

# Carry-forward of surcharge types after a time cut-off

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After assigning the surcharge type to the surcharge accounts, in case of a time cut-off (for example at the end of a month), the surcharge hours worked can be carried forward to the next month per respective surcharge type, cleared, converted to additional leave days / holidays or paid out.

## **Example**

Surcharges incurred for hours worked from Saturday to Sunday and from Sunday to Monday, which is a company specific holiday.

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*February view of working time account (excerpt)*

Setting the time cut-off to March 1<sup>st</sup>.

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If the information displayed in the time cut-off is carried forward, it will be transferred to the next settlement period (month).

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To view them in detail, the respective information can be expanded using the ">" icon in the working time account.

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Of course, they can also be exported.