

Adjustment entries

Data relating to the previous closed settlement period can be subsequently included as a correction in the next subsequent settlement. For this purpose, the data to be corrected is first cancelled and then correctly entered again. Example, e.g. cancellation of holiday/sick leave.

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

Correction of working time

Correction entries are also displayed in the export.

| Andy | | Jishem | | | | | | | | | |
|-------------------------|-------------------------|-------------------------|-------------------------|-------|-------------------------|-------|-------------------------|-------|-------------------------|-------|-------------------------|
| Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | | | | | | | | |
| Regular holidays | 1.00 | Regular holidays | 1.00 | | | | | | | | |
| Regular work (in hours) | 22.00 | Regular work (in hours) | 14.00 | | | | | | | | |
| Regular holidays | 2.00 | Regular holidays | 2.00 | | | | | | | | |
| Regular work (in hours) | 24.00 | Regular work (in hours) | 16.00 | | | | | | | | |
| Regular holidays | 3.00 | Regular holidays | 3.00 | | | | | | | | |
| Regular work (in hours) | 25.00 | Regular work (in hours) | 17.00 | | | | | | | | |
| Regular holidays | 4.00 | Regular holidays | 4.00 | | | | | | | | |
| Adjustment entries | | | | | | | | | | | |
| From: April 15, 2021 | Week | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| Until: April 18, 2021 | Holiday | 2.00 | Regular holidays | 2.00 | Regular holidays | 2.00 | Regular holidays | 2.00 | Regular holidays | 2.00 | Regular holidays |
| Working time account | | | | | | | | | | | |
| From: May 1, 2021 | Week | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| Until: May 1, 2021 | Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| From: May 1, 2021 | Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| Until: May 1, 2021 | Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| From: May 1, 2021 | Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| Until: May 1, 2021 | Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| From: May 1, 2021 | Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| Until: May 1, 2021 | Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| From: May 1, 2021 | Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| Until: May 1, 2021 | Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |

| Adjustment entries | | Regular work (in hours) | | Regular holidays | | Regular work (in hours) | | Regular holidays | | Regular work (in hours) | |
|-----------------------|-------------------------|-------------------------|-------------------------|------------------|-------------------------|-------------------------|-------------------------|------------------|-------------------------|-------------------------|-------------------------|
| From: April 15, 2021 | Week | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| Until: April 18, 2021 | Holiday | 2.00 | Regular holidays | 2.00 | Regular holidays | 2.00 | Regular holidays | 2.00 | Regular holidays | 2.00 | Regular holidays |
| Working time account | | | | | | | | | | | |
| From: May 1, 2021 | Week | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| Until: May 1, 2021 | Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| From: May 1, 2021 | Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| Until: May 1, 2021 | Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| From: May 1, 2021 | Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| Until: May 1, 2021 | Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| From: May 1, 2021 | Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| Until: May 1, 2021 | Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| From: May 1, 2021 | Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |
| Until: May 1, 2021 | Regular work (in hours) | 21.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) | 13.00 | Regular work (in hours) |

Sample export with adjustment entries