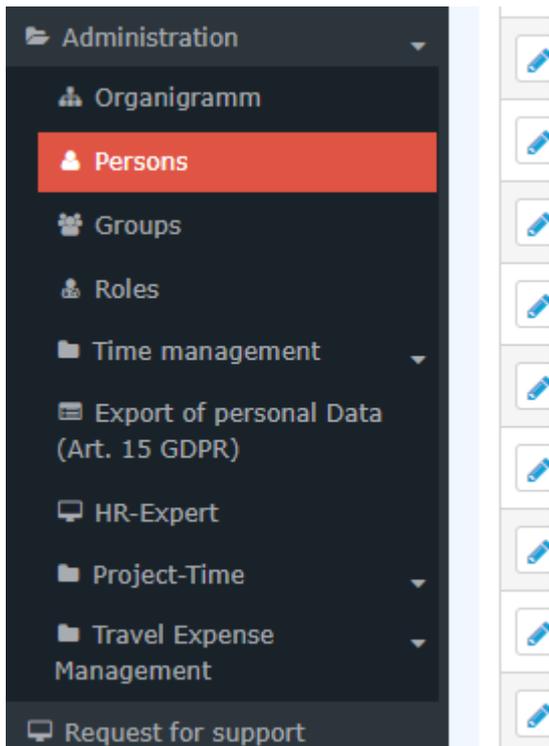


Changing Week/weekly program or part time percentage

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	SuWelsnelis	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	SuW-irdniris	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 Q

Nursing / Care

Public holiday calendar Common Q

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**.

Zeiterfassung

TA-Id 5619

Zeiterfassungsdaten löschen

Beginn der Zeiterfassung 03.06.2022

Neu abrechnen

Wochenprogramm

Wochenprogramm 1 - Glz/38,3

Künftige Wochenprogramm

Ab	Wochenprogramm	Löschen
	1 - Glz/38,3	
	11669 - Glz,Ü50,100,F-Z	

+ Neues Programm hinzufügen

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

Zeiterfassung

TA-Id 62

Zeiterfassungsdaten löschen

Beginn der Zeiterfassung 15.07.2022

Neu abrechnen

Wochenprogramm

Wochenprogramm 1 - Glz/38,3

Künftige Wochenprogramme

Ab	Wochenprogramm	Löschen
----	----------------	---------

+ Neues Programm hinzufügen

Clicking on **Save** applies the changes.

Saved future changes to the weekly programme can be removed by clicking on the Delete button



and then saving.

Wochenprogramm

Wochenprogramm 1 - Glz/38,3

Künftige Wochenprogramme

Ab	Wochenprogramm	Löschen
01.04.2023	11669 - Glz,Ü50,100,F-Z	

+ Neues Programm hinzufügen

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**.

Teilzeit (%)

Teilzeit (%) 100,00

Künftige Teilzeitänderungen

Ab	Teilzeit (%)	Löschen
----	--------------	---------

+ Teilzeit hinzufügen

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

Teilzeit (%)

Teilzeit (%)

Künftige Teilzeitänderungen

Ab	Teilzeit (%)	Löschen
<input type="button" value="+ Teilzeit hinzufügen"/>		

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.

Teilzeit (%)

Teilzeit (%)

Künftige Teilzeitänderungen

Ab	Teilzeit (%)	Löschen
<input type="text" value="01.04.2023"/> 	<input type="text" value="50"/>	<input type="button" value="Löschen"/>
<input type="button" value="+ Teilzeit hinzufügen"/>		