

# Monthly journal

## General

The **journal** contains all important personal time information of a month, whereby the current month is displayed until today. One row contains the entries and specific account values per day. The journal is kept in normal minutes, i.e. a break deduction of 0.30 corresponds to 30 minutes.

Using the arrow keys, you can easily switch between months and display data from previous months. A specific month can also be selected directly from the dropdown menu.

Classic											Responsive										

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

- **K (Korrektur / Correction)**

This column indicates if this is a correction or not. If it is a correction, you can click on the info icon (Classic:

blue

Responsive:

black

the correction info is displayed:

Classic											Responsive										

- **FB**

Booking indicator - additional information at the beginning of the booking (e.g. core time violation, booking out of frame, ...). If the mouse is moved over the question mark icon (Classic:

orange

Responsive:

black

a small message appears with the reason for the marking.

- **Buchungen / Bookings**

Used to display the booking intervals.

- **FE**

Booking indicator - additional information at the end of the booking (e.g.: core time violation, system walk, ...). If the mouse is moved over the orange question mark

icon

a small message appears with the reason for the marking.

- **Fehlgründe / Reason for absence**

If the employee posts an absence reason (for example, doctor, off-site work, vacation, sick leave, etc.), this information is displayed in this column.

- **Sollzeit / Target time**

Display of the daily target time

- **Istzeit / Real time**

Display of the real daily working time

- **Summe / Sum**

The sum of the total hours worked in this month

- **Saldo**

The sum reduced by the sum of the target time - can also be negative

- **Autom. Pausenabzug / Automatic break subtraction**

If no break or a shorter break than 30 minutes is consumed on a day, the break time is automatically subtracted by the system (the system supplements this to 30 minutes)

- **Resturlaub (Tg) / Remaining vacation**

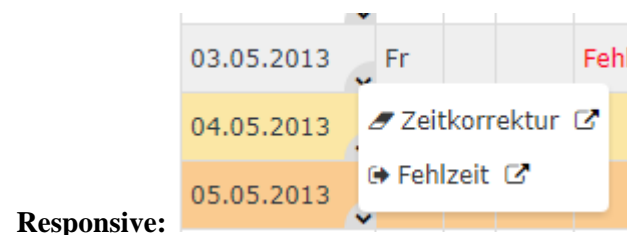
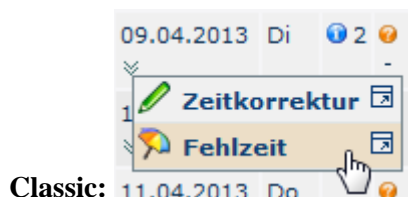
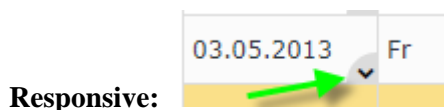
Display of remaining vacation in days

NOTIZ

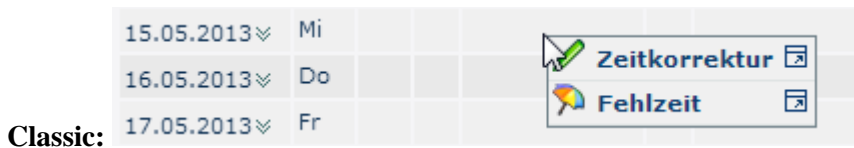
If there is no booking on a day and no absence is planned, the message "**Absent without excuse**" appears in the journal. For negative time recorders, the administrator can specify under which conditions this entry is to appear or not, under Persons --> Select corresponding person --> Tab "Modules" --> "Negative time recorders: Auto generation actual time".

## Practical functions

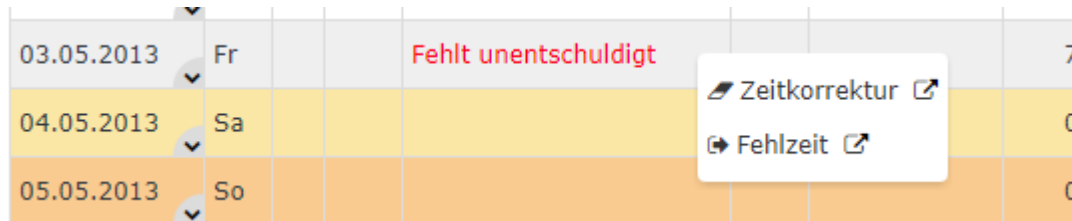
By clicking on the **double arrow** below / next to the date entry, a menu can be opened to directly start a time correction / absence request for the day.



It is also possible to make a time correction/absence request for the selected day by **right-clicking** on the corresponding line in the journal.



Classic:



Responsive:

(In this example, a time correction/absence request would be made for 15.05.2013.)

The journal can also be exported as PDF or Excel or prepared for printing. For this purpose, corresponding symbols provided in the upper right corner.

## The screenshot below shows an exemplary journal entry

**Date / Datum:** 09.04.2013

**Day / Tag:** Di (Tuesday)

**K:** The info symbol (Classic:

blue ⓘ

Responsive:

black ⓘ

and the adjacent 2 indicate that **2 corrections** have taken place on this day. Which one can be found by clicking on the info symbol.

**FB:** The question mark symbol (Classic:

orange ?

Responsive:

black ?

indicates that there is additional information at the beginning of this posting (in this case: core time violated).

### Buchungen / Bookings

- **Times highlighted in blue** (09:30) mean a "manual" correction of the time, for example via a **time correction** request.
- **Black times** (11:10) indicate a **regular booking** (via the Book item).
- **Green times** (16:12) are postings made **automatically by the system** - in this case, the employee has not written off on this day and the system has therefore generated an automatic posting that corresponds to the end of normal working time.

**FE:** The question mark symbol (Classic:

orange ?

Responsive:

black ?

indicates that there is additional information at the end of the booking (in this case: system exit).

**Fehlgründe / Reasons for absence:** Indicates that an off-site work has taken place from 11:10 - 16:12.

**Sollzeit / Target time:** Indicates that 7:42 work should be performed on this day.

**Istzeit / Real time:** Indicates that 6:12 was actually worked on this day.

**Summe / Sum:** Results from the actual time hours worked on the considered and the previous days of the current month (e.g.: 45:49 on 09.04.2013 i.e. from 01.04. to incl. 09.04.2013 45:49 hours actual time were worked).

**Saldo:** Total of the difference between actual time and target time in hours from the employee's creation to the day in question (= flextime balance).

**Autom. Pausenabzug / Automatic break reduction:** Shows that 30 minutes (0.30) of break time have been deducted for this day.

**Resturlaub / Remaining vacation:** Indicates that 2 days of remaining vacation were still available on 04/09/2013.

## Felder

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