Form Type "Collective Time Correction"

With the "**Collective time correction**" form, several time corrections (also for several days with different dates) can be carried out at once. In contrast to the normal time correction, the corrections for several different days can be entered at once here. This saves having to call up and fill in the time correction multiple times.

This form can also be used where employees do not book at all, but generally enter their times retroactively.

Settings

Absence Reasons

Here the absence reasons that are available in the request are selected. "Add" creates another row, the order is set with the arrow keys, and the Delete icon removes an absence reason.

Validation

- **Validate in the past**: if the parameter is activated, it is checked whether the time correction lies within the specified time span in the past (how far back a correction is possible). If the parameter is not activated, there is no such restriction.
- **Days / Months / Years**: enter the desired time span

Special

- **Type** possible selection:
  - **Overwrite** (existing bookings are overwritten),
  - **Fill up** (existing time bookings are filled up > e.g., for on-call duty),
  - **Delete**
- **Valid time segments**
  Possible selection: always, within/outside core time, within/outside normal working time
- **Show short journal**
  If the parameter is activated, the user can call up a short journal
- **Allow individual time correction past midnight**
  This parameter allows a time correction past midnight (entry of from-to date required) > Caution: the automatic end of day depends on the daily program of the IF6020.
- **Comment per TC**
  A comment/remark is required per correction row; if the parameter is deactivated, an optional remark is possible for the entire request

Tabs **General** / **Workflow steps**/ **Context menu** / **Mail** / **Help**: see menu item **Processes**

Felder

Name	Wert
Modul	Time & Attendance (ta)
Webdesk Actionname	absenceEntryMultiDay
Artefakt-Typ	Prozess