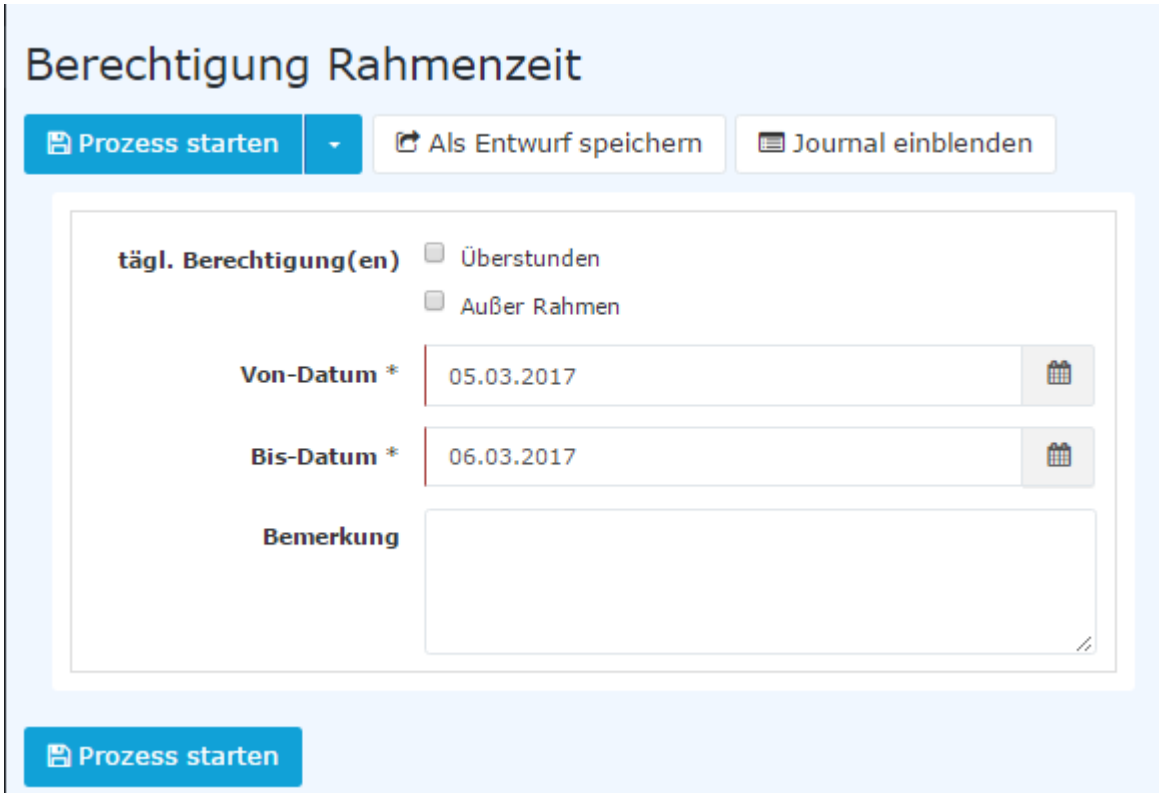
Clearance Request

This request is used when, for example, in a company the employees enter their time corrections themselves and are supposed to check the monthly journal for the week themselves (weekly clearance). The monthly journals are then cleared by the supervisor once a month (with the monthly clearing).
This is also a permission request, since after approval by the supervisor, a certain field is set to YES in the system IF6020, which allows payroll processing by the HR department.

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



If the request is cleared by the supervisor, this can also be seen in the monthly journal. It contains the following columns:

- **Weekly clearance**
  a Y or N indicates here whether the clearance request was submitted by the user for that day
- **Monthly clearing**
  shows here whether the supervisor has granted clearance for the monthly journal (Y) or not (N)

Links

Configuration for the administrator