Correcting an employee's balance account

Correcting an account (in this example, correcting a balance account) is possible in Personalwolke using the **Correction-Client**.

Procedure

You can find the Correction-Client in your menu tree under **"Administration" --> "Time management" --> "Correction-Client"**, see also Correction-Client[1] in the manual

After selecting the menu item, you must **select** the **employee** for whom a corresponding correction is to be made under Person (marked in red). The employee can be selected either by **clicking the 3 dots** or by **entering the name directly**.

Then select the day for which the correction should be valid from the list in the month view. In this example, we want the correction to be entered in the system on 01/03/2023.

Alternatively, immediately after opening the employee's month view, you can switch to the day view and enter the desired date in the date field, or select it by paging or via the calendar view.

Selecting the day takes you to the day view of the corresponding employee for the selected day, see Day view[2].
The right-hand table is relevant for the account correction:

Here you will find general information on the employee's accounts, which cannot be edited. You can recognize these by the fact that there is no edit icon. Editable accounts are marked with an edit icon

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Clicking the edit icon next to the account you want to change opens the input field.

Correction types

For our example, the account **"Flextime balance 1:1"** (marked in red) is relevant, because we want to correct the balance, which is currently "0" hours. Clicking the edit icon starts edit mode:

Absolute correction

This is done by entering the total number of hours that should be saved as "Flextime balance 1:1" for this employee after the correction.

In the example, the value "20" is entered as the number of hours.

Relative correction

A number of hours is added to or subtracted from the existing flextime balance by addition (sign "+") or subtraction (sign "-"). In the example, the balance is corrected up or down by 10 hours:

Correction comment

In the day view
After the **correction** is saved, a **comment** can automatically be opened in the day view by clicking the black info icon. This documents changes to the account balances.

(Note: it is also possible, in principle, to save notes without a prior account correction by clicking the "+Add new comment" button.)

In the month view

A **comment** is also visible in the month view; it is located next to the date in the column C(orrections).

Clicking the speech bubble opens the comment window.

(Note: it is also possible, in principle, to save notes without a prior account correction by clicking the "+Add new comment" button.)

Further information

You can find more information on the Correction-Client in the manual under the following links:

- Correction-Client[3] (Time-Professional)
- Correction-Client[4] (Time)

Keywords: account correction, time correction, correction, vacation aliquoting, vacation recording, change of time data, balance carryover, carryover, balance carry-over

1. /daisy/webdesk-manual-admin/6189-dsy.html?language=4
2. /daisy/webdesk-manual-admin/6190-dsy.html?language=4
3. /daisy/webdesk-manual-admin/6372-dsy.html?language=4
4. /daisy/webdesk-manual-admin/6189-dsy.html?language=4