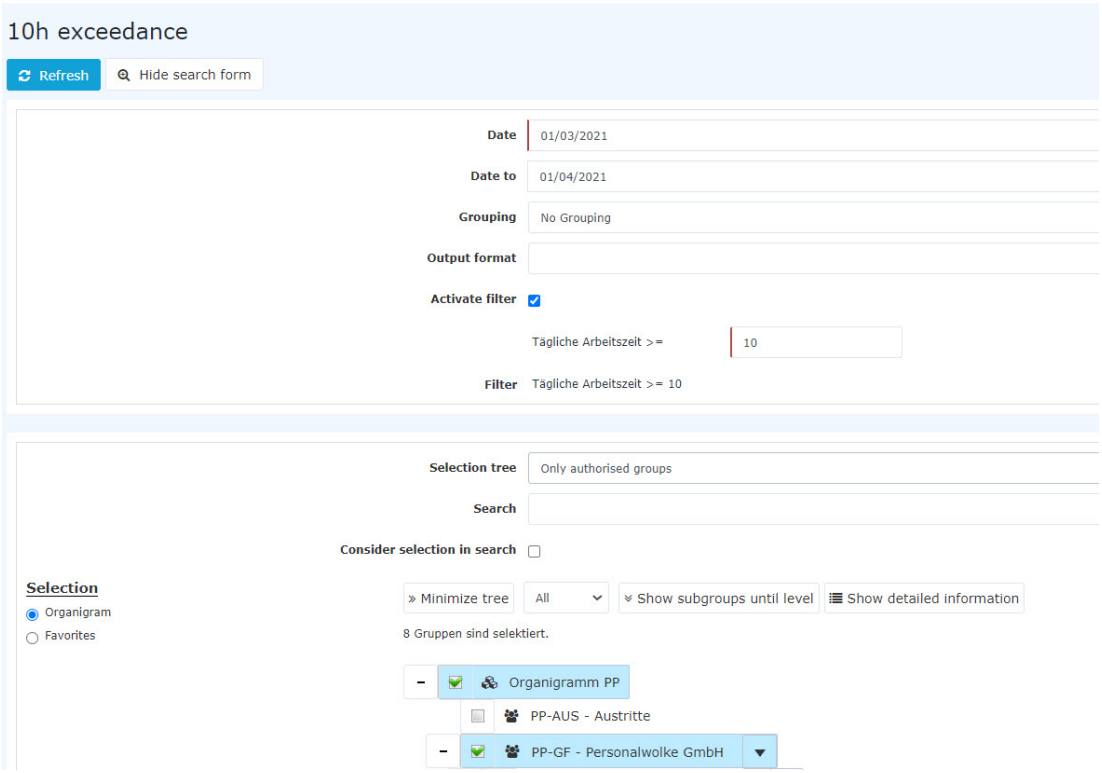
Exceeding the maximum daily working time

General

This menu item provides the user with a list of those employees who have exceeded the statutory maximum working time of 10 hours per day on one or more days within the selected period.

The search mask



Date und Date until

These parameters define the period in which the system is to search for employees who have exceeded the maximum working time.

Grouping

This parameter can only be changed if the Account parameter is set to Sick Days, Vacation Consumed or Attendance.

It allows you to choose between: No grouping, 1st level, 2nd level, 3rd level.

- **No grouping:** all users are displayed in alphabetical order.
- **1st level:** all selected groups and users are grouped below the 1st node and then displayed.
  - Example:
    - Selection of group PB --> Employees are displayed under PB, since PB is the highest node in the organizational chart.
- **2nd level:** analogous to the 1st level, all users below the 2nd node are displayed here.
- **3rd level:** analogous to the 1st and 2nd level

Output format

Print, PDF, Excel

Activate filter

If the checkbox **Activate filter** is checked, the result can be restricted so that only persons whose **daily working time** is greater than the entered number of hours are displayed.

Selection tree

This parameter offers the following selection options: Groups with access authorization, All groups.

- **Groups with access rights:** Displays all groups that the user has access to.
- **All groups:** displays all groups of the company, even if the user is not authorized to view them all.

Search

If a search term is entered, the system searches in all groups for which access authorization exists. It is possible to search for a complete name (surname, first name) or for a part of the name. The result then contains all possible surnames as well as first names and is highlighted in color.

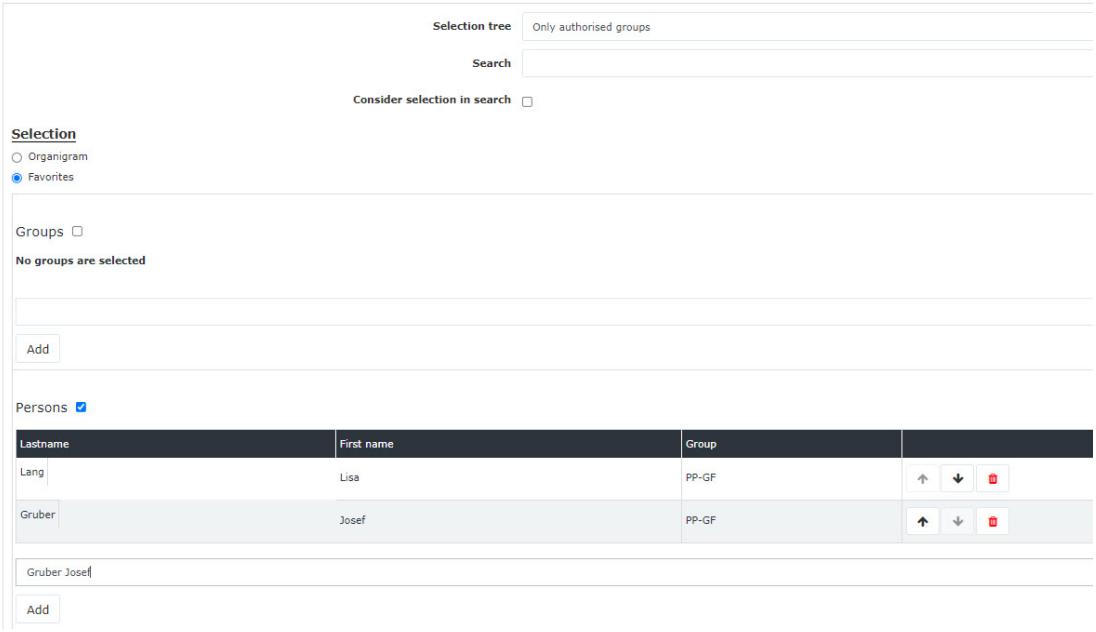
Include selection in search

In principle, all groups for which access authorization exists are searched when an entry is made in the **Search** field.
If this option is checked, only the groups selected under **Selection** will be searched.

Selection

With this parameter, the user has the choice between organigrams and favorites, which can be created by the user himself.

- **Organigram**
  - All folders marked with a plus (+) symbol can be expanded further to show the subunits.
  - By clicking on a unit, it will be checked. By **double-clicking**, all subunits are automatically checked.
  - by clicking on the green arrow > **Show subgroups to depth** (depth 1-3) > all existing subgroups are displayed
  - using the blue arrow > **Minimize tree** > this view is minimized again, only the parent groups seem to be on
  - **Show details** > By clicking on the symbol , the selected groups are clearly displayed in a list to the right of the symbol. Click again to hide the detailed information.
  - Clicking the **query** button starts the search.
- **Favorites**
  Using this parameter, each user can create their own favorites list, which can contain both persons and groups that are frequently queried. The Favorites list can be customized at any time.



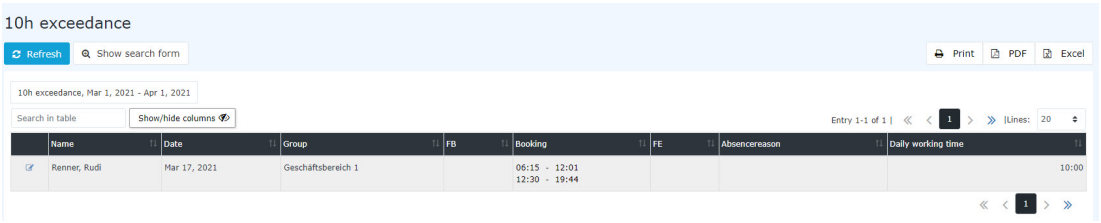
- To **add a person to the favorites list** > click the blue arrow > select person > click the "Add" button
- The order of the persons on the favourites list can be changed at any time using the arrow keys.
- If you want to remove a person from the favorites list, click on the red delete icon to the right of the name.
- The same applies to **groups**.

The Result

The result shows the **name**, the **date** of the 10 hours overrun, the **department** in which the employee concerned is employed, the booking indicator (**FB**), the column **booking** to display the booking intervals, another booking indicator (**FE**), the **reason for the absence**, and the **daily working time**. With a click on



the result can also be printed out or exported as a PDF or Excel document.



Explanation of the individual table columns:

- **Name**
  Here the names of the persons appear on
- **date**
  The date on which the employee exceeded the 10-hour limit.
- **department**
  The department to which the employee is assigned.
- **FB**
  Booking indicator - additional information at the beginning of the posting (e.g.: core time violation, posting out of frame, ...). If the mouse is moved over the orange question mark icon



Journal_question mark, a small note appears with the reason for the marking.

- **Bookings**
  Used to display the posting intervals.
- **FE**
  Booking indicator - additional information at the end of the posting (e.g.: core time violation, system walk, ...). If the mouse is moved over the orange question mark icon , a small hint appears with the reason for the marking.
- **Reason for absence**
  If the employee posts an absence reason (e.g. doctor, off-site work, ...), this information is displayed in this column.
- **Daily working time**
  The working time in hh:mm format performed by the employee on the corresponding day.

A click on  takes you directly to the **journal** of the selected employee.