Attendance & Hourly Absence (Monthly Accounts)

General

This report supports the evaluation of monthly working time and how it is to be valued.
Actual working time and target working time are compared over the monthly observation period. The times worked are differentiated depending on the company's regular working time.
In addition, productive absence reasons are listed.

You can find a description of the search form and of features such as filtering and hiding HERE[1].

Accounts shown

in alphabetical order

Account name	Account description	Account can be influenced by
Doctor visit monthly	Sum of all unproductive absences with the reason "Doctor visit"/year	Bookings and booking corrections (correction client, absence client or requests by the person)
Official errand (M)	Sum of all actual times worked in the form of official errands/month	Bookings and booking corrections (correction client, absence client or requests by the person)
Business trip (M)	Sum of all actual times worked in the form of business trips/month	Travel requests and travel request approvals or booking corrections
Compensatory rest (M)	Sum of all compensatory rest periods/month (depending on the working time agreement) within the target working time	
Total balance	absolute balance from all summed target times minus actual times of a person	
Monthly actual (M)	Actual working time (working time actually performed)/month	Bookings and booking corrections (correction client, absence client or requests by the person)
Monthly target (M)	Target working time/month per person	Weekly schedule
Productive monthly actual	Actual working time minus non-productive absence reasons	
Balance (J)	absolute time credit or deficit of a person	Bookings and booking corrections (correction client, absence client or requests by the person)
Balance 1:1.25	Credit that is counted 1:1.25, e.g., everything from the 3rd hour beyond regular working time/week (depending on the working time agreement)	

Balance 1:1.5	Credit that is counted 1:1.5, e.g., worked after 7 PM (depending on the working time agreement)	
Balance 1:1	Credit that is counted 1:1	
Balance 1:1.7	Credit that is counted 1:1.7 (depending on the working time agreement)	
Balance 1:2	Credit that is counted 1:1.2, e.g., worked on Sunday (depending on the working time agreement)	
Balance 1:3	Credit that is counted 1:1.3 (depending on the working time agreement)	

1. /daisy/webdesk-manual-admin/10780-dsy.html?language=4