

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.

Correction-Client

Switch to month view ...

Personal number: 000223412

Month view

Date	WC	C	A	Begin	End	A	Abs.r.	HC	Action	P	R	1	5	F	F	Target-Time	Work-Time	Unweig Work-Time
01.05.2021	Sat	☞1	-			-				<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	☞2	-			-				<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	☞4	-	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	☞2	-	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"/>	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
13 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	
		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		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

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

balance (-26:48) decreases to -16:48

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

balance (-26:48) increases to -36:48

