KorrClient_02_TimePro_Tagesansicht

Daily view

Clicking on the date in the **date column** takes you to the **daily view**. Here you can also make changes to the day entries by clicking on the **edit symbol**



,

analogous to the month view. By clicking on the **delete symbol**



an existing time entry is deleted, by clicking on the **new symbol**



another entry for the day can be made.

All accounts with a



symbol next to them can be edited. Both absolute and relative corrections can be made. More about this under the item **Account corrections (absolute + relative)**!

Authorizations for the selected day can also be assigned / withdrawn (set / remove the check mark for the corresponding authorization):

The following authorizations can be set in this view: Alle Konten, neben denen ein Symbol steht, können editiert werden. Hierbei können sowohl absolute als auch relative Korrekturen durchgeführt werden.

- **Pause reduction -** If the check mark is set, no automatic pause is deducted from the employee on the day in question.
- *Example: Employee works from 08:00 to 16:00 without booking a lunch break. If the check mark is NOT set for break deduction, 30 minutes of lunch break are automatically deducted (since his working time is more than 6 hours) and his balance is credited with 7 hours 30 minutes. If you tick the box, the 30 minutes are not deducted and 8 hours are added to the balance.*
- **Frame authorization** - In addition to frame authorization, i.e. also work performed outside the defined frame time is included in the balance.
- *Example: Frame time from 8 to 20 o'clock. Employees arrive at 07:30. If the check mark is not set, the 30 minutes before 8 a.m. do not count as working time (that is, not in the balance) - if the check mark is set, however, the 30 minutes do count as working time (in the balance).*
- **10h capping** - Activate 10h capping for the day in question.
- *Example: Employee A works from 8 to 19:30. A half hour lunch break is automatically deducted, i.e. the actual working time is 11 hours. If the 10h capping is activated, the considered day counts only with 10h in the balance - everything which goes beyond it is capped.*
- **50h capping** - Activate 50h capping for the week in question.
- *Example: the 50h capping behaves like the 10h capping only that for the evaluation not only a single day but the entire working week is used.*

The following accounts can be corrected in this view:

- **Remaining vacation**
  Example: Employee A should be entitled to 5 days more remaining vacation from the day in question. By clicking on the Edit symbol, entering +5 and clicking on Save, the changes are accepted and apply from the key date in question (in this case from 01.10.2013).
- **GLZ balance 1:1 -** this account is used to correct the flexitime balance (the balance is the sum of the accounts GLZ balance 1:1, 1:1.5, 1:7 and 1:2).

Example: Mr. Rauhbein has a balance of 0:00 hours in the above example. If we now want to increase his balance to 20:00 hours, we would activate the account GLZ balance 1:1 by clicking on the Edit icon. Then enter +20:00 and click on the Save icon. This will correct the balance to 20:00 hours. The same procedure applies if we want to correct the balance downwards - in this case simply use a - (minus) before the number instead of the + (plus)!

- **GLZ balance 1:1.5** - this account is used to correct the flexitime balance in case 50% overtime should not be paid out but should be booked to the balance (the balance is the sum of the GLZ balance accounts 1:1, 1:1.5, 1:7 and 1:2).
  Example: Mr. Rauhbein would like to have 10 of his 50% overtime hours credited to his balance. You correct the accounts as follows: -10 for account Üst 50% pfl (edit and save) and +15 (10 times 1.5) on account GLZ balance 1:1.5 (edit and save).
- **GLZ balance 1:1.7** - this account is used to correct the flexitime balance (the balance is the sum of the GLZ balance 1:1, 1:1.5, 1:7 and 1:2 accounts).
  Example: Mr. Rauhbein would like to have 10 of his 70% overtime hours credited to his balance. You correct the accounts as follows: -10 for account Üst 70% pfl (edit and save) and +17 (10 times 1.7) on account GLZ balance 1:1.7 (edit and save).
- **GLZ balance 1:2** - this account is used to correct the flexitime balance (the balance is the sum of the GLZ balance 1:1, 1:1.5, 1:7 and 1:2 accounts).
  Example: Mr. Rauhbein would like to have 10 of his 100% overtime hours credited to his balance. You correct the accounts as follows: -10 for account Üst 100% pfl (edit and save) and +20 (10 times 2) on account GLZ balance 1:2 (edit and save).
- **Overtime (Üst xx%)** - 25%, 50%, 65%, 70% and 100% overtime taxable (pfl) and tax-free (fr)
  Example: Mr. Rauhbein would like to be paid 10 of his 25% overtime. So you have to reduce the 25% overtime account by 10 hours: Edit / -10 / Save. The same principle applies to 50, 65, 70 and 100% overtime. A reposting to the balance is of course also possible - see the 4 points above.

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Important: The changed account values and authorizations are valid as of the key date, that is, in the above example, a correction of the remaining leave or balance would have the key date 12.08.2013.