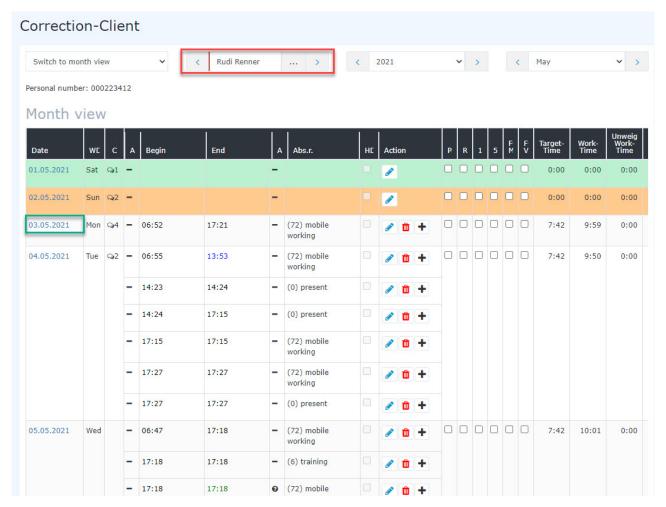
## Adjusting an employee's accounts

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

## **Approach**

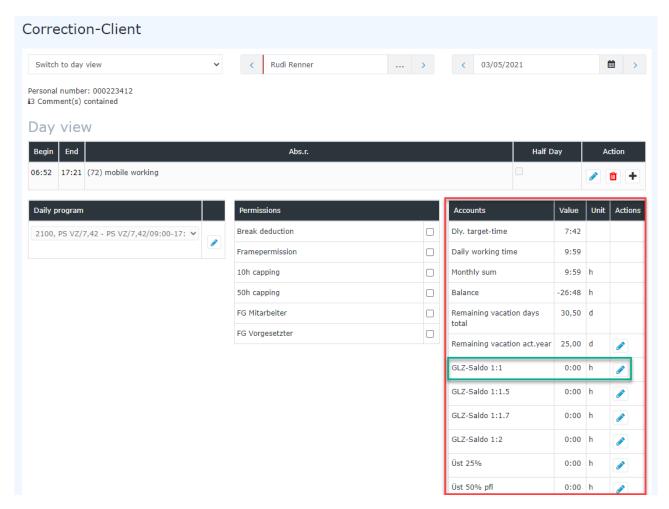
You will find the correction client in your menu tree under "Administration" --> "Time management" --> "Correction-Client".

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.



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.

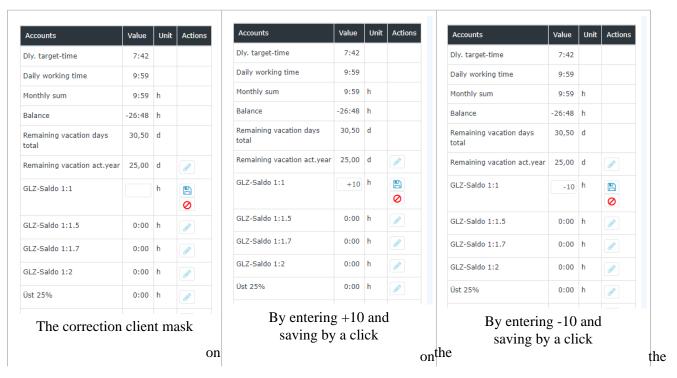
This will take you to the day view of the corresponding employee for the selected day:



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

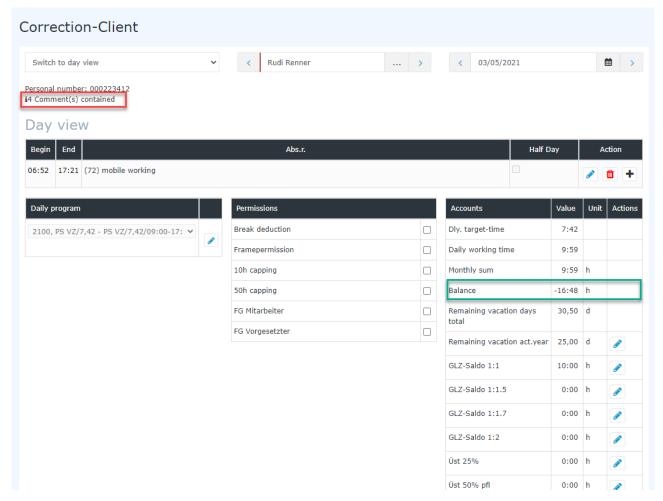
a icon.



Adjusting an employee's accounts ID: 6396-dsy | Version: 8 | Datum: 16.06.21 07:04:04 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).



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

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

## **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

can

3

the