Bookings and Corrections

The **booking and absence corrections** are used to record **time bookings or absences in hours**, as well as to **correct** existing bookings. In addition, **permissions** can be stored here, which can be checked or withdrawn as needed for individual days (if configured accordingly).

The **configuration** for booking and absence corrections is derived from the action "**ta_correctionClient**" (Correction client). For which employees corrections can be made is defined via the view permissions of the action.

The option **Use universal time configuration** determines whether the universal (system-independent) time configuration or the IF6020-specific configuration is used. The accounts available for selection depend on this.

Configuration Examples

Allow correction of the last month up to ...
Selection of the period up to which a correction is allowed: 1st - 25th of the current month. Up to this day, the entries of the previous month can also be changed; after that, only those of the current month. With "--" there is no restriction.

Daily Programs

- The daily programs can be displayed in the output form and, if required, also changed:
  - Show, changeable
  - Show, not changeable
  - Do not show (default)
- **Use all available daily programs**
  If this option is set, all available daily programs can be used.
- **Available**
  Display of all available daily programs
- **Usable**
  Selection of the usable daily programs; the selection is made via the arrow keys (> single selection, >> all daily programs)

Absence Reasons

The absence reasons that are to be available via the booking client are configured here (> single selection, >> all available absence reasons)

Locked Absence Reasons

The absence reasons that cannot be changed, deleted, or newly created by the user are configured here (> single selection, >> all available absence reasons).

Absence Reasons with Full-Day/Half-Day Entry Only

Selection of the absence reasons for which only full-day or half-day entries are allowed. The list is limited to the values configured under "Absence reasons".

Absence codes for deactivating the direct entry of account values
If a booking with one of the absence reason codes specified here exists for a day, the direct entry of account values is deactivated for that day (regardless of the account settings in the monthly view).

Permissions

Permissions can also be set via the booking client. Permissions are configured with the "Add" button.

- **Short name** of the permission
- **Long name**
- **Field name**
  Enter the field name according to the IF6020
- **Change allowed**
  If the parameter is set to YES, the permissions for individual days can also be withdrawn if required. If the parameter is set to NO, the permission will always be granted automatically.
- **Column width**

Accounts for Monthly View / Monthly Summary / Daily View

In the booking client, various time accounts can be displayed for information or as support.

- **Text module**
  Designation for the selected account
- **Type** (monthly and daily view)
  Type of the value, e.g., account or field of the daily program; with the universal time configuration also universal accounts or account roles
- **Field name**
  Selection of the account from the drop-down list with all available accounts from Time & Attendance (IF6020 or universal time configuration)
- **Change allowed** (monthly and daily view)
  Option to choose whether the user may make changes or not
- **On Sundays and public holidays** and **Maximum** (monthly view only)
- **Output format mask** and **Decimal separator** (, . or :)
- **Column width** (monthly view only)

For the monthly view, the **name of the master record field for maximum weekly working hours** and the **name of the account for weekly hours currently worked** can additionally be specified.

Booking Import via CSV Upload

In the monthly view of the correction client, there can be an "Import bookings" button, which opens a dialog in which a CSV file can be selected. Alternatively, the file can be dragged from the desktop directly onto the monthly table or into the import dialog, so that selecting it via the dialog is not necessary.

If the month has already been forwarded by the user for approval, this "Import bookings" button is not displayed.
The CSV import option is switched on or off with the option ***Allow import of bookings from a CSV file*** (allowCsvImportOfBookings). If this option is set to *No*, the button is not displayed either. The options **Allow import of bookings for December 24**, **... for December 31**, and **... for a public holiday** determine whether bookings may be imported for these days.

The uploaded CSV file is then read in and analyzed. Each line of the CSV file has the following structure; the separator is ',' or ';' (uniform throughout the file):

- Date (in the format dd.MM.yyyy)
- TimeFrom (in the format H:mm)
- TimeTo (in the format H:mm)
- Absence reason number

If a line with from and to time is missing the absence reason number, the configured attendance reason is used. A line with an absence reason number but without times creates a full-day absence. Lines that contain only a date, empty lines, and lines that begin with # or // are ignored. Example: 1.2.2014, 8:00, 16:00, 0

After uploading, the system checks for errors and, if necessary, aborts with an error message. Otherwise, the data is transferred to Webdesk.

Preventing the Entry of Full-Day or Half-Day Absences

Under the configuration details, it is possible to provide the option "***Prevent the entry of full-day or half-day absences***" and additionally the option "***Hide the absence reason half-day column***" with a Yes/No choice.

- **Prevent the entry of full-day or half-day absences**
  If this parameter is set to 'Yes', the user cannot retroactively enter full-day or half-day absences without specific start and end times.
- **Hide the absence reason half-day column**
  If this parameter is set to 'Yes', the half-day marker is hidden.

Every time a time booking is changed using the correction client, the system saves a **comment**. This is shown with an

with the number of comments in the overview. Clicking this icon opens the info window with the comments on this booking.

Workflow Integration

In some cases, it is possible to have the monthly report **approved by a supervisor**.
How the request is to be handled is defined in the process definition.
A possible scenario for this would be:
If the month is rejected, the system saves a comment, and the user can repeat the correction and request a new approval. If the month is approved, subsequent changes to the data are no longer possible.

The option **Workflow integration** has the values *No*, *Yes*, and *External*:

- **Yes:** Selection of the **process definition** and of the IF-6020 "daily right" that is set when forwarding for approval or upon approval.
- **External:** the integration takes place outside the correction client (only the two daily rights are specified); if an approval has already been requested for the month, further editing of the month is deactivated.
- **Only allow "Request approval" if the last month has already been approved**

Further Configuration Options

- **Enter correction remark when saving a booking**
- **Correction comments editable**
- **Refuse attendance booking beyond the maximum working time**
- **Show the "Absent without excuse" warning**
- **Hide from/to time input fields**
- **Script for additional validation on changes** and **Translation key for the validation error message**: a JavaScript that performs additional checks on every change.
- **Allow insertion of break times**
- **Show the "Delete daily values" button in the daily view**
- **Enable rescheduling**: enables the rescheduling of daily programs in the daily view and across multiple days.
- **Delayed loading of account values**: improves the response time of the monthly view.

- **Calculate accounts asynchronously**
- **Show planned bookings**: planned bookings from the workflow engine are displayed.
- **Update bookings and permissions**: after an account correction, bookings and permissions are also reloaded (only required for customizations).
- **Day types requiring confirmation**: on days of these types, editing or adding a booking interval triggers a confirmation dialog.

Felder

Name	Wert
Modul	Time & Attendance (ta)
Webdesk Actionname	ta_correctionClient
Artefakt-Typ	Action