

# Cancellation of time corrections

## General

**Cancellation of time correction requests** are used to **delete incorrect attendance times** from the system. This means that an employee who, for example, has forgotten to book the lunch break, can book it in retrospectively via a cancellation of time correction request.

An example: an employee works from 08:20 to 16:40 and was on lunch break from 13:00 to 13:30 - but forgot to book it. So he calls up the cancellation of time correction request and enters the corresponding date and time span (13:00 - 13:30). Since no approval by the supervisor is necessary, the change is immediately visible in the journal after clicking on Start process.

The user must enter the date and time of the adjustment entry in the form.

The only possible absence reason is Absent, since an incorrectly booked attendance is to be corrected.

### WARNING

For other time corrections (doctor, business trip, various absences, telework) the menu item Time correction must be used!

If necessary, a note can be made in the comment field as to why the time had to be corrected (e.g.: forgot to book lunch break).

Cancellation of time corrections

Date: 06/05/2021

from: 13:00

to: 13:00

Absence Reason: absent

Comment: Forgot to book the lunch break.

Attachments

| Filename | Size | Attached at |
|----------|------|-------------|
|----------|------|-------------|

The button "**Show Journal**" serves as a possible help when filling out the request, as the monthly journal can be shown

After clicking on "Start process", corrections are made in the system and the overview of uncompleted requests is displayed.

## Approval process

### *Applicant*

There is no approval path for this particular request, since the request does not have to be approved by anyone, i.e. the request is sent by clicking Start Process and approved at the same time.

## Felder

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