buffer. The total number of hours refers to the specified period.
- **Minimal Flexible 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.
- **Maximal Special Time:** The employee's maximum special hours buffer is defined in this field. This value can be exceeded or fallen short of after the period.
- **Minimal Special Time:** This 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-Tariff 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.

- **Utilization:**

- **Maximum Project Availability:** This value specifies the percentage of users that can be assigned to projects.
 - **Maximum 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.).
 - **Planned 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 Week:** In this field, the specified working days per week can be entered.
- **Deviating Target Time:** 
 - **Misc:**
 - **Vacation Entitlement for Partial First Month:** This field is used if the contract does not start on the first day of a month.
 - **Vacation 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).

Misc



- **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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