Cancel time correction

General

Cancel time correction requests are used to delete incorrect attendance times from the system. This means that an employee - who has forgotten to post the lunch break, for example - can subsequently post the request via a cancellation time correction.

An example: an employee works from 08:20 to 16:40 and was on lunch break from 13:00 to 13:30 - but forgot to book it. So he calls the cancellation time correction request and enters the corresponding date and time span (13:00 - 13:30). Since no approval by the superior is necessary, the change is immediately visible in the journal after a click on **Start Process**.

The user must enter the date and time of the adjustment entry in the form.
The only possible error reason is Absent, since an incorrectly booked attendance is to be corrected.

> WARNUNG
>
> For other time corrections (doctor, off-site work, various absences, telework) the menu item Time correction must be used!

If required, you can enter a note in the Comment field explaining why the time had to be corrected (for example, forgetting to book lunch break).

The button "**Show Journal**" serves as a possible help when filling out the request, the monthly journal is shown.

After a click on "**Start process**" correction is made in the system and the overview Open Requests Offene Anträge[1] is displayed.

Approval process

Applicant

There is no approval path for this particular request, since the request does not have to be approved by anyone, i.e. the request is sent by clicking Start Process and approved at the same time.

Felder

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

---

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