

Checking the settlement



To check the settlement, please export this view under

Open the exported Excel document. All data has been written below each other.

[Sample Export](#)

On the first day of the settlement, a booking cut was automatically set, as can be seen in the sample export.

Here you can roughly see whether all employees who have to record times have done so and whether the target and actual working times match.

When exporting, you have the option of displaying all employee data in separate tabs, so that you get a separate data sheet for each employee. This facilitates the individual check, also by the employee himself.

Choose ☒ **Export to tabs**. Then go back to **Export**.

[Sample Export with Tabs](#)

If you run your settlement before the end of the current month, the future days until the end of settlement (e.g. last day of the month) are filled as planned times according to the set working time model (planned work). These values are used to calculate and create the settlement. If there is a change in the planned work, this is included as a correction in the subsequent settlement.

	A	B	C	D	E	F	G	H	I	J	K
1	date										
2	date	1.05.2021	planned work (in hours)	168.00	1.00						
3	date	2.05.2021	actual work	168.00							
4	date	3.05.2021	actual work	168.00							
5	date	4.05.2021	actual work	168.00							
6	date	5.05.2021	actual work	168.00							
7	date	6.05.2021	actual work	168.00							
8	date	7.05.2021	actual work	168.00							
9	date	8.05.2021	actual work	168.00							
10	date	9.05.2021	actual work	168.00							
11	date	10.05.2021	actual work	168.00							
12	date	11.05.2021	actual work	168.00							
13	date	12.05.2021	actual work	168.00							
14	date	13.05.2021	actual work	168.00							
15	date	14.05.2021	actual work	168.00							
16	date	15.05.2021	actual work	168.00							
17	date	16.05.2021	actual work	168.00							
18	date	17.05.2021	actual work	168.00							
19	date	18.05.2021	actual work	168.00							
20	date	19.05.2021	actual work	168.00							
21	date	20.05.2021	actual work	168.00							
22	date	21.05.2021	actual work	168.00							
23	date	22.05.2021	actual work	168.00							
24	date	23.05.2021	actual work	168.00							
25	date	24.05.2021	actual work	168.00							
26	date	25.05.2021	actual work	168.00							
27	date	26.05.2021	actual work	168.00							
28	date	27.05.2021	actual work	168.00							
29	date	28.05.2021	actual work	168.00							
30	date	29.05.2021	actual work	168.00							
31	date	30.05.2021	actual work	168.00							
32	date	31.05.2021	actual work	168.00							