

# Assigning a surcharge model to an employee

To assign a surcharge model to a specific employee, open their respective file. Open the **Working time /surcharge models** tab.

The screenshot shows the 'Personal File' for Hiroto Tanaka (HAT). The 'Working time/surcharge models' tab is selected. The 'Personal Data' section is visible, containing the following information:

Personal Data	
Official email address	Hiroto.Tanaka@company.com
Employment status	Employed
Personnel Number	PN004
Nickname	HAT
Street / house number	7, rue Pafebruch
Post Code	8308
Town/City	Capellen
Country	Luxembourg
Date of Birth	Jun 18, 1990

Here, a **surcharge model** can be applied to the employee using the **blocked URL** button.

The screenshot shows the 'Working time model' and 'Surcharge model' tabs for Hiroto Tanaka (HAT). The 'Working time model' tab is active, showing a table with columns for 'Valid from', 'Valid to', and 'Valid to'. The 'Surcharge model' tab is also visible, showing a table with columns for 'Valid from', 'Valid to', and 'Valid to'. The 'Valid to' field in the 'Surcharge model' tab is highlighted with a red border.



## Attention

Don't forget to save the changes, when you are done!

If employees are to be deployed at working hours that are unusual for them and entitle them to a surcharge, a surcharge model can be applied for this non-standard working time period.

### This could be necessary in the following example scenario:

*An employee usually works 8 hours between 7.00 a.m. and 7.00 p.m. As an exception, they work on the night shift for one week, which involves a statutory night work surcharge. The employee is entitled to the night surcharge for this time.*

In this case, an existing surcharge model (which can be configured under **Setup Surcharge models**) can be temporarily assigned to the employee by navigating to **Employees** < select employee > **Working time/surcharge models**, then adding a surcharge model, and filling in the **Valid from/to** fields.

After the **Valid to** date has been reached, the surcharge model is no longer effective for the employee.

The surcharge models currently assigned to the individual employees are listed in the "Time recording" application under **Employees Overview**.

Surcharge model	
Surcharge model	Valid from: Jan 1, 2020 Valid to: Aug 31, 2020
Surcharge model	Valid from: Jan 1, 2020 Valid to: Aug 31, 2020

This surcharge model will then be assigned to the employee in the electronic file under **Working time /surcharge models** (select employee to view).



## Attention

Surcharge models may not overlap in time. Please make sure that the **Valid from/to** entries of the model to be assigned don't overlap with those of another surcharge model.

Therefore, as a first step, always terminate a previously assigned surcharge using the **Valid to** field, and then assign a new temporary surcharge with the desired time limit.

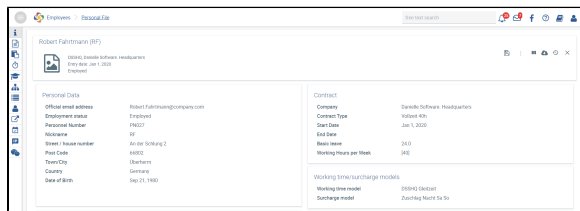
When a surcharge model is terminated, the date of the next time cut-off is automatically applied. It must be ensured that no further changes can be made to the existing data.



## Attention

Surcharge models may not overlap in time. Please make sure that the **Valid from/to** entries of the model to be assigned don't overlap with those of another surcharge model.

# Assigning surcharges to multiple employees



After the **Valid to** date has been reached, the surcharge model is no longer effective.

More information can be found under [Single/multiple assignments](#).