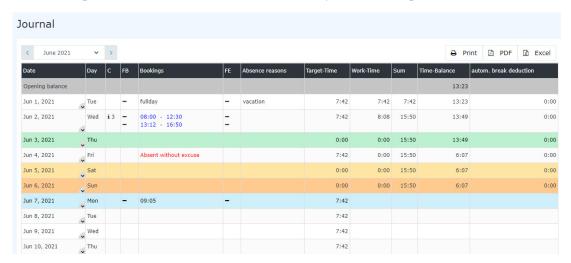# Journal

General

The **journal** includes all important personal time information for a month, showing the current month up to the present day. One line includes the entries and certain account values per day. The journal is kept in normal minutes, i.e. a break deduction of 0.30 corresponds to 30 minutes.

With the help of the arrow keys, one can easily switch between months and thus display data from previous months. A specific month can also be selected directly from the drop-down menu.

In addition to the date and the day of the week (day), the following information is also displayed:

- **K (Correction)**
  This column indicates whether or not a correction has been made. If it is a correction, you can click on the black info

  icon **i**
  and the correction info is displayed:

- **FB**
  Booking indicator - additional information at the beginning of the booking (e.g.: core time violation, booking out of frame, ...). If the mouse is moved over the question mark

  icon ❓
  a small message appears with the reason for the marking.

- **Bookings**
  Used to display the booking intervals.

- **FE**
  Booking indicator - additional information at the end of the booking (e.g.: core time violation, system go, ...). If the mouse is moved over the black question mark icon, a small note appears with the reason for the flag.

- **Absence reasons**
  If the employee books an absence reason (e.g. doctor, business trip, holiday, sick, ...), this information is displayed in this column.

- **Target time**
  Display of the daily target time
- **Work time**
  Display of the actual daily working time
- **Sum**
  The sum of the total hours worked in this month
- **Time Balance**
  The sum reduced by the sum of the target time - the time balance can also be negative
- **Automatic break deduction**
  If no break or a break of less than 30 minutes is consumed on a day, the break time is automatically deducted by the system (the system adds 30 minutes).
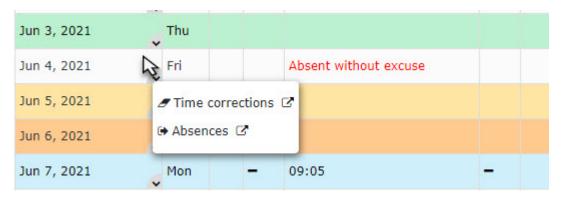
> **NOTIZ**
>
> If there is no booking on a day and no absence is planned, the message " **Absent without excuse**" appears in the journal. For negative time recorders, the administrator can specify under which conditions this entry is to appear or not, under Persons --> Select corresponding person --> Tab "Modules" --> "Negative time recorders: Auto generation actual time".

Practical functions

By clicking on the **double arrow** below / next to the date entry, a menu can be opened to directly start a time correction / absence request for the day.

In addition, it is also possible to submit a time correction / absence request for the selected day by right-clicking on the corresponding line in the journal.

(In this example, a time correction/absence request would be made for 04.06.2021.)

The journal can also be exported as PDF or Excel or prepared for printing. For this purpose, corresponding symbols   are provided in the upper right corner.

Example for a daily entry

Date / Datum: 04.06.2021

Day / Tag: Fri (Friday)

K: The info symbol

                                                                                  and

the adjacent 3 indicate that **3 corrections** have taken place on this day. You can find out which corrections these are by clicking on the info symbol.

FB: The question mark symbol

 indicates

that there is additional information at the beginning of this booking (in this case: core time violated).

Bookings

- **Times highlighted in blue** mean a "manual" correction of the time, for example via a **time correction** request.
- **Black times** indicate a **regular booking** (via the Book item).
- **Green times** are postings made **automatically by the system** - in this case, the employee has not booked out on this day and the system has therefore generated an automatic posting that corresponds to the end of normal working time.

FE: The question mark symbol

 indicates

that there is additional information at the end of the booking (in this case: system exit).

Absence reasons: Indicates that an doctor`s visit has taken place from 11:00 - 12:05.

Target time: Indicates that 7:42 work should be performed on this day.

Worktime: Indicates that 10:52 was actually worked on this day.

Sum: Results from the actual time hours worked on the considered and the previous days of the current month (i.e. from 01.06. to incl. 04.06.2021 26:42 hours actual time were worked).

Time Balance: Total of the difference between actual time and target time in hours from the employee's creation to the day in question (= flextime balance).

Automatic break deduction: Shows that 3 minutes (0.03) of break time have been deducted for this day.

Felder

Name	Wert
Modul	Time & Attendance (ta)
Webdesk Actionname	getJournal
Artefakt-Typ	Action