

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.

[illegible]

Correction of working time

Correction entries are also displayed in the export.

[illegible][illegible]

Sample export with adjustment entries