

ABSENCE QUOTA

Defines an eligibility of the employee for limited absence within a given time which is reduced by every occasion of absence.

BALANCE CORRECTION

Balance corrections can be used to change time accounts or transfer balances between accounts.

COMPENSATION KEY

The compensation key defines how overtime is to be compensated within time accounting.

- 1 = Payment
- 2 = Bonus paid/time off for basic hours
- 3 = Compensation

CORE TIME

Core time is the time during which employees must be present in the company. The core time is defined in the day program.

DAY PROGRAM

Determines the work rhythm of the day for an employee. A day program can also consist of several day program blocks.

DAY TYPE

Indicator which distinguishes the following cases: normal weekday, public holiday/weekday, public holiday/Saturday, public holiday/Sunday.

DETERMINING PAIRS FOR PLANNED WORKING TIME

Pairs must be determined within time accounting for planned working time. This processing type is only assigned if:

- the time pairs are marked with the processing type 'A' or 'P', i.e. if an attendance or absence is involved.
- the maximum daily working time was not exceeded.

FACTORY CALENDAR

Defined by a public holiday calendar. The factory calendar has an area of validity which must be

within that of the public holiday calendar. The days of the week which are workdays are also to be specified. For example: Monday to Friday are workdays; Saturday, Sunday and public holidays are days off.

FILL TIME

For flexible time, the difference between the number of working hours (without breaks) and the core time. It lies between the start and end of working hours prescribed by the company.

FIXED HOLIDAY

Public holiday which falls on the same date every year. Example; May 1st, October 3rd.

INCENTIVE WAGE

Form of work remuneration for which not only the attendance time in the enterprise is reimbursed but during which the achievements accomplished are also taken into account. Piecework and premium wages are included in the incentive wage.

INCOME THRESHOLD

The limit up to which social insurance

INFORMATION TYPE

Carrier of system-controlling features such as attributes, time constraint and so on. Data is not stored field by field in the human resources database PREL but grouped together according to logical groups. For example; family, workplace, basic pay.

JOB DATA

Collection of information that is characteristic of a workplace occupied by an employee. For example; terms of employment, job title, allocation to a cost center, department and so on.

LEAVE ENTITLEMENT

By law, every employee has full claim to at least a number of weekdays leave per annum, after six months under the work contract. Collective agreements and individual contracts can provide different leave periods. For shorter work

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contracts, the claim to 1/12 the annual leave for every full month that the work contract exists is calculated.

NEGATIVE TIME RECORDING

Method of time recording for determining the attendance and absence times for which only relevant variances from the shift schedule are entered and processed (absences, overtime). It is mostly used for fixed working hours and assumes that the employees generally work according to the allocated shift schedule. Insignificant differences (minutes) are not normally included.

NIGHT SHIFT

According to collective agreement, the working hours in the shift operation reimbursed by a night shift bonus.

NON-WORKING SHIFT

1. Those days of a shift worker indicated in the shift schedule as work-free in a multiple-shift operation.
2. A non-working shift also refers to days off (for example bridge days) for employees who have accrued these due to working in advance.

NORMAL WORK TIME

Reflects the usual working hours of an employee and is used for non-existence of actual working hours within flexible time models, for example, in the case of sickness of the employee.

OVERTIME

All working hours above the legal normal work time. The employee has a claim for adequate payment of more than the regular wage (overtime bonus). On the other hand, extra hours are not overtime as long as the total number of weekly working hours does not exceed the legally determined a number of hours. In spite of this difference, the term overtime is commonly used instead of extra hours. Therefore overtime can also be defined more generally as approved, and thus paid hours above and beyond normal working hours.

PAIR FORMATION

To enable evaluation of employee time events entered at the time recording terminal, time pairs must be formed. This is performed by combining those time events which can logically be allocated to the same day.

PIECEWORK WAGE

A form of the incentive wage with which in contrast to the time wage the output quantity is reimbursed regardless of the working hours required. It occurs in three forms:

1. money piecework (rare): a fixed amount is paid per produced quantity unit;
2. piecework (rare): a quantitative output is specified per unit of
3. time piecework (frequent): here remuneration for work performed is also proportional to the output quantity, this, however, is not used directly for calculating wages but the defined standard time is paid for instead of time taken.

PLANNED TIME

Product of the quantity produced and the standard time per base quantity.

PLANNED WORKING TIME

Working hours (times) during which an employee may be present (not: must be present!).

PLANT ID CARD

ID card which is used for entering a building, a workshop, and so on.

POSITIVE TIME RECORDING

Method of time recording for calculating attendance times and absence times, for which the variances (absences, overtime) from the shift schedule are entered not only to the minute, but - unlike negative time recording - the actual attendance times of the employees are also entered. Positive time recording is mostly used for flexible time.

PROCESSING TYPE

The processing type is formed during time evaluation and indicates the following:

- S = Planned time
- M = Overtime
- A = Absence

PUBLIC HOLIDAY CALENDAR

Is made up from public holidays and has an area of validity specified in years. Public holiday calendar groups public holidays together. As a result, individually adapted calendars can be created for different countries or federal states.

PUBLIC HOLIDAY CLASS

According to the public holiday loss of income law and the collective agreement, there are public holidays with different valencies. For example, the so-called high public holidays such as Easter Sunday, further legal public holidays like May 1st or October 3rd or regional public holidays. For distinction purposes, every public holiday is allocated to a public holiday class which is interpreted in tables and programs. The public holiday class particularly plays a role when determining entitlement to remuneration for public holidays.

PUBLIC HOLIDAY TYPE

Gives information on whether a public holiday:

- falls on the same date every year
- always has the same interval to Easter or
- falls on a certain day of the week

SHIFT SCHEDULE

Precise specification of the daily working hours of an employee or an employee group over a determined period.

SICK PAY

Is paid to the employee from legal health insurance for the period during the work incapacity in which he/she receives no wage or salary from the employer, that is, generally after the period of continued pay has expired. The

amount of sick pay depends on the amount of remuneration.

SKELETON TIME

Skeleton time is the time between the beginning and end of planned working time.

SUBSTITUTION

A temporary revenue for the job of another colleague, for example, someone who is sick. Substitution plays a role in payroll accounting, particularly for shift operation, if a better-remunerated job is occupied and the representing employee must be paid correspondingly highly for the substitution hours worked.

TIME DATA

All employee data which contains a temporal aspect of some form. Ex.: Sickness period, working hours, vacation, overtime. In HR, this word is often used to limit master data conceptually.

TIME EVALUATION

Evaluating attendance and absence times with the help of a program which generates time types (flextime balance, productive hours) and wage types (extra pay for night work, Sunday work and public holiday work) daily on the basis of attendance and absence data.

TIME MODEL

Groups a number of day programs together and is used as the basis for generating shift schedules.

TIME QUOTA

A time quota is the specification of a time interval for which the employee may be present or absent under certain circumstances.

TIME RECORDING

Individual entry of the attendance time of an employee, but also the investigation of actual data about work orders, operating funds, materials and tools (production data collection), generally via electronic time recording systems.

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TIME RECORDING PLANT ID CARD

ID card which generally has a coding (bar code, magnetic strips, infrared) to enable it to make time events (coming, going, short business trip, and so on,) at time recording devices.

TIME WAGE

Form of wages for which the attendance of the employee is reimbursed, regardless of the produced benefits. A certain pay rate is paid per unit of time (for example hour or month).

TIME EVENT

A time event is a time (e.g. clock-in/clock out) recorded by the employee at the time recording terminal.

TIME INDICATOR

Time indicator:

01 = Overtime

02 = Fill time

03 = Core time

04 = Break in core time

05 = Break in fill time

06 = Paid break

TIME PAIR

Groups together time events which are logically allocated to one day. For example, the clock-in and clock-out times of an employee's daily work schedule.

In HR, this term often refers only to a few hours, e.g.

8:00-10:00 = productive time,

10:30-11:00 break.

The determination of time pairs is relevant for payroll accounting because they define how breaks are to be paid, which night shift bonus is valid for the working hours in question etc.

TIME TYPE

During time evaluation, balances are formed from the employee attendance and absence times.

These balances are updated in the time types.

WORK ORDER TIME

The specified time for the processing of a work order. In contrast to the occupancy time (standard time), the work order time refers to the worker, not to the means of operation.

WORKING HOURS

The time during which an employee must make his labor available to the employer. The working hours are from the time of starting work up to the end of work without calculation of breaks.

WORKING IN ADVANCE

Time, that is worked above the agreed working hours because of a discrepancy between plant operating hours/working hours.

This is often "reduced" in the form of bridge days or non-working shifts workplace.

The actual effectively set up location at which employees fulfill their tasks within the company's internal working system (organizational unit) by means of work and work objects. The workplace is the smallest spatial structural unit of the enterprise.