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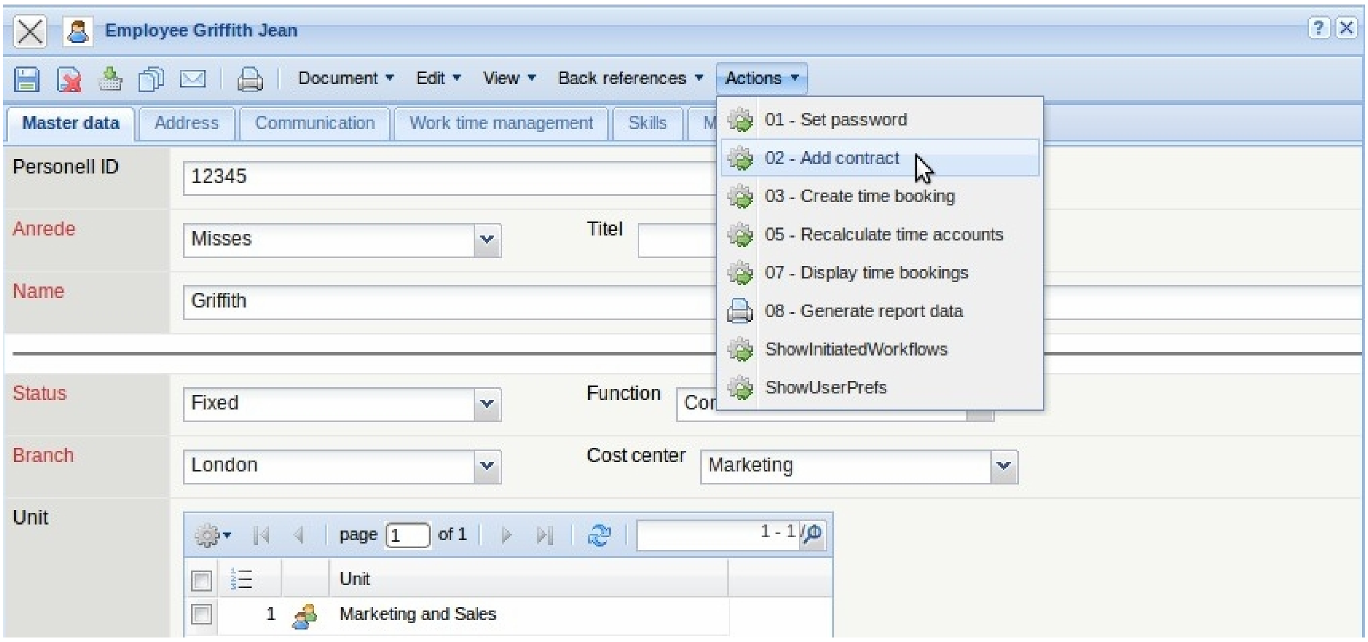
3.11.07 Working Time Administration

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

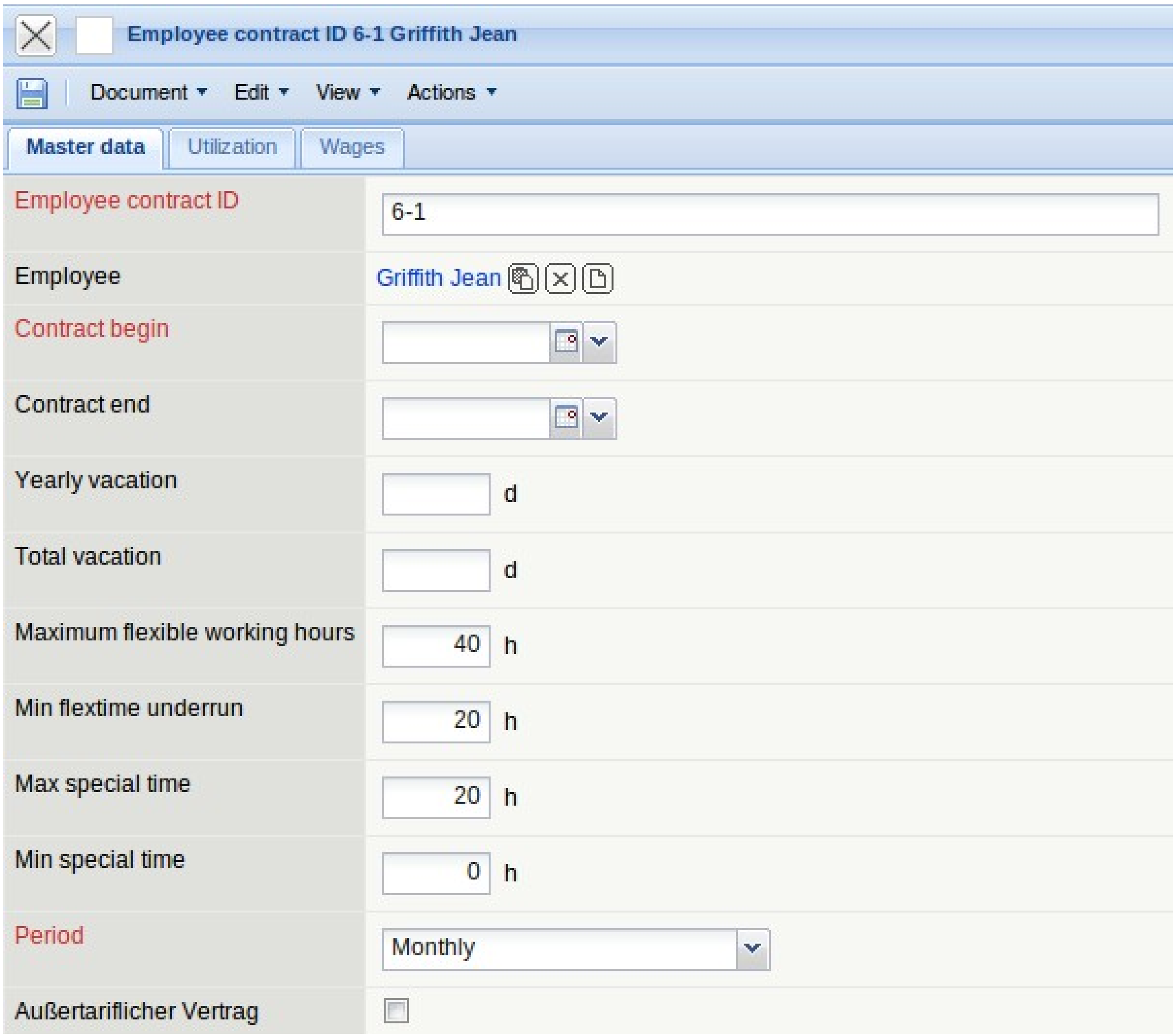
In the following example, a contract is created for the employee Jean Griffith. Using the action “Add contract”, a new document of the type employment contract is opened.



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).

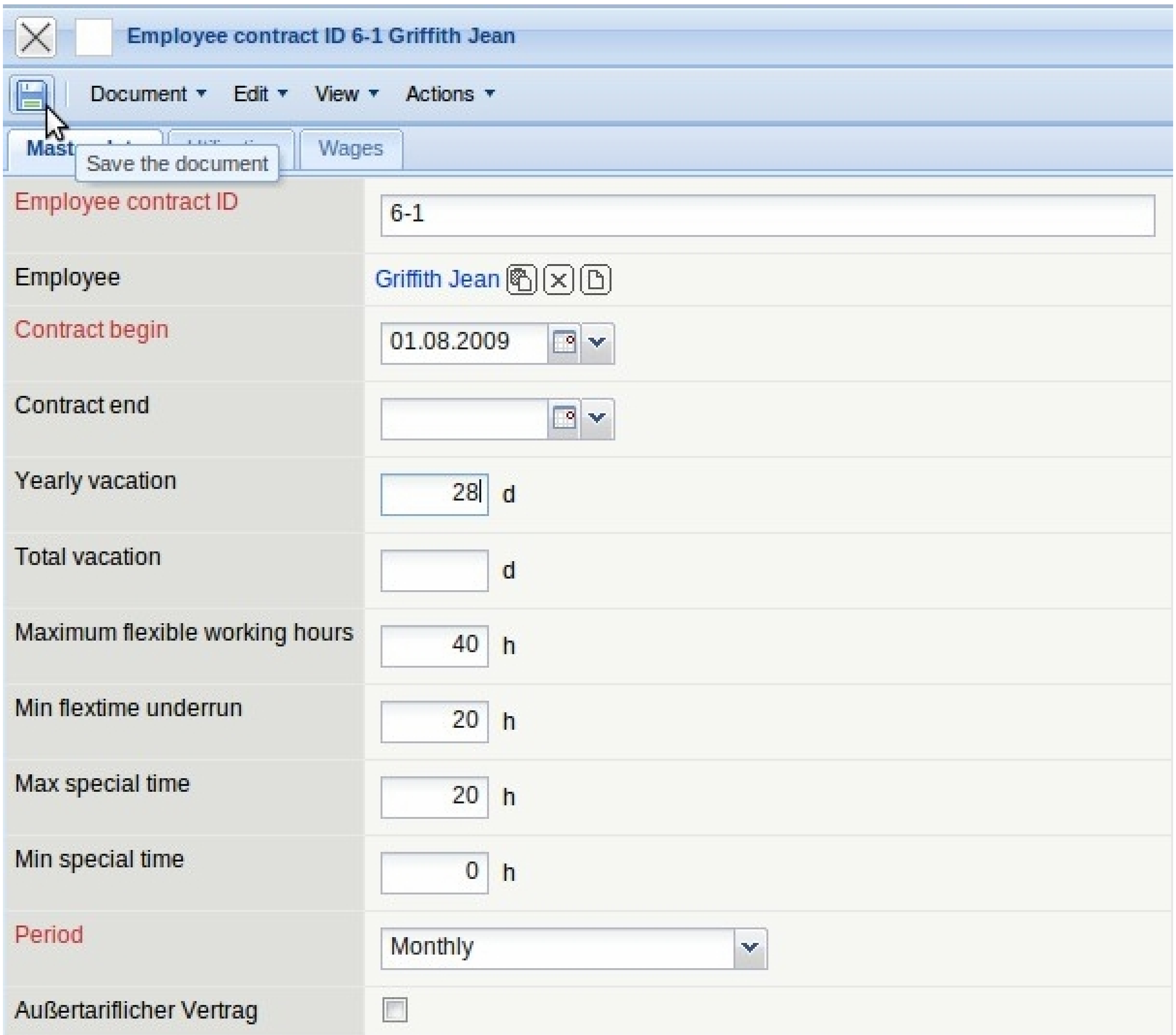
The system manages three accounts in the standard version for the employee: yearly vacation account (vacation entitlement per year less taken vacation less remaining vacation from the previous year), flexible time account or overtime account (planned working time per month less recorded working hours 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.

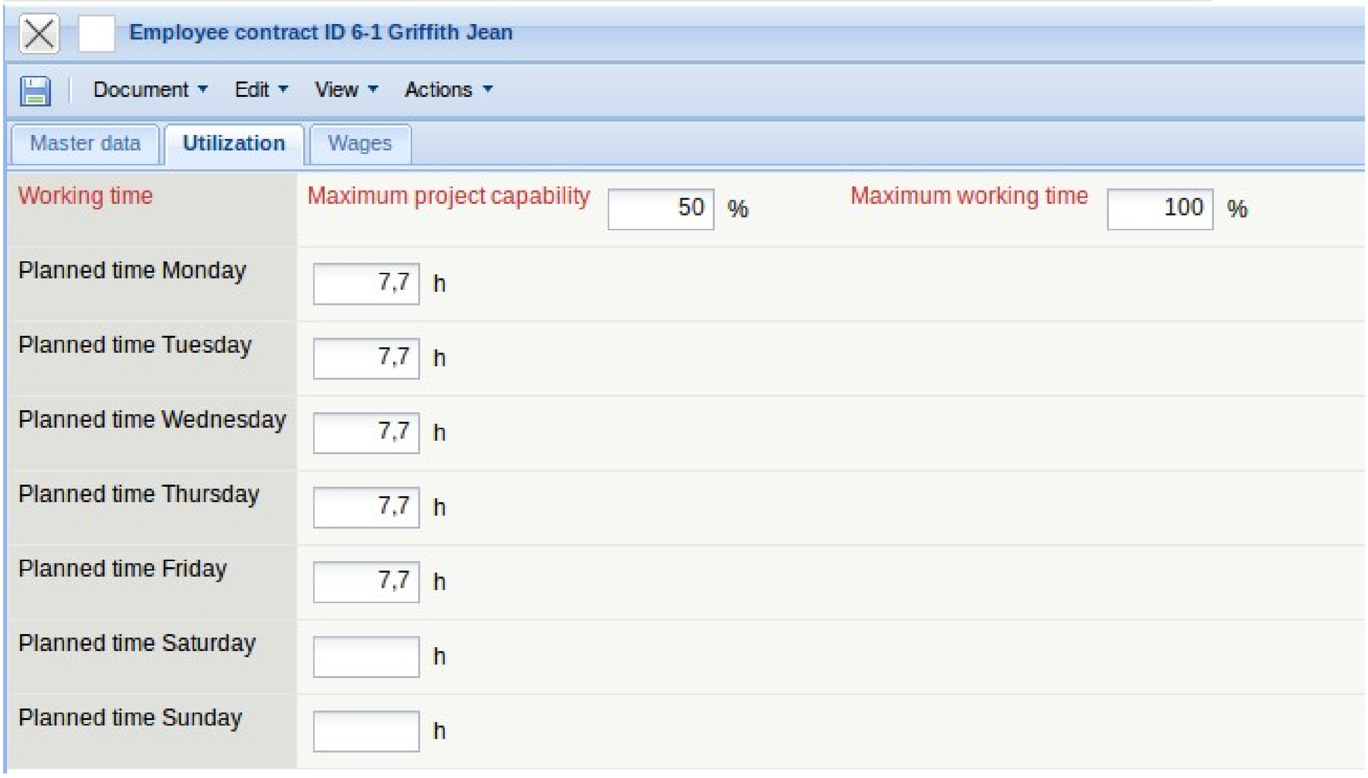


In the example, an open-end contract is defined for the employee Jean Griffith (valid from 01.08.2009). The charge rate for the employee is EUR 55.00 (the employee causes costs of 55 EURO per hour), the vacation entitlement is 28 days per calendar year. Additionally, the flexible time and special-hour 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 ¾-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.

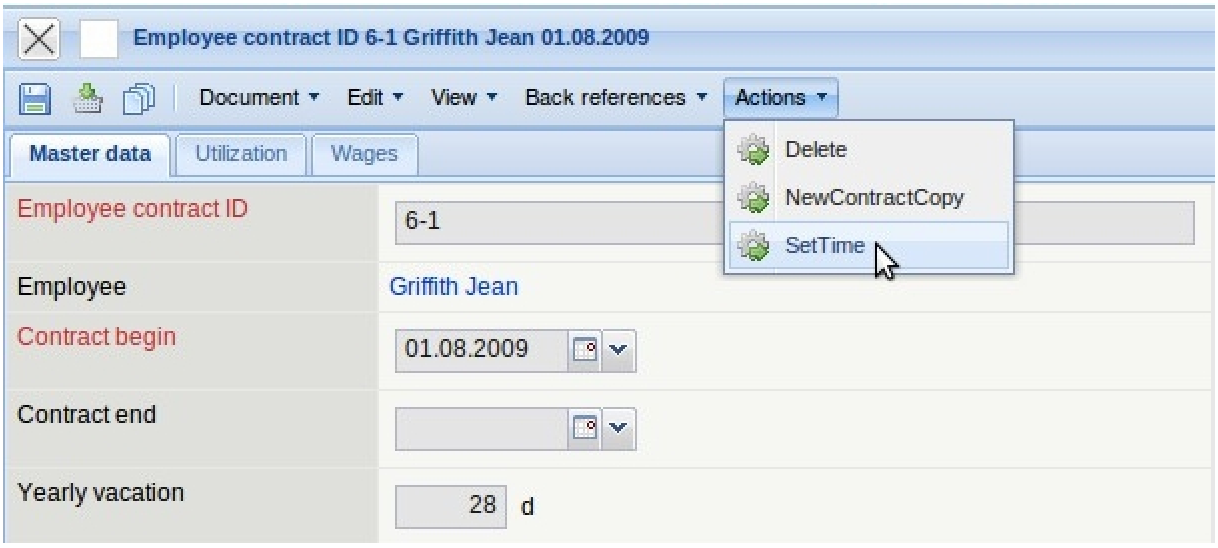
After saving the contract …



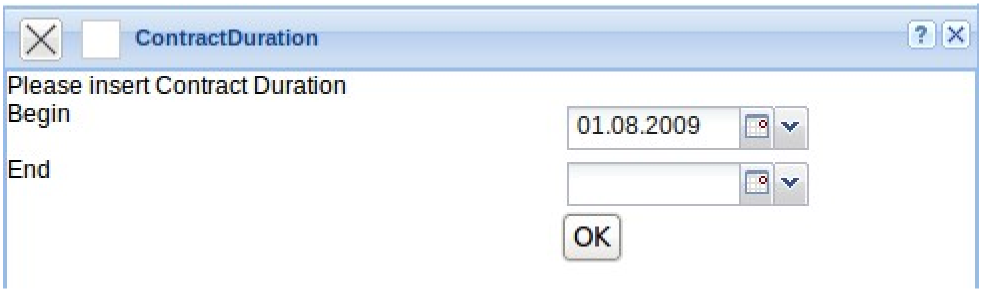


… the document is write-protected (read-only). The defined contracts can only be partly modified or deleted.

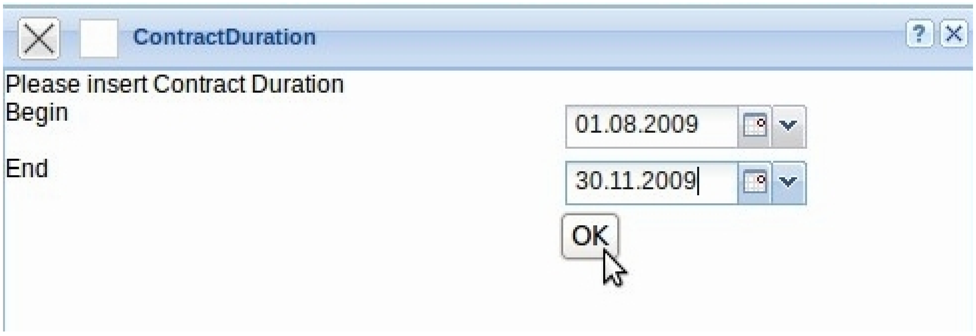
Per employee, any number of contracts can be defined. The contract dates may however not overlap. In the following example, the first contract of the employee, will expire on 30.11.2009. After clicking the action “set time” …



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

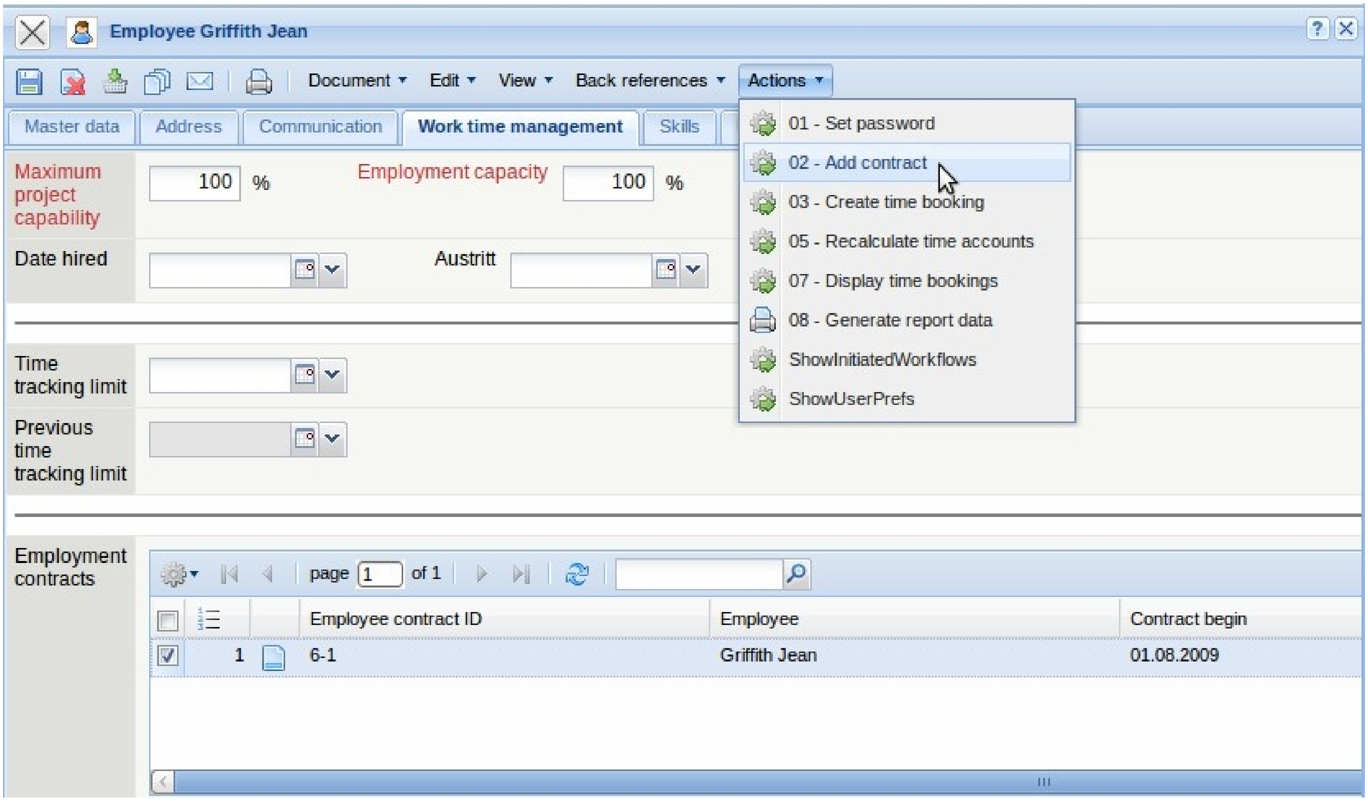


… 30.11.2009) and the entry is then confirmed with “OK” and …



… the new contract duraction in the contract is transfered. Afterwards, the contract can be closed.

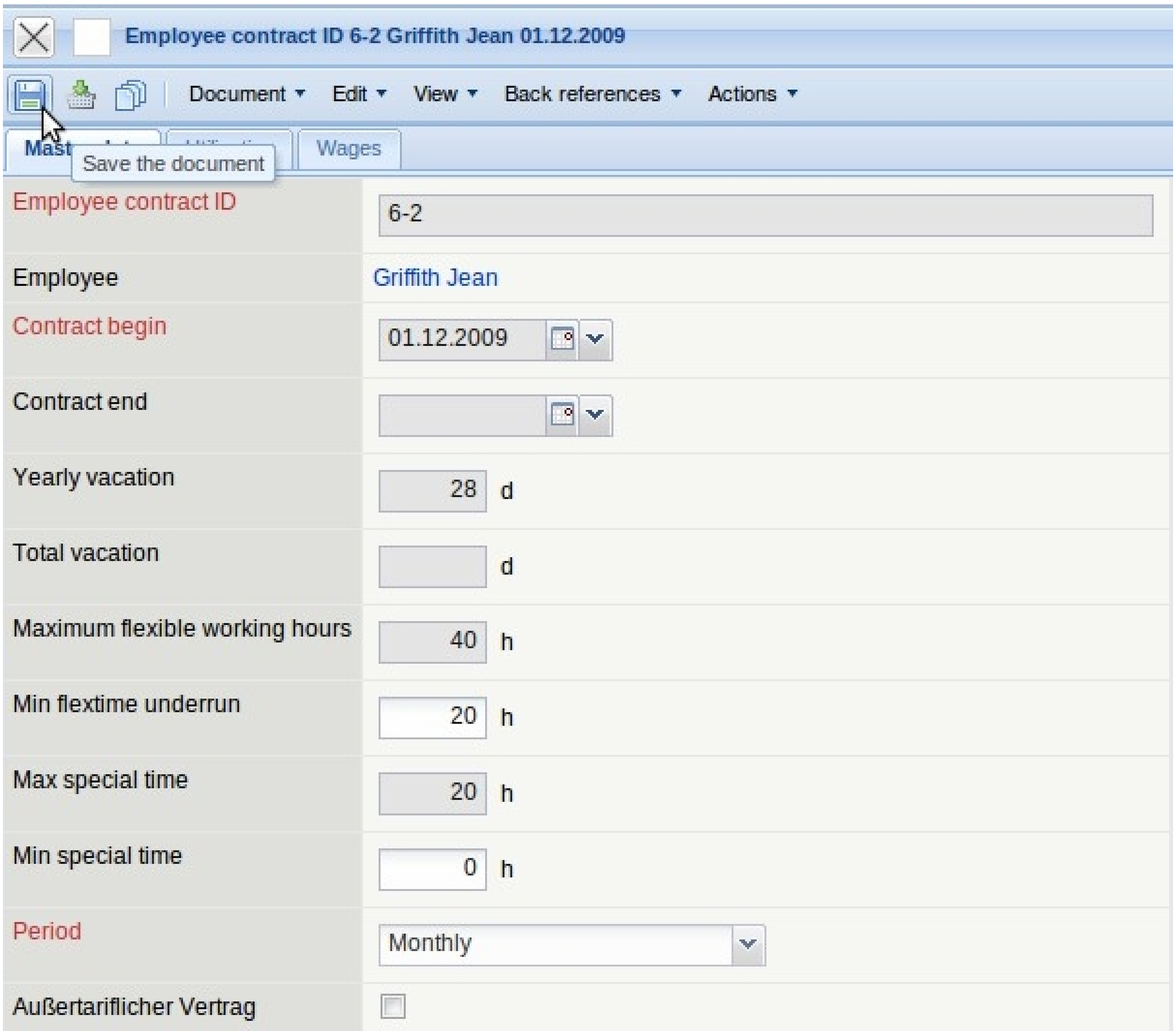
Der Mitarbeitervertrag ist im Reiter Sonstiges hinterlegt.



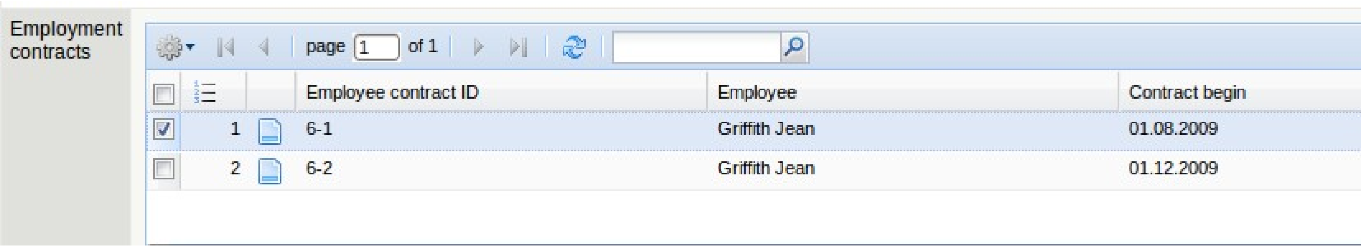
Anschließend wird ein neuer Vertrag ab dem 01.11.2004 mit Hilfe der Aktion "Vertrag hinzufügen" definiert.

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.

Der neue Vertrag im Beispiel ist gültig vom 01.11.2004.



Nach Schließen des Vertrages sind im Mitarbeiterdokument beide Verträge verfügbar.



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.

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