Balance Offsetting

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General

Balance offsetting is used to regulate the settlement of a person's working time - especially the time that goes beyond the fulfillment of the scheduled working time.

Balance offsetting is a section in the time tracking input form of a person.
This input block can be found under Persons # Open a person # "Settings" tab # Time tracking # Balance offsetting

The input fields of the balance offsetting area are explained below.

Settlement type

The **settlement type** to be selected here describes what should happen to the balance at the end of a certain period. It can either be left as is, capped within a certain range or, for example, transferred automatically to an overtime account.

These are the most commonly used options:

Options		
	---	No action, balance remains unchanged on the standard account
1	**Balance capping**	Complete capping of the balance, capping depends on the settings in "Capping of negative flextime balance" and "Capping of positive flextime balance"
2	**Balance transfer 50%**	Capping and offsetting of the capped balance hours against the 50% overtime account, depending on the settings in "Capping of negative flextime balance" and "Capping of positive flextime balance"
3	**Balance transfer 65%**	Capping and offsetting of the capped balance hours against the 65% overtime account, depending on the settings in "Capping of negative flextime balance" and

		"Capping of positive flextime balance"
4	**Delete balance**	Always sets the balance to 0 at the end of the period specified in "Balance offsetting: Timing" (overtime is not evaluated)

The selection list contains further parameters, but these are special cases. Their description will be added.

Capping of negative flextime balance

Enter here the **lower balance limit** up to which no capping takes place. If the balance falls below this limit, capping occurs.

Value	Unit
Numeric value	Hours and standard minutes (e.g., 2.45 = 1h 45min)

Example

Value for capping of negative flextime balance: **-10**

Balance offsetting: **monthly** (can be set via "Balance offsetting: Timing")
Balance at the end of the month: **-12 hours**

Because the balance offsetting in our example takes place monthly, the balance on the first day of the following month is:

Balance on the first day of the following month: -10 hours

So 2 hours were capped (cut off).

Capping of positive flextime balance

Enter here the **upper limit of the flextime balance** up to which no capping takes place. If this value is exceeded, capping occurs and the capped hours are counted as overtime.

Value	Unit
Numeric value	Hours and standard minutes (e.g., 2.45 = 1h 45min)

Example

Value for capping of positive flextime balance: +**10**
Balance offsetting: **monthly** (can be set via "Balance offsetting: Timing")
Balance at the end of the month: +**12 hours**

Because the balance offsetting in our example takes place monthly, the balance on the first day of the following month is:

Balance on the first day of the following month: +10 hours

So 2 hours were capped (cut off).

Behavior with negative balance

The setting configurable here describes how a possible **negative balance** is to be handled. The following options are available:

	Options	Description
1	**No action**	No action is taken, the negative balance remains as a negative value on the flextime account
2	**Offset against overtime**	Offsetting of the negative balance against overtime: as far as possible, negative hours are removed from the balance and offset against/deducted from the overtime
3	**Irregularity**	The balance is not changed, but the employee is informed about the negative balance when logging in to Personalwolke
4	**Negative extra work, delete extra hours**	

Example:

Below are six examples that explain the settlement of the negative balance:

	Capping of negative flextime balance	Flextime balance	OT 50%	OT 100%	Flextime balance (new)	OT 50% (new)	OT 100% (new)
Ex. 1	0.00	-1.00	0.00	0.00	-1.00	0.00	0.00
Ex. 2	0.00	-4.00	1.00	2.00	-1.00	0.00	0.00
Ex. 3	0.00	-2.00	1.00	2.00	0.00	0.00	1.00
Ex. 4	-5.00	-4.00	1.00	2.00	-4.00	1.00	2.00
Ex. 5	-5.00	-9.00	3.00	2.00	-5.00	0.00	1.00
Ex. 6	-5.00	-11.00	3.00	2.00	-6.00	0.00	0.00

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Offsetting against overtime only takes place if one of the options "Balance offsetting (50 %/65 %/100 %)" has been selected under **"Balance offsetting: Settlement type"**. Only the overtime actually worked is used to compensate the negative flextime balance, and only if the negative flextime balance falls below the limit (defined in Balance offsetting: Capping of negative flextime balance[7]).

Timing

Here you define when and at what interval the balance capping is to take place:

Options		
1	**Monthly**	at the end of each month
2	**Quarterly**	at the end of the quarter
3	**Yearly**	at the end of the year

4	**Averaging period**	at the end of the defined averaging period

Keywords: balance calculation