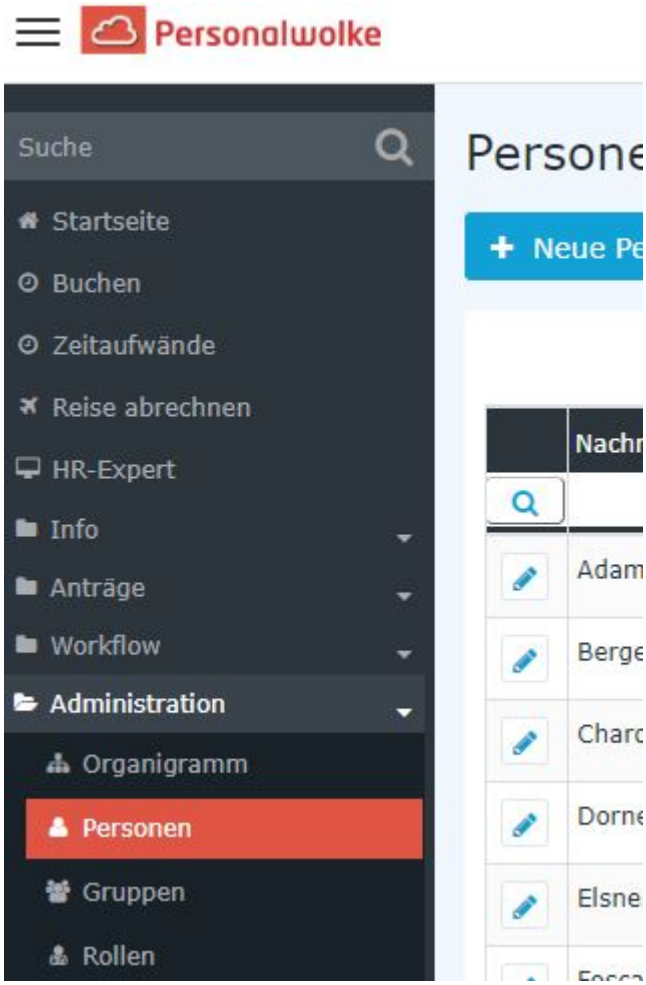
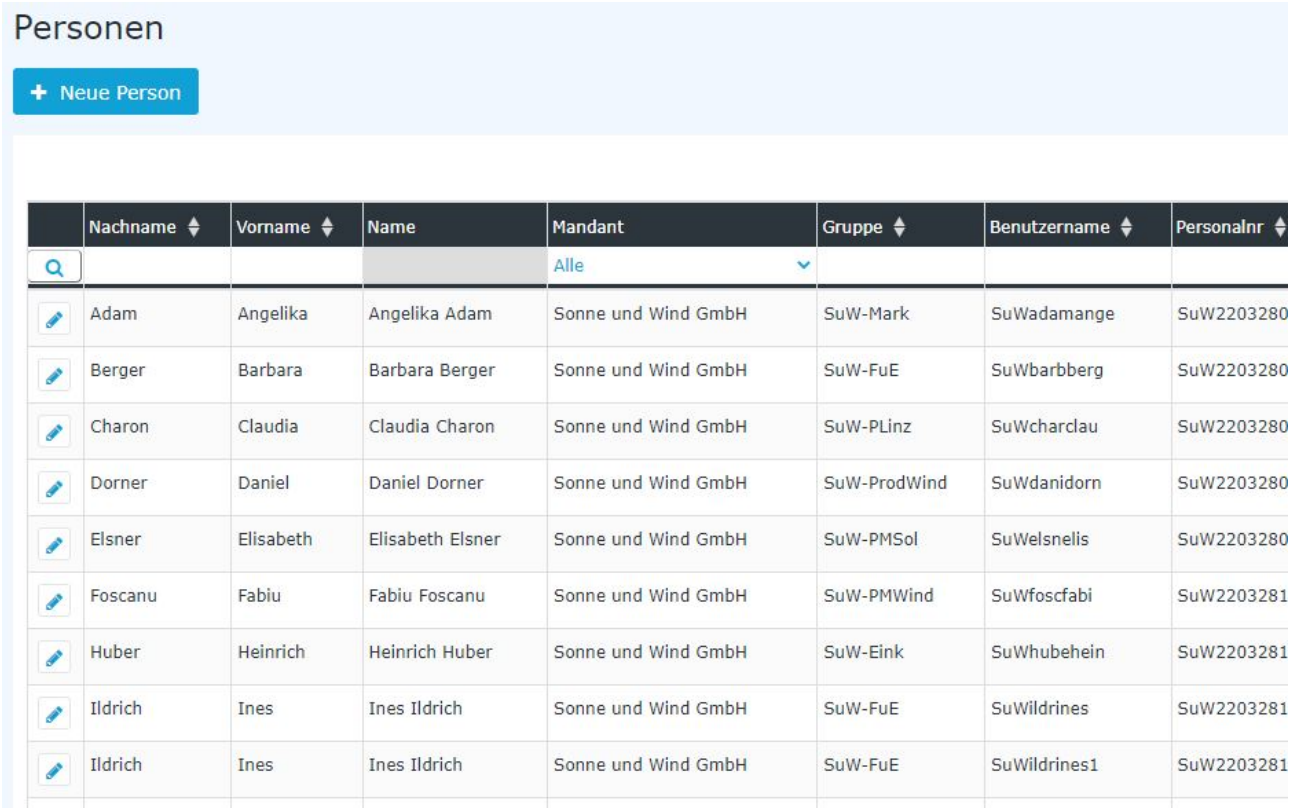
Changing the weekly schedule / part-time factor

In the menu tree under **Administration**, select the item "Persons".

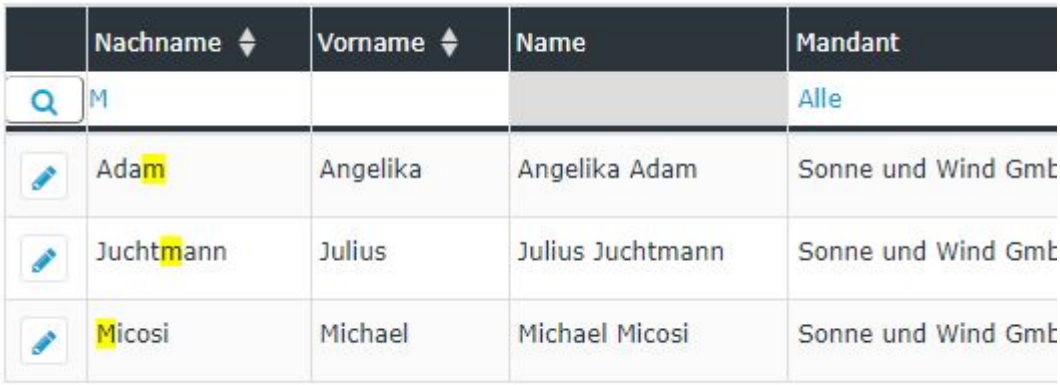


This menu item provides a list of all created persons (employees) of the client (company).



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".



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:

- Changing the weekly schedule[1] (marked in red)
- Changing the part-time factor[2] (marked in green)

Changing the weekly schedule

If the **weekly schedule is to be changed with immediate effect**, you can select the new weekly schedule in the dropdown menu marked in red and set it by clicking **Save**.

If the changeover of the **weekly schedule is to take place automatically on a specific date**, you can set this using the **Add new program** button:

And then:

Clicking **Save** applies the changes.

Saved future changes to the weekly schedule can be removed again by clicking the Delete button



and then **Save**.

Changing the part-time factor

> NOTIZ
> Caution! The following description refers to simple changes! Especially in connection with taking pro rata vacation credits into account, 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 with immediate effect** (percentage, number entry) - clicking **Save** applies the changes.

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

And then:

Clicking **Save** applies the changes.

Saved future changes to the part-time factor can be removed again by clicking the Delete button



and then **Save**.