

Working time / surcharge models

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

The screenshot shows the 'Personnel file' for Mareike De Wuul (MDW). The 'Working time/surcharge models' tab is selected, showing a table with columns for 'Working time model', 'Valid from', and 'Valid to'. The table is empty, with a message 'No rows found with the specified criteria'. Below the table, there is a section for 'Surcharge model' with a similar empty table and message. The 'Personal data' section is visible below the table, showing fields like Business e-mail address, Employment status, Personnel number, Short name, Street / house number, Postal code, City, Country, and Date of birth.

Working time model	Valid from	Valid to
No rows found with the specified criteria		

Surcharge model	Valid from	Valid to
No rows found with the specified criteria		

Personal data

Business e-mail address	Mareike.Dewaal@company.com
Employment status	Employed
Personnel number	PN006
Short name	MDW
Street / house number	Auf Kapp 26
Postal code	54329
City	Konz
Country	Germany
Date of birth	4/4/1985

Here, a working time model can be applied to the employee using the **blocked URL** button in the **Working time model** section.

The screenshot shows the 'Working time model' section in the 'Personnel file' for Mareike De Wuul (MDW). It displays a table with columns for 'Working time model', 'Valid from', and 'Valid to'. The table is empty, with a message 'No rows found with the specified criteria'. Below the table, there is a section for 'Surcharge model' with a similar empty table and message. The 'Personal data' section is visible below the table, showing fields like Business e-mail address, Employment status, Personnel number, Short name, Street / house number, Postal code, City, Country, and Date of birth.

Working time model	Valid from	Valid to
No rows found with the specified criteria		

Surcharge model	Valid from	Valid to
No rows found with the specified criteria		

Personal data

Business e-mail address	Mareike.Dewaal@company.com
Employment status	Employed
Personnel number	PN006
Short name	MDW
Street / house number	Auf Kapp 26
Postal code	54329
City	Konz
Country	Germany
Date of birth	4/4/1985

For more information, see the corresponding [Setup](#) section.

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

The screenshot shows the 'Personnel file' for Mareike De Wuul (MDW). The 'Working time/surcharge models' tab is selected, showing a table with columns for 'Working time model', 'Valid from', and 'Valid to'. The table is empty, with a message 'No rows found with the specified criteria'. Below the table, there is a section for 'Surcharge model' with a similar empty table and message. The 'Personal data' section is visible below the table, showing fields like Business e-mail address, Employment status, Personnel number, Short name, Street / house number, Postal code, City, Country, and Date of birth.

Working time model	Valid from	Valid to
No rows found with the specified criteria		

Surcharge model	Valid from	Valid to
No rows found with the specified criteria		

Personal data

Business e-mail address	Mareike.Dewaal@company.com
Employment status	Employed
Personnel number	PN006
Short name	MDW
Street / house number	Auf Kapp 26
Postal code	54329
City	Konz
Country	Germany
Date of birth	4/4/1985

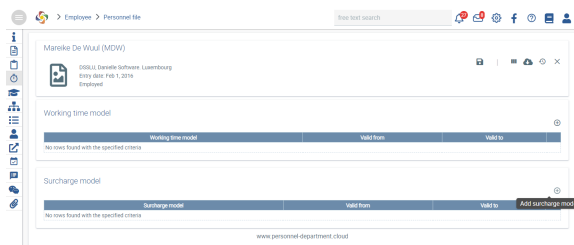
Here, a **surcharge model** can be applied to the employee using the **blocked URL** button.



Attention

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

Assigning surcharge models



For more information, see the [Surcharges](#) section.