## Adjusting an employee's accounts

The correction of an account (in this example the balance account) can be done by using the Correction-Client.

## Approach

You will find the correction client in your menu tree under "Administration" --> "Time management" --> "Correction-Client".

In the next step it is necessary to select the appropriate employee (here: Rudi Renner, marked in red) for whom a corresponding correction has to be made. The employee can be selected either by clicking on the 3 dots or by entering the name directly.

Switch to me	onth vie	w		×	< Rudi Renner		>	< 3	2021				~	>			<	Мау		<b>~</b>		
Personal numb	oer: 000	2234	12																			
Month	view	/																				
Date	WC	с	A	Begin	End	A	Abs.r.	нс	Act	ion		P	R	1	5	F	F V	Target- Time	Work- Time	Unweig Work- Time		
01.05.2021	Sat	Q1	-			-			1	)								0:00	0:00	0:00		
02.05.2021	Sun	Q <b>2</b> 2	-			-			1									0:00	0:00	0:00		
03.05.2021	Mon	Q4	-	06:52	17:21	-	(72) mobile working		ø	۵	+							7:42	9:59	0:00		
04.05.2021	Tue	Q <b>1</b> 2	-	06:55	13:53	-	(72) mobile working		<b>B</b> <sup>1</sup>	۵	+							7:42	9:50	0:00		
					- 14	14:23	14:24	-	(0) present		1	â	+									
			-	14:24	17:15	-	(0) present		ø	۵	+											
					-	17:15	17:15	-	(72) mobile working		1	۵	+									
				- 17:27 - (72) mobile working																		
			-	17:27	17:27	-	(0) present			Ô	+											
05.05.2021	Wed	Wed	Wed		-	06:47	17:18	-	(72) mobile working		1	۵	+							7:42	10:01	0:00
				-	17:18	17:18	-	(6) training			۵	+										
					_	17:18	17:18	0	(72) mobile			Ŵ	+									

Then it is necessary to select the day for which the correction should be valid (marked in green, in this case we want a correction for the 03/05/2021). Now click on the selected date.

This will take you to the day view of the corresponding employee for the selected day:

orrection-Client							
Switch to day view	~	< Rudi Renner	>	< 03/05/2021		C	
ersonal number: 000223412 8 Comment(s) contained							
Day view							
Begin End		Abs.r.		Half D	ау	Ac	tion
6:52 17:21 (72) mobile working						1	
Daily program		Permissions		Accounts	Value	Unit	Actio
2100, PS VZ/7,42 - PS VZ/7,42/09:00-17: 🗸		Break deduction		Dly. target-time	7:42		
	<b>e</b>	Framepermission		Daily working time	9:59		
		10h capping		Monthly sum	9:59	h	
		50h capping		Balance	-26:48	h	
		FG Mitarbeiter		Remaining vacation days total	30,50	d	
		FG Vorgesetzter		Remaining vacation act.year	25,00	d	
				GLZ-Saldo 1:1	0:00	h	<i>.</i>
				GLZ-Saldo 1:1.5	0:00	h	
				GLZ-Saldo 1:1.7	0:00	h	
				GLZ-Saldo 1:2	0:00	h	
				Üst 25%	0:00	h	
				Üst 50% pfl	0:00	h	

In this view the red marked field is interesting for the correction. Here you can find general information about the employee's accounts, which cannot be edited. These are recognized that there is no edit icon

Editable accounts are marked with

а Unit Accounts Value Actions Value Unit Actions Accounts Unit Actions Accounts Value Dly. target-time 7:42 Dly. target-time 7:42 Dly. target-time 7:42 Daily working time 9:59 Daily working time 9:59 Daily working time 9:59 Monthly sum 9:59 h Monthly sum 9:59 h Monthly sum 9:59 h Balance -26:48 h Balance -26:48 h Balance -26:48 h Remaining vacation days 30,50 d Remaining vacation days 30,50 d Remaining vacation days 30,50 d total total total Remaining vacation act.year 25,00 d Remaining vacation act.year 25,00 d J Remaining vacation act.year 25,00 d GLZ-Saldo 1:1 +10 h B GLZ-Saldo 1:1 -10 h B GLZ-Saldo 1:1 h B 0 0 0 GLZ-Saldo 1:1.5 0:00 h GLZ-Saldo 1:1.5 0:00 h GLZ-Saldo 1:1.5 0:00 h GI 7-Saldo 1:1.7 0:00 h GLZ-Saldo 1:1.7 0:00 h GLZ-Saldo 1:1.7 0:00 h P GLZ-Saldo 1:2 0:00 h GLZ-Saldo 1:2 0:00 h GLZ-Saldo 1:2 0:00 h N Üst 25% 0:00 h Üst 25% 0:00 h 1 Üst 25% 0:00 h By entering +10 and By entering -10 and The correction client mask saving by a click saving by a click onthe on the In summary, all accounts with this

icon

be modified by entering +/- (relative corrections).

The result of the correction is shown in the picture below. The green marked field shows the result of the corrections. It should also be mentioned that a comment is created for each correction made (absolute or relative) in order to ensure the traceability of the changes (marked in red).

Correction-Client							
Switch to day view	~	< Rudi Renner	>	< 03/05/2021			<b>m</b> >
Personal number: 000223412 i4 Comment(s) contained							
Day view Begin End		Abs.r.		Half D			ction
06:52 17:21 (72) mobile working		AUS.I.			ау		ta 🕇
Daily program		Permissions		Accounts	Value	Unit	Action
2100, PS VZ/7,42 - PS VZ/7,42/09:00-17: 🗸		Break deduction		Dly. target-time	7:42		
		Framepermission		Daily working time	9:59		
		10h capping		Monthly sum	9:59	h	
		50h capping		Balance	-16:48	h	
		FG Mitarbeiter		Remaining vacation days total	30,50	d	
		FG Vorgesetzter		Remaining vacation act.year	25,00	d	
				GLZ-Saldo 1:1	10:00	h	
				GLZ-Saldo 1:1.5	0:00	h	
				GLZ-Saldo 1:1.7	0:00	h	
				GLZ-Saldo 1:2	0:00	h	
				Üst 25%	0:00	h	
				Üst 50% pfl	0:00	h	

In this example 4 corrections were made. With a click on the black information

## symbol, i

list of comments will open in which all changes can be traced:

Info		×
04.05.2021	06:01	Ersatzruhezeit Fenster 1.05.2021 18:52 - 3.05.2021 6:52
15.06.2021	15:50	PP\pprau, vkkonto3, 20.0 (absolut)
15.06.2021	16:16	PP\pprau, vkkonto3, 25.0 (absolut)
15.06.2021	16:26	PP\pprau, vkkonto356, 10.0 (relativ)

## **More Information**

Further information about the correction client are available in the manual under the following links:

- Korrektur-Client<sup>1</sup> (Time-Professional)
- Korrektur Client<sup>2</sup> (Time-Base)

- 1. /daisy/personalwolke-admin/6372-dsy.html?language=4
- 2. /daisy/personalwolke-admin/5890-dsy.html?language=4