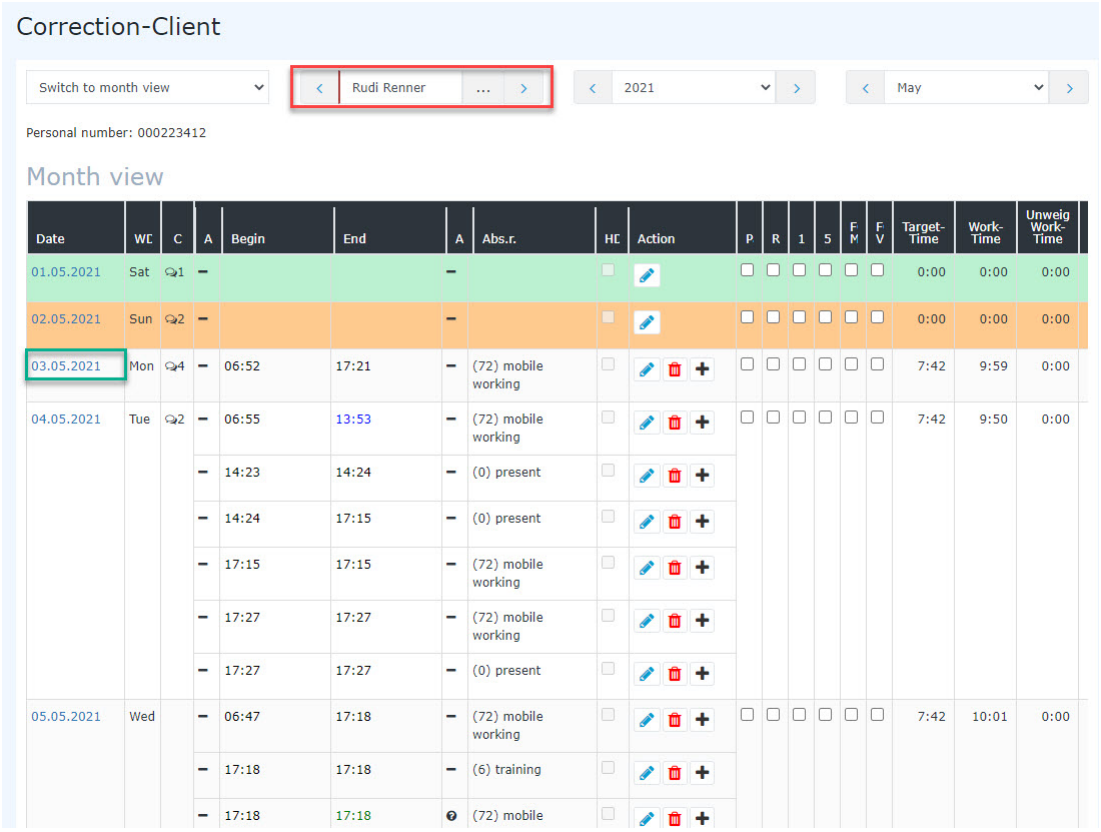
Adjusting an employee's accounts

The correction of an account (in this example the balance account) can be done by using the Correction-Client.

Approach

You will find the correction client in your menu tree under **"Administration" --> "Time management" --> "Correction-Client".**

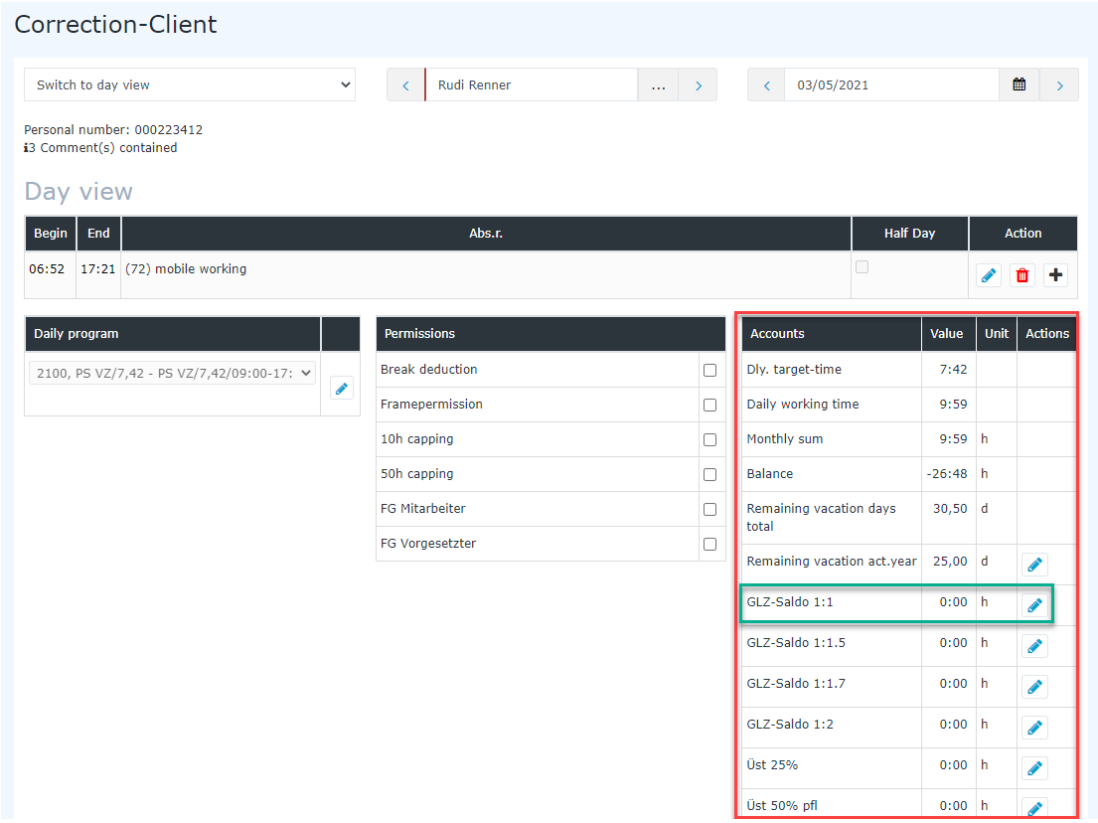
In the next step it is necessary to select the appropriate employee (here: Rudi Renner, marked in red) for whom a corresponding correction has to be made. The employee can be selected either by clicking on the 3 dots or by entering the name directly.



Date	WD	C	A	Begin	End	A	Abs.r.	HD	Action	P	R	1	5	F M	F V	Target-Time	Work-Time	Unweig Work-Time
01.05.2021	Sat	1	–			–										0:00	0:00	0:00
02.05.2021	Sun	2	–			–										0:00	0:00	0:00
03.05.2021	Mon	4	–	06:52	17:21	–	(72) mobile working									7:42	9:59	0:00
04.05.2021	Tue	2	–	06:55	13:53	–	(72) mobile working									7:42	9:50	0:00
			–	14:23	14:24	–	(0) present											
			–	14:24	17:15	–	(0) present											
			–	17:15	17:15	–	(72) mobile working											
			–	17:27	17:27	–	(72) mobile working											
			–	17:27	17:27	–	(0) present											
05.05.2021	Wed		–	06:47	17:18	–	(72) mobile working									7:42	10:01	0:00
			–	17:18	17:18	–	(6) training											
			–	17:18	17:18		(72) mobile											

Then it is necessary to select the day for which the correction should be valid (marked in green, in this case we want a correction for the 03/05/2021). Now click on the selected date.

This will take you to the day view of the corresponding employee for the selected day:



In this view the red marked field is interesting for the correction. Here you can find general information about the employee's accounts, which cannot be edited. These are recognized that there is no edit icon

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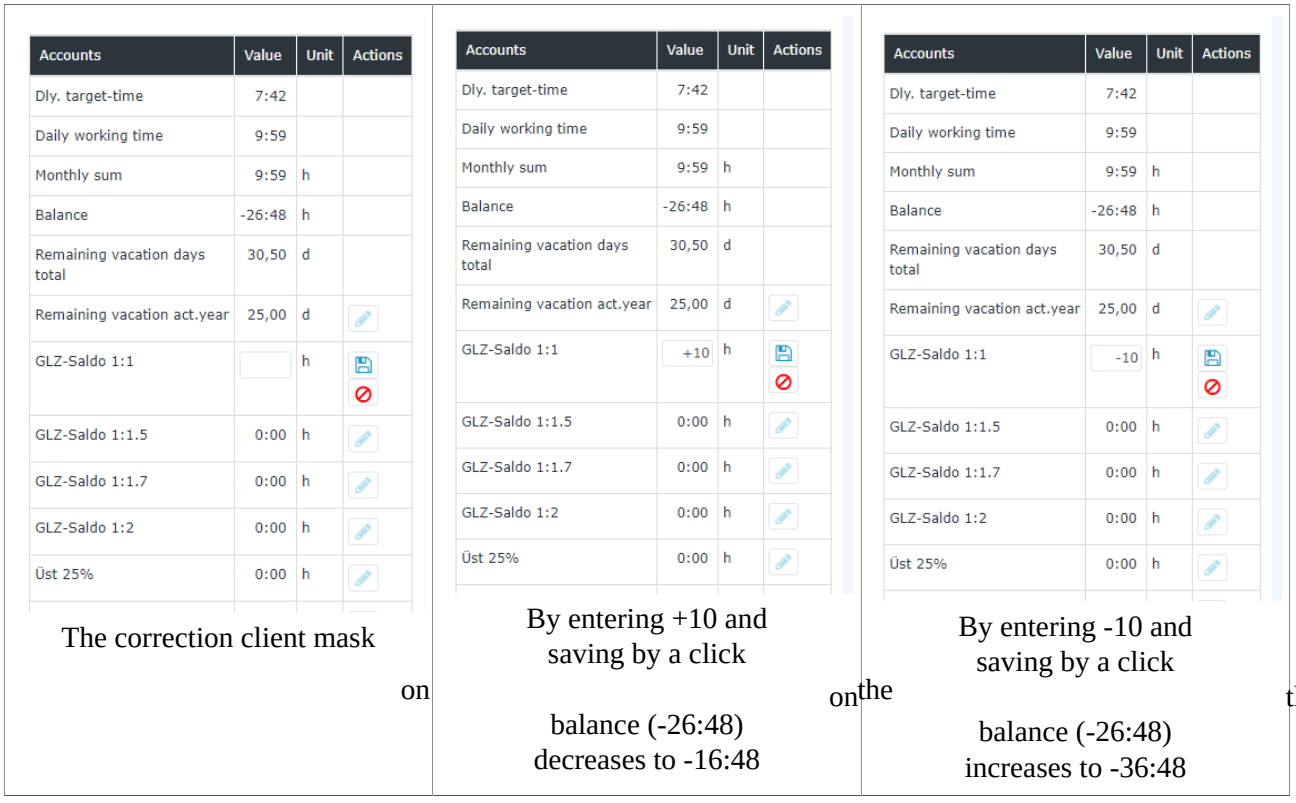
Editable accounts are marked with a icon.



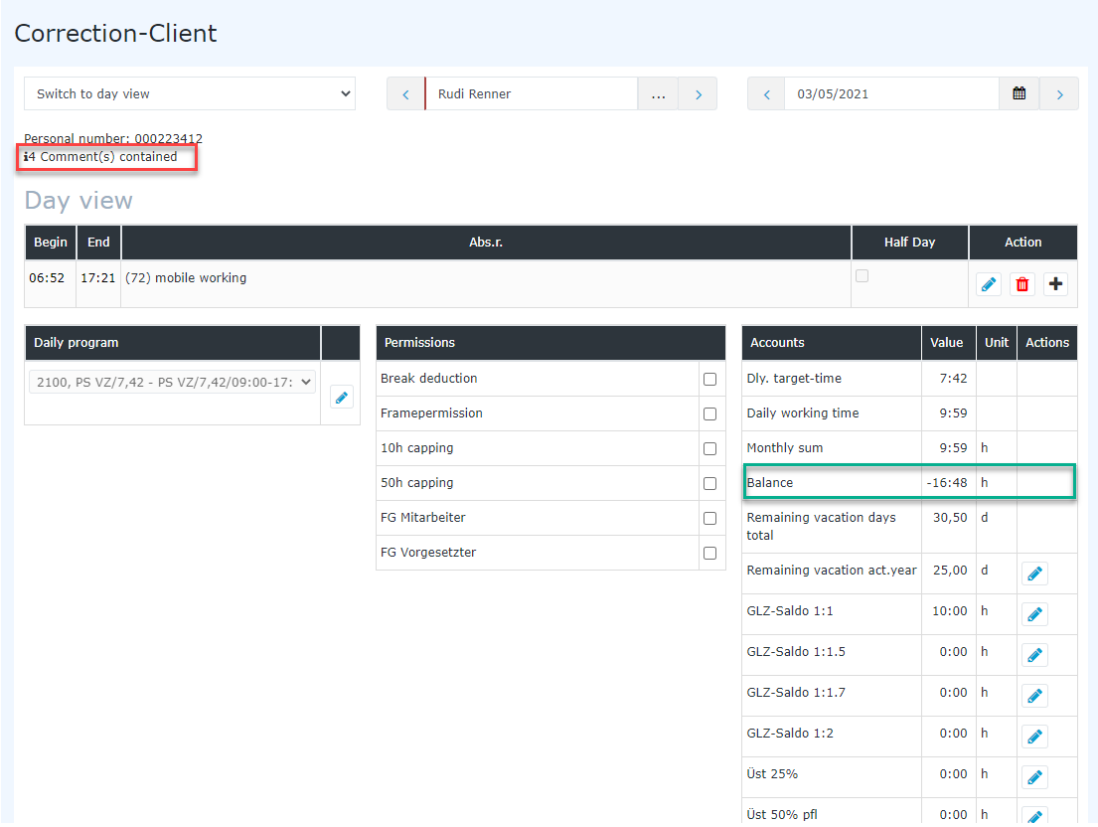
The correction client mask on

By entering +10 and saving by a click on the balance (-26:48) decreases to -16:48

By entering -10 and saving by a click on the balance (-26:48) increases to -36:48

In summary, all accounts with this icon can be modified by entering +/- (relative corrections).

The result of the correction is shown in the picture below. The green marked field shows the result of the corrections. It should also be mentioned that a comment is created for each correction made (absolute or relative) in order to ensure the traceability of the changes (marked in red).



In this example 4 corrections were made. With a click on the black information symbol, the list of comments will open in which all changes can be traced:



More Information

Further information about the correction client are available in the manual under the following links:

- Correction-Client[1] (Time-Professional)
- Correction-Client [2](Time-Base)

1. /daisy/webdesk-manual-admin/6372-dsy.html?language=4
2. /daisy/webdesk-manual-admin/5890-dsy.html?language=4