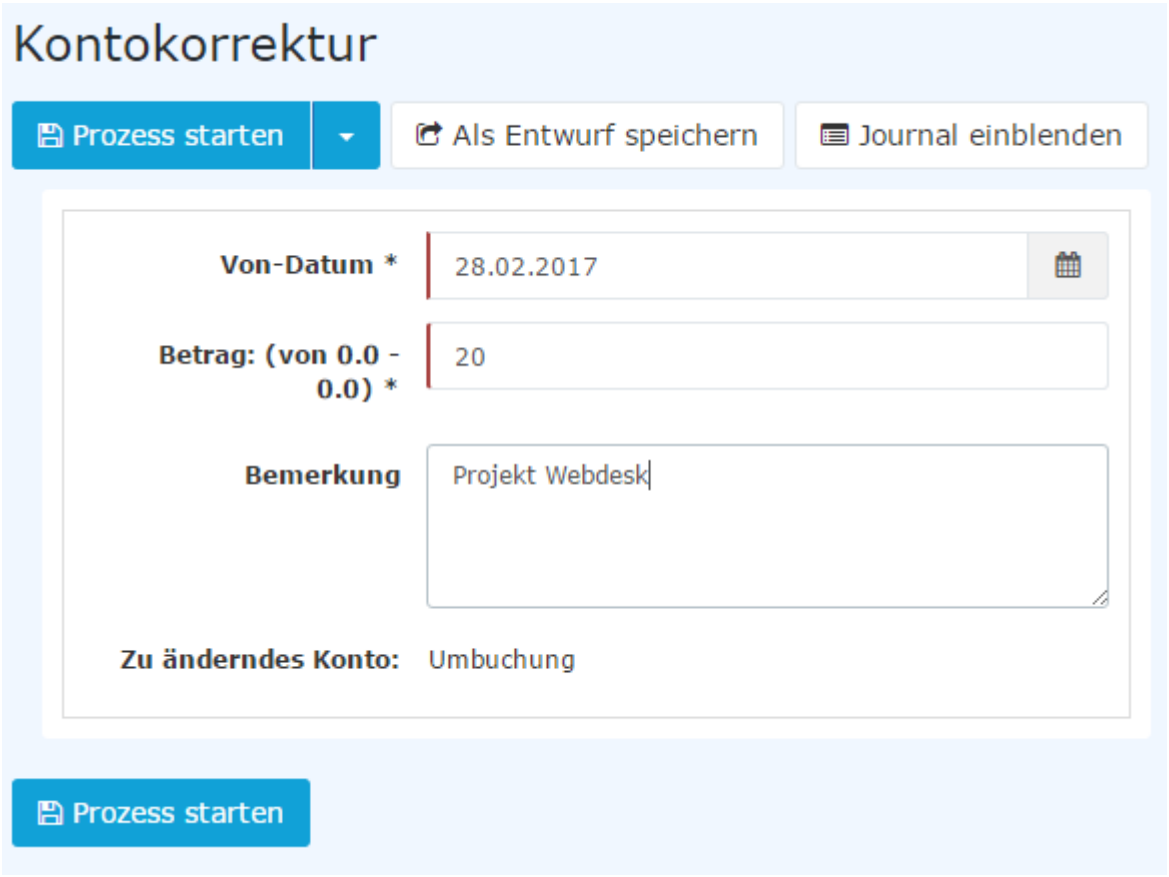
Account Correction

With the **Account Correction** form, special account correction processes (such as overtime payout) can be modeled.

This request is used to correct certain **time accounts** from the Time & Attendance system for a specific day (example: overtime). Which time accounts are corrected depends on the wishes and needs of the company and is determined by the administrator.

The request can be configured so that it is created automatically by the system and forwarded to the user for processing. After the notification (e.g., "You have new requests to process"), the request can be processed in the "Open tasks" list.

The employee clicks "Edit" and thus arrives at the detail view of the account correction.



To request an account correction (e.g., overtime), enter the date, the desired number of hours (minimum and maximum values in hours are predefined) and an optional comment. Depending on the configuration, the date is already prefilled (e.g., with the last day of the previous month) and possibly cannot be changed; in addition, the current account balances as of the selected date can be displayed.

If an account correction request that has not yet been approved already exists for the specified date, no further request can be submitted for that date.

The process can either be started immediately or saved as a draft. You will find a detailed description in the chapter **Requests**.