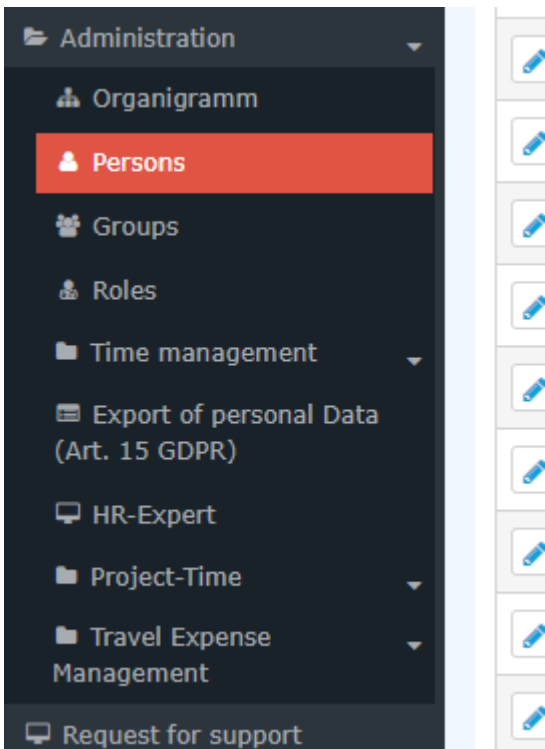


Changing week/weekly program or part time percentage

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).

Persons

+ New person

Print PDF Excel

Entry 1-20 of 23 << < 1 2 > >> Lines: 20

| Lastname | First name | Name | Client | Group | Username | Employee-ID | Email | TA-ID | Time zone | Active user | Valid from |
|-----------|------------|------------------|---------------------|--------------|---------------|-------------|----------------------------------|-------|-----------|-------------|--------------|
| Adam | Angelika | Angelika Adam | Sonne und Wind GmbH | SuW-CEO | SuWadamange | SuW22032801 | angelika.adam@sonneundwind.at | 5358 | | Yes | Mar 28, 2022 |
| Berger | Barbara | Barbara Berger | Sonne und Wind GmbH | SuW-Eink | SuWbarberg | SuW22032802 | barbara.berger@sonneundwind.at | 5359 | | Yes | Mar 28, 2022 |
| Charon | Claudia | Claudia Charon | Sonne und Wind GmbH | SuW-PLinz | SuWcharclau | SuW22032803 | claudia.charon@sonneundwind.at | 5406 | | Yes | Apr 5, 2022 |
| Dorner | Daniel | Daniel Dorner | Sonne und Wind GmbH | SuW-ProdWind | SuWdanidorn | SuW22032804 | daniel.dorner@sonneundwind.at | 5460 | | Yes | Apr 22, 2022 |
| Elsner | Elisabeth | Elisabeth Elsner | Sonne und Wind GmbH | SuW-FuE | SuWselnelis | SuW22032806 | elisabeth.elsner@sonneundwind.at | 5619 | | Yes | Jun 3, 2022 |
| Ezquerra | Ernesto | Ernesto Ezquerra | Sonne und Wind GmbH | SuW-PMWind | SuWwezquerne | SuW22032820 | | 6367 | | Yes | Jan 4, 2023 |
| Foscanu | Fablu | Fablu Foscanu | Sonne und Wind GmbH | SuW-PMWind | SuWfoscfabi | SuW22032812 | fablu.foscanu@sonneundwind.at | 62 | | Yes | Jul 15, 2022 |
| Huber | Heinrich | Heinrich Huber | Sonne und Wind GmbH | SuW-Const | SuWhubeheln | SuW22032811 | heinrich.huber@sonneundwind.at | 6967 | | Yes | Jun 10, 2022 |
| Ildrich | Ines | Ines Ildrich | Sonne und Wind GmbH | SuW-AUS | SuWwildrines1 | SuW22032817 | | 6262 | | No | Dec 14, 2022 |
| Irdner | Iris | Iris Irdner | Sonne und Wind GmbH | SuW-Mark | SuWirdniris | SuW22032823 | | 7277 | | Yes | May 23, 2023 |
| Juchtmann | Julius | Julius Juchtmann | Sonne und Wind GmbH | SuW-Const | SuWjuchjuli | SuW22032813 | | 4941 | | Yes | Sep 14, 2022 |
| Karic | Almin | Almin Karic | Sonne und Wind GmbH | SuW_Test | SuWwakaric | SuW22032824 | | 7376 | | Yes | Jun 14, 2023 |

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".

Persons

+ New person

Print PDF Excel

3 Entries Lines: 20

| Lastname | First name | Name | Client | Group | Username | Employee-ID | Email | TA-ID | Time zone | Active user | Valid from |
|-----------|------------|------------------|---------------------|-----------|-------------|-------------|--------------------------------|-------|-----------|-------------|--------------|
| M | | | All | | | | | | | -- | |
| Adam | Angelika | Angelika Adam | Sonne und Wind GmbH | SuW-CEO | SuWadamange | SuW22032801 | angelika.adam@sonneundwind.at | 5358 | | Yes | Mar 28, 2022 |
| Juchtmann | Julius | Julius Juchtmann | Sonne und Wind GmbH | SuW-Const | SuWjuchjuli | SuW22032813 | | 4941 | | Yes | Sep 14, 2022 |
| Micosi | Michael | Michael Micosi | Sonne und Wind GmbH | SuW-Mark | SuWmichmici | SuW22032814 | michael.micosi@sonneundwind.at | 6062 | | Yes | Nov 2, 2022 |

3 Entries

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)

Master data Groups Roles Action Permissions In competence of roleholders Cache Login Attempts NFC Tags Settings

Time Acquisition

TA-Id 6367 Delete Time & Attendance data

Time acquisition begins 04.01.2023 Start accounting

Week program

Week program 1 - Glz/38,3 +

Part time percentage

Part time percentage 100.00 +

Core Values

Common Nursing / Care Public holiday calendar

Search Common

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**.

Week program

Week program

1 - Glz/38,3

1 - Glz/38,3

11669 - Glz,Ü50,100,F-Z

12003 - Glz/38,3/8:00-1

12007 - Test02

12411 - TZ 15 h/week

Common

Nursing / Care

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

Week program

Week program

1 - Glz/38,3

and then

Week program

Week program

1 - Glz/38,3

Upcoming Week Program Changes

| From | Week program | Delete |
|----------------------|--------------|---------------------------------------|
| <input type="text"/> | 1 - Glz/38,3 | <input type="button" value="Delete"/> |

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.

Week program

Week program 1 - Glz/38,3 +

Upcoming Week Program Changes -

| From | Week program | Delete |
|------------|-------------------------|--------|
| 01.12.2023 | 11669 - Glz,Ü50,100,F-Z | |

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**.

Part time percentage

Part time percentage 100.00 +

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

Part time percentage


Part time percentage +

and then

Part time percentage

Part time percentage +

Upcoming Part Time Percentage Changes

| From | Part time percentage | Delete |
|----------------------|----------------------|---|
| <input type="text"/> | <input type="text"/> |  |

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 +

Upcoming Part Time Percentage Changes

| From | Part time percentage | Delete |
|---|---------------------------------|---|
| <input type="text" value="01.12.2023"/> | <input type="text" value="75"/> |  |

