## 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".

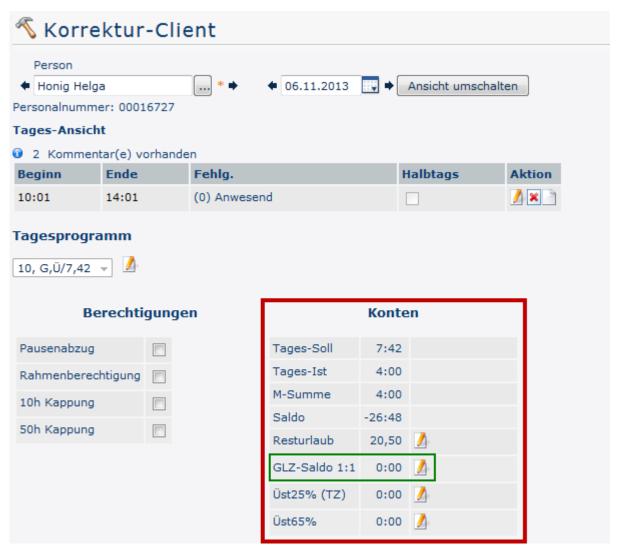


In the next step it is necessary to select the appropriate employee (here: Honig Helga, marked in red) for whom a corresponding correction has to be made. The employee can be selected either by clicking on the 3 dots or by entering their name directly.



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):



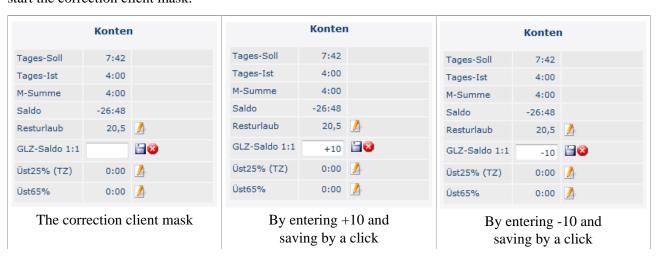
Relevant is here the field marked in red. Here you will find some general information about the employee which cannot be edited f.e. daily target, daily actual, M-total, balance). Editable positions are those with the



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

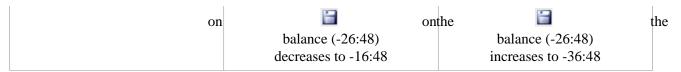


start the correction client mask.



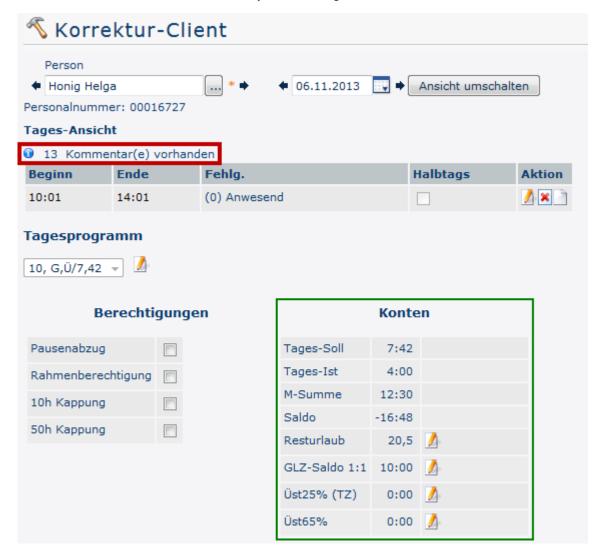
Adjusting an employee's account ID: 6396-dsy | Version: 5 | Datum: 16.06.21 06:31:31

to



In summary, all marked accounts with a pen can be changed by entering  $\pm$ -(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).



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



the

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

```
Info

14.11.2013 12:31 pbgschaft, Gelöscht als Korrektur: 06.11.2013 14:01 - 06.11.2013 14:02 14.11.2013 12:31 pbgschaft, Gelöscht als Korrektur: 06.11.2013 14:02 - 07.11.2013 14:02 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 12:45 Änderung Verrechnete Konten: 356 Korr.:G.S.1:1="0.00" ("10.00")

14.11.2013 12:50 pbgschaft, vkkonto356, 0.0 (absolut)

14.11.2013 12:50 pbgschaft, vkkonto356, 0.0 (absolut)
```

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-Client<sup>1</sup> (Time-Professional)
- Korrektur Client<sup>2</sup> (Time-Base)
- $1. \quad / daisy/personal wolke-default-en/Time-Base/6201-dsy/ta\_correction Client \$ Prof. cact. html \\$
- 2. /daisy/personalwolke-default-en/Time-Base/10473-dsy/9874-dsy/ta\_correctionClient\$Base.cact.html