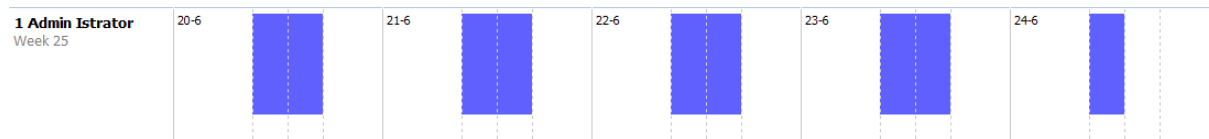
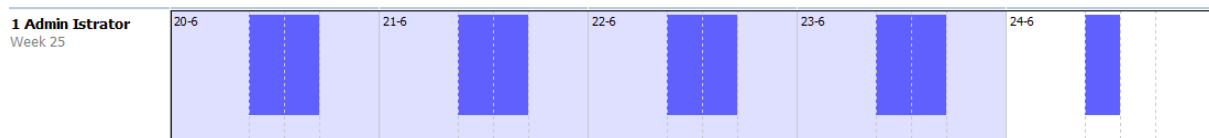


Plan a vacation Day.

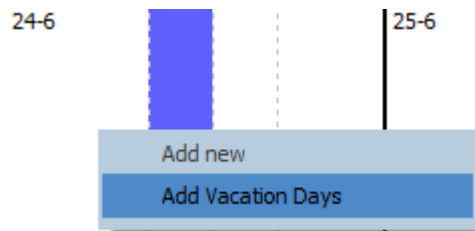
Go to the Planning Module of the TA+ Software.



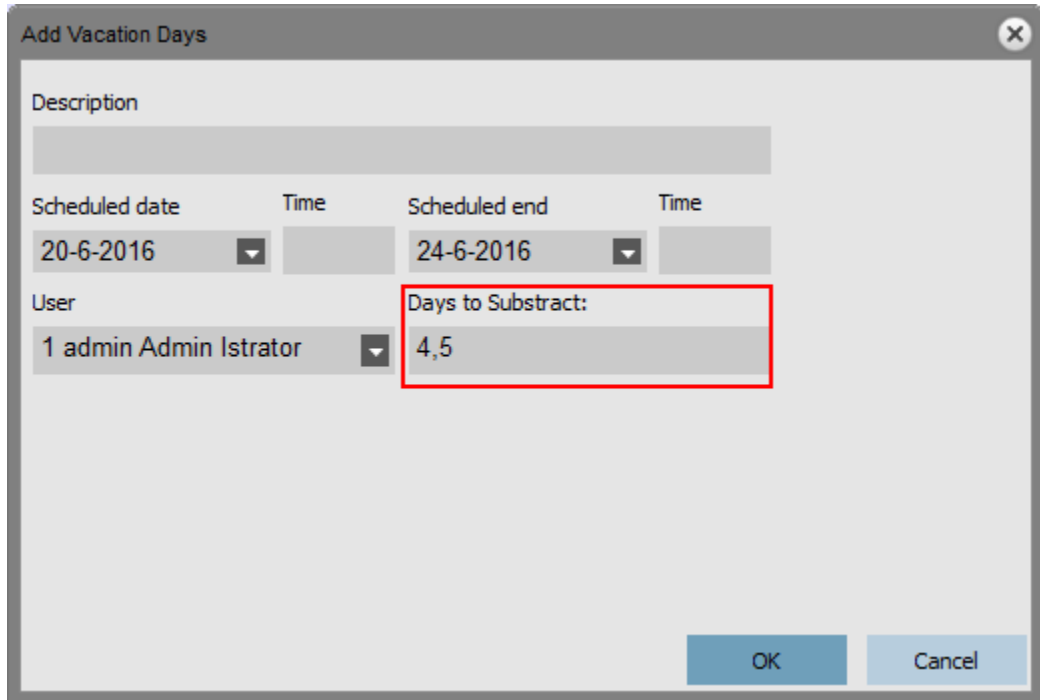
In the above example we have an Employee who has to work 36 hours a week (4 x 8 hours from Monday until Thursday and on Friday 4 hours). The policy of the above is, that on Friday it always counts as a half day off, if the employee wants to have vacation.



Select the days, the Employee wants to have vacation and press the right mouse on the selected area to see the drop down menu:



You can fill in the days that has to be subtracted from the vacation account:



Add Vacation Days

Description

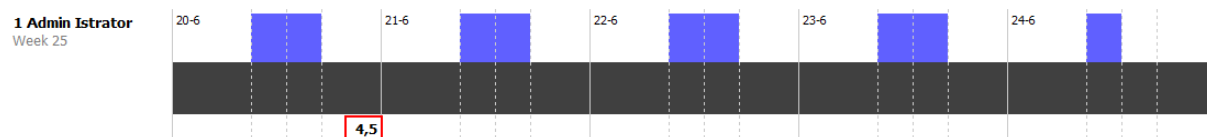
Scheduled date: 20-6-2016 Time: Scheduled end: 24-6-2016 Time:

User: 1 admin Admin Istrator

Days to Subtract: 4,5

OK Cancel

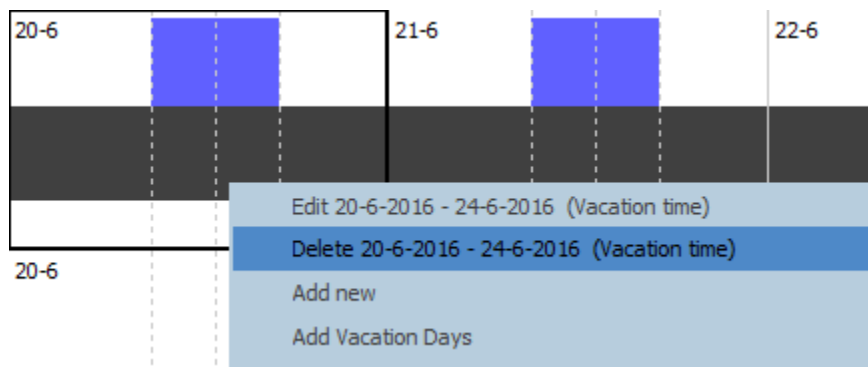
The periode will be booked as vacation and there will be a small summary, how many days this period will count:



On the Report, you will notice that all the working hours from the workschedule has been converted to Vacation and also see a small summary, how many days will be subtracted. At the Header you will see those values too.

| Name: Admin Istrator | | ID: 1 | | Work schedule: 40Hrs | | | | | |
|-----------------------------|-----|------------------------|-----|-------------------------|--------------|------------------------------|-------|--------|-----------------------------|
| | | Department: Büro&Lager | | Personnel no: | | | | | |
| Vacation Days 35,5 | | Vacation Taken 0,0 | | in this period 4,5 | | Remaining vacation Days 31,0 | | | |
| | | | | Overtime since 1-6-2016 | | | | | |
| Date | Day | In | Out | Roster | Hours | Balance | Cumm. | Absent | Remarks / Work code |
| 20-6 | Mon | - | - | - | - | - | - | 8,00 | Vacation Vacation days: 4,5 |
| 21-6 | Tue | - | - | - | - | - | - | 8,00 | Vacation |
| 22-6 | Wed | - | - | - | - | - | - | 8,00 | Vacation |
| 23-6 | Thu | - | - | - | - | - | - | 8,00 | Vacation |
| 24-6 | Fri | - | - | - | - | - | - | 4,00 | Vacation |
| 25-6 | Sat | - | - | - | - | - | - | - | |
| 26-6 | Sun | - | - | - | - | - | - | - | |
| Week | 25 | | | 36,00 | 36,00 | - | | | |
| Total | | | | 36,00 | 36,00 | - | | | |

If you have filled in a vacation period by mistake, you can delete those records easily by right mouse click in the Planning module and select the Delete Line, where "Vacation time" is written:



The screenshot shows a planning module interface with a timeline from 20-6 to 22-6. A vacation period is indicated by blue shaded blocks from 20-6 to 24-6-2016. A right-click context menu is displayed over this period, containing the following options:

- Edit 20-6-2016 - 24-6-2016 (Vacation time)
- Delete 20-6-2016 - 24-6-2016 (Vacation time)**
- Add new
- Add Vacation Days