

# Time management

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In Personalwolke, all areas that occur in the daily work routine with regard to time management are mapped:

- the creation of working time models for daily and weekly working time
- Recording basic parameters for individual employees (allocation of daily/weekly programmes, holiday/care time entitlements, overtime regulations, etc.)
- Handling of situational events (sick leave, holiday requests, different variants of attendance and absence, etc.)

The following topics are described in the following chapters:

- [Maintaining daily programs](#)<sup>1</sup>
- [Maintaining weekly programs](#)<sup>2</sup>
- [Correction-client](#)<sup>3</sup>
- [Absence.client](#)<sup>4</sup>
- [Vacation calculation](#)<sup>5</sup>
- [active/passive travel time](#)<sup>6</sup>

Applications for time corrections can be found here

- [Sick note](#)<sup>7</sup>
- [time correction](#)<sup>8</sup>
- [Deletion of working times](#)<sup>9</sup>
- [Absences](#)<sup>10</sup>
- [Cancellation of absences](#)<sup>11</sup>
- [Special absenteeism](#)<sup>12</sup>
- [§20 AZG Special cases](#)<sup>13</sup>

1. </daisy/personalwolke-default-en/Time-Base/10473-dsy/9874-dsy/8981-dsy.html>
2. </daisy/personalwolke-default-en/Time-Base/10473-dsy/9874-dsy/8996-dsy.html>
3. [/daisy/personalwolke-default-en/Time-Base/10473-dsy/9874-dsy/ta\\_correctionClient\\$Base.cact.html](/daisy/personalwolke-default-en/Time-Base/10473-dsy/9874-dsy/ta_correctionClient$Base.cact.html)
4. [/daisy/personalwolke-default-en/Time-Base/10473-dsy/9874-dsy/ta\\_absenceClient.cact.html](/daisy/personalwolke-default-en/Time-Base/10473-dsy/9874-dsy/ta_absenceClient.cact.html)
5. </daisy/personalwolke-default-en/6312-dsy/g4/g3/8616-dsy.html>
6. </daisy/personalwolke-default-en/Time-Base/10473-dsy/9874-dsy/9413-dsy.html>
7. </daisy/personalwolke-default-en/Time-Base/10091-dsy/Krankmeldung.proc.html>
8. </daisy/personalwolke-default-en/Time-Base/10091-dsy/StdZeitkorrektur.proc.html>
9. </daisy/personalwolke-default-en/Time-Base/10091-dsy/StdStornoZeitkorrektur.proc.html>
10. </daisy/personalwolke-default-en/Time-Base/10091-dsy/Fehlzeit.proc.html>
11. </daisy/personalwolke-default-en/Time-Base/10091-dsy/FehlzeitStorno.proc.html>
12. </daisy/personalwolke-default-en/Time-Base/10091-dsy/Sonderfehlzeit.proc.html>
13. </daisy/personalwolke-default-en/Time-Base/10091-dsy/AntragDeaktivierungKappung.proc.html>