

Correction before final settlement

You have noticed that a time entry has been forgotten for an employee and would like to correct this before the final settlement.

To do this, go to the time recording, the corresponding month and employee and select the entry to be corrected.

Book work - Andy Lishern

Tag Begin *

4/7/21

Tag End *

4/7/21

Start

14.00

End

18.00

Duration (hour:min)

04.00

Break Duration (hour:min)

Special working hours

Please select

Projects

Please select

Comment

Resend

Save

Cancel

Add the new entry.

Book attendance - Andy Lisherm

Tag Beginn *

4/7/21

Tag Ende *

4/7/21

Start

09:00

End

13:00

Duration (hour:min)

04:00

Break Duration (hour:min)

Special working hours

Please select

Projects

Please select

Comment

Save

Cancel

Time Series		Forecast									
Forecast 13		1984 (100%)									
Date	Series	Actual		1984		1985		1986		1987	
		1984	1985	1984	1985	1984	1985	1984	1985	1984	1985
1984 Apr 1, 1985	Basic Energy Index	100.00	102.00	110.00	<10.00	<10.00	<10.00	140.00	120.00	140.00	<10.00
1984 Apr 15, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1984 May 1, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1984 May 15, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1984 Jun 1, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1984 Jun 15, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1984 Jun 30, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1984 Jul 1, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1984 Jul 15, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1984 Aug 1, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1984 Aug 15, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1984 Sep 1, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1984 Sep 15, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1984 Oct 1, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1984 Oct 15, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1984 Nov 1, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1984 Nov 15, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1984 Dec 1, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1984 Dec 15, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1984 Dec 31, 1985	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00
1985 Jan 1, 1986	Basic	100.00	102.00	110.00	0.00	0.00	0.00	140.00	120.00	140.00	<10.00

[View in Time recording](#)

After changing the times, you must reload the settlement data with [blocked URL](#), save the settlement and export it again.



Note

Corrections can be made in the corresponding applications (time recording, absences) while the settlement is still open (open lock) and are displayed changed after reloading the settlement data and repeated export.