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2.01.24 Employment Contract

The **Employment Contract** form administers the work time contracts from employees. With the contracts, the main data for the employees, as, e.g. the contract duration, holiday entitlement, flexible time buffer, daily work hours and the maximum capacity are displayed. The contracts have a defined validity. If no valid contract is assigned, the system uses the master data from the employee administration. Once defined contracts can only be deleted or restricted.

Note: This component is only available if [Working Time Administration](#) is licensed.

Tip: For more on this subject see chapter [3.11.07 Working Time Administration](#).

Employee contract ID 3-1 Timothy Jones 01.01.2009	
Employee contract ID	3-1
Employee	Timothy Jones
Contract begin	01.01.2009
Contract end	
Yearly vacation	30 d
Total vacation	
Maximum flexible working hours	40 h
Min flextime underrun	20 h
Max special time	20 h
Min special time	0 h
Period	Monthly
Außertariflicher Vertrag	<input type="checkbox"/>

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.

- Non-Tariff Contract:** This field specifies employees without a tariff contract. The [Working Time Administration](#) considers when posting, only vacation and does not designate a flexible time



Employee contract ID 3-1 Timothy Jones 01.01.2009




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Master data
Utilization
Wages

Working time	Maximum project capability	Maximum working time
	100 %	100 %
Planned time Monday	8 h	
Planned time Tuesday	8 h	
Planned time Wednesday	8 h	
Planned time Thursday	8 h	
Planned time Friday	8 h	
Planned time Saturday		
Planned time Sunday		

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 on 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.

Employee contract ID 3-1 Timothy Jones 01.01.2009	
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Master data Utilization Wages	
Internal cost rate	<input type="text" value="75,00"/> EUR
Internal Hourly Rate	<input type="text" value="75,00"/> EUR
Monthly salary	<input type="text" value="4.000,00"/> EUR
Yearly salary	<input type="text" value="48.000,00"/> EUR
Number monthly salaries	<input type="text" value="1"/>
Note	<input type="text"/>

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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