

Adjusting an employee's accounts

The correction of an account (in this example the balance account) is possible 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: Honig Helga, 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 their name directly.

Person
 ← Honig Helga ... * → ← 2013 → ← November → Ansicht umschalten

Personalnummer: 00016727

Monats-Ansicht

Datum	WT	K	FB	Beginn	Ende	FE	Fehlg.	HT	Aktion	Pa	Ra	10	50
01.11.2013	Fr	1	-			-			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02.11.2013	Sa		-			-			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03.11.2013	So		-			-			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04.11.2013	Mo	1	-	08:00	17:00	-	(0) A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05.11.2013	Di	2	-	Fehlt unentschuldigt		-			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06.11.2013	Mi	12	-	10:01	14:01	-	(0) A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07.11.2013	Do	2	-	08:00	12:35	-	(0) A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			-	13:15	17:00	-	(0) A		<input type="checkbox"/>				
08.11.2013	Fr		-	Fehlt unentschuldigt		-			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Then it is necessary to select the day or from which day the correction should be valid (marked in green, in this case we want a correction for the 06/11/2013). Now click on the selected date.

This takes you to the day view of the relevant employee for the selected day (in this case 06/11/2013):

Korrektur-Client

Person
 ← Honig Helga ... * → ← 06.11.2013 → Ansicht umschalten
 Personalnummer: 00016727

Tages-Ansicht
 2 Kommentar(e) vorhanden

Beginn	Ende	Fehlg.	Halbtags	Aktion
10:01	14:01	(0) Anwesend	<input type="checkbox"/>	

Tagesprogramm
 10, G,Ü/7,42

Berechtigungen

Pausenabzug	<input type="checkbox"/>
Rahmenberechtigung	<input type="checkbox"/>
10h Kappung	<input type="checkbox"/>
50h Kappung	<input type="checkbox"/>

Konten

Tages-Soll	7:42	
Tages-Ist	4:00	
M-Summe	4:00	
Saldo	-26:48	
Resturlaub	20,50	
GLZ-Saldo 1:1	0:00	
Üst25% (TZ)	0:00	
Üst65%	0:00	

Relevant is here the field marked in red. Here you will find some general information about the employee which cannot be edited f.e. daily target, daily actual, M-total, balance). Editable positions are those with the

pen



In this case the green marked position is relevant. As we want to edit the saldo which is current "-26:48" hours. Click

on

start the correction client mask.

to

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th colspan="3">Konten</th></tr> </thead> <tbody> <tr><td>Tages-Soll</td><td>7:42</td><td></td></tr> <tr><td>Tages-Ist</td><td>4:00</td><td></td></tr> <tr><td>M-Summe</td><td>4:00</td><td></td></tr> <tr><td>Saldo</td><td>-26:48</td><td></td></tr> <tr><td>Resturlaub</td><td>20,5</td><td></td></tr> <tr><td>GLZ-Saldo 1:1</td><td></td><td> </td></tr> <tr><td>Üst25% (TZ)</td><td>0:00</td><td></td></tr> <tr><td>Üst65%</td><td>0:00</td><td></td></tr> </tbody> </table> <p style="text-align: center;">The correction client mask</p>	Konten			Tages-Soll	7:42		Tages-Ist	4:00		M-Summe	4:00		Saldo	-26:48		Resturlaub	20,5		GLZ-Saldo 1:1			Üst25% (TZ)	0:00		Üst65%	0:00		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th colspan="3">Konten</th></tr> </thead> <tbody> <tr><td>Tages-Soll</td><td>7:42</td><td></td></tr> <tr><td>Tages-Ist</td><td>4:00</td><td></td></tr> <tr><td>M-Summe</td><td>4:00</td><td></td></tr> <tr><td>Saldo</td><td>-26:48</td><td></td></tr> <tr><td>Resturlaub</td><td>20,5</td><td></td></tr> <tr><td>GLZ-Saldo 1:1</td><td>+10</td><td> </td></tr> <tr><td>Üst25% (TZ)</td><td>0:00</td><td></td></tr> <tr><td>Üst65%</td><td>0:00</td><td></td></tr> </tbody> </table> <p style="text-align: center;">By entering +10 and saving by a click</p>	Konten			Tages-Soll	7:42		Tages-Ist	4:00		M-Summe	4:00		Saldo	-26:48		Resturlaub	20,5		GLZ-Saldo 1:1	+10		Üst25% (TZ)	0:00		Üst65%	0:00		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th colspan="3">Konten</th></tr> </thead> <tbody> <tr><td>Tages-Soll</td><td>7:42</td><td></td></tr> <tr><td>Tages-Ist</td><td>4:00</td><td></td></tr> <tr><td>M-Summe</td><td>4:00</td><td></td></tr> <tr><td>Saldo</td><td>-26:48</td><td></td></tr> <tr><td>Resturlaub</td><td>20,5</td><td></td></tr> <tr><td>GLZ-Saldo 1:1</td><td>-10</td><td> </td></tr> <tr><td>Üst25% (TZ)</td><td>0:00</td><td></td></tr> <tr><td>Üst65%</td><td>0:00</td><td></td></tr> </tbody> </table> <p style="text-align: center;">By entering -10 and saving by a click</p>	Konten			Tages-Soll	7:42		Tages-Ist	4:00		M-Summe	4:00		Saldo	-26:48		Resturlaub	20,5		GLZ-Saldo 1:1	-10		Üst25% (TZ)	0:00		Üst65%	0:00	
Konten																																																																																			
Tages-Soll	7:42																																																																																		
Tages-Ist	4:00																																																																																		
M-Summe	4:00																																																																																		
Saldo	-26:48																																																																																		
Resturlaub	20,5																																																																																		
GLZ-Saldo 1:1																																																																																			
Üst25% (TZ)	0:00																																																																																		
Üst65%	0:00																																																																																		
Konten																																																																																			
Tages-Soll	7:42																																																																																		
Tages-Ist	4:00																																																																																		
M-Summe	4:00																																																																																		
Saldo	-26:48																																																																																		
Resturlaub	20,5																																																																																		
GLZ-Saldo 1:1	+10																																																																																		
Üst25% (TZ)	0:00																																																																																		
Üst65%	0:00																																																																																		
Konten																																																																																			
Tages-Soll	7:42																																																																																		
Tages-Ist	4:00																																																																																		
M-Summe	4:00																																																																																		
Saldo	-26:48																																																																																		
Resturlaub	20,5																																																																																		
GLZ-Saldo 1:1	-10																																																																																		
Üst25% (TZ)	0:00																																																																																		
Üst65%	0:00																																																																																		

on	 balance (-26:48) decreases to -16:48	onthe	 balance (-26:48) increases to -36:48	the
----	---	-------	---	-----

In summary, all marked accounts with a pen can be changed by entering +/- (relative corrections). Absolute corrections are of course also possible - using the example of the remaining vacation account (20.5 days). This would mean that an entry of 5 (without a prefix) would correct the remaining vacation days to 5 days - with a relative correction, the same result could be achieved by entering -15.5 (20.5 - 15.5 = 5).

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).


Korrektur-Client




Person

... * ⇌
 ⇌


Personalnummer: 00016727

Tages-Ansicht

 13 Kommentar(e) vorhanden

Beginn	Ende	Fehlg.	Halbtags	Aktion
10:01	14:01	(0) Anwesend	<input type="checkbox"/>	  





Tagesprogramm



Berechtigungen

Pausenabzug	<input type="checkbox"/>
Rahmenberechtigung	<input type="checkbox"/>
10h Kappung	<input type="checkbox"/>
50h Kappung	<input type="checkbox"/>

Konten

Tages-Soll	7:42	
Tages-Ist	4:00	
M-Summe	12:30	
Saldo	-16:48	
Resturlaub	20,5	
GLZ-Saldo 1:1	10:00	
Üst25% (TZ)	0:00	
Üst65%	0:00	

For this case 13 corrections were made. With a click on the blue information symbol,



list of comments is displayed in which all changes can be traced:

the



The comments briefly explained:

- 14.11.2013 / 12:31: User "pbgschaft" canceled for the 06/11/2013 2 bookings. One from 14:01 to 14:02 and another from 14:02 to 14:02.
- the corrections marked in red were done directly in the time recording system through our staff and have therefore another format.

More Information

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

- [Korrektur-Client¹](#) (Time-Professional)
- [Korrektur Client²](#) (Time-Base)

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