2.01.25 Employee Time Booking

The mask **employee time booking** records and manages the different time bookings in the system. The various time postings are entered in the employee mask using the Post time accounts action. Hours can be added or deducted for the accounts special hours, flextime, overtime and vacation. In addition, the corresponding time posting from which the transaction was posted or debited is displayed.

The document class consists of the following elements:

- **Employee Time Booking:** This field indicates the key field of the posting. The system will automatically provide this with the employee name and a sequential number.
- **Employee:** Here the system will determine the employee for this booking.
- **Name:** This field indicates the actual name of the posting. It is filled by the system with the transaction accounts and the posting date.
- **Entry Date:** This date field indicates the entry date of the time entry. The system automatically sets this field when you create the posting.
- **Booking Date:** The posting date determines the date on which this time entry is posted. This field is defined by the action "Set booking date".
- **Quantity:** The total number of hours to be posted is defined here.
- **Time Account:** This field indicates the time account (vacation, overtime, special hours, flextime) to which the posting is made.
- **Associated Booking:** Here the associated time posting is displayed. A link takes the user to the second booking.
- **Comment:** This field shows the comment for this booking.
- **System-Generated:** In some versions, leave and/or flextime expires on defined key dates. The system then displays postings and sets this indicator.

The document class contains the following actions:

- **Set Booking Date:** With this action the posting date can be changed.
- **Delete:** With this action the posting is deleted.

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