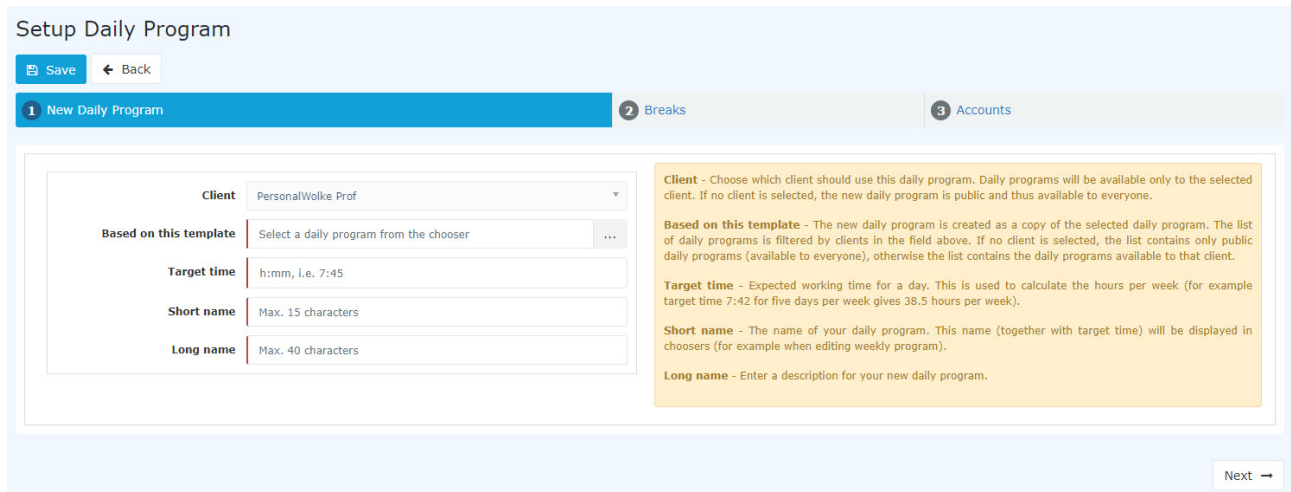


Maintaining daily programs

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.



The screenshot shows the 'Setup Daily Program' interface with three steps: 1. New Daily Program, 2. Breaks, and 3. Accounts. Step 1 is active. It contains a form with the following fields:

- Client:** PersonalWolke Prof
- Based on this template:** Select a daily program from the chooser
- Target time:** h:mm, i.e. 7:45
- Short name:** Max. 15 characters
- Long name:** Max. 40 characters

There is also a help box on the right with the following text:

Client - Choose which client should use this daily program. Daily programs will be available only to the selected client. If no client is selected, the new daily program is public and thus available to everyone.

Based on this template - The new daily program is created as a copy of the selected daily program. The list of daily programs is filtered by clients in the field above. If no client is selected, the list contains only public daily programs (available to everyone), otherwise the list contains the daily programs available to that client.

Target time - Expected working time for a day. This is used to calculate the hours per week (for example target time 7:42 for five days per week gives 38.5 hours per week).

Short name - The name of your daily program. This name (together with target time) will be displayed in choosers (for example when editing weekly program).

Long name - Enter a description for your new 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	Short name	Long name	Target Time Hours	Validity time	Skeleton Time	Normal working time	Breaks	Minimum break	Client
										All
	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
	10747	Montag 7:42	Montag 7:42	7:42	00:00 - 23:59	06:00 - 22:00	08:00 - 16:12	1	0:30	PersonalWolke Prof
	10752	7:42	7:42	7:42	00:00 - 24:00	06:00 - 22:00	08:00 - 16:12	1	0:30	PersonalWolke Prof

17 Entries

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

Setup Daily Program

Save

Back

1 New Daily Program

2

Client	PersonalWolke Prof
Based on this template	(1) 7:42 - G/7,42
Target time	7:42
Short name	Monday 7:42
Long name	Monday 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.

Setup Daily Program

Save

Back

1 New Daily Program

2 Breaks

3 Accounts

Based on this template	---
Validity interval	00:00 - 24:00

	Start	End	Minimum break	Threshold	Break type
1. Pause	11:00	14:00	0:30	6:00	Working time dependent
2. Pause	HH:mm	HH:mm	0:00	0:00	Not specified
3. Pause	HH:mm	HH:mm	0:00	0:00	Not specified
4. Pause	HH:mm	HH:mm	0:00	0:00	Not specified

Define the break(s) using one of the templates. These templates have predefined time periods, minimum breaks, thresholds and break types configured.

Based on this template - Select one of the available templates. These templates are created by the system administrators. If no template is selected (---), the values from the base daily program are used.

Validity interval - Validity interval of daily program. The start/end times of breaks have to be inside this interval.

Start/End - The start/end times can have different influences on the resulting calculations depending on the selected break type.

Minimum break - The break on this day must last at least as long. If the booked break is shorter than the minimum break, it can lead to deductions of the working time.

Threshold - Working time, after which the employee has to take a break (for example after 6h of working on a day without making a break, he/she has to take 30min of break).

Break type - The rules for the breaks. Depending on which type has been selected the start/end time, minimum break and threshold fields are, or are not required and different rules are applied.

Previous

Next

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

Setup Daily Program

Save **← Back**

1 New Daily Program 2 Breaks 3 Accounts

Based on this template 100% Ustd 00:00 - 06:00, 50% Ustd 06:00 - 22:00, 100%...
Validity interval 00:00 - 24:00

Start	End	Account
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

Time recording in extra time accounts is defined via the specification of the Start and End time and via the selected account.
Based on this template - Select one of the available templates. These templates are created by the system administrators. If no template is selected (---), the values from the base daily program are used.
Validity interval - Validity interval of daily program. The break start/end times have to be inside this interval.
Start/End - Between the Start and End times the working times flow also into the specified accounts.
Account - The account where the working times should also flow into. It's important for the calculation of overtime and 10h daily working limit.

← Previous **Finish**

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.

Edit Daily Program

Save **Save & Close** **Save & Archive** **← Back** **Print**

Short name Monday 7:42 **Long name** Monday 7:42
Target time hours 7:42 **Client** PersonalWolke Prof

Frame Breaks Credit Accounts Amounts Assigned Weekly Programs

Start	End	
00:00	24:00	Validity of the daily program
06:00	22:00	Frame time for time recording
08:00	16:12	Normal working time
HH:mm	HH:mm	1st Core time
HH:mm	HH:mm	2nd Core time

Frame

Frame	Breaks	Credit	Accounts	Amounts	Assigned Weekly Programs
<input type="text" value="00:00"/>	<input type="text" value="24:00"/>	Validity of the daily program			
<input type="text" value="06:00"/>	<input type="text" value="22:00"/>	Frame time for time recording			
<input type="text" value="08:00"/>	<input type="text" value="16:12"/>	Normal working time			
<input type="text" value="HH:mm"/>	<input type="text" value="HH:mm"/>	1st Core time			
<input type="text" value="HH:mm"/>	<input type="text" value="HH:mm"/>	2nd Core time			

- **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.

Frame Breaks Credit Accounts Amounts Assigned Weekly Programs

Based on this template 6h - 30 min Pausenabzug

Validity interval 00:00 - 24:00

	Start	End	Minimum break	Threshold	Break type
1. Pause	HH:mm	HH:mm	0:30	6:00	Working time dependent, type 4
2. Pause	HH:mm	HH:mm	0:00	0:00	Not specified
3. Pause	HH:mm	HH:mm	0:00	0:00	Not specified
4. Pause	HH:mm	HH:mm	0:00	0:00	Not specified

- **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 program:

Frame Breaks Credit Accounts Amounts Assigned Weekly Programs

Rounding booking

Apply rounding for: No booking

	Coming	Going
Round up to	No rounding	No rounding
Round down if below	No rounding	No rounding

Amount for absence correction

Correction time 1	7:42
Correction time 2	7:42
Correction time 3	7:42
Correction time 4	7:42

Bonus

Credit if going booking is missing: Till normal work time end

Last going booking:

Way time credit: 0:00

Overtime threshold 1: 7:42

Overtime threshold 2: 10:00

- **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 treshold 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 point.

Frame
Breaks
Credit
Accounts
Amounts
Assigned Weekly Programs

Based on this template ---

Validity interval 00:00 - 24:00

Start	End	Account
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

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 Kapping:** 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.

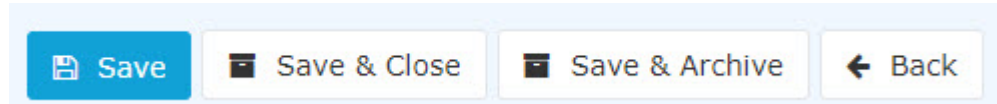
Example: Start at 22:00 and end at 24:00 is stored with "TP 100% p. Nach". The overtime threshold is 0. If the employee works from 21:00 to 23:00 on the day, he/she receives 1 100% compulsory overtime, provided that the overtime calculation has been activated for the employee or he/she has received the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