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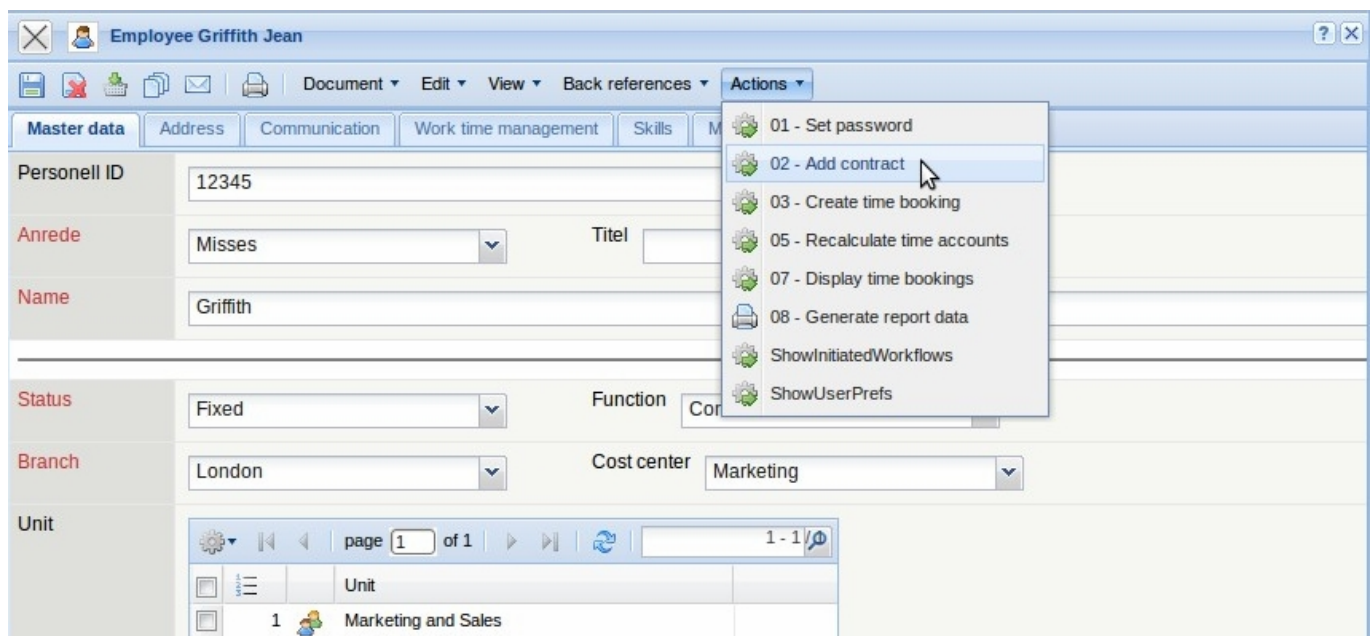
3.11.07 Working Time Administration

Projectile contains optionally, an entire working time administration. The working time administration is based on the work time recording (see also chapter [2.3 recording 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 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	d
Total vacation	d
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	☐

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 ▾

Master data | **Utilization** | Wages

Save the document

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

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	h	
Planned time Sunday	h	

The screenshot shows a web application window titled "Employee contract ID 6-1 Griffith Jean". Below the title bar is a menu with "Document", "Edit", "View", and "Actions". There are three tabs: "Master data", "Utilization", and "Wages", with "Wages" being the active tab. The form contains several input fields with labels on the left and values on the right, followed by the unit "EUR" where applicable. The fields are: "Internal cost rate" with value "55", "Internal Hourly Rate" (empty), "Monthly salary" with value "5000", "Yearly salary" with value "60000", and "Number monthly salaries" with value "12". At the bottom is a "Note" field which is empty.

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

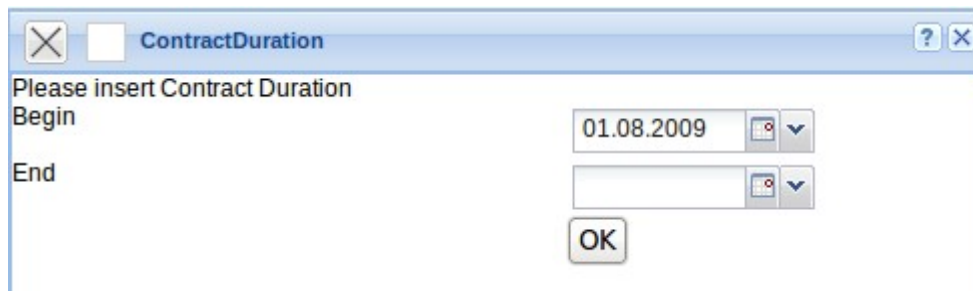
... the document is write-protected (read-only). The defined contracts can only be partly modified or deleted.

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 same web application window, but now titled "Employee contract ID 6-1 Griffith Jean 01.08.2009". The "Master data" tab is active. The form fields are: "Employee contract ID" (6-1), "Employee" (Griffith Jean), "Contract begin" (01.08.2009), "Contract end" (empty), and "Yearly vacation" (28 d). The "Actions" menu is open, showing three options: "Delete", "NewContractCopy", and "SetTime", with a mouse cursor pointing at "SetTime".

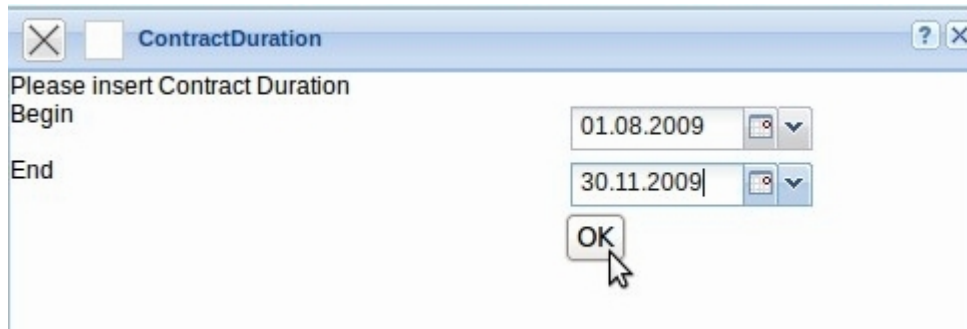
Employee contract ID	6-1
Employee	Griffith Jean
Contract begin	01.08.2009
Contract end	
Yearly vacation	28 d

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



A dialog box titled "ContractDuration" with a close button (X) and a help button (?). The text "Please insert Contract Duration" is displayed. Below it, there are two date selection fields. The first field, labeled "Begin", contains the date "01.08.2009". The second field, labeled "End", is empty. Both fields have a calendar icon and a dropdown arrow. An "OK" button is at the bottom.

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



The same "ContractDuration" dialog box, but now the "End" field contains the date "30.11.2009". A mouse cursor is hovering over the "OK" button.

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



A screenshot of a software interface showing contract details. The title bar reads "Employee contract ID 6-1 Griffith Jean 01.08.2009 30.11.2009". Below the title bar is a menu bar with "Document", "Edit", "View", "Back references", and "Actions". There are three tabs: "Master data" (selected), "Utilization", and "Wages". The "Master data" tab shows a table with the following data:

Employee contract ID	6-1
Employee	Griffith Jean
Contract begin	01.08.2009
Contract end	30.11.2009

Der Mitarbeitervertrag ist im Reiter Sonstiges hinterlegt.

Employee Griffith Jean

Document Edit View Back references Actions

Master data Address Communication **Work time management** Skills

Maximum project capability 100 % Employment capacity 100 %

Date hired Austritt

Time tracking limit

Previous time tracking limit

Employment contracts

Employee contract ID	Employee	Contract begin
1 6-1	Griffith Jean	01.08.2009

Anschließend wird ein neuer Vertrag ab dem 01.11.2004 mit Hilfe der Aktion "Vertrag hinzufügen" definiert.

Ein neuer Vertrag wird beispielsweise notwendig wenn sich die Arbeitszeiten des Mitarbeiters ändern (Urlaubsanspruch, neue Intervalle für Gleitzeit oder Sonderstunden, Reduzierung der Arbeitszeit von Vollzeit- auf Teilzeit,) oder wenn sich die Kosten des Mitarbeiters (beispielsweise durch eine Gehaltserhöhung) verändern.

Employee contract ID 6-2 Griffith Jean

Document Edit View Actions

Master data Utilization Wages

Employee contract ID 6-2

Employee Griffith Jean

Contract begin

Contract end

Der neue Vertrag im Beispiel ist gültig vom 01.11.2004.

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	d
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	☐

Nach Schließen des Vertrages sind im Mitarbeiterdokument beide Verträge verfügbar.

Employment contracts

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Anmerkung: Wenn ein gültiger Vertrag vorhanden ist, verwendet Projectile auch für die Kostenrechnung die Verrechnungssätze der Verträge. Wenn der Vertrag die Gültigkeit verliert und kein neuer Vertrag definiert ist (oder eine zeitliche Lücke bis zur nächsten Gültigkeit vorhanden ist) verwendet Projectile wieder die Sätze aus der Mitarbeiterverwaltung.

... continued

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