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".

	1
🕔 Buchen	
» Info	
» Anträge	
» Workflow	
Administration	
🥱 Organigramm	
🔒 Personen	
😂 Gruppen	
🔀 Rollen	
攀 Benutzer umschalten	
\Xi Korrektur-Client 🕞	
📼 Fehlzeit-Client 🖤	E.

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.

≪ Korrektur-Client													
Person ♦ Honig Helga * ♦ 2013 ▼ ♦ November ▼ ♦ Ansicht umschalten Personalnummer: 00016727													
Monats-Ansicht													
Datum	wт	к	FB	Beginn	Ende	FE	Fehlg.	нт	Aktion	Pa	Ra	10	50
01.11.2013	Fr	1	-			-			<u>7</u>				E
02.11.2013	Sa		-			-			<u>/</u>				E
03.11.2013	So		-			-			<u>/</u>				E
04.11.2013	Мо	01	-	08:00	17:00	-	(0) A		<u>/ × </u>				E
05.11.2013	Di	02	-	Fehlt unentsch	uldigt	-			1				E
06.11.2013	Mi	012	0	10:01	14:01	-	(0) A		<u>/</u> ×				E
07.11.2013	Do	02	-	08:00	12:35	-	(0) A		<u>/</u> ×				E
			-	13:15	17:00	-	(0) A		<u>/</u> ×				
08.11.2013	Fr		-	Fehlt unentsch	uldigt	-			<u>/</u> -				

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	1		* •	• 06.11.2013		Ansicht umscha	alten
Personalnumme	r: 0001	6727					
Tages-Ansicht	t						
3 2 Komment	ar(e) vo	orhande	en				
Beginn	Ende		Fehlg.		1	Halbtags	Aktion
10:01	14:01		(0) Anweser	nd			🗾 🗶 📄
Tagesprogramm 10, G,Ü/7,42 →							
Pausapabaug				Tages-Soll	7.40		_
Fauschauzug				Tages-Jst	4:00		
Rahmenberech	ntigung			M-Summe	4.00		
10h Kappung				Saldo	-26:48		
50h Kappung				Resturlaub	20.40		
				GLZ-Saldo 1:1	0:00	<u></u>	
				Üst25% (TZ)	0:00	1	
				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			Konten			Konten		
ages-Soll	7:42		Tages-Soll	7:42		Tages-Soll	7:42	
es-Ist	4:00		Tages-Ist	4:00		Tages-Ist	4:00	
nme	4:00		M-Summe	4:00		M-Summe	4:00	
	-26:48		Saldo	-26:48		Saldo	-26:48	
rlaub	20,5	<u>, </u>	Resturlaub	20,5	<u>/</u> -	Resturlaub	20,5	
Saldo 1:1		8	GLZ-Saldo 1:1	+10	=	GLZ-Saldo 1:1	-10	
% (TZ)	0:00	<u>_</u>	Üst25% (TZ)	0:00	<u>/</u> }-	Üst25% (TZ)	0:00	
%	0:00	<u>/</u>	Üst65%	0:00	<u>/</u> }	Üst65%	0:00	
The correction client mask			By er sav	ntering + ing by a	-10 and click	By en sav	ntering - ing by a	

on	i on	the 🗎	the
	balance (-26:48)	balance (-26:48)	
	decreases to -10.48	Increases to -30:48	

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 Personalnummer	: 0001672	··· * → 7	• 06.11.2013	•	Ansicht ums	schalten
Tages-Ansicht						
13 Komment	ar(e) vorh	anden				
Beginn E	-nde	Fenig.			Halbtags	Aktion
10:01	14:01	(0) Anwesen	iu			
Tagesprogram	nm					
10, G,Ü/7,42 -						
Ber	echtigun	gen		Konte	en	
Pausenabzug			Tages-Soll	7:42		
Rahmenberecht	igung 📄		Tages-Ist	4:00		
10h Kappung			M-Summe	12:30		
50b Kappung			Saldo	-16:48		
bon Kappung			Resturlaub	20,5	1	
			GLZ-Saldo 1:1	10:00	1	
			Üst25% (TZ)	0:00	1	

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

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

0

the

	12 Kommy	ontarla) vorbandan
i.	Info		🗶 🕺 🕹 🕹 🕹 🕹 🕹 🕹 🕹 🕹 🕹 🕹 😽
F			
1	14.11.2013	12:31	pbgschaft, Gelöscht als Korrektur: 06.11.2013 14:01 - 06.11.2013 14:02
1	14.11.2013	12:31	pbgschaft, Gelöscht als Korrektur: 06.11.2013 14:02 - 07.11.2013 14:02
Т	14.11.2013	12:39	pbgschaft, vkkonto356, -10.0 (relativ)
Н	14.11.2013	12:39	pbgschaft, vkkonto356, 0.0 (absolut)
Ч	14.11.2013	12:39	pbgschaft, vkkonto356, 6.8 (absolut)
	14.11.2013	12:40	pbgschaft, vkkonto356, 0.0 (absolut)
	14.11.2013	12:40	pbgschaft, vkkonto356, 6.8 (relativ)
	14.11.2013	12:40	pbgschaft, vkkonto356, 0.0 (absolut)
	14.11.2013	12:42	pbgschaft, vkkonto356, 10.0 (absolut)
	14.11.2013	12:46	Änderung Verrechnete Konten: 356 Korr.:G.S.1:1="0.00" ("10.00")
	14.11.2013	12:47	Änderung Verrechnete Konten: 356 Korr.:G.S.1:1="10.00" ("0.00")
	14.11.2013	12:50	pbgschaft, vkkonto356, 0.0 (absolut)
	18.11.2013	10:06	pbgschaft, vkkonto356, 10.0 (relativ)
- L			

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