Edit a weekly schedule

You can edit existing weekly schedules. Even when you create a new weekly schedule, the view switches directly to the edit mode of the weekly schedule after saving.

Step 1: Open the weekly schedule for editing[1]

Step 2: "Daily schedules for weekdays, Saturday and Sunday" tab[2]

Step 3: "Holidays" tab[3]

Step 4: Save a weekly schedule[4]

Step 1: Open the weekly schedule for editing

If you were not forwarded directly to edit mode while creating a new weekly schedule, select the weekly schedule you want to edit from the weekly schedule overview by clicking it.

The edit view then opens.

Step 2: "Daily schedules for weekdays, Saturday and Sunday" tab

In the first tab you can configure which daily schedules are to be used from Monday to Sunday. With the plus icon you can add another weekly cycle. You can store up to 60 cycles in a weekly schedule.

Note: You can use weekly cycles, for example, for fixed-time models for part-time employees.

Step 3: "Holidays" tab

In the Holidays tab you must store the daily schedules for holidays.

You can choose from the following days here:

- **Holiday Monday through holiday Sunday**

Here you specify which daily schedule is to be used when a holiday falls on a Monday, Tuesday, etc. If you do not store a working time rule for holidays in the weekly schedule, the system uses the normal daily schedule assignment for that weekday.
Please bear in mind that some holidays in Austria always fall on Mondays or Thursdays: Easter Monday, Whit Monday, Ascension Day and Corpus Christi!

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> **Example:** November 1 falls on a Monday. However, no time rule has been stored for this case, i.e., a holiday falling on a weekday that is otherwise defined as a working day.
> In such a case, the system uses the normal daily schedule that applies on Mondays for Monday, November 1 as well. If the daily schedule has a target time of 08:00, the employee would then have to work a daily target time of 08:00 on November 1. That is why a corresponding daily schedule should be stored for every holiday.

- **Christmas**

Here you set the daily schedule for December 24.

- **New Year's Eve**

Here you set the daily schedule for December 31.

Step 4: Save a weekly schedule

The following options are available for saving the weekly schedule:

Saving a weekly schedule that is already assigned to employees

If you have changed an existing weekly schedule that is already assigned to employees and now want to save it, the system offers two options:

- **Copy**: Copies the weekly schedule 1:1 and creates a new one. The reason you should copy is that there is a **clear separation from the old weekly schedule**, so that historization is correct.
- **Save and re-run daily settlement:** Saves the changes and recalculates all employees who have this weekly schedule, back to the day on which this weekly schedule first ran. **ATTENTION:** Since this recalculates retroactively, **values in the past may change**!
  If you do not want this, you must use the **Copy** option to create a copy of the weekly schedule. It can then be changed and assigned to employees.

Saving an unassigned weekly schedule

If the weekly schedule has not yet been assigned to any employee, the weekly schedule is simply saved. With **Save & Archive** you can remove weekly schedules that are no longer needed from the list of weekly schedules.