

Contract Introduction Projectile	
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Master data Misc	
Description	Introduction Projectile
Project	3 Introduction Projectile
Customer	TLC Telecommunications Corpor
Contact	Williams George
Payment Mode	Plan
Period	Yearly
Timespan	From 09.06.2009 To 22.07.2009
ContractAmount	Amount 4.000,00 EUR ByYear 4.000,00 EUR
Value added tax	VAT-GB-15
Amount total	4.600,00 EUR
Condition	Period begin <input checked="" type="checkbox"/> PeriodMiddle <input type="checkbox"/> Prepayment <input type="checkbox"/>
Invoices	
PaymentPlans	

The form consists of the following elements:

On the “Master Data” tab:

- **Employment Contract:** This field specifies the name of the contract.
- **Employee:** This field designates a contract to an employee.
- **Contract Begin:** This field specifies the beginning of the contract. All defined rates and key data of the contract are used only from this defined date. This field is required.
- **Contract End:** In the field contract end, an end date for the contract can be entered. If an end date is defined, when a contract has expired the system continues to the next valid contract or returns to the defined value in Employee.
- **Yearly Holiday Entitlement:** This element defines the yearly holiday entitlement of an employee. This entitlement refers to the calendar year (for example, 30 days of holiday per year) and is considered in the account calculation of the employee.
- **Holiday Entitlement Sum:** This element defines the sum of the holiday entitlement for the duration of the contract of the employee. This entitlement refers only to the duration between contract begin and contract end and is considered in the account calculation of the employee.
- **Maximum Flexible Time Buffer:** In this field the flexible time buffer of the employee is defined. The sum of the hours refer to the defined periods.
- **Allowed Set-Time Lower Deviation:** The allowed set-time in which the lower limit has been exceeded, defines how many hours an employee can go below their set-time, without receiving a warning. This value also refers to the defined periods.

- **Maximum Special Hours Buffer:** In this field the maximum special hours buffer of the employee is defined. After the period, the lower and/or higher limit of this value can be exceeded.
- **Allowed Special Hours Lower Deviation:** If the employee goes below this defined hour value, the system sends the user a warning.
- **Periods:** The drop-down box periods defines the duration for the maximum flexible time, allowed set-time lower deviation, maximum special time buffer and the allowed special time lower deviation.
- **Non-Tariff Contract:** This field specifies employees without a tariff contract. The work time administration considers when posting, only vacation and does not designate a flexible time buffer.

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Dokument Bearbeiten Ansicht Rückverweise Aktionen

Stammblatt **Sonstiges**

Vertrag 1

Konfiguration Produkt A

Release Release 2.2

Umfang Voller Service und Updates

Währung EURO

Kurs 1

Bemerkung

Positionen

1-3 / 3						
	Position	Description	Date	State	Percent	Invoice amount
1	2-1	1. Payment	01.09.2009		30 %	6.000,00
2	2-2	2. Payment	09.09.2009		30 %	6.000,00
3	2-3	3. Payment	16.09.2009	100 %	40 %	8.000,00

On the "Utilization" tab:

- **Max. Capacity:** This value specifies to how much percent the user can be planned for within the projects.
- **Max. Work Time:** This value defines the maximum work time for the employee referring to the

standard work time (see also Calendar). For example, a part-time job has the value 50%.

- **Set-Time Monday to Sunday:** Differing work times per day for the employee and/or employment contract can be defined here. If an employee works part-time and does not work an all workdays, an appropriate settlement can be illustrated here. For example, an employee works 20 hours per week on the first three workdays ⇒ Monday = 7h, Tuesday = 7h and Wednesday = 6h.

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Positionen

X

Contract Introduction Projectile

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Master data **Misc**

Contract 2

Configuration Produkt A

Release Release 2.3

Scope Full

Currency GBP

Rate 1

Note

Positions

1-1 / 1

Position	Description	Amount external	Amount internal
2-1	Projectile +5	4.000,00	2.500,00

On the “Wages” tab:

- **Cost/Charge Rate 1 (Internal Hourly Rate):** The internal cost/charge rate of the employee for **costing** in the system is defined in this field.
- **Cost/Charge Rate 2 (Partial Cost Rate):** A further cost/charge rate per employee can be utilised with the help of this element (e.g. full and partial cost rate).
- **Monthly Wage, Yearly Wage, Amount of Monthly Wages:** These fields describe the employee's wages in the contract's time span and are applied when utilising the HR-interface.
- **Comments:** This field is designated for comments.

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