

FAQ

General

Login and logout

- [Login and logout](#)¹

Change View / Change Layout

- [Change view](#)²

Attach Personalwolke to the home screen of your mobile device

- [Attaching Personalwolke to the home screen](#)³

I get an error message "session expired". What can I do?

- [Empty your browser cache or start in an incognito window](#)⁴

Time Recording

How do I book correctly?

- [Classic booking \(normal attendance & absence\)](#)⁵
- [Absence with a productive absence reason](#)⁶
- [Absence with a non-productive absence reason](#)⁷

Adjust accounts

- [Adjusting an employee's accounts \(using the balance account as an example\)](#)⁸
- [Credit overtime to the balance](#)⁹
- Write-off paid overtime (in progress)

Vacation

- [Vacation calculation](#)¹⁰

Employees

Create a new employee

- [Create a new employee in HR-Expert](#)¹¹
- [Time acquisition for new employees](#)¹²

Edit an existing employee

- Change personal data

- [Assign and change password \(by the admin\)](#)¹³
- User status and employment status
- Transfer employees to another department
- Assign / remove a role to a staff member
- Change weekly programme / part-time factor
- Edit employee master record data (entry date, holiday entitlement, overtime authorisations, etc.)

Exit of an employee

- [Registration of terminations in HR-Expert](#)¹⁴
- Termination of an employee in Personalwolke Time

Organisational management

Creating a new group

- [Creating a new group \(organigram/Loose group\)](#)¹⁵

Edit an existing group

- Change short name / name
- Add / remove a role from a group
- Add / remove employees from a group

Organigram

- [Move employees to another department \(group\)](#)¹⁶
- [Change group hierarchy](#)¹⁷

The missing links will be added soon!

1. </daisy/personalwolke-default-en/6312-dsy/g1/7864-dsy.html>
2. </daisy/personalwolke-default-en/7869-dsy.html>
3. </daisy/personalwolke-default-en/6312-dsy/g1/7863-dsy.html>
4. </daisy/personalwolke-default-en/6312-dsy/g1/8871-dsy.html>
5. <https://personalwolke.at/daisy/personalwolke-default/9053-dsy.html?branch=main&language=en>
6. <https://personalwolke.at/daisy/personalwolke-default/9054-dsy.html?branch=main&language=en>
7. <https://personalwolke.at/daisy/personalwolke-default/9055-dsy.html?branch=main&language=en>
8. <https://personalwolke.at/daisy/personalwolke-default/6396-dsy.html?branch=main&language=en>
9. <https://personalwolke.at/daisy/personalwolke-default/9111-dsy.html?branch=main&language=en>
10. </daisy/personalwolke-default-en/6312-dsy/g4/g3/8616-dsy.html>
11. </daisy/personalwolke-default-en/6312-dsy/g2/g1/6313-dsy.html>
12. </daisy/personalwolke-default-en/6312-dsy/g2/g1/7325-dsy.html>
13. </daisy/personalwolke-default-en/6312-dsy/g2/g2/6350-dsy.html>
14. </daisy/personalwolke-default-en/6312-dsy/g2/g3/9550-dsy.html>
15. </daisy/personalwolke-default-en/6312-dsy/g3/g1/9821-dsy.html>
16. </daisy/personalwolke-default-en/6312-dsy/g3/g3/6466-dsy.html>
17. </daisy/personalwolke-default-en/6312-dsy/g3/g3/6468-dsy.html>