

Checking and settling the working time account before short-time work

In the time recording function, it is possible to obtain an overview of the hours worked up to the start of short-time work.


It can be seen that some employees have worked overtime while others have worked undertime.

It is advisable to set the value in the working time account to 0 so as to avoid starting short-time work with overtime or undertime.

Two options are available to prevent short-time work starting with additional hours:

- Add recording time cut-off or
- Add time off in lieu

Cut-off

Switch to recording time cut-off and click on  to add a cut-off.

Set the value in the working time and extra pay account to 0.


This has to be carried out for each employee individually. In this way, you can 'freeze' working times and periods of absence so that the working time account is not changed before the cut-off.

Time off in lieu

Please select the employee in question in the employee overview in the time recording function.

Example: Michael Schäfer has accumulated 24 hours of overtime before the end of February.

The overtime can be written off in the working time account.

To this end, please click on .

In our example, the date selected for the start of short-time work is 1 March 2020.

Then select 'Write-off' to set the overtime to 0. It is also possible to pay the overtime or grant time off in lieu, depending on the contract in question.

24 hours of overtime are displayed in the working time account. In this case, these hours are already included in the monthly salary and are not compensated for.

The above example shows how to set the overtime to 0.

Before the write-off, 24 hours of overtime were shown on the working time account whereas now 0 hours are displayed at the beginning of March.


Therefore, short-time work for Michael Schäfer starts without overtime or undertime.

For example, write-offs can be carried out monthly.

To avoid starting short-time work with minus figures, a cut-off has to be made.

Add recording time cut-off

In this way, you can 'freeze' working times and periods of absence so that the working time account is not changed before the cut-off.

Switch to recording time cut-off and click on  to add a cut-off.

Set the value in the working time and extra pay account to 0.

The following options are currently available for time off in lieu:

