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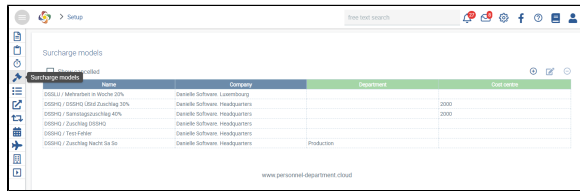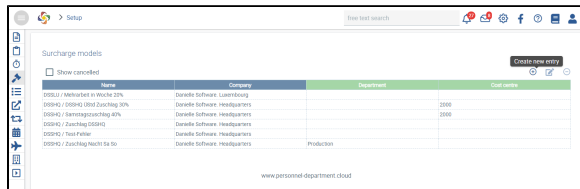
If your employees are eligible for surcharges, you have to define the corresponding surcharge models first.

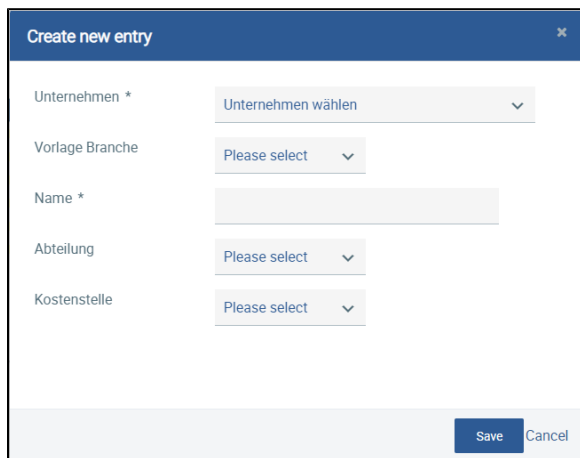Open the *Setup* application, and navigate to *Surcharge models*.

Click on *Create new entry*.

Fill in the relevant fields and apply restrictions, if necessary.
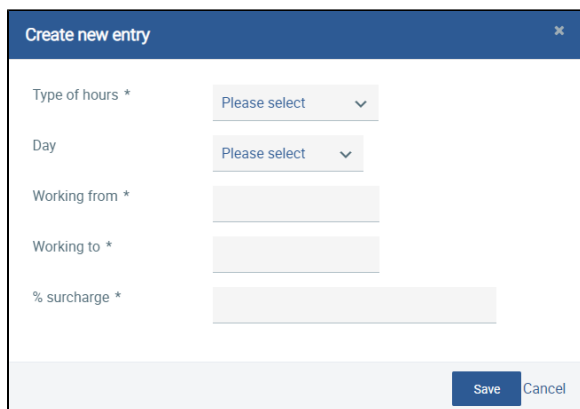
The individual surcharges need to be defined in detail (*refer to the screenshot*). To do this, navigate to *Surcharges*, and click on blocked URL*Create new entry*.

If necessary, a surcharge account can be assigned (see "Surcharge Accounts").

Surcharge accounts

> 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.

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.