Journal

The **Journal** covers all important personal time-informations within a month. The actual month is shown up to the actual date.

According to the parametrisation through the system administrator, one line includes the booking details and the assigned accounts for the actual date.

The month and year selection allows you to switch to previous or future months, to see all relevant data. If the user has several employments, the employment to be displayed can be selected as well.

Beside the current date and the day of the week, following additional information is displayed as well:

- **K (Correction)**
  This column provides information, whether a time-correction has been conducted for the day, or not. Depending on the configuration, open absence requests and time corrections of the day are shown here as well. A click on the symbol displays the details (correction info or open requests).
- **Bookings**
  Displays the booking intervals
- **Absence reasons**
  Displays all absence reasons, booked by the user (e.g. doctor`s visit, business visit, holidays, ...)
- **Target time**
  Displays the target time for the day
- **Actual time**
  Displays the actual working time of the day
- **L (Geolocation)**
  If a booking was made from a mobile device with GPS switched on, the position of the begin and end of the booking is stored. A click on the icon in this column opens the map.
- **...**
  Depending on the configuration, additional columns (e.g. comments, duration of each booking or sum of the booking durations) and additional accounts can be displayed, e.g.
  lunch-break subtraction- in case, the user does not consume his lunch break, or it lasts less than 30 minutes, so the system automatically subtracts the break-time (or replenishes up to 30 minutes)
  Beyond Skeleton time (Außer Rahmen)- display of bookings beyond the skeleton time
  Remaining holidays - display of the remaining holidays

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If there is no booking, and no planned absences for a particular day, a note "unexcused absence" will be displayed in the journal (if enabled by the administrator).

Depending on the configuration, a **summary** with selected account values is displayed below the journal.

If provided by the administrator, the journal can also be exported in PDF, Excel or CSV format, or prepared for printing. Corresponding symbols are located in the toolbar of the journal. There, individual columns can also be shown or hidden.

If the **monthly approval** is set up for the user, the journal shows the approval status of the month (e.g. not submitted, submitted, approved, declined) and the month can be sent to the superior for approval with the "**Submit**" button. Submitting is only possible when all displayed criteria are fulfilled (e.g. no open requests, no unexcused absences, no irregularities). After submitting, no more corrections can be requested for this period. If the superior declines, the month can be resubmitted after the necessary corrections.

Links

Konfiguration für den Administrator[1]

1. /daisy/personalwolke-admin/944-dsy.html?language=4