Monthly journal (Journal)

General

The **journal** contains all important personal time information for a month; the current month is displayed up to today. One row contains the bookings and certain account values per day. The journal is kept in decimal hours, i.e., a break deduction of 0.30 corresponds to 30 minutes.

Using the arrow keys, you can conveniently switch between months and display data from past months. A specific month can also be selected directly from the dropdown menu.

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

- **C (Correction)**
  This column shows whether the entry is a correction. If a correction exists, you can click the info icon to open a window with information about it.

- **FB**
  Booking indicator - additional information at the start of the booking (e.g., core time violation, booking outside the allowed range, ...). If you move the mouse over the question mark icon, a small note appears with the reason for the indicator.

- **Bookings:** this column contains the from-to times
  Booking colors:

  - **Black times** (e.g., 08:56) show a **regular booking** made via Booking
  - **Times with a blue background** (e.g., 11:32) indicate a "manual" correction of the time, for example via a **time correction** request (in the example: sick note).
  - **Green times** are bookings made **automatically by the system** - this happens, for example, when the employee forgets to book out. The system then creates an automatic booking that sets the start time of the unfinished booking as its end time in order to invalidate it (in the example: due to the sick note, the end of working time is determined by the employee's daily target time and set automatically.)
- **Booking durations**
  the time differences between booking in and booking out in the system. If several bookings in/out took place on one day, these booking durations are also listed individually
- **FE**
  Booking indicator - additional information at the end of the booking (e.g., core time violation, system clock-out, ...). If you move the mouse over the black question mark icon, a small note appears with the reason for the indicator.
- **Target time**
  Displays the daily target time
- **Actual time (creditable attendance)**
  Displays the actual daily working time
- **Total**
  The total hours worked in this month**.**
- **Balance**
  The total minus the total target time - it can also be negative.
- **Auto. break deduction**

If no break, or a break of less than 30 minutes, is taken on a day, the break time is deducted automatically by the system (the system tops it up to 30 minutes).

NOTIZ

If there is no booking on a day and no absence is scheduled, the note "**Absent without excuse**" appears in the journal. For negative time trackers[1], the administrator can specify under Persons --> select the person --> tab "Modules" --> "Negative time tracker: Auto-generation of actual time" under which conditions this entry should appear or not.

Practical functions

Absence reasons

A list of absence reasons including ID and short name can be found HERE[2].

Further actions

Clicking the arrow in the date field opens a menu for submitting a time correction / absence request for the day in question directly.

You can also submit a time correction / absence request for the selected day by right-clicking the corresponding row in the journal.

(In this example, a time correction / absence request would be submitted for 01/17/2023.)

Print

The journal can also be exported as a PDF or Excel file or prepared for printing. The corresponding icons are located in the upper right corner.

Example of a daily entry

- **Date**: 01/09/2023
- **Day**: Mo (Monday)
- **C**: The info icon indicates that a **correction** took place on this day. Clicking the info icon shows which correction it is.
- **Bookings:** following the color logic, it is clear here that the bookings were entered manually.
- **FE**: in the example, there are no absences with an additional reason
- **Absence reasons**: Shows that an errand took place from 11:00 - 12:05.
- **Target time**: Shows that 7:42 h should be worked on this day.
- **Actual time**: Shows that 6:19 h were actually worked on this day.
- **Total**: Results from the actual hours worked on the day in question and the preceding days of the current month, here 29:05 h
  - --> i.e., from 01/02/2023 (01/01 is a holiday) through 01/09/2023 inclusive, 29:05 hours of actual time were worked.

- **Balance**: Sum of the difference between actual time and target time in hours from the employee's creation up to the day in question (= flextime balance), in this case 62:29 hours
- **Auto. break deduction**: Shows that no break time was deducted for this day

Felder

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

1. /daisy/webdesk-manual-admin/8608-dsy.html?language=4
2. /daisy/webdesk-manual-admin/10775-dsy.html?language=4