

Entering surcharge types

If your employees are eligible for surcharges, you have to define the corresponding surcharge models first.

Open the **Setup** application, and navigate to **Surcharge models**.

| Name | Company | Department | Cost center |
|---------------------------------|---------------------------------|------------|-------------|
| 0503/U/Arbeitszeit in Woche 20% | Danielle Software - Luxemburg | | |
| 0503/U/050301/0503 Zuschlag 50% | Danielle Software - Headquaters | | 2000 |
| 0503/U/Arbeitszuschlag 40% | Danielle Software - Headquaters | | 2000 |
| 0503/U/Zuschlag 50% | Danielle Software - Headquaters | | |
| 0503/U/Zuschlag | Danielle Software - Headquaters | | |
| 0503/U/Zuschlag Nacht 50% | Danielle Software - Headquaters | Production | |

Click on **Create new entry**.

| Name | Company | Department | Cost center |
|---------------------------------|---------------------------------|------------|-------------|
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| 0503/U/050301/0503 Zuschlag 50% | Danielle Software - Headquaters | | 2000 |
| 0503/U/Arbeitszuschlag 40% | Danielle Software - Headquaters | | 2000 |
| 0503/U/Zuschlag 50% | Danielle Software - Headquaters | | |
| 0503/U/Zuschlag | Danielle Software - Headquaters | | |
| 0503/U/Zuschlag Nacht 50% | Danielle Software - Headquaters | Production | |

Fill in the relevant fields and apply restrictions, if necessary.

Create new entry

Unternehmen *

Vorlage Branche

Name *

Abteilung

Kostenstelle

The individual surcharges need to be defined in detail (*refer to the screenshot*). To do this, navigate to **Surcharges**, and click on **Create new entry**.

Create new entry

Type of hours *

Day

Working from *

Working to *

% surcharge *

If necessary, a surcharge account can be assigned (see "Surcharge Accounts").

Note

Make sure to enter a self-explanatory name for the surcharge, so that it can be assigned to employees more easily, e.g. "Surcharge Night /Sat/Sun/Ho".

Here, all surcharges (for night work, Saturday work, Sunday work and holiday work) are assigned to the employee. Other employees might work on a public holiday, but never at night or during weekends, thus requiring a different surcharge, e.g. "Surcharge Hol" (holiday).

Note

Surcharge models can only be edited or deleted as long as they have not been assigned to an employee yet.

