How do I correct a person's remaining vacation?

Entry in the Correction-Client

How is the entry made?

In the Correction-Client, all vacation entries always refer to the year in which the date selected at the top falls.
This means that if you want to change the remaining vacation figure for the year 2024, you must select a date (the year end) in 2024.
This has the advantage that you can always specify the remaining vacation exactly as of a reference date.

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The correction is made by editing the field "Remaining vacation current year" (red arrow). Clicking the edit icon (pencil) allows you to enter a value.

With an absolute correction (= entering the total number of remaining vacation days), the number of vacation days is entered here.

The calculated aliquot remaining vacation is displayed from the day after the correction in the line **Remaining vacation total aliquot** (green arrow).

Example
Employee A has a vacation entitlement of 20 days in the year she joined. Because she joined shortly after the company's usual reference date for crediting the new allowance, her vacation entitlement has to be entered manually.
To do so, simply enter the number 20 in the field "Remaining vacation current year".

Shortly afterward, it was discovered that an error was made when calculating the aliquot entitlement: she is actually entitled to 21 days.
The entry of 20 days in the field "Remaining vacation current year" is therefore simply overwritten with 21.
The next day, the correction is also visible under "Remaining vacation total".

1. /daisy/webdesk-manual-admin/10938-dsy.html?language=4
2. /daisy/webdesk-manual-admin/10938-dsy.html?language=4