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 form" 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. Depending on the configuration, the date is already pre-filled (e.g. with the last day of the previous month) and possibly not editable; in addition, the current account values for the selected date can be displayed.

If a not yet approved account correction request already exists for the given date, no further request can be placed for this date.

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.