

Maintaining weekly programs

The action "weekly programs" is used to create weekly programs.

Weekly programs

+ New Weekly Program Show Archived Weekly Programs

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10 Entries Lines: 20

| Id | Short name | Long name | Week program(s) | with these Hours per week | Client |
|-------|----------------|--|-----------------|----------------------------|--------------------|
| 1 | Glz/38,3 | Glz/38,3/8:00-16:12 | 1 | 38:30 | |
| 2 | Glz,U/38,3 | Glz,U50,100,F-Z/38,3/7:00-18:00 | 1 | 38:30 | |
| 3 | Sch,Glz,U/38,3 | Sch,Glz,U50,100,S-Z,F-Z/38,3/7:00, 22:00 | 2 | 38:30, 38:30 | |
| 5 | TimeFree 40,0 | TimeFree 40,0 | 1 | 40:00 | |
| 10 | PW Prof 20h | PW Prof 20h | 1 | 21:00 | Personalwolke Prof |
| 11 | PW Prof 25h | PW Prof 25h | 1 | 25:00 | Personalwolke Prof |
| 10000 | PW Prof 24 | PW Prof 24 | 1 | 32:30 | Personalwolke Prof |
| 10001 | 38:30 h Woche | 38:30 h Woche | 1 | 38:30 | Personalwolke Prof |
| 10174 | AWO Mo-Fr 39h | AWO Mo-Fr 39h | 1 | 39:00 | Personalwolke Prof |
| 10403 | Schicht A | Schicht A | 4 | 38:30, 38:30, 38:30, 38:30 | Personalwolke Prof |

10 Entries

In the column "**Client**" you can see to which client this week program is assigned. If the column is empty, then it's a standard weekly program from Personalwolke, which is available to all but can't be edited. Every weekly program is assigned an **ID** by the system. This ID cannot be changed.

With "weekly program(s)" you can see how many week cycles this weekly program contains. For example, if there is a 2, this means that this weekly program has 2 week cycles. The week hours of the respective weekly program are shown in the column "**with these hours per week**". If a weekly program has multiple week cycles, then you will see the respective week hours of the week separated by a comma.

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Basic info: A weekly program consists of several daily programs. There must be one day program for each day of the week, i.e. Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday. In addition, holidays such as Christmas, New Year's Eve and public holidays must also be taken into consideration.

Create a new weekly program

If you click on the button "new weekly program", an editor will open where you can create a new weekly program.

Setup Weekly Program

Save Back

Client: Personalwolke Prof

Based on this template: Select a weekly program from the chooser

Short name:

Name:

Hours per week:

Here you can create a new weekly program, which can be public or client specific. The newly created weekly program contains a single week and holiday (special days) definition. After saving you can change them further or add additional weeks and holiday definitions.

Client - Choose which client should use this weekly program. The client admin can see and edit it and also select it when assigning the weekly program to a person. Weekly programs will be available only to the selected client. If no client is selected, the new weekly program is public and thus available to everyone.

Based on this template - The new weekly program is created as a copy of the selected weekly program. The list of weekly programs is filtered by clients in the field above. If no client is selected, the list contains only public weekly programs (available to everyone), otherwise the list contains the weekly programs available to that client.

Short name - The short name of the weekly program.

Name - The name of the weekly program.

Hours per week - Here you will see the sum of your selected daily programs.

Target Time Hours - Enter your desired daily target time hours here. Daily programs, that have this target time, are going to be listed and you can select one of them.

Daily program - Select which daily program you want to use for that day. After opening the chooser, you can see additional information like target time, validity times and breaks.

| Daily programs for working day, saturday and sunday | | | Holidays | | |
|---|----------------------|----------------------|-------------------|----------------------|----------------------|
| Days in the week | Target Time Hours | Daily program | Days in the week | Target Time Hours | Daily program |
| Monday | <input type="text"/> | <input type="text"/> | Holiday Monday | <input type="text"/> | <input type="text"/> |
| Tuesday | <input type="text"/> | <input type="text"/> | Holiday Tuesday | <input type="text"/> | <input type="text"/> |
| Wednesday | <input type="text"/> | <input type="text"/> | Holiday Wednesday | <input type="text"/> | <input type="text"/> |
| Thursday | <input type="text"/> | <input type="text"/> | Holiday Thursday | <input type="text"/> | <input type="text"/> |
| Friday | <input type="text"/> | <input type="text"/> | Holiday Friday | <input type="text"/> | <input type="text"/> |
| Saturday | <input type="text"/> | <input type="text"/> | Holiday Saturday | <input type="text"/> | <input type="text"/> |
| Sunday | <input type="text"/> | <input type="text"/> | Holiday Sunday | <input type="text"/> | <input type="text"/> |
| | | | Christmas | <input type="text"/> | <input type="text"/> |

- Select a template
The daily programs are also deposited in the template. Change these as desired. In fact, that the holidays are already shown in the template, you save a lot of time.
- Enter a "short name" and a "long name" for your weekly program.
- The hours per week are calculated automatically by the system based on the day programs that are deposited in the weekly program.

First select a **day target time**. The system will show you in the column "daily program" all daily programs which contains this day target time.

Now it is necessary to fill all the other days in the weekly program. Here an example how to create a 38:30 weekly program:

| Daily programs for working day, saturday and sunday | | |
|---|-------------------|-------------------|
| Days in the week | Target Time Hours | Daily program |
| Monday | 07:42 | (1) 7:42 - G/7,42 |
| Tuesday | 07:42 | (1) 7:42 - G/7,42 |
| Wednesday | 07:42 | (1) 7:42 - G/7,42 |
| Thursday | 07:42 | (1) 7:42 - G/7,42 |
| Friday | 07:42 | (1) 7:42 - G/7,42 |
| Saturday | 00:00 | (2) 0:00 - G/0 |
| Sunday | 00:00 | (2) 0:00 - G/0 |

In this example you can see that the working time from Monday to Friday is 07:42. On Saturday and Sunday the working time is 00:00.

You can also enter the holidays of the weekly program. If you have selected a template and the holidays are already entered, then these are automatically imported.

| Holidays | | |
|----------------------------|-----------------------------|-----------------------|
| Days in the week | Target Time Hours | Daily program |
| Holiday Monday | 00:00 <input type="radio"/> | (2) 0:00 – G/0 ... |
| Holiday Tuesday | 00:00 <input type="radio"/> | (2) 0:00 – G/0 ... |
| Holiday Wednesday | 00:00 <input type="radio"/> | (2) 0:00 – G/0 ... |
| Holiday Thursday | 00:00 <input type="radio"/> | (2) 0:00 – G/0 ... |
| Holiday Friday | 00:00 <input type="radio"/> | (2) 0:00 – G/0 ... |
| Holiday Saturday | 00:00 <input type="radio"/> | (2) 0:00 – G/0 ... |
| Holiday Sunday | 00:00 <input type="radio"/> | (2) 0:00 – G/0 ... |
| Christmas | 03:51 <input type="radio"/> | (3) 3:51 – G/3,26 ... |
| New Year's Eve | 03:51 <input type="radio"/> | (3) 3:51 – G/3,26 ... |
| Christmas Saturday | <input type="radio"/> | |
| New Year's Eve Saturday | <input type="radio"/> | |
| Holiday type Leopoldi (NÖ) | <input type="radio"/> | |
| Holiday 13 | <input type="radio"/> | |
| Holiday 14 | <input type="radio"/> | |

After you have saved the weekly program, you will be automatically forwarded to the edit mode so that you can still fine-tune the weekly program.

Edit weekly program

If you click on the button "new weekly program", an editor will open where you can create a new weekly program.

You can edit existing weekly programs. Even, when you create a new week program, you will be forwarded directly to the edit mode of the weekly program.

Edit Weekly Program

| | |
|---------------------------------|----------------------------------|
| Name Glz/38,3/8:00-16:12 | Shortname Glz/38,3/8:00-1 |
| Hours per week 38:30 | Client PersonalWolke Prof |

Daily programs for working day, saturday and sunday Holidays

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------|--------------------|
| (1) 7:42 – G/7,42 ... | (1) 7:42 – G/7,42 ... | (1) 7:42 – G/7,42 ... | (1) 7:42 – G/7,42 ... | (1) 7:42 – G/7,42 ... | (2) 0:00 – G/0 ... | (2) 0:00 – G/0 ... |

+

Tab "Daily programs for working day, saturday and sunday"

In the first tab you can parameterize which daily programs should be used from Monday to Sunday. With the Plus Symbol you can add another weekly cycle. You can save up to 4 cycles in a weekly program.

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------------|-------------------|-------------------|-------------------|--------------------|----------------|----------------|
| (1) 7:42 - G/7,42 | (1) 7:42 - G/7,42 | (1) 7:42 - G/7,42 | (1) 7:42 - G/7,42 | (1) 7:42 - G/7,42 | (2) 0:00 - G/0 | (2) 0:00 - G/0 |
| (3) 3:51 - G/3,26 | (3) 3:51 - G/3,26 | (3) 3:51 - G/3,26 | (3) 3:51 - G/3,26 | (8) 6:30 - T2/6:00 | (2) 0:00 - G/0 | (2) 0:00 - G/0 |

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Note: Week cycles can be used for example for fixed time models for part-time employees.

Tab "holidays"

In the tab "holidays" you have to save the daily programs for holidays.

| Daily programs for working day, saturday and sunday | | Holidays |
|---|-------------------|----------|
| Week 1 | | |
| Holiday Monday | (2) 0:00 - G/0 | ... |
| Holiday Tuesday | (3) 3:51 - G/3,26 | ... |
| Holiday Wednesday | | ... |
| Holiday Thursday | | ... |
| Holiday Friday | | ... |
| Holiday Saturday | | ... |
| Holiday Sunday | | ... |
| New Year's Eve | | ... |
| New Year's Eve Saturday | | ... |
| Holiday 13 | | ... |
| Holiday 15 | | ... |
| Christmas | | ... |
| Christmas Saturday | | ... |
| Holiday type Leopoldi (NÖ) | | ... |
| Holiday 14 | | ... |

Here you can choose from the following days:

- **working day = holiday**

Here you define which daily program has to be used if a holiday is on a Monday, Tuesday, etc. If you do not deposit any holidays in the weekly program, the program will take the working day as a holiday, which is deposited in the tab "Daily programs for working day, saturday and sunday".

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Example: Monday is a holiday and there is no "holiday Monday" deposited in the weekly program. In this case, the system uses the normal daily program for Monday on the holiday. If the daily program has a target time of 08:00, then the employee in this case would have a target time of 08:00 on the holiday. Therefore, a corresponding daily program should also be deposited for each holiday.

- **Christmas**

Here you set the daily program for Christmas.

- **New Year**

Here you set the daily program for New Year.

Saving a weekly program

The following options are available regarding the weekly program:

Edit Weekly Program

Save
 Save & Close
 Save & Archive
 Back

Once the weekly program has been assigned to a staff member, you have two options:

1. **Copy:** Copies the weekly program 1:1 and creates a new one. The reason why you should copy the weekly program is, that there is a clear distinction from the old one.

2. **Save and rerun daily account:** saves the changes and calculates all employees who have this weekly program back to the day on which this weekly program was run for the first time. **ATTENTION:** Because of the retrograde calculation, the values in the past can change!

If the weekly program is not yet assigned to an employee, then it's simply saved.

By the way, you can use "**Save & Archive**" to remove weekly programs that are no longer needed.