Form Type "Time Correction"

The **time correction request** offers the option of making corrections retroactively, whereby any existing bookings are overwritten, replaced, filled up, or deleted by the correction, depending on the configured type.

In most cases, the correction request is used to correct attendance bookings or other absence reason bookings. The request can be used several times for different use cases (an attendance correction can, for example, have a different process flow than the recording of a business errand or a doctor's appointment).

More detailed information on the parameters in the "**General tab**" as well as "**Workflow steps**", "**Context menu**", "**Mail**", and "**Help**" can be found in the menu item "**Processes**"

Settings

The structure of the "Settings" tab depends on the form type. For the time correction, to maintain an overview, the tab is additionally divided into the following tabs:

- Absence reasons
- Validation
- Daily permissions
- Special

Absence Reasons

Here the required absence reasons are selected. "**Add**" creates another row. The order is set using the arrow keys. If an absence reason is to be removed, click the Delete icon in the respective row and click Save.

Validation

Validation is used to restrict the effective date in terms of time, i.e., to check whether a certain process lies within a certain time span (how many months/days/years into the past/future the request is possible).

- **Validate in the past**
  If this check box is activated, it is checked whether the process lies within a specified time span (in the past). The time span is determined with the parameters Days, Months, Years.
  If the parameter remains unchecked, the check is performed without a time restriction.
- **Validate in the future**
  As above, but for the future. This setting is only displayed if the option "Allow in the future" is set to **Yes** in the "Special" tab.

Daily permissions

- **Description text**
  The text entered here appears in the form
- **Name**
  Name of the daily value or permission that is set in the Time & Attendance system for the day in question.
- **Value**
  Enter the value J or N
  If **J** is entered > the daily permission is set in the IF6020
  If **N** is entered > the permission request can be used to remove the permission in the IF6020
- **Delete**
  Permissions that are not needed can be deleted again using the Delete check box. Then Save.
- **Add**
  If you want to add another permission, click the "Add" button and fill in the fields for the description text, name, and value. Then "Save" or "Save & Close".

Special

- **Allow in the future**
  This parameter can be used to set whether the process is intended for the future or for the past.
  In the IF6020, it can be configured here whether the planned absence reason should take precedence over an actual booking.
  - **Yes** - corrections into the future are possible (see "Special considerations for time corrections into the future" below). The options "Load bookings automatically" and "Inverse workflow" are then deactivated, and the number of intervals is fixed at 1.
  - **No** - corrections can only be requested for the past.
- **Type**
  The corrections can be made according to the following principles: Overwrite, Fill up, Delete, or "Replace existing bookings with the time intervals of the request".
  - **Overwrite**
    New booking intervals take precedence over existing intervals. In case of overlap, the existing intervals are deleted or shortened. The following graphic illustrates this principle. It shows existing booking intervals of a day that are corrected by a subsequent booking.
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  - **Fill up**
    New booking intervals are weaker than existing intervals. In case of overlap, the existing intervals are not changed; the new booking interval fills gaps between existing bookings. The following graphic illustrates this principle. It shows existing booking intervals of a day that are corrected by a subsequent booking.
- **Delete**
  The existing bookings are removed in the period of the requested intervals; a specified absence reason is not taken into account.
- **Replace existing bookings with the time intervals of the request**
  Like Overwrite; in addition, all existing booking intervals of the day that are not contained in the request are deleted. The day then looks exactly as in the request. This type is set automatically and cannot be changed if "Load bookings automatically" is activated.
- **Valid time segments**
  This parameter can be used to restrict a correction to a certain time frame. Corrections that begin and/or end outside the frame, as well as those located entirely outside the frame, are prevented. With these values, the corresponding time frames from the daily program that were defined **in the Time & Attendance system** can be adopted.
  - Always
  - valid within core time
  - valid outside core time
  - valid within normal working time
  - valid outside normal working time
- **Number of intervals to enter**
  This parameter defines the number of possible booking rows per time correction (selection 1-20: if 4 is selected, up to 4 booking intervals can be entered and approved in one step**).** If "Allow in the future" or "Load bookings automatically" is active, the field is locked.
- **Show short journal**
  If this check box is checked, a short journal is displayed. When clicking "Show journal", for example, the last 7 days are displayed.
- **Allow intervals until / past midnight**

If this check box is checked, an end time that is earlier than the start time is treated as a time on the following day (e.g., 22:00 – 06:00). Default value: not checked.

- **Load bookings automatically**
  After the date is selected, the existing booking intervals of the day are loaded into the form, where they can be changed, supplemented, or deleted ("What you see is what gets entered"). All rows are optional and can be deleted (including the first); absence reasons from existing bookings are displayed even if they are not selected in the "Absence reasons" tab. When activating, the following are set and locked automatically: Type "Replace existing bookings with the time intervals of the request", Valid time segments "Always", and number of intervals 20; "Allow in the future" is deactivated. If a day has more bookings than intervals are allowed, the request can only be sent after the surplus intervals have been removed.
  Note: The help text for this option still mentions 10 intervals, but 20 are actually set.
- **Automatically adjust the interval entered by the user to the daily program validity**
  Entered intervals are automatically limited to the validity period of the daily program. Example: validity of the daily program 04:00 - 03:59, entered 23:00 - 05:00, entered as 23:00 - 03:59. The form shows the user the possible time range.
- **Inverse workflow**
  Reverses the order of entry and approval (see section "Inverse workflow" below). Default value: not checked. Not available if "Allow in the future" is set to Yes.
- **Run PLI script after correction / Script ID**
  If the option is active, a PLI script of the IF6020 is run after all corrections have been carried out (for special accounting requirements). The ID of the script is specified in the "Script ID" field, which is only displayed when the option is activated.

NOTIZ

Special considerations for time corrections into the future
With the setting "Time correction into the future" (**YES**), the number of **intervals** is automatically set to **1**. The request is displayed in the calendar and, after approval, is only entered into the Time & Attendance system after the date has passed.
In addition to the process, a **job** is also required here, which completes the "waiting" activity and enables the entry of time corrections into the future: "**WfFinishManualEndSystemActivities**".

Inverse Workflow

The option "**Inverse workflow**" (Settings tab / Special) only exists for the form type Time correction. It changes the generated process as follows:

- **Process start**: The existing bookings of the entire day are saved in the process, and then the correction is entered **immediately** into the Time & Attendance system. Only then do the workflow steps follow.
- **Approval**: No further entry is made; the correction remains in place.
- **Rejection** (in any approval step): The bookings of the day are reset to the saved state. Bookings made after the request was submitted are retained.
- **Escalation**: If the escalation applies (e.g., correction in an already closed month/quarter) and no escalation role is specified, the correction is automatically reset. With an escalation role, the correction remains in place if the role approves it and is reset if the role rejects it.
- When activated, "**Cannot be deleted by author**" (General tab) is set and locked automatically, since a correction that has already been entered can only be reversed through a decision in the workflow.

NOTIZ

According to Release Notes 4.50, the inverse workflow is only intended in combination with "Load bookings automatically" and the type "Replace existing bookings with the time intervals

of the request" (resetting always restores the entire day). The configuration does not enforce this combination, so it should be set manually.

Limitations of the inverse workflow:

- Since the entry is already made at the start, changes that an approver makes to the request in an editable workflow step are no longer transferred to the Time & Attendance system.
- When resetting, only the bookings are restored. Daily permissions that were set with the request are not withdrawn.

Links

User view[1]

Felder

Name	Wert
Modul	Time & Attendance (ta)
Webdesk Actionname	doTimeCorrection
Artefakt-Typ	Prozess

1. /daisy/webdesk-manual-en/user/79-dsy/82-dsy.html