

# Settlement

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In order to pass on the salary-relevant data to the tax office and prepare a salary/wage payment, you can use **Settlement** free of charge. However, it is important for this that you already use both [time recording](#) and [absences](#).

The settlement and related data can only be viewed by persons with HR rights. The employees themselves, however, have access to their [absences](#) and [time recording](#) in the respective tile.

Select **Settlement**.



## Settlement

The following steps can be performed with the settlement:

- [Preparing the first settlement](#)
- [Checking the settlement](#)
- [Correction before final settlement](#)
- [Completion of the settlement](#)
- [Preparation of the follow-up settlements](#)
- [Adjustment entries](#)
- [Note: Closing time bookings at the end of the month](#)