Time Correction

Time correction requests are used to make up for bookings that were forgotten, missed, or not made due to other circumstances (e.g., terminal failure).

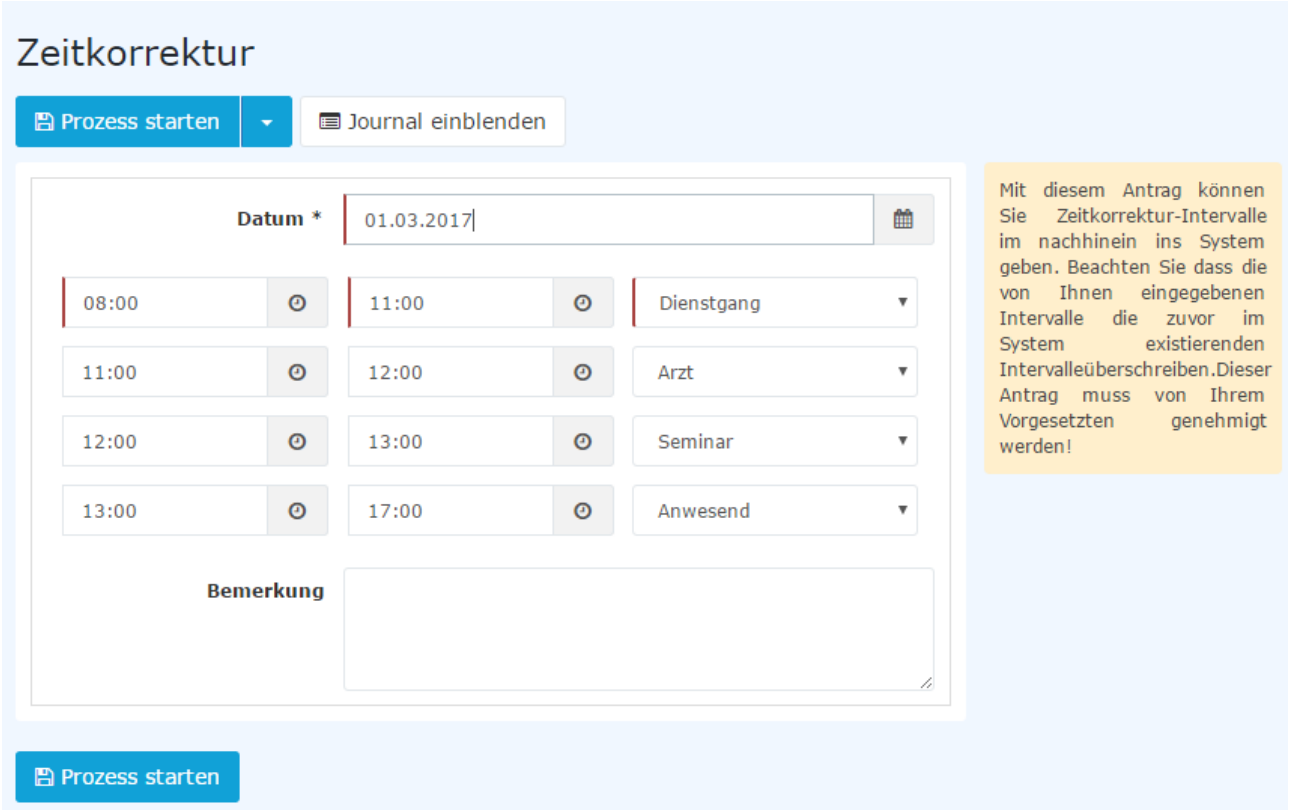
The user must enter the date and the period of the correction booking in the form.

If you want to book the time retroactively, the **absence reason** "Present" must be specified. The comment field is used to enter a text that is intended to make processing easier for the decision maker. The text entered in this field later appears together with the request details in the request list (**Open requests/Open tasks**). Other possible absence reasons would be, for example, official errand, doctor's appointment, errand to a government office, absent, etc.

The "**Show journal**" button (the monthly journal is displayed) serves here as a possible aid when filling out the request.

The request process can either be started immediately by clicking the "**Start process**" button or saved as a draft.

The exact procedure is described in the chapter "**Application Forms**".



A time correction may only be submitted up to 5 minutes before the actual time (e.g., if it is now 14:00, the correction may only be submitted up to 13:55). If a time correction is submitted for the current day, a booking must already exist on that day, otherwise no correction is possible.

Time corrections into the future are not allowed, unless the administrator has enabled this for the request. In this case only one time interval is possible, and the correction is only entered into Time & Attendance after the date has passed.

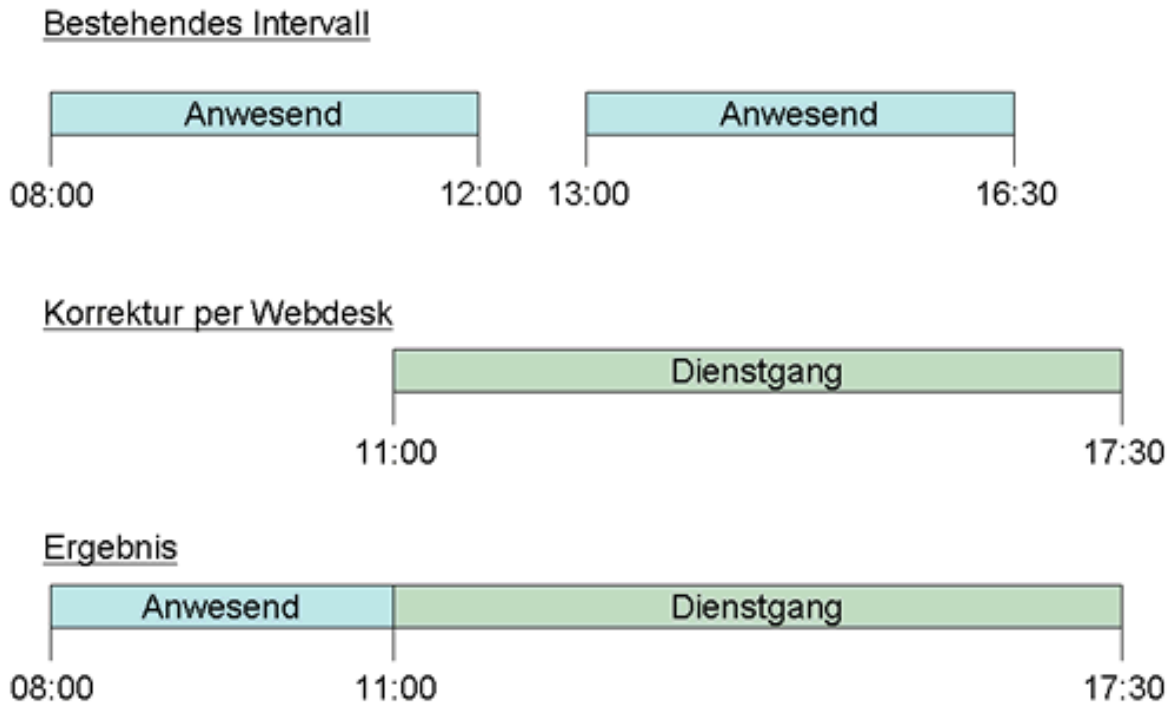
The interface for the time correction form can be configured individually. It is possible, for example, to create a format with several rows for the time intervals. If the option "Load bookings automatically" is activated, after the date is selected the existing booking intervals of that day are loaded into the form and can be changed, supplemented or deleted there.

Principle

Time corrections can be made according to the following principles:

- **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, which are corrected by a retroactive booking.

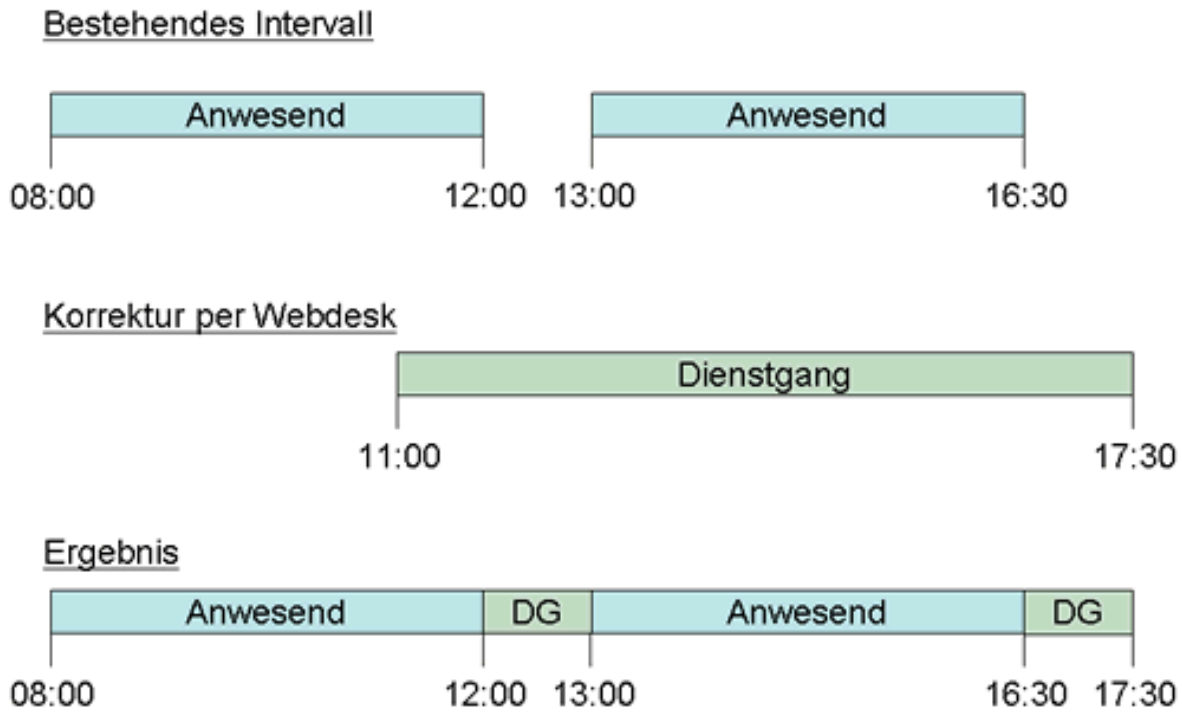


- **Replace**

  The existing bookings of the day are replaced by the time intervals of the request.

- **Fill**

  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, which are corrected by a retroactive booking.



Links

Configuration for the administrator[1]

1. /daisy/webdesk-manual-en/admin/2675-dsy/5558-dsy/999-dsy.html