

# Exceeding the maximum weekly working time

## General

This menu item provides the user with a list of those employees who have exceeded the statutory maximum working time of 50 hours per week within the selected period in one or more weeks.

## The search mask

The screenshot shows a search interface for '50h exceedance'. At the top, there is a 'Refresh' button and a 'Hide search form' button. Below this, there are several input fields: 'Date' (01/06/2020), 'Date to' (25/06/2020), 'Grouping' (No Grouping), and 'Output format'. There is a checked 'Activate filter' checkbox and a filter expression 'Wöchentliche Arbeitszeit >= 50'. Below the filter, it says 'Filter Wöchentliche Arbeitszeit >= 50'. The bottom section is titled 'Selection tree' and contains a search bar, a 'Consider selection in search' checkbox, and several buttons: '> Minimize tree', 'Level 1', 'Show subgroups until level', and 'Show detailed information'. It also shows '5 Gruppen sind selektiert.' and a tree view with nodes: 'Organigramm PP', 'PP-AUS - Austritte', 'PP-GF - Personalwolke GmbH', and 'Lose Gruppen PP'. On the left, there is a 'Selection' section with radio buttons for 'Organigramm' (selected) and 'Favorites'.

## Date and Date until

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

Selection tree Only authorised groups

Search

Consider selection in search

**Selection**

Organigram

Favorites

Groups

No groups are selected

Add

Persons

Lastname	First name	Group	
Lang	Lisa	PP-GF	↑ ↓ ✖
Gruber	Josef	PP-GF	↑ ↓ ✖

Gruber Josef

Add

- 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 50 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



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

the

50h exceedance

Refresh Show search form

Print PDF Excel

50h exceedance, Jun 1, 2020 - Jun 25, 2020

Search in table Show/hide columns

Entry 1-10 of 10 | 1 | Lines: 20

Name	Date	Group	FB	Booking	FE	Absence reason	wtl. Verteilung
Gruber, Josef	Jun 4, 2020	Betriebsfeuerwehr				errand	54.03
	Jun 5, 2020	Betriebsfeuerwehr				errand	54.03
	Jun 6, 2020	Betriebsfeuerwehr					54.03

Explanation of the individual table columns:

- **Name**  
Here the names of the persons appear on
- **Date**  
The date on which the 50 hour limit of the corresponding week was exceeded is displayed here. If, as in this case, the limit is exceeded on Friday with 52:30 hours, the system also displays the following Saturday and Sunday. (Calculation method in both cases:  $52:30 + 0 \geq 50$ ; since theoretically you could also work on these two days)
- **Department**  
The department to which the employee is assigned.
- **FB**

Booking indicator - additional information at the beginning of the booking (e.g. core time violation, booking out of frame, ...). If the mouse is moved over the orange question mark icon

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

- **Bookings**

Used to display the booking intervals.

- **FE**

Booking indicator - additional information at the end of the booking (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.

- **Weekly working time**

A click

on

you directly to the **journal** of the selected employee.

Journal

,

takes