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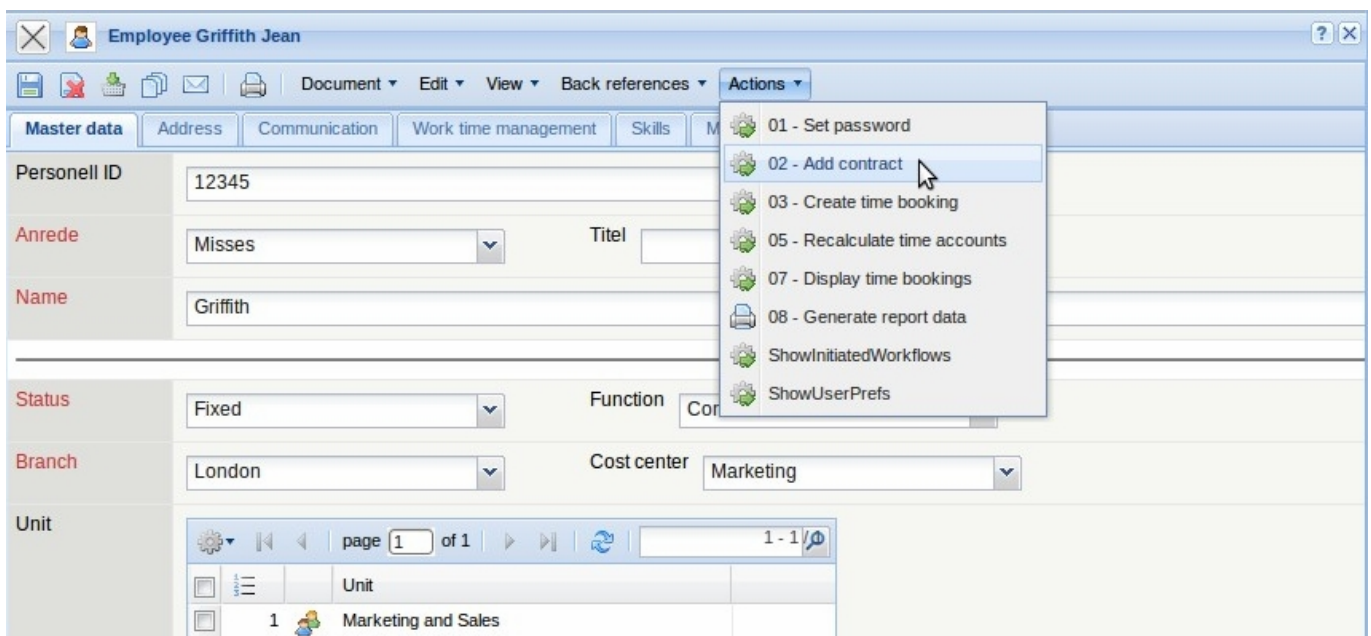
3.11.07 Working Time Administration

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	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". Below the menu are three tabs: "Master data", "Utilization", and "Wages". The "Wages" tab is active. The form contains the following fields:

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" ...

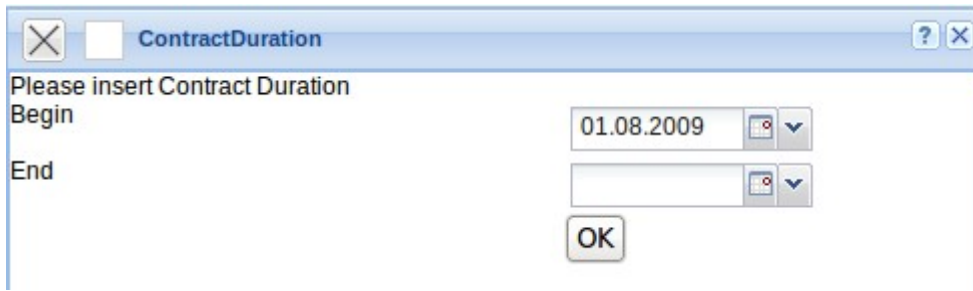
The screenshot shows a web application window titled "Employee contract ID 6-1 Griffith Jean 01.08.2009". Below the title bar is a menu with "Document", "Edit", "View", "Back references", and "Actions". Below the menu are three tabs: "Master data", "Utilization", and "Wages". The "Master data" tab is active. The form contains the following fields:

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

The "Actions" menu is open, showing the following options:

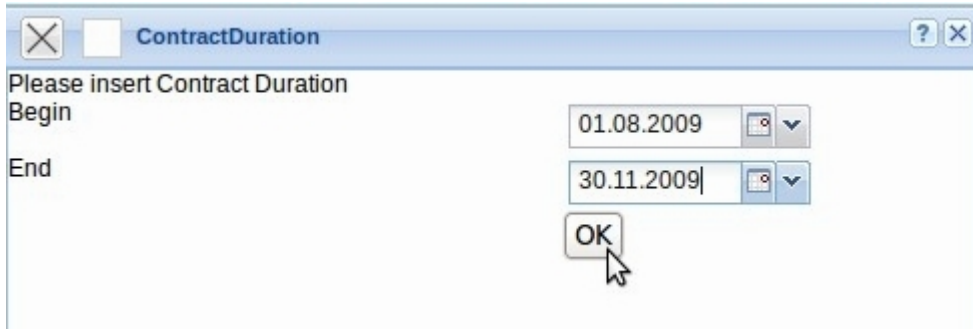
- Delete
- NewContractCopy
- SetTime

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. There are two date input fields: "Begin" with the value "01.08.2009" and "End" which 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 pointing at the "OK" button.

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



A window titled "Employee contract ID 6-1 Griffith Jean 01.08.2009 30.11.2009" with a close button (X), a help button (?), and a document icon. 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

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

The screenshot shows the 'Employee Griffith Jean' interface. The 'Work time management' tab is active. The 'Actions' dropdown menu is open, showing options: 01 - Set password, 02 - Add contract (highlighted), 03 - Create time booking, 05 - Recalculate time accounts, 07 - Display time bookings, 08 - Generate report data, ShowInitiatedWorkflows, and ShowUserPrefs. The main form contains fields for 'Maximum project capability' (100%), 'Employment capacity' (100%), 'Date hired', 'Austritt', 'Time tracking limit', and 'Previous time tracking limit'. Below the form is a table for 'Employment contracts' with one entry: Employee contract ID 6-1, Employee Griffith Jean, Contract begin 01.08.2009.

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

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).

The screenshot shows the 'Employee contract ID 6-2 Griffith Jean' interface. The 'Master data' tab is active. The form contains fields for 'Employee contract ID' (6-2), 'Employee' (Griffith Jean), 'Contract begin', and 'Contract end'. The 'Contract begin' and 'Contract end' fields have calendar icons next to them.

In the example, the new contract is valid from 31.12.2009

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	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	☐

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

Employment contracts			
page 1 of 1			
		Employee contract ID	Employee
☒	1	6-1	Griffith Jean
☐	2	6-2	Griffith Jean
		Contract begin	
		01.08.2009	
		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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