

Note: Closing time bookings at the end of the month

If an employee starts work, e.g., at 10 p.m. on November 30th, their working time would usually end in the morning of December 1st.

In order to generate a settlement statement for the entire month (here: November), the hours from 10:00 p.m. until 12:00 p.m. on November 30th would have to be taken into account. This delimitation can be carried out for settlement purposes by selecting the check box "Close open time bookings" and entering the time (12:00 p.m.).

The delimitation is only visible within the settlement statement and has no effect on the actual time recording, which remains unaffected.

Settlement > Settlement

free text search

Settlement

Complete settlement

Company

Danielle Software. Luxembourg

Recorded times from

Dec 1, 2021

Recorded times to

Dec 15, 2021

Number of employees

1

Total working days

10.0 / 11.0

Total working hours

80:00 / 88:00

Total leave days

0.0

Total sick leave days

0.0

Employee

☐ Close open times

☐ Export to tabs

Status	Employee	Personnel number	Required working days	Actual work days	Leave days	Sick days	Public holidays	Remuneration for remaining leave time (in days)	remaining leave time (in days)	working hours (target)	(in hours)	leave (in hours)	holidays (in hours)	(in hours) (actual)	Time account (in hours)	Surcharge account (in hours)
⚠ Less working days than planned!	Tayo Azikiwe	PN011	11.00	10.00	0.00	0.00	0.00	0.00	0.00	88:00	80:00	00:00	00:00	80:00	-617.25	00:00
⚠ Less working hours than planned!																

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Activate "Close open time bookings":

☒ Close open times

☐ Export to tabs

After entering the time (00:00), the settlement data can be refreshed and an export can be started.

Settlement

Complete settlement

Company

Danielle Software. Luxembourg

Recorded times from

Dec 1, 2021

Recorded times to

Dec 15, 2021

Number of employees

1

Total working days

11.0 / 11.0

Total working hours

82:00 / 88:00

Total leave days

0.0

Total sick leave days

0.0

Employee

☒ Close open times

00:00

☐ Export to tabs

Status	Employee	Personnel number	Required working days	Actual work days	Leave days	Sick days	Public holidays	Remuneration for remaining leave time (in days)	Clear remaining leave time (in days)	Required working hours (target)	Work (in hours)	Leave (in hours)	Sick leave (in hours)	Public holidays (in hours)	Sum (in hours) (actual)	Time account (in hours)	Surcharge account (in hours)
⚠ Less working hours than planned!	Tayo Azikiwe	PN011	11.00	11.00	0.00	0.00	0.00	0.00	0.00	88:00	82:00	00:00	00:00	00:00	82:00	-615.25	00:00

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In the exported data, the delimitation is shown as follows:

Working time account								
Day	Type	Start	End	Break	Working hours	Working time difference	Time account (in hours)	Surcharge
Wed Dec 1, 2021	Work				08:00	00:00	-609:25	
Thu Dec 2, 2021	Work				08:00	00:00	-609:25	
Fri Dec 3, 2021	Work				08:00	00:00	-609:25	
Sat Dec 4, 2021					00:00	00:00	-609:25	
Sun Dec 5, 2021					00:00	00:00	-609:25	
Mon Dec 6, 2021	Work				08:00	00:00	-609:25	
Tue Dec 7, 2021	Work				08:00	00:00	-609:25	
Wed Dec 8, 2021	Work				08:00	00:00	-609:25	
Thu Dec 9, 2021	Work				08:00	00:00	-609:25	
Fri Dec 10, 2021	Work				08:00	00:00	-609:25	
Sat Dec 11, 2021					00:00	00:00	-609:25	
Sun Dec 12, 2021					00:00	00:00	-609:25	
Mon Dec 13, 2021	Work				08:00	00:00	-609:25	
Tue Dec 14, 2021	Work				08:00	00:00	-609:25	
Wed Dec 15, 2021	Work	22:00	00:00		02:00	-06:00	-615:25	