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).

Pers	SONS ew person									🖨 Print 🗅 P	DF 🛃 Excel
								Entry 1-20 of 23	« <	1 2 > » Lir	nes: 20 🗸
0	Lastname 🖨	First name	Name	Client	Group 🖨	Username 🖨	Employee-ID	Email 🌲	TA- ID \$	Time Active user	Valid from
	Adam	Angelika	Angelika Adam (Reisekostenprüfung) (Vorgesetzter)	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	SuWbarbberg	SuW22032802	barbara.berger@sonneundwind.at	5359	Yes	Mar 28, 2022
	Charon	Claudia	Claudia Charon Reisekostenprüfung Personal	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 Personal	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	SuWezquerne	SuW22032820		6367	Yes	Jan 4, 2023
	Foscanu	Fabiu	Fabiu Foscanu	Sonne und Wind GmbH	SuW-PMWind	SuWfoscfabi	SuW22032812	fabiu.foscanu@sonneundwind.at	62	Yes	Jul 15, 2022
	Huber	Heinrich	Heinrich Huber	Sonne und Wind GmbH	SuW-Const	SuWhubehein	SuW22032811	heinrich.huber@sonneundwind.at	6967	Yes	Jun 10, 2022
	Ildrich	Ines	Ines Ildrich	Sonne und Wind GmbH	SuW-AUS	SuWildrines1	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	SuWakaric	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".

Per	sons											
+	lew person									Ð	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 ♦
Q	м			All 🗸								~
	Ada <mark>m</mark>	Angelika	Angelika Adam Reisekostenprufung Vorgesetzter	Sonne und Wind GmbH	SuW-CEO	SuWadamange	SuW22032801	angelika.adam@sonneundwind.at	5358		Yes	Mar 28, 2022
	Jucht <mark>m</mark> ann	Julius	Julius Juchtmann	Sonne und Wind GmbH	SuW-Const	SuWjuchjuli	SuW22032813		4941		Yes	Sep 14, 2022
	<mark>M</mark> icosi	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 Time acquisition begins	6367 Delete Time & Attendance data 04.01.2023 Start accounting 	
Week program Week program	38,3 v +	Part time percentage
Core Values	Search	Q
Nursing / Care Public holiday calendar	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**.

	TA-Id 5619		Zeiterfassungsd	aten lösch	ien	
Begir Zeiterfa	n der 03.06.2 ssung	2022	Neu abrechnen			
chenprogra	mm					
w	ochenprogramm	1 - Glz/38,3		*		
Künftige Wo	chenprogram	 M 1 - Glz/38,3		م		
АЬ	Wochenprogram	11669 - Glz,	Ü50,100,F-Z		öschen	
+ Neues Progr	ramm hinzufüger	ı			J	

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	Zeiterfassungsd	aten löschen	
Beginn der Zeiterfassung	15.07.2022	Neu abrechnen		
Wochenprogramm				
Wochenp	rogramm 1 - Gla	z/38,3	Ŧ	
Künftige Wochenp	orogramme			-
Ab Wocher	programm		Löschen	
+ Neues Programm h	ninzufügen			

Clicking on **Save** applies the changes.

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

-	
ш	

and then saving.

Wochenprogramm	1 - Glz/38,3	•		
Künftige Wochenprogramn	ıe			
Ab		Wochenprogramm		Löschen
01.04.2023	•	11669 - Glz,Ü50,100,F-Z	~	D

Changing the part-time factor

ΝΟΤΙΖ

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**.

- •	 1013
	(0/~)
101	(/0)

	Teilzeit (%) 100,00	
Künftige	e 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 (%) 100,00	
Künftige Teilze	eitänderungen	9
АЬ	Teilzeit (%)	Löschen
+ Teilzeit hinzuf	ügen	

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.

-		1013
	IZOIT	(0/~)
rei		701
		· · · /

Künftige Teilzeitänderunge	n		
Ab		Teilzeit (%)	Löscher
01.04.2023	(11)	50	