

## Settled data in time recording

Select the previously accounted period in the time recording.

[illegible]

In the working time account of an employee, you can display the following data filtered:

- List working time individually
- Display planned times
- Display corrections

Time recording Working time account Booking cuts Individual planned working time Individual surcharge

☐ List working time individually ☐ Show planned times ☐ Show corrections

Go to a previously settled employee.

January 6, 2021			00:00	00:00	-00:00	-00:00	-00:00	-00:00
<b>Week 1</b>								
January 11, 2021	January 12, 2021	00:00	00:00	10:00 (00:00)				
January 13, 2021	January 14, 2021	00:00	00:00			00:00	00:00	
January 15, 2021	January 16, 2021	00:00	00:00			00:00	00:00	
January 17, 2021	January 18, 2021	00:00	00:00			00:00	00:00	
January 19, 2021	January 20, 2021	00:00	00:00			00:00	00:00	
January 21, 2021	January 22, 2021	00:00	00:00			00:00	00:00	
January 23, 2021	January 24, 2021	00:00	00:00			00:00	00:00	
January 25, 2021	January 26, 2021	00:00	00:00			00:00	00:00	
January 27, 2021	January 28, 2021	00:00	00:00			00:00	00:00	
January 29, 2021	January 30, 2021	00:00	00:00			00:00	00:00	
January 31, 2021	February 1, 2021	00:00	00:00			00:00	00:00	
February 2, 2021	February 3, 2021	00:00	00:00			00:00	00:00	
February 4, 2021	February 5, 2021	00:00	00:00			00:00	00:00	
February 6, 2021	February 7, 2021	00:00	00:00			00:00	00:00	
February 8, 2021	February 9, 2021	00:00	00:00			00:00	00:00	
February 10, 2021	February 11, 2021	00:00	00:00			00:00	00:00	
February 12, 2021	February 13, 2021	00:00	00:00			00:00	00:00	
February 14, 2021	February 15, 2021	00:00	00:00			00:00	00:00	
February 16, 2021	February 17, 2021	00:00	00:00			00:00	00:00	
February 18, 2021	February 19, 2021	00:00	00:00			00:00	00:00	
February 20, 2021	February 21, 2021	00:00	00:00			00:00	00:00	
February 22, 2021	February 23, 2021	00:00	00:00			00:00	00:00	
February 24, 2021	February 25, 2021	00:00	00:00			00:00	00:00	
February 26, 2021	February 27, 2021	00:00	00:00			00:00	00:00	
February 28, 2021	February 29, 2021	00:00	00:00			00:00	00:00	
February 29, 2021	March 1, 2021	00:00	00:00			00:00	00:00	
March 2, 2021	March 3, 2021	00:00	00:00			00:00	00:00	
March 4, 2021	March 5, 2021	00:00	00:00			00:00	00:00	
March 6, 2021	March 7, 2021	00:00	00:00			00:00	00:00	
March 8, 2021	March 9, 2021	00:00	00:00			00:00	00:00	
March 10, 2021	March 11, 2021	00:00	00:00			00:00	00:00	
March 12, 2021	March 13, 2021	00:00	00:00			00:00	00:00	
March 14, 2021	March 15, 2021	00:00	00:00			00:00	00:00	
March 16, 2021	March 17, 2021	00:00	00:00			00:00	00:00	
March 18, 2021	March 19, 2021	00:00	00:00			00:00	00:00	
March 20, 2021	March 21, 2021	00:00	00:00			00:00	00:00	
March 22, 2021	March 23, 2021	00:00	00:00			00:00	00:00	
March 24, 2021	March 25, 2021	00:00	00:00			00:00	00:00	
March 26, 2021	March 27, 2021	00:00	00:00			00:00	00:00	
March 28, 2021	March 29, 2021	00:00	00:00			00:00	00:00	
March 30, 2021	March 31, 2021	00:00	00:00			00:00	00:00	
April 1, 2021	April 2, 2021	00:00	00:00			00:00	00:00	
April 3, 2021	April 4, 2021	00:00	00:00			00:00	00:00	
April 5, 2021	April 6, 2021	00:00	00:00			00:00	00:00	
April 7, 2021	April 8, 2021	00:00	00:00			00:00	00:00	
April 9, 2021	April 10, 2021	00:00	00:00			00:00	00:00	
April 11, 2021	April 12, 2021	00:00	00:00			00:00	00:00	
April 13, 2021	April 14, 2021	00:00	00:00			00:00	00:00	
April 15, 2021	April 16, 2021	00:00	00:00			00:00	00:00	
April 17, 2021	April 18, 2021	00:00	00:00			00:00	00:00	
April 19, 2021	April 20, 2021	00:00	00:00			00:00	00:00	
April 21, 2021	April 22, 2021	00:00	00:00			00:00	00:00	
April 23, 2021	April 24, 2021	00:00	00:00			00:00	00:00	
April 25, 2021	April 26, 2021	00:00	00:00			00:00	00:00	
April 27, 2021	April 28, 2021	00:00	00:00			00:00	00:00	
April 29, 2021	April 30, 2021	00:00	00:00			00:00	00:00	
May 1, 2021	May 2, 2021	00:00	00:00			00:00	00:00	
May 3, 2021	May 4, 2021	00:00	00:00			00:00	00:00	
May 5, 2021	May 6, 2021	00:00	00:00			00:00	00:00	
May 7, 2021	May 8, 2021	00:00	00:00			00:00	00:00	
May 9, 2021	May 10, 2021	00:00	00:00			00:00	00:00	
May 11, 2021	May 12, 2021	00:00	00:00			00:00	00:00	
May 13, 2021	May 14, 2021	00:00	00:00			00:00	00:00	
May 15, 2021	May 16, 2021	00:00	00:00			00:00	00:00	
May 17, 2021	May 18, 2021	00:00	00:00			00:00	00:00	
May 19, 2021	May 20, 2021	00:00	00:00			00:00	00:00	
May 21, 2021	May 22, 2021	00:00	00:00			00:00	00:00	
May 23, 2021	May 24, 2021	00:00	00:00			00:00	00:00	
May 25, 2021	May 26, 2021	00:00	00:00			00:00	00:00	
May 27, 2021	May 28, 2021	00:00	00:00			00:00	00:00	
May 29, 2021	May 30, 2021	00:00	00:00			00:00	00:00	
May 31, 2021	June 1, 2021	00:00	00:00			00:00	00:00	
June 2, 2021	June 3, 2021	00:00	00:00			00:00	00:00	
June 4, 2021	June 5, 2021	00:00	00:00			00:00	00:00	
June 6, 2021	June 7, 2021	00:00	00:00			00:00	00:00	
June 8, 2021	June 9, 2021	00:00	00:00			00:00	00:00	
June 9, 2021	June 10, 2021	00:00	00:00			00:00	00:00	
June 11, 2021	June 12, 2021	00:00	00:00			00:00	00:00	
June 13, 2021	June 14, 2021	00:00	00:00			00:00	00:00	
June 15, 2021	June 16, 2021	00:00	00:00			00:00	00:00	
June 17, 2021	June 18, 2021	00:00	00:00			00:00	00:00	
June 19, 2021	June 20, 2021	00:00	00:00			00:00	00:00	
June 21, 2021	June 22, 2021	00:00	00:00			00:00	00:00	
June 23, 2021	June 24, 2021	00:00	00:00			00:00	00:00	
June 25, 2021	June 26, 2021	00:00	00:00			00:00	00:00	
June 27, 2021	June 28, 2021	00:00	00:00			00:00	00:00	
June 29, 2021	June 30, 2021	00:00	00:00			00:00	00:00	
July 1, 2021	July 2, 2021	00:00	00:00			00:00	00:00	
July 3, 2021	July 4, 2021	00:00	00:00			00:00	00:00	
July 5, 2021	July 6, 2021	00:00	00:00			00:00	00:00	
July 6, 2021	July 7, 2021	00:00	00:00			00:00	00:00	
July 8, 2021	July 9, 2021	00:00	00:00			00:00	00:00	
July 9, 2021	July 10, 2021	00:00	00:00			00:00	00:00	
July 11, 2021	July 12, 2021	00:00	00:00			00:00	00:00	
July 13, 2021	July 14, 2021	00:00	00:00			00:00	00:00	
July 15, 2021	July 16, 2021	00:00	00:00			00:00	00:00	
July 17, 2021	July 18, 2021	00:00	00:00			00:00	00:00	
July 19, 2021	July 20, 2021	00:00	00:00			00:00	00:00	
July 21, 2021	July 22, 2021	00:00	00:00			00:00	00:00	
July 23, 2021	July 24, 2021	00:00	00:00			00:00	00:00	
July 25, 2021	July 26, 2021	00:00	00:00			00:00	00:00	
July 27, 2021	July 28, 2021	00:00	00:00			00:00	00:00	
July 29, 2021	July 30, 2021	00:00	00:00			00:00	00:00	
July 31, 2021	August 1, 2021	00:00	00:00			00:00	00:00	
August 2, 2021	August 3, 2021	00:00	00:00			00:00	00:00	
August 4, 2021	August 5, 2021	00:00	00:00			00:00	00:00	
August 6, 2021	August 7, 2021	00:00	00:00			00:00	00:00	
August 8, 2021	August 9, 2021	00:00	00:00			00:00	00:00	
August 9, 2021	August 10, 2021	00:00	00:00			00:00	00:00	
August 11, 2021	August 12, 2021	00:00	00:00			00:00	00:00	
August 13, 2021	August 14, 2021	00:00	00:00			00:00	00:00	
August 15, 2021	August 16, 2021	00:00	00:00			00:00	00:00	
August 17, 2021	August 18, 2021	00:00	00:00			00:00	00:00	
August 19, 2021	August 20, 2021	00:00	00:00			00:00	00:00	
August 21, 2021	August 22, 2021	00:00	00:00			00:00	00:00	
August 23, 2021	August 24, 2021	00:00	00:00			00:00	00:00	
August 25, 2021	August 26, 2021	00:00	00:00			00:00	00:00	
August 27, 2021	August 28, 2021	00:00	00:00			00:00	00:00	
August 29, 2021	August 30, 2021	00:00	00:00			00:00	00:00	
August 31, 2021	September 1, 2021	00:00	00:00			00:00	00:00	
September 2, 2021	September 3, 2021	00:00	00:00			00:00	00:00	
September 4, 2021	September 5, 2021	00:00	00:00			00:00	00:00	
September 6, 2021	September 7, 2021	00:00	00:00			00:00	00:00	
September 8, 2021	September 9, 2021	00:00	00:00			00:00	00:00	
September 9, 2021	September 10, 2021	00:00	00:00			00:00	00:00	
September 11, 2021	September 12, 2021	00:00	00:00			00:00	00:00	
September 13, 2021	September 14, 2021	00:00	00:00			00:00	00:00	
September 15, 2021	September 16, 2021	00:00	00:00			00:00	00:00	
September 17, 2021	September 18, 2021	00:00	00:00			00:00	00:00	
September 19, 2021	September 20, 2021	00:00	00:00			00:00	00:00	
September 21, 2021	September 22, 2021	00:00	00:00			00:00	00:00	
September 23, 2021	September 24, 2021	00:00	00:00			00:00	00:00	
September 25, 2021	September 26, 2021	00:00	00:00			00:00	00:00	
September 27, 2021	September 28, 2021	00:00	00:00			00:00	00:00	
September 29, 2021	September 30, 2021	00:00	00:00			00:00	00:00	
October 1, 2021	October 2, 2021	00:00	00:00			00:00	00:00	
October 3, 2021	October 4, 2021	00:00	00:00			00:00	00:00	
October 5, 2021	October 6, 2021	00:00	00:00			00:00	00:00	
October 6, 2021	October 7, 2021	00:00	00:00			00:00	00:00	
October 8, 2021	October 9, 2021	00:00	00:00			00:00	00:00	
October 9, 2021	October 10, 2021	00:00	00:00			00:00	00:00	
October 11, 2021	October 12, 2021	00:00	00:00			00:00	00:00	
October 13, 2021	October 14, 2021	00:00	00:00			00:00	00:00	
October 15, 2021	October 16, 2021	00:00	00:00			00:00		

[View in time recording](#)[illegible]

[View in the working time account](#)

[illegible]

*Correction is highlighted in colour because employee changed work*

Colour legend

All bookings with a lock can no longer be changed and are already settled.

### Booking cut

The booking cut automatically set by the settlement appears in the time recording under **Booking cuts**.

<a href="#">Time recording</a>	<a href="#">Working time account</a>	<a href="#">Bookings calendar</a>	<a href="#">Individual planned working time</a>	<a href="#">Individual exchanges</a>
<a href="#">Time account</a>				
Day	Time account	Exchange account	Cumulative	Changed by
Sat May 1, 2021	02:28	+13.47	Abschreibung	Peter.Peterson@B&K.com
May 12, 2021 12:15:12 PM				

