

Journal

General

The **journal** includes all important personal time information for a month, showing the current month up to the present day. One line includes the entries and certain account values per day. The journal is kept in normal minutes, i.e. a break deduction of 0.30 corresponds to 30 minutes.

With the help of the arrow keys, one can easily switch between months and thus display data from previous months. A specific month can also be selected directly from the drop-down menu.

Journal

May 2021

Print PDF Excel

Date	Day	C	FB	Bookings	FE	Absence reasons	Target-Time	Work-Time	Sum	Time-Balance	autom. break deduction	
Opening balance											-568:47	
May 1, 2021	Sat						0:00	0:00	0:00	-568:47	0:00	
May 2, 2021	Sun						0:00	0:00	0:00	-568:47	0:00	
May 3, 2021	Mon	i 3	-	50.0% 08:00 - 14:00	-	[en] Sonderbetreuungszeiten	7:42	9:51	9:51	-566:38	0:00	
May 4, 2021	Tue	i 1	-	08:00 - 16:30	-		7:42	8:00	17:51	-566:20	0:30	
May 5, 2021	Wed		-	06:15 - 12:01 12:30 - 19:44	-		7:42	10:00	27:51	-564:02	0:01	
May 6, 2021	Thu		-	fullday	-	errand	7:42	7:42	35:33	-564:02	0:00	
May 7, 2021	Fri		-	fullday	-	errand	7:42	7:42	43:15	-564:02	0:00	
May 8, 2021	Sat	⓪	-	15:29 - 15:29	⓪		0:00	0:00	43:15	-564:02	0:00	
May 9, 2021	Sun						0:00	0:00	43:15	-564:02	0:00	
May 10, 2021	Mon		-	06:48 - 12:05 12:32 - 18:22	-		7:42	10:00	53:15	-561:44	0:03	
May 11, 2021	Tue	i 1	-	07:00 - 08:42 08:42 - 08:44 08:44 - 10:31 14:17 - 16:12	-	Telework Telework Telework	7:42	5:26	58:41	-564:00	0:00	

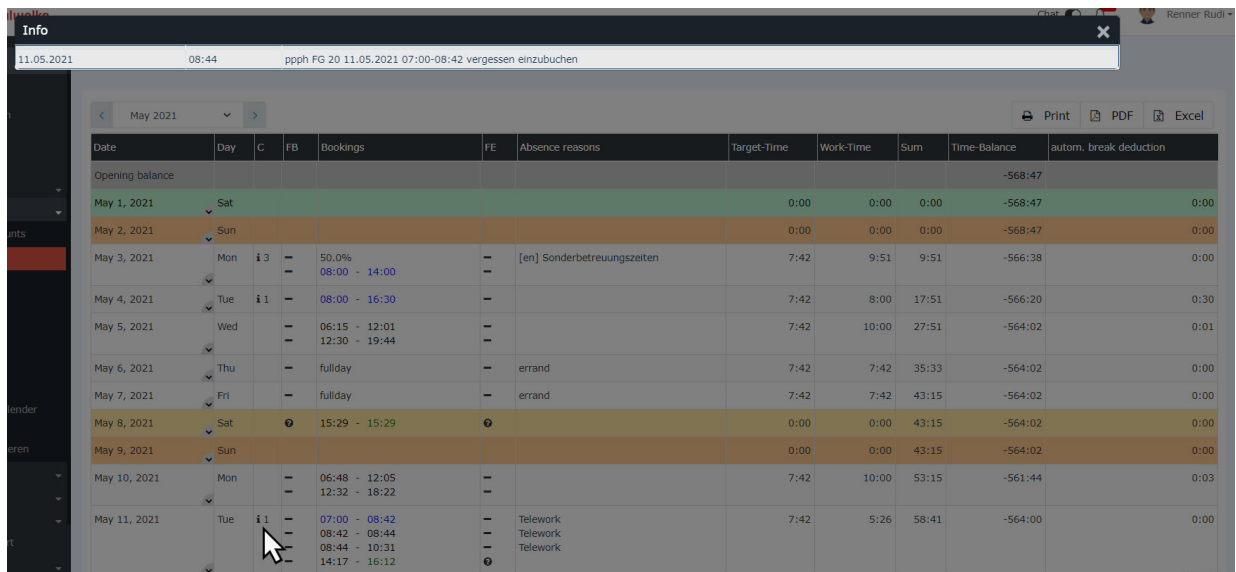
In addition to the date and the day of the week (day), the following information is also displayed:

- **K (Correction)**


This column indicates whether or not a correction has been made. If it is a correction, you can click on the black info

icon 

and the correction info is displayed:



- **FB**

Booking indicator - additional information at the beginning of the booking (e.g.: core time violation, booking out of frame, ...). If the mouse is moved over the question mark icon 

a small message appears with the reason for the marking.

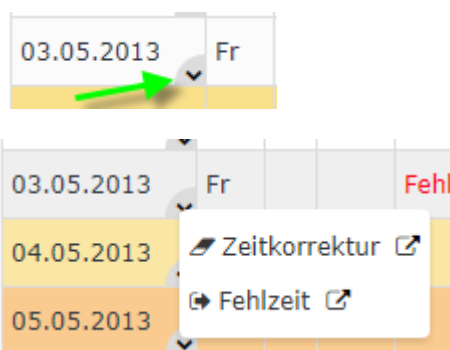
- **Bookings**
Used to display the booking intervals.
- **FE**
Booking indicator - additional information at the end of the booking (e.g.: core time violation, system go, ...). If the mouse is moved over the black question mark icon, a small note appears with the reason for the flag.
- **Absence reasons**
If the employee books an absence reason (e.g. doctor, business trip, holiday, sick, ...), this information is displayed in this column.
- **Target time**
Display of the daily target time
- **Work time**
Display of the actual daily working time
- **Sum**
The sum of the total hours worked in this month
- **Time Balance**
The sum reduced by the sum of the target time - the time balance can also be negative
- **Automatic break deduction**
If no break or a break of less than 30 minutes is consumed on a day, the break time is automatically deducted by the system (the system adds 30 minutes).

NOTIZ

If there is no booking on a day and no absence is planned, the message "**Absent without excuse**" appears in the journal. For negative time recorders, the administrator can specify under which conditions this entry is to appear or not, under Persons --> Select corresponding person --> Tab "Modules" --> "Negative time recorders: Auto generation actual time".

Practical functions

By clicking on the **double arrow** below / next to the date entry, a menu can be opened to directly start a time correction / absence request for the day.



In addition, it is also possible to submit a time correction / absence request for the selected day by right-clicking on the corresponding line in the journal.

Felder

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