

# Maintaining daily programs

FIX ME

Note that this document has not yet been translated!

## Creating a new daily program

Click on „New Daily Program“ to start the creation of a new daily program.

It should be mentioned at the beginning that the templates you select in the next steps can be edited afterwards. For the sake of simplicity, it is advisable to select templates that are also similar to your desired daily program.

In the first step, you select a template. With this, the basic settings of an existing daily program are copied to the new daily program. This makes the work easier.

Id	Kurzname	Langname	Tagessollzeit	Gültigkeit	Rahmenzeit	Normal-Arbeitszeit	Pausen	Mindestpause	Mandant
1	G/7,42	Glz/7,42/8:00-16:12/Mo-Fr	7:42	00:00 - 24:00	06:00 - 22:00	08:00 - 16:12	1	0:30	
2	G/0	Glz/0/-/Sa,So,Fe	0:00	00:00 - 24:00	07:00 - 14:00		1	0:30	
3	G/3,26	Glz/3,51/7:00-14:00/We,Si	3:51	00:00 - 24:00	07:00 - 14:00	08:00 - 11:51	1	0:30	
4	TZ/4:00	TZ/4h/Mo-Fr	4:00	00:00 - 24:00	06:00 - 22:00	08:00 - 12:00	1	0:30	PersonalWolke Prof
6	TZ/3,00	TZ/3,00/Mo-Fr	3:00	00:00 - 24:00	06:00 - 22:00	10:00 - 13:00	1	0:30	PersonalWolke Prof
7	TZ/5,00	TZ/5,00/Mo-Fr	5:00	00:00 - 24:00	06:00 - 22:00	10:00 - 13:00	1	0:30	PersonalWolke Prof
8	TZ/6:00	TZ/6:00/Mo-Fr	6:30	00:00 - 24:00	06:00 - 19:00	06:00 - 13:00	1	0:30	PersonalWolke Prof
20	S,G,U/7,42	7:00-18:00	7:42	00:00 - 24:00	07:00 - 18:00	08:00 - 16:42	1	0:30	
21	S,G,U/7,42	22:00-6:00	7:42	12:00 - 11:59	20:00 - 08:00	22:00 - 05:42	1	0:30	
5152	SGW TZ/0/Mo-Fr	SGW TZ/0-/Mo-Fr	0:00	00:00 - 24:00			1	0:30	
10005	40h GZ	40h GZ - Test	8:00	00:00 - 24:00	07:00 - 18:00	07:00 - 16:00	1	0:30	
10024	BF Schicht A	Betriebsfeuerwehr Schicht A	0:00	12:00 - 11:59	20:00 - 08:00	22:00 - 05:42	1	0:30	PersonalWolke Prof
10233	AWO M-F 39,00h	AWO Mo-Fr 39,00h	7:48	00:00 - 24:00	06:00 - 20:00	08:00 - 16:18	2	0:30, 0:15	PersonalWolke Prof
10325	8h GL	8h Gleitzeit	8:00	00:00 - 24:00	06:00 - 22:00	08:00 - 16:12	1	0:30	PersonalWolke Prof
10538	22:00 - 05:42	PW - Schicht 22:00 - 05:42	8:00	12:00 - 11:59	20:00 - 08:00	22:00 - 05:42	1	0:30	PersonalWolke Prof

Then enter the desired **target time**, as well as the **short and long name**:

# Tagesprogramm einrichten

Speichern

Zurück

## 1 Neues Tagesprogramm

<b>Mandant</b>	PersonalWolke Prof
<b>Basierend auf Vorlage</b>	(1) 7:42 - G/7,42
<b>Sollzeit</b>	7:42
<b>Kurzname</b>	Montag 7:42
<b>Langname</b>	Montag 7:42

Go to the next page with "Next". There you can store the break regulation. Select a template for this or stick to the setting copied from the daily program you selected in the first step.

# Tagesprogramm einrichten

Speichern

Zurück

1 Neues Tagesprogramm

2 Pausen

3 Konten

<b>Basierend auf Vorlage</b>	---
<b>Gültigkeitsintervall</b>	00:00 - 24:00

	Beginn	Ende	Mindestpause	Schwelle	Pausenart
1. Pause	11:00	14:00	0:30	6:00	Arbeitszeitabhängig
2. Pause	HH:mm	HH:mm	0:00	0:00	Unbelegt
3. Pause	HH:mm	HH:mm	0:00	0:00	Unbelegt
4. Pause	HH:mm	HH:mm	0:00	0:00	Unbelegt

Definieren Sie die Pause(n) mit Hilfe einer der Vorlagen. Für diese Vorlagen sind vordefinierte Zeiträume, Mindestpausen, Schwellenwerte und Pausentypen konfiguriert.

**Basierend auf Vorlage** - Wählen Sie eine der verfügbaren Vorlagen aus. Diese Vorlagen werden von den Systemadministratoren erstellt. Wenn keine Vorlage ausgewählt ist (---), werden die Werte aus dem Basis-Tagesprogramm verwendet.

**Gültigkeitsintervall** - Gültigkeitsintervall des Tagesprogramms. Die Beginn-/Endzeiten der Pausen müssen innerhalb dieses Intervalls liegen.

**Beginn/Ende** - Die Start-/Endzeiten können je nach ausgewähltem Pausenart unterschiedliche Einflüsse auf die resultierenden Berechnungen haben.

**Mindestpause** - Die Pause an diesem Tag muss mindestens ebenso lange dauern. Ist die gebuchte Pause kürzer als die Mindestpause, kann es zu Abzügen in der Arbeitszeit führen.

**Schwelle** - Arbeitszeit, nach der der Arbeitnehmer eine Pause machen muss (z.B. nach 6 Stunden Arbeit an einem Tag ohne Pause muss er/sie 30 Minuten Pause machen).

**Pausenart** - Die Regeln für die Pausen. Je nachdem, welche Art ausgewählt wurde, sind die Felder für Start-/Endzeit, Mindestpause und Schwelle erforderlich, oder nicht, und es werden unterschiedliche Regeln angewendet.

Zurück

Weiter

Clicking on "Next" takes you to the last step. Here you can select and store an overtime regulation.

## Tagesprogramm einrichten

**Speichern** **Zurück**

1 Neues Tagesprogramm 2 Pausen 3 Konten

Basierend auf Vorlage: 100% Ustd 00:00 - 06:00, 50% Ustd 06:00 - 22:00, 100% Ustd 22:00 - 00:00  
Gültigkeitsintervall: 00:00 - 24:00

Beginn	Ende	Konto
00:00	06:00	TP 100% p. Vor - TP 100% p. Vor
06:00	08:00	TP 50% p. Vor - TP 50% p. Vor
08:00	22:00	TP 50% p. Nach - TP 50% p. Nach
22:00	24:00	TP 100% p. Nach - TP 100% p. Nach
00:00	24:00	TP 10h Kappung - TP 10h Kappung

Die Zeiterfassung in zusätzliche Zeitkonten wird über die Angabe der Start- und Endzeit und über das ausgewählte Konto definiert.

**Basierend auf Vorlage** - Wählen Sie eine der verfügbaren Vorlagen aus. Diese Vorlagen werden von den Systemadministratoren erstellt. Wenn keine Vorlage ausgewählt ist (---), werden die Werte aus dem Basis-Tagesprogramm verwendet.

**Gültigkeitsintervall** - Gültigkeitsintervall des Tagesprogramms. Die Beginn-/Endzeiten der Pausen müssen innerhalb dieses Intervalls liegen.

**Beginn/Ende** - Zwischen den Beginn- und Endzeiten fließen die Arbeitszeiten auch in die angegebenen Konten.

**Konto** - Das Konto, in das die Arbeitszeiten auch einfließen sollen. Es ist wichtig für die Berechnung der Überstunden und der 10-Stunden-Tagesarbeitsgrenze.

**Zurück** **Ende**

With "Save" the daily program is created and the editing mode opens.

## Edit Daily Program

In edit mode, you can edit all the settings of a daily program.

### Tagesprogramm bearbeiten

**Speichern** **Speichern & Schließen** **Speichern & Archivieren** **Zurück** **Druck**

Kurzname: Montag 7:42 Langname: Montag 7:42  
Tagessollzeit: 7:42 Mandant: PersonalWolke Prof

Rahmen Pausen Gutschrift Konten Beträge Zugewiesene Wochenprogramme

Beginn	Ende	
00:00	23:59	Gültigkeit des Tagesprogramms
06:00	22:00	Rahmenzeit für Zeiterfassung
08:00	16:12	Normal-Arbeitszeit
HH:mm	HH:mm	1. Kernzeit
HH:mm	HH:mm	2. Kernzeit

## Frame

Beginn	Ende	
00:00	24:00	Gültigkeit des Tagesprogramms
06:00	22:00	Rahmenzeit für Zeiterfassung
08:00	16:12	Normal-Arbeitszeit
HH:mm	HH:mm	1. Kernzeit
HH:mm	HH:mm	2. Kernzeit

- **Validity of the daily program:** The validity of the daily program indicates from when to when a day is valid.

Example: A validity of 00:00 to 24:00 indicates that a day is valid from 00:00 to 24:00. If a daily program should have a validity from 06:00 to 05:59, this would mean that overtime and times within the frame of 00:00 to 05:59 are attributed to the previous day. Also, a daily program automatically ends with the validity and books out the employee.

Note: In the tab Credit - "Credit in case of missing booking" you can define how the programme should behave if the employee has not logged out by the end of the validity of the daily program (e.g. because the employee has forgotten to log out).

- **Frame time for time recording:** This time frame indicates when the employee's bookings are evaluated as working time. Times outside the frame are unvalued working times.

Attention: For this you have to activate the parameter "Work out of frame" if you want to work with a frame time.

- **Normal working time:** This is the normal working time of the daily program.
- **1st Core time:** Here you can store a core time. If a core time has been stored in a daily program, the program throws an irregularity if this core time is violated. You can see this in the correction client in the FB and FE columns.
- **2nd Core time:** You can store a second core time here if you need one in your company.

## Breaks

Here you can select a break template.

Rahmen Pausen Gutschrift Konten Beträge Zugewiesene Wochenprogramme

Basierend auf Vorlage 6h - 30 min Pausenabzug

Gültigkeitsintervall 00:00 - 23:59

	Beginn	Ende	Mindestpause	Schwelle	Pausenart
1. Pause	HH:mm	HH:mm	0:30	6:00	Arbeitszeitabhängig, Typ 4
2. Pause	HH:mm	HH:mm	0:00	0:00	Unbelegt
3. Pause	HH:mm	HH:mm	0:00	0:00	Unbelegt
4. Pause	HH:mm	HH:mm	0:00	0:00	Unbelegt

- **6h – 30 min Pausenabzug:** By default, this break rule is used. After 6 hours of work, it deducts the next 30 minutes as a break if the employee does not book out. If the employee takes less than 30 minutes of break, the time missing from the 30 minutes is automatically deducted.
- **6h - 1h Pausenabzug Rahmen 11-14:**
- **6h - 30 min Pausenabzug Rahmen 11-14:**
- **8h - 30 min Pausenabzug:** after 8 hours, the next 30 minutes are deducted as a break if a staff member has not booked a break.
- **kein automatischer Pausenabzug:** in this case, there is no break deduction even if an employee has not booked a break.
- **6h - 30 min Pausenabzug Rahmen 10-15:**
- **6h - 1h Pausenabzug:** if an employee does not clock out, 1 hour is deducted as a break after 6 hours of work.

## Credit

In the Credit tab, you can store the following settings of the daily

Rahmen Pausen Gutschrift Konten Beträge Zugewiesene Wochenprogramme

**Buchungsrundung**

Rundung anwenden für: Keine Buchung

	Kommen	Gehen
Aufrunden auf	Keine Rundung	Keine Rundung
Rundung nach unten	Keine Rundung	Keine Rundung

**Beträge für Fehlzeitenkorrektur**

Korrekturzeit 1	7:42
Korrekturzeit 2	7:42
Korrekturzeit 3	7:42
Korrekturzeit 4	7:42

**Gutschrift**

Gutschrift bei fehlender Gehen-Buchung: Bis Normal-Arbeitszeit-Ende

Letzte Gehen-Buchung:

Wegezeit-Gutschrift: 0:00

Überstd. Schwelle: 7:42

Höchstarbeitungszeit: 10:00

program:

- **Rounding booking:** For this, please contact a Personalwolke consultant. This function is not enabled by default and is only used for special regulations.
- **Amount for absence correction:** please adjust all amounts in this table to **the target time!**
- **Bonus:**

**1. Credit if going booking is missing:** Here you can set how the system should behave if the employee does not book out. Note that this only has an effect if the staff member has not booked out by the end of the validity of the daily program!

You have the following setting options here:

- **till frame time end:** The end of the frame time is taken as the last booking.
- **till core time end:** The end of core time is used as the last booking.
- **till normal work time end:** The end of normal working hours is taken as the last entry.
- **No credit:** The employee's last booking is used as the last booking.

Example: An employee books in at 12:15 and forgets to book out. The system will then close this booking with 12:15, so that no credit is created here. The employee must correct the times afterwards by means of a time correction request. It is recommended to use this setting!

- **until going time from daily program :** The time that is stored in the setting "Last going booking" is used as the last booking.

- **completion up to daily target time:** If the employee forgets to book out, the booking is terminated with the time with which the employee would reach the daily target time.

**2. Last going booking:** Here you can enter the time for the setting "To go time from the daily program" of credit in case of missing go booking.

**3. Way time credit:** a credit that is credited to the employee each day. For example, a travel time credit of 5 means that 5 minutes are credited each day.

**4. Overtime threshold 1:** indicates from when the employee can work overtime. If, for example, 8:00 is entered here, this means that the employee can only work overtime from the 8th hour.

**Example:** Overtime threshold = 10:00. If the employee works more than 8:00, the time up to the 10:00 hour is always evaluated 1:1, even if the employee has an authorisation for overtime and is in a time frame in which overtime can occur.

**5. Overtime threshold 2:** indicates the daily maximum working time. If the daily 10h capping is active, the time is capped to this value here.

Example: Maximum working time = 12:00 and Daily 10h capping is active. The working time of the employee that exceeds 12 hours on that day moves to the background account for unvalued hours. Thus, a 12-hour cap takes place.

## Accounts

Here you can select a template to store overtime in a daily program.

**Note: If you do not need an overtime calculation, you can skip this**

Beginn	Ende	Konto
00:00	24:00	TP 10h Kappung - TP 10h Kappung

point.

You currently have 4 templates available which you can use and edit. For example, you can adjust the times when overtime can be earned.

100% Üstd 00:00 - 06:00, 50% Üstd 06:00 - 22:00, 100% Üstd 22:00 - 24:00

100% Üstd frei 00:00 - 24:00

100% Üstd 00:00 - 06:00, 100% Üstd 20:00 - 24:00

50% Üstd 00:00 - 24:00

- 100% Üstd 00:00 - 06:00, 50% Üstd 06:00 – 22:00, 100% Üstd 22:00 – 24:00

This template grants 100% overtime in the period from 00:00 to 06:00 and from 22:00 to 24:00. In the period from 06:00 - 22:00 the day programme grants 50% overtime. These overtime hours are not counted until the overtime threshold (see credit) is reached.

- 100% Üstd frei 00:00 – 24:00

This template grants 100% tax-free overtime in the period 00:00 - 24:00. These overtime hours are only valued when the overtime threshold (See Credit) is reached.

- 100% Üstd 00:00 – 06:00, 100% Üstd 20:00 – 24:00

This template grants 100% overtime in the period from 00:00 to 06:00 and from 22:00 to 24:00. These overtime hours are only counted when the overtime threshold (See Credit) is reached.

- 50% Üstd 00:00 -24:00

This template grants 50% overtime in the period from 00:00 to 24:00. These overtime hours are not counted until the overtime threshold (See Credit) is reached.

### Example Adjust accounts:

If you need an overtime calculation that has the following rules:

- 100% Üstd von 00:00 – 06:00
- 50% Üstd von 19:00 – 20:00
- 100% Üstd von 20:00 – 24:00

It is best to use the template here, „100% Üstd 00:00 - 06:00, 50% Üstd 06:00 – 22:00, 100% Üstd 22:00 – 24:00“



Then adjust them as follows:

- First delete the „Konto TP 50% p. Vor“ by clicking on the small red bin. You no longer need the account.
- Next, adjust the beginning and end of the accounts.

If you then save, you have successfully made the change for the daily program.

### Account designations

There are the following accounts depending on the template:

- **TP 10h Kappung:** If this account is stored in a daily program, there is a 10 or 12 hour cap for the daily program. However, for this to have an effect, it must be activated for the employee.
- **TP 50% p. Vor:** This account specifies the period in which 50% compulsory overtime can accrue. "Vor" stands for the period before normal working hours and should be used as such.

**Example:** Start at 06:00 and end at 08:00 is stored with "TP 50% p. Vor". The overtime threshold is 0. If the employee works from 07:00 to 09:00 on that day, he/she will receive 1 50% compulsory overtime, provided that the overtime calculation has been activated for the employee or he/she has received the UE authorisation for the day through the correction client.

- **TP 50% p. Nach:** This account indicates the period in which 50% compulsory overtime can be worked. "Nach" stands for the period after normal working hours and should be used as such.

**Example:** Start at 08:00 and end at 22:00 is stored with "TP 50% p. Nach". The overtime threshold is 8. If the employee works from 08:00 to 18:30 on the day, he receives 2 50% compulsory overtime hours for the time from 16:30 to 18:30, provided that the overtime calculation has been activated for the employee or he has received the UE authorisation for the day through the correction client.

- **TP 100% p. Vor:** This account indicates the period in which 100% compulsory overtime can be worked. "Vor" stands for the period before normal working hours and should be used as such.

**Example:** Start 00:00 and end 06:00 is stored with "TP 100% p. Vor". The overtime threshold is 0. If the employee works from 05:00 to 07:00 on the day, he/she receives 1 100% compulsory overtime, provided that the overtime calculation has been activated for the employee or he/she has received the UE authorisation for the day through the correction client.

- **TP 100% p. Nach:** This account indicates the period in which 100% compulsory overtime can be worked. "Nach" stands for the period after normal working hours and should be used as such.

**Example:** Start at 22:00 and end at 24:00 is stored with "TP 100% p. Nach". The overtime threshold is 0. If the employee works from 21:00 to 23:00 on the day, he/she receives 1 100% compulsory overtime, provided that the overtime calculation has been activated for the employee or he/she has received the UE authorisation for the day through the correction client.

- **TP 100% f. Nach:** This account indicates the period in which 100% free overtime accrues.

**Example:** Start 00:00 and end 24:00 with "TP 100% f. Nach" is stored. The overtime threshold is 0. If the employee works from 07:00 to 09:00 on the day, he gets 2 100% free overtime hours, provided that the overtime calculation has been activated for the employee or he has received the UE authorisation for the day through the correction client.

### Saving a daily program

The following options are available with regard to the daily program:



If you change and save a day programme, then you have two options if the day programme is already assigned to staff members:



- **Copy:** Copies the day programme 1:1 and creates a new one. This can then be used in the weekly programme instead of the old day programme. The reason for copying is that there is a clear demarcation from the old daily programme.
- **Save and re-run daily accounting:** Saves the changes and calculates all employees who have this daily programme back to the day on which this daily programme was run for the first time.

**ATTENTION:** Since the calculation is done backwards, the values in the past may change! If you do not want this to happen, you must use the Copy option to create a copy of the day programme. This can then be changed and assigned to the weekly programme.

If the day programme has not yet been assigned to a staff member, the day programme is simply saved.

By the way, with **Save & Archive** you can remove day programmes that are no longer needed from the list of day programmes.