

# 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.

Date	Type	Hours	Planned working time	Actual working time	Working time difference	Planned working time	Actual working time	Working time difference
Mon May 3, 2021	Labour day							
Tue May 4, 2021	Working day							
Wed May 5, 2021	Working day							
Thu May 6, 2021	Working day							
Fri May 7, 2021	Working day							
Sat May 8, 2021	Labour day							
Sun May 9, 2021	Labour day							
Mon May 10, 2021	Working day							
Tue May 11, 2021	Working day							
Wed May 12, 2021	Working day							
Thu May 13, 2021	Working day							
Fri May 14, 2021	Working day							
Sat May 15, 2021	Labour day							
Sun May 16, 2021	Labour day							
Mon May 17, 2021	Working day							