

TIME & WORK SCHEDULE RULE MANAGEMENT

HrOnlineLux 41_01 Time & Work Schedule Rule Management _HR

Time Management:

Change of working hours, automatic recalculation, adaptation of quotas.

Fast management of quotas simplifies the process of transition from full time to part time.

Repeated schedule changes and flexitime are not affected by this solution.

- 1 Select the [Change in Pay](#) action.
- 2 Run the report for the automatic adaptation of hours of leave already requested in the schedule.
- 3 Recalculation of the leave quotas for the year or the duration of the contract (depending on the contract).

The screenshot shows the HRonline interface. At the top, there's a 'securex human capital matters' logo and 'Employee Data' with navigation icons. Below this is a 'My Workspace' section with tabs: 'Personal', 'Contract Details', 'Family & Tax', and 'Pers. Action'. The 'Personal' tab is selected, showing 'My Details' for MERLIN Pierre (ID: 80002477, Position: Human Ressourc...). Below this is 'My Selections' for Controlling Area, with a checkbox for 'BUSINESS TRAVEL (22)' and a 'Search' button. To the right, the 'Overview possible actions' section lists various actions: 'Change in Pay' (marked with a 1), 'Termination', 'Part Time Inactivity', 'Full Time Inactivity', 'Transfer within Country', 'Return to work', and 'Internal Move'. At the bottom, there's a 'History & Pending Requests' section.

Leave requested after a change in working hours is now automatically recalculated.

Example: my employee Marie Durant began her permanent contract on 01/01/16 with 100% working hours (40 hours/week). She is entitled to 200 hours of statutory leave for the year. On 01/04/16, she changes her contract and starts working part-time 8% (32 hours / week) she no longer works on Wednesdays. Her holiday entitlement changes, she is now entitled to 170 hours for the year.

- 1 To change working hours, go to [Employee Data](#) > [Personnel Action](#) and click on [Change in Pay](#).
- 2 Enter:
 - the start date,
 - the new salary,
 - the new work schedule rule.

TIME & WORK SCHEDULE RULE MANAGEMENT

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Work schedule rule

32-03-8808800 [3203] * [View In Calendar](#)

Employee Time Management Status

0 - No time evaluation *

Part-time employee

☐

Work percentage

100,00

Daily working hours

8,00

Weekly working hours

32,00

Monthly working hrs

138,40

Annual working hours

1.660,80

Weekly workdays

Start Date

01.04.2016

End Date

31.12.9999

Basic Pay

Start Date

01.04.2016

End Date

31.12.9999

Reason for Change

Pay scale type

Pas de convention CO *

Pay Scale Area

Luxembourg *

Pay Scale Group

NO CONV. *

Pay scale level

00

Capacity Util. Level

Work hours/period

*

Monthly

Next increase

[Add](#)

	Wage Type	Amount	Currency	Ind. valuation	Number of	Unit of time/meas.
	Monthly Salary [1019]	2.000,0000	EUR4	<input type="checkbox"/>	0,00	

Previous

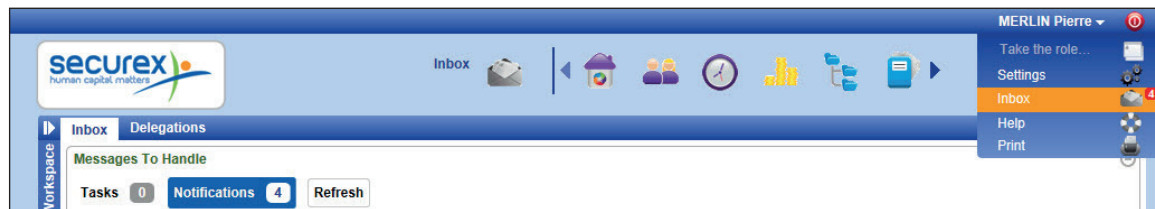
Next

Cancel

Once the **Change in Pay** action is completed, you can see the result in the **Contract Details** widget.

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Two actions must be considered in order to sort out the situation:

- leave that may already have been requested between 01/04 and 31/12 must be adapted so that Wednesday counts as 0 hours of absence,
- her entitlement to leave between 01/04 and 31/12 must be recalculated. (See below).

Action 1 is automatic when the user PAYADMIN enters a [Change in Pay](#).

Click on the mechanism available in the Inbox to start the process.

Start Date	End Date	Absence quota type	Quota number	Deduction	Unit	Remaining
01.01.2016	31.12.2016	Holiday paid (hours)	200,00000	112,00000	Hours	88,00000

Time Management

The 2016 leave balance for Mrs Durant is 200 hours.112 hours have been deducted over the year.

- 94 hours for August 2016,
- 16 hours for January 2016.

The 16 hours in January must remain intact, while the 94 hours in August must be adjusted downward because she does not work on Wednesdays.

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Inbox Delegations

Common Information

Type: Time Creation date: 22.11.2016

Request by: MERLIN Pierre On behalf of: DUPONT Alain

Subject: Action required: work schedule changed for DUPONT Alain on 22.11.2016

Specific Information

Description:

4 Work Schedule was changed on 22.11.2016 for DUPONT Alain
[Click here](#) to update and check the status of absences/attendances. You will be redirected to the reporting application.
Kind regards

Delete Cancel

Object Selection

Session name 80002466001

Personnel No. 80002466

☒ Update leave / Quota Deduction

Begin Date 01.04.2016 To 31.12.9999 5

<Enter Subtitle> Execute report

☐ Force execution in background

4 To start the automatic recalculation process, click on the message [Click here](#).

5 Then check the start date of the change and click on [Execute Report](#).

! You will know that the report is complete when you reach 20/20.

Time Views Quota Work Schedule Fast Actions Reporting Fast Forward

DURANT Marie [80002475]

Absence Quota Details

Current Quota Future Quota Past Quota

Start Date	End Date	Absence quota type	Quota number	Deduction	Unit	Remaining
01.01.2016	31.12.2016	Holiday paid (hours)	170,00000	88,00000	Hours	82,00000

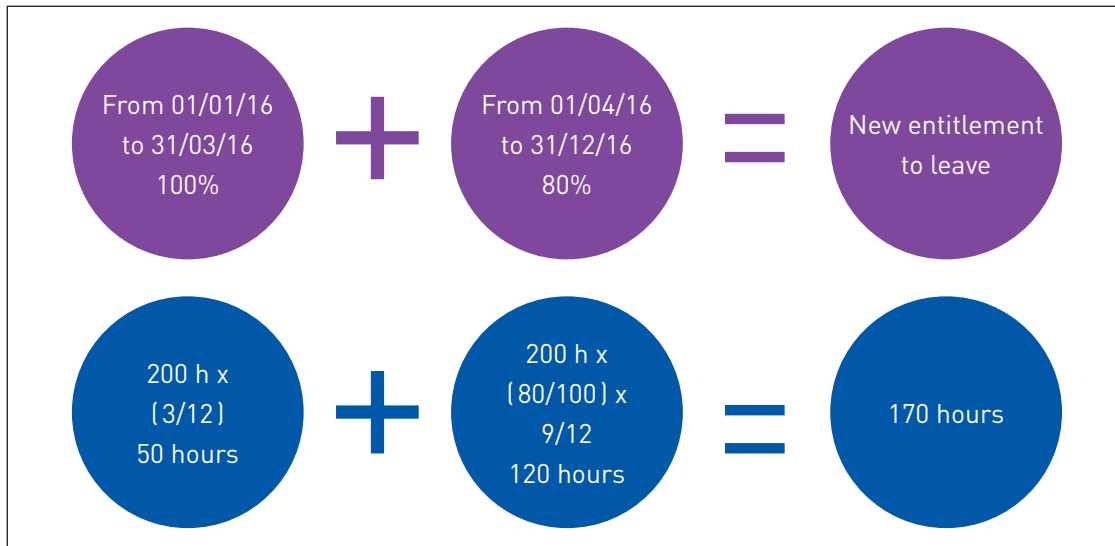
[Add](#) 6

Data is processed instantaneously. You can directly check that the quota is higher, or go further by clicking on Deduction for a list of days now affected by the recalculation.

6 Click [deductions](#) if you want to check the results.

TIME & WORK SCHEDULE RULE MANAGEMENT

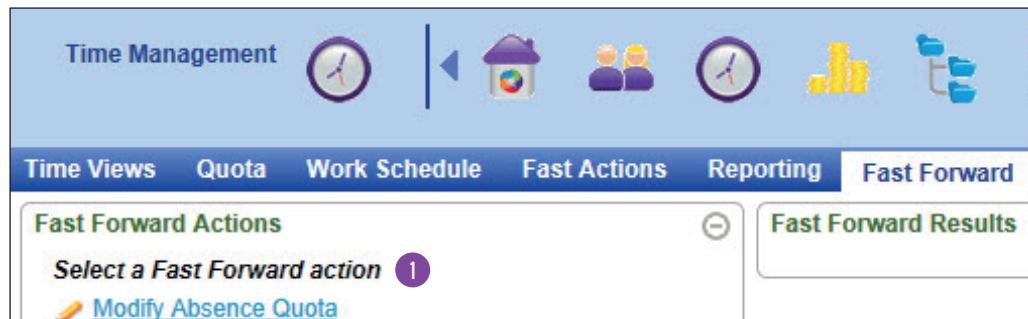
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Once the quotas are automatically recalculated, you must adapt them.
Here, the leave entitlement between 01/04 and 31/12 must be recalculated.

TIME & WORK SCHEDULE RULE MANAGEMENT

HrOnlineLux 41_01 Time & Work Schedule Rule Management _HR



Time Management

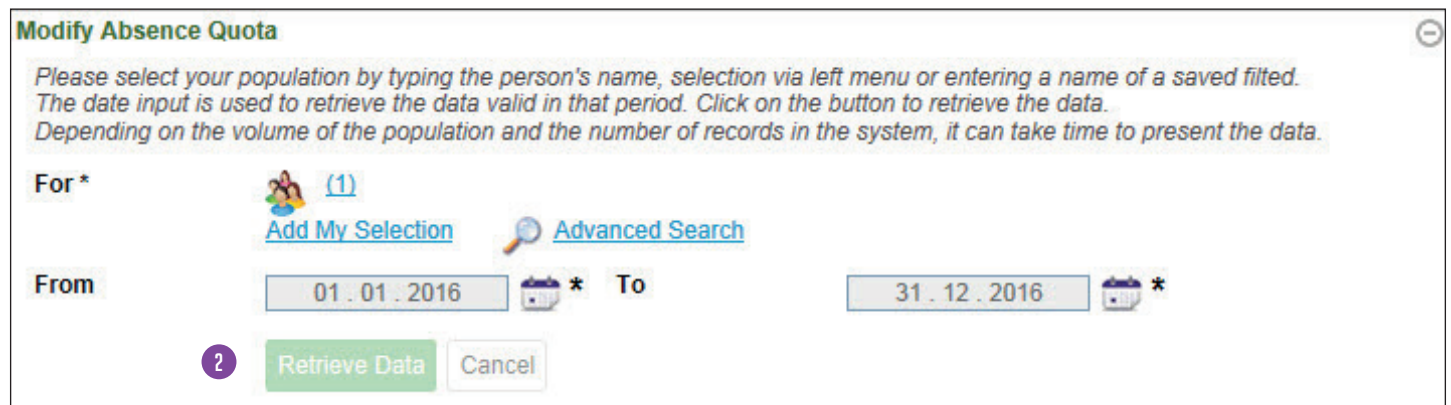
Time Views Quota Work Schedule Fast Actions Reporting Fast Forward

Fast Forward Actions

Select a Fast Forward action 1

[Modify Absence Quota](#)

Fast Forward Results



Modify Absence Quota

Please select your population by typing the person's name, selection via left menu or entering a name of a saved filter. The date input is used to retrieve the data valid in that period. Click on the button to retrieve the data. Depending on the volume of the population and the number of records in the system, it can take time to present the data.

For * (1)

[Add My Selection](#) [Advanced Search](#)

From 01.01.2016 * To 31.12.2016 *

2 Retrieve Data Cancel

This option allows you to change one or more absence quotas already entered (statutory leave, special leave, overtime, etc.). It is easier to use the [Fast Entry](#) option to edit all quotas on a single page.



- 1 Select the employee concerned.
- 2 Fill in the start date and end date and click on [Retrieve Data](#).



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Modify Absence Quota


Please select your population by typing the person's name, selection via left menu or entering a name of a saved filtered. The date input is used to retrieve the data valid in that period. Click on the button to retrieve the data. Depending on the volume of the population and the number of records in the system, it can take time to present the data.


For *  (1)
[Add My Selection](#)  [Advanced Search](#)

From  * To  *



 






Population Absence quota type  Quota number Start Date

DURANT Marie [80... Holiday paid (hours) * *  *

<< < 1 of 1 > >>

In the example, Paid Holiday changes from 200 hours to 170 hours in 2016.

-  For the change to take effect, the employee must still have enough leave not deducted from their quota. The quota must be adapted from its start date (1 January 2016 here).
-  Change the quota(s) to hours concerned.
-  Click on Submit.

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HrOnlineLux 41_01 Time & Work Schedule Rule Management _HR

Fast Forward Actions
Select a Fast Forward action
[Modify Absence Quota](#)
[Create Absences](#)
[Create Attendances](#)

Fast Forward Results
[Hide Legend](#)
5 [Refresh](#)
 Successfully completed
 Completed with errors
 In progress
Search

Results	Date	
× Fast Forward Creati	26.10.2016 - 15:41	
× Fast Forward Creati	26.10.2016 - 15:39	
× Fast Forward Creati	17.09.2016 - 10:50	
× Fast Forward Creati	17.09.2016 - 10:29	
× Fast Forward Creati	17.09.2016 - 10:27	
× Fast Forward Creati	17.09.2016 - 10:25	
× Fast Forward Creati	17.09.2016 - 10:23	
× Fast Forward Creati	21.04.2016 - 17:09	
× Fast Forward Creati	21.04.2016 - 17:08	
× Fast Forward Creati	21.04.2016 - 11:20	

Fast Forward creation 26.10.2016 - 15:41

Cancel

Population	Absence quota type	Quota number	Start Date	End Date	Deduction from
DURANT Marie [80...	Holiday paid...	170,00000	01.01.2016	31.12.2016	01.01.2016

You can follow the progress of your action and check its status.

- 5 Click [Refresh](#) until the action is in progress. Once completed, the logo is green and your changes will be made.
If the logo is red, an explanation tells you which criterion needs to be corrected.

Time Views **Quota** **Work Schedule** **Fast Actions** **Reporting** **Fast Forward**

DURANT Marie [80002475]
Absence Quota Details
Current Quota [Future Quota](#) [Past Quota](#)

Start Date	End Date	Absence quota type	Quota number	Deduction	Unit	Remaining
01.01.2016	31.12.2016	Holiday paid (hours)	170,00000	88,00000	Hours	82,00000

[Add](#)

Once the action is completed, the quotas are changed in the [Quota](#) widget.