

# FAQ - Is there a way to not include capacity for a user who is not yet hired?

## Question

Is there a way to not include capacity for a user who is not yet hired but show planned hours in Unanet Headcount reports?

## Solution

The user's capacity is calculated based on the Business Week definition associated with that Person's Profile. If you do not want to include the user in Capacity reports, you can create a Business Week with 0 hours defined. Once the user is associated with this Business Week, the capacity will report at 0 hours. Please see screen shots below:

Here is how to set up the Zero Hour Business Week:

**Admin Setup – Business Week**

BUSINESS WEEK	HOURS IN BUS. DAY	SUN	MON	TUE	WED	THU	FRI	SAT	HOURS IN BUS. WEEK
<input type="text" value="New Business Week"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
WEEK-20	4.00	✓	✓	✓	✓	✓	✓		20.00
WEEK-30	6.00	✓	✓	✓	✓	✓	✓		30.00
WEEK-40	8.00	✓	✓	✓	✓	✓	✓		40.00

Total Rows: 3

Below is a report showing the capacity at zero while including any planned hours:

**People Periodic Headcount**

Date Range: 1/1/2019 - 12/31/2019  
Showing FTE (Based on a standard 40 hour week)

PERSON ORG	METRIC	JAN-19	FEB-19	MAR-19	APR-19	MAY-19	JUN-19	JUL-19	AUG-19	SEP-19	OCT-19	NOV-19	DEC-19	TOTAL
To Be Determined	Capacity													
	Plans	6.00	6.00	6.29	1.91	2.00	2.10	1.91	2.09	1.91	4.00	4.19	3.82	42.22
	Budgets	1.00	1.00	1.05							1.00			4.05
	Plans-Budgets	5.00	5.00	5.24	1.91	2.00	2.10	1.91	2.09	1.91	3.00	4.19	3.82	38.17
	Capacity-Plans	(6.00)	(6.00)	(6.29)	(1.91)	(2.00)	(2.10)	(1.91)	(2.09)	(1.91)	(4.00)	(4.19)	(3.82)	(42.22)
	Capacity-Budgets	(1.00)	(1.00)	(1.05)							(1.00)			(4.05)
<b>Grand Totals:</b>	<b>Capacity</b>													
	Plans	6.00	6.00	6.29	1.91	2.00	2.10	1.91	2.09	1.91	4.00	4.19	3.82	42.22
	Budgets	1.00	1.00	1.05							1.00			4.05
	Plans-Budgets	5.00	5.00	5.24	1.91	2.00	2.10	1.91	2.09	1.91	3.00	4.19	3.82	38.17
	Capacity-Plans	(6.00)	(6.00)	(6.29)	(1.91)	(2.00)	(2.10)	(1.91)	(2.09)	(1.91)	(4.00)	(4.19)	(3.82)	(42.22)
	Capacity-Budgets	(1.00)	(1.00)	(1.05)							(1.00)			(4.05)

## Additional Information

