Time correction

General

Time correction requests are used to made bookings that have been forgotten, missed or not made due to other circumstances.

The user must enter the date and time of the correction booking in the form.

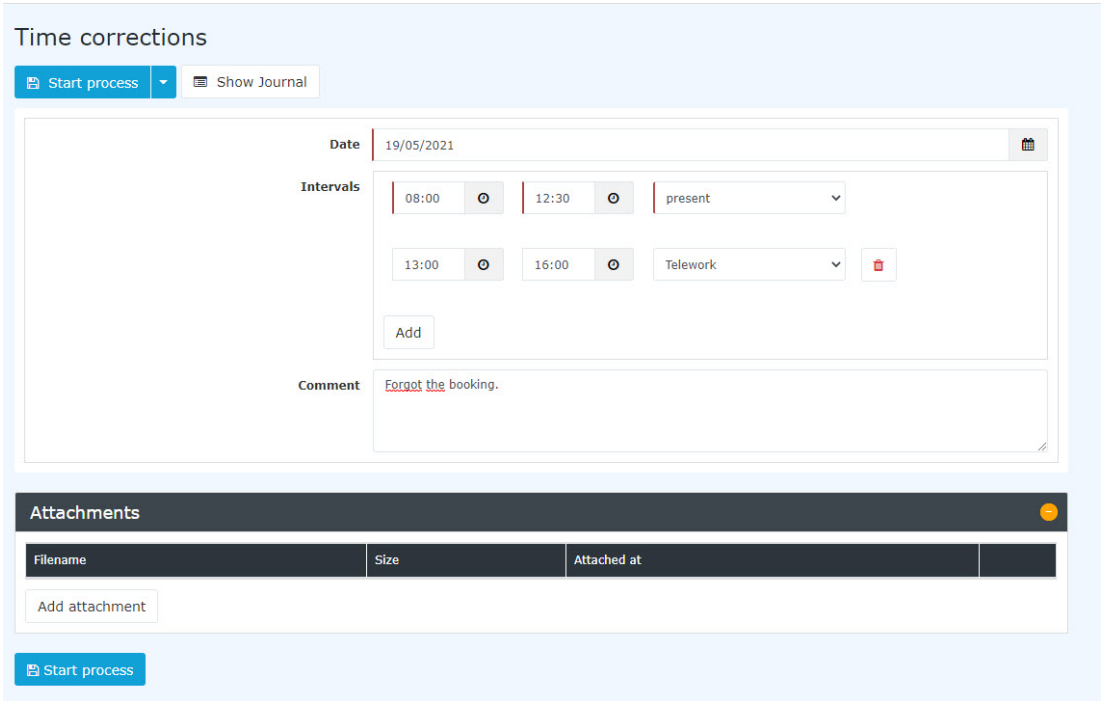
If time has to be booked in past, the **absence reason "present"** must be entered. The comment field can be used for comments for the approver (supervisor). The comment will later appear together with the request details in the Uncompleted Requests[1] list (to be found under the menu item Workflow) for the applicant and in the Open ToDos[2] list for the approver (supervisor).

Possible reasons for a time correction are:

- Present (e.g.: in case of forgotten booking at the beginning of the working day)
- Doctor's visit
- Business Trip
- Telework
- Various absences

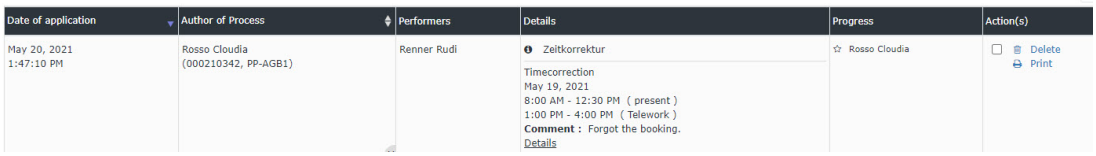
The button "**Show Journal**" serves here as a possible help for filling out the request.

The request procedure is started by clicking on the "**Start Process**" button and the request is sent to the supervisor for approval. The supervisor finds the time correction request under the menu item **Workflow** - Open ToDos[3].



(In this example, a time correction request is submitted for 19.05.2021. The employee has generally forgotten to book and therefore creates the request for 08:00-12:30 and 13:00-16:00. In the first period, he or she was at work while in the second period, he or she performed telework.)

After starting the process, you will be forwarded to the **Uncompleted Requests** overview where you will see all your open applications sorted chronologically by the time they were created.



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Attention: If a time correction is made for the current day, a booking must already exist on that day, otherwise no correction is possible.

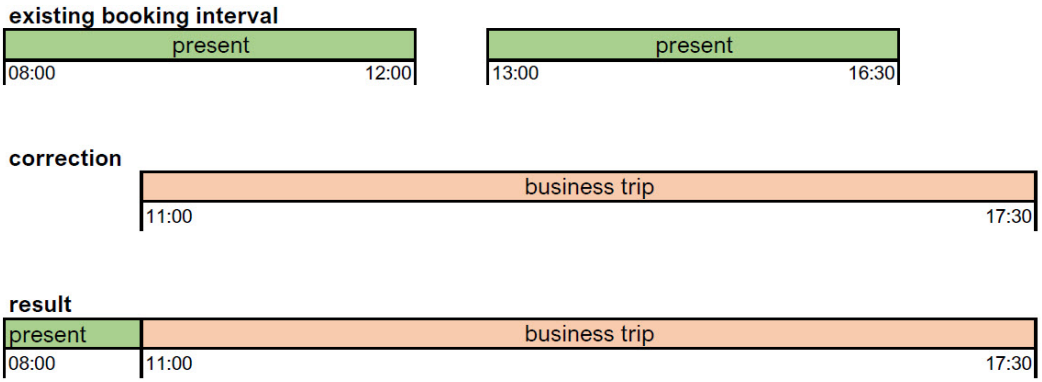
Approval process

Applicant (Requestor) = ***Manager*** for approval

Corrections - Principle: Overwrite (applies to all requests that can be made)

Time corrections are applied according to the principle of overwriting:

New posting intervals are stronger than existing intervals. If there is an overlap, the existing intervals are deleted or shortened. The following diagram illustrates this principle. It shows existing booking intervals of a day, which are corrected by a subsequent booking.



Felder

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

1. /daisy/personalwolke-admin/5878-dsy.html?language=4
2. /daisy/personalwolke-admin/5877-dsy.html?language=4
3. /daisy/personalwolke-admin/5877-dsy.html?language=4