Account corrections

The "Account corrections" request allows you to post a specific account correction (e.g. redemption of overtime-hours).

Use this form to correct specific accounts for a specific date. The accounts, which can be altered/corrected are defined by the system administrator.

It is also possible to parametrise the system, to produce account correction forms and send an information message to the respective user for further editing. After the user has been informed ("You have new To Dos"), the form can be edited right from the Work-flow list "My To Dos".

Click on the Edit button, which gets you to the details of the generated account correction.

Enter the date, the amount of hours to correct (minimum and maximum limit is defined by the system), and an optional comment.

You can start the form either directly, by a click on the Start process button, or save it as a draft for further editing, by clicking on the Save as draft button.
For detailed description of handling, please see chapter > Requests.