Multi time corrections

The "Multi time corrections" form (Accumulative time correction) allows to place several time corrections for several dates inthe same form.



Enter a comment, and nthen click on the "Add" button. This evokes a line with follwing fields, which have to be filled in:
date, time from - to, absence reason, comment.

You can add as many correction lines, as you need.

Analogue to the other forms, the journal provides help.

You can start the form either directly, by a click on the "Start process" button, or save it as a draft for further editings, by clicking on the "Save as draft" button.
For detailed desription of handling, please see chapter >> Application Forms.

