Calculation of aliquot remaining vacation

General

When a new employee joins the company, it must be decided whether it should be possible to evaluate the aliquot remaining vacation balance during the year. Similarly, it may be necessary to display the aliquot remaining vacation when an employee leaves during the year. For these two cases, a logic has been implemented in the system, which must be parameterized as shown in the following examples.

> **NOTIZ**
>
> **Info**: If no evaluation of the aliquot remaining vacation balance is required, the following steps **do not** have to be carried out.

The data input of the calculated values has to be done via the correction client (to be found under Administration / Time management). A detailed description of how to enter these values can be found at the end of this document.

Examples

Start date time recording (creation of the user in Personalwolke): 01.07.2015

Effective date of leave (date on which annual leave is credited): 01.12.

Example 1:

Zeile 1	30.11.2014	Resturlaub	5 Tg
Zeile 2		Urlaub Vorjahr	5 Tg
Zeile 3	01.12.2014	Resturlaub	25 Tg
Zeile 4	01.12.2014 Resturlaub Gesamt		30 Tg
Zeile 5	Stand 01.07.2015 Verbrauch		6 Tg
Zeile 6	Resturlaub Vorjahr		5 Tg
Zeile 7	− Verbrauch		6 Tg
Zeile 8	Ergebnis Resturlaub Vorjahr		- 1 Tg
Zeile 9	Resturlaub		25 Tg
Zeile 10	− Ergebnis Resturlaub Vorjahr		−1 Tg
Zeile 11	Stand 01.07.2015 Resturlaub		24 Tg
Zeile 12	Tage von 01.12.2014 - 01.07.2015		213 Tg

Explanation of table content:

- **Zeile 1**
  The remaining vacation (= vacation that the employee has not consumed) from 2014 (previous year) is 5 days. This 5 days will be carried into the next year.
- **Zeile 2 - Zeile 4**
  On effective date of leave (01.12.2014), the new annual vacation / remaining vacation (25 days) is added to the remaining vacation from the previous year (5 days). This results in the total remaining leave of 30 days.
- **Zeile 5 - Zeile 8**

On 01.07.2015, 6 vacation days have already been consumed by the employee. Now the case is, when vacation days are used, they are first deducted from the remaining vacation from the previous year before the current remaining vacation is reduced. As shown in Zeile 1, there are 5 vacation days left from the previous year.

- **Zeile 9 - Zeile 11**
The current remaining vacation (25 days) is now reduced by the result remaining vacation from the previous year. Since the result remaining leave previous year is negative (in this case (-1)), the new balance on 01.07.2015 is 24 days.

- **Zeile 12**
The number of days from 01.12.2014 to 01.07.2015 is 213.

Example 2:

Zeile 1	30.11.2014	Resturlaub	5 Tg
Zeile 2		Urlaub Vorjahr	5 Tg
Zeile 3	01.12.2014	Resturlaub	25 Tg
Zeile 4	01.12.2014 Resturlaub Gesamt		30 Tg
Zeile 5	Stand 01.07.2015 Verbrauch		4 Tg
Zeile 6	Resturlaub Vorjahr		5 Tg
Zeile 7	– Verbrauch		4 Tg
Zeile 8	Ergebnis Resturlaub Vorjahr		1 Tg
Zeile 9	Resturlaub		25 Tg
Zeile 10	+ Ergebnis Resturlaub Vorjahr		+1 Tg
Zeile 11	Stand 01.07.2015 Resturlaub		26 Tg
Zeile 12	Tage von 01.12.2014 - 01.07.2015		213 Tg

Explanation of table content:

- **Zeile 1**
The remaining vacation (= vacation that the employee has not consumed) from 2014 (previous year) is 5 days. This 5 days will be carried into the next year.

- **Zeile 2 - Zeile 4**
On effective date of leave (01.12.2014), the new annual vacation / remaining vacation (25 days) is added to the remaining vacation from the previous year (5 days). This results in the total remaining leave of 30 days.

- **Zeile 5 - Zeile 8**
On 01.07.2015, 4 vacation days have already been consumed by the employee. Now the case is, when vacation days are used, they are first deducted from the remaining vacation from the previous year before the current remaining vacation is reduced. As shown in Zeile 1, there are 5 vacation days left from the previous year.

- **Zeile 9 - Zeile 11**
The current remaining vacation (25 days) is now increased by the result of the remaining vacation from the previous year. Since the result of the remaining leave from the previous year is positive (in this case (+1)), the new balance on 01.07.2015 is 26 days.

- **Zeile 12**
The number of days from 01.12.2014 to 01.07.2015 is 213.

Example 3:

Zeile 1	30.11.2014	Resturlaub	5 Tg
Zeile 2	01.12.2014	Urlaub Vorjahr	5 Tg
Zeile 3		Resturlaub	25 Tg
Zeile 4	01.12.2014 Resturlaub Gesamt		30 Tg
Zeile 5	Stand 01.07.2015 Verbrauch		22 Tg
Zeile 6	Resturlaub Vorjahr		5 Tg
Zeile 7	− Verbrauch		22 Tg
Zeile 8	Ergebnis Resturlaub Vorjahr		-17 Tg
Zeile 9	Resturlaub		25 Tg
Zeile 10	− Ergebnis Resturlaub Vorjahr		-17 Tg
Zeile 11	Stand 01.07.2015 Resturlaub		8 Tg
Zeile 12	Tage von 01.12.2014 - 01.07.2015		213 Tg

Explanation of table content:

- **Zeile 1**
  The remaining vacation (= vacation that the employee has not consumed) from 2014 (previous year) is 5 days. This 5 days will be carried into the next year.

- **Zeile 2 - Zeile 4**
  On effective date of leave (01.12.2014), the new annual vacation / remaining vacation (25 days) is added to the remaining vacation from the previous year (5 days). This results in the total remaining leave of 30 days.

- **Zeile 5 - Zeile 8**
  On 01.07.2015, 22 vacation days have already been consumed by the employee. Now the case is, when vacation days are used, they are first deducted from the remaining vacation from the previous year before the current remaining vacation is reduced. As shown in Zeile 1, there are 5 vacation days left from the previous year. After deduction of the 22 consumed vacation days, the remaining vacation is completely used up from the previous year.

- **Zeile 9 - Zeile 11**
  The current remaining vacation (25 days) is now reduced by the result remaining vacation previous year. Since the result of remaining vacation previous year is negative (in this case (-17)), the new balance on 01.07.2015 is 8 days.

- **Zeile 12**
  The number of days from 01.12.2014 to 01.07.2015 is 213.

Input in the correction client

To enter the values calculated according to the above examples in the system, the following accounts must be corrected via the correction client.

- **Remaining vacation (current year)**

With an absolute correction (=24) , the number of open vacation days in the current year is entered.

- **Remaining vacation (previous year)**

With an absolute correction (=0), the number of remaining vacation days from the previous year is entered here, which remain after deduction of the consumed vacation. If the result is negative, as in examples 1 and 3, no correction needs to be made here!

- **Remaining vacation (pre-previous year)**

With an absolute correction (=0) , the number of remaining vacation days from the pre-previous year is entered here, which remain after deduction of the consumed vacation. If the result is negative, no correction needs to be made here!

- **Vacation consumed konsumiert**

With an absolute correction (=0), the number of vacations day is entered, that the employee has already consumed since the last effective date of vacation.

The calculated aliquot remaining vacation is displayed from the following correction day (02.07.) in the line "Resturlaub ges. aliquot" (marked in green).