

# Adjusting an employee's account

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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: Honig Helga, 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 their name directly.

Person  
 ← Honig Helga ... \* → ← 2013 → ← November → Ansicht umschalten

Personalnummer: 00016727

## Monats-Ansicht

Datum	WT	K	FB	Beginn	Ende	FE	Fehlg.	HT	Aktion	Pa	Ra	10	50
<a href="#">01.11.2013</a>	Fr	1	-			-							
<a href="#">02.11.2013</a>	Sa		-			-							
<a href="#">03.11.2013</a>	So		-			-							
<a href="#">04.11.2013</a>	Mo	1	-	08:00	17:00	-	(0) A						
<a href="#">05.11.2013</a>	Di	2	-	Fehlt unentschuldigt		-							
<a href="#">06.11.2013</a>	Mi	12	-	10:01	14:01	-	(0) A						
<a href="#">07.11.2013</a>	Do	2	-	08:00	12:35	-	(0) A						
			-	13:15	17:00	-	(0) A						
<a href="#">08.11.2013</a>	Fr		-	Fehlt unentschuldigt		-							

Then it is necessary to select the day or from which day the correction should be valid (marked in green, in this case we want a correction for the 06/11/2013). Now click on the selected date.

This takes you to the day view of the relevant employee for the selected day (in this case 06/11/2013):

**Korrektur-Client**

Person

Honig Helga

...

06.11.2013

Ansicht umschalten

Personalnummer: 00016727

**Tages-Ansicht**

2
Kommentar(e) vorhanden

Beginn	Ende	Fehlg.	Halbtags	Aktion
10:01	14:01	(0) Anwesend	<input type="checkbox"/>	

**Tagesprogramm**

10, G,Ü/7,42

**Berechtigungen**

Pausenabzug	<input type="checkbox"/>
Rahmenberechtigung	<input type="checkbox"/>
10h Kappung	<input type="checkbox"/>
50h Kappung	<input type="checkbox"/>

**Konten**

Tages-Soll	7:42	
Tages-Ist	4:00	
M-Summe	4:00	
Saldo	-26:48	
Resturlaub	20,50	
GLZ-Saldo 1:1	0:00	
Üst25% (TZ)	0:00	
Üst65%	0:00	

Relevant is here the field marked in red. Here you will find some general information about the employee which cannot be edited f.e. daily target, daily actual, M-total, balance). Editable positions are those with the

pen

In this case the green marked position is relevant. As we want to edit the saldo which is current "-26:48" hours. Click

on



start the correction client mask.

<div> <b>Konten</b> <table> <tr><td>Tages-Soll</td><td>7:42</td><td></td></tr> <tr><td>Tages-Ist</td><td>4:00</td><td></td></tr> <tr><td>M-Summe</td><td>4:00</td><td></td></tr> <tr><td>Saldo</td><td>-26:48</td><td></td></tr> <tr><td>Resturlaub</td><td>20,5</td><td></td></tr> <tr><td>GLZ-Saldo 1:1</td><td></td><td> </td></tr> <tr><td>Üst25% (TZ)</td><td>0:00</td><td></td></tr> <tr><td>Üst65%</td><td>0:00</td><td></td></tr> </table> </div> <div> The correction client mask </div>	Tages-Soll	7:42		Tages-Ist	4:00		M-Summe	4:00		Saldo	-26:48		Resturlaub	20,5		GLZ-Saldo 1:1			Üst25% (TZ)	0:00		Üst65%	0:00		<div> <b>Konten</b> <table> <tr><td>Tages-Soll</td><td>7:42</td><td></td></tr> <tr><td>Tages-Ist</td><td>4:00</td><td></td></tr> <tr><td>M-Summe</td><td>4:00</td><td></td></tr> <tr><td>Saldo</td><td>-26:48</td><td></td></tr> <tr><td>Resturlaub</td><td>20,5</td><td></td></tr> <tr><td>GLZ-Saldo 1:1</td><td>+10</td><td> </td></tr> <tr><td>Üst25% (TZ)</td><td>0:00</td><td></td></tr> <tr><td>Üst65%</td><td>0:00</td><td></td></tr> </table> </div> <div> By entering +10 and saving by a click </div>	Tages-Soll	7:42		Tages-Ist	4:00		M-Summe	4:00		Saldo	-26:48		Resturlaub	20,5		GLZ-Saldo 1:1	+10		Üst25% (TZ)	0:00		Üst65%	0:00		<div> <b>Konten</b> <table> <tr><td>Tages-Soll</td><td>7:42</td><td></td></tr> <tr><td>Tages-Ist</td><td>4:00</td><td></td></tr> <tr><td>M-Summe</td><td>4:00</td><td></td></tr> <tr><td>Saldo</td><td>-26:48</td><td></td></tr> <tr><td>Resturlaub</td><td>20,5</td><td></td></tr> <tr><td>GLZ-Saldo 1:1</td><td>-10</td><td> </td></tr> <tr><td>Üst25% (TZ)</td><td>0:00</td><td></td></tr> <tr><td>Üst65%</td><td>0:00</td><td></td></tr> </table> </div> <div> By entering -10 and saving by a click </div>	Tages-Soll	7:42		Tages-Ist	4:00		M-Summe	4:00		Saldo	-26:48		Resturlaub	20,5		GLZ-Saldo 1:1	-10		Üst25% (TZ)	0:00		Üst65%	0:00	
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Adjusting an employee's account


ID: 6396-dsy | Version: 5 | Datum: 16.06.21 06:31:31

3

on		on the		the
	balance (-26:48) decreases to -16:48		balance (-26:48) increases to -36:48	

In summary, all marked accounts with a pen can be changed by entering +/- (relative corrections). Absolute corrections are of course also possible - using the example of the remaining vacation account (20.5 days). This would mean that an entry of 5 (without a prefix) would correct the remaining vacation days to 5 days - with a relative correction, the same result could be achieved by entering -15.5 ( $20.5 - 15.5 = 5$ ).

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).


**Korrektur-Client**

**Person**  

Honig Helga



06.11.2013

Ansicht umschalten

  
Personalnummer: 00016727

**Tages-Ansicht**  

13 Kommentar(e) vorhanden

Beginn	Ende	Fehlg.	Halbtags	Aktion
10:01	14:01	(0) Anwesend	<input type="checkbox"/>	 

**Tagesprogramm**  

10, G,Ü/7,42

**Berechtigungen**





Pausenabzug

Rahmenberechtigung

10h Kappung

50h Kappung

**Konten**

Tages-Soll	7:42	
Tages-Ist	4:00	
M-Summe	12:30	
Saldo	-16:48	
Resturlaub	20,5	
GLZ-Saldo 1:1	10:00	
Üst25% (TZ)	0:00	
Üst65%	0:00	

For this case 13 corrections were made. With a click on the blue information symbol,



list of comments is displayed in which all changes can be traced:



The comments briefly explained:

- 14.11.2013 / 12:31: User "pbgschaft" canceled for the 06/11/2013 2 bookings. One from 14:01 to 14:02 and another from 14:02 to 14:02.
- the corrections marked in red were done directly in the time recording system through our staff and have therefore another format.

## 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/6372-dsy.html?language=4>
2. </daisy/personalwolke-default/5890-dsy.html?language=4>