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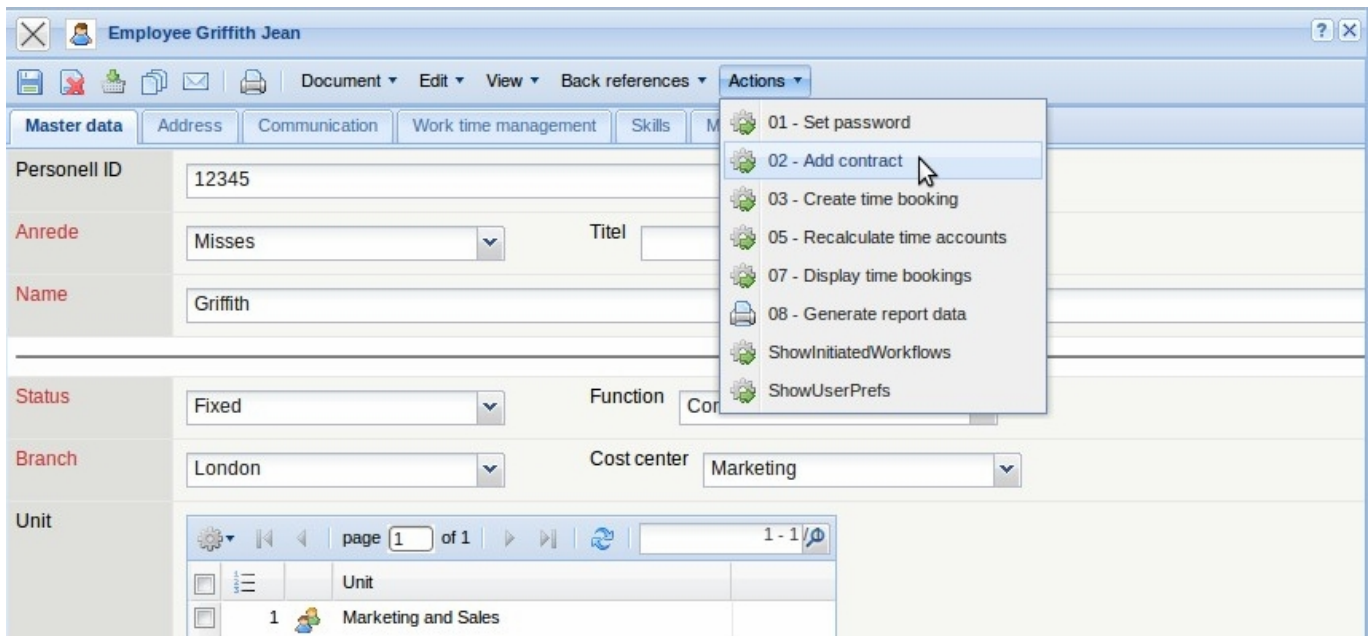
3.11.07 Working Time Administration

Projectile contains optionally, an entire working time administration. The working time administration is based on the work time recording (see also chapter [2.3 registration module](#)). In the [TimeTracker](#) (besides the project times) presences, breaks and absences (illness, vacation, maternity leave, ...) can be recorded. An additional absence recording can be performed in a decentral and central [recording absences](#) components.

This recording data is the basis for the working time accounts and vacation accounts. For each location, the planned working time per day and week and the holidays and possibly company holidays, are stored in the system ([calendar](#)). Per employee any amount of employment contracts can be stored in the system. These contracts include, among other things, the conditions of the employee regarding the cost rates, working hours and holiday entitlement. The contracts have a defined validity. If no valid contract is assigned, the system uses the master data in employee management. Once defined contracts can only be deleted or limited.

Create Employment Contract

In the following example, a contract is created for the employee Jean Griffith. Using the action "Add contract", a new document of the type employment contract is opened.



In the contract, various fields are pre-populated by the system (maximum flexible-hours and special hours buffer, target time Monday to Sunday, periods from the [calendar](#) of the assigned employee and the values maximum working time and capacity from the [employee](#) document). Each contract has a contract period. The contract begin is a required field and the contract end may (with open-end contracts) remain empty. Projectile checks the contract period when modifying contracts and will not allow contracts to overlap.

For each contract, an internal cost rate and internal hourly rate can be defined for the employee (see

also [employee administration](#) and [pricing- and costing](#)).

The system manages three accounts in the standard version for the employee: yearly vacation account (vacation entitlement per year less taken vacation less remaining vacation from the previous year), flexible time account or overtime account (planned working time per month less recorded working hours plus overtime or undertime from previous month) and special hours. The special hours are working hours outside of defined core work hours (e.g. night work) and work on weekends and holidays.

Employee contract ID 6-1 Griffith Jean	
Document Edit View Actions	
Master data Utilization Wages	
Employee contract ID	6-1
Employee	Griffith Jean
Contract begin	
Contract end	
Yearly vacation	
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"/>

In the example, an open-end contract is defined for the employee Jean Griffith (valid from 01.08.2009). The charge rate for the employee is EUR 55.00 (the employee causes costs of 55 EURO per hour), the vacation entitlement is 28 days per calendar year. Additionally, the flexible time and special-hour intervals with the associated period are defined. The employee can only accumulate maximum 40 hours overtime per month and 20 special hours. Further information in the contracts is based on available working time and capacity of the employee (max. working time = 100% corresponds to a full-time job and 75% to $\frac{3}{4}$ -time job). The other information regards the salaries and the non-tariff salary.

Note : The elements maximum flexible buffer and maximum special hours puffer may lead to data change! If for example, when booking, the flexible time is filled with 45 hours and the maximum flexible time buffer is defined at 30 hours, 15 hours will be cut off by the system. In the standard version this buffer refers to the entries in the selected periods of the contract.

After saving the contract ...

Employee contract ID 6-1 Griffith Jean

Document Edit View Actions

Mast Save the document Wages

Employee contract ID	6-1
Employee	Griffith Jean
Contract begin	01.08.2009
Contract end	
Yearly vacation	28 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"/>

Employee contract ID 6-1 Griffith Jean

Document Edit View Actions

Master data Utilization Wages

Working time	Maximum project capability	50 %	Maximum working time	100 %
Planned time Monday	7,7 h			
Planned time Tuesday	7,7 h			
Planned time Wednesday	7,7 h			
Planned time Thursday	7,7 h			
Planned time Friday	7,7 h			
Planned time Saturday				
Planned time Sunday				

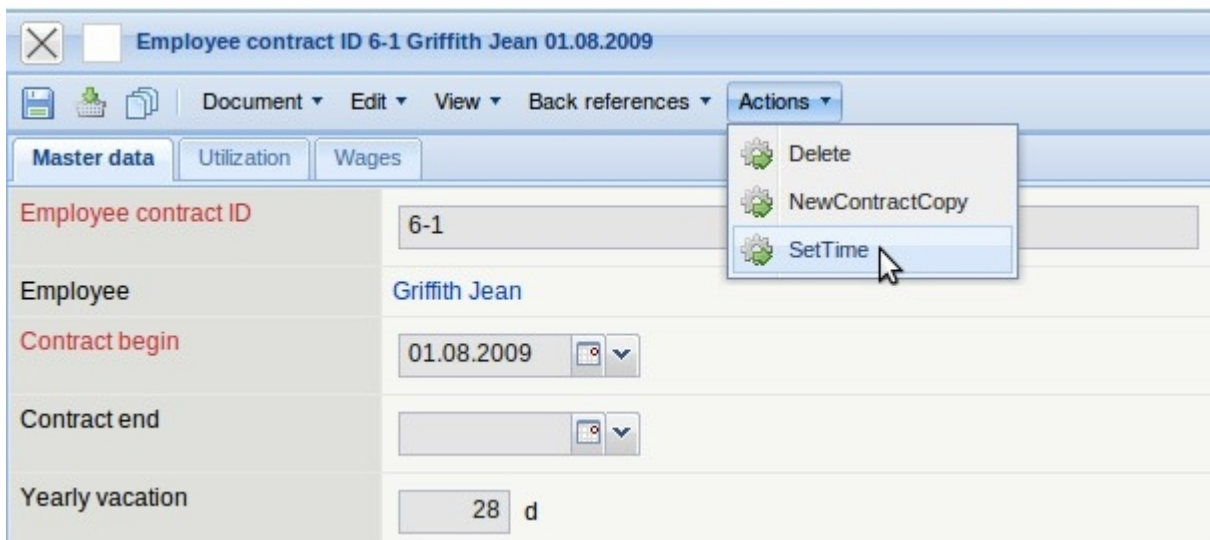


The screenshot shows the 'Wages' tab of an SAP employee contract. The fields are as follows:

Internal cost rate	55	EUR
Internal Hourly Rate		EUR
Monthly salary	5000	EUR
Yearly salary	60000	EUR
Number monthly salaries	12	
Note		

... the document is write-protected (read-only). The defined contracts can only be partly modified or deleted.

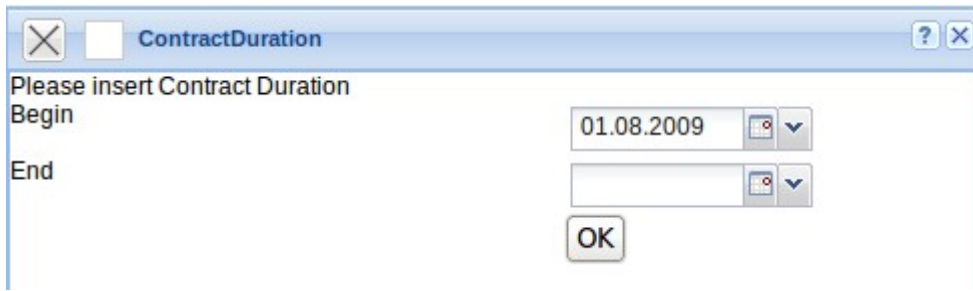
Per employee, any number of contracts can be defined. The contract dates may however not overlap. In the following example, the first contract of the employee, will expire on 30.11.2009. After clicking the action "set time" ...



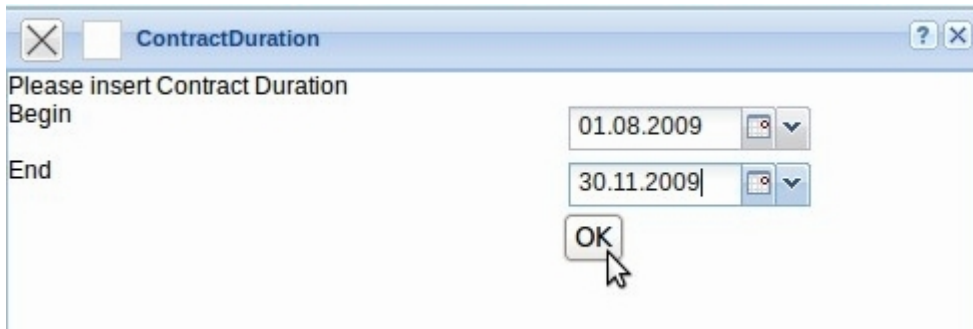
The screenshot shows the 'Master data' tab of an SAP employee contract. The 'Actions' menu is open, showing 'Delete', 'NewContractCopy', and 'SetTime'. The contract details are as follows:

Employee contract ID	6-1
Employee	Griffith Jean
Contract begin	01.08.2009
Contract end	
Yearly vacation	28 d

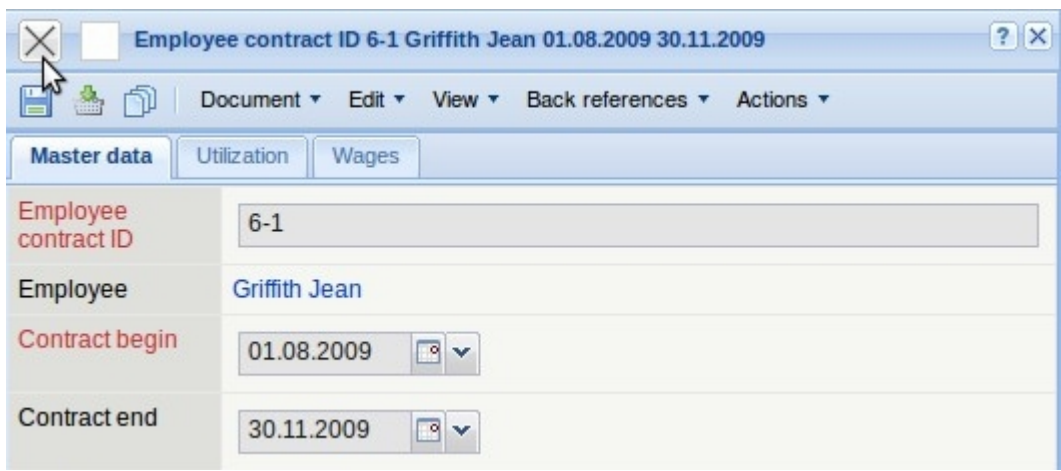
a dialog is then opened, which allows the modification of the contract duration. After modifying the contract date (here, the end is set to ...



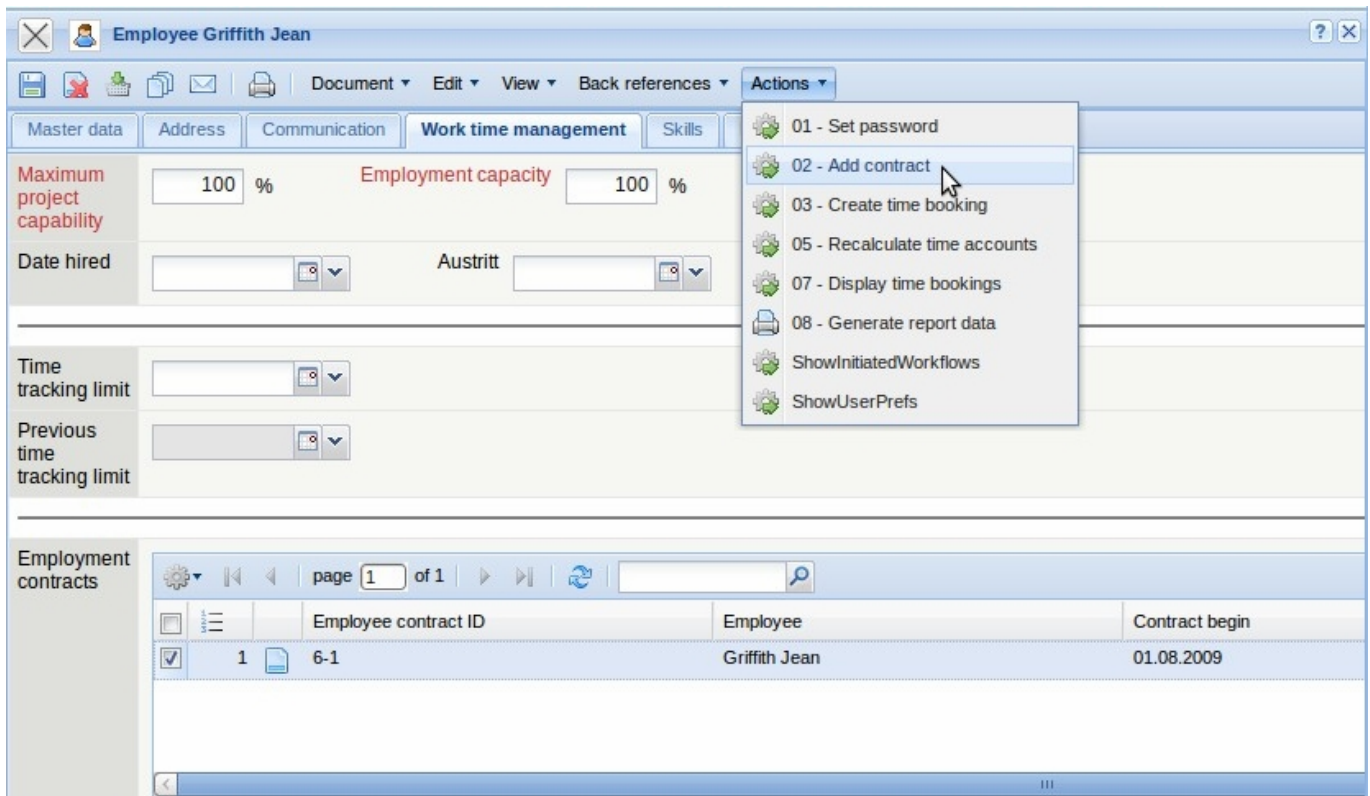
... 30.11.2009) and the entry is then confirmed with "OK" and ...



... the new contract duration in the contract is transferred. Afterwards, the contract can be closed.

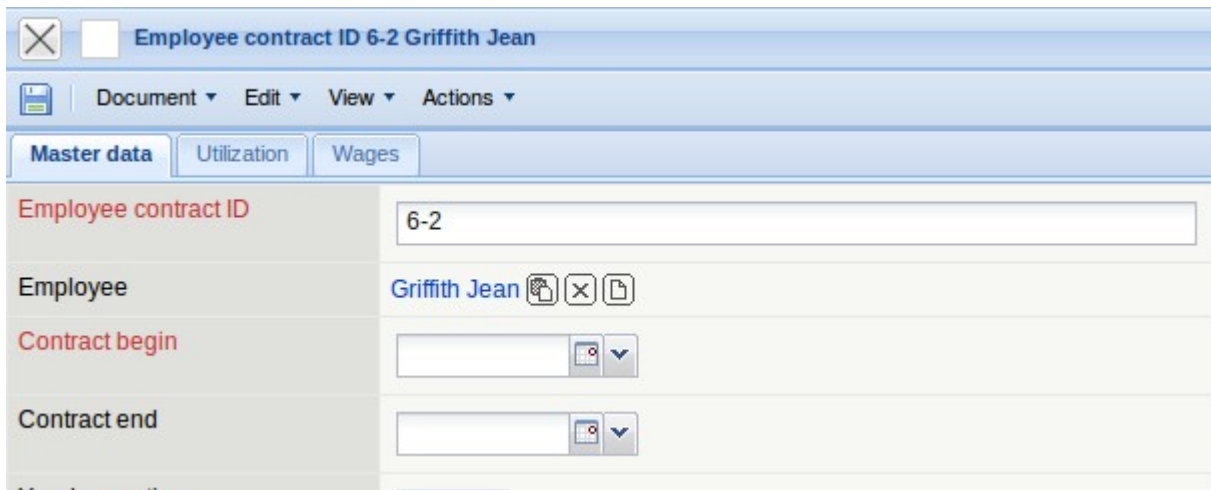


The employment contract is stored on the "work time management" tab.



Then, a new contract is defined from 01.12.2009 using the action "Add contract".

A new contract is for example necessary if the work times of the employee have changed (vacation entitlement, new interval for flexible time or special time, reducing the work time from full time to part time, ...) or if the costs of the employee changes (e.g. through a salary raise).



In the example, the new contract is valid from 01.12.2009

Employee contract ID 6-2 Griffith Jean 01.12.2009

Document Edit View Back references Actions

Mast Save the document Wages

Employee contract ID	6-2
Employee	Griffith Jean
Contract begin	01.12.2009
Contract end	
Yearly vacation	28 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
Außer tariflicher Vertrag	<input type="checkbox"/>

After closing the contract both contracts are available in the employee documents.

Employment contracts

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		Employee contract ID	Employee	Contract begin
<input checked="" type="checkbox"/>	1	6-1	Griffith Jean	01.08.2009
<input type="checkbox"/>	2	6-2	Griffith Jean	01.12.2009

Note: If a valid contract exists, Projectile uses for cost accounting the billing rates of the contracts. If the contract loses its validity, and no new contract is defined (or a time gap exists until the next validity is used), Projectile uses the rates from the employee administration.

... continued

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