

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 'Surcharge model' section, also empty, with a message 'No rows found with the specified criteria'. The 'Personal data' section is visible, showing fields like Business e-mail address, Employment status, Personnel number, Short name, Street / house number, Postal code, City, Country, and Date of birth.

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). The 'Working time model' section is highlighted, 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 'Surcharge model' section, also empty, with a message 'No rows found with the specified criteria'. The 'Personal data' section is visible, showing fields like Business e-mail address, Employment status, Personnel number, Short name, Street / house number, Postal code, City, Country, and Date of birth.

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 'Surcharge model' section, also empty, with a message 'No rows found with the specified criteria'. The 'Personal data' section is visible, showing fields like Business e-mail address, Employment status, Personnel number, Short name, Street / house number, Postal code, City, Country, and Date of birth.

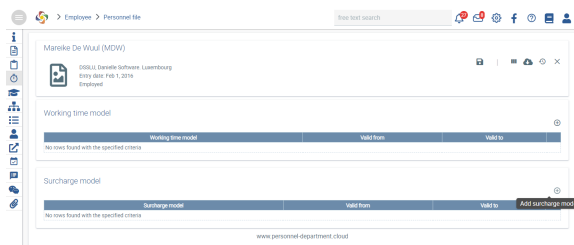
Here, a **surcharge model** can be applied to the employee using the **blocked URL** button.



Attention

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

Assigning surcharge models



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