Daily view

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You can find information on the **monthly view** in the previous chapter.[6]

Selecting the employee and the period

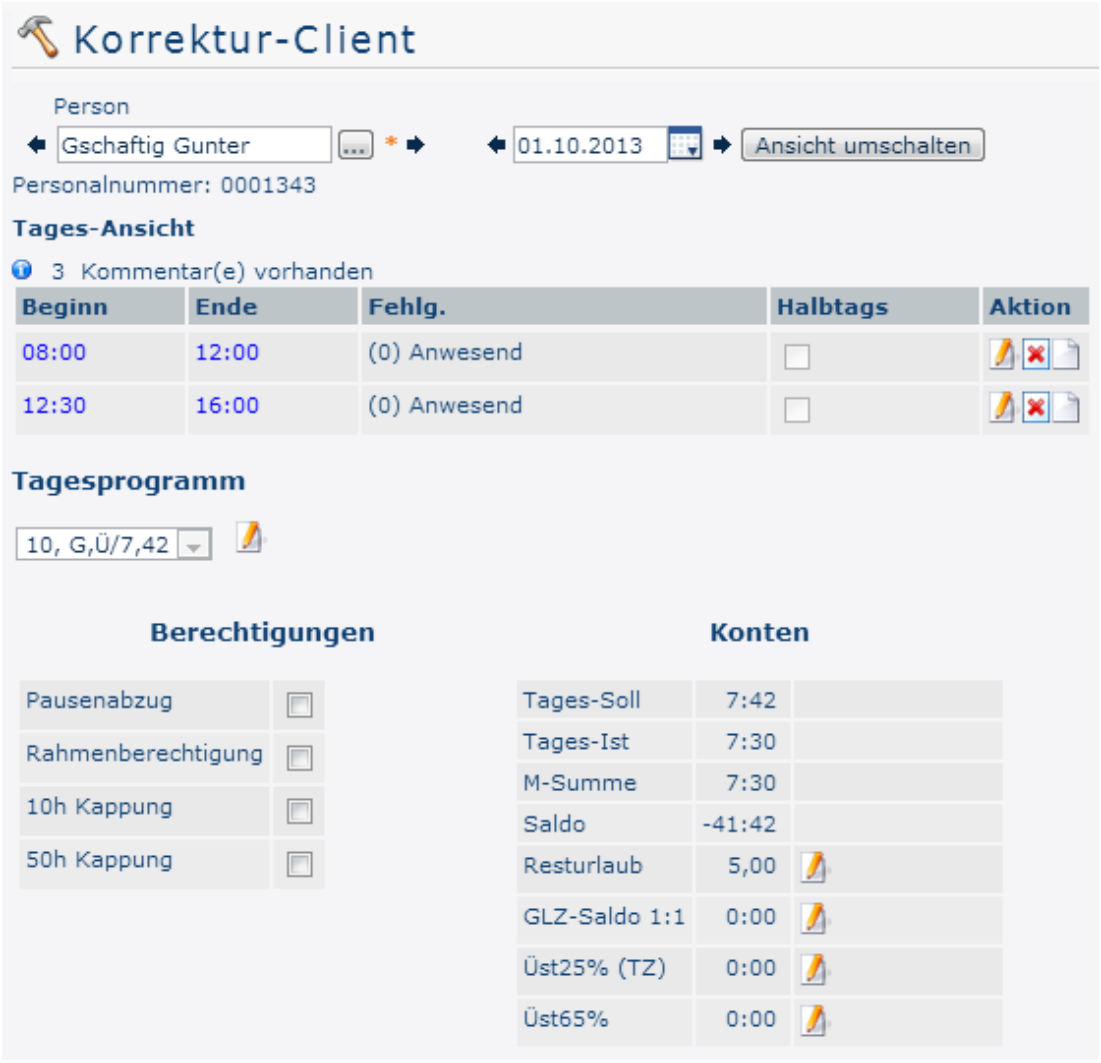
The desired employee can be selected by typing the name in the "Person" field (autocomplete):

Entering the name displays a list of employees with matching first/last names, from which the desired employee can be conveniently selected. As soon as the name entered is unique, their name including their group is entered in the field automatically, without any interaction with the mouse.

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

Clicking the blue arrow keys lets you page through the available persons, years and months.

Clicking a day in the monthly view takes you to the daily view.



Definition of the fields in the daily view

1 - to switch between monthly and daily view

2 - name of the employee whose journal is currently displayed, or the option to switch to another employee

3 - date of the current view, with the option to switch to another date

4 - employee number of the employee whose journal is currently displayed

5 - option to delete all data for this day

6 - Edit person: switch to the master record of the currently displayed employee

7 - Recalculate: if, for example, a different daily schedule is assigned retroactively, a recalculation of the times may be necessary. This is triggered via this button

8 - start time of work for this day

9 - end of working time on this day.

10 - Absence reason: entry of absence reasons. If there is no absence reason, this day or the working time is shown as (0) = Present at the workplace

11 - HT - half-day absences

12 - possible action (Edit

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Delete

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Add

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for the working times or the absence reasons for this day

13 - shows the work schedule valid for this day, which can be edited via the

icon

14 - permissions that can apply to this employee on this day.

15 - Clicking deducts a break from the employee as defined in the daily schedule

16 - Clicking also counts working time outside the frame working time on this day

17 - Daily maximum working time capping: clicking limits the creditable daily working time to the daily maximum working time according to the works agreement (formerly limited to 10 hours)

18 - Weekly maximum working time capping: clicking limits the creditable weekly working time to the maximum working time according to the works agreement (formerly limited to 50 hours)

19 - Daily target: results from the daily schedule valid for the employee on this day

20 - Daily actual: the daily working time actually accumulated based on the start and end times

21 - Weekly total: the sum of all working times of the week up to the day viewed in the daily view

22 - Monthly total: the sum of all working times of the month up to the day viewed in the daily view

23 - Balance = flextime balance: the sum of all flextime/credit hours the employee has earned up to the day viewed in the daily view. A deficit shows that the employee has worked less than the weekly/ daily schedule would require

24 - Total remaining vacation including previous years, depending on the works agreement

25 - Remaining vacation for the current year: the part of the total remaining vacation that arose in the current year

26 - Number of hours of the flextime balance that are credited at a 1:1 ratio based on the time in which they were accumulated, see account corrections (absolute and relative)

27 - Credit at a 1:1 ratio, e.g., hours worked after 7 p.m. if the frame working time ends at 7 p.m., depending on the works agreement

28 - Credit at a ratio of 1:1.7

29 - Credit at a ratio of 1:2, e.g., for working time performed on Sundays, depending on the works agreement

30 - Overtime to be paid out at a ratio of 1:1.25

31 - Credit of 50 % taxable overtime

32 - Credit of 50 % tax-free overtime

33 - Credit of 65 % overtime

34 - Credit of 70 % taxable overtime

35 - Credit of 70 % tax-free overtime

36 - Credit of 100 % taxable overtime

37 - Credit of 100 % tax-free overtime

In the daily view, as in the monthly view, you can also make changes to the daily entries by clicking the **edit icon** .
Clicking the **delete icon** deletes an existing time entry, and clicking the **new icon** lets you make another **entry** for the day.

Changing daily schedules

In the **daily view**, in addition to time entries and corrections, **daily schedules** can also be swapped. To do this, click the edit icon next to the daily schedule: (13)

In edit mode you can now select a different daily schedule.

The available daily schedules vary depending on the client. After selecting the desired daily schedule, clicking the **Save icon** applies the new daily schedule for the selected day. Clicking the **Cancel icon** cancels the change, and the original daily schedule appears again.

You can find more information on this topic under Daily schedules[7] in the manual.

Editing permissions

The following **permissions** can be set in this view:

- **Break deduction** (15) - If the check mark is set, no automatic break is deducted from the employee on the day viewed
  Example: An employee works from 08:00 to 16:00 without booking a lunch break. If the check mark for break deduction is NOT set, 30 minutes of lunch break are deducted automatically (because their working time is more than 6 hours), and 7 hours 30 minutes are credited to their balance. If you set the check mark, the 30 minutes are not deducted and 8 hours go into the balance.
- **Frame permission** (16) - Grant permission for work outside the frame, i.e., work performed outside the defined frame time also counts toward the balance
  Example: Frame time from 8 a.m. to 8 p.m. The employee arrives at 07:30. If the check mark is not set, the 30 minutes before 8 a.m. do not count as working time (i.e., not toward the balance) - if the check mark is set, however, the 30 minutes do count as working time (toward the balance).

- **10h capping (daily maximum working time capping)** (17) - Activate capping according to the agreed maximum working time (maximum 12 hours/day, formerly 10 hours) for the day viewed
  Example: Employee A works from 8 a.m. to 7:30 p.m. A half hour lunch break is deducted automatically, i.e., the pure working time is 11 hours. If the maximum working time (10h) capping is activated and the agreed daily maximum working time is 10 hours, the day viewed counts toward the balance with only 10 hours - everything beyond that is capped = not credited
- **50h capping (weekly maximum working time capping)** (18) - Activate capping according to the agreed maximum working time (maximum 60 hours/week, formerly 50 hours) for the week to which the day viewed belongs
  Example: the 50h capping behaves like the 10h capping, except that the entire working week, not just a single day, is used for the valuation.

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Note: a capping means that the start time and the time at which work ends remain visible unchanged in the journal, but the daily working time ends at the maximum working time and no longer corresponds to the difference between start time and clock-out time.

Editing accounts

The following **accounts** can be corrected in this view:

- **Remaining vacation** (25)
  Example: Employee A should be entitled to 5 more days of remaining vacation from the day viewed. By clicking the edit icon

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  entering +5 and clicking Save, the changes are applied and take effect from the key date viewed
- **Flextime balance 1:1** (26) - this account is used to correct the normal working time flextime balance
  Example: In the example above, Mr. Gschaftig has a balance of -41:42 hours. If we now want to reduce his balance to -20:00 hours, we would activate the account Flextime balance 1:1 by clicking the edit icon

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  Then we enter +21:42 and click the Save icon. This corrects the balance to -20:00 hours accordingly. The same procedure applies if we want to correct the balance downward - in this case, simply use a - (minus) instead of the + (plus) before the number!
- **Overtime (OT xx%)**- 25 %, 50 %, 65 %, 70 % and 100 %, tax-free or taxable
  Example: Mr. Rauhbein would like to have 10 of his 25% overtime hours paid out. So you have to reduce the 25% overtime account by 10 hours: Edit / -10 / Save. The same principle applies to the other overtime options

You can find detailed information under "**Correcting an employee's balance account**[8]"

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Important: The changed **values for balance and remaining vacation apply from the day for which the entry was made in the correction client**.
That is, if five vacation days were credited to an employee's balance in the daily view of 3/1/2023, so that she now has 30 days, this credit is valid from 3/1/2023. A query of 2/28/2023 still shows the 25 vacation days she had before.

1. /daisy/webdesk-manual-admin/6174-dsy.html?language=4
2. /daisy/webdesk-manual-admin/8978-dsy.html?language=4
3. /daisy/webdesk-manual-admin/6396-dsy.html?language=4