Time correction

General

Time correction requests are used to make up for forgotten or missed bookings

The user must enter the date and time of the correction booking in the form.

If you want to post time later, enter the **absence reason** "Present". The comment field is used to enter a text that is intended to make processing easier for the person making the decision. The text entered in this field appears later together with the application details in the list Offene Anträge[1] Open Applications (to be found under the menu item Workflow) at the applicant and in the list Offene Aufgaben[2] Open Tasks at the approver (superior).

Possible reasons for a time correction are:

- Present (e.g.: if booking is forgotten at the beginning of the working day)
- Doctor
- Off-site work
- Telework
- Several absences

The button "**Show Journal**" serves here as a possible help for filling out the request, the monthly journal is shown.

The request procedure is started by clicking on the "**Start Process**" button and the request is sent to the supervisor for approval. The supervisor finds the time correction request under the menu item **Workflow** - Open Tasks. Offene Aufgaben[3].

(In this example, a time correction request is submitted for 08.05.2013. The employee has generally forgotten to book and therefore creates the request for 08:00-12:30 and 13:00-16:00. In the first period, he or she was at work while in the second period, he or she performed telework.)

After starting the process, you will be forwarded to the **Open Requests** overview where you will see all your open applications sorted chronologically by the time they were created (for more information, see Open Requests Offene Anträge[4]).

> **WARNUNG**
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> **Attention**: If a time correction is made for the current day, a booking must already exist on that day, otherwise no correction is possible.

Approval process

Applicant --> *Manager* for approval

Corrections - Principle: Overwrite (applies to all applications that can be made)
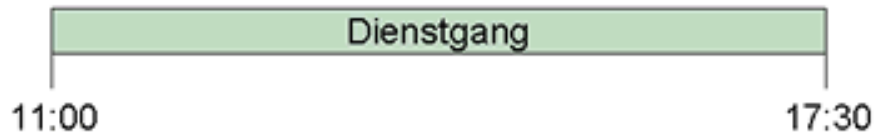
The time corrections are applied according to the principle of overwriting:

New booking intervals are stronger than existing intervals. If they overlap, the existing intervals are deleted or shortened. The following graphic illustrates this principle. It shows existing posting intervals of a day, which are corrected by a subsequent posting.

Bestehendes Intervall

Anwesend		Anwesend
08:00	12:00 13:00	16:30

Korrektur per Webdesk

Dienstgang
11:00 17:30

Ergebnis

Anwesend	Dienstgang
08:00	11:00 17:30

Felder

Name	Wert
Modul	Time & Attendance (ta)
Webdesk Actionname	StdZeitkorrektur
Artefakt-Typ	Action

1. /daisy/personalwolke-default-en/Time-Base/10064-dsy/wf_getMyOpenRequests.act.html

2. /daisy/personalwolke-default-en/Time-Base/10064-dsy/wf_getMyToDos.act.html

3. /daisy/personalwolke-default-en/Time-Base/10064-dsy/wf_getMyToDos.act.html

4. /daisy/personalwolke-default-en/Time-Base/10064-dsy/wf_getMyOpenRequests.act.html