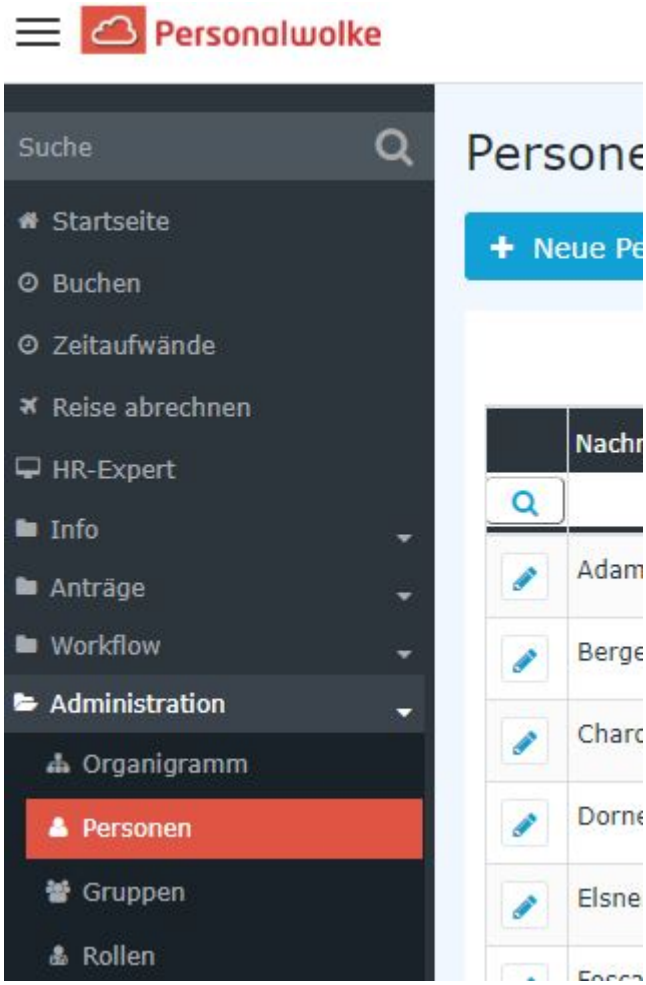
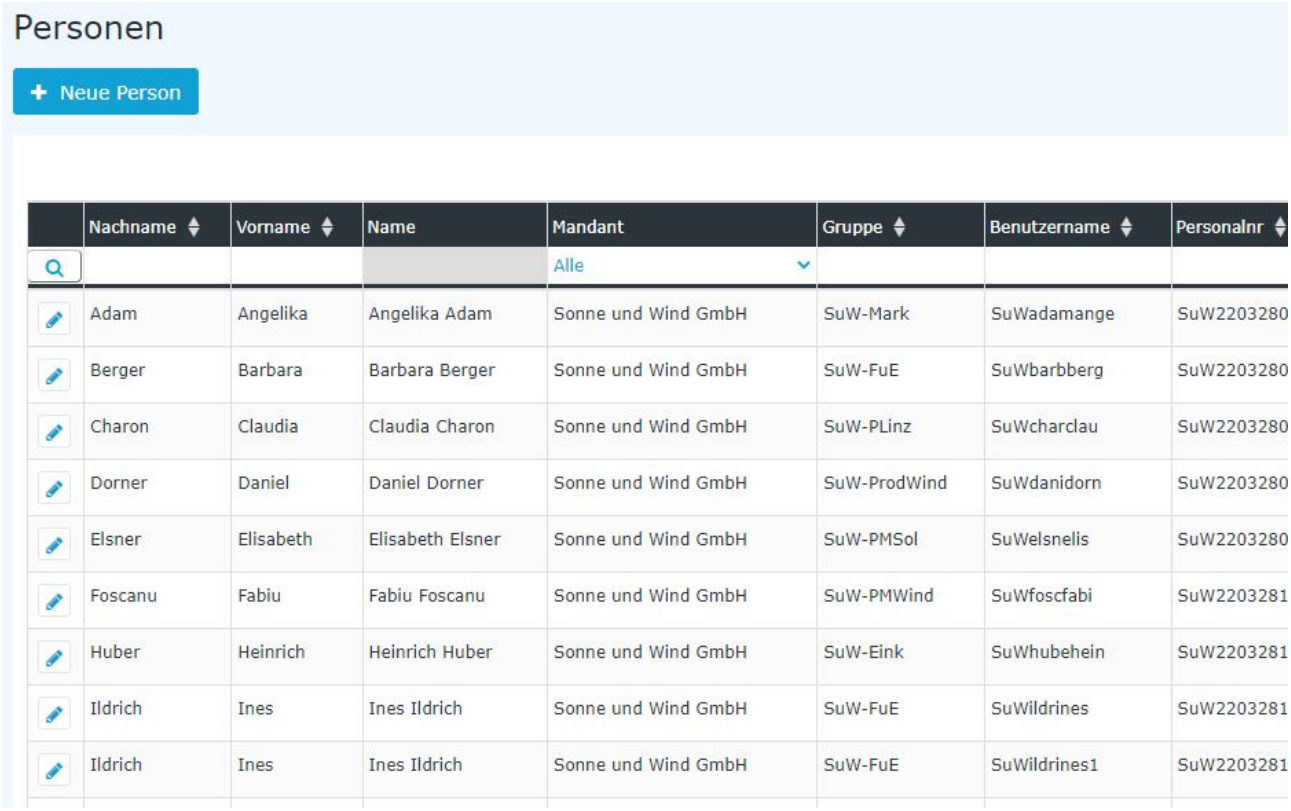
Changing week/weekly program or part time percentage

In the menu tree under **Administration**, select the item "Persons".

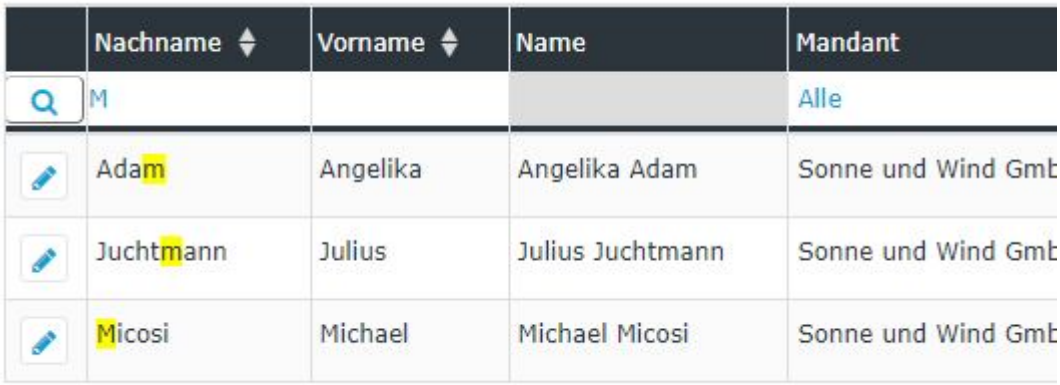


This menu item provides a list of all created persons (employees) of the client (company).



Using the input fields under **Last Name, First Name, Client, Group, Username, Employee ID, E-mail, TA-ID, Active User** and **Valid from**, the list can be restricted accordingly.

For example, by entering "M" in the Last name field, the list can be restricted to persons whose last name contains at least one "M".



To edit the desired person, simply click in the line or on the edit symbol.

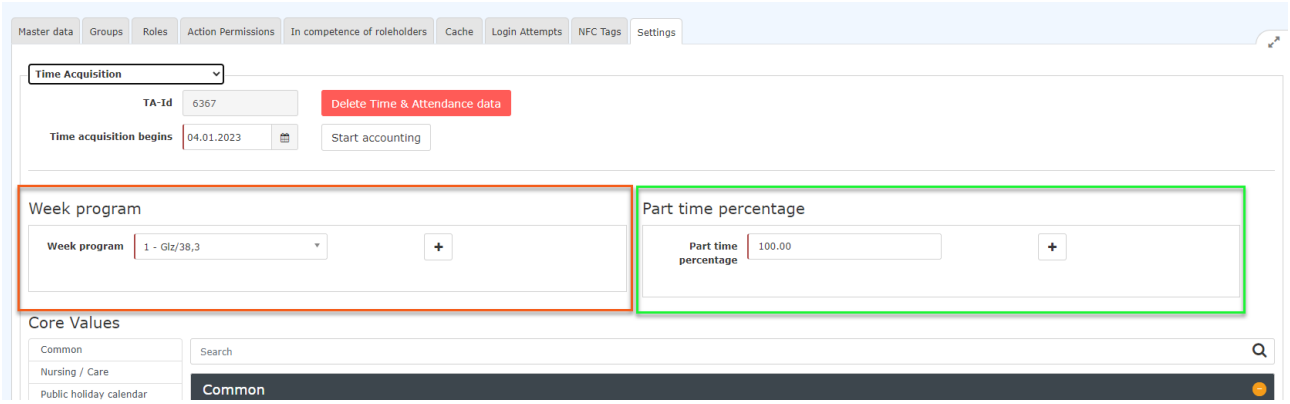


.

General

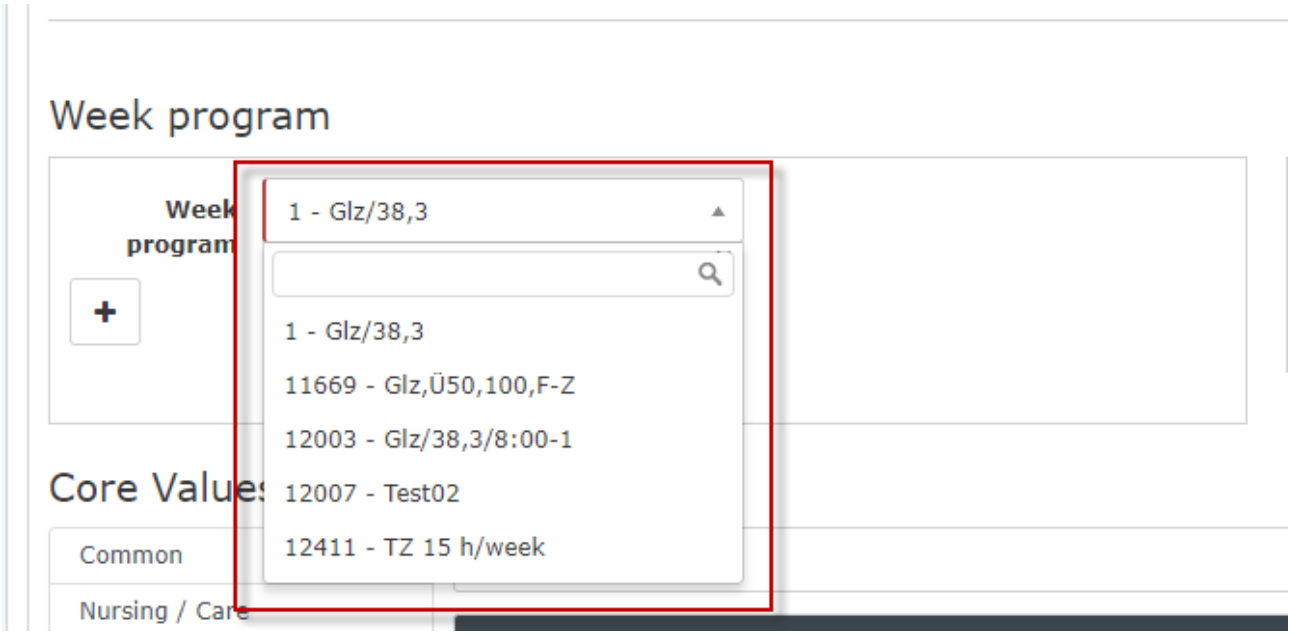
After selecting the person, the following changes can be made in the **Settings** tab under the topic "**Time Acquisition**"

- Change week program (red marking)
- Change part-time percentage (green marking)

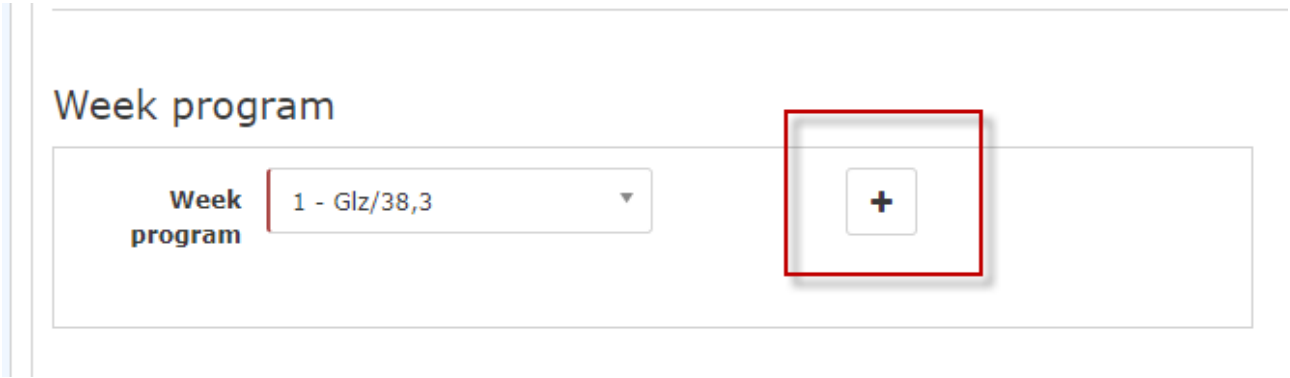


Changing week program

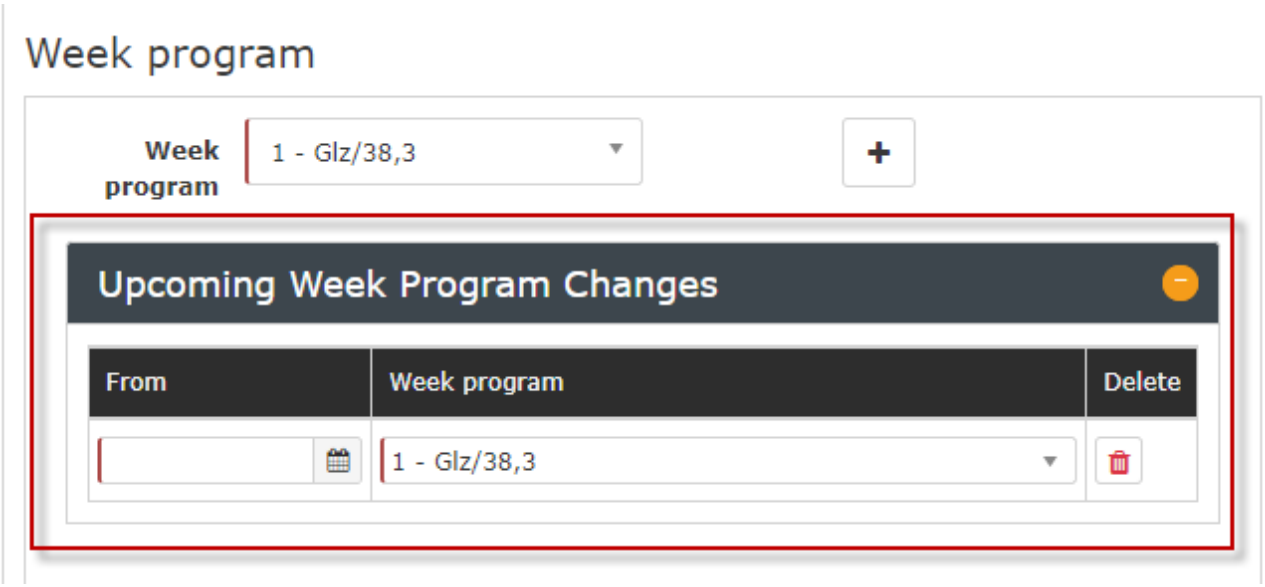
If the week program is to be changed with **immediate** effect, the new week program can be selected in the drop-down menu marked in red and specified by clicking on **Save**.



If the **changeover of the weekly program** is to take place automatically **on a certain date**, this can be specified via **+ button**:



and then

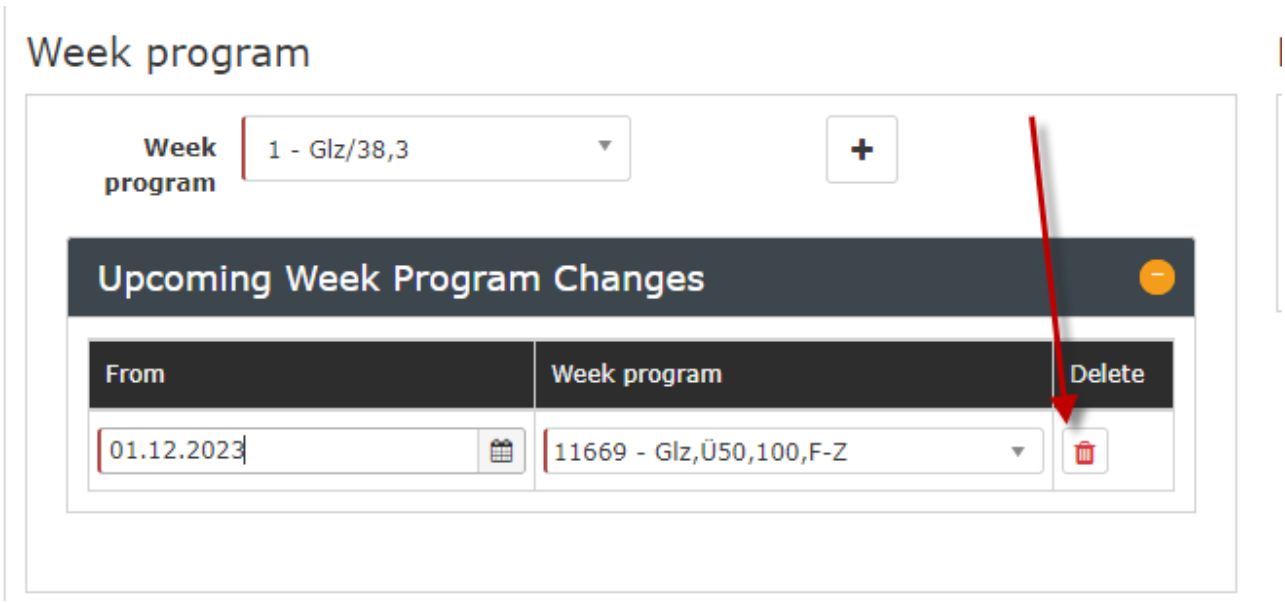


Clicking on **Save** applies the changes.

Saved future changes to the weekly program can be removed by clicking on the Delete button



and then saving.



Changing the part-time factor

NOTIZ

Attention! The following description refers to simple modifications! Especially in connection with the consideration of pro rata holiday credits, it is recommended to contact a member of the Workflow support team before entering the data!

Likewise, after selecting the person, the **part-time factor** can be changed via the **Settings tab.**

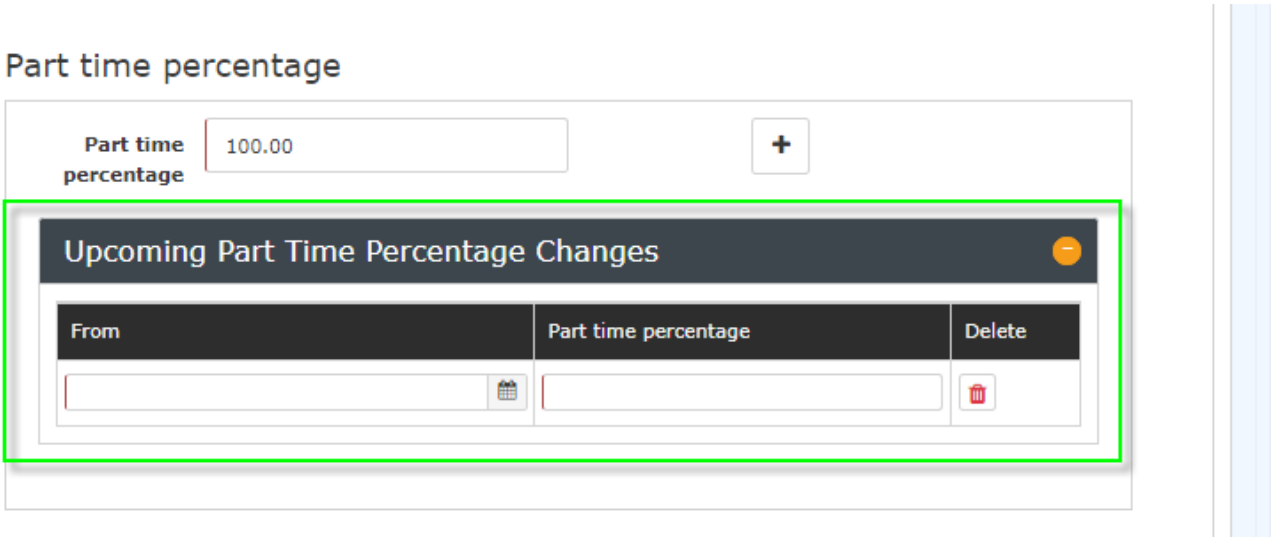
In the area marked in green, the part-time factor can be changed **immediately** (percentage, number entry) - the changes are applied by clicking on **Save.**



If the **part-time factor** is to be changed automatically **from a certain date**, this can be set via **+ button**.



and then

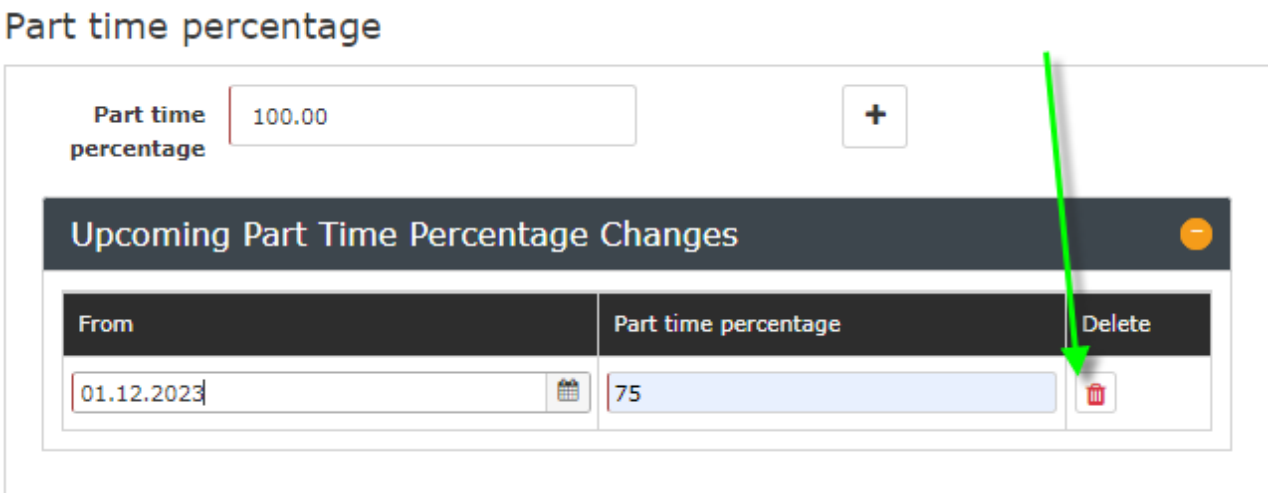


Clicking on **Save** applies the changes.

Saved future changes to the part-time factor can be removed by clicking on the **Delete button**



and then saving the changes.


Part time percentage
Part time percentage
100.00
+
Upcoming Part Time Percentage Changes
From
Part time percentage
Delete
01.12.2023
75