

Working Hours

An employee's scheduled working hours.

Add Working Day Calendar

The working days of an organizational unit within a particular company or region.

Context

Find out how you can assign the working days of an organization to an employee.

Procedure

1. Navigate to User Menu and select Settings All Settings Company Employees.
2. Select an employee and in the quick view, click Open in Detailed View.
3. Select the Working Hours tab.
4. Under the Working Day Calendar section, fill the Time Zone and Working Day Calendar fields from the dropdowns.
5. System automatically saves this information.

Add Working Hours

The amount of time an employee is scheduled to spend working.

Procedure

1. Navigate to User Menu and select Settings All Settings Company Employees.
2. Select an employee and in the quick view, click Open in Detailed View.
3. Select the Working Hours tab.
4. In the Working Hours section, select Create.
5. Select the Days and set the Time .
6. Click the checkmark icon.
7. Employees' working hours are saved.