How to: Set Non-Working Time

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November 2026

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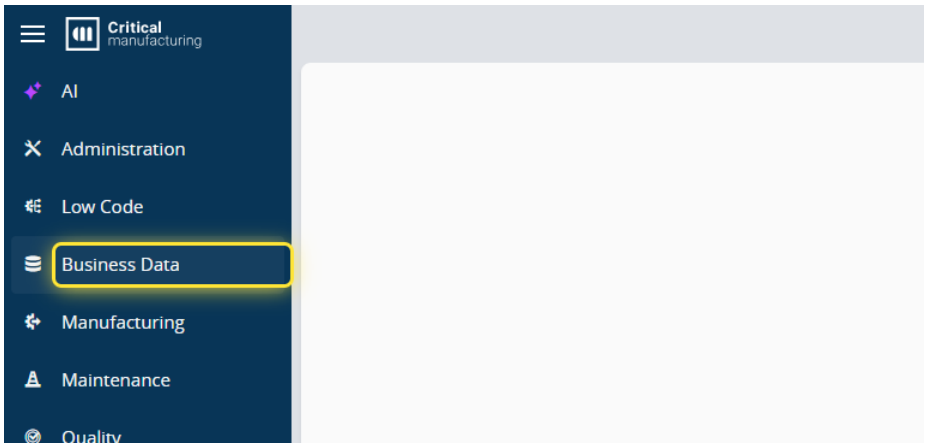
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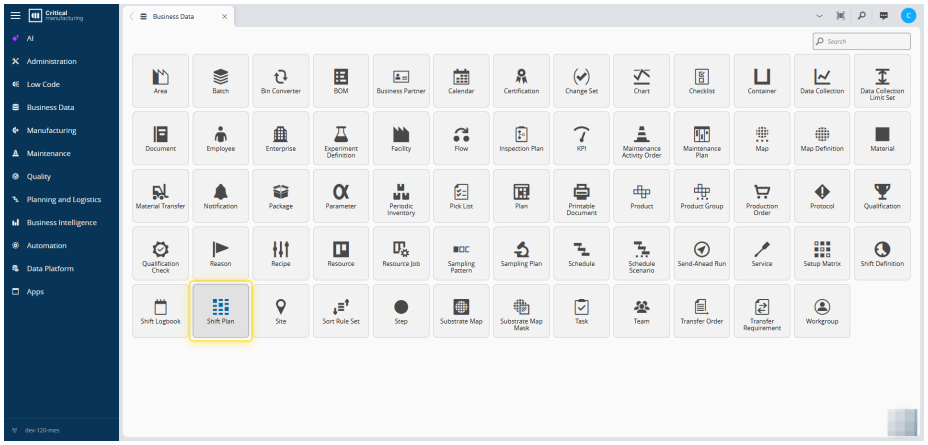
How to: Set Non-Working Time

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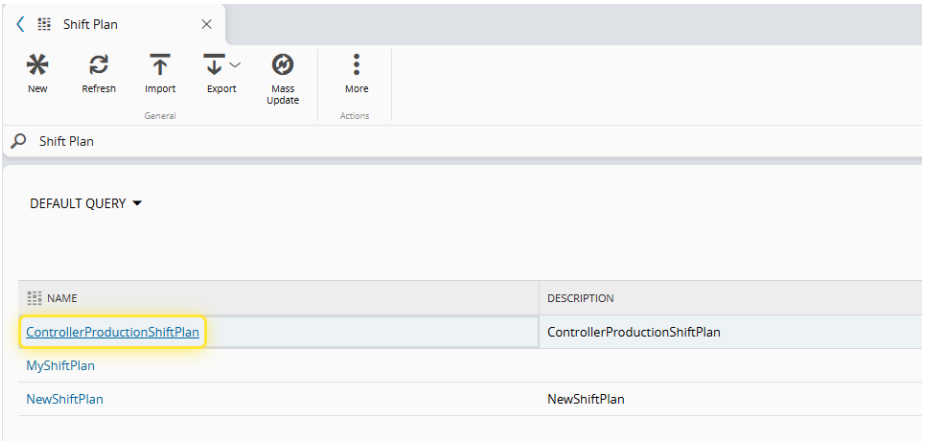
1. Go to the Business Data menu.



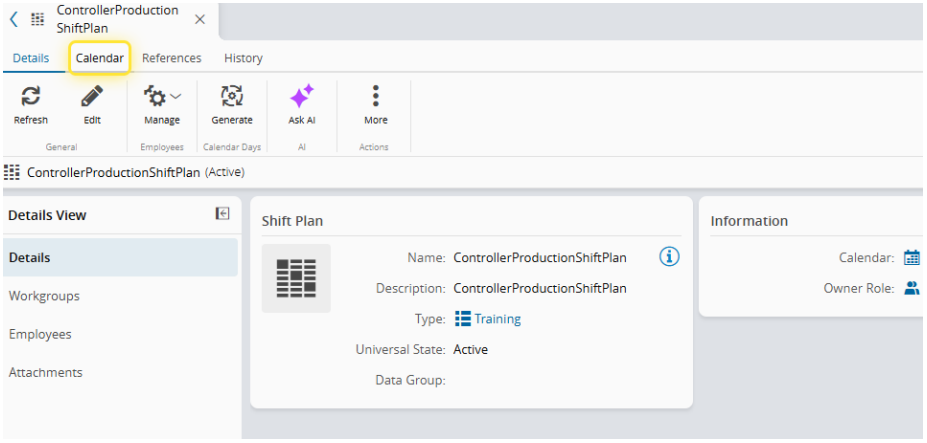
2. Select the Shift Plan entity.



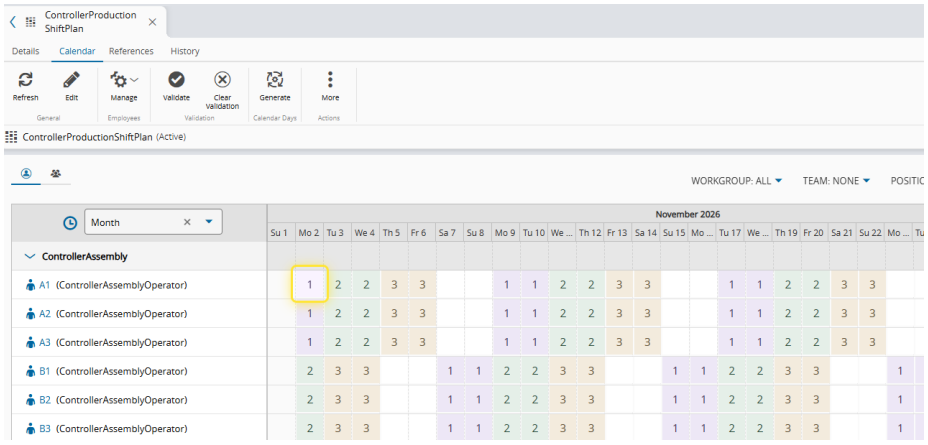
3. Select your Shift Plan.



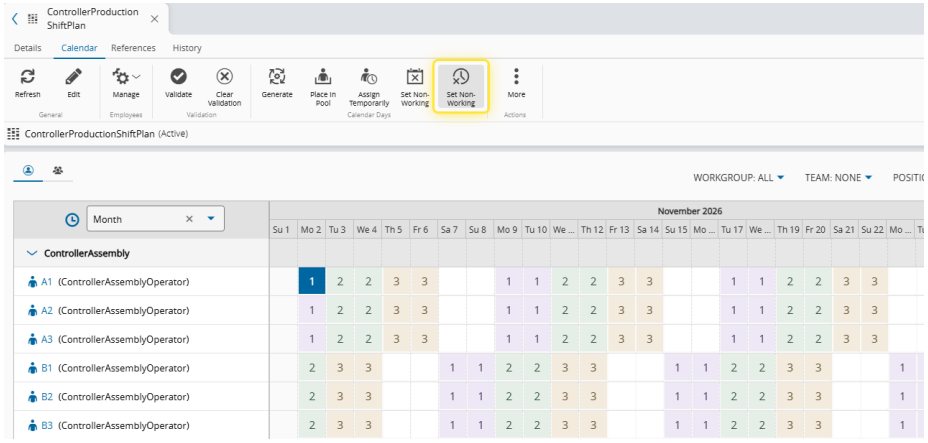
4. Go to the Calendar tab.



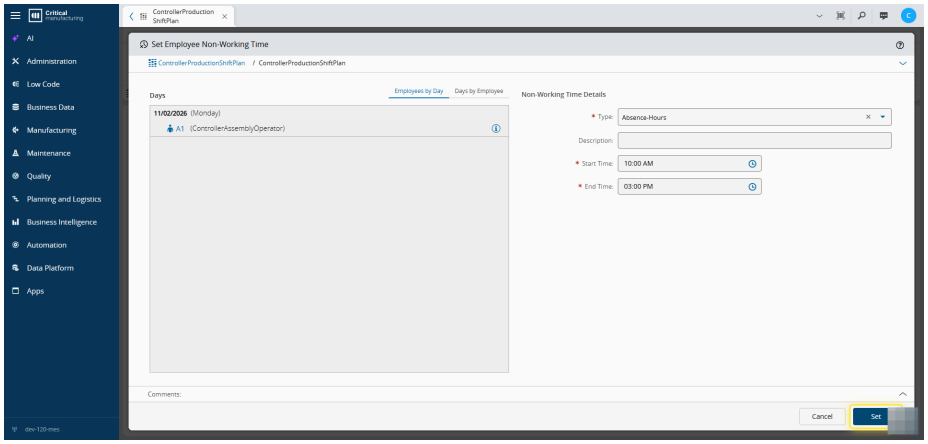
5. Select a working day of an Employee.



6. Select Set Non-Working Time.



7. Provide the Non-Working Time details and select Set.


Critical manufacturing
AI
Administration
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Manufacturing
Maintenance
Quality
Planning and Logistics
Business Intelligence
Automation
Data Platform
Apps
dev-120-mes
ControllerProduction ShiftPlan
Set Employee Non-Working Time
ControllerProductionShiftPlan / ControllerProductionShiftPlan
Days
Employees by Day
Days by Employee
11/02/2026 (Monday)
A1 (ControllerAssemblyOperator)
Non-Working Time Details
* Type: Absence-Hours
Description:
* Start Time: 10:00 AM
* End Time: 03:00 PM
Comments:
Cancel
Set

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