

# 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: 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.

Correction-Client

Switch to month view

Personal number: 000223412

### Month view

Date	WC	C	A	Begin	End	A	Abs.r.	HE	Action	P	R	1	5	F	F	Target-Time	Work-Time	Unweig Work-Time
01.05.2021	Sat	Q1	-			-		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0:00	0:00	0:00
02.05.2021	Sun	Q2	-			-		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0:00	0:00	0:00
03.05.2021	Mon	Q4	-	06:52	17:21	-	(72) mobile working	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7:42	9:59	0:00
04.05.2021	Tue	Q2	-	06:55	13:53	-	(72) mobile working	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7:42	9:50	0:00
			-	14:23	14:24	-	(0) present	<input type="checkbox"/>										
			-	14:24	17:15	-	(0) present	<input type="checkbox"/>										
			-	17:15	17:15	-	(72) mobile working	<input type="checkbox"/>										
			-	17:27	17:27	-	(72) mobile working	<input type="checkbox"/>										
			-	17:27	17:27	-	(0) present	<input type="checkbox"/>										
05.05.2021	Wed		-	06:47	17:18	-	(72) mobile working	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7:42	10:01	0:00
			-	17:18	17:18	-	(6) training	<input type="checkbox"/>										
			-	17:18	17:18	ⓘ	(72) mobile	<input type="checkbox"/>										

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:

# Correction-Client

Switch to day view Rudi Renner 03/05/2021

Personal number: 000223412  
 Comment(s) contained

## Day view

Begin	End	Abs.r.	Half Day	Action
06:52	17:21	(72) mobile working	<input type="checkbox"/>	

**Daily program**

2100, PS VZ/7,42 - PS VZ/7,42/09:00-17:

**Permissions**

- Break deduction
- Framepermission
- 10h capping
- 50h capping
- FG Mitarbeiter
- FG Vorgesetzter

Accounts	Value	Unit	Actions
Dly. target-time	7:42		
Daily working time	9:59		
Monthly sum	9:59	h	
Balance	-26:48	h	
Remaining vacation days total	30,50	d	
Remaining vacation act.year	25,00	d	
GLZ-Saldo 1:1	0:00	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 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 a

icon.

Accounts	Value	Unit	Actions
Dly. target-time	7:42		
Daily working time	9:59		
Monthly sum	9:59	h	
Balance	-26:48	h	
Remaining vacation days total	30,50	d	
Remaining vacation act.year	25,00	d	
GLZ-Saldo 1:1	<input type="text"/>	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	

**The correction client mask**

on

Accounts	Value	Unit	Actions
Dly. target-time	7:42		
Daily working time	9:59		
Monthly sum	9:59	h	
Balance	-26:48	h	
Remaining vacation days total	30,50	d	
Remaining vacation act.year	25,00	d	
GLZ-Saldo 1:1	+10	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	

By entering +10 and saving by a click

on the

Accounts	Value	Unit	Actions
Dly. target-time	7:42		
Daily working time	9:59		
Monthly sum	9:59	h	
Balance	-26:48	h	
Remaining vacation days total	30,50	d	
Remaining vacation act.year	25,00	d	
GLZ-Saldo 1:1	-10	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	

By entering -10 and saving by a click

the

	balance (-26:48) decreases to -16:48	balance (-26:48) increases to -36:48
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In summary, all accounts with this icon can be modified by entering +/- (relative corrections).

can

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

Personal number: 000223412  
i 4 Comment(s) contained

**Day view**

Begin	End	Abs.r.	Half Day	Action
06:52	17:21	(72) mobile working	<input type="checkbox"/>	

Daily program	Permissions	Accounts	Value	Unit	Actions
2100, PS VZ/7,42 - PS VZ/7,42/09:00-17:	Break deduction <input type="checkbox"/> Framepermission <input type="checkbox"/> 10h capping <input type="checkbox"/> 50h capping <input type="checkbox"/> FG Mitarbeiter <input type="checkbox"/> FG Vorgesetzter <input type="checkbox"/>	Dly. target-time 7:42 Daily working time 9:59 Monthly sum 9:59 h <span style="border: 2px solid green; padding: 2px;">Balance -16:48 h</span> Remaining vacation days total 30,50 d 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, the list of comments will open in which all changes can be traced:

the

**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-default-en/Time-Base/6201-dsy/ta\_correctionClient\$Prof.cact.html
2. /daisy/personalwolke-default-en/Time-Base/10473-dsy/9874-dsy/ta\_correctionClient\$Base.cact.html