

Monthly clearing

After the employees have checked and cleared their journals, the executive staff gets an overview, and a tool to check those journals, and make a final clearing him/herself.

The selection of the requested units/departments is operated either via the organigramm or the favourites-list. For detailed description of handling, please see chapter >> **Management**.

The system administrator may also assign authorisations for the access to the journals of your employees. In this case you will see the journal-icon next to the employees name. A click on the journal-symbol will get you in the actual monthly journal of the respective employee.

Name	Letzter Berechtigungstag	Genehmigung
G01 - Anzahl: 10		
Beier, Christian	> 60 Tage	Ja
Böhm, Susanne	> 60 Tage	Ja
Haider, Martin	> 60 Tage	Nein
Heiser, Florian	> 60 Tage	Nein
Karus, Linda	> 60 Tage	Ja
Moers, Walter	> 60 Tage	Ja
Nichtbucher, Fritz	> 60 Tage	Ja
Reis, Dorian	> 60 Tage	Ja
Weiss, Florian	30.10.2008	Ja
Woss, Iorian	> 60 Tage	Ja

Zusammenfassung
Anzahl der Angestellten: 10

- **day of last authorisation/clearing**

This field displays, when the user has revised and clearing his journal

- **Approval**

In this column you have the possibility to clear the journal (after previous revision), by selecting "Yes". This parameter sets an authorisation in the time-management system, enabling a further editing, e.g. through the HR-department.

NOTIZ

Attention: the date selection always refers to the ultimo of the previous month. Example: if your selection shows the 7.11, so the list will deliver all monthly clearings until the 31.10.; if your selection is the 16.10., the list delivers all clearing until 30.09.