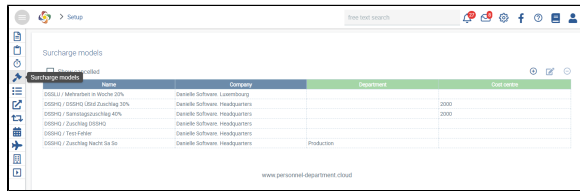


Entering surcharge types

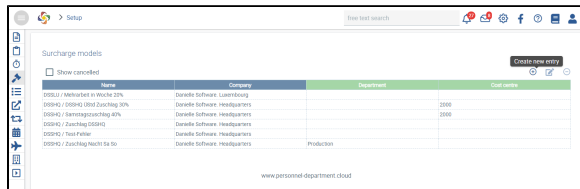
If your employees are eligible for surcharges, you have to define the corresponding surcharge models first.

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



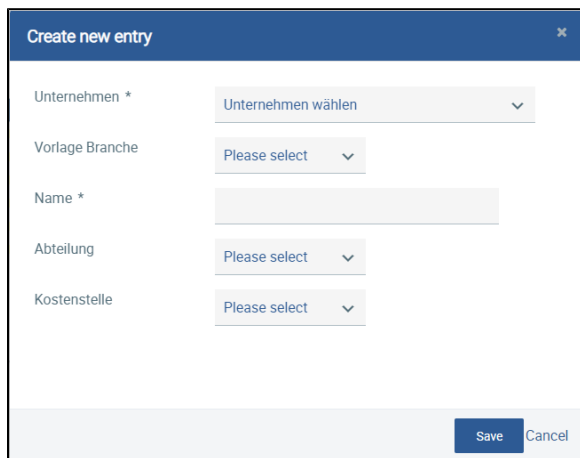
Name	Company	Department	Cost center
000001 / Arbeitszeit in Woche 20%	Danielle Software - Luxemburg		
000002 / Zuschlag 20%	Danielle Software - Headquarters		2000
000003 / Zuschlag 40%	Danielle Software - Headquarters		2000
000004 / Zuschlag 50%	Danielle Software - Headquarters		
000005 / Zuschlag 60%	Danielle Software - Headquarters		
000006 / Zuschlag Nacht 50%	Danielle Software - Headquarters	Production	

Click on **Create new entry**.



Name	Company	Department	Cost center
000001 / Arbeitszeit in Woche 20%	Danielle Software - Luxemburg		
000002 / Zuschlag 20%	Danielle Software - Headquarters		2000
000003 / Zuschlag 40%	Danielle Software - Headquarters		2000
000004 / Zuschlag 50%	Danielle Software - Headquarters		
000005 / Zuschlag 60%	Danielle Software - Headquarters		
000006 / Zuschlag Nacht 50%	Danielle Software - Headquarters	Production	

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



Create new entry

Unternehmen * Unternehmen wählen

Vorlage Branche Please select

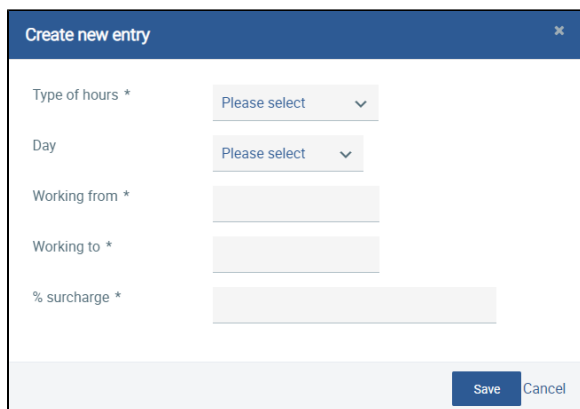
Name *

Abteilung Please select

Kostenstelle Please select

Save Cancel

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 * Please select

Day Please select

Working from *

Working to *

% surcharge *

Save Cancel

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/Hol".

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.

Surcharge accounts

Name	Company	Department	Cost center
(0001) / Arbeitszeit in Woche 20%	Danielle Software - Luxemburg		
(0002) / (0001) 1.000 Zuschlag 20%	Danielle Software - Headquarters		2000
(0003) / Sonntagszuschlag 40%	Danielle Software - Headquarters		2000
(0004) / Zuschlag (0004)	Danielle Software - Headquarters		
(0005) / Test Fehler	Danielle Software - Headquarters		
(0006) / Zuschlag Nacht bis 04	Danielle Software - Headquarters	Production	

Type of hours	Day	Working from	Working to	% surcharge
Night work	Sat	20:00	06:00	20.0
Night work	Sun	00:00	06:00	20.0
Sunday	Sun	00:00	00:00	20.0
Saturday	Sat	12:00	00:00	30.0

First name	Last name	Start name
Egon	Buchner	AB
Robert	Palmgren	RF
Lorenz	Wagner	LA

Since night work possibly continues after midnight, surcharges spanning more than one day need to be entered in two steps. Step 1: "from xx to 12 a.m.". Step 2: "from 12 a.m. to xx".

If your company pays out several surcharges with different surcharge rates (percentages), you should use surcharge accounts. For each surcharge account, a column is created in the time recording view, allowing you to exactly trace the different amounts. Otherwise, all surcharges are collectively shown in one column.

To create a surcharge account, click on [blocked URL](#).

A window opens allowing you to edit the surcharge accounts by selecting them and or creating a new surcharge account using the [blocked URL](#) **New entry** button.

[blocked URL](#)

[blocked URL](#)

Enter a name for your surcharge account. It makes sense to choose a name that corresponds to the type of surcharge.

Name	Company	Department	Cost center
(0001) / Arbeitszeit in Woche 20%	Danielle Software - Luxemburg		
(0002) / (0001) 1.000 Zuschlag 20%	Danielle Software - Headquarters		2000
(0003) / Sonntagszuschlag 40%	Danielle Software - Headquarters		2000
(0004) / Zuschlag (0004)	Danielle Software - Headquarters		
(0005) / zweiter Zuschlaggering	Danielle Software - Headquarters	Production	
(0006) / Test Fehler	Danielle Software - Headquarters		

For the surcharges of the corresponding surcharge model, select the previously created surcharge account in order to create a separate column in the "Time recording" and "Settlement" applications. Surcharges with the same surcharge rate can also be assigned to the same account.

[blocked URL](#)

[blocked URL](#)

Note

Surcharge accounts can only be cancelled as long as they are not assigned to a surcharge. Otherwise, it is not possible to cancel the respective entry.