Crediting overtime to the balance

If an employee's overtime is to be credited to the balance, this can be done via the **Correction-Client** [1].

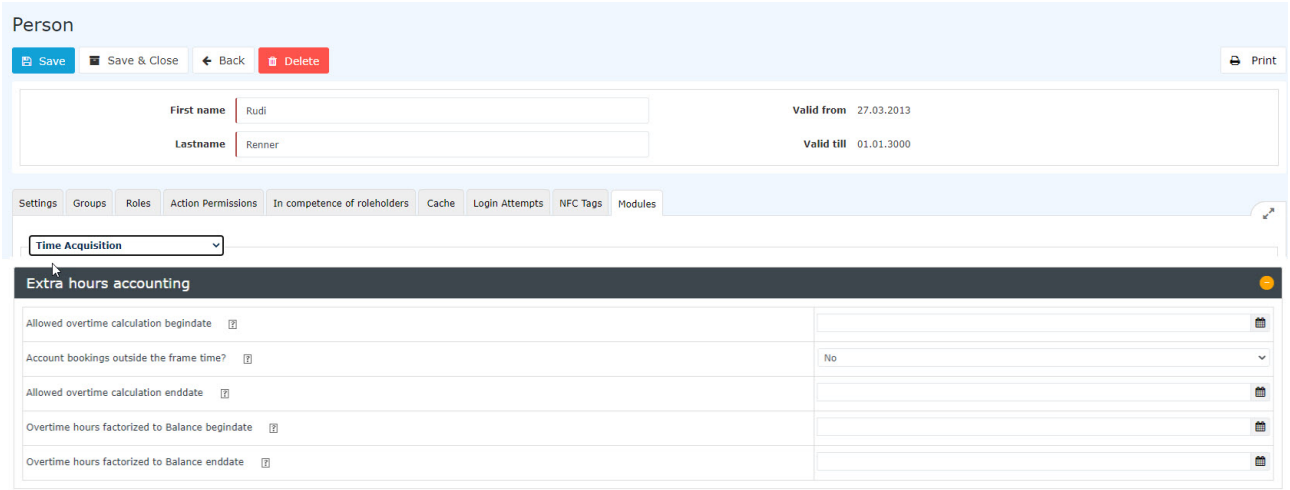
You can find the Correction-Client in your menu tree under "Administration" --> "Time management" --> "Correction-Client".

NOTIZ

Because the day views can be configured individually and are customer-specific, we recommend that you make these changes together with your consultant. We will be happy to help you with this.

Basics of overtime evaluation

In the "Employee's master account" - "Settings" tab, the following overtime evaluation parameters should be set first.



- **Work outside the frame**
  This option determines whether the employee concerned is entitled to work extra hours outside the frame time. If extra work outside the frame time is not permitted but is nevertheless performed, the time that falls outside the frame time is shown as unevaluated time, which must be claimed again.

Option	Description
Yes	Permission to work extra hours outside the frame time
No	No permission to work extra hours outside the frame time

Example:
If the employee Claudia Charon is entitled to work extra hours outside the frame time, her 2 additional hours outside the frame time are credited normally to her hours balance. If she is not entitled to work extra hours outside the frame time, however, these 2 hours are capped and initially not shown. Claudia Charon must therefore submit a request for extra work outside the frame. If this request is approved by the supervisor, the previously unevaluated hours are credited to her balance according to the time schedule.

- **Overtime permission start**
  Here you enter the date from which the permission for overtime applies to the employee concerned. This means that overtime worked remains in the overtime accounts and can therefore be paid out with the defined overtime factor.

WARNUNG

This option requires the permission for "Work outside the frame"!

- **Overtime permission end**
  Here you enter the date until which the **permission for overtime** applies to the employee concerned.

WARNUNG

This option requires the permission for "Work outside the frame"!

- **Overtime factored to balance start**
  If the company decides to credit overtime not to a special account but directly to the time balance multiplied by a certain factor (e.g. x 1.5), this setting is relevant. Here you define the date from which overtime is to be credited to the time account at a factored rate.

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Only takes effect if an overtime permission exists!

- **Overtime factored to balance end**
  Here you define the end date until which overtime is to be credited to the time account at a factored rate.

WARNUNG

Only takes effect if an overtime permission exists!

1. /daisy/webdesk-manual-admin/6189-dsy.html?language=4