

Manual time recording for short-time work

8 hours per day and 40 hours per week have been configured in the working time model for Michael Schäfer. If only 50% of working time is captured each day, Michael Schäfer's account would show -4 hours daily. If short-time work is 50% of ordinary working time, these hours also have to be captured in the time recording function.

There are two options for this purpose.

1. Employees record the time covered by short-time work in addition to their working hours.
2. The HR department captures the short-time work for all employees using an import, in which case employees only record the hours actually worked.

Michael Schäfer captures a reduced working time of 4 hours.

Display in the time recording function after saving the working time entry.

Michael Schäfer or HR records 50% short-time work (hours not worked) as a length of time under 'Short-time work' configured as extraordinary working time.

The hours actually worked and the short-time work defined as extraordinary working time are displayed in the time recording function. Both entries amount to 8 hours so that the working time account is balanced.