

Adjusting an employee's account

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: Honig Helga, 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 their name directly.

Person
 Honig Helga

... *

2013

November

Ansicht umschalten

Personalnummer: 00016727

Monats-Ansicht

Datum	WT	K	FB	Beginn	Ende	FE	Fehlg.	HT	Aktion	Pa	Ra	10	50
01.11.2013	Fr	1	-			-							
02.11.2013	Sa		-			-							
03.11.2013	So		-			-							
04.11.2013	Mo	1	-	08:00	17:00	-	(0) A						
05.11.2013	Di	2	-	Fehlt unentschuldigt		-							
06.11.2013	Mi	12	-	10:01	14:01	-	(0) A						
07.11.2013	Do	2	-	08:00	12:35	-	(0) A						
			-	13:15	17:00	-	(0) A						
08.11.2013	Fr		-	Fehlt unentschuldigt		-							

Then it is necessary to select the day or from which day the correction should be valid (marked in green, in this case we want a correction for the 06/11/2013). Now click on the selected date.

This takes you to the day view of the relevant employee for the selected day (in this case 06/11/2013):

Korrektur-Client

Person

←

Honig Helga

...

*

→

←

06.11.2013

📅

→

Ansicht umschalten

Personalnummer: 00016727

Tages-Ansicht

📢

2 Kommentar(e) vorhanden

Beginn	Ende	Fehlg.	Halbtags	Aktion
10:01	14:01	(0) Anwesend	☐	✎ ✖ 📄

Tagesprogramm

10, G,Ü/7,42

✎

Berechtigungen

Pausenabzug

☐

Rahmenberechtigung

☐

10h Kappung

☐

50h Kappung

☐

Konten

Tages-Soll	7:42	
Tages-Ist	4:00	
M-Summe	4:00	
Saldo	-26:48	
Resturlaub	20,50	✎
GLZ-Saldo 1:1	0:00	✎
Üst25% (TZ)	0:00	✎
Üst65%	0:00	✎

Relevant is here the field marked in red. Here you will find some general information about the employee which cannot be edited f.e. daily target, daily actual, M-total, balance). Editable positions are those with the

pen

In this case the green marked position is relevant. As we want to edit the saldo which is current "-26:48" hours. Click

on

start the correction client mask.

Konten <table> <tbody> <tr><td>Tages-Soll</td><td>7:42</td><td></td></tr> <tr><td>Tages-Ist</td><td>4:00</td><td></td></tr> <tr><td>M-Summe</td><td>4:00</td><td></td></tr> <tr><td>Saldo</td><td>-26:48</td><td></td></tr> <tr><td>Resturlaub</td><td>20,5</td><td>✎</td></tr> <tr><td>GLZ-Saldo 1:1</td><td></td><td>✎ ✖</td></tr> <tr><td>Üst25% (TZ)</td><td>0:00</td><td>✎</td></tr> <tr><td>Üst65%</td><td>0:00</td><td>✎</td></tr> </tbody> </table> The correction client mask	Tages-Soll	7:42		Tages-Ist	4:00		M-Summe	4:00		Saldo	-26:48		Resturlaub	20,5	✎	GLZ-Saldo 1:1		✎ ✖	Üst25% (TZ)	0:00	✎	Üst65%	0:00	✎	Konten <table> <tbody> <tr><td>Tages-Soll</td><td>7:42</td><td></td></tr> <tr><td>Tages-Ist</td><td>4:00</td><td></td></tr> <tr><td>M-Summe</td><td>4:00</td><td></td></tr> <tr><td>Saldo</td><td>-26:48</td><td></td></tr> <tr><td>Resturlaub</td><td>20,5</td><td>✎</td></tr> <tr><td>GLZ-Saldo 1:1</td><td>+10</td><td>✎ ✖</td></tr> <tr><td>Üst25% (TZ)</td><td>0:00</td><td>✎</td></tr> <tr><td>Üst65%</td><td>0:00</td><td>✎</td></tr> </tbody> </table> By entering +10 and saving by a click	Tages-Soll	7:42		Tages-Ist	4:00		M-Summe	4:00		Saldo	-26:48		Resturlaub	20,5	✎	GLZ-Saldo 1:1	+10	✎ ✖	Üst25% (TZ)	0:00	✎	Üst65%	0:00	✎	Konten <table> <tbody> <tr><td>Tages-Soll</td><td>7:42</td><td></td></tr> <tr><td>Tages-Ist</td><td>4:00</td><td></td></tr> <tr><td>M-Summe</td><td>4:00</td><td></td></tr> <tr><td>Saldo</td><td>-26:48</td><td></td></tr> <tr><td>Resturlaub</td><td>20,5</td><td>✎</td></tr> <tr><td>GLZ-Saldo 1:1</td><td>-10</td><td>✎ ✖</td></tr> <tr><td>Üst25% (TZ)</td><td>0:00</td><td>✎</td></tr> <tr><td>Üst65%</td><td>0:00</td><td>✎</td></tr> </tbody> </table> By entering -10 and saving by a click	Tages-Soll	7:42		Tages-Ist	4:00		M-Summe	4:00		Saldo	-26:48		Resturlaub	20,5	✎	GLZ-Saldo 1:1	-10	✎ ✖	Üst25% (TZ)	0:00	✎	Üst65%	0:00	✎
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on		on the		the
	balance (-26:48) decreases to -16:48		balance (-26:48) increases to -36:48	

In summary, all marked accounts with a pen can be changed by entering +/- (relative corrections). Absolute corrections are of course also possible - using the example of the remaining vacation account (20.5 days). This would mean that an entry of 5 (without a prefix) would correct the remaining vacation days to 5 days - with a relative correction, the same result could be achieved by entering -15.5 (20.5 - 15.5 = 5).

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).


Korrektur-Client

Person

Honig Helga
... *

06.11.2013

Ansicht umschalten

Personalnummer: 00016727

Tages-Ansicht

13 Kommentar(e) vorhanden

Beginn	Ende	Fehlg.	Halbtags	Aktion
10:01	14:01	(0) Anwesend	☐	  

Tagesprogramm

10, G,Ü/7,42


Berechtigungen

Pausenabzug ☐
Rahmenberechtigung ☐
10h Kappung ☐
50h Kappung ☐

Konten

Tages-Soll	7:42	
Tages-Ist	4:00	
M-Summe	12:30	
Saldo	-16:48	
Resturlaub	20,5	
GLZ-Saldo 1:1	10:00	
Üst25% (TZ)	0:00	
Üst65%	0:00	

For this case 13 corrections were made. With a click on the blue information symbol,



the

list of comments is displayed in which all changes can be traced:



The comments briefly explained:

- 14.11.2013 / 12:31: User "pbgschaft" canceled for the 06/11/2013 2 bookings. One from 14:01 to 14:02 and another from 14:02 to 14:02.
- the corrections marked in red were done directly in the time recording system through our staff and have therefore another format.

More Information

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

- [Korrektur-Client¹](#) (Time-Professional)
- [Korrektur Client²](#) (Time-Base)

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