

# Credit overtime to the balance

An employee's overtime can be credited to the balance, through the „Correction Client “.

You can find the „Correction Client “in your menu tree under "Administration" -> "Time Management" -> "Correction Client".

## NOTIZ

Since individual parameters can be set for daily views and those varies for each customer depending on their internal guidelines. We highly recommend that you make these changes with your consultant. Our Support Team will be happy to assist you further.

## Fundamentals of Overtime evaluation

To begin with the evaluation of overtime the following parameters should be set in the "Employee's master account" under the "Modules"-Tab.

The screenshot shows the SAP 'Person' master data form. At the top, there are buttons for 'Save', 'Save & Close', 'Back', and 'Delete'. Below these are input fields for 'First name' (Rudi) and 'Lastname' (Renner). To the right, there are 'Valid from' (27.03.2013) and 'Valid till' (01.01.3000) fields. Below the main form, there is a navigation bar with tabs for 'Settings', 'Groups', 'Roles', 'Action Permissions', 'In competence of roleholders', 'Cache', 'Login Attempts', 'NFC Tags', and 'Modules'. The 'Modules' tab is selected, and a dropdown menu shows 'Time Acquisition'. Below this, the 'Extra hours accounting' section is expanded, showing several parameters: 'Allowed overtime calculation begindate', 'Account bookings outside the frame time?' (set to 'No'), 'Allowed overtime calculation enddate', 'Overtime hours factorized to Balance begindate', and 'Overtime hours factorized to Balance enddate'. Each parameter has a help icon.

- **Working hours outside of the time framework**

This option determines whether the employee is entitled to accumulate additional work hours outside of the time framework set by the employer. If overtime is not permitted outside the time framework, but is still performed, the overtime is shown as unevaluated time, which must be submitted for approval to management separately.

Option	Beschreibung
Yes	Eligibility for overtime outside the time framework
No	No entitlement to overtime outside of the time framework

*Example:*

*If the employee “Rudi Renner” is entitled to overtime outside of the time framework, and he works 2 additional hours, it will normally be credited to his daily balance. However, if he is not entitled to overtime outside of the time framework, these 2 hours will be cut off and not shown. “Rudi Renner” has then the option to submit an application for time worked outside the time framework. If this application is approved by the supervisor, the previously unevaluated hours will be credited to his balance according to the specified overtime factor.*

- **Overtime entitlement beginning**

The date from which the authorization for overtime applies to the employee concerned is entered here. This means that overtime worked remains in the overtime accounts and can therefore be paid out with the specified overtime factor.

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This option requires the authorization for "work outside of time framework "!

- **Overtime entitlement end**

The date up to which the authorization for overtime is valid for the employee is entered here.

WARNUNG

This only works if the employee is allowed to work overtime!

- **Overtime invoiced at the beginning of the balance**

This setting is relevant, if the company decides not to credit overtime to a special account, but instead to credit it directly to the time balance multiplied by a certain factor (e.g., x 1.5). The date from which a factored credit for overtime is to be made on the time account is set here.

WARNUNG

This only works if the employee is allowed to work overtime!

- **Overtime billing at the End of the balance**

The end date is set here, up to which a factored credit for overtime is to be made on the time account.

WARNUNG

This only works if the employee is allowed to work overtime!