Monthly Journal

The following illustration of the monthly journal is merely an example. The configuration, and thus the appearance of the mask, is determined individually by the administrator.

The journal (menu item "Journal") shows the personal time data of a month. The month and year selection can be used to switch to other months. If the employee has several employment relationships, the employment relationship to be displayed can additionally be selected.

In addition to the date and the day of the week (Day), the following information is displayed:

- **K (Correction)**
  This column shows whether corrections exist for the day or not. Depending on the configuration, open absence requests and time corrections for the day are also displayed here. Clicking the icon displays the details (correction info or open requests).
- **Bookings**
  Used to display the booking intervals
- **Absence reasons**
  If the employee books an absence reason (e.g., doctor's appointment, official errand, vacation, ...), this information is displayed in this column.
- **Target time**
  Display of the daily target time
- **Actual time**
  Display of the actual daily working time
- **L (Geolocation) (not shown)**
  In these columns, the position of the start and end of the booking is saved when booking from a mobile device with GPS turned on. If such an entry is available, this icon appears in the column

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  Clicking this icon opens the map.
- **...**
  Depending on the configuration (made by the administrator), additional columns (e.g., comments, duration of the individual bookings or sum of the booking durations) and additional accounts can also be displayed, such as
  Break deduction (If no break or a break shorter than 30 minutes is taken on a day, the break time is automatically deducted by the system. The system tops it up to 30 minutes.)
  Outside core hours (Display of bookings made outside the framework time)
  Remaining vacation (Display of the remaining vacation)

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If no booking takes place on a day and no absence is planned, the journal (if activated by the administrator) shows the notice "**Absent without excuse**".

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 as PDF, Excel or CSV or prepared for printing. Corresponding icons are located in the toolbar of the journal for this purpose. Individual columns can also be shown or hidden there.

If **monthly clearing** is set up for the employee, the journal shows the clearing status of the month (e.g., Not submitted, Submitted, Approved, Rejected) and the month can be submitted to the supervisor for clearing using the "**Submit**" button. Submitting is only possible once all displayed criteria are met (e.g., no open requests, no unexcused absences, no irregularities). After submitting, no more corrections can be requested for this period. If the supervisor rejects it, the month can be submitted again after the required corrections.

Links

Configuration for the administrator[1]

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