Adjusting an employee's account

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".

	1
🕔 Buchen	
» Info	
» Anträge	
» Workflow	
Administration	
🥱 Organigramm	
🔒 Personen	
🍣 Gruppen	
🔀 Rollen	
攀 Benutzer umschalten	
🖻 Korrektur-Client	
📼 Fehlzeit-Client 🖤	E.

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.

🔨 Kori	reł	ktu	r-C	Client									
Person Honig Ha Personalnum Monats-Ans	nmer		167:	→ * → •	♦ 2013 → ♦	+	Novembe	r 🔻	♦ Ansi	cht u	msch	alten	
Datum	wт	к	FB	Beginn	Ende	FE	Fehlg.	нт	Aktion	Pa	Ra	10	50
01.11.2013	Fr	1	-			-			<u>7</u>				٦
02.11.2013	Sa		-			-			<u>/</u>				E
03.11.2013	So		-			-			<u>7</u>				E
04.11.2013	Мо	01	-	08:00	17:00	-	(0) A		/ 🗙 🗎				E
05.11.2013	Di	02	-	Fehlt unentsch	uldigt	-			<u>/</u>				E
06.11.2013	Mi	012	0	10:01	14:01	-	(0) A		/ 🗙 🗎				
07.11.2013	Do	02	-	08:00	12:35	-	(0) A		/ 🗙 🗎				
			-	13:15	17:00	-	(0) A		1 🗙 👌				
08.11.2013	Fr		-	Fehlt unentsch	uldigt	-			<u>/</u> }-				

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):

🔨 Korrektu	r-Cli€	ent				
Person Honig Helga Personalnummer: 00	016727	* •	• 06.11.2013	•	Ansicht umscha	alten
Tages-Ansicht						
 2 Kommentar(e) 	vorhande	en				
Beginn Ende	•	Fehlg.		ł	lalbtags	Aktion
10:01 14:0	L	(0) Anweser	nd			<u>/</u> 🗶 📄
Tagesprogramm						
10, G,Ü/7,42 👻 🔏 Berech		en		Konte	en	
		en	Tages-Soll	Konte 7:42	en	
Berech	tigunge	en	Tages-Soll Tages-Ist		en	
Berech Pausenabzug	tigunge	èn	-	7:42	en	
Berech Pausenabzug Rahmenberechtigun 10h Kappung	tigunge	9N	Tages-Ist	7:42 4:00	en	
Berech Pausenabzug Rahmenberechtigun	tigunge	en.	Tages-Ist M-Summe	7:42 4:00 4:00		
Berech Pausenabzug Rahmenberechtigun 10h Kappung	tigunge	en.	Tages-Ist M-Summe Saldo	7:42 4:00 4:00 -26:48 20,50		
Berech Pausenabzug Rahmenberechtigun 10h Kappung	tigunge	2n	Tages-Ist M-Summe Saldo Resturlaub	7:42 4:00 4:00 -26:48 20,50		

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.

	Konter	ı		Konter	1		Konter
Tages-Soll	7:42		Tages-Soll	7:42		Tages-Soll	7:42
Tages-Ist	4:00		Tages-Ist	4:00		Tages-Ist	4:00
1-Summe	4:00		M-Summe	4:00		M-Summe	4:00
Saldo	-26:48		Saldo	-26:48		Saldo	-26:48
Resturlaub	20,5	<u>_</u>	Resturlaub	20,5	<u>/</u> }-	Resturlaub	20,5
GLZ-Saldo 1:1		3	GLZ-Saldo 1:1	+10	=	GLZ-Saldo 1:1	-10
Üst25% (TZ)	0:00	<u>/</u> -	Üst25% (TZ)	0:00	<u>_</u>	Üst25% (TZ)	0:00
Üst65%	0:00	<u>/</u> }	Üst65%	0:00	<u>/</u> }	Üst65%	0:00
The corr	ection c	elient mask	•	ntering + ing by a	+10 and click	•	ntering · ing by a

to

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

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).

Person							
 Honig He 			* •	• 06.11.2013		Ansicht ums	chalten
Personalnum		.6727					
Tages-Ansi							
13 Komr Beginn	mentar(e) Ende	vorhan	fehlg.			Halbtags	Aktion
10:01	14:01		(0) Anwese	nd			 /×
10, G,Ü/7,4	2 🚽 🌆						
	2 👻 🌌 Berechtig	gunge	en	[Kont	en	
	Berechti	gunge	en	Tages-Soll	Kont 7:42		
	Berechti	gunge	en	Tages-Soll Tages-Ist			
Pausenabzu Rahmenber	Berechti ug rechtigung	gunge	en	_	7:42		
Pausenabzu Rahmenber 10h Kappur	Berechtig ug rechtigung		en	Tages-Ist	7:42		
Pausenabzu Rahmenber	Berechtig ug rechtigung		en	Tages-Ist M-Summe	7:42 4:00 12:30		
Pausenabzu Rahmenber 10h Kappun	Berechtig ug rechtigung		en	Tages-Ist M-Summe Saldo	7:42 4:00 12:30 -16:48 20,5		
Pausenabzu Rahmenber 10h Kappur	Berechtig ug rechtigung		en	Tages-Ist M-Summe Saldo Resturlaub	7:42 4:00 12:30 -16:48 20,5 10:00		

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:

0

the

14.11.2013 12:31 pbgschaft, Gelöscht als Korrektur: 06.11.2013 14:01 - 06.11.2013 14 14.11.2013 12:31 pbgschaft, Gelöscht als Korrektur: 06.11.2013 14:02 - 07.11.2013 14
14.11.2013 12:31 phoschaft. Gelöscht als Korrektur: 06.11.2013 14:02 - 07.11.2013 14
14.11.2013 12:39 pbgschaft, vkkonto356, -10.0 (relativ)
14.11.2013 12:39 pbgschaft, vkkonto356, 0.0 (absolut)
14.11.2013 12:39 pbgschaft, vkkonto356, 6.8 (absolut)
14.11.2013 12:40 pbgschaft, vkkonto356, 0.0 (absolut)
14.11.2013 12:40 pbgschaft, vkkonto356, 6.8 (relativ)
14.11.2013 12:40 pbgschaft, vkkonto356, 0.0 (absolut)
14.11.2013 12:42 pbgschaft, vkkonto356, 10.0 (absolut)
14.11.2013 12:46 Änderung Verrechnete Konten: 356 Korr.:G.S.1:1="0.00" ("10.00")
14.11.2013 12:47 Änderung Verrechnete Konten: 356 Korr.:G.S.1:1="10.00" ("0.00")
14.11.2013 12:50 pbgschaft, vkkonto356, 0.0 (absolut)
18.11.2013 10:06 pbgschaft, vkkonto356, 10.0 (relativ)

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