

# Calculation of aliquot remaining vacation

NOTIZ

The German tables used on this side will be substituted by English tables as soon as possible!

## General

When a new employee joins the company, it must be decided whether it should be possible to evaluate the aliquot remaining vacation balance during the year. Similarly, it may be necessary to display the aliquot remaining vacation when an employee leaves during the year. For these two cases, a logic has been implemented in the system, which must be parameterized as shown in the following examples.

NOTIZ

**Info:** If no evaluation of the aliquot remaining vacation balance is required, the following steps **do not** have to be carried out.

The data input of the calculated values has to be done via the correction client (to be found under Administration / Time management). A detailed description of how to enter these values can be found at the end of this document.

## Examples

Start date time recording (creation of the user in Personalwolke): 01.07.2015

Effective date of leave (date on which annual leave is credited): 01.12.

### Example 1:

|          |            |                                  |        |
|----------|------------|----------------------------------|--------|
| Zeile 1  | 30.11.2014 | Resturlaub                       | 5 Tg   |
| Zeile 2  |            | Urlaub Vorjahr                   | 5 Tg   |
| Zeile 3  | 01.12.2014 | Resturlaub                       | 25 Tg  |
| Zeile 4  | 01.12.2014 | Resturlaub Gesamt                | 30 Tg  |
| Zeile 5  |            | Stand 01.07.2015 Verbrauch       | 6 Tg   |
| Zeile 6  |            | Resturlaub Vorjahr               | 5 Tg   |
| Zeile 7  |            | - Verbrauch                      | 6 Tg   |
| Zeile 8  |            | Ergebnis Resturlaub Vorjahr      | - 1 Tg |
| Zeile 9  |            | Resturlaub                       | 25 Tg  |
| Zeile 10 |            | - Ergebnis Resturlaub Vorjahr    | -1 Tg  |
| Zeile 11 |            | Stand 01.07.2015 Resturlaub      | 24 Tg  |
| Zeile 12 |            | Tage von 01.12.2014 - 01.07.2015 | 213 Tg |

Explanation of table content:

- **Line 1**  
The remaining vacation (= vacation that the employee has not consumed) from 2014 (previous year) is 5 days. These 5 days will be carried into the next year.
- **Line 2 - line 4**

On effective date of leave (01.12.2014), the new annual vacation / remaining vacation (25 days) is added to the remaining vacation from the previous year (5 days). This results in the total remaining leave of 30 days.

- **Line 5 - line 8**

On 01.07.2015, 6 vacation days have already been consumed by the employee. Now the case is, when vacation days are used, they are first deducted from the remaining vacation from the previous year before the current remaining vacation is reduced. As shown in line 1, there are 5 vacation days left from the previous year.

- **Line 9 - line 11**

The current remaining vacation (25 days) is now reduced by the result remaining vacation from the previous year. Since the result remaining leave previous year is negative (in this case (-1)), the new balance on 01.07.2015 is 24 days.

- **Line 12**

The number of days from 01.12.2014 to 01.07.2015 is 213.

## Example 2:

|                 |                                  |                   |              |
|-----------------|----------------------------------|-------------------|--------------|
| <i>Zeile 1</i>  | <u>30.11.2014</u>                | <u>Resturlaub</u> | <u>5 Tg</u>  |
| <i>Zeile 2</i>  |                                  | Urlaub Vorjahr    | 5 Tg         |
| <i>Zeile 3</i>  | 01.12.2014                       | <u>Resturlaub</u> | <u>25 Tg</u> |
| <i>Zeile 4</i>  | 01.12.2014                       | Resturlaub Gesamt | 30 Tg        |
| <i>Zeile 5</i>  | Stand 01.07.2015 Verbrauch       |                   | 4 Tg         |
| <i>Zeile 6</i>  | Resturlaub Vorjahr               |                   | 5 Tg         |
| <i>Zeile 7</i>  | – Verbrauch                      |                   | 4 Tg         |
| <i>Zeile 8</i>  | Ergebnis Resturlaub Vorjahr      |                   | 1 Tg         |
| <i>Zeile 9</i>  | Resturlaub                       |                   | 25 Tg        |
| <i>Zeile 10</i> | + Ergebnis Resturlaub Vorjahr    |                   | +1 Tg        |
| <i>Zeile 11</i> | Stand 01.07.2015 Resturlaub      |                   | 26 Tg        |
| <i>Zeile 12</i> | Tage von 01.12.2014 - 01.07.2015 |                   | 213 Tg       |

Explanation of table content:

- **Line 1**

The remaining vacation (= vacation that the employee has not consumed) from 2014 (previous year) is 5 days. These 5 days will be carried into the next year.

- **Line 2 - line 4**

On effective date of leave (01.12.2014), the new annual vacation / remaining vacation (25 days) is added to the remaining vacation from the previous year (5 days). This results in the total remaining leave of 30 days.

- **Line 5 - line 8**

On 01.07.2015, 4 vacation days have already been consumed by the employee. Now the case is, when vacation days are used, they are first deducted from the remaining vacation from the previous year before the current remaining vacation is reduced. As shown in line 1, there are 5 vacation days left from the previous year.

- **Line 9 - line 11**

The current remaining vacation (25 days) is now increased by the result of the remaining vacation from the previous year. Since the result of the remaining leave from the previous year is positive (in this case (+1)), the new balance on 01.07.2015 is 26 days.

- **Line 12**  
The number of days from 01.12.2014 to 01.07.2015 is 213.

### Example 3:

|          |                                  |                               |        |
|----------|----------------------------------|-------------------------------|--------|
| Zeile 1  | 30.11.2014                       | Resturlaub                    | 5 Tg   |
| Zeile 2  | 01.12.2014                       | Urlaub Vorjahr                | 5 Tg   |
| Zeile 3  |                                  | Resturlaub                    | 25 Tg  |
| Zeile 4  | 01.12.2014                       | Resturlaub Gesamt             | 30 Tg  |
| Zeile 5  | Stand 01.07.2015 Verbrauch       |                               | 22 Tg  |
| Zeile 6  |                                  | Resturlaub Vorjahr            | 5 Tg   |
| Zeile 7  |                                  | - Verbrauch                   | 22 Tg  |
| Zeile 8  | Ergebnis Resturlaub Vorjahr      |                               | -17 Tg |
| Zeile 9  |                                  | Resturlaub                    | 25 Tg  |
| Zeile 10 |                                  | - Ergebnis Resturlaub Vorjahr | -17 Tg |
| Zeile 11 | Stand 01.07.2015 Resturlaub      |                               | 8 Tg   |
| Zeile 12 | Tage von 01.12.2014 - 01.07.2015 |                               | 213 Tg |

Explanation of table content:

- **Line 1**  
The remaining vacation (= vacation that the employee has not consumed) from 2014 (previous year) is 5 days. These 5 days will be carried into the next year.
- **Line 2 - line 4**  
On effective date of leave (01.12.2014), the new annual vacation / remaining vacation (25 days) is added to the remaining vacation from the previous year (5 days). This results in the total remaining leave of 30 days.
- **Line 5 - line 8**  
On 01.07.2015, 22 vacation days have already been consumed by the employee. Now the case is, when vacation days are used, they are first deducted from the remaining vacation from the previous year before the current remaining vacation is reduced. As shown in line 1, there are 5 vacation days left from the previous year. After deduction of the 22 consumed vacation days, the remaining vacation is completely used up from the previous year.
- **Line 9 -line 11**  
The current remaining vacation (25 days) is now reduced by the result remaining vacation previous year. Since the result of remaining vacation previous year is negative (in this case (-17)), the new balance on 01.07.2015 is 8 days.
- **Line12**  
The number of days from 01.12.2014 to 01.07.2015 is 213.

### Input in the correction client

To enter the values calculated according to the above examples in the system, the following accounts must be corrected via the correction client.

**Korrektur-Client**

Person: Haas Max | Personalnummer: 000200235 | 01.07.2015 | Ansicht umschalten

**Tages-Ansicht**  
 21 Kommentar(e) vorhanden

| Beginn | Ende | Fehlg. | Halbtags                 | Aktion |
|--------|------|--------|--------------------------|--------|
|        |      |        | <input type="checkbox"/> |        |

**Berechtigungen**

Pausenabzug

Rahmenberechtigung

10h Kappung

50h Kappung

**Konten**

|                         |      |  |
|-------------------------|------|--|
| Tages-Soll              | 7:42 |  |
| Tages-Ist               | 7:42 |  |
| Saldo                   | 0:00 |  |
| Resturlaub ges.         | 0,00 |  |
| Resturlaub ges. aliquot | 0,00 |  |
| Tage ab Urlaubstichtag  | 0,00 |  |
| Resturlaub akt.Jahr     | 0,00 |  |
| Resturlaub Vorjahr      | 0,00 |  |
| Resturlaub Vor-Vorjahr  | 0,00 |  |
| Urlaub konsumiert       | 0,00 |  |

- **Remaining vacation (current year)**

Resturlaub akt.Jahr

With an absolute correction (=24), the number of open vacation days in the current year is entered.

- **Remaining vacation (previous year)**

Resturlaub Vorjahr

With an absolute correction (=0), the number of remaining vacation days from the previous year is entered here, which remain after deduction of the consumed vacation. If the result is negative, as in examples 1 and 3, no correction needs to be made here!

- **Remaining vacation (pre-previous year)**

Resturlaub Vor-Vorjahr

With an absolute correction (=0), the number of remaining vacation days from the pre-previous year is entered here, which remain after deduction of the consumed vacation. If the result is negative, no correction needs to be made here!

- **Vacation consumed**

Urlaub konsumiert

With an absolute correction (=0), the number of vacations day is entered, that the employee has already consumed since the last effective date of vacation.

The calculated aliquot remaining vacation is displayed from the following correction day (02.07.) in the line "Resturlaub ges. aliquot" (marked in green).