KorrClient_01_ALL_Monatsansicht

Monthly view

The required employee can be selected by typing the name in the Person field (Auto-Complete):

By entering the name, a list of employees with their first and last names is displayed, from which the required employee can be conveniently selected. As soon as the name entered is unique, its name including its group is automatically entered in the field (without any interaction with the mouse).

Alternatively, the desired employee can be selected by clicking on the 3 horizontal dots:

By clicking the blue arrow keys you can browse through the possible persons, years and months.

NOTIZ

The current month is displayed in the **monthly view**. If you want to edit a certain day, you can do this either by clicking on the **edit** icon in the **action column** or by clicking on the **date** in the **date column** - but clicking on the date switches to the day view!

The following actions can be performed by clicking on the **edit symbol** in the relevant line:

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Important: The **data of the previous month** can only be edited **until** the **15th of the current month**!

The following data can be edited:

- Enter or correct booked **times**
- Select the **absence reason** from the dropdown list:
  - (0) A = Present
  - (1) U = paid holiday
  - (4) KR = Sick with continued pay
  - (6) SE = Seminar
  - (7) ZA = time compensation
  - (8) DR = Business trip
  - (9) DG = off-site work
  - (11) AZ = physician
  - (14) AM = official channels
  - (20) TA = teleworking
- **HT** - Set markers if it is only a half-day false reason
- **Pa** - Pause deduction - Authorization for pause deduction (automatic)
- **Ra** - Frame Authorization - Authorization for Booking Out of Frame
- **10** - 10h capping - Activate daily 10h capping
- **50** - 50h capping - Activate weekly 50h capping

After the data has been corrected / entered:

With **Save** (Floppy Disk Icon) the entries are accepted, with **Cancel** (Stopp Icon) the changes are discarded. Click on the **delete icon** (Stopp Icon) to delete an existing time entry. With a click on the **new symbol** (Sheet Paper Icon) another **entry** for the day can be added.