

Changing a workschedule during the year

It could happen, that an Employee changes Shifts, during the year.

To accomplish that the internal calculation of the old and the new workschedule is done right, you need to work with the Workschedule and Planning Module.

| Name | Description |
|------|------------------|
| Old | Old Workschedule |
| New | New Workschedule |

In our example, our Employee will change his workschedule starting the 1st of August.

| Name | Description |
|------|------------------|
| Old | Old Workschedule |

| Day of week | Start type | Start time | Round before | Round after | End type | End time | Round before | Round after | Effective |
|---------------------|------------|------------|--------------|-------------|--------------|----------|--------------|-------------|-------------------|
| Mon;Tue;Wed;Thu;Fri | Break Impl | 12:00 | | | Break return | 13:00 | | | 1:00 * 5 |
| Mon;Tue;Wed;Thu;Fri | In | 8:00 | | | Out | 17:00 | | | 9:00 * 5 40:00 |

| Date | Day | In | Out | Roster | Hours | Balance | Cumm. | Absent | Remarks / Work code |
|--------------|-----|----|-----|--------------|-------|---------------|--------|--------|---------------------|
| 25-7 | Mon | - | - | 8,00 | - | - | -8,00 | 8,00 | Absent |
| 26-7 | Tue | - | - | 8,00 | - | - | -16,00 | 8,00 | Absent |
| 27-7 | Wed | - | - | 8,00 | - | - | -24,00 | 8,00 | Absent |
| 28-7 | Thu | - | - | 8,00 | - | - | -32,00 | 8,00 | Absent |
| 29-7 | Fri | - | - | 8,00 | - | - | -40,00 | 8,00 | Absent |
| 30-7 | Sat | - | - | - | - | - | -40,00 | - | |
| 31-7 | Sun | - | - | - | - | - | -40,00 | - | |
| Week | 30 | | | 40,00 | - | -40,00 | | | |
| 1-8 | Mon | - | - | 8,00 | - | - | -48,00 | 8,00 | Absent |
| 2-8 | Tue | - | - | 8,00 | - | - | -56,00 | 8,00 | Absent |
| 3-8 | Wed | - | - | 8,00 | - | - | -64,00 | 8,00 | Absent |
| 4-8 | Thu | - | - | 8,00 | - | - | -72,00 | 8,00 | Absent |
| 5-8 | Fri | - | - | 8,00 | - | - | -80,00 | 8,00 | Absent |
| 6-8 | Sat | - | - | - | - | - | -80,00 | - | |
| 7-8 | Sun | - | - | - | - | - | -80,00 | - | |
| Week | 31 | | | 40,00 | - | -40,00 | | | |
| Total | | | | 80,00 | - | -80,00 | | | |

Our Employee works until the 1st of august, 40 hours a week.

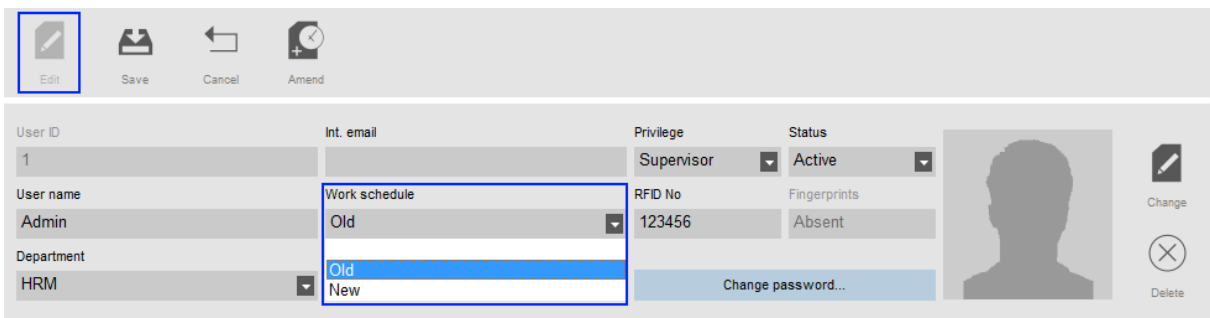
| Name | Description |
|------|------------------|
| New | New Workschedule |

| Day of week | Start type | Start time | Round before | Round after | End type | End time | Round before | Round after | Effective |
|---------------------|------------|------------|--------------|-------------|--------------|----------|--------------|-------------|-------------------|
| Mon;Tue;Wed;Thu;Fri | In | 8:00 | | | Out | 15:00 | | | 7:00 * 5 |
| Mon;Tue;Wed;Thu;Fri | Break Impl | 11:00 | | | Break return | 11:30 | | | 0:30 * 5 32:30 |

| Date | Day | In | Out | Roster | Hours | Balance | Cumm. | Absent | Remarks / Work code |
|--------------|-----|----|-----|--------------|-------|---------------|--------|--------|---------------------|
| 25-7 | Mon | - | - | 6,50 | - | - | -6,50 | 6,50 | Absent |
| 26-7 | Tue | - | - | 6,50 | - | - | -13,00 | 6,50 | Absent |
| 27-7 | Wed | - | - | 6,50 | - | - | -19,50 | 6,50 | Absent |
| 28-7 | Thu | - | - | 6,50 | - | - | -26,00 | 6,50 | Absent |
| 29-7 | Fri | - | - | 6,50 | - | - | -32,50 | 6,50 | Absent |
| 30-7 | Sat | - | - | - | - | - | -32,50 | - | |
| 31-7 | Sun | - | - | - | - | - | -32,50 | - | |
| Week | 30 | | | 32,50 | - | -32,50 | | | |
| 1-8 | Mon | - | - | 6,50 | - | - | -39,00 | 6,50 | Absent |
| 2-8 | Tue | - | - | 6,50 | - | - | -45,50 | 6,50 | Absent |
| 3-8 | Wed | - | - | 6,50 | - | - | -52,00 | 6,50 | Absent |
| 4-8 | Thu | - | - | 6,50 | - | - | -58,50 | 6,50 | Absent |
| 5-8 | Fri | - | - | 6,50 | - | - | -65,00 | 6,50 | Absent |
| 6-8 | Sat | - | - | - | - | - | -65,00 | - | |
| 7-8 | Sun | - | - | - | - | - | -65,00 | - | |
| Week | 31 | | | 32,50 | - | -32,50 | | | |
| Total | | | | 65,00 | - | -65,00 | | | |

The employee will change his workschedule to a 32,5 Hour week.

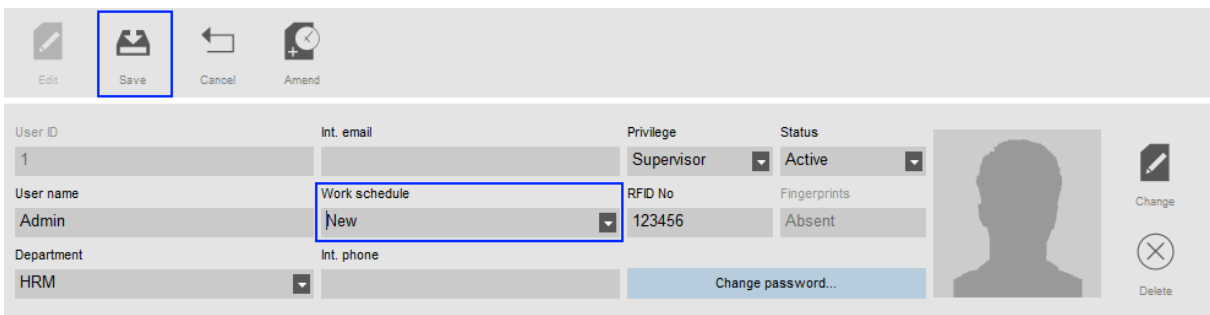
Please go to the user section and select the Employee whos Workschedule is about to change.



User ID: 1 | Int. email: | Privilege: Supervisor | Status: Active
 User name: Admin | Work schedule: Old | RFID No: 123456 | Fingerprints: Absent
 Department: HRM | Old (selected) | New

Change password...

In the workschedule section you can switch between the old to the new Workschedule.








User ID: 1 | Int. email: | Privilege: Supervisor | Status: Active
 User name: Admin | Work schedule: New | RFID No: 123456 | Fingerprints: Absent
 Department: HRM | Int. phone: | Change password...






After saving the data, go to the Planning Module.

| | | | | | | |
|-----------------------------------|---|---|---|--|--|---|
| 1 Administrator Week 26 | 27-6 | 28-6 | 29-6 | 30-6 | 1-7 |  |
| Week 27 | 4-7  | 5-7  | 6-7  | 7-7  | 8-7  | |
| Week 28 | 11-7  | 12-7  | 13-7  | 14-7  | 15-7  | |
| Week 29 | 18-7  | 19-7  | 20-7  | 21-7  | 22-7  | |
| Week 30 | 25-7  | 26-7  | 27-7  | 28-7  | 29-7  | |
| Week 31 | 1-8  | 2-8  | 3-8  | 4-8  | 5-8  | |
| Week 32 | 8-8  | 9-8  | 10-8  | 11-8  | 12-8  | |
| Week 33 | 15-8  | 16-8  | 17-8  | 18-8  | 19-8  | |
| Week 34 | 22-8  | 23-8  | 24-8  | 25-8  | 26-8  | |
| Week 35 | 29-8  | 30-8  | 31-8  | 1-9 | 2-9 | |

The new Workschedule will now start from the 1st of January.

|  |  |  |  |  |
|---|---|---|---|---|
| Add | Edit | Delete | Undo plan | Save |
| Name | Time plan | Work code | | |
| Old | Schedule | Planned | | |
| Deplan | 00:00-23:59 | Deplan | | |

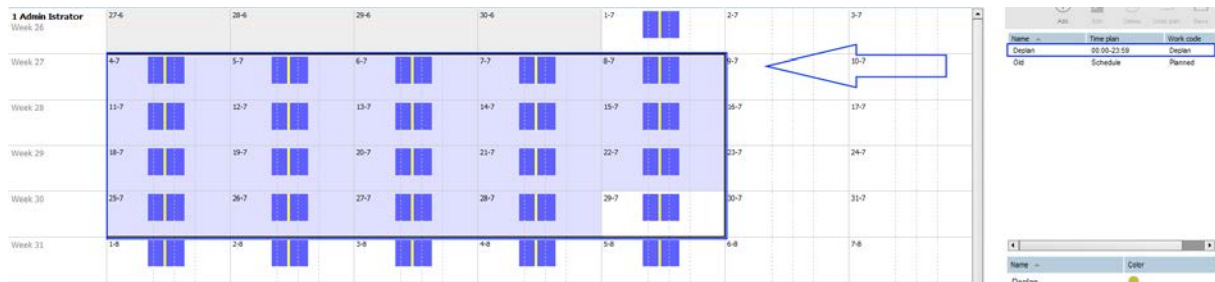
At the right side, you will need to create 2 new Timeplans; One with the workcode "Deplan", where you will insert "00:00-23:59" under Time Plan. You can choose the name yourself.

|  |  |  |  |  |
|---|---|---|---|---|
| Add | Edit | Delete | Undo plan | Save |
| Name | Time plan | Work code | | |
| Old | Schedule | Planned | | |
| Deplan | 00:00-23:59 | Deplan | | |

The second one, we will create the Timeplan "Old", and using the worcode "Planned" and edit this Time Plan.

| Date | Day | In | Out | Roster | Hours | Balance | Cumm. | Absent | Remarks / Work code |
|--------------|-----|----|-----|--------------|-------|---------------|--------|--------|---------------------|
| 25-7 | Mon | - | - | 6,50 | - | - | -6,50 | 6,50 | Absent |
| 26-7 | Tue | - | - | 6,50 | - | - | -13,00 | 6,50 | Absent |
| 27-7 | Wed | - | - | 6,50 | - | - | -19,50 | 6,50 | Absent |
| 28-7 | Thu | - | - | 6,50 | - | - | -26,00 | 6,50 | Absent |
| 29-7 | Fri | - | - | 6,50 | - | - | -32,50 | 6,50 | Absent |
| 30-7 | Sat | - | - | - | - | - | -32,50 | - | |
| 31-7 | Sun | - | - | - | - | - | -32,50 | - | |
| Week | 30 | | | 32,50 | - | -32,50 | | | |
| 1-8 | Mon | - | - | 6,50 | - | - | -39,00 | 6,50 | Absent |
| 2-8 | Tue | - | - | 6,50 | - | - | -45,50 | 6,50 | Absent |
| 3-8 | Wed | - | - | 6,50 | - | - | -52,00 | 6,50 | Absent |
| 4-8 | Thu | - | - | 6,50 | - | - | -58,50 | 6,50 | Absent |
| 5-8 | Fri | - | - | 6,50 | - | - | -65,00 | 6,50 | Absent |
| 6-8 | Sat | - | - | - | - | - | -65,00 | - | |
| 7-8 | Sun | - | - | - | - | - | -65,00 | - | |
| Week | 31 | | | 32,50 | - | -32,50 | | | |
| Total | | | | 65,00 | - | -65,00 | | | |

A Window will pop up and you will see the same options you encounter the same field shown, when creating a Workschedule in the Workschedule-Tab. Fill in the Data, that was used for the old Workschedule.



Select the Period from the 1st of January until the 31st of July and drag over the timeplan created with the workcode "Deplan".

Add Planning ✕

Description

Work code

Deplan
▼

4-7-2016 30-12-1899 - 8-7-2016 30-12-1899 23:59:00: 1
Admin Istrator

11-7-2016 30-12-1899 - 15-7-2016 30-12-1899 23:59:00: 1
Admin Istrator

18-7-2016 30-12-1899 - 22-7-2016 30-12-1899 23:59:00: 1
Admin Istrator

25-7-2016 30-12-1899 - 29-7-2016 30-12-1899 23:59:00: 1

OK
Cancel

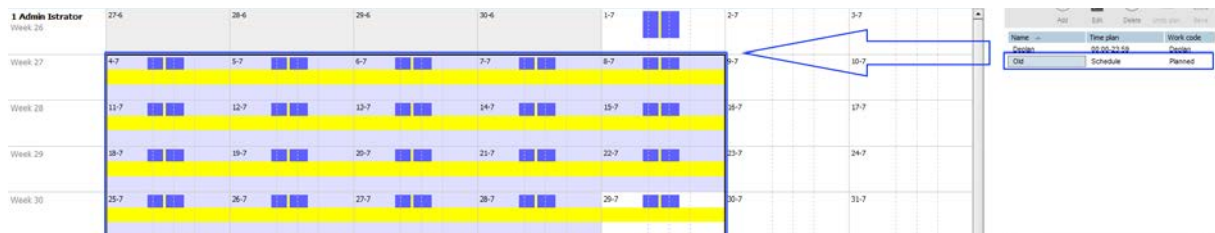
You will get a summary of the data that is going to be deplaned from the workschedule.

| | 27-6 | 28-6 | 29-6 | 30-6 | 1-7 |
|------------------------------------|------|------|------|------|------|
| 1 Admin Istrator Week 26 | | | | | |
| Week 27 | 4-7 | 5-7 | 6-7 | 7-7 | 8-7 |
| | | | | | |
| Week 28 | 11-7 | 12-7 | 13-7 | 14-7 | 15-7 |
| | | | | | |
| Week 29 | 18-7 | 19-7 | 20-7 | 21-7 | 22-7 |
| | | | | | |
| Week 30 | 25-7 | 26-7 | 27-7 | 28-7 | 29-7 |
| | | | | | |
| Week 31 | 1-8 | 2-8 | 3-8 | 4-8 | 5-8 |
| Week 32 | 8-8 | 9-8 | 10-8 | 11-8 | 12-8 |
| Week 33 | 15-8 | 16-8 | 17-8 | 18-8 | 19-8 |
| Week 34 | 22-8 | 23-8 | 24-8 | 25-8 | 26-8 |
| Week 35 | 29-8 | 30-8 | 31-8 | 1-9 | 2-9 |

You will see that the period has been deplaned and is marked yellow. The Workschedule does not apply anymore to the selected period.

| Date | Day | In | Out | Roster | Hours | Balance | Cumm. | Absent | Remarks / Work code |
|--------------|-----|----|-----|--------------|-------|---------------|--------|--------|---------------------|
| 25-7 | Mon | - | - | - | - | - | - | - | |
| 26-7 | Tue | - | - | - | - | - | - | - | |
| 27-7 | Wed | - | - | - | - | - | - | - | |
| 28-7 | Thu | - | - | - | - | - | - | - | |
| 29-7 | Fri | - | - | - | - | - | - | - | |
| 30-7 | Sat | - | - | - | - | - | - | - | |
| 31-7 | Sun | - | - | - | - | - | - | - | |
| Week | 30 | | | - | - | - | | | |
| 1-8 | Mon | - | - | 6,50 | - | - | -6,50 | 6,50 | Absent |
| 2-8 | Tue | - | - | 6,50 | - | - | -13,00 | 6,50 | Absent |
| 3-8 | Wed | - | - | 6,50 | - | - | -19,50 | 6,50 | Absent |
| 4-8 | Thu | - | - | 6,50 | - | - | -26,00 | 6,50 | Absent |
| 5-8 | Fri | - | - | 6,50 | - | - | -32,50 | 6,50 | Absent |
| 6-8 | Sat | - | - | - | - | - | -32,50 | - | |
| 7-8 | Sun | - | - | - | - | - | -32,50 | - | |
| Week | 31 | | | 32,50 | - | -32,50 | | | |
| Total | | | | 32,50 | - | -32,50 | | | |

Please do the same, but now with the Time Plan where it states “Planned”.



You will get a summary also, similar to the first time we dragged over the deplaned period. Only this time, workcode “Planned” will be shown.

Add Planning ✕

Description

Work code

Planned ▾

4-7-2016 8:00 - 12:00: 1 Admin Istrator

4-7-2016 13:00 - 17:00: 1 Admin Istrator

5-7-2016 8:00 - 12:00: 1 Admin Istrator

5-7-2016 13:00 - 17:00: 1 Admin Istrator

6-7-2016 8:00 - 12:00: 1 Admin Istrator

6-7-2016 13:00 - 17:00: 1 Admin Istrator

7-7-2016 8:00 - 12:00: 1 Admin Istrator

OK
Cancel

Over the Period from the 1st of January until the 31st of July, the old Workschedule applies. Starting from the 1st of August, the new Workschedule will apply.

| 1 Admin Istrator | 27-6 | 28-6 | 29-6 | 30-6 | 1-7 |
|------------------|------|------|------|------|-----|
| Week 26 | | | | | |
| Week 27 | | | | | |
| Week 28 | | | | | |
| Week 29 | | | | | |
| Week 30 | | | | | |
| Week 31 | | | | | |
| Week 32 | | | | | |
| Week 33 | | | | | |
| Week 34 | | | | | |
| Week 35 | | | | | |

In the Report, you also will see the change happen, regarding the rostered hours the Employee has to work.

| Date | Day | In | Out | Roster | Hours | Balance | Cumm. | Absent | Remarks / Work code |
|--------------|-----|----|-----|--------------|-------|---------------|--------|--------|---------------------|
| 25-7 | Mon | - | - | 8,00 | - | - | -8,00 | 8,00 | Planned;Absent |
| 26-7 | Tue | - | - | 8,00 | - | - | -16,00 | 8,00 | Planned;Absent |
| 27-7 | Wed | - | - | 8,00 | - | - | -24,00 | 8,00 | Planned;Absent |
| 28-7 | Thu | - | - | 8,00 | - | - | -32,00 | 8,00 | Planned;Absent |
| 29-7 | Fri | - | - | 8,00 | - | - | -40,00 | 8,00 | Planned;Absent |
| 30-7 | Sat | - | - | - | - | - | -40,00 | - | |
| 31-7 | Sun | - | - | - | - | - | -40,00 | - | |
| Week | 30 | | | 40,00 | - | -40,00 | | | |
| 1-8 | Mon | - | - | 6,50 | - | - | -46,50 | 6,50 | Absent |
| 2-8 | Tue | - | - | 6,50 | - | - | -53,00 | 6,50 | Absent |
| 3-8 | Wed | - | - | 6,50 | - | - | -59,50 | 6,50 | Absent |
| 4-8 | Thu | - | - | 6,50 | - | - | -66,00 | 6,50 | Absent |
| 5-8 | Fri | - | - | 6,50 | - | - | -72,50 | 6,50 | Absent |
| 6-8 | Sat | - | - | - | - | - | -72,50 | - | |
| 7-8 | Sun | - | - | - | - | - | -72,50 | - | |
| Week | 31 | | | 32,50 | - | -32,50 | | | |
| Total | | | | 72,50 | - | -72,50 | | | |