

PERSONALWOLKE



Personalwolke

Personalwolke Time Manual

January 10, 2022

Table of Contents

1 First Login	5
2 Personalwolke welcome page	7
3 Import master data	9
3.1 The document	9
3.1.1 Employee master data	9
3.1.2 Organizational units	10
3.1.3 Daily program	10
3.1.4 Weekly program	11
4 FAQ	12
4.1 General	12
4.1.1 Login and logout	12
4.1.2 Change View / Change Layout	12
4.1.3 Attach Personalwolke to the home screen of your mobile device	12
4.1.4 I get the an error message "session expired". What can I do?	12
4.2 Personalwolke Time	12
4.2.1 How do I book correctly?	12
4.2.2 Adjust accounts	12
4.3 Login and logout	13
4.4 Attach Personalwolke to the home screen of your mobile device	15
4.5 Create new employee	20
4.6 Calculation of aliquot remaining vacation	23

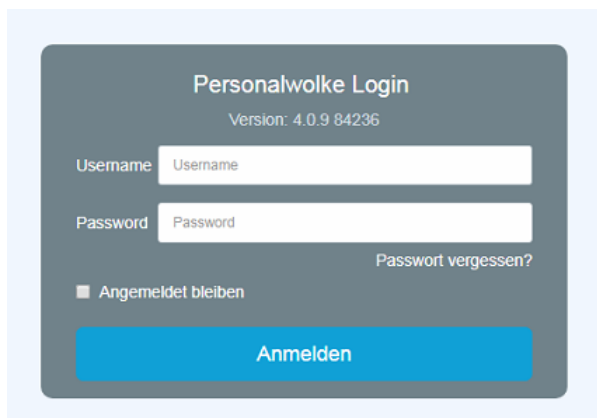
4.7 Entry of employees	27
4.7.1 Creation of persons in the future & past	27
4.7.1.1 Relevante parameters	27
4.7.1.2 Examples of the personal system	28
4.7.1.3 Vacation entitlement	29
4.7.1.4 Aliquoting of the year of entry	29
4.8 Session Expired	30
4.9 Credit overtime to the balance	30
5 Time Base	33
5.1 Booking	35
5.2 Booking logic	36
5.3 Info	39
5.3.1 Personal / Accounts	39
5.3.2 Journal	40
5.3.3 Calendar	43
5.3.4 Group calendar	44
5.3.5 Attendance list	46
5.4 Requests	51
5.4.1 Time correction	51
5.4.2 Cancellation of time corrections	53
5.4.3 Absence time	54
5.4.4 Cancellation of absences	57
5.4.5 Special absence time	58
5.4.6 Sick note	60
5.4.7 §20 AZG Special cases	61
5.5 Workflow	62
5.5.1 General information	62
5.5.2 Open tasks	64
5.5.3 Uncompleted requests	66
5.5.4 Archive	67
5.5.4.1 Completed ToDos	67
5.5.4.2 Finished requests	68

5.6 Administration	68
5.6.1 Authorization concept	68
5.6.2 Organigram	69
5.6.3 Employee administration	74
5.6.3.1 Overview	75
5.6.3.2 New person / new employee	77
5.6.4 Groups	86
5.6.4.1 Overview	87
5.6.4.2 New group	89
5.6.5 Roles	93
5.6.6 Switch user	95
5.6.7 Time administration	96
5.6.7.1 Maintaining daily programs	96
5.6.7.2 Maintaining weekly programs	104
5.6.7.3 Correction-Client	108
5.6.7.4 Absence Client	113
5.7 Management	115
5.7.1 Accounts evaluation	115
5.7.2 Calendar overview	120
5.7.3 Yearly calendar	123
5.7.4 Statistics	127
5.8 Settings	131
5.8.1 Settings	131
5.8.1.1 Change password	132
5.8.1.2 Forgot password	133
5.9 Time Professional	135
5.9.1 Correction-Client	138
5.9.2 Reports	142
5.9.2.1 Vacation filter (>5 days)	142
5.9.2.2 Booking list	146
5.9.2.3 Evaluation of requests	150
5.9.2.4 10h exceedance	154
5.9.2.5 50h exceedance	158

1 First Login

General

For the first login into the Personalwolke, please go to the page <https://personalwolke.at/webdesk3/>



The screenshot shows a login form titled "Personalwolke Login" with the version number "4.0.9 84236". It contains two input fields: "Username" and "Password". Below the password field is a link "Passwort vergessen?". There is a checkbox labeled "Angemeldet bleiben" and a blue "Anmelden" button at the bottom.

- **Username** - is the username you received from your administrator
- **Password** - is the same as the user name when logging in for the first time
- **Stay logged in** - this option can be selected to save the login data for an automatic login in the browser

Password policies

There are a few rules to follow when choosing a new password:

- at least 8 characters
- at least 1 digits
- at least 1 special character (\$,%,&,+,-,*,},[,...)
- at least 1 upper or lower case letter

First Login

After the first login the password has to be changed:

Passwortänderung

Ihr Passwort wurde zurückgesetzt oder ist abgelaufen und muss nun von Ihnen geändert werden!

Mindest-Anforderungen an Passwort-Sicherheit:

- The password shall contain minimum 1 digits.
- Minimal password length is 8 characters.
- The password shall contain minimum 1 special characters.
- Upper and lower letters are required.

Altes Passwort

Neues Passwort

Neues Passwort bestätigen

[Passwort jetzt ändern](#)

Old password: temporary password from e-mail

New password: freely selectable according to the following criteria

Confirm new password: the same password again for checking purposes

Forget your password

Have you forgotten your password? No problem, click in your login mask on the button "forgot password" and continue [here -->](#) ¹

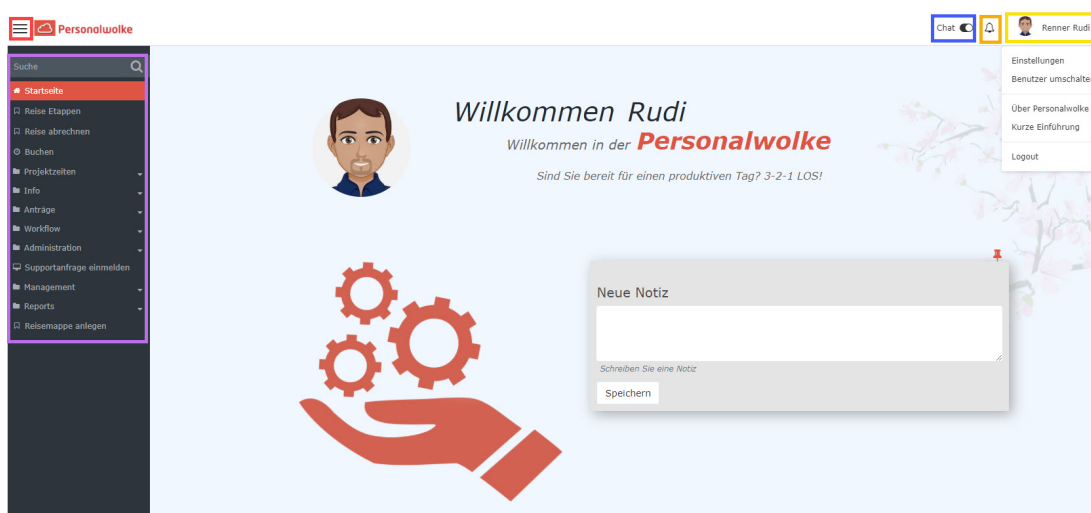
Notes

1. https://personalwolke.at/daisy/personalwolke-default/Time-Base/Optionen/wf_getUserSetup.act/7717-dsy.html

2 Personalwolke welcome page

User interface/desktop

The Personalwolke welcome page has an intuitive and modern design, which adapts dynamically to the type of device used (smartphone, tablet or PC). The user has the following options on the start page.



The YELLOW bordered area shows the name of the logged in user.

The ORANGE bordered area shows if and how many new open tasks are to be completed with the possibility to directly switch there by clicking on them.

The BLUE bordered area shows the chat function. By activating the button you can directly chat with one of our support team. The chat button will appear at the bottom right.

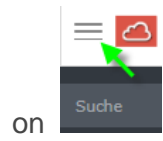
The VIOLET bordered area displays the navigation menu.

The RED bordered area shows a button to quickly show or hide the navigation menu.

Navigation menu

The width of the navigation menu can be individually adjusted by clicking and dragging the small white arrows on the right side of the navigation menu.

You can show or hide the menu completely by clicking



3 Import master data

General information

If a large number of employees has to be created, it would be relatively time-consuming to do this via the menu item [Persons](#) (page 77). Therefore there is the possibility to enter the **employee master data** and all other relevant information concerning the persons. This could be created comfortably in a Microsoft Excel file, from where the data is finally read out and imported. The document provided for this purpose is described below.

The columns highlighted in red on the screenshots are mandatory fields - the yellow fields can be filled **optionally**.

3.1 The document

3.1.1 Employee master data

This page deals with the personal data of the employees and the assignment to **loose groups**.

Lastname	Firstname	Title	User-ID	OE	E-Mail	Date of birth	Gender	Tel.	Fax	Mobile Phone	Address	Zip Code	City	Country	User	Management	Admin
Hartmann	Alexander		AleHar	XY-GF	alehar@XY.at	05.05.1975	male			06305588392	Wiener Straße 10	1014	Vienna	AT	J	J	J
Hodi	Gerhard	Dr.	GerHod	XY-BAS	gerhol@XY.at	14.07.1959	male			06769282214	Sterzinger Straße 1	1136	Vienna	AT	J	N	J
Schwarz	Erika	Mag.	EriSch	XY-PERS	erisch@XY.at	24.03.1968	female			06603452818	Tullnerstraße 18	1142	Vienna	AT	J	J	N
Seidl	Gunter		GunSei	XY-SUP	gunsei@XY.at	11.10.1980	male			06647692345	Zieherplatz 14/c	1162	Vienna	AT	J	N	N

An explanation of those columns that require such an explanation:

- **Employee ID**
This refers to the personnel number assigned to the employee in the company.
- **User-ID**
This is the user name under which the employee is to be created in Personalwolke. The user name can be any combination (in this case, the first 3 letters of the first and last names would be used).
- **OU - short for: organizational unit**
This includes the various departments of the company, such as management (GF), personnel (PERS) etc. This column contains the short names of the relevant OU.
- **User / Management / Admin**

In the Personalwolke these are the names of the 3 different *loose groups*. Depending on which of these groups the user is assigned to (Y = Yes, add / N = No, do not add), he or she receives different authorizations in the Personalwolke.

3.1.2 Organizational units

This page is used to define the hierarchical groups / departments and their relationships to each other.

Name	Parent	Supervisor	Personnel
CEO	ROOT	321654	963874
Basis Services	XY-SUP	321654	963874
Employees	XY-GF	963874	963874
Support	XY-GF	963874	963874

- **Shortname**
This consists of the fixed mandat short code (XY) and a freely selectable short code of the OU / department.
- **Name**
The full name of the OU / department.
- **Parent**
The short name entered here indicates which OU the department is subordinate to in the question. This allows a creation of a clear hierarchical order. In the screenshot above, root is given for the *management* - this means that the management does not have a superior department = is therefore at the top of the hierarchy.
- **Supervisor**
Or even **department heads** - here the personnel number must be entered. It is important to make sure that this number is the same as the one entered under personal master data.
- **Personnel**
Like the supervisor, the correct personnel number of the person who has this role for the relevant department must be entered here.

A definition of the roles **superior** and **personnel** is contained in the menu option [Roles](#) (page 93).

3.1.3 Daily program

Various working time models can be recorded here, depending on the structure of the company.

Short text	Designation	Validity TP Start	Validity TP End	Frame Time Start	Frame Time End	Working Time Start	Working Time End	Core Time Start	Core Time End	Daily Target
G/7,42	Gtz/7,42/07:00-18:00/Mon-Fri	00:00	24:00:00	07:00	18:00	08:00	16:42	09:30	16:00	07:42
G/0	Gtz/0/-/Sat, Sun, Holiday	00:00	24:00:00	07:00	14:00					00:00

- **Number**

The **daily programs** must be clearly numbered - these numbers can also be used to enter them on the **weekly programs** page.

- **Short text**
A freely selectable short name for the daily program. In the above case, **G/7.42** stands for a flexitime model (Gleitzeitmodell) with a daily target of **7 hours** and **42 minutes**.
- **Designation**
As shown in the screenshot, the long name of the program could be chosen to contain the most important information.
- **Validity TP Start / End**
This is the period in which the daily schedule is valid. Shift models are an exception to the normal case (00:00 - 24:00), since night shifts can extend from late evening to long after midnight.
- **Daily target**
The daily target working time mentioned above specifies the number of working hours that an employee must work each day (on average) in order to achieve his or her weekly target.

3.1.4 Weekly program

The **weekly program** determines which **daily program** is used on which day of the week.

Long text	Mon	Tue	Wed	Thu	Fri	Sat	Sun	max. weekly working hours
Giz/38,3/7:00 - 18:00	1	1	1	1	1	2	2	50

- **Short text**
A freely selectable short name for the week program. In the above case, **G/38.3** stands for a flexitime model (Gleitzeitmodell), with a weekly working time of **38.3 hours** and a framework time between 07:00 and 18:00 hours.
- **Long text**
As shown in the screenshot, the long name of the program could be chosen to contain the most important information.
- **Mon -Sun**
The number of the applicable **day program** is entered under the respective short names of the weekdays (Mon - Sun).

4 FAQ

4.1 General

4.1.1 Login and logout

- [Login and logout](#) (page 13)

4.1.2 Change View / Change Layout

- [Change view](#) (page)

4.1.3 Attach Personalwolke to the home screen of your mobile device

- [Attaching Personalwolke to the home screen](#) (page 15)

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

- [Empty your browser cache or start in a incognito window](#) (page 30)

4.2 Personalwolke Time

4.2.1 How do I book correctly?

- [Classic booking \(normal attendance & absence\)](#)¹
- [Absence with a productive absence reason](#)²
- [Absence with a non-productive absence reason](#)³

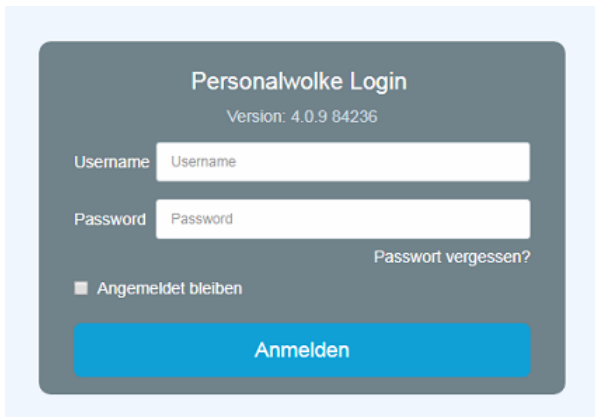
4.2.2 Adjust accounts

- [Adjusting an employee's accounts \(using the balance account as an example\)](#)⁴
- [Credit overtime to the balance](#)⁵
- Write-off paid overtime (in progress)

4.3 Login and logout

General

For the first login into the Personalwolke, please go to the page <https://personalwolke.at/webdesk3/>



The screenshot shows a login form titled "Personalwolke Login" with the version "4.0.9 84236". It contains two input fields: "Username" and "Password". Below the password field is a link "Passwort vergessen?". There is a checkbox labeled "Angemeldet bleiben" and a blue button labeled "Anmelden".

- **Username** - is the username you received from your administrator
- **Password** - is the same as the user name when logging in for the first time
- **Stay logged in** - this option can be selected to save the login data for an automatic login in the browser

Password policies

There are a few rules to follow when choosing a new password:

- at least 8 characters
- at least 1 digits
- at least 1 special character (\$,%,&,+,-,*,},[,...)
- at least 1 upper or lower case letter

First Login

After the first login the password has to be changed:

Passwortänderung

Ihr Passwort wurde zurückgesetzt oder ist abgelaufen und muss nun von Ihnen geändert werden!

Mindest-Anforderungen an Passwort-Sicherheit:

- The password shall contain minimum 1 digits.
- Minimal password length is 8 characters.
- The password shall contain minimum 1 special characters.
- Upper and lower letters are required.

Altes Passwort

Neues Passwort

Neues Passwort bestätigen

[Passwort jetzt ändern](#)

Old password: temporary password from e-mail

New password: freely selectable according to the following criteria

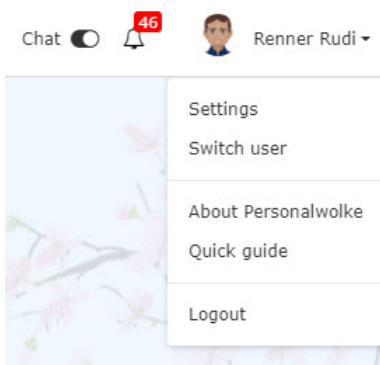
Confirm new password: the same password again for checking purposes

Forget your password

Have you forgotten your password? No problem, click in your login mask on the button "forgot password" and continue [here](#) --> ⁶

Logout

Please note, if you log out from Personalwolke you will be also logged out from HR-Expert at the same time.



In the upper right corner at the user menu, you will find the logout button.

4.4 Attach Personalwolke to the home screen of your mobile device

To start the web app with one click on your smartphone or tablet, you can attach Personalwolke at your smartphone/tablet home screen.

Android

- Start a browser on your mobile device (e.g. Google Chrome, Firefox)
- Open Personalwolke <https://personalwolke.at/webdesk3/>
- Login with you user name and password
 - The start page will be loaded
- Click in the upper right corner on the 3 vertical dots
 - A selection window opens

Google Chrome:

- Click "Add to Home Screen"
- An another window will open to enter a name. Enter an individual name.
- Confirm your entry with a click on "add"
- Your personal Personalwolke is pinned on your home screen

Firefox:

- Click on "site"
 - An another window will be openend
- Select "Add to Home Screen"
- Your personal Personalwolke is pinned on your home screen

iPhone, iPad, & iPod Touch

- Start a safari browser on your mobile device
- Open Personalwolke <https://personalwolke.at/webdesk3/>
- Login with you user name and password
- Click on the release button
- Select "Add to Home Screen"
- An another window will open to enter a name. Enter an individual name.
- Click on "add"
- Your personal Personalwolke is pinned on your home screen



INSTRUCTIONS FOR CREATING THE RESPONSIVE WEB APP

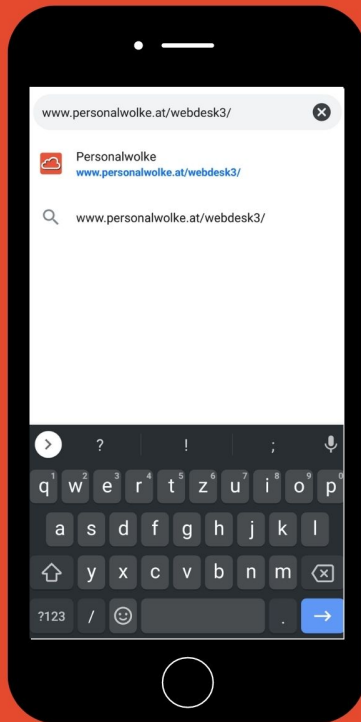


#1 enter your own server URL in the internet browser

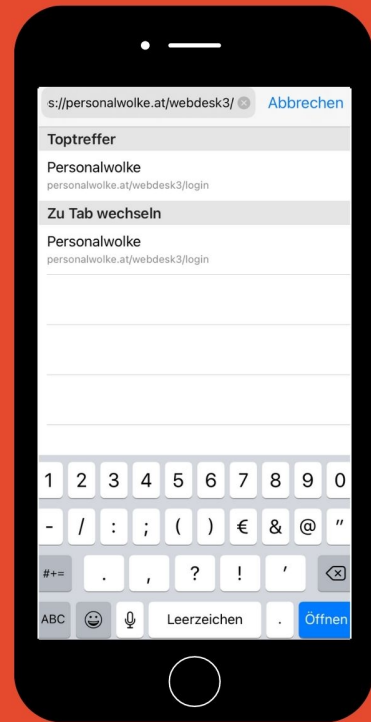
<https://personalwolke.at/webdesk3/>



#1



Android

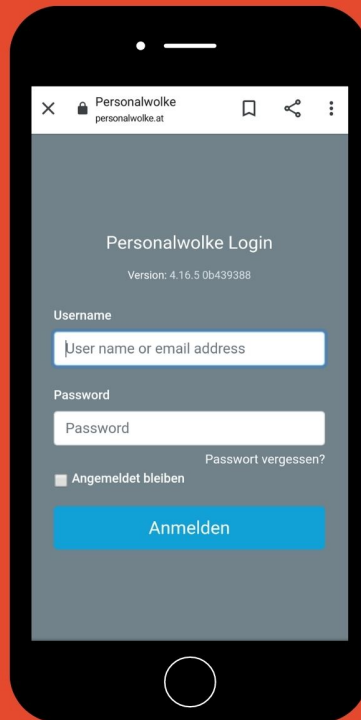


iOS

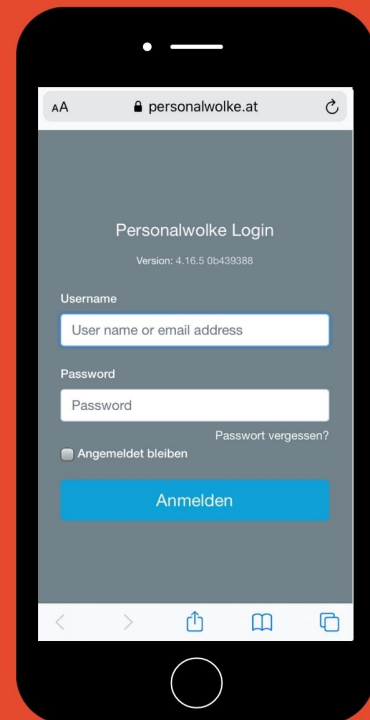


#2 Login as usual

#2



Android

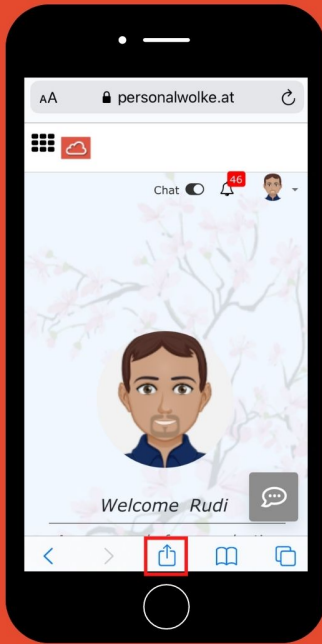


iOS

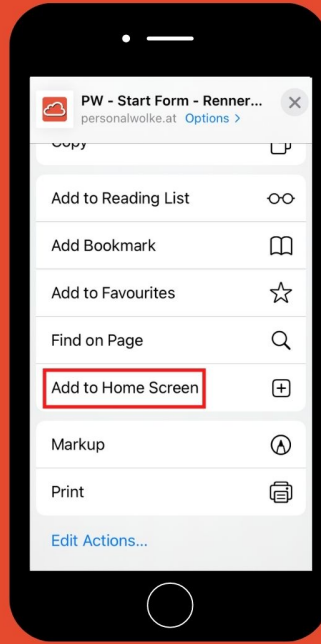


#3 Add the internet tab to your home screen

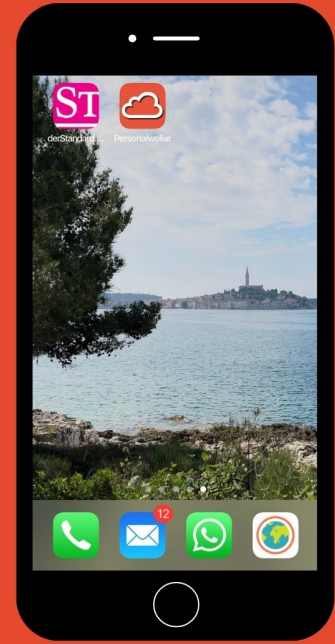
#3



iOS

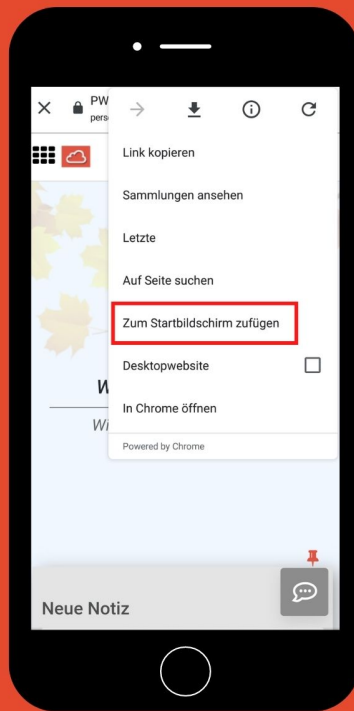


iOS

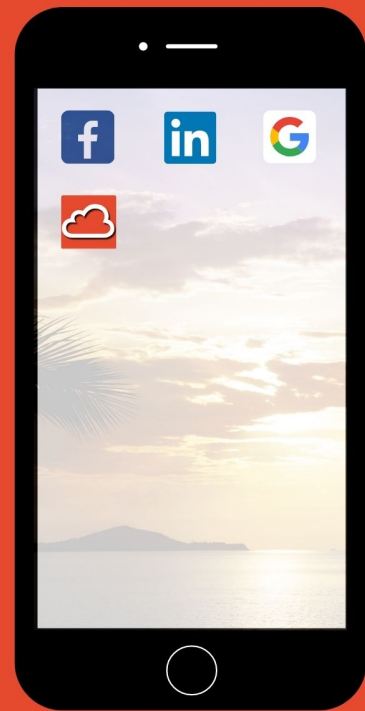


iOS

#3



Android



Android

4.5 Create new employee

Preconditions

Before you create a new employee, you should answer the following questions:

- In which **department** is the employee located?
 - Does this department already **exist**?
 - Yes: Continue with the next question.
 - **No**: Continue here: [Create new department \(group\)](#) (page 89)
- Which **user name** does the employee get?
- Which **employee ID** does the employee get?
- Does the employee have a **special function (role)** in the company (personnel, superior)?
 - No: Continue with the next question.
 - **Yes: Which one?** Personnel or supervisor or both?
- Should the employee get additional menu items in Personalwolke?
 - Employee / department administration -> Admin
 - Additional evaluation options for employees --> Management
- Which **time model** (weekly program) should be assigned to the employee?

Once you have answered these questions, you have the minimum information required to create a person. You can also store other personal data about the employee (date of birth, address, e-mail, telephone, etc.).

Create the new employee

Step 1: In the menu tree under **Administration**, click on **Persons**.

Step 2: Click **New Person** above the list of people

Step 3: **First name, last name, client, group, user name** and **employee ID** must be filled in. The checkbox **Active user** must also be checked if the employee is to be able to log in to the webdesk. All other fields are optional!

Note: The field for selecting the group is only available after the client has been selected. The fields user name and personnel number are also preset with unchangeable, client-specific prefixes!

Step 4: Save

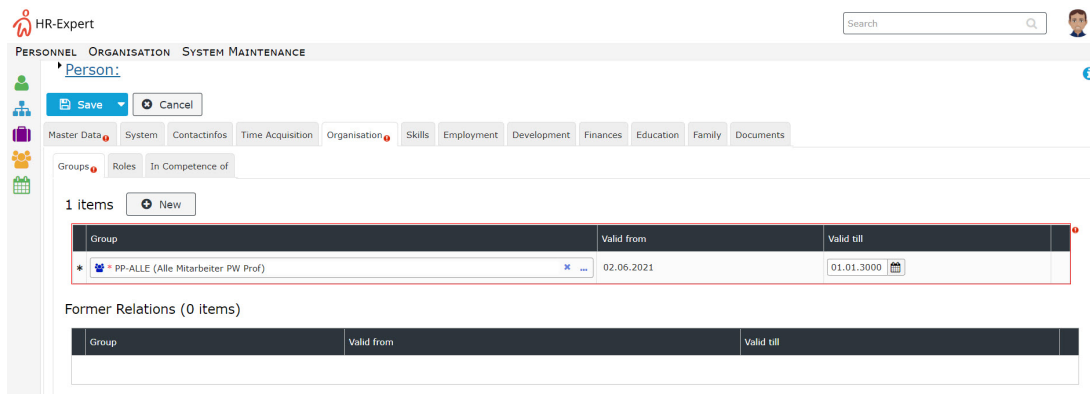
Step 5: To enable the user to log in, click on the **Reset password** button under **Password management**. This resets the employee's password to his or her user name (attention, upper/lower case relevant!) and must be changed during the first login.

Step 6: Add the employee to lose group XX-ALLE.

In order to define the menu items that the employee can select after login, the employee must be added to different lot groups.

It is **absolutely necessary** to add the employee to group **XX-ALLE**. This activates the basic menu items - without this setting no navigation is possible in the webdesk!

To do this, proceed as follows: under the **tab Organisation / Groups**, select the entry **lose groups** from the drop-down menu and add the employee to group **XX-ALLE** under **New Group**.



Step 7: Save

Steps 6 and 7 can now be repeated to add the employee to the **XX-Admin** or **XX-Management** groups, if this admin or management can exercise skills in the webdesk.

The group **XX-Admin** is normally assigned to those employees who should be able to add / edit new persons in the webdesk or create / edit groups (departments) in the organization chart. The membership in the group **XX-Management** activates additional menu items for evaluations / statistics (usually assigned to personnelists / superiors).

Step 8: Special properties for the employee (personnel, superior)

Special functions can be assigned to the employee under the Roles tab. Specifically, the roles Personnel and Superiors, which give the employee extended access rights (for example, a superior can view the monthly journal of his or her subordinate employees) and enable additional menu items. The two roles are also used in the various workflows (leave requests, time corrections, etc.) to control who has to approve these requests.

- To assign a role to an employee, proceed as follows:
- Select the Roles tab
- Click on New Role Owner
- Under New Role Owner, click on the button with the 3 points to select the role Personnel or Supervisor.
- Under competence target
 - Person: this specifies that the current employee performs the selected role (personnel, superior) for the selected employee.
 - Group: this specifies that the current employee performs the selected role (personnel, superior) for the selected group (i.e. for all members of this group).
 - Client: this specifies that the current employee performs the selected role (personnel, superior) for the entire client (i.e. for all employees of the client; useful if, for example, there is to be 1 HR manager for all employees).
- Valid from / to a period can be defined in which this role assignment is valid (can be left empty; then the assignment is valid from now until 1.1.3000 (standard setting)).

The settings made must be accepted with a click on **Save**. This step can be repeated as often as required in order to assign several roles to the employee for different competence goals.

Step 9: Activating the employee in time recording (for Time-Base / Time-Professional customers)

[Entry of employees](#) (page 27)

4.6 Calculation of aliquot remaining vacation

General

When a new employee joins the company, it must be decided whether it should be possible to evaluate the aliquot remaining vacation balance during the year. Similarly, it may be necessary to display the aliquot remaining vacation when an employee leaves during the year. For these two cases, a logic has been implemented in the system, which must be parameterized as shown in the following examples.

Info: If no evaluation of the aliquot remaining vacation balance is required, the following steps **do not** have to be carried out.

The data input of the calculated values has to be done via the correction client (to be found under Administration / Time management). A detailed description of how to enter these values can be found at the end of this document.

Examples

Start date time recording (creation of the user in Personalwolke): 01.07.2015

Effective date of leave (date on which annual leave is credited): 01.12.

Example 1:

Zeile 1	30.11.2014	Resturlaub	5 Tg
Zeile 2		Urlaub Vorjahr	5 Tg
Zeile 3	01.12.2014	Resturlaub	25 Tg
Zeile 4	01.12.2014	Resturlaub Gesamt	30 Tg
Zeile 5	Stand 01.07.2015 Verbrauch		6 Tg
Zeile 6	Resturlaub Vorjahr		5 Tg
Zeile 7	- Verbrauch		6 Tg
Zeile 8	Ergebnis Resturlaub Vorjahr		- 1 Tg
Zeile 9	Resturlaub		25 Tg
Zeile 10	- Ergebnis Resturlaub Vorjahr		-1 Tg
Zeile 11	Stand 01.07.2015 Resturlaub		24 Tg
Zeile 12	Tage von 01.12.2014 - 01.07.2015		213 Tg

Explanation of table content:

- **Zeile 1**
The remaining vacation (= vacation that the employee has not consumed) from 2014 (previous year) is 5 days. This 5 days will be carried into the next year.
- **Zeile 2 - Zeile 4**
On effective date of leave (01.12.2014), the new annual vacation / remaining vacation (25 days) is added to the remaining vacation from the previous year (5 days). This results in the total remaining leave of 30 days.
- **Zeile 5 - Zeile 8**
On 01.07.2015, 6 vacation days have already been consumed by the employee. Now the case is, when vacation days are used, they are first deducted from the remaining vacation from the previous year before the current remaining vacation is reduced. As shown in Zeile 1, there are 5 vacation days left from the previous year.
- **Zeile 9 - Zeile 11**
The current remaining vacation (25 days) is now reduced by the result remaining vacation from the previous year. Since the result remaining leave previous year is negative (in this case (-1)), the new balance on 01.07.2015 is 24 days.
- **Zeile 12**
The number of days from 01.12.2014 to 01.07.2015 is 213.

Example 2:

Zeile 1	30.11.2014	Resturlaub	5 Tg
Zeile 2		Urlaub Vorjahr	5 Tg
Zeile 3	01.12.2014	Resturlaub	25 Tg
Zeile 4	01.12.2014	Resturlaub Gesamt	30 Tg
Zeile 5	Stand 01.07.2015 Verbrauch		4 Tg
Zeile 6	Resturlaub Vorjahr		5 Tg
Zeile 7	- Verbrauch		4 Tg
Zeile 8	Ergebnis Resturlaub Vorjahr		1 Tg
Zeile 9	Resturlaub		25 Tg
Zeile 10	+ Ergebnis Resturlaub Vorjahr		+1 Tg
Zeile 11	Stand 01.07.2015 Resturlaub		26 Tg
Zeile 12	Tage von 01.12.2014 - 01.07.2015		213 Tg

Explanation of table content:

- **Zeile 1**
The remaining vacation (= vacation that the employee has not consumed) from 2014 (previous year) is 5 days. This 5 days will be carried into the next year.
- **Zeile 2 - Zeile 4**
On effective date of leave (01.12.2014), the new annual vacation / remaining vacation (25 days) is added to the remaining vacation from the previous year (5 days). This results in the total remaining leave of 30 days.
- **Zeile 5 - Zeile 8**
On 01.07.2015, 4 vacation days have already been consumed by the employee. Now the case is, when vacation days are used, they are first deducted from the remaining vacation from the previous year before the current remaining vacation is reduced. As shown in Zeile 1, there are 5 vacation days left from the previous year.
- **Zeile 9 - Zeile 11**

The current remaining vacation (25 days) is now increased by the result of the remaining vacation from the previous year. Since the result of the remaining leave from the previous year is positive (in this case (+1)), the new balance on 01.07.2015 is 26 days.

- **Zeile 12**

The number of days from 01.12.2014 to 01.07.2015 is 213.

Example 3:

Zeile 1	30.11.2014	Resturlaub	5 Tg
Zeile 2	01.12.2014	Urlaub Vorjahr	5 Tg
Zeile 3		Resturlaub	25 Tg
Zeile 4	01.12.2014	Resturlaub Gesamt	30 Tg
Zeile 5	Stand 01.07.2015 Verbrauch		22 Tg
Zeile 6	Resturlaub Vorjahr		5 Tg
Zeile 7	– Verbrauch		22 Tg
Zeile 8	Ergebnis Resturlaub Vorjahr		-17 Tg
Zeile 9	Resturlaub		25 Tg
Zeile 10	– Ergebnis Resturlaub Vorjahr		-17 Tg
Zeile 11	Stand 01.07.2015 Resturlaub		8 Tg
Zeile 12	Tage von 01.12.2014 - 01.07.2015		213 Tg

Explanation of table content:

- **Zeile 1**

The remaining vacation (= vacation that the employee has not consumed) from 2014 (previous year) is 5 days. This 5 days will be carried into the next year.

- **Zeile 2 - Zeile 4**

On effective date of leave (01.12.2014), the new annual vacation / remaining vacation (25 days) is added to the remaining vacation from the previous year (5 days). This results in the total remaining leave of 30 days.

- **Zeile 5 - Zeile 8**

On 01.07.2015, 22 vacation days have already been consumed by the employee. Now the case is, when vacation days are used, they are first deducted from the remaining vacation from the previous year before the current remaining vacation is reduced. As shown in Zeile 1, there are 5 vacation days left from the previous year. After deduction of the 22 consumed vacation days, the remaining vacation is completely used up from the previous year.

- **Zeile 9 - Zeile 11**

The current remaining vacation (25 days) is now reduced by the result remaining vacation previous year. Since the result of remaining vacation previous year is negative (in this case (-17)), the new balance on 01.07.2015 is 8 days.

- **Zeile 12**

The number of days from 01.12.2014 to 01.07.2015 is 213.

Input in the correction client

To enter the values calculated according to the above examples in the system, the following accounts must be corrected via the correction client.

Korrektur-Client

Person
 ← Haas Max ... * → ← 01.07.2015 → Ansicht umschalten
 Personalnummer: 000200235

Tages-Ansicht
 21 Kommentar(e) vorhanden

Beginn	Ende	Fehlg.	Halbtags	Aktion
			<input type="checkbox"/>	

Berechtigungen

Pausenabzug

Rahmenberechtigung

10h Kappung

50h Kappung

Konten

Tages-Soll	7:42	
Tages-Ist	7:42	
Saldo	0:00	
Resturlaub ges.	0,00	
Resturlaub ges. aliquot	0,00	
Tage ab Urlaubsstichtag	0,00	
Resturlaub akt.Jahr	0,00	
Resturlaub Vorjahr	0,00	
Resturlaub Vor-Vorjahr	0,00	
Urlaub konsumiert	0,00	
GLZ-Saldo 1:1	0:00	

- **Remaining vacation (current year)**

Resturlaub akt.Jahr

With an absolute correction (=24) , the number of open vacation days in the current year is entered.

- **Remaining vacation (previous year)**

Resturlaub Vorjahr

With an absolute correction (=0), the number of remaining vacation days from the previous year is entered here, which remain after deduction of the consumed vacation. If the result is negative, as in examples 1 and 3, no correction needs to be made here!

- **Remaining vacation (pre-previous year)**

Resturlaub Vor-Vorjahr

With an absolute correction (=0) , the number of remaining vacation days from the pre-previous year is entered here, which remain after deduction of the consumed vacation. If the result is negative, no correction needs to be made here!

- **Vacation consumed konsumiert**

Urlaub konsumiert

With an absolute correction (=6), the number of vacations day is entered, that the employee has already consumed since the last effective date of vacation.

The calculated aliquot remaining vacation is displayed from the following correction day (02.07.) in the line "Resturlaub ges. aliquot" (marked in green).

4.7 Entry of employees

4.7.1 Creation of persons in the future & past

New employees aren't created in the system exactly on the day they join. For this reason, Personalwolke Time supports different scenarios for a new person

- subsequently or
- in the future

in the system.

In our system, person master data records have a "**Valid from**" and a "**Valid to**" date. When a new person is created, this data is filled automatically and cannot be changed manually.

To enable time recording into the past for subsequently created persons, the field "**Start of time recording**" must be set to a date in the past.

4.7.1.1 Relevante parameters

The following parameters must be entered under "**Modules**" -> "**Time recording**" in the person master record.

A description of the remaining fields can be found under "**Field Description Master Record**"

4.7.1.1.1 Start of time recording

If you check the checkbox "**Activate time recording**" in the Modules / Time recording tab, you must enter the start date of time recording correctly. The start date of the time recording must be set to the day before the day from which times are to be recorded in the system.

This date cannot be in the future. It cannot also be the current date. It must be a date in the past, such as yesterday. If the current date is entered, it is automatically replaced with yesterday's date when saving.

This is useful so that you can already enter the remaining leave and other values for the previous day, so that you have already settled values in the system from the entry date.

Example:

- Entry date: per 01.01.

- Person is created on 08.01. in Personalwolkle
- The start date of Time Management must be set to 31.12. so that the time recording can start with 01.01.

4.7.1.1.2 Entry date

When you create a person, you **must** specify the entry date. This enables that this person can be displayed in various evaluations.

4.7.1.1.3 Fictitious entry date

The fictitious entry date is important if an employee has an earlier, fictitious entry date due to previous employment periods being taken into account. The system therefore separates a) the actual entry date and b) the fictitious entry date, which is then also used to calculate the leave entitlement.

Example:

- Entry date: per 01.07.
- creditable prior periods of employment: 6 months
- Fictitious entry date: 01.01.

4.7.1.2 Examples of the personal system

4.7.1.2.1 Example 1: The employee is already in the company and is created later in time recording:

1. Time recording is activated by the entry date into the past. The postings must then be entered subsequently.
2. Time recording is activated with the current time. Afterwards, the balance values and vacation data (described below) must be manually added via the correction client (to be found under Administration / Time management / Correction client).

4.7.1.2.2 Example 2: Employees join the company for the first time:

1. **The employee can be created in advance in Personalwolke and only activated for time recording on the entry date.**
Example: Entry date: 01.04.
The employee is created on 25.03. so that the information already exists in Personalwolke can be used.
Time recording must then be activated on 01.04. with the date of 31.03.
2. **The employee can be created on the entry day and time recording can be activated on the previous day.**
Example: Entry date: 01.04.
The employee is created in the system on 01.04. and the start date of Time Management is set to 31.03. This enables the employee to record his or her working times and absences as of 01.04.

4.7.1.3 Vacation entitlement

For new employees, you must specify the leave entitlement and the "key date of addition" so that the new leave entitlement is added to the addition date. If the new annual leave is credited per calendar year, you must enter 01.01. as the key date for the addition. If the entry date is relevant, the entry date must be entered here.

If an employee is created in the personnel cloud who is already in the company, the days since the last addition and possibly the entitlement from the previous year or previous year must also be entered. These are entered in the correction client under Administration / Time management / Correction client. There the view must be switched to the daily view and the correct values must be entered on the first day in the time recording.

Example:

If Max Mustermann has entered on 01.01.2019 and is then created on 01.04.2020 in time recording, the vacation values must be stored as follows:

- Holiday entitlement: 25
- Date Added: 01.01.2019
- Days since last added: 31 (January) + 29 (February 2020 leap year)+ 30 (March) + 1 (current day) = 91 days
- Holidays used up in 2019: 8 days
- Spent vacation in 2020: 7 days
- Remaining leave previous year: 10 days
- Remaining vacation total: 35 days (10 remaining days from 2019 + 25 days from 01.01.2020, vacation days are always deducted from the oldest remaining vacation first until they are used up)

4.7.1.4 Aliquoting of the year of entry

The parameter "Factoring the entry year" controls whether the leave entitlement is to be added on a pro rata basis in the first six months and must be set to "legally compliant".

If the employee is subsequently created in time recording and the entry date is not in the current year, then set this parameter to "No".

Example:

- Mr. Mustermann joined on 06.03.2019.
- Mr. Mustermann's company has been created in the personnel cloud since 01.01.2020.
- Time recording is therefore activated for Mr. Mustermann as of 31.12.2019.
- If the factoring of the entry year is activated, the leave entitlement is added to him in 2020 on a factoring basis.
- As a result, he or she would not receive the 25 leave days specified on 06.03.2020.
- In this case, the parameter "Factoring the entry year" must be set to "No".

4.8 Session Expired

In some cases, users get the error message that the session is expired. In many cases this appears due to a faulty cookie in the browser. To fix this error you can either clear the cookies and cache or open the browser in an incognito window / private window.

Clear browser chache

[Firefox](#)⁷

[Google Chrome](#)⁸

[Microsoft Edge](#)⁹

[MAC / Safari](#)¹⁰

[MAC / Google Chrome](#)¹¹

Open a new incognito window

Depending which browser you are using, the incognito window has different names (at chrome "incognito window", at edge "InPrivate window" and firefox "private window"). To open an incognito window click on the menu icon in the top right corner of your browser



and select the appropriate option.

4.9 Credit overtime to the balance

An employee's overtime can be credited to the balance, through the „Correction Client “.

You can find the „Correction Client “in your menu tree under "Administration" -> "Time Management" -> "Correction Client".

Since individual parameters can be set for daily views and those varies for each customer depending on their internal guidelines. We highly recommend that you make these changes with your consultant. Our Support Team will be happy to assist you further.

Fundamentals of Overtime evaluation

To begin with the evaluation of overtime the following parameters should be set in the "Employee's master account" under the "Modules"-Tab.

- **Working hours outside of the time framework**

This option determines whether the employee is entitled to accumulate additional work hours outside of the time framework set by the employer. If overtime is not permitted outside the time framework, but is still performed, the overtime is shown as unevaluated time, which must be submitted for approval to management separately.

Option	Beschreibung
Yes	Eligibility for overtime outside the time framework
No	No entitlement to overtime outside of the time framework

Example:

If the employee “Rudi Renner” is entitled to overtime outside of the time framework, and he works 2 additional hours, it will normally be credited to his daily balance. However, if he is not entitled to overtime outside of the time framework, these 2 hours will be cut off and not shown. “Rudi Renner” has then the option to submit an application for time worked outside the time framework. If this application is approved by the supervisor, the previously unevaluated hours will be credited to his balance according to the specified overtime factor.

- **Overtime entitlement beginning**

The date from which the authorization for overtime applies to the employee concerned is entered here. This means that overtime worked remains in the overtime accounts and can therefore be paid out with the specified overtime factor.

This option requires the authorization for "work outside of time framework "!

- **Overtime entitlement end**

The date up to which the authorization for overtime is valid for the employee is entered here.

This only works if the employee is allowed to work overtime!

- **Overtime invoiced at the beginning of the balance**

This setting is relevant, if the company decides not to credit overtime to a special account, but instead to credit it directly to the time balance multiplied by a certain factor (e.g., x 1.5). The date from which a factored credit for overtime is to be made on the time account is set here.

This only works if the employee is allowed to work overtime!

- **Overtime billing at the End of the balance**

The end date is set here, up to which a factored credit for overtime is to be made on the time account.

This only works if the employee is allowed to work overtime!

Notes

1. <https://personalwolke.at/daisy/personalwolke-default/9053-dsy.html?branch=main&language=en>
2. <https://personalwolke.at/daisy/personalwolke-default/9054-dsy.html?branch=main&language=en>
3. <https://personalwolke.at/daisy/personalwolke-default/9055-dsy.html?branch=main&language=en>
4. <https://personalwolke.at/daisy/personalwolke-default/6396-dsy.html?branch=main&language=en>
5. <https://personalwolke.at/daisy/personalwolke-default/9111-dsy.html?branch=main&language=en>
6. https://personalwolke.at/daisy/personalwolke-default/Time-Base/Optionen/wf_getUserSetup.act/7717-dsy.html
7. <https://support.mozilla.org/de/kb/Wie-Sie-den-Cache-leeren-konnen>
8. <https://support.google.com/accounts/answer/32050?co=GENIE.Platform%3DDesktop&hl=de>
9. <https://support.microsoft.com/de-de/microsoft-edge/cookies-in-microsoft-edge-l%C3%B6schen-63947406-40ac-c3b8-57b9-2a946a29ae09#:~:text=%C3%96ffinen%20Sie%20Microsoft%20Edge%2C%20w%C3%A4hlen,des%20Browsers%20gel%C3%B6scht%20wird%20aus.>
10. <https://www.macwelt.de/ratgeber/Safari-Cache-leeren-So-einfach-geht-s-10550429.html>
11. <https://browser-cache-leeren.de/de/apple-mac-os/google-chrome.html>

5 Time Base

General

Standard employees have the possibility

- to **book** attendances and absences
- use the menu items
 - **Info**
 - **Requests**
 - **Workflow Management**
 - **Options**

Management employees have the possibilities of the standard employee and additionally

- the menu item **Management**
- the menu item **Reports** for various evaluations concerning the company / the employees

Admin employees have the possibilities of the standard employee and additionally

- the menu item **Administration** to perform administrative tasks concerning the company / the employees.

Of course, one or more employees can also be assigned the management and administration ability at the same time.

Workflows are controlled by freely assigning the **roles** of supervisors and personnel to individual employees and/or groups.

The functions in detail:

Booking

Info

- [Master data / accounts](#) (page 39)

- *overview of own master data and account values (balance, vacation, sick days)*
- [Journal](#) (page 40)
 - *overview of attendance/absence times in current and past months*
- [Calendar](#) (page 43)
 - *overview of absences such as vacation, sick leave, special vacation, etc.*
- [Group calendar](#) (page 44)
 - *overview of absences, e.g. holidays, sick leave, special leave, etc. for the entire group (department)*
- [Attendance list](#) (page 46)
 - *overview of currently present / absent colleagues / employees in the company*

Requests

- [Time correction](#) (page 51)
 - *Positive: Present, off-site work, doctor's visit, various absences, teleworking*
 - *Negative: Present (e.g.: subsequent booking of a lunch break)*
- [Cancellation time correction](#) (page 53)
 - *Delete incorrect attendance times from the system (e.g. post pause later)*
- [Absence time](#) (page 54)
 - *Vacation paid, time compensation, business trip, seminar, sick with continued pay*
- [Cancellation absence time](#) (page 57)
 - *Delete incorrect absence times from the system (for example, move vacation)*
- [Special absence time](#) (page 58)
 - *Special paid vacation, cure, nursing leave*
- [Illness notification](#) (page 60) *(for colleagues)*
 - *Reason for absence is automatically continued until the employee logs in again.*
- [§20 AZG Special cases](#) (page 61)
 - *Request for crediting unvaluated working time*

Workflow Management

- [Open tasks](#) (page 64)
 - *archive of completed tasks (for managers for approval, rejection, review)*
- [Open requests](#) (page 66)
 - *archive of completed applications (for employees to see an overview of their own applications)*

Administration

- [Organigram](#) (page 69)
 - *structure of the company, persons / groups within the company move*
- [Employee administration](#) (page 74)
 - *master data, group membership, role assignment, time models*
- [Manage groups / departments](#) (page 86)
 - *hierarchical structure, loose groups, role assignment, person assignment*

- [Role management](#) (page 93)
 - *assignment of roles to supervisors / personnel to persons / groups*
- [Switch user](#) (page 95)
- [Time correction client](#) (page 138)
 - *monthly and daily view for correction of times - only available for owners of the role "Personnel"!*
- [Absence time client](#) (page 113)
 - *entry of absence times over one or more days*

Options

- [Change password](#) (page 132)
- [Settings](#) (page 131)
 - *mail notification, deputy regulation, language*

5.1 Booking

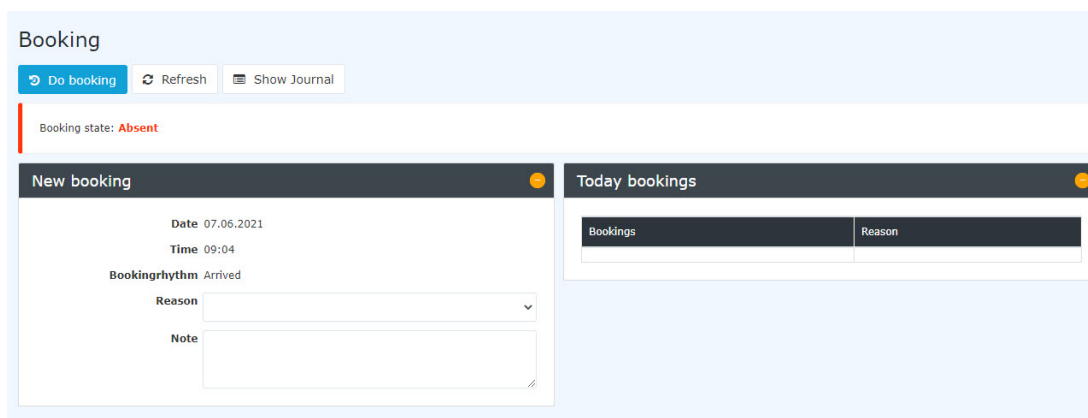
General informations

The **booking mask** offers the user the possibility to create time bookings (Present (Absent) / Business Trip / Doctor visit / Official trip).

The date and time are taken from the web server, and the correct booking rhythm (Arrived / Left) is determined by the system. In addition, absence reasons can also be booked (business trip, doctor visit, official trip).

Furthermore, a message can be entered that is visible to colleagues in the **attendance list**.

Examples: Business trip - visit to a customer; present - in meeting / conference, etc.



The screenshot shows the 'Booking' interface. At the top, there are buttons for 'Do booking', 'Refresh', and 'Show Journal'. Below this, a message indicates the 'Booking state: Absent'. The main area is divided into two panels: 'New booking' and 'Today bookings'. The 'New booking' panel contains fields for 'Date' (07.06.2021), 'Time' (09:04), 'Bookingrhythm' (Arrived), 'Reason' (a dropdown menu), and 'Note' (a text area). The 'Today bookings' panel shows a table with columns for 'Bookings' and 'Reason'.

The "**Show Journal**" button can be used to provide an overview of the entire monthly journal.

To hide the journal again, click on the "**Hide Journal**" button. This appears automatically when you click on the "**Show Journal**" button.

A successful booking is acknowledged by the server with a message, if errors occur a corresponding error messages appear.

Booking state: **Present**

If you want to go straight to the booking screen, it would be helpful to place the following link https://personalwolke.at/webdesk3/ta_doBooking.act in the browser's favourites. This way you can jump directly to the booking screen.

5.2 Booking logic

This page explains how the booking logic works when time is booked in Personalwolke. The respective booking rhythm as well as **different absence reasons** (productive and unproductive) are also taken into account.

Basically, a distinction is made between:

- **Normal attendance/absence**
This includes the normal booking in at the start of work at the workplace as well as the booking out at the beginning of the lunch break or after the end of work.
- **Absence with a productive reason**
This includes booking in when physically absent but at the same time productively working for the company. These can be reasons such as active travel time, teleworking or working from home. Absence times with a productive absence reason are taken into account when calculating the working time balance.
- **Absence with a non-productive reason**
This basically refers to absence during regular working hours due to a special (non-productive) reason. This can be, for example, illness or a doctor's appointment during working hours.

The most important indicators in the booking window are the **booking status** and the **booking rhythm**, in addition to the date, time and booking reason:

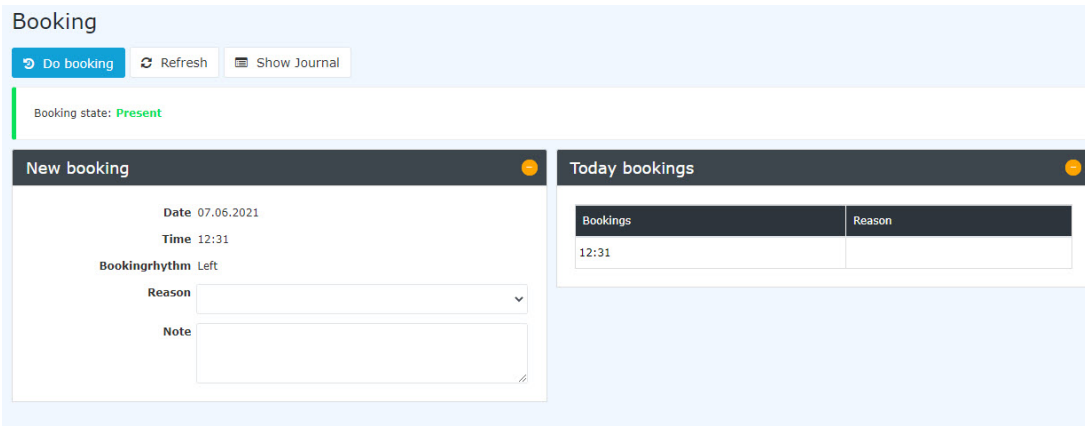
Booking status	The booking status indicates whether the employee is currently present or absent from the office. In addition, for absences with a specific reason (e.g. business trip, doctor's appointment, time off), this reason is also displayed directly in the booking status.
Booking rhythm	The booking rhythm indicates which type of booking ("coming" or "going") will be booked the next time the "Book" button is pressed (without a particular absence reason).

Classic Booking (normal attendance and absence)

This type of booking is probably the most common case of time booking in Personalwolke. This case occurs when the employee is doing his/her normal work with attendance in the office and logs in and out when coming, before and after the break and at the end of the working day. In the classic booking, the "Reason" field in the "New booking" tab remains empty, only the "Do booking" button is pressed.

Before the employee books in at the start of work in the morning, the booking status is initially set to "Absent", the booking rhythm shows "**Coming**" for the next booking. When the employee starts work and logs in, the booking status changes to "Present" and the booking frequency shows "**Going**" for the next booking.

In the course of the day, the employee books out for lunch, books in again after the break and finally books out again at the end of the working day. In this classic booking activity, only those time intervals were recorded in which the employee worked - the **journal therefore shows the working time between the start of work and the lunch break and between the lunch break and the end of work**. These intervals are also fully included in the working time balance as productive working time.



Bookings	Reason
12:31	

Absence with a productive absence reason

In addition to the normal attendance/absence booking, there are also certain situations in which the employee is **not present at his/her workplace**, but **still performs work for the company**. In these situations, the employee should be marked as absent, but the working time should still be taken **into account in the journal and in the balance**. For this purpose, **productive absence reasons** can be booked in Personalwolke.

If a **productive absence reason** is entered in the booking (e.g. the employee works from home), it is irrelevant whether the previous booking status is "Present" or "Absent" - the employee is **always marked as "Absent"**, but supplemented by the productive absence reason (booking status in orange/blue). In contrast to the usual absence (e.g. break, end of work), a **time interval is recorded** in the journal which, in the case of a productive absence reason, is also taken into account **as working time in the balance**.

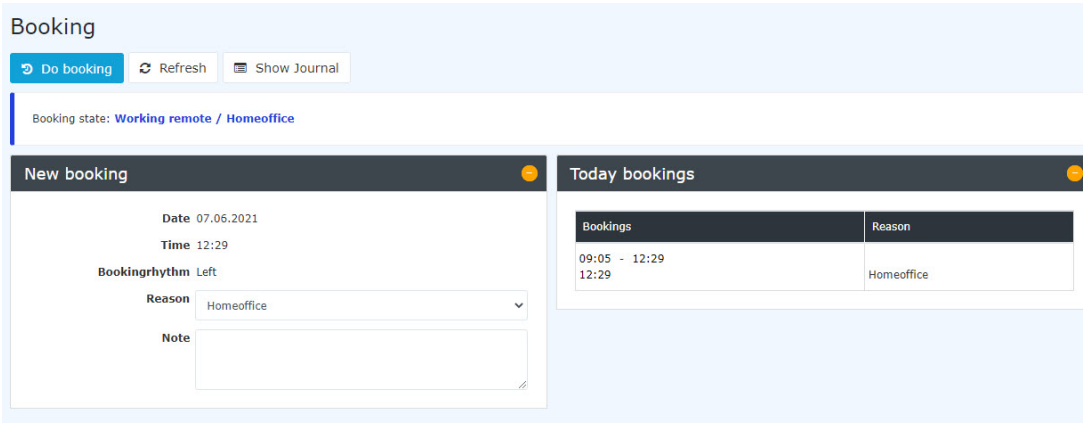
If the **productive absence has ended** (e.g. end of business trip, end of mobile working), there are **two possibilities**:

- **Termination followed by absence**

This occurs, for example, when the employee finishes teleworking and goes home for the day. In this case, he or she **must select the same reason for absence** again and then press the "Do booking" button. The booking status then changes to "Absent" and the **time interval is ended**.

- **Termination followed by attendance**

This occurs, for example, when the employee returns to the office after a business trip and continues his or her work there. If the "Do booking" button is pressed from the absence with a productive absence reason **without specifying a reason**, the **booking status changes to "Present"** and a new time interval is started while the time recording of the business trip/telework/etc. is ended.



The screenshot shows a web interface titled "Booking". At the top, there are buttons for "Do booking", "Refresh", and "Show Journal". Below this, the "Booking state" is indicated as "Working remote / Homeoffice".

The interface is divided into two main sections:

- New booking:** A form with the following fields:
 - Date: 07.06.2021
 - Time: 12:29
 - Bookingrhythm: Left
 - Reason: Homeoffice (dropdown menu)
 - Note: (text area)
- Today bookings:** A table showing current bookings.

Bookings	Reason
09:05 - 12:29	Homeoffice
12:29	

Absence with a non-productive absence reason

There are also certain absence reasons that do not count as working time but must nevertheless be recorded in the system. These include, for example, illness or a visit to the doctor or a visit to the authorities during working hours.

In principle, the booking logic for non-productive absences is identical to the procedure for productive absences. The **booking intervals** are stored in the journal in the same way, but the time recorded for **non-productive absence reasons is not taken into account as working time in the balance**. A time interval with a non-productive absence reason can also be ended either with subsequent absence or with subsequent attendance, as described above.

5.3 Info

5.3.1 Personal / Accounts

General


The user can use this menu option to query the **master data** and **account balances** of the most important time recording accounts for a specific key date.

In the **date field**, the user can enter an alternative date (alternative key date). The date can either be entered directly in the format dd.mm.yyyy (e.g.: 03.04.2021) or selected by clicking on the calendar symbol. By updating (click on the "**Refresh**" button) you will get the account values for the selected key date.

Personal / Accounts
Refresh
Print

Date

📅



✉
🗑

Personal Data	
Lastname	Rosso
Firstname	Cloudia
Employee id	000210342
Card no.	0000000000
Username	ppross
Group	PP-AGB1
Holiday entitlement (yrl.)	25.0

Account values	
Time balance	24.54 h
Remaining holidays	-242.0 d
Unplanned holidays (to 31.12.2021)	-300.0 d
Planned holidays (to 31.12.2021)	58.0 d
Consumed holidays (yearly)	2.0 d
Sick days (yearly)	0.0 d
yr. Doctor's appointments (hrl.)	0.00 h
Passive travel time (mly.)	0.00 h

Personal data

In addition to general personal data such as **surname** and **first name**, further information is also displayed:

Employee ID - Personnel number including the fixed prefix (0001 in this case; generally: the first 4 digits of the employee ID)

Username - Login name of the employee whereby the e-mail address can also be used for the login.

Group- the department to which the employee is assigned.

Holiday entitlement - employee's vacation entitlement in days

Account values

The account values provide an overview / summary of the most important time accounts for the **key date** selected under Date:

Time balance- the sum of the actual time (actual attendance) reduced by the target time.

Remaining holidays - the currently available remaining vacation in days

Unplanned holidays - corresponds to the remaining vacation minus the planned vacation in days.

Planned holidays- Planned vacation in days

Consumed holidays - days of holiday already consumed

Sick days (yearly) - the annual sick days

Doctor's appointments (hrl.) - the booked doctor's courses in hours

Passive travel time (mly.)

Important: The displayed values are the values for the selected key date!

5.3.2 Journal

General


The **journal** includes all important personal time information for a month, showing the current month up to the present day. One line includes the entries and certain account values per day. The journal is kept in normal minutes, i.e. a break deduction of 0.30 corresponds to 30 minutes.

With the help of the arrow keys, one can easily switch between months and thus display data from previous months. A specific month can also be selected directly from the drop-down menu.


Journal											
June 2021											
Date	Day	C	FB	Bookings	FE	Absence reasons	Target-Time	Work-Time	Sum	Time-Balance	autom. break deduction
Opening balance										13:23	
Jun 1, 2021	Tue		--	fullday	--	vacation	7:42	7:42	7:42	13:23	0:00
Jun 2, 2021	Wed	i 3	--	08:00 - 12:30 13:12 - 16:50	--		7:42	8:08	15:50	13:49	0:00
Jun 3, 2021	Thu						0:00	0:00	15:50	13:49	0:00
Jun 4, 2021	Fri			Absent without excuse			7:42	0:00	15:50	6:07	0:00
Jun 5, 2021	Sat						0:00	0:00	15:50	6:07	0:00
Jun 6, 2021	Sun						0:00	0:00	15:50	6:07	0:00
Jun 7, 2021	Mon		--	09:05	--		7:42				
Jun 8, 2021	Tue						7:42				
Jun 9, 2021	Wed						7:42				
Jun 10, 2021	Thu						7:42				

In addition to the date and the day of the week (day), the following information is also displayed:

- **K (Correction)**

This column indicates whether or not a correction has been made. If it is a correction, you can click on the black info icon  , and the correction info is displayed:

Info		
02.06.2021	11:12	Nur per E-Mail erreichbar
07.06.2021	09:29	pprau FG 0 02.06.2021 08:00-12:30
07.06.2021	09:29	pprau FG 0 02.06.2021 13:12-16:50

- **FB**
Booking indicator - additional information at the beginning of the booking (e.g.: core time violation, booking out of frame, ...). If the mouse is moved over the question mark icon  , a small message appears with the reason for the marking.
- **Bookings**
Used to display the booking intervals.
- **FE**
Booking indicator - additional information at the end of the booking (e.g.: core time violation, system go, ...). If the mouse is moved over the black question mark icon, a small note appears with the reason for the flag.
- **Absence reasons**
If the employee books an absence reason (e.g. doctor, business trip, holiday, sick, ...), this information is displayed in this column.
- **Target time**
Display of the daily target time
- **Work time**
Display of the actual daily working time
- **Sum**
The sum of the total hours worked in this month
- **Time Balance**
The sum reduced by the sum of the target time - the time balance can also be negative
- **Automatic break deduction**
If no break or a break of less than 30 minutes is consumed on a day, the break time is automatically deducted by the system (the system adds 30 minutes).

If there is no booking on a day and no absence is planned, the message "**Absent without excuse**" appears in the journal. For negative time recorders, the administrator can specify under which conditions this entry is to appear or not, under Persons --> Select corresponding person --> Tab "Modules" --> "Negative time recorders: Auto generation actual time".

Practical functions

By clicking on the **double arrow** below / next to the date entry, a menu can be opened to directly start a time correction / absence request for the day.

In addition, it is also possible to submit a time correction / absence request for the selected day by right-clicking on the corresponding line in the journal.

Jun 3, 2021	Thu								
Jun 4, 2021	Fri			Absent without excuse					
Jun 5, 2021									
Jun 6, 2021									
Jun 7, 2021	Mon	-	09:05						

(In this example, a time correction/absence request would be made for 04.06.2021.)

The journal can also be exported as PDF or Excel or prepared for printing. For this purpose, corresponding symbols are provided in the upper right corner.

Example for a daily entry

Jun 4, 2021	Fri	i 3	06:48 - 11:00 11:00 - 12:05 12:32 - 18:22	- -	Doctor`s visit	7:42	10:52	26:42	16:59	0:03
-------------	-----	-----	---	--------	----------------	------	-------	-------	-------	------

Date / Datum: 04.06.2021

Day / Tag: Fri (Friday)

K: The info symbol **i** and the adjacent 3 indicate that **3 corrections** have taken place on this day. You can find out which corrections these are by clicking on the info symbol.

FB: The question mark symbol

? indicates that there is additional information at the beginning of this booking (in this case: core time violated).

Bookings

- **Times highlighted in blue** mean a "manual" correction of the time, for example via a **time correction** request.
- **Black times** indicate a **regular booking** (via the Book item).
- **Green times** are postings made **automatically by the system** - in this case, the employee has not booked out on this day and the system has therefore generated an automatic posting that corresponds to the end of normal working time.

FE: The question mark symbol

? indicates that there is additional information at the end of the booking (in this case: system exit).

Absence reasons: Indicates that an doctor`s visit has taken place from 11:00 - 12:05.

Target time: Indicates that 7:42 work should be performed on this day.

Worktime: Indicates that 10:52 was actually worked on this day.

Sum: Results from the actual time hours worked on the considered and the previous days of the current month (i.e. from 01.06. to incl. 04.06.2021 26:42 hours actual time were worked).

Time Balance: Total of the difference between actual time and target time in hours from the employee's creation to the day in question (= flexitime balance).

Automatic break deduction: Shows that 3 minutes (0.03) of break time have been deducted for this day.

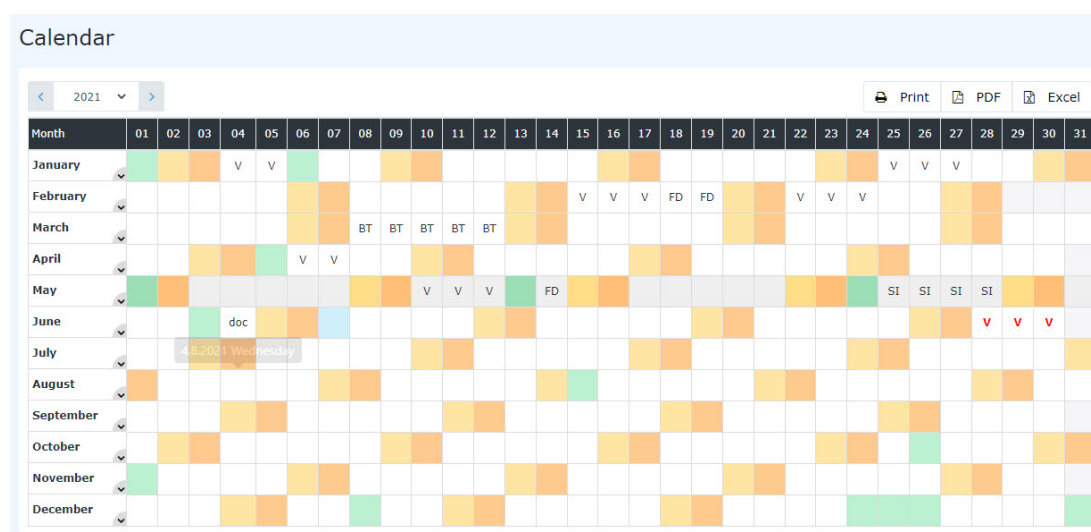
5.3.3 Calendar

General

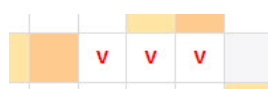
The **absence calendar** is used for planning and overview of full-day and half-day absence reasons (holiday, training, illness,...).

Approved absences are shown in black / unapproved absences are shown in red. Light blue marks the current day, Saturdays are light orange, Sundays are orange and the days marked in green are public holidays.

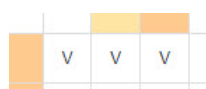
The arrow buttons can be used to scroll one year forward or backward.



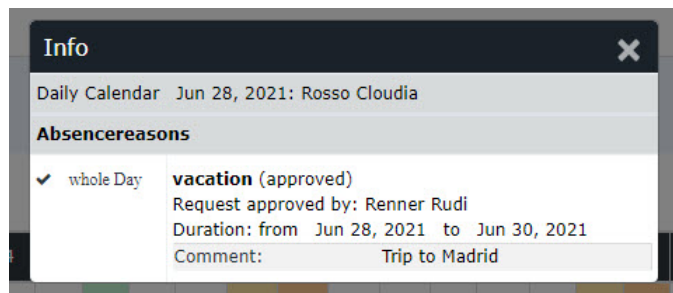
As long as an absence / special absence request is in progress (status unapproved), the absence is already entered in red in the calendar.



After a request has been approved, the absence appears in black on the days concerned. All work-relevant data is updated (e.g. remaining leave or planned leave).



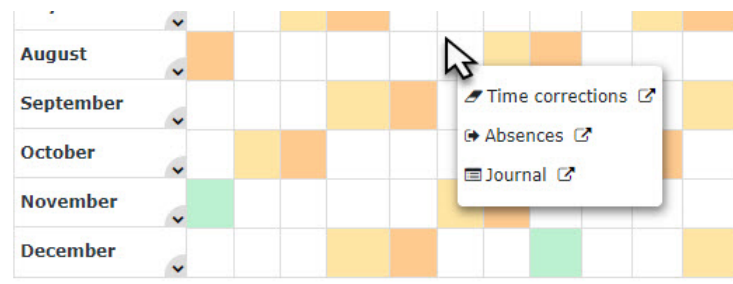
By clicking on the U field in the calendar, you can obtain detailed information on the request (examples of an unapproved and approved absence request):



Practical functions

By clicking on the **double arrow** below / next to the date entry, a menu can be opened to directly display the journal for the relevant month.

It is also possible to **right-click** in the corresponding cell of the calendar to make a time correction/absence request for the selected day or to open the journal for the selected month.



The calendar view can also be exported as PDF or Excel or prepared for printing. The corresponding symbols

(Classic:   )

Responsive:  Druck  PDF  Excel

the upper right corner.) are located in

5.3.4 Group calendar

General

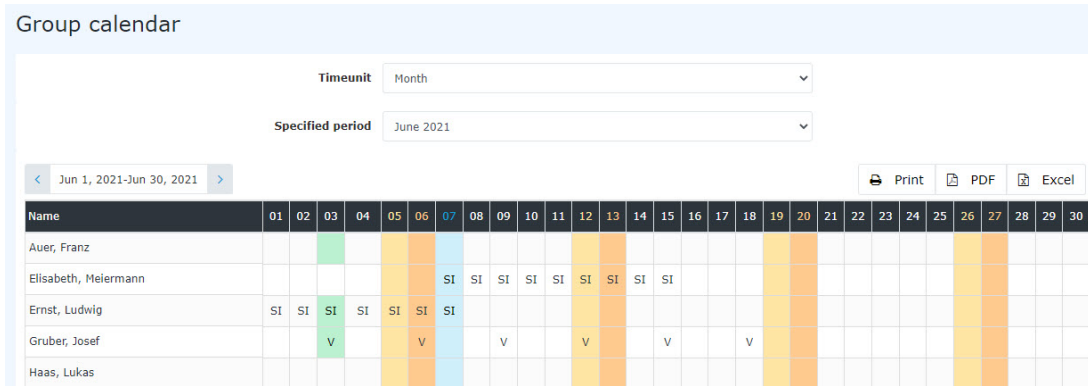
Via the **group calendar**, the user is shown all planned and consumed full-day and half-day absences of a defined group of persons (usually his department).

This view is intended to ensure smooth leave and absence planning within a defined group of persons (department).

Unauthorized absences are displayed in red and approved absences in black.

The user can query the group calendar using the **time unit** week / month or the **specified period** (displays the desired month). The month can be changed with the arrow buttons.

In the group calendar, each staff member sees the colleagues from his or her department or, according to his or her viewing authorisation, also colleagues from other departments.

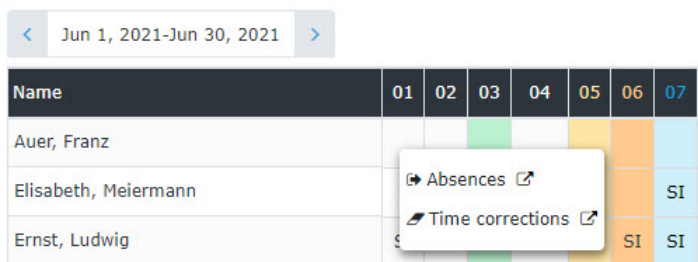


By clicking on the approved (black) or unapproved (red) absences, detailed information on the respective absences can be obtained:






Practical functions

In addition, it is also possible to make a time correction / absenteeism request for the selected day with a right-click in the corresponding cell in the calendar.



The calendar view can also be exported as PDF or Excel or prepared for printing. The corresponding symbols

(Classic:   

Responsive:  Druck  PDF  Excel

) are located in the upper right corner.

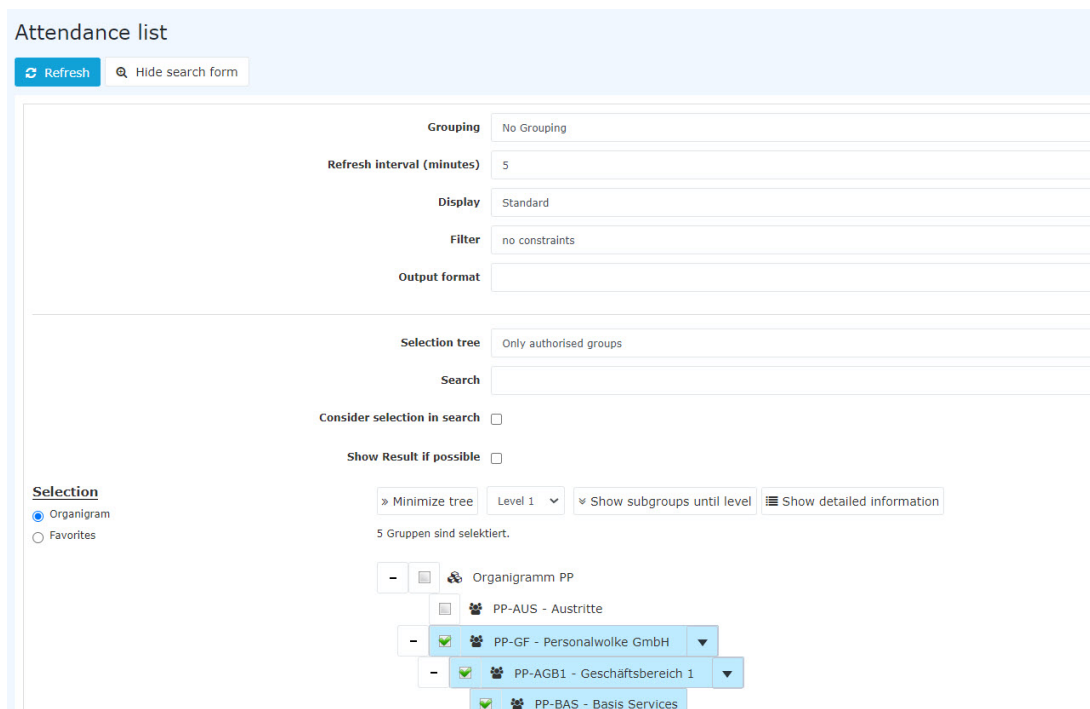
5.3.5 Attendance list

General

The **attendance list** shows the selected groups, the names of the persons assigned to the group, the status (green tick for attendance, red cross for absence, absence reason), information about the last booking, in the case of absences also the duration of the absence (e.g. business trip, holiday, ...). Via the search mask, the user can query the attendance/absence of employees based on various criteria.

The search mask

The user can use this input mask to query the **attendance/absence** of employees according to various criteria.



The screenshot shows the 'Attendance list' search mask. At the top, there is a 'Refresh' button and a 'Hide search form' button. Below these are several configuration options: 'Grouping' (No Grouping), 'Refresh interval (minutes)' (5), 'Display' (Standard), 'Filter' (no constraints), and 'Output format'. A 'Selection tree' section is set to 'Only authorised groups' with a search input field. There are checkboxes for 'Consider selection in search' and 'Show Result if possible'. A 'Selection' section on the left has radio buttons for 'Organigramm' (selected) and 'Favorites'. Below this are controls for 'Minimize tree', 'Level 1', 'Show subgroups until level', and 'Show detailed information'. A message states '5 Gruppen sind selektiert.' Below this is an organizational chart showing a tree structure: 'Organigramm PP' (expanded) contains 'PP-AUS - Austritte' and 'PP-GF - Personalwolke GmbH' (expanded). 'PP-GF' contains 'PP-AGB1 - Geschäftsbereich 1' (expanded), which contains 'PP-BAS - Basis Services'.

Grouping

This parameter allows you to choose between: No grouping, 1st level, 2nd level, 3rd level.

- **No grouping:** all users are displayed in alphabetical order.
- **1st level:** all selected groups and users are grouped below the 1st node and then displayed.
 - Example:
 - Selection of group PB --> Employees are displayed under PB, since PB is the highest node in the organizational chart.
- **2nd level:** analogous to the 1st level all users below the 2nd node are displayed here.
- **3rd level:** analogous to the 1st and 2nd level

Refresh interval (minutes)

This can be used to specify after how many minutes the attendance list is to be updated automatically.

By entering 0 or a negative number, the automatic update is deactivated.

View









This parameter can be used to select between standard and compact view.

Standard

Attendance list

[Refresh](#) Print

Attendance list, May 26, 2021 9:59:34 AM



Name	Photo	Status	Information	Last booking	Absence reason	from	to	Tel. Nr.	Mobile Nr.
Auer Franz		Present		09:50				+43 996 100001	+43 996 100001
Elisabeth Meiermann		Absent							0664/12314741
Haas Lukas		Absent						+43 996 100005	+43 996 100005
Huber Anna		Absent						+43 996 523126	+43 996 523126
Lang Lisa		Absent / sick			sick	Oct 24, 2019	until further notice	+43 996 100009	+43 996 100009
Mietze Felix		Absent						+43 996 100011	+43 996 100011
Renner Rudi		Present		09:49				+43 996 1012470	+43 996 1012470
Rosso Claudia		Absent						+43 996 1234512	+43 996 1234556



Compact



Attendance list



[Refresh](#) Print



Attendance list, May 26, 2021 10:02:19 AM




Auer Franz 




Elisabeth Meiermann 




Haas Lukas 




Huber Anna 




Lang Lisa 
sick




Mietze Felix 




Renner Rudi 




Rosso Claudia 




Test Neu-10.4.-11.4. 




Test Neu-11.4.-12.4. 


Test Neu-11.4.-10.4. 


Test Neu-11.4.-11.4. 


Test Neu-17.4.-18.4. 


Test Neu-17.4.-18.4. 


Thien Emil 

Summary

Number of Employees 15

Filter

You can use this parameter to search according to the following criteria: only present, only absent, only missing reason, no restriction.

- **only current present persons** > only present colleagues are displayed in the attendance list
- **only absent persons** > only absent colleagues are displayed

- **only persons with absence reasons** > only colleagues who have posted an error reason (e.g. off-site work, sick leave, vacation, etc.) are displayed here.
- **no constraints**> all colleagues are displayed for whom you have access authorization.

Output format

If this parameter is set to **print version**, you get a print-friendly output of the list.

Selection tree

This parameter offers the following selection options: Groups with access authorization, All groups.

- **Only authorised groups:** Displays all groups that the user has access to.
- **All groups:** displays all groups of the company, even if the user is not authorized to view them all.

Search

If a search term is entered, the system searches in all groups for which access authorization exists. It is possible to search for a complete name (surname, first name) or for a part of the name. The result then contains all possible surnames as well as first names and is highlighted in color.

Consider selection in search

In principle, all groups for which access authorization exists are searched when an entry is made in the **Search** field.

If this option is checked, only the groups selected under **Selection** will be searched.


Show result if possible

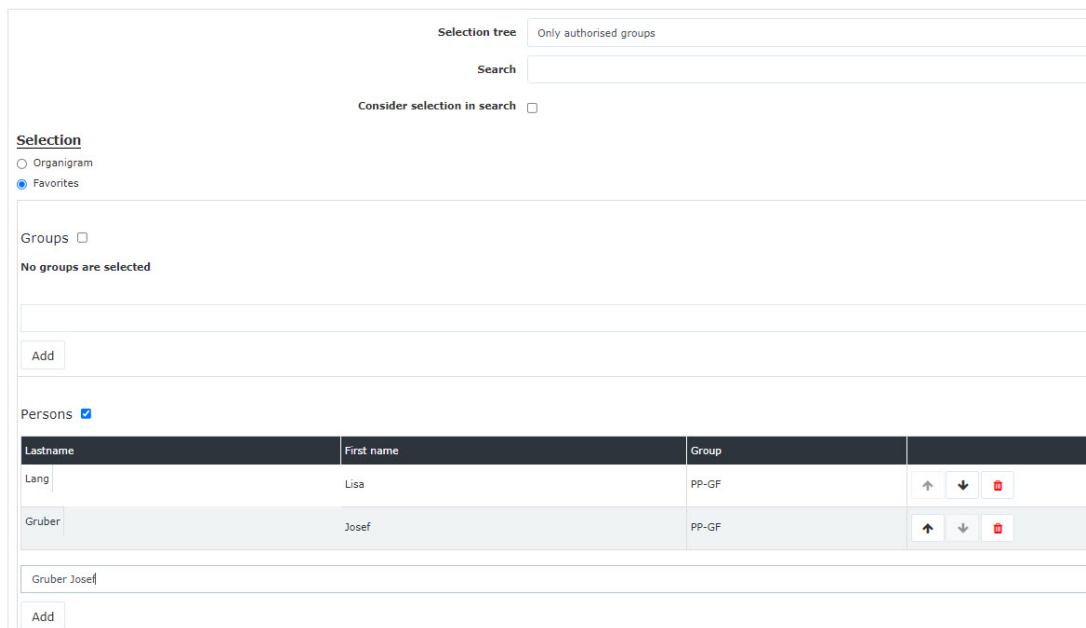
If this option is activated, the selected search settings are saved and the result is displayed immediately when the attendance list is called up again.

Selection

With this parameter, the user has the choice between organigrams and favorites, which can be created by the user himself.

- **Organigram**
 - All folders marked with a plus (+) symbol can be expanded further to show the subunits.
 - By clicking on a unit, it will be checked. By **double-clicking**, all subunits are automatically checked.
 - by clicking on the green arrow > Show **subgroups to depth** (depth 1-3) > all existing subgroups are displayed
 - using the blue arrow > **Minimize tree** > this view is minimized again, only the parent groups seem to be on

- **Show details** > By clicking on the  symbol, the selected groups are clearly displayed in a list to the right of the symbol. Click again to hide the detailed information.
- Clicking the query button starts the **search**.
- **Favorites**
Using this parameter, each user can create their own favorites list, which can contain both persons and groups that are frequently queried. The Favorites list can be customized at any time.



Selection tree Only authorised groups

Search

Consider selection in search

Selection

Organigram

Favorites

Groups

No groups are selected

Add

Persons

Lastname	First name	Group	
Lang	Lisa	PP-GF	↑ ↓ 🗑️
Gruber	Josef	PP-GF	↑ ↓ 🗑️

Gruber Josef

Add

- To add a **person to the favorites list** > click the blue arrow > select a person > click the "Add" button
- The order of the persons on the favourites list can be changed at any time using the arrow keys.
- If you want to remove a person from the favorites list, click on the red delete icon to the right of the name.
- The same applies to **groups**.

The result

The **attendance list** shows the selected group, the names of the persons assigned to the group, the status (green tick for attendance, red cross for absence, reason for absence), information about the last booking, for absences also a reason for absence (leave, sick leave, etc.) and the duration of the absence (e.g. off-site work, leave, ...).

Attendance list

Refresh Show search form Print

Attendance list, May 26, 2021 9:59:34 AM

Name	Photo	Status	Information	Last booking	Absence reason	from	to	Tel. Nr.	Mobile Nr.
Auer Franz		Present		09:50				+43 996 100001	+43 996 100001
Elisabeth Meiermann		Absent							0664/12314741
Haas Lukas		Absent						+43 996 100005	+43 996 100005
Huber Anna		Absent						+43 996 523126	+43 996 523126
Lang Lisa		Absent / sick			sick	Oct 24, 2019	until further notice	+43 996 100009	+43 996 100009
Mietze Felix		Absent						+43 996 100011	+43 996 100011
Renner Rudi		Present		09:49				+43 996 1012470	+43 996 1012470
Rosso Claudia		Absent						+43 996 1234512	+43 996 1234556

(In this screenshot, the value "No grouping" was selected for the grouping, which displays an alphabetical list of employees.)

Attendance list

Refresh Show search form Print

Attendance list, May 26, 2021 10:04:27 AM

Name	Photo	Status	Information	Last booking	Absence reason	from	to	Tel. Nr.	Mobile Nr.
▼PP-AGB1 / Geschäftsbereich 1 - Quantity: 2									
Renner Rudi		Present		09:49				+43 996 1012470	+43 996 1012470
Rosso Claudia		Absent						+43 996 1234512	+43 996 1234556
▼PP-AGB2 / Geschäftsbereich 2 - Quantity: 1									
Thien Emil		Absent						+43 996 1012429	+43 996 1012429
▼PP-BAS / Basic Services - Quantity: 5									
Auer Franz		Present		09:50				+43 996 100001	+43 996 100001
Elisabeth Meiermann		Absent							0664/12314741
Haas Lukas		Absent						+43 996 100005	+43 996 100005
Lang Lisa		Absent / sick			sick	Oct 24, 2019	until further notice	+43 996 100009	+43 996 100009

(In this screenshot the value "Level 3" was selected for the grouping, whereby the employees are also displayed in their respective groups in addition to the alphabetical sorting - up to level 3.)

- **Name**
The names of the persons belonging to the selected groups appear here.
- **Status**
 - or - Absent without false reason
 - or - Present
 - or Absent with a reason for absence (for example: leave, off-site work, sick leave, ...)
- **Information**
This is the message that the employee can enter when **booking** (optional) (for example, when an off-site work is posted): off-site work company XYZ - reachable on mobile phone).
- **Last booking**

Shows when the last booking was made.

- **Absence reason**

Example: Vacation, sick leave, off-site work

- **from - to**

Absence period for leave, sick leave, off-site work,... - A special feature is the specification "**b.a.w.**", which only appears in connection with the error reason "**Sick**". "**b.a.w.**" stands for "**until further notice**" and is entered if it is not clear when the employee will be able to work again. This error reason is automatically posted by the system every day until the employee posts again for the first time.

The **summary** contains information about the number of employees displayed.

5.4 Requests

5.4.1 Time correction

General

Time correction requests are used to made bookings that have been forgotten, missed or not made due to other circumstances.

The user must enter the date and time of the correction booking in the form.

If time has to be booked in past, the **absence reason "present"** must be entered. The comment field can be used for comments for the approver (supervisor). The comment will later appear together with the request details in the [Uncompleted Requests](#) (page 66) list (to be found under the menu item Workflow) for the applicant and in the [Open ToDos](#)¹ list for the approver (supervisor).

Possible reasons for a time correction are:

- Present (e.g.: in case of forgotten booking at the beginning of the working day)
- Doctor's visit
- Business Trip
- Telework
- Various absences

The button "**Show Journal**" serves here as a possible help for filling out the request.

The request procedure is started by clicking on the "**Start Process**" button and the request is sent to the supervisor for approval. The supervisor finds the time correction request under the menu item **Workflow** - [Open ToDos](#) (page 64).

Time corrections

Start process Show Journal

Date: 19/05/2021

Intervals: 08:00 12:30 present
13:00 16:00 Telework

Add

Comment: Forgot the booking.

Attachments

Filename	Size	Attached at
Add attachment		

Start process

(In this example, a time correction request is submitted for 19.05.2021. The employee has generally forgotten to book and therefore creates the request for 08:00-12:30 and 13:00-16:00. In the first period, he or she was at work while in the second period, he or she performed telework.)

After starting the process, you will be forwarded to the **Uncompleted Requests** overview where you will see all your open applications sorted chronologically by the time they were created.

Date of application	Author of Process	Performers	Details	Progress	Action(s)
May 20, 2021 1:47:10 PM	Rosso Claudia (000210342, PP-AGB1)	Renner Rudi	<ul style="list-style-type: none"> Zeltkorrektur Timecorrection May 19, 2021 8:00 AM - 12:30 PM (present) 1:00 PM - 4:00 PM (Telework) Comment : Forgot the booking. Details 	12 Rosso Claudia	<input type="checkbox"/> Delete <input type="checkbox"/> Print

Attention: If a time correction is made for the current day, a booking must already exist on that day, otherwise no correction is possible.

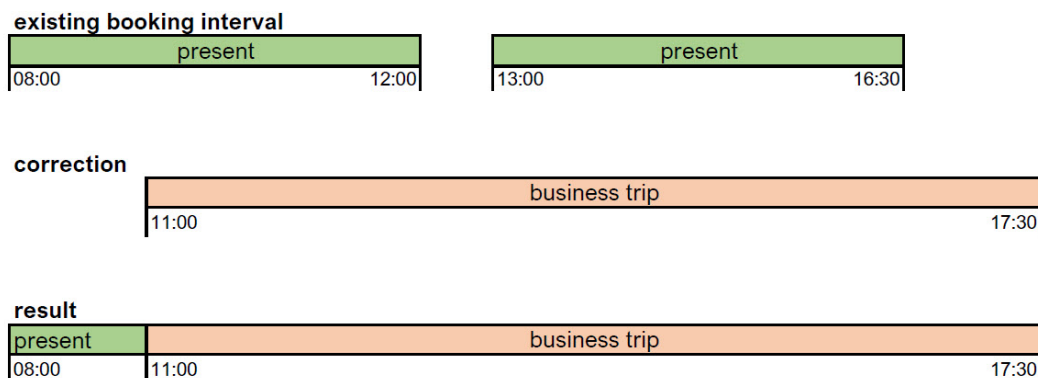
Approval process

Applicant (Requestor) = Manager for approval

Corrections - Principle: Overwrite (applies to all requests that can be made)

Time corrections are applied according to the principle of overwriting:

New posting intervals are stronger than existing intervals. If there is an overlap, the existing intervals are deleted or shortened. The following diagram illustrates this principle. It shows existing booking intervals of a day, which are corrected by a subsequent booking.



5.4.2 Cancellation of time corrections

General

Cancellation of time correction requests are used to **delete incorrect attendance times** from the system. This means that an employee who, for example, has forgotten to book the lunch break, can book it in retrospectively via a cancellation of time correction request.

An example: an employee works from 08:20 to 16:40 and was on lunch break from 13:00 to 13:30 - but forgot to book it. So he calls up the cancellation of time correction request and enters the corresponding date and time span (13:00 - 13:30). Since no approval by the supervisor is necessary, the change is immediately visible in the journal after clicking on "**Start process**".

The user must enter the date and time of the adjustment entry in the form.

The only possible absence reason is Absent, since an incorrectly booked attendance is to be corrected.

For other time corrections (doctor, business trip, various absences, telework) the menu item Time correction must be used!

If necessary, a note can be made in the comment field as to why the time had to be corrected (e.g.: forgot to book lunch break).

Cancellation of time corrections

Start process Show Journal

Date 06/05/2021

from 13:00

to 13:00

Absence Reason absent

Comment Forgot to book the lunch break.

Attachments

Filename	Size	Attached at
Add attachment		

Start process

The button "**Show Journal**" serves as a possible help when filling out the request.

After clicking on "**Start process**", corrections are made in the system and the overview of uncompleted requests is displayed.

Approval process

Applicant (Requestor)

There is no approval path for this particular request, since the request does not have to be approved by anyone, i.e. the request is sent by clicking "Start process" and approved at the same time.

5.4.3 Absence time

General

The **Absences request** is used to enter planned half-day and full-day absence reasons in the time management system in compliance with a defined approval path.

- **From - To Date**
- Duration of planned absence time
- **Absence Reason**
Selection of the reason for the absence (vacation, flexi day, business trip, training, sick)
- **Absence type**
Here you can select full day or half day.
- **Comment**
Input of possible comments (possibly useful information for subsequent editors)

Absences

From-Date 26/05/2021

To-Date 26/05/2021

Absence Reason vacation

Absence type fullday

Comment

As support, the user can **show his calendar** to get an overview of his own annual planning. Furthermore, the **group calendar** can also be displayed, which provides an overview of the planned absences within the department.

The **calendar / group calendar** can be hidden again by clicking on the button "**Hide calendar**" / "**Hide group calendar**".

After starting the process, you will be forwarded to the uncompleted requests overview where you can see all your open requests sorted chronologically by the time they were created (for more information, see [Uncompleted Requests](#) (page 66)).

Date of application	Author of Process	Performers	Details	Progress	Action(s)
May 26, 2021 10:09:47 AM	Renner Rudi (000223412, PP-AGB1)	Huber Peter	<ul style="list-style-type: none"> Fehlzeit (Standard) Absenceentry vacation fullday May 26, 2021 - May 26, 2021 Details 	<ul style="list-style-type: none"> Renner Rudi 	<input type="checkbox"/> Delete <input type="checkbox"/> Print

Behaviour of the Absence reasons

If a booking is made on a day on which a full-day absence reason is entered, the following absence reasons are not deleted:

- Vacation
- Time compensation
- Training

The following absence reasons are deleted and only the entry appears in the journal:

- Sick
- Business trip

Example 1:

Vacation on 15.04.2021 and booking from 08:00-10:00 - both the reason for the absence (= vacation) and the booking are displayed in the journal:

Journal

April 2021

Date	Day	C	FB	Bookings	FE	Absence reasons	Target-Time	Work-Time	Sum	Time-Balance	autom. break deduction
Apr 15, 2021	Thu	i 2	-	fullday 08:00 - 10:00	-	vacation	7:42	9:42	91:05	-554:35	0:00

The vacation day on 15.04.2021 remains despite the booking from 08:00 - 10:00 (2 hours). The balance is increased by 2 hours.

Example 2:

Sick on 20.04.2021

Journal

April 2021

Date	Day	C	FB	Bookings	FE	Absence reasons	Target-Time	Work-Time	Sum
Apr 19, 2021	Mon	i 2	-	08:00 - 18:00	-		7:42	9:30	108:17
Apr 20, 2021	Tue	i 2	-	fullday	-	sick	7:42	7:42	115:59

Example 3:

Afterward booking from 08:00 - 10:00

Journal

April 2021

Date	Day	C	FB	Bookings	FE	Absence reasons	Target-Time	Work-Time
Apr 19, 2021	Mon	i 2	-	08:00 - 18:00	-		7:42	9:30
Apr 20, 2021	Tue	i 5	-	08:00 - 10:00	-		7:42	2:00

By booking 08:00 - 10:00, the absence reason sick is deleted. This also affects the balance (since the target time of 07:42 was not reached, the balance is reduced accordingly).

Approval process

Applicant (Requestor) --> **Manager** for approval

Good to know:

As long as the absences request is on its way (= unauthorized), the reason for the absence is entered in red in the calendar.



Click on the "V" field in the calendar to obtain detailed information on the request:

✕
Info

Daily Calendar May 7, 2021: Renner Rudi

Absencereasons

✎ whole Day **vacation** (not approved)
 Request rests with: Huber Peter
 Duration: from May 3, 2021 to May 7, 2021
 Comment:

Once a request has been approved, the absence reason appears in black on the relevant days and all work-relevant data is updated (for example, remaining leave or planned leave).



Click on the "V" field in the calendar to obtain detailed information on the request:

✕
Info

Daily Calendar May 7, 2021: Renner Rudi

Absencereasons

✓ whole Day **vacation** (approved)
 Request approved by: Huber Peter
 Duration: from May 3, 2021 to May 7, 2021
 Comment:

5.4.4 Cancellation of absences

General

Cancellation of absences requests are used to delete incorrect full-day or half-day absences (holiday, time compensation, ...) from the system. This means that an employee who, for example, wants to cancel his or her requested and already approved holiday can subsequently remove this request from the system using a **Cancellation of Absences Request**.


An example: An employee has an approved holiday from 27/07 to 31/07. - but cannot consume it. He or she therefore calls up the Cancellation of Absences Request and enters the relevant date (from 27/07 to 31/07). Since no approval by the superior is required, the change is immediately visible in the system after a click on "**Start process**".


The user must enter the From and To date (from 27/07 to 31/07) in the form.

The only possible absence reason is "Present", since a full-day or half-day absence is to be cancelled.

If necessary, a note can be made in the comment field, to explain why the absence had to be cancelled (e.g.: postponement of holiday).

Cancellation of absences

From-Date 

To-Date 

Absence Reason

Comment

Attachments

Filename	Size	Attached at
<input type="button" value="Add attachment"/>		

The button "**Show calendar**" serves here as a possible help when filling out the request, as the personal calendar is shown.

The button "**Show group calendar**" serves here as possible help when filling out the request, as the group calendar is shown.

After a click on "**Start process**" the cancellation is made in the system and you get to the overview [Uncompleted requests](#) (page 66).

Approval process

Applicant (Requestor) --> Manager

The application is submitted to the manager for inspection (i.e. a kind of acknowledgement).

5.4.5 Special absence time

General

The **special absence time** request is used, in consultation with the superior, to record special leave, for example for marriage, birth, death, cure, etc.

- **From - To Date**
Duration of planned absence time
- **Absence reason**
Selection of the reason for the error (special paid leave, treatment, care leave)
- **Comment**
Enter possible comments (possibly useful information for subsequent editors)

Special absenteeism

From-Date 16/09/2021
To-Date 20/09/2021
Absence Reason Treatment
Comment Recovery Treatment

Attachments

Filename	Size	Attached at
<input type="button" value="Add attachment"/>		

The actual special leave entitlement in days for e.g: marriage, death, birth, change of residence, etc. depends on the respective collective agreement and cannot be fixed as a general sum!

As support, the user can **show his calendar** to get an overview of his own annual planning. Furthermore, the **group calendar** can also be displayed, which provides an overview of the planned absences within the department.

The calendar / group calendar can be hidden again by clicking on the button "**Hide calendar**" / "**Hide group calendar**".

After starting the process, you will be forwarded to the **Uncompleted Requests (page 66)** overview where you can see all your open applications sorted chronologically by the time they were created.

Date of application	Author of Process	Performers	Details	Progress	Action(s)
May 20, 2021 2:59:27 PM	Rosso Claudia (000210342, PP-AGB1)	Renner Rudi	<ul style="list-style-type: none"> Sonderfehlzeit Absenceentry Treatment fullday Sep 16, 2021 - Sep 20, 2021 Comment : Recovery Treatment Details 	☆ Rosso Claudia	<input type="checkbox"/> Delete <input type="checkbox"/> Print

Approval process

Applicant (Requestor) --> Manager for Approval --> Human Resources Department / Manager for Approval

This request is also submitted to the human resources manager for approval after the supervisor to check whether there is a justified entitlement to special leave and to compare the chosen duration of special leave with the limits set in the collective agreement.

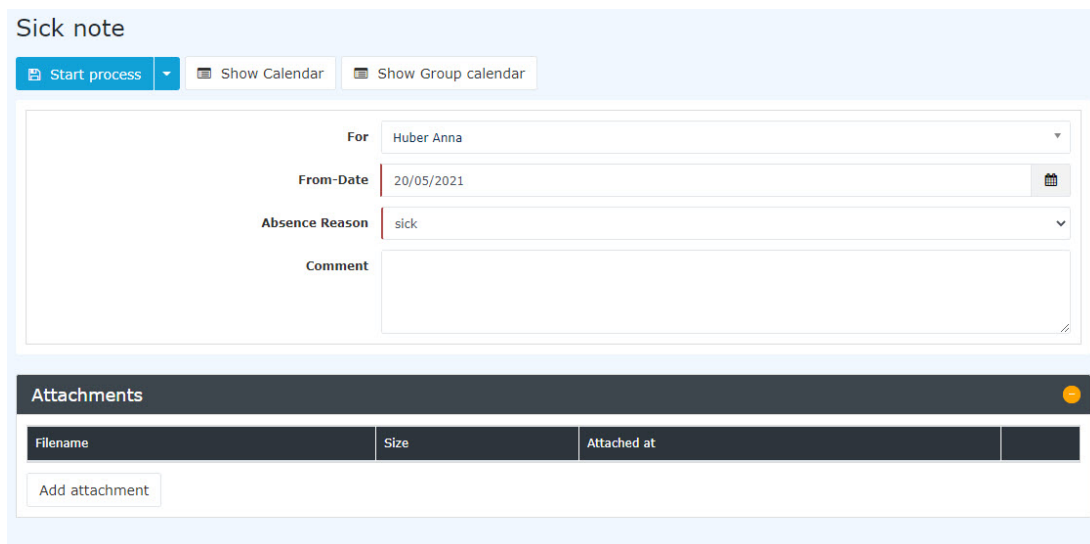
The supervisor can also be the human resources manager at the same time - in this case, the application must be approved twice.

5.4.6 Sick note

General

The sick note is used to report a colleague sick. It is important to note that sick leave can only be registered for the current day and the previous day. For sick days longer in the past, an [Absences request](#) (page 54) must be submitted.

- **For**
The person for whom the sick certificate is to be made.
- **From date**
The date on which the sick leave starts (today or yesterday)
- **Absence reason**
Selection of absence reason (sick)
- **Comment**
Input of possible comments (possibly useful information for subsequent editors)



Sick note

Start process Show Calendar Show Group calendar

For: Huber Anna

From-Date: 20/05/2021

Absence Reason: sick

Comment:

Attachments

Filename	Size	Attached at
Add attachment		

It is also important to know that the absence reason "**sick**" is automatically booked via this request until the employee books again in the system for the first time.

Using the **Show calendar / Group calendar** buttons, the applicant can display or hide his or her own calendar.

After starting the process, you are forwarded to the [Uncompleted Requests \(page 66\)](#) overview where you can see all your open requests sorted chronologically according to when they were created.

Approval process

Applicant (Requestor) --> **human resources department / person responsible** for viewing

The request is submitted to the personnel manager for viewing (i.e. kind of taking note).

5.4.7 §20 AZG Special cases

General

According to the *Austrian working hours act*, the maximum daily working time is currently 12 hours. Exceeding this maximum working time is only permitted in justified exceptional cases (see [§20 of the Working Time Act](#)²).

Note: in exceptional cases where this rule cannot be complied with, this has to be reported to the labour inspectorate in written (within 4 days)!

Therefore, the time in Personalwolke that exceeds this limit is capped (cut off) by default and shown as unvalued time in the journal.

With the help of the request **§20 AZG Special cases**, this unvalued working time, which had to be performed due to a valid case of exemption, can be reclaimed.

- **Date**
the date for which the maximum daily working time may be justified
- **Comment**
Reference should be made here to the nature of the exceptional case
- **Daily working time**
Depending on whether the request has already been approved or not, the capped or uncapped **real time** appears here

If the daily maximum working time is exceeded, the journal shows the following:

- Booking 06:00 to 20:00 = 13:30 hours working time (14 hours minus 30 minutes lunch break) - due to the capping only 10:00 hours are shown as a **real time**, the missing 3:30 hours are shown as unvalued working time.

Journal												
Date	Day	C	FB	Bookings	FE	Absence reasons	Target-Time	Work-Time	Sum	Time-Balance	autom. break deduction	
May 28, 2021	Fri	4	1	06:00 - 20:00	-		7:42	10:00	125:59	-576:24		0:30

To be credited with the unvalued (capped) time of 3:30 hours, the employee must complete the request and click on the **"Start Process"** button to forward it to the manager for approval:

§20 AZG special cases

Start process Show Journal

daily Right(s) - tägliche Höchstarbeitszeit Kappung deaktivieren

Date 28/05/2021

Comment The system malfunction had to be corrected immediately

Accounts Tagesarbeitszeit 10.00

After starting the process, you will be forwarded to the [Uncompleted Requests \(page 66\)](#) overview, where you will see all your open requests in chronological order according to when they were created.

If the manager finally approves the request, the real actual time is immediately visible in the journal - the automatic pause reduction remains.

Journal

May 2021

Print PDF Excel

Date	Day	C	FB	Bookings	FE	Absence reasons	Target-Time	Work-Time	Sum	Time-Balance	autom. break deduction	
May 28, 2021	Fri	12	-	06:00 - 20:00	-			7:42	13:30	129:29	2:13	0:30

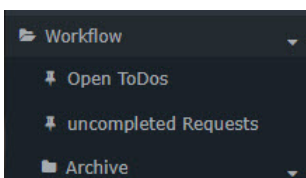
Approval process

Applicant (Requestor) --> *Manager* for approval

5.5 Workflow

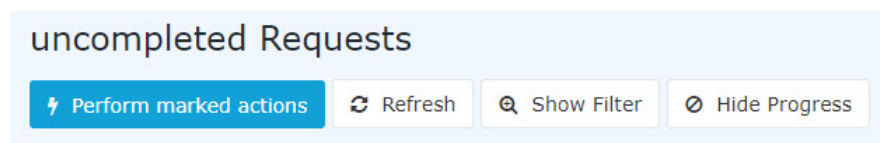
5.5.1 General information

The menu items, which are combined by the **Workflow** menu bar, serve to track the progress of your own and assigned requests, as well as an archive for completed requests and completed tasks.

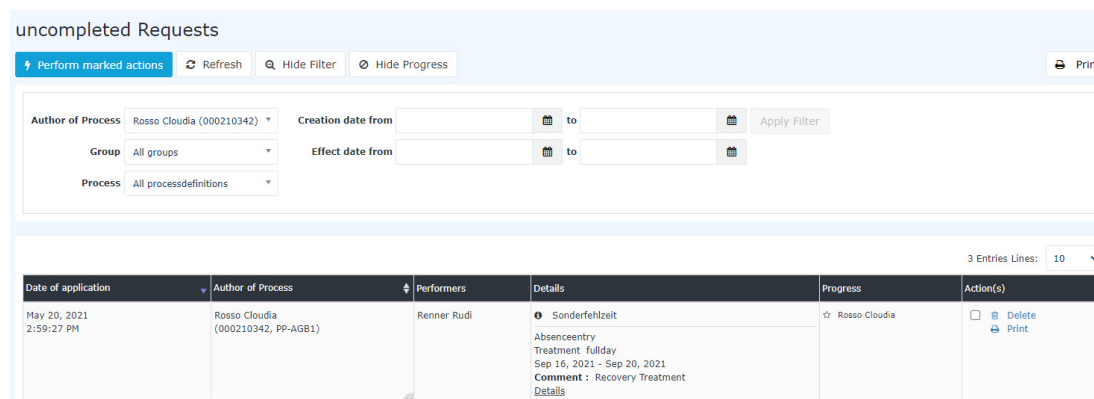


This document demonstrates the **operation of the filter function** and the **history view** using the example of "[Uncompleted requests \(page 66\)](#)". However, the same options are also available under the other menu items of this sub-item.

Operation of the filter function



- The **filter function** (Show Filter) allows you to search for specific requests in the workflow lists.



Using the following parameters (search criteria) you can then search for the relevant request:

- Author of Process**
Here you can search for a specific applicant > selection of the desired person (process author) from the list of names.
- Group**
With this parameter you can select a specific group (e.g. management or marketing), or search in all groups.
- Process**
Search for a specific process (for example, all vacation requests of a desired person > Process vacation). If you want to see all requests, select "All processes" as parameter
- Creation date from / to**
Search for requests with a specific creation date (it is possible to enter either from - to date, or for example only to date to see all requests submitted up to a specific date)
- Effect date from / to**
All applications whose validity period is valid from the from date are displayed. In addition, you can limit the effective date with the to-date parameter.

By clicking the **"Apply Filter"** button, the applications are searched and displayed according to the parameters.

If you do not want to have the filter criteria on the screen, click on the **"Hide filter"** button.

If you do not want the column with the process history to be displayed in the application overview, click on the **"Hide Progress"** button. If you want to see the column again, select **"Show Progress"**.

History view

Once you have found the required request using the filter parameters (search criteria), you can take a closer look at it using the Info button (Details column):

By clicking on the info button, the following information is displayed:

- **Form**
All data from the request form are summarized here (from-to date, reason for error, comment, etc.).

Process Details

← Back | Open Process Form | Print

Overview

Requestor: Rosso Claudia
 Employee-ID: 000210342
 Orgunit: PP-AGB1
 Name of process: Sonderfehlzeit
 Process ID: 625184_StdSonderFehlzeit_StdSonderFehlzeit
 Started on: May 20, 2021 2:59:27 PM
 Finished at:
 Description: Recovery Treatment
 State: open.running

Form | Progress | Variables

From-Date 16.09.2021
To-Date 20.09.2021
Absence Reason * Treatment
Comment Recovery Treatment

Das Formular **Sonderurlaub** dient (nach Vereinbarung mit dem Vorgesetzten) zur Erfassung von Sonderurlauben im Zusammenhang mit **Heirat, Geburt, Todestfall und Wohnsitzwechsel**. An Vorgesetzten bzw. Stellvertreter zur ersten Genehmigung. Im Anschluss zur Genehmigung durch Personalmanagement nach Kontrolle des Sonderurlaub-Anspruchs.

Attachments

Filename	Size	Attached at

← Back

- **Progress**
Here you can see the roles (requestor, personnel), to which person these roles are assigned (assigned), who processed (created) the request, and the time of processing. If comments are added when viewing / approving the request, they would also be displayed here.

Form | Progress | Variables

Role	Activity	assigned to	Actual Performer	Started on	Finished at	Comments
Requestor	Fillout Form	🔒 Rosso Claudia	Rosso Claudia	☆ May 20, 2021 2:59:27 PM	May 20, 2021 2:59:27 PM	
Vorgesetzter	Approval	🔓 Renner Rudi		May 20, 2021 2:59:27 PM		

5.5.2 Open tasks

General

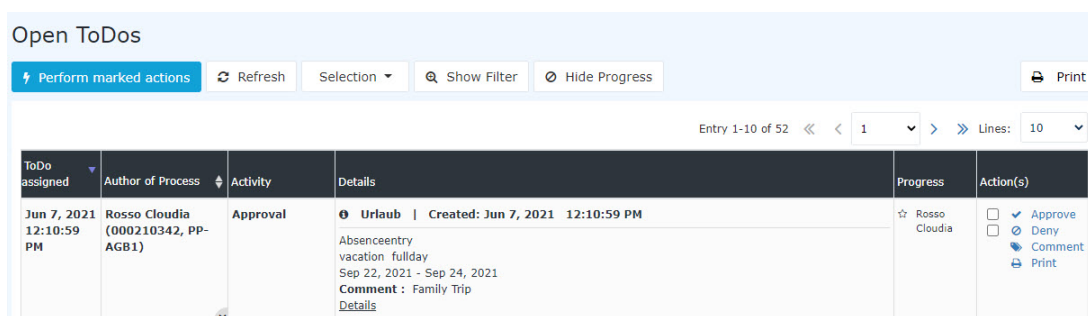
For **decision-makers (managers, personnel)**, this menu item is used to process assigned requests.

Example: Person A is the manager of person B. Person B makes a [Time Correction](#) (page 51) request. Person A sees this request under the menu item Open ToDos (since person A must approve or reject person B's request). Person B sees the request under the menu item Uncompleted requests.

There are 4 options to choose from when processing applications:

- Approve - to approve the request
- Deny - to reject the request
- Comment - to add a comment
- Forward - to reassign the request to another staff member
- Print - to create a version optimised for print output with all the information related to the request
- Cancel - to cancel the request without deleting it
- Delete - to delete a request

Depending on your role and permissions within the system, not all options may be available to you. For example, the "Approve" option will only appear for supervisors who are authorised to approve leave requests.

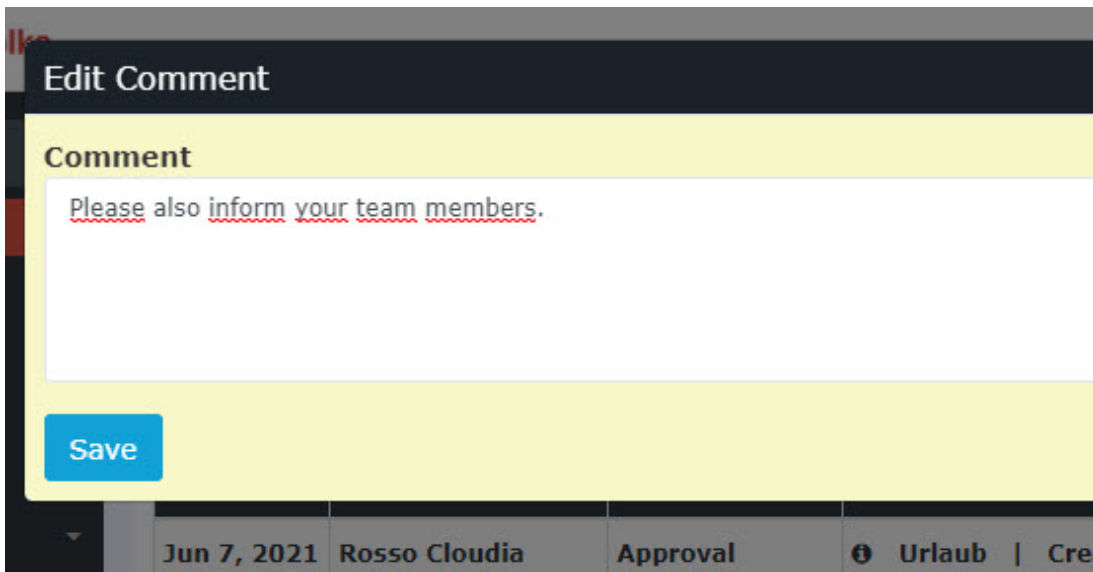


ToDo assigned	Author of Process	Activity	Details	Progress	Action(s)
Jun 7, 2021 12:10:59 PM	Rosso Claudia (000210342, PP-AGB1)	Approval	Urlaub Created: Jun 7, 2021 12:10:59 PM Absenceentry vacation fullday Sep 22, 2021 - Sep 24, 2021 Comment : Family Trip Details	☆ Rosso Claudia <input type="checkbox"/>	<input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Comment <input type="checkbox"/> Print

After clicking **Approve** or **Reject**, the request disappears from this view and is moved to the [Completed ToDos](#) (page 67) view.

A more detailed description of the **filter functions** and the **detail view** (by clicking on the black info button / Details button) can be found in the chapter Workflow / [General Informations](#) (page 62).

Practical function: Leave a comment



ToDo assigned	Author of Process	Activity	Details	Progress	Action(s)
Jun 7, 2021 12:13:11 PM	Rosso Cloudia (000210342, PP-AGB1)	Approval	Urlaub Created: Jun 7, 2021 12:10:59 PM Absenceentry vacation fullday Sep 22, 2021 - Sep 24, 2021 Comment : Family Trip Details	Rosso Cloudia Renner Rudi Please also inform your team members.	<input type="checkbox"/> Approve <input type="checkbox"/> Deny <input checked="" type="checkbox"/> Comment <input type="checkbox"/> Print

5.5.3 Uncompleted requests

General

In this menu item the process author has the possibility to get an overview of the status of his currently submitted requests which are still in the approval process.

In this view, the requestor has the option to

- Approve - to approve the request made
- Deny - to deny the request made
- Comment - to write a comment
- Print - to generate a version optimized for print output with all the information relating to the request

uncompleted Requests

Perform marked actions Refresh Show Filter Hide Progress Print

3 Entries Lines: 10

Date of application	Performers	Details	Progress	Action(s)
Jun 7, 2021 12:10:59 PM	Renner Rudi	Urlaub Absenceentry vacation fullday Sep 22, 2021 - Sep 24, 2021 Comment : Family Trip Details	Rosso Cloudia Renner Rudi Please also inform your team members.	<input type="checkbox"/> Delete <input type="checkbox"/> Print

In the screenshot above you can see that

- the process was created on 20.05.2021 at 2:59:27 PM (**date of application**)
- the person who is waiting for the application to be approved / rejected / sighted is Rosso Cloudia (**Performers**)
- it is a special absence request (**details**)

A more detailed description of the **filter functions** and the **detail view** (by clicking on the black info button / details button) can be found in the chapter Workflow / [General Informations](#) (page 62).

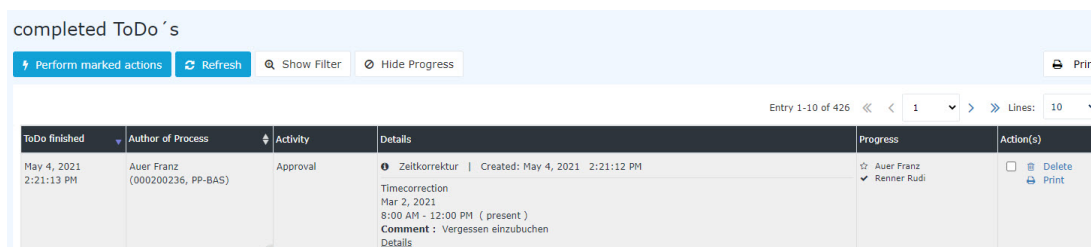
5.5.4 Archive

5.5.4.1 Completed ToDos

General informations

Under this menu item, decision-makers (superiors, personnel) have the opportunity to obtain an overview of the **requests processed / completed** by them.

The view is essentially the same as that of the [Open ToDos](#) (page 64), with the difference that only **completed requests** are displayed in the completed tasks that can no longer be processed further. This view is a kind of archive that only serves to document the completed tasks.



ToDo finished	Author of Process	Activity	Details	Progress	Action(s)
May 4, 2021 2:21:13 PM	Auer Franz (000200236, PP-BAS)	Approval	Zeitkorrektur Created: May 4, 2021 2:21:12 PM Timecorrection Mar 2, 2021 8:00 AM - 12:00 PM (present) Comment : Vergessen einzubuchen Details	<input checked="" type="checkbox"/> Auer Franz <input checked="" type="checkbox"/> Renner Rudi	<input type="checkbox"/> Delete <input checked="" type="checkbox"/> Print

In the screenshot above you can see,

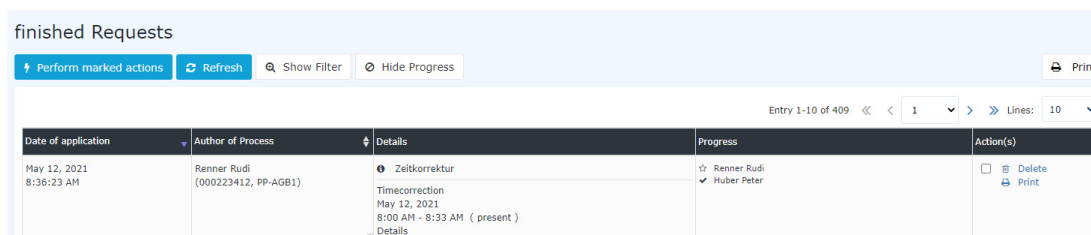
- when the requests were completed (**ToDo finished**)
- who the requestor (Auer Franz) was and which department / group (PP-BAS) he belonged to (**Author of Process**)
- Which activity (approval, that is, a request requiring approval) the request was for (**activity**)
- that it was a matter of time correction / special absenteeism requests (**details**)
- that Auer Franz was in all cases the applicant (🌟) and that Renner Rudi (✅) it rejected and approved (✅) it

A more detailed description of the filter functions and the detail view (by clicking on the black info button / Details button) can be found in the chapter Workflow / [General Information](#) (page 62)s.

5.5.4.2 Finished requests

General informations

Under this menu item, the employee has the option of receiving an overview of the **requests created by him or herself** and already **completed** (approved / rejected by a decision-maker). The archive displays the completed requests for a defined period of time in the past.



Date of application	Author of Process	Details	Progress	Action(s)
May 12, 2021 8:36:23 AM	Renner Rudi (000223412, PP-AGB1)	Zeitkorrektur Timecorrection May 12, 2021 8:00 AM - 8:33 AM (present) Details	Renner Rudi Huber Peter	<input type="checkbox"/> Delete <input type="checkbox"/> Print

In the screenshot above you can see,

- When the process was created (**Date of application**)
- who the applicant (Renner Rudi) was and which department / group (PP-AGB1) he belonged to (**Author of Process**)
- that it was a matter of time correction requests (**details**)
- that Renner Rudi was in all cases the applicant () and Huber Peter) (**Progress**) approved it () would mean that the
- an () request was rejected

A more detailed description of the **filter functions** and the **detail view** (by clicking on the black info button / the Details button) can be found in the chapter Workflow / [General Information](#) (page 62)s. (page 62)

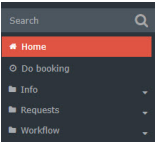
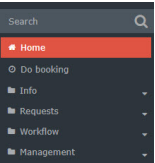
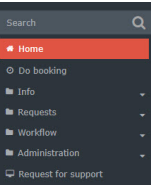
5.6 Administration

5.6.1 Authorization concept

Permission concept in **Personalwolke Time** is implemented by assigning of users to "loose groups". Depending on the assignment to loose groups the permissions of the users can be changed from standard time attendance (basic user interface) to additional management reports or administrator functions. The number of loose groups can be customized to special requirements of the customer. Nevertheless, every **Personalwolke Time** customer has to consider three types of loose groups:

Personalwolke Time:

PB-ALL	PB-ALL + PB-Management	PB-ALL + PB-Admin
--------	------------------------	-------------------

		
<p>Standard group - this group MUST be assigned to every user who is tracking time!</p>	<p>Management Group - Users added to this group will see additional menu items for evaluation of company employees in management reports - accounts evaluation (page 115), calendar overview (page 120), annual calendar (page 123) and statistics (page 127).</p>	<p>Administrators group - Users added to this group are given additional menu items for managing the Organigram (page 69), Persons (page 74), Groups (page 86) and Roles (page 93), as well as the ability to Switch users (page 95) to view the Personalwolke from the perspective of the selected user.</p>

Of course it is also possible to add a user to all loose groups and thus unlock the administration AND management menu items to the user or a simple standard user is created which is only added to the loose group PB-ALLE.

The menu item Time management --> Correction client represents a special case. Only persons who have assigned the Personnel role can use this correction client (regardless of the loose groups to which they have been added) to change bookings. In some cases Correction client is also used by standard users to track time: this option requires an assignment of the user to standard loose group PB-ALLE.

5.6.2 Organigram

General

The **organizational structure** allows the client (company) to be divided into groups (departments), and is the top organizational element for all groups that have the same type. This is usually referred to as **hierarchical structures**, such as the organizational chart. The hierarchical structures play an important role in the query of various lists and representations (e.g. query of an attendance list, management lists, ...). However, it is also possible to create organizational structures which have no hierarchical relationship to each other, so-called **loose groups** (see [Permission concept](#) (page 68)).

An organizational structure has one of the following **organizational types** assigned to it:

- Hierarchical organizational structure

- Loose Groups

The **hierarchical organizational structure** is represented in an organizational chart of the enterprise (client). This hierarchy determines the relationships between the groups (departments). You can define a top group (department) in the organizational structure (for example, executive board). In addition, higher-level or lower-level groups (grouping in the menu option Groups) determine the appearance of the organizational chart and the relationship between the groups.

One person can only belong to **one hierarchical group** at a time (but can also be a member of various loose groups)!

The organization type "**Loose group**" is used for groups without a systematic organizational purpose. Loose groups do not have a hierarchical relationship between the groups. Examples of such groups result from the necessity of individual application modules to group employees according to various criteria, such as All-inclusive lists, All male employees, All apprentices, and so on.

One employee can be assigned to **several loose groups**.

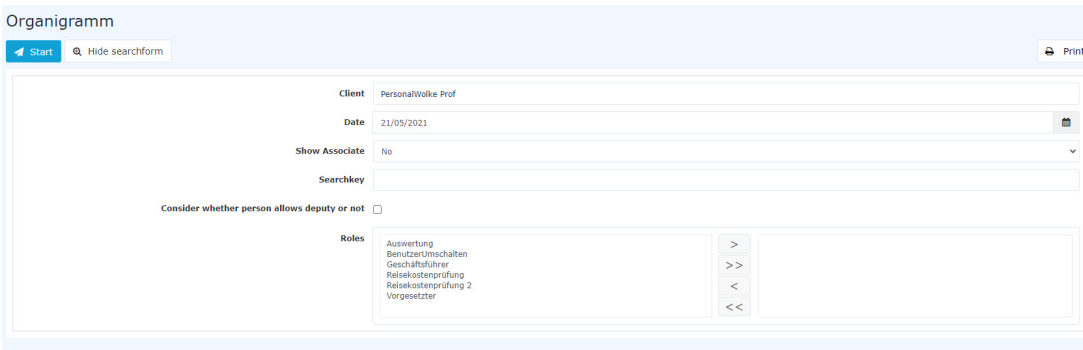
Representative

- The next higher manager is the next logical representative for a manager, if there is no explicitly nominated one.
- A manager should not be able to approve his or her own proposals and a deputy subordinate to him or her should not be able to do so.


More information can be found here: [Roles](#)³.

Organigram - Search mask

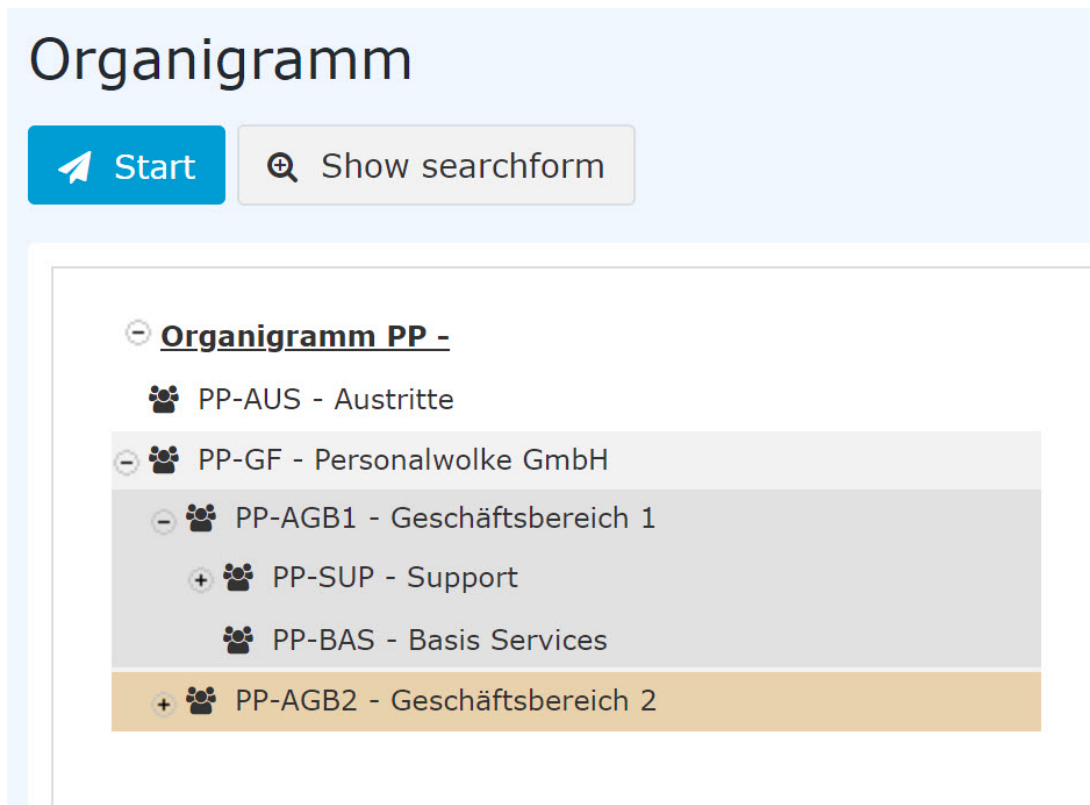
The menu item Organigram hides a search mask with which the organigram can be searched or displayed according to various criteria.



- **Client** designates the company (preselected)

- **Date** indicates the date for which the organization chart is to be displayed (interesting in the case of expired groups, resigned persons).
- **Display employees** determines whether the employees (Yes) or only the individual groups (No) are to be displayed in the tree display of the organizational chart.
- **Search terms** defines names or parts of names of groups or persons that are highlighted in color in the result.
- Consider suppression of deputy determines whether only the superior (checked) or his deputy (NOT checked) should be displayed when the role superior is displayed.
- **Roles** determines whether the names of the employees who hold the selected roles are displayed in the organization chart (select roles and move them with the right arrow button  to the right box and thereby select them).

The query is executed with a click on **Start**.



The parameters of the search can be adjusted via **Display search mask**, for example as follows:

Organigramm

Start Hide searchform

Client: PersonalWolke Prof

Date: 25/05/2021

Show Associate: Yes

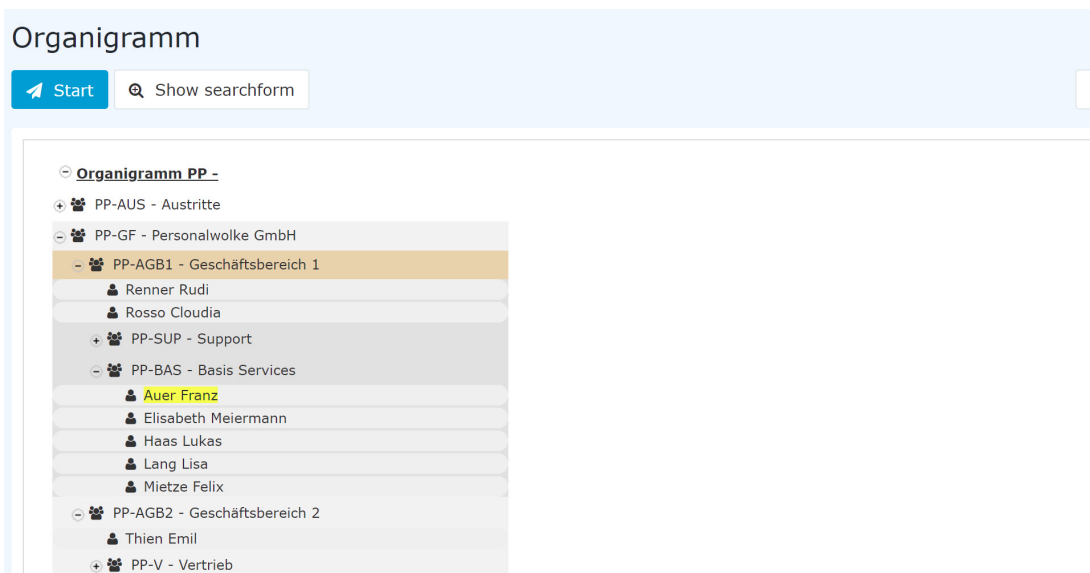
Searchkey: auer

Consider whether person allows deputy or not:

Roles:

- Auswertung
- BenutzerUmschalten
- Geschäftsführer
- ITSD_Manager
- Reisekostenprüfung
- Reisekostenprüfung 2
- Vorgesetzter

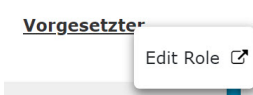
Changing the parameters results in the following organization chart:



Here you can clearly see the individual groups and employees of the company. In the right half of the organigram it is shown who takes over the role "superior" for the respective person / group, i.e.: for the group PB-SUP (Support) "Honey Helga" is the superior - just like for all other persons / groups of the company. Yellow marked is the name "Golf Rolf" because of the search term "Golf".

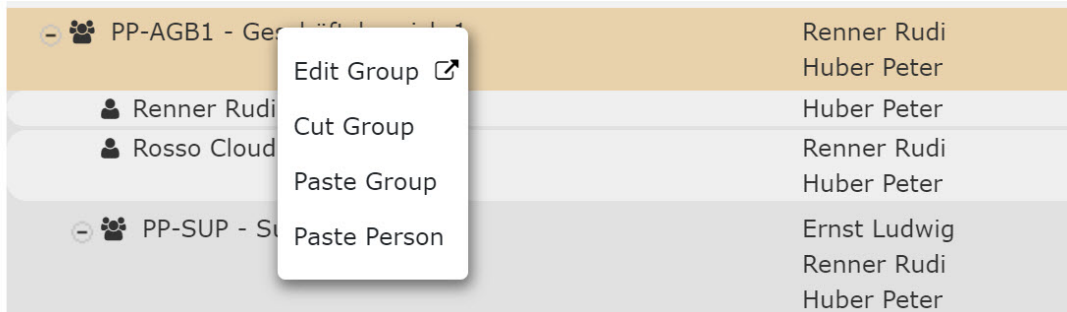
In the following 3 chapters a very clear method of the roles / groups / persons maintenance is presented.

Practical functions - Roles



If you have selected roles in the search query that are to be displayed (in this case manager), a menu can be opened by right-clicking on the role name to edit this role directly - i.e. jump directly to the administration page of the role.

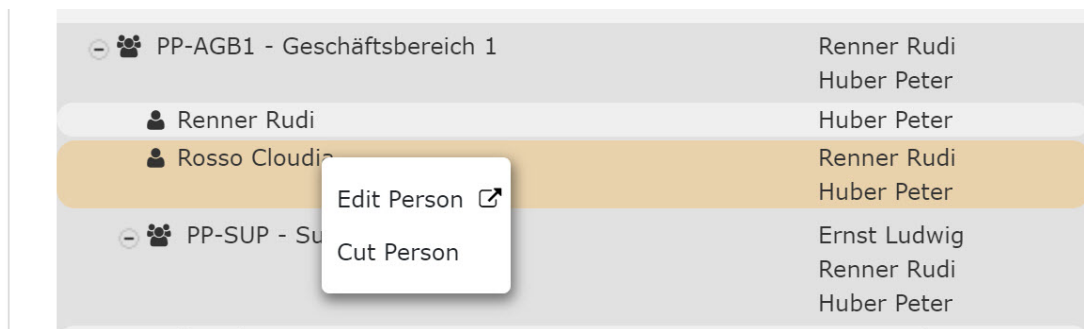
Practical functions - Groups



With a right click on the group name you can call up a menu which can be used to call up the following functions:

- **Edit group** - this link takes you directly to the administration page for the selected group.
- **Cut group** - this link allows you to cut the group at the current position in the organization chart.
- **Insert group** - this link allows you to insert a previously cut group at another location.
- **Insert person** - this link can be used to add a previously cut person to the selected group.

Practical functions - Persons



With a right click on a person, a menu can be called up with which the following functions can be operated:

- **Edit person** - this link takes you directly to the administration page for the selected person.
- **Cut person** - this link allows you to cut the person from the current group to insert it into another group (see Groups - Insert person)

5.6.3 Employee administration

General

The person administration includes all evaluable employees of the company as well as all users of Personalwolke. These two sets of persons do not necessarily have to be congruent.

However, each person who is to be evaluated using the authorization structures of the Personalwolke must exist as a master record in the Personalwolke.

Depending on requirements, all active employees as well as employees who have left the company can be managed here.

The person master data fulfill 2 functions:

- enable access to the Personalwolke (access to the Personalwolke is only possible for active users).
- The employee can be evaluated (employees who have left the company can also be taken into account here).

All person master data is entered and managed in the person administration, such as user name, personnel number, which group (department) the employee is assigned to, which roles he or she holds, and who is responsible for this employee (superior, personnel). Passwords are also managed here.

New group assignments can be made here as well as the assignment of new roles.

An employee can only be assigned to one hierarchical group at a time, but to several loose groups!

Active / Inactive Employees

A differentiation can be made between active and inactive employees.

Active employees are all employees with Personalwolke access, they are fully evaluable. Non-active employees do not have access to the Personalwolke, cannot be reached via the [Switch user](#) (page 95) user switching function, but can be fully evaluated. Non-active employees can be, for example, employees who work in a production hall and do not have a fixed workstation or PC. Here, time recording and corrections can be carried out by a superior person (e.g. shift, team or plant manager, etc.).

Employees are identified as active or inactive in the [person master data sheet](#) (page 75).

New entries / Resignations

The creation of **new employees** is done directly in the Personalwolke via the menu item **New Person**. New employees can be marked as active or inactive when they are created.

The following options are available for **employees who have left** the company:

- **Employee is deleted directly in the Personalwolke**
Please note that the deleted employee can not be evaluated!
- **Employee is marked as inactive**
Due to the inactive status, an evaluation license will be calculated for this user. The inactive employee remains evaluable in his former group, but can no longer actively login into Personalwolke, or there is no [Switch user](#) (page 95) user switching option to the inactive employee.
- **Employee is moved to a leaving group**
If an employee who has left the company is moved to a leaving group, his or her status should be set to inactive. This means that the effects are the same as for inactive employees. The **advantage** here is that the leaving employee no longer appears in his or her original group, or if this group is deleted, the leaving can still be evaluated.

It should be noted here that the legislator intends to archive the data for a certain period of time. The Personalwolke automatically takes care of this point and no intervention on your part is necessary.

Historization

The historization of the employee data refers only to the evaluation possibilities, and is meant to consider left employees and group changes. This guarantees the possibility of a historically correct group assignment for department changes.

5.6.3.1 Overview

General information

In the menu item **Persons** you will find an overview of all created persons (employees) for your client (company).

Lastname	First name	Name	Client	Group	Username	Employee-ID	Email	Tz-ID	Time zone	Active user	Valid from
Auer	Franz	Franz Auer	PersonalWolke Prof	PP-BAS	ppTesterAuswertung	000200236	auer.franz@deineZeit.at	115		Yes	Oct 17, 2017
Bauer	John	John Bauer	PersonalWolke Prof	PP-SUPG	pp-1234	000289176				Yes	Oct 8, 2020
Bauer	Josef	Josef Bauer	PersonalWolke Prof	PP-SUPW	ppjb	000289178				Yes	May 1, 2021
Doe	Jane	Jane Doe	PersonalWolke Prof	PPBF	ppdoejane	000289174	jane.doe@zeitersparnis.at			Yes	Jun 23, 2020

Last name - the person's last name

First name - the person's first name

Name - combination of surname and first name

Client - the company the person is assigned to

Group - the group (department, organizational unit) to which the person is assigned (e.g. support, personnel, management, quality assurance, etc.).

Username - the username (incl. fixed prefix pb) for the login to the webdesk portal.

Personnel number - the user-defined personnel number including the company-specific prefix (in this case: 0001).

TA-ID - an ID automatically assigned by the system for time recording (cannot be changed)

Active user

Yes --> the person can log in to the Personalwolke

No --> the person can NOT log in to the Personalwolke, but is still evaluable

Person master data sheet

A click on a line or on the edit symbol



takes you to the person

master data sheet where data concerning the employee can be changed / the employee can be deleted. An explanation of the individual fields and tabs (tabs) can be found under [New Person](#) (page 77).


Sorting / Search options

This list can be sorted in ascending or descending order using the blue triangles



) and according to various

criteria (last name, first name, group, user name, personnel number, TA-ID, active, valid from).

In addition, the white text fields at the beginning of the list offer the possibility to restrict the displayed data records according to various criteria, e.g.: Last name "gs" shows only persons whose last names contain "gs" (enter gs in the text field and start search with Enter / Enter key / click ). To make all records

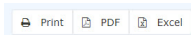
visible again, simply delete the search term from the corresponding field and press Enter again.

Lastname	First name	Name	Client	Group	Username	Employee-ID	Email	TA-ID	Time zone	Active user	Valid from
gs Renner	Rudi	Rudi Renner	PersonalWolke Prof	PP-AGB1	pprau	000223412	Rudi.Renner@JetztBestellen.at	19		Yes	Mar 27, 2013

Practical functions

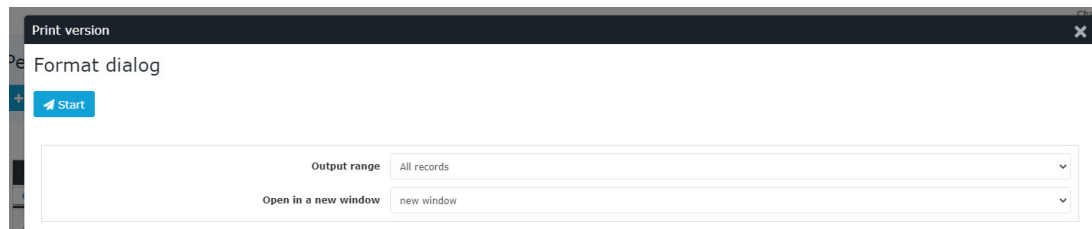
By clicking one of the 3

icons



in the upper right

area, the following dialog box opens to specify the data to be displayed in the selected medium (print, PDF, Excel):



Output range

- **All Records**
All employees of the company are displayed in the selected output medium.
- **Current selection**
Only the currently displayed employees of the company are displayed in the selected output medium.

Open in new window

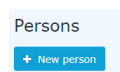
- **new window**
The selected data sets are displayed in a new window.
- **current window**
The selected datasets are displayed in the current window.

This function is also useful if you want to export a list of employees, possibly filtered according to various criteria. The Excel format is ideal for this.

5.6.3.2 New person / new employee

General

A click on "New person" starts the process for creating a new employee.



The following input mask then opens:

The fields marked with a red line must be filled in while the unmarked fields are optional.

After entering your **first name** and **surname**, you have to select your company under **Client** and then a **group** to which the person should belong.

Note: In principle, the required hierarchical **groups** (page 86) (departments) should be created BEFORE persons are created, since a new employee must be assigned directly!

Important: **After saving** the person, it **MUST** be **added** to at least the **loose group** "**xxx-ALLE**" under the newly appearing tab Groups (not visible before saving). **Otherwise no menu tree** is available to the user after the login!

After selecting the client, the fields **User name** and **Personnel** number are automatically filled with fixed client-specific prefixes (in this example, "pb" and "0001"). Except for these two prefixes, the **user name** and **personnel number** can be freely selected - but must be unique within the company.

ZEF Master record number is automatically filled by the system and cannot be changed.

E-mail notification controls whether the user should receive an e-mail when new requests for approval / review are received.

E-mail notification as a deputy analogous to the point E-mail notification, only from the viewpoint of the deputy

Activates / deactivates the deputy regulation, i.e. the deputy is authorized / not authorized to approve proposals.

E-mail the e-mail address of the user to whom the notifications will be delivered.

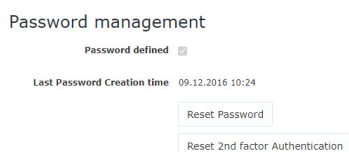
As already mentioned, **the other fields** are optional and self-explanatory.

Once all fields have been filled in, the person can be created by clicking on **Save**. The successful saving is confirmed with a corresponding message (person 'Mustermann Max' was saved successfully!). Only **now** can the password for the user be reset to the default password (=user name) by clicking the **Reset password** button. This must be changed when the user logs in for the first time.

Password-Management

After saving a person, the password of the user can be reset to the default password using **Reset Password**.

Note: The **default password** corresponds to the **user name including prefix** (case sensitive!) and must be changed after the first login!



People Management

After successful saving, the additional tabs **Groups**, **Roles**, **Action permissions**, **In the competence area** of these role owners and **Modules** appear.



Tab: Groups

Under **Groups**, you can change the assignment to a hierarchical group (organization chart) and add the assignment to a lot group.

Hierarchical Groups

Organigramm PP ▾

with History

New group		Valid from	Valid till
Select an Option			
Orgstructure	Name	Valid from	Valid till
Organigramm PP	PP-AGB1 (Geschäftsbereich 1)	06/07/2020	01/01/3000

Here you can see that the selected user is currently assigned to the group PB-AGB1 (Geschäftsbereich 1) in the organization chart PP. With **Valid from** and **Valid to**, you can define a period in which the person is assigned to a particular group. Under **New Group**, you can select another group and define a time period for the validity of the group membership. The check mark at **with past** determines whether expired (past) group memberships should also be displayed in the list of group memberships.

As an example: Mr. Müller works until 02.05.2013 in the PP-ENTW group and is to belong to the PP-AGB1 group from 03.05.2013. To realize this automatically, the Valid until date can already be changed to 02.05.2013 and the group PB-AGB1 with Valid from 03.05.2013 can be saved under new group. Thus the group change takes place automatically on the specified key date.

Note: A person can only be a member of one hierarchical group at a time!

Loose Groups

Under **Loose groups** you can define the affiliation to several non-hierarchical groups. The number of loose groups to which the employee can be assigned is unlimited.

Note: The user must always be assigned to the loose group xx-ALLE - otherwise no menu tree is available after login!

(This screenshot shows the 3 standard loose groups. The new user must be assigned to at least to the group xx-ALLE (PP-ALLE).)

In order to offer the user **additional rights** (also in the Project-Time and Travel modules), he must also be added to one of the following loose groups!

Personalwolke Time:

PP-ALLE	PP-ALLE + PP-Management	PP-ALLE + PP-Admin
Standard-Group - every user MUST be assigned to this group!	Management-Group - users who are added to this group receive additional menu items for the evaluation of company employees - Accounts evaluation (page 115), Calendar overview (page 120), Yearly calendar (page 123) und Statistics (page 127).	Administrator-Group -Users added to this group get additional menu items for managing the Organigramms (page 69), People (page 74), Groups (page 86) and Roles (page 93), as well as the ability to Switch users (page 95) to view the Personalwolke from the perspective of the selected user.

Of course it is also possible to add a user to all loose groups and thus unlock the administration AND management menu items to the user or a simple standard user is created which is only added to the loose group PP-ALLE.

The menu item Time management --> Correction client represents a special case. Only persons who have assigned the Personnel role can use this correction client (regardless of the loose groups to which they have been added) to change bookings. In some cases users can also use correction client for tracking time.

Personalwolke Travel

If you are a user of the "Travel" module, the following loose groups are also available for managing user rights:

PP-TM-User	PP-TM-Manager	PP-TM-Admin
<ul style="list-style-type: none"> Apply for / account for trip (depending on the definition according to the furnishing workshop) Info / My travels 	<ul style="list-style-type: none"> Management / Travel of my employees 	<ul style="list-style-type: none"> Administration / Travel Expenses / All Trips Management / Travel of my employees

Personalwolke Project-Time

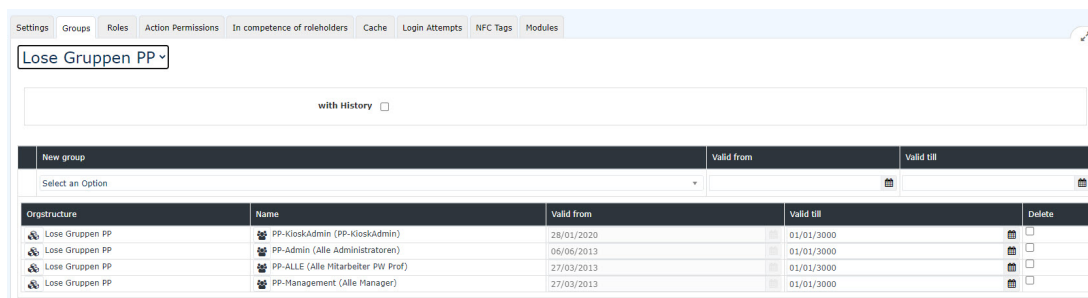
If you are a user of the "Project Time" module, the following loose groups are also available for managing user rights:

PP-PTM-Usr	PP-PTM-Mgm	PP-PTM-ProjMngr	PP-PTM-Admin
<ul style="list-style-type: none"> Project time booking Enter project time Info / My project times 	<ul style="list-style-type: none"> Enter project time Management / project times of my employees 	<ul style="list-style-type: none"> Management / Project expenses 	<ul style="list-style-type: none"> Enter project time Administration / Project time / Projects

- Management / project times of my employees

How to add user to a group

We select the **PP-ALLE** group and click Save. This assigns the employee to the loose group **PP-ALLE**.



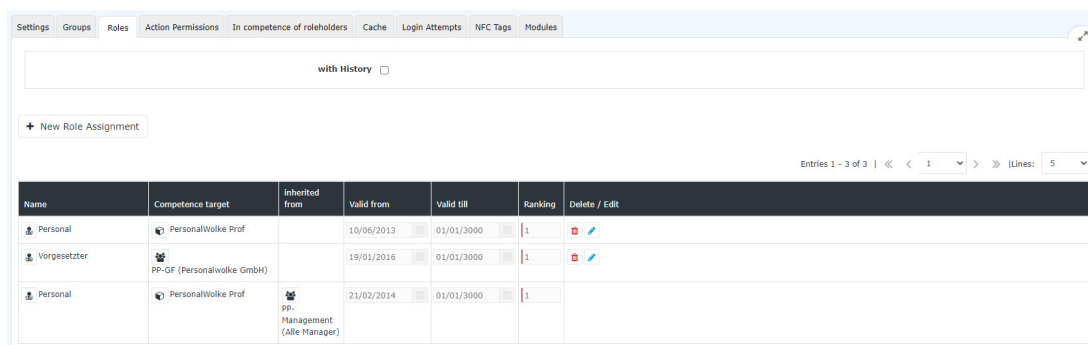
In summary, it can be said that when creating a new person regarding the groups / roles, the following things must be considered:

- **Person has to be assigned to exactly one hierarchical group.**
- **Person has to be assigned to the loose group PP-ALLE.**
- Person gets optional additional rights by adding to loose groups
 - PP management and / or PP admin (when using the time module)
 - PP-TM user / PP-TM manager / PP-TM admin (when using the travel module)
 - PP-PTM-User / PP-PTM-Mgm / PP-PTM-ProjMngr / PP-PTM-Admin (when using the project time module)
- Person gets optional additional rights (correction client) by adding the role Personnel

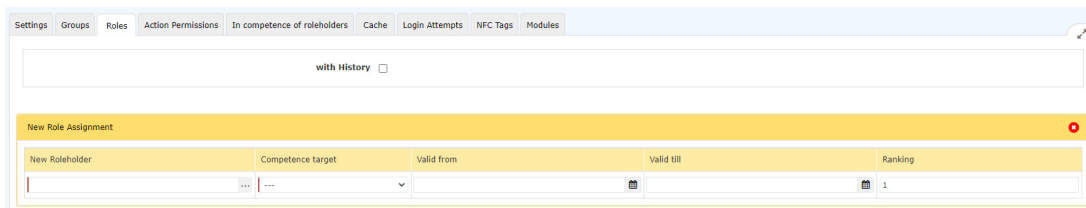
Role assignment for managers and personnel is explained in the next section.

Tab: Roles

Under **Roles**, you can find an overview of the roles assigned to this person in the company. The following screenshot shows that the person has some roles assigned.



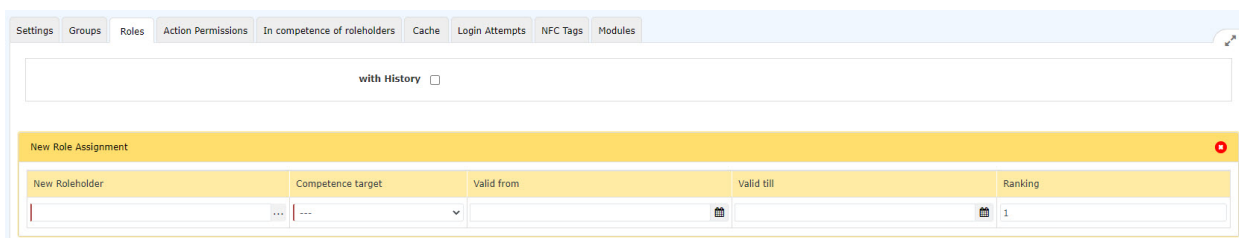
If the employee is now to be assigned another role (superior, personnel), this is done by clicking on the **New Role Holder** button.




- **New role assignment** Selection of the role (manager (Vorgesetzter), personnel (Personal)) to be assigned to the employee.
- **Competence target** refers to the person/group for which the employee is to be responsible.
- **Valid from / Valid to** describes the period in which the employee is assigned the selected role.
- The **order** determines the deputy (sequence 1 = superior, 2 = deputy, 3,4 = if several persons are defined as deputies, the system determines who receives an application for processing).

Example: New role assignment "Vorgesetzter", competence objective: group, "PB-ENTW (development)" - this means that the person performs the role of superior for the group PB-ENTW, i.e. all applications submitted by a person from the group PB-ENTW and requiring approval / review by the role of superior end up with this person. Of course, a special person could also be appointed instead of the group. In this case, the Superior role only applies to the person who was defined.

A person can be assigned several roles with different competence goals!



The assigned roles can also be withdrawn / changed from the user by means of Delete  /

Edit .

Tab: Action authorizations

No changes can be made under **Action authorizations**.

For the sake of good order, however, it should be mentioned that the actions that can be called by the members of the group are displayed here.

Tab: In the area of competence of these role holders

In this tab one finds an overview of the persons who are "responsible" for the user, for example Huber Peter is the manager of the user.

Person

Save Save & Close Back Delete Print

First name: Rudi Valid from: 27.03.2013
 Lastname: Renner Valid till: 01.01.3000

Settings Groups Roles Action Permissions In competence of roleholders Cache Login Attempts NFC Tags Modules

Show/hide extended search Entries 1 - 4 of 4 << < 1 > >> Lines: 15

Role	Owner	Ranking	Valid from	Valid till
Personal	Renner Rudi (PersonalWolke Prof)	1	10.06.2013	01.01.3000
Personal	Personalwolke GmbH (PersonalWolke Prof)	1	20.02.2014	01.01.3000
Personal	Alle Manager (PersonalWolke Prof)	1	21.02.2014	01.01.3000
Vorgesetzter	Huber Peter (PersonalWolke Prof)	1	06.07.2018	01.01.3000

Tab: Modules

Travel

In the tab **Travel** you can add vehicles. These vehicles can be selected by the person (when using the **Travel module**) in the Kilometre allowance tab of Travel Expenses. This makes it possible to keep a virtual logbook. After a click on the button **Add** the following mask appears:

Settings Groups Roles Action Permissions In competence of roleholders Cache Login Attempts NFC Tags Modules

Travel management

Vehicles

License plate	Type	Brand	Model	Number of seats	Fuel	Valid from	Valid till	
W-FLOW2	Passenger Car	VW Sharan	S	5	4711	04/11/2020	01/01/3000	Delete

Add Vehicle

Taxable Distance from home to work: 0 ?

Explanation of the individual table columns:

- **Indicator**
The complete registration number of the registered vehicle must be indicated here.
- **Type**
In this dropdown element, a distinction must be made between passenger cars, motorcycles and trucks.
- **Brand**
The car / motorcycle / truck brand must be entered here by direct input.
- **Model**
Optionally, the model can also be entered here for specification in addition to the brand.
- **Number of seats**
Here you have the possibility to indicate the number of carpooling opportunities.
- **Fuel**
In this field, you can enter whether the vehicle is powered by petrol / diesel / electricity / biofuel / etc.
- **Valid from and Valid to**
These mandatory fields must be used to determine how long the vehicle is visible in the Mileage allowance tab of Travel Expenses.

After filling in this form, the entry must be accepted by clicking on the **Save** button. Any number of vehicles per person can be added. With the



- button (next to the **Valid**

to field), added vehicles can be removed again.

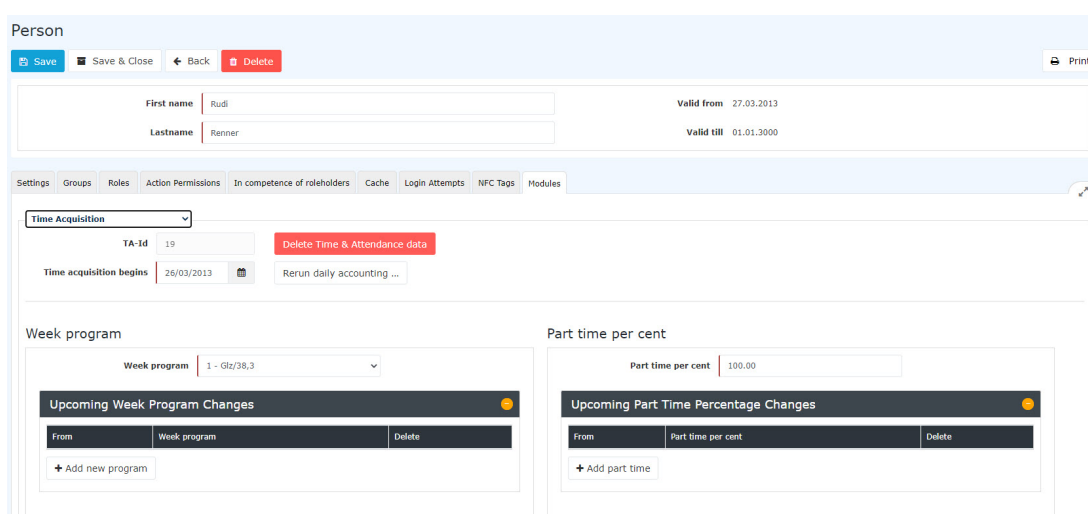
Groupware

If the optional **groupware module** has been ordered, you can check if the connection to the groupware system (currently **Microsoft Exchange**, **LotusNotes** and **ZIMBRA** are supported) is working. No changes can be made - this tab only provides a status view.

Time recording

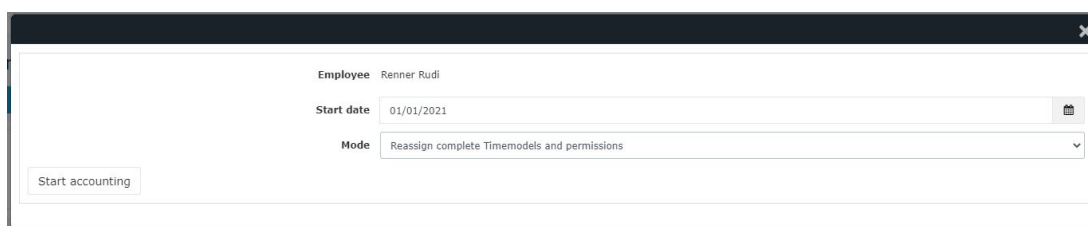
In order to **activate time recording** for the user, the check mark for Activate time recording must be set in this view. Afterwards one of the preset **weekly programs** must be selected!

After checking the box and selecting a week program, the settings are saved with **Save**.



Daily settlement

With the button Daily accounting this can be started. After clicking on the button, a window opens in which further settings must be made:



- **From**
 - Enter the date from which the daily billing is to be started (each day is recalculated starting with the set date according to the selected mode up to the current day).
- **Modus**
 - Copy time models and authorizations from master record
 - Re-billing with historical time model references
 - Time model from historically set weekly program

With a click on "Start daily accounting" the daily accounting is started according to the selected settings.

Master Data

Subsequently, some settings should be made under **Master data** in the second third of the window. Further information can be found **here**.

5.6.4 Groups

General

A group allows several persons to be grouped into organizational units, which can serve different grouping purposes in the context of the employee portal:

- department
- team
- area

The assignment of the group to the organizational structure indicates whether the group is a hierarchical organizational unit (referred to in the personnel cloud as "organizational chart XXXX", where XXXX corresponds to the client abbreviation) or a loose group.

Hierarchical Group

If the group is part of a hierarchical organizational plan (organizational chart XXXX), additional relationship options to other groups are available: These relationships to each other are regulated, for example, by determining a "top group in the structure" or a higher-level or lower-level group.

If a higher-level group is selected, all other groups in the organizational chart appear subordinate to this group. A higher-level group can have several subgroups.

Loose Groups

The non-hierarchical (loose) groups are groups without a systematic organisational purpose, i.e. these groups do not have hierarchical relationships with each other that allow employees to be grouped according to various criteria (e.g. full-time employees, part-time employees, flat-rate employees, departures, maternity/paternity leave, projects, etc.). Employees can be assigned to several loose groups at the same time.

Depending on the account type (TimeFree, TimeBase, TimeProfessional), loose groups are created in the personnel cloud by default from the beginning, via which the possibilities of the employees assigned to them are controlled.

TimeFree

- **XXXX-ALLE**

Basis group to which all employees must be assigned

- **XXXX-Management**
Group, the employees who are to receive extended rights (person/group administration, correction/absence client, various evaluations and statistics).

TimeBase & TimeProfessional

- **XXXX-ALLE**
Basis group to which all employees must be assigned
- **XXXX-Management**
Group for employees with extended rights (account evaluation, absence calendar, statistics)
- **XXXX-Admin**
Group for employees with extended rights in client administration (organization chart, person administration, group administration, role administration, user switching)

Each employee **MUST** be added to group XXXX-ALLE (where XXXX stands for the respective fixed client abbreviation).

By adding to one or both other loose groups, additional rights can be granted to the employee.

Group membership and group change

Members of groups are persons. For hierarchical groups, one person must be assigned to exactly ONE group at a time. If a person is assigned to a hierarchical group, this person loses membership of his or her previous hierarchical group.

If the group is a loose group, persons can be members of several such groups at the same time!

The assignment of employees to a group can be planned in advance by determining the validity date of the respective employee in a group. For example, you can plan that an employee assigned to group A is to be assigned to another group (group B) from a certain date (valid from - to).

Roles

Roles can be assigned to groups created by the user. All employees in this group are then the owners of the assigned role(s) (Manager, Personnel).

5.6.4.1 Overview

General information

Under the menu item **Groups** you will find an overview of all created groups (departments) for your client (company).

Groups

[New group](#) Print PDF Excel

7 Entries Lines: 20

Shortname	Name	Description	Auto-add new persons?	Client	Orgstructure	Valid from	Valid till
PP-Admin	Alle Administratoren		No	PersonalWolke Prof	Lose Gruppen PP	Jan 1, 2013	Jan 1, 3000
PP-ALLE	Alle Mitarbeiter PW Prof		No	PersonalWolke Prof	Lose Gruppen PP	Jan 1, 2013	Jan 1, 3000
PP-KioskAdmin	PP-KioskAdmin	Kiosk Administratoren	No	PersonalWolke Prof	Lose Gruppen PP	Jan 28, 2020	Jan 1, 3000
PP-Management	Alle Manager		No	PersonalWolke Prof	Lose Gruppen PP	Jan 1, 2013	Jan 1, 3000
PP-Mitarbeiter	Mitarbeiter Landwirtschaft		No	PersonalWolke Prof	Lose Gruppen PP	Apr 18, 2018	Jan 1, 3000
PP-Travel	PP-Travel	PP-Travel	No	PersonalWolke Prof	Lose Gruppen PP	Oct 7, 2016	Jan 1, 3000
PP-Travel-DE	PP-Travel-DE	Deutsche Dienstreise	No	PersonalWolke Prof	Lose Gruppen PP	Sep 5, 2019	Jan 1, 3000

7 Entries

Short name - the short name of the group incl. prefix (must be unique!)

Name - the (long) name of the group

Description - Description of the group (optional)

Client - the company the group is assigned to

Organizational structure - is it a hierarchical group (organigramm XX) or a loose group (lose groups)?

Valid from / Valid to - period in which this group exists (e.g. for a group consisting of only one person, the **Valid to** date could be set to the end of contract date of this one person - so the removal of the group from the organigramm happens automatically)

Sorting / Search options

This list can be sorted according to various criteria (short name, name, description, client, organizational structure, valid from, valid to) using the blue triangles ().

In addition, the white text fields at the beginning of the list offer the possibility to restrict the displayed data records according to various criteria, e.g.: Short name "er" shows only groups whose short name "er" contains. (enter it in the text field and start the search by pressing

Enter / click on the  /

key). To make all records visible again, simply delete the search term from the corresponding

field  and press Enter again.

Groups

[New group](#) Print PDF Excel

4 Entries Lines: 20

Shortname	Name	Description	Auto-add new persons?	Client	Orgstructure	Valid from	Valid till
SUP			--	All	All		
PP-SUP	Support		No	PersonalWolke Prof	Organigramm PP	Jan 1, 2013	Jan 1, 3000
PP-SUPG	Support Graz		No	PersonalWolke Prof	Organigramm PP	Jan 1, 2013	Jan 1, 3000
PP-SUPB	Support Innsbruck		No	PersonalWolke Prof	Organigramm PP	Jun 17, 2020	Jan 1, 3000
PP-SUPW	Support Wien		No	PersonalWolke Prof	Organigramm PP	Jan 1, 2013	Jan 1, 3000

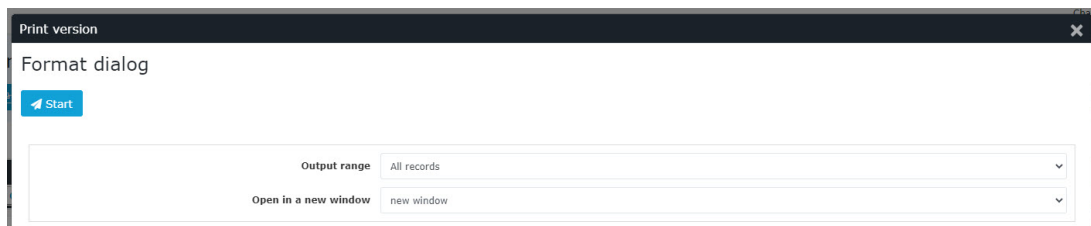
Practical functions

By clicking one of the 3



in the upper right

area, the following dialog box opens to specify the data to be displayed in the selected medium (print, PDF, Excel):



Output range

- **All Records**
All employees of the company are displayed in the selected output medium.
- **Current selection**
Only the currently displayed employees of the company are displayed in the selected output medium.

Open in new window

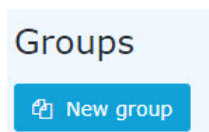
- **new window**
The selected data sets are displayed in a new window.
- **current window**
The selected datasets are displayed in the current window.

This function is also useful if you want to export a list of employees, possibly filtered according to various criteria. The Excel format is ideal for this.

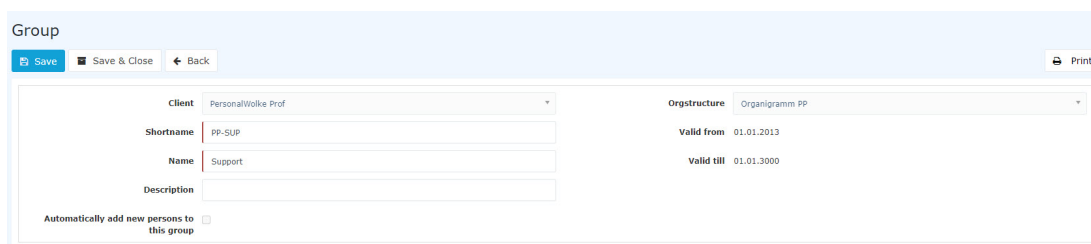
5.6.4.2 New group

General information

A click on "**New group**" starts the process for creating a new group (department).



Then the following input mask opens:



The fields marked with an orange star must be filled in while the unmarked fields are optional.

Client identifies your own Company

Organizational structure determines whether the new group is to be integrated into the hierarchical structure (organizational chart XXXX) or whether a lot group (lot groups) is to be created.

Short name means the abbreviation of the new group incl. fixed prefix (e.g. SUP for support).

Name is the freely selectable meaningful name of the group.

Description is a description of the group (optional).

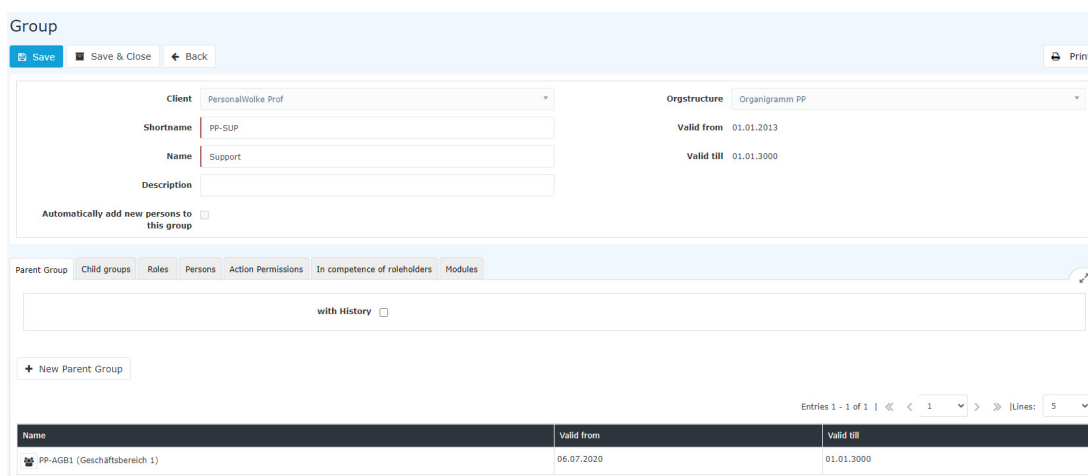
After a click on Save the group is created and further settings have to be made in the tabs **Parent group, Subgroups, Roles, Persons, Action permissions, In the competence area of these role owners.**

The check mark at **Highest level** [*ONLY for hierarchical groups*] must be set for exactly 1 created group. This then represents the topmost group (root) in the organigram. All other groups are subordinated to it.

Tab: Parent group

[This tab is only available for hierarchical groups]

Under **Parent Group**, you define where in the hierarchy, of the company, this new group is to be assigned. To do this, click on **Group assignment**. Then, under **New parent group**, select the group that should be directly above the newly created group.



Name	Valid from	Valid till
PP-AGB1 (Geschäftsbereich 1)	06.07.2020	01.01.3000

In this example, the PB-SUP (Support) group just created is to be placed below the PB-SERV (Services) group.

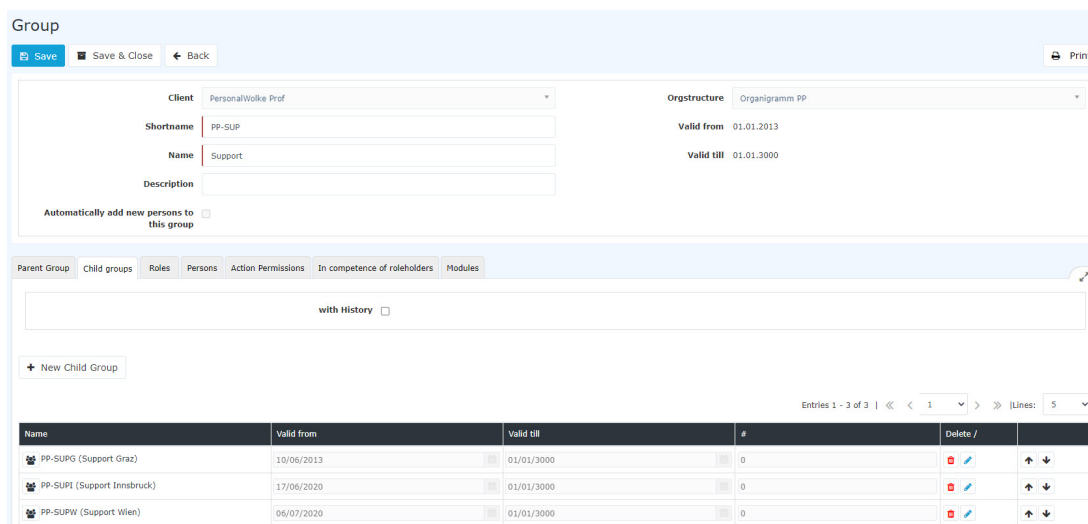
With **Valid From** and **Valid To**, this integration can be limited in time, for example, if the group has only 1 employee with a limited contract. The checkbox **with past** is used to display expired group assignments if desired. With a click on **Save** the changes are accepted.

It is also important to mention that a hierarchical group can only have exactly one other hierarchical group as a direct superior group!

Tab: subgroups

[This tab is only available for hierarchical groups]

Subgroups can be used to define those groups that are to be located below the current group in the hierarchy of the company. Please note that the groups added in this tab are **automatically assigned to the current group as the parent group**. Normally, this tab is empty and only a parent group is created under **parent group** and this automatically results in which groups are further down in the hierarchy.



Name	Valid from	Valid till	#	Delete /
PP-SUPG (Support Graz)	10/06/2013	01/01/3000	0	[Delete] [Edit] [Up] [Down]
PP-SUPI (Support Innsbruck)	17/06/2020	01/01/3000	0	[Delete] [Edit] [Up] [Down]
PP-SUPW (Support Wien)	06/07/2020	01/01/3000	0	[Delete] [Edit] [Up] [Down]

Tab: Roles

Under Roles, the group can be assigned a certain role (supervisor, personnel), which is then assigned to all employees added to the group. To do this, click on **Role assignment**.

Under **Role** you select the appropriate role by clicking

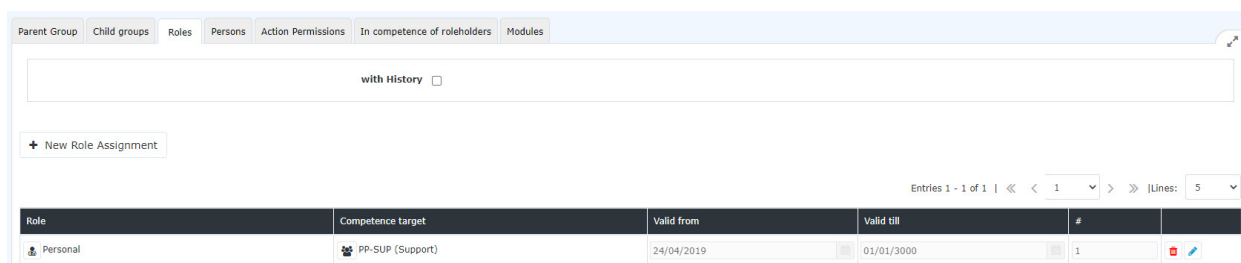


(in this case Personnel).

Under Competence Objective you can select a **person** or a **group** for which the current group should perform the selected role.

An example: If you select Personnel as role and Person as competence target, the current group is responsible for the selected person XYZ in personnel questions. This means that all members of this group are responsible for personnel questions concerning person XYZ.

With **Valid From** and **Valid To**, you can define a validity period for the role assignment. A click on **Save** saves the settings.

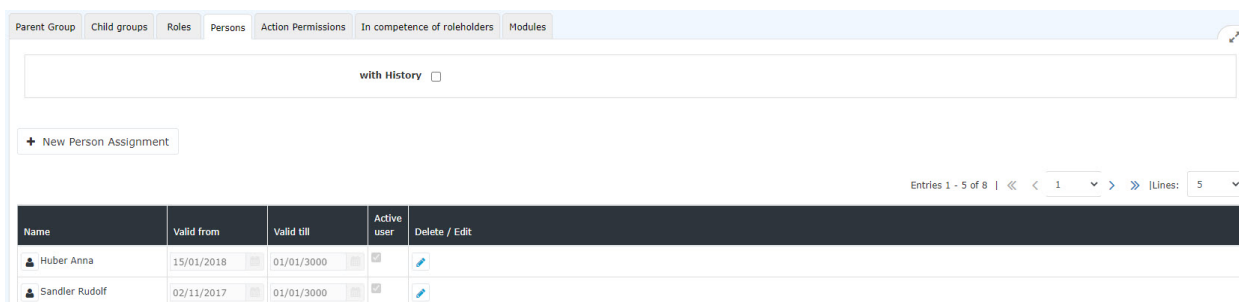




Role	Competence target	valid from	Valid till	#	actions
Personnel	PP-SUP (Support)	24/04/2019	01/01/3000	1	[Delete] [Edit]

With Delete and Edit the selected role can be deleted from the group or the displayed settings can be edited.

Tab: Persons

Under **Persons**, you define which persons are to belong to this group. It is important to note that the people who are added to the group are assigned roles in the group in addition to their own roles. After clicking on the **person assignment** button, a new person can be selected by **Valid from** and **Valid to** a period can be defined in which the person is assigned to this group. A person can only be a member in ONE hierarchical group at a time but in any number of lots of groups.



Name	Valid from	Valid till	Active user	Delete / Edit
Huber Anna	15/01/2018	01/01/3000	<input checked="" type="checkbox"/>	
Sandler Rudolf	02/11/2017	01/01/3000	<input checked="" type="checkbox"/>	

After a click on **Save** the person was added to the group. Under **Active** you can see whether the person is unlocked (checked) or locked (no checked). This can be changed in the menu item **Person** directly at the corresponding person by setting / deleting the check mark at **Active**.

The selected person can be deleted from the group or the validity period can be edited using Delete and Edit .

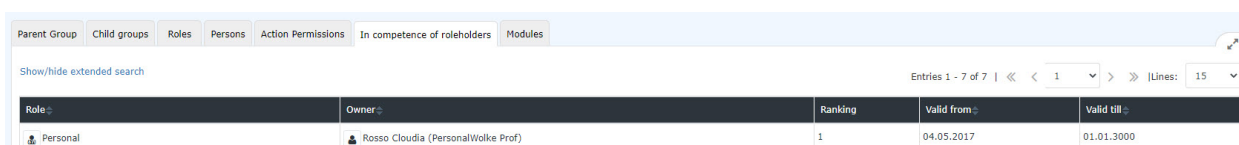
Tab: Action Permissions

Nothing can be changed under **Action permissions**.

For the sake of good order, however, it should be mentioned that the actions that can be called by the members of the group are displayed here.

Tab: In the area of competence of these role owners

In the competence area of these role holders, you will find an overview of those role holders who have authorizations for this group.



Role	Owner	Ranking	Valid from	Valid till
Personal	Rosso Cloudia (PersonalWolke Prof)	1	04.05.2017	01.01.3000

5.6.5 Roles

General

A **role** describes a specific **function** within a company (superior, personnel).

A role in the personnel cloud essentially serves 2 functions:

- On the one hand, access authorizations for individual program functions are realized using roles.
- On the other hand, they fulfill certain functions in the workflow flow (for example Supervisor: Approval of leave requests, personnel: Views of sick leave notifications)

In the personnel cloud there are 2 predefined roles that can be assigned to individual persons or groups:

- **Manager**
As the name suggests, this role is used to grant a person or group certain extended rights to approve or reject requests made by employees (vacation, doctor, time compensation, etc.).
- **Personnel**
This role helps you evaluate employees. Various evaluations can be created for different topics (accounts, sick days, holidays, statistics, attendance, etc.).

You **assign the role** either using the role itself, the [person master data sheet](#) (page 75), or a [group](#) (page 87).

The role also performs certain functions during the process flow (requests). Here, the role holder can set defined activities, such as approving, rejecting, or viewing a request (see [open tasks](#) (page 64)).

In contrast to organizational structures (groups, loose groups), a role **cannot be evaluated**. This means that no information functions of a role can be taken into account when information is queried. To make this possible, the role holders would have to be combined in a loose group (for example, a loose group of superiors to which all holders of the role managers are added).

Competence target

A **competence target** is defined as a person or group for which the role holder is responsible or which may be inspected.

Here there are 3 possibilities: certain PERSON(s), certain GROUP(s) or CLIENT. A simultaneous assignment of several competence goals is possible.

Assignment of a role to a person

You can assign a role to an employee by choosing **Roles** in the menu.

Roles

Print PDF Excel

1 Entry Lines: 20

Name	Description	Workflow-Id	Default Role	Client
Personal	Rolle für die Personalstelle pro Mandanten	Personal	All	All

1 Entry

To assign a role simply click on the edit



. In the following

overview you will find a list of the competence goals and role owners of the selected role.

Role

Save Save & Close Back Print

Name: Personal Valid from: 27.03.2013
 Description: Rolle für die Personalstelle pro Mandanten Valid till: 01.01.3000
 Workflow-Id: Personal Default Role: [dropdown]
 Hide from local administrator:

Role Holder Access Rights

+ New Roleholder assignment

Show/ Hide extended search Entries 1 - 2 of 2 | << 1 >> | Lines: 5

Competence target	Role Holder	Name	Valid from	Valid till		
PP-SUP (Support)	Person	Rosso Cloudia	04/05/2017	01/01/3000	1	[edit] [delete]
		PP-SUP	24/04/2019	01/01/3000	1	[edit] [delete]

In this example it can be seen that the PB-SUP group performs the role of personnel for the person Honig Helga, i.e. all persons assigned to the PB-SUP group perform the role of personnel for the person Honig Helga. In addition one sees that the person Gschäftig Gunter takes over the role personnel for the entire enterprise (client) personnel cloud Base.

With a click on **New Role Holder** the selected role can be assigned to new persons / groups.

Role Holder Access Rights

New Roleholder assignment

Competence target	Role Holder	Valid from	Valid till	Ranking
Group	PP-BAS (Basis Services)	Person	Renner Rudi (PP ...)	

- **Competence target** refers to the person / group for which the employee is to be responsible. In addition, it is also possible to select a client, whereby client refers to the entire company.
- **The role holder** can be a person or a group.
- **Valid from / Valid to** describes the period in which the employee is assigned the selected role.
- **The order** determines the deputy (order 1 = superior, 2 = deputy, 3,4 = if several persons are defined as deputies, the system determines who receives an application for processing).

Practical functions

- When assigning a new role to a person/group/client, there is also the option of using an AutoComplete function. This function is activated by starting to type in an empty text field

where, depending on the selected competence target / role owner, corresponding options are displayed or, if only one option exists, it is selected immediately.

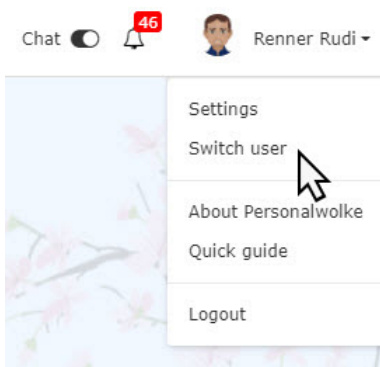
- We select competence target "Group" and enter "PP-" in the newly appearing text field. While you are still typing, a list of options appears from which you can choose. The arrow keys can be used to scroll through the list of results or to select a suggestion with the mouse.
- We select the person as the role owner and type "Ren" in the input field. Since there is only one employee whose name begins with "Ren", the AutoComplete function immediately writes the entire name into the field.

A click on Save stores the settings.

5.6.6 Switch user

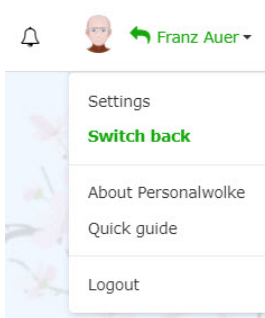
General

To switch to another user first click in the upper right corner on our name and then on **"switch user"**.



An alphabetical list of all available employees appears. Click on the desired employee to get to whose Personalwolke start page.

The name of the switched user appears on the right title bar in green - this is an indicator that you are logged in with administrator rights and the user has been switched.



To switch back to the original user, click again on the name and then on **"switch back"**.

5.6.7 Time administration

5.6.7.1 Maintaining daily programs

Creating a new daily program

Click on „**New Daily Program**“ to start the creation of a new daily program.

It should be mentioned at the beginning that the templates you select in the next steps can be edited afterwards. For the sake of simplicity, it is advisable to select templates that are also similar to your desired daily program.

In the first step, you select a template. With this, the basic settings of an existing daily program are copied to the new daily program. This makes the work easier.

id	Short name	Long name	Target Time Hours	Validity time	Skeleton Time	Normal working time	Breaks	Minimum break	Client
1	G/7,42	Glz/7,42/8:00-16:12/Mo-Fr	7:42	00:00 - 24:00	06:00 - 22:00	08:00 - 16:12	1	0:30	
2	G/0	Glz/0-/Sa,So,Fe	0:00	00:00 - 24:00	07:00 - 14:00		1	0:30	
3	G/3,26	Glz/3,51/7:00-14:00/We,Si	3:51	00:00 - 24:00	07:00 - 14:00	08:00 - 11:51	1	0:30	
4	TZ/4:00	TZ/4h/Mo-Fr	4:00	00:00 - 24:00	06:00 - 22:00	08:00 - 12:00	1	0:30	PersonalWolke Prof
6	TZ/3,00	TZ/3,00/Mo-Fr	3:00	00:00 - 24:00	06:00 - 22:00	10:00 - 13:00	1	0:30	PersonalWolke Prof
7	TZ/5,00	TZ/5,00/Mo-Fr	5:00	00:00 - 24:00	06:00 - 22:00	10:00 - 13:00	1	0:30	PersonalWolke Prof
8	TZ/6:00	TZ/6:00/Mo-Fr	6:30	00:00 - 24:00	06:00 - 19:00	06:00 - 13:00	1	0:30	PersonalWolke Prof
20	S,G,U/7,42	7:00-18:00	7:42	00:00 - 24:00	07:00 - 18:00	08:00 - 16:42	1	0:30	
21	S,G,U/7,42	22:00-6:00	7:42	12:00 - 11:59	20:00 - 08:00	22:00 - 05:42	1	0:30	
5152	SGW TZ/0/Mo-Fr	SGW TZ/0-/Mo-Fr	0:00	00:00 - 24:00			1	0:30	
10005	40h GZ	40h GZ - Test	8:00	00:00 - 24:00	07:00 - 18:00	07:00 - 16:00	1	0:30	
10024	BF Schicht A	Betriebsfeuerwehr Schicht A	0:00	12:00 - 11:59	20:00 - 08:00	22:00 - 05:42	1	0:30	PersonalWolke Prof
10233	AWO M-F 39,00h	AWO Mo-Fr 39,00h	7:48	00:00 - 24:00	06:00 - 20:00	08:00 - 16:18	2	0:30, 0:15	PersonalWolke Prof
10325	8h GL	8h Gleitzeit	8:00	00:00 - 24:00	06:00 - 22:00	08:00 - 16:12	1	0:30	PersonalWolke Prof
10538	22:00 - 05:42	PW - Schicht 22:00 - 05:42	8:00	12:00 - 11:59	20:00 - 08:00	22:00 - 05:42	1	0:30	PersonalWolke Prof
10747	Montag 7:42	Montag 7:42	7:42	00:00 - 23:59	06:00 - 22:00	08:00 - 16:12	1	0:30	PersonalWolke Prof
10752	7:42	7:42	7:42	00:00 - 24:00	06:00 - 22:00	08:00 - 16:12	1	0:30	PersonalWolke Prof

17 Entries

Then enter the desired **target time**, as well as the **short and long name**:

Setup Daily Program

Save Back

1 New Daily Program 2

Client: PersonalWolke Prof

Based on this template: (1) 7:42 - G/7,42

Target time: 7:42

Short name: Monday 7:42

Long name: Monday 7:42

Go to the next page with "Next". There you can store the break regulation. Select a template for this or stick to the setting copied from the daily program you selected in the first step.

Setup Daily Program

Save Back

1 New Daily Program

2 Breaks

3 Accounts

Based on this template: ---

Validity interval: 00:00 - 24:00

	Start	End	Minimum break	Threshold	Break type
1. Pause	11:00	14:00	0:30	6:00	Working time dependent
2. Pause	HH:mm	HH:mm	0:00	0:00	Not specified
3. Pause	HH:mm	HH:mm	0:00	0:00	Not specified
4. Pause	HH:mm	HH:mm	0:00	0:00	Not specified

Define the break(s) using one of the templates. These templates have predefined time periods, minimum breaks, thresholds and break types configured.

Based on this template - Select one of the available templates. These templates are created by the system administrators. If no template is selected (---), the values from the base daily program are used.

Validity interval - Validity interval of daily program. The start/end times of breaks have to be inside this interval.

Start/End - The start/end times can have different influences on the resulting calculations depending on the selected break type.

Minimum break - The break on this day must last at least as long. If the booked break is shorter than the minimum break, it can lead to deductions of the working time.

Threshold - Working time, after which the employee has to take a break (for example after 6h of working on a day without making a break, he/she has to take 30min of break).

Break type - The rules for the breaks. Depending on which type has been selected the start/end time, minimum break and threshold fields are, or are not required and different rules are applied.

Previous

Next

Clicking on "Next" takes you to the last step. Here you can select and store an overtime regulation.

Setup Daily Program

Save Back

1 New Daily Program 2 Breaks 3 Accounts

Based on this template: 100% Üstd 00:00 - 06:00, 50% Üstd 06:00 - 22:00, 100%...
 Validity interval: 00:00 - 24:00

Start	End	Account
00:00	06:00	TP 100% p. Vor - TP 100% p. Vor
06:00	08:00	TP 50% p. Vor - TP 50% p. Vor
08:00	22:00	TP 50% p. Nach - TP 50% p. Nach
22:00	24:00	TP 100% p. Nach - TP 100% p. Nach
00:00	24:00	TP 10h Kappung - TP 10h Kappung

Time recording in extra time accounts is defined via the specification of the Start and End time and via the selected account.

Based on this template - Select one of the available templates. These templates are created by the system administrators. If no template is selected (--), the values from the base daily program are used.

Validity interval - Validity interval of daily program. The break start/end times have to be inside this interval.

Start/End - Between the Start and End times the working times flow also into the specified accounts.

Account - The account where the working times should also flow into. It's important for the calculation of overtime and 10h daily working limit.

Previous Finish

With "Save" the daily program is created and the editing mode opens.

Edit Daily Program

In edit mode, you can edit all the settings of a daily program.

Edit Daily Program

Save Save & Close Save & Archive Back Print

Short name: Monday 7:42 Long name: Monday 7:42
 Target time hours: 7:42 Client: PersonalWolke Prof

Frame Breaks Credit Accounts Amounts Assigned Weekly Programs

Start	End	
00:00	24:00	Validity of the daily program
06:00	22:00	Frame time for time recording
08:00	16:12	Normal working time
HH:mm	HH:mm	1st Core time
HH:mm	HH:mm	2nd Core time

Frame

Frame Breaks Credit Accounts Amounts Assigned Weekly Programs

Start	End	
00:00	24:00	Validity of the daily program
06:00	22:00	Frame time for time recording
08:00	16:12	Normal working time
HH:mm	HH:mm	1st Core time
HH:mm	HH:mm	2nd Core time

- **Validity of the daily program:** The validity of the daily program indicates from when to when a day is valid.

Example: A validity of 00:00 to 24:00 indicates that a day is valid from 00:00 to 24:00. If a daily program should have a validity from 06:00 to 05:59, this would mean that overtime and times within the frame of 00:00 to 05:59 are attributed to the previous day. Also, a daily program automatically ends with the validity and books out the employee.

Note: In the tab Credit - "Credit in case of missing booking" you can define how the programme should behave if the employee has not logged out by the end of the validity of the daily program (e.g. because the employee has forgotten to log out).

- **Frame time for time recording:** This time frame indicates when the employee's bookings are evaluated as working time. Times outside the frame are unvalued working times.

Attention: For this you have to activate the parameter "Work out of frame" if you want to work with a frame time.

- **Normal working time:** This is the normal working time of the daily program.
- **1st Core time:** Here you can store a core time. If a core time has been stored in a daily program, the program throws an irregularity if this core time is violated. You can see this in the correction client in the FB and FE columns.
- **2nd Core time:** You can store a second core time here if you need one in your company.

Breaks

Here you can select a break template.

Frame

Breaks

Credit

Accounts

Amounts

Assigned Weekly Programs

Based on this template 6h - 30 min Pausenabzug

Validity interval 00:00 - 24:00

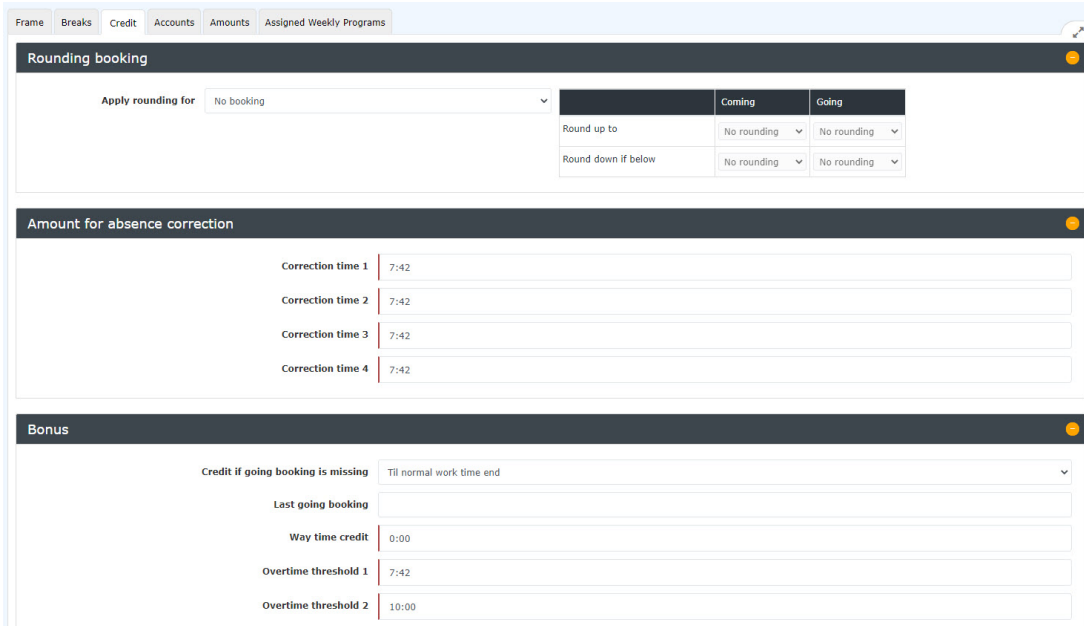
	Start	End	Minimum break	Threshold	Break type
1. Pause	HH:mm	HH:mm	0:30	6:00	Working time dependent, type 4
2. Pause	HH:mm	HH:mm	0:00	0:00	Not specified
3. Pause	HH:mm	HH:mm	0:00	0:00	Not specified
4. Pause	HH:mm	HH:mm	0:00	0:00	Not specified

- **6h – 30 min Pausenabzug:** By default, this break rule is used. After 6 hours of work, it deducts the next 30 minutes as a break if the employee does not book out. If the employee takes less than 30 minutes of break, the time missing from the 30 minutes is automatically deducted.

- **6h - 1h Pausenabzug Rahmen 11-14:**
- **6h - 30 min Pausenabzug Rahmen 11-14:**
- **8h - 30 min Pausenabzug:** after 8 hours, the next 30 minutes are deducted as a break if a staff member has not booked a break.
- **kein automatischer Pausenabzug:** in this case, there is no break deduction even if an employee has not booked a break.
- **6h - 30 min Pausenabzug Rahmen 10-15:**
- **6h - 1h Pausenabzug:** if an employee does not clock out, 1 hour is deducted as a break after 6 hours of work.

Credit

In the Credit tab, you can store the following settings of the daily program:



The screenshot shows the 'Credit' settings tab in the Personalwolke software. It is divided into three main sections:

- Rounding booking:** This section allows users to set rounding rules. It includes a dropdown for 'Apply rounding for' (currently set to 'No booking') and a table for rounding settings:

	Coming	Going
Round up to	No rounding	No rounding
Round down if below	No rounding	No rounding
- Amount for absence correction:** This section contains four input fields for 'Correction time 1' through 'Correction time 4', all of which are currently set to '7:42'.
- Bonus:** This section includes several settings:
 - 'Credit if going booking is missing': A dropdown menu currently set to 'Till normal work time end'.
 - 'Last going booking': An empty input field.
 - 'Way time credit': An input field set to '0:00'.
 - 'Overtime threshold 1': An input field set to '7:42'.
 - 'Overtime threshold 2': An input field set to '10:00'.

- **Rounding booking:** For this, please contact a Personalwolke consultant. This function is not enabled by default and is only used for special regulations.
- **Amount for absence correction:** please adjust all amounts in this table to the target time!
- **Bonus:**

1. Credit if going booking is missing: Here you can set how the system should behave if the employee does not book out. Note that this only has an effect if the staff member has not booked out by the end of the validity of the daily program!

You have the following setting options here:

- **till frame time end:** The end of the frame time is taken as the last booking.
- **till core time end:** The end of core time is used as the last booking.
- **till normal work time end:** The end of normal working hours is taken as the last entry.
- **No credit:** The employee's last booking is used as the last booking.

Example: An employee books in at 12:15 and forgets to book out. The system will then close this booking with 12:15, so that no credit is created here. The employee must correct the times afterwards by means of a time correction request. It is recommended to use this setting!

- **until going time from daily program** : The time that is stored in the setting "Last going booking" is used as the last booking.

- **completion up to daily target time**: If the employee forgets to book out, the booking is terminated with the time with which the employee would reach the daily target time.

2. Last going booking: Here you can enter the time for the setting "To go time from the daily program" of credit in case of missing go booking.

3. Way time credit: a credit that is credited to the employee each day. For example, a travel time credit of 5 means that 5 minutes are credited each day.

4. Overtime treshold 1: indicates from when the employee can work overtime. If, for example, 8:00 is entered here, this means that the employee can only work overtime from the 8th hour.

Example: Overtime threshold = 10:00. If the employee works more than 8:00, the time up to the 10:00 hour is always evaluated 1:1, even if the employee has an authorisation for overtime and is in a time frame in which overtime can occur.

5. Overtime treshold 2: indicates the daily maximum working time. If the daily 10h capping is active, the time is capped to this value here.

Example: Maximum working time = 12:00 and Daily 10h capping is active. The working time of the employee that exceeds 12 hours on that day moves to the background account for unvalued hours. Thus, a 12-hour cap takes place.

Accounts

Here you can select a template to store overtime in a daily program.

Note: If you do not need an overtime calculation, you can skip this point.

Frame
Breaks
Credit
Accounts
Amounts
Assigned Weekly Programs

Based on this template ---

Validity interval 00:00 - 24:00

Start	End	Account
00:00	06:00	TP 100% p. Vor - TP 100% p. Vor
06:00	08:00	TP 50% p. Vor - TP 50% p. Vor
08:00	22:00	TP 50% p. Nach - TP 50% p. Nach
22:00	24:00	TP 100% p. Nach - TP 100% p. Nach
00:00	24:00	TP 10h Kappung - TP 10h Kappung

You currently have 4 templates available which you can use and edit. For example, you can adjust the times when overtime can be earned.

100% Üstd 00:00 - 06:00, 50% Üstd 06:00 - 22:00, 100% Üstd 22:00 - 24:00

100% Üstd frei 00:00 - 24:00

100% Üstd 00:00 - 06:00, 100% Üstd 20:00 - 24:00

50% Üstd 00:00 - 24:00

- 100% Üstd 00:00 - 06:00, 50% Üstd 06:00 – 22:00, 100% Üstd 22:00 – 24:00

This template grants 100% overtime in the period from 00:00 to 06:00 and from 22:00 to 24:00. In the period from 06:00 - 22:00 the day programme grants 50% overtime. These overtime hours are not counted until the overtime threshold (see credit) is reached.

- 100% Üstd frei 00:00 – 24:00

This template grants 100% tax-free overtime in the period 00:00 - 24:00. These overtime hours are only valued when the overtime threshold (See Credit) is reached.

- 100% Üstd 00:00 – 06:00, 100% Üstd 20:00 – 24:00

This template grants 100% overtime in the period from 00:00 to 06:00 and from 22:00 to 24:00. These overtime hours are only counted when the overtime threshold (See Credit) is reached.

- 50% Üstd 00:00 -24:00

This template grants 50% overtime in the period from 00:00 to 24:00. These overtime hours are not counted until the overtime threshold (See Credit) is reached.

Example Adjust accounts:

If you need an overtime calculation that has the following rules:

- 100% Üstd von 00:00 – 06:00
- 50% Üstd von 19:00 – 20:00
- 100% Üstd von 20:00 – 24:00

It is best to use the template here, „100% Üstd 00:00 - 06:00, 50% Üstd 06:00 – 22:00, 100% Üstd 22:00 – 24:00“

Then adjust them as follows:

- First delete the „Konto TP 50% p. Vor“ by clicking on the small red bin. You no longer need the account.
- Next, adjust the beginning and end of the accounts.

If you then save, you have successfully made the change for the daily program.

Account designations

There are the following accounts depending on the template:

- **TP 10h Kappung:** If this account is stored in a daily program, there is a 10 or 12 hour cap for the daily program. However, for this to have an effect, it must be activated for the employee.
- **TP 50% p. Vor:** This account specifies the period in which 50% compulsory overtime can accrue. "Vor" stands for the period before normal working hours and should be used as such.

Example: Start at 06:00 and end at 08:00 is stored with "TP 50% p. Vor". The overtime threshold is 0. If the employee works from 07:00 to 09:00 on that day, he/she will receive 1 50% compulsory overtime, provided that the overtime calculation has been activated for the employee or he/she has received the UE authorisation for the day through the correction client.

- **TP 50% p. Nach:** This account indicates the period in which 50% compulsory overtime can be worked. "Nach" stands for the period after normal working hours and should be used as such.

Example: Start at 08:00 and end at 22:00 is stored with "TP 50% p. Nach". The overtime threshold is 8. If the employee works from 08:00 to 18:30 on the day, he receives 2 50% compulsory overtime hours for the time from 16:30 to 18:30, provided that the overtime calculation has been activated for the employee or he has received the UE authorisation for the day through the correction client.

- **TP 100% p. Vor:** This account indicates the period in which 100% compulsory overtime can be worked. "Vor" stands for the period before normal working hours and should be used as such.

Example: Start 00:00 and end 06:00 is stored with "TP 100% p. Vor". The overtime threshold is 0. If the employee works from 05:00 to 07:00 on the day, he/she receives 1 100% compulsory overtime, provided that the overtime calculation has been activated for the employee or he/she has received the UE authorisation for the day through the correction client.

- **TP 100% p. Nach:** This account indicates the period in which 100% compulsory overtime can be worked. "Nach" stands for the period after normal working hours and should be used as such.

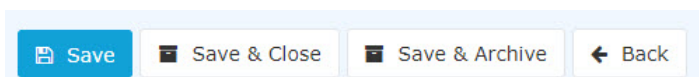
Example: Start at 22:00 and end at 24:00 is stored with "TP 100% p. Nach". The overtime threshold is 0. If the employee works from 21:00 to 23:00 on the day, he/she receives 1 100% compulsory overtime, provided that the overtime calculation has been activated for the employee or he/she has received the UE authorisation for the day through the correction client.

- **TP 100% f. Nach:** This account indicates the period in which 100% free overtime accrues.

Example: Start 00:00 and end 24:00 with "TP 100% f. Nach" is stored. The overtime threshold is 0. If the employee works from 07:00 to 09:00 on the day, he gets 2 100% free overtime hours, provided that the overtime calculation has been activated for the employee or he has received the UE authorisation for the day through the correction client.

Saving a daily program

The following options are available with regard to the daily program:



If you change and save a day programme, then you have two options if the day programme is already assigned to staff members:

- **Copy:** Copies the day programme 1:1 and creates a new one. This can then be used in the weekly programme instead of the old day programme. The reason for copying is that there is a clear demarcation from the old daily programme.
- **Save and re-run daily accounting:** Saves the changes and calculates all employees who have this daily programme back to the day on which this daily programme was run for the first time.

ATTENTION: Since the calculation is done backwards, the values in the past may change! If you do not want this to happen, you must use the Copy option to create a copy of the day programme. This can then be changed and assigned to the weekly programme.

If the day programme has not yet been assigned to a staff member, the day programme is simply saved.

By the way, with **Save & Archive** you can remove day programmes that are no longer needed from the list of day programmes.

5.6.7.2 Maintaining weekly programs

The action "weekly programs" is used to create weekly programs.

Weekly programs

[+ New Weekly Program](#) [Show Archived Weekly Programs](#) Print PDF Excel

10 Entries Lines: 20

	Id	Short name	Long name	Week program(s)	with these Hours per week	Client
	1	Glz/38,3	Glz/38,3/8:00-16:12	1	38:30	
	2	Glz,Ü/38,3	Glz,Ü50,100,F-Z/38,3/7:00-18:00	1	38:30	
	3	Sch,Glz,Ü/38,3	Sch,Glz,Ü50,100,S-Z,F-Z/38,3/7:00, 22:00	2	38:30, 38:30	
	5	TimeFree 40,0	TimeFree 40,0	1	40:00	
	10	PW Prof 20h	PW Prof 20h	1	21:00	PersonalWolke Prof
	11	PW Prof 25h	PW Prof 25h	1	25:00	PersonalWolke Prof
	10000	PW Prof 24	PW Prof 24	1	32:30	PersonalWolke Prof
	10001	38:30 h Woche	38:30 h Woche	1	38:30	PersonalWolke Prof
	10174	AWO Mo-Fr 39h	AWO Mo-Fr 39h	1	39:00	PersonalWolke Prof
	10403	Schicht A	Schicht A	4	38:30, 38:30, 38:30, 38:30	PersonalWolke Prof

10 Entries

In the column "**Client**" you can see to which client this week program is assigned. If the column is empty, then it's a standard weekly program from Personalwolke, which is available to all but can't be edited. Every weekly program is assigned an **ID** by the system. This ID cannot be changed.

With "weekly program(s)" you can see how many week cycles this weekly program contains. For example, if there is a 2, this means that this weekly program has 2 week cycles. The week hours of the respective weekly program are shown in the column "**with these hours per week**". If a weekly program has multiple week cycles, then you will see the respective week hours of the week separated by a comma.

Basic info: A weekly program consists of several daily programs. There must be one day program for each day of the week, i.e. Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday. In addition, holidays such as Christmas, New Year's Eve and public holidays must also be taken into consideration.

Create a new weekly program

If you click on the button "**new weekly program**", an editor will open where you can create a new weekly program.

Setup Weekly Program

Save Back

Client: PersonalWolke Prof

Based on this template: Select a weekly program from the chooser

Short name: [input field]

Name: [input field]

Hours per week: [input field]

Help text:
 Here you can create a new weekly program, which can be public or client specific. The newly created weekly program contains a single week and holiday (special days) definition. After saving you can change them further or add additional weeks and holiday definitions.
Client - Choose which client should use this weekly program. The client admin can see and edit it and also select it when assigning the weekly program to a person. Weekly programs will be available only to the selected client. If no client is selected, the new weekly program is public and thus available to everyone.
Based on this template - The new weekly program is created as a copy of the selected weekly program. The list of weekly programs is filtered by clients in the field above. If no client is selected, the list contains only public weekly programs (available to everyone), otherwise the list contains the weekly programs available to that client.
Short name - The short name of the weekly program.
Name - The name of the weekly program.
Hours per week - Here you will see the sum of your selected daily programs.
Target Time Hours - Enter your desired daily target time hours here. Daily programs, that have this target time, are going to be listed and you can select one of them.
Daily program - Select which daily program you want to use for that day. After opening the chooser, you can see additional information like target time, validity times and breaks.

Daily programs for working day, saturday and sunday			Holidays		
Days in the week	Target Time Hours	Daily program	Days in the week	Target Time Hours	Daily program
Monday	[input]	[input]	Holiday Monday	[input]	[input]
Tuesday	[input]	[input]	Holiday Tuesday	[input]	[input]
Wednesday	[input]	[input]	Holiday Wednesday	[input]	[input]
Thursday	[input]	[input]	Holiday Thursday	[input]	[input]
Friday	[input]	[input]	Holiday Friday	[input]	[input]
Saturday	[input]	[input]	Holiday Saturday	[input]	[input]
Sunday	[input]	[input]	Holiday Sunday	[input]	[input]
			Christmas	[input]	[input]

- Select a template
The daily programs are also deposited in the template. Change these as desired. In fact, that the holidays are already shown in the template, you save a lot of time.
- Enter a "short name" and a "long name" for your weekly program.
- The hours per week are calculated automatically by the system based on the day programs that are deposited in the weekly program.

First select a **day target time**. The system will show you in the column "daily program" all daily programs which contains this day target time.

Now it is necessary to fill all the other days in the weekly program. Here an example how to create a 38:30 weekly program:

Daily programs for working day, saturday and sunday		
Days in the week	Target Time Hours	Daily program
Monday	07:42	(1) 7:42 - G/7,42
Tuesday	07:42	(1) 7:42 - G/7,42
Wednesday	07:42	(1) 7:42 - G/7,42
Thursday	07:42	(1) 7:42 - G/7,42
Friday	07:42	(1) 7:42 - G/7,42
Saturday	00:00	(2) 0:00 - G/0
Sunday	00:00	(2) 0:00 - G/0

In this example you can see that the working time from Monday to Friday is 07:42. On Saturday and Sunday the working time is 00:00.

You can also enter the holidays of the weekly program. If you have selected a template and the holidays are already entered, then these are automatically imported.

Holidays		
Days in the week	Target Time Hours	Daily program
Holiday Monday	00:00	(2) 0:00 - G/0
Holiday Tuesday	00:00	(2) 0:00 - G/0
Holiday Wednesday	00:00	(2) 0:00 - G/0
Holiday Thursday	00:00	(2) 0:00 - G/0
Holiday Friday	00:00	(2) 0:00 - G/0
Holiday Saturday	00:00	(2) 0:00 - G/0
Holiday Sunday	00:00	(2) 0:00 - G/0
Christmas	03:51	(3) 3:51 - G/3,26
New Year's Eve	03:51	(3) 3:51 - G/3,26
Christmas Saturday		
New Year's Eve Saturday		
Holiday type Leopoldi (NÖ)		
Holiday 13		
Holiday 14		

After you have saved the weekly program, you will be automatically forwarded to the edit mode so that you can still fine-tune the weekly program.

Edit weekly program

If you click on the button "new weekly program", an editor will open where you can create a new weekly program.

You can edit existing weekly programs. Even, when you create a new week program, you will be forwarded directly to the edit mode of the weekly program.

Tab "Daily programs for working day, saturday and sunday"

In the first tab you can parameterize which daily programs should be used from Monday to Sunday. With the



symbol you can add another weekly cycle. You can save up to 4 cycles in a weekly program.

you can add another

Note: Week cycles can be used for example for fixed time models for part-time employees.

Tab "holidays"

In the tab "holidays" you have to save the daily programs for holidays.

Here you can choose from the following days:

- **working day = holiday**
Here you define which daily program has to be used if a holiday is on a Monday, Tuesday, etc. If you do not deposit any holidays in the weekly program, the program will take the

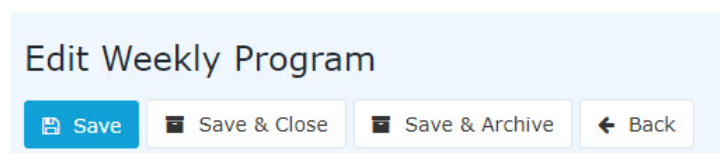
working day as a holiday, which is deposited in the tab "Daily programs for working day, saturday and sunday".

Example: Monday is a holiday and there is no "holiday Monday" deposited in the weekly program. In this case, the system uses the normal daily program for Monday on the holiday. If the daily program has a target time of 08:00, then the employee in this case would have a target time of 08:00 on the holiday. Therefore, a corresponding daily program should also be deposited for each holiday.

- **Christmas**
Here you set the daily program for Christmas.
- **New Year**
Here you set the daily program for New Year.

Saving a weekly program

The following options are available regarding the weekly program:



Once the weekly program has been assigned to a staff member, you have two options:

1. **Copy:** Copies the weekly program 1:1 and creates a new one. The reason why you should copy the weekly program is, that there is a clear distinction from the old one.
2. **Save and rerun daily account:** saves the changes and calculates all employees who have this weekly program back to the day on which this weekly program was run for the first time.
ATTENTION: Because of the retrograde calculation, the values in the past can change!

If the weekly program is not yet assigned to an employee, then it's simply saved.

By the way, you can use "**Save & Archive**" to remove weekly programs that are no longer needed.

5.6.7.3 Correction-Client

General

The **booking and absence time corrections** serve the recording of **time bookings or absence times in hours**, as well as the **correction** of already existing bookings.

The recording can be done in a **monthly** or **daily view**.

Important: The correction client is only available to users who have been assigned the "Personal" role!

Monthly view

The required employee can be selected by typing the name in the Person field (Auto-Complete):

By entering the name, a list of employees with their first and last names is displayed, from which the required employee can be conveniently selected. As soon as the name entered is unique, its name including its group is automatically entered in the field (without any interaction with the mouse).

Alternatively, the desired employee can be selected by clicking on the button :

By clicking the blue arrow keys

can browse through the possible persons, years and months.

The current month is displayed in the **monthly view**. If you want to edit a certain day, you can do this either by clicking on the **edit** icon in the **action column** or by clicking on the **date** in the **date column** - but clicking on the date switches to the day view!

The following actions can be performed by clicking on the **edit symbol**

in the relevant line:

Important: The **data of the previous month** can only be edited **until the 15th of the current month!**

The following data can be edited:

- Enter or correct booked **times**
- Select the **absence reason** from the dropdown list:
 - (0) A = Present
 - (1) U = paid holiday
 - (4) KR = Sick with continued pay
 - (6) SE = Seminar
 - (7) ZA = time compensation

- (8) DR = Business trip
- (9) DG = off-site work
- (11) AZ = physician
- (14) AM = official channels
- (20) TA = teleworking
- **HT** - Set markers if it is only a half-day false reason
- **Pa** - Pause deduction - Authorization for pause deduction (automatic)
- **Ra** - Frame Authorization - Authorization for Booking Out of Frame
- **10** - 10h capping - Activate daily 10h capping
- **50** - 50h capping - Activate weekly 50h capping

After the data has been corrected / entered:

With **Save** accepted, with **Cancel** changes are discarded. Click on the **delete icon** time entry. With a click on the **new symbol** the day can be added.

the entries are the
to delete an existing
another **entry** for

Daily view

Clicking on the date in the **date column** takes you to the **daily view**. Here you can also make changes to the day entries by clicking on the **edit symbol** month view. By clicking on the **delete symbol** entry is deleted, by clicking on the **new symbol** the day can be made.

, analogous to the
an existing time
another **entry** for

Korrektur-Client

Person
 ◀ Gschäftig Gunter ▶ * ▶ ▶ 01.10.2013 ▶ Ansicht umschalten

Personalnummer: 0001343

Tages-Ansicht

3 Kommentar(e) vorhanden

Beginn	Ende	Fehlg.	Halbtags	Aktion
08:00	12:00	(0) Anwesend	<input type="checkbox"/>	
12:30	16:00	(0) Anwesend	<input type="checkbox"/>	

Tagesprogramm

10, G,Ü/7,42

Berechtigungen		Konten	
Pausenabzug	<input type="checkbox"/>	Tages-Soll	7:42
Rahmenberechtigung	<input type="checkbox"/>	Tages-Ist	7:30
10h Kappung	<input type="checkbox"/>	M-Summe	7:30
50h Kappung	<input type="checkbox"/>	Saldo	-41:42
		Resturlaub	5,00
		GLZ-Saldo 1:1	0:00
		Üst25% (TZ)	0:00
		Üst65%	0:00

The following permissions can be set in this view:

- **Pausenabzug / Pause reduction** - If the check mark is set, no automatic pause is deducted from the employee on the day in question.
- *Example: Employee works from 08:00 to 16:00 without booking a lunch break. If the check mark is NOT set for break deduction, 30 minutes of lunch break are automatically deducted (since his working time is more than 6 hours) and his balance is credited with 7 hours 30 minutes. If you tick the box, the 30 minutes are not deducted and 8 hours are added to the balance.*
- **Rahmenberechtigung / Frame authorization** - In addition to frame authorization, i.e. also work performed outside the defined frame time is included in the balance.
- *Example: Frame time from 8 to 20 o'clock. Employees arrive at 07:30. If the check mark is not set, the 30 minutes before 8 a.m. do not count as working time (that is, not in the balance) - if the check mark is set, however, the 30 minutes do count as working time (in the balance).*
- **10h Kappung / 10h capping** - Activate 10h capping for the day in question.
- *Example: Employee A works from 8 to 19:30. A half hour lunch break is automatically deducted, i.e. the actual working time is 11 hours. If the 10h capping is activated, the considered day counts only with 10h in the balance - everything which goes beyond it is capped.*


- **50h Kappung / 50h capping** - Activate 50h capping for the week in question.
- *Example: the 50h capping behaves like the 10h capping only that for the evaluation not only a single day but the entire working week is used.*

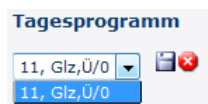
The following accounts can be corrected in this view:



- **Resturlaub / Remaining vacation**
- *Example: Employee A should be entitled to 5 days more remaining leave from the day in question. By clicking on the Edit symbol, entering +5 and clicking on Save, the changes are accepted and apply from the key date in question (in this case from 01.10.2013).*
- **GLZ-Saldo 1:1 / GLZ balance 1:1** - this account is used to correct the normal working flextime balance.
- *Example: Mr. Gschäftig has in the above example a balance of -41:42 hours. If we now want to reduce his balance to -20:00 hours, we would activate the account GLZ balance 1:1 by clicking on the Edit icon. Then enter +21:42 and click on the Save icon. This will correct the balance to 20:00 hours. The same procedure applies if we want to correct the balance downwards - in this case simply use a - (minus) before the number instead of the + (plus)!*
- **Überstunden (Üst xx%) / Overtime (Üst xx%)** - 25% and 65% Overtime
- *Example: Mr. Rauhbein would like to be paid 10 of his 25% overtime. So you have to reduce the 25% overtime account by 10 hours: Edit / -10 / Save. The same principle applies to 65% overtime.*

Important: The changed values for balance and remaining leave are valid as of the key date, that is, in the above example, a correction of the remaining leave or balance would have the key date 1 October 2013.

Change daytime programs

In addition to time entries and corrections, **day programs** can also be exchanged in the **daily view**. To do this, click on the edit icon  next to the day program:



The available daily programs are different depending on the client. After selecting the desired day program, click on the **Save icon**  to accept the new day program for the selected day. With a click on the **cancel symbol**  the change is canceled, the original day program appears again.

Account corrections (absolute + relative)

As mentioned above, account corrections can also be made (in the day view).

Important: Account corrections can only be made in the **daily view**. They always apply as of the key date (the key date always corresponds to the day currently selected)!

The change can be both absolute (e.g: Input of 5 as remaining vacation - sets the remaining vacation to 5 days, no matter which value was posted to the account so far) as well as relative (e.g: Enter +10 as Remaining vacation - sets the remaining vacation to Remaining vacation old + 10 days = Remaining vacation new).

Correct account	Absolute correction	Relative correction

The account is changed to the value entered after entering a number and clicking the **Save** icon 


5.6.7.4 Absence Client

General

With the **Absence Client**, absences that extend over one or more days can be entered in a simple manner.

The desired employee can be selected by typing the name in the Person field (Auto-Complete):

By entering the name, a list of employees with their first and last names is displayed, from which the desired employee can be conveniently selected. As soon as the entered name is unique, its name is automatically entered in the field (without any interaction with the mouse).

Alternatively, the desired employee can be selected by clicking on the button  :

By clicking the blue arrow keys can browse through the possible persons and years.

The correction mask

After selecting an employee, the input screen changes as follows and the deactivated fields (Start absence, End absence, Comment) are activated:

The following fields must be filled in:

- Start of absence - the start of the adjustment posting
- End of absence - the end of the adjustment posting
- Reason for absence - the reason for error to be posted for the selected period.
- Half day - Is it a half day misconception?
- Comment - Comment on booking (optional)

Below you will find a short explanation of the usable absence reasons:

Reason-Nr.	Reason-Name	(S) By the hour / (GT) Full day / (HT) Half day	Examples of this error reason
0	Present	(HT) / (GT)	Worked that day but forgot to book.
1	paid vacation	(HT) / (GT)	e.g. Summer vacation, winter vacation, etc.
2	Special unpaid vacation	(HT) / (GT)	
3	Special paid vacation	(HT) / (GT)	Marriage, birth, death, change of residence
4	Sick with continued pay	(HT) / (GT)	sick note from the doctor
5	Sick without continued pay	(HT) / (GT)	
7	time compensation	(HT) / (GT)	Reduction of flexitime balance
8	business trip	(HT) / (GT)	e.g. 2-day business trip from Vienna to Innsbruck due to a customer visit or 1-day business trip from Vienna to St. Pölten for a sales talk
10	maternity leave	(HT) / (GT)	pregnancy
12	care release	(HT) / (GT)	e.g. necessary care of a child / partner living in the same household

			you can find more information here ⁴
13	Basic military/ replacement service	(HT) / (GT)	Federal Armed Forces / Civilian Service
15	Various absences	(HT) / (GT)	Collective absence reason for all absences that are not covered by one of the other absence reasons.
16	unvalued absence time	(HT) / (GT)	
17	cure	(HT) / (GT)	e.g. cure stay after longer illness, etc.
20	Telework	(HT) / (GT)	e.g. Work from home (home office)

After setting the start and end of the absence, the selected time period is highlighted in the calendar:

Click on **Save**  to enter the correction in the system.

to enter the

5.7 Management

5.7.1 Accounts evaluation

General

This menu item provides the user with an evaluation of the various accounts of all employees in the company for whom time recording has been activated. The displayed accounts are as follows: Balance, sick days, remaining vacation, vacation days consumed, travel days, training days.

The **accounts evaluation** displays the total of the accounts (balance, sick days, remaining leave, days of vacation, travel days, training days, mobile working, care leave, doctor visit yearly, home office) up to the **selected key date**.

Accounts evaluation

Accounts evaluation, Mar 1, 2021

Refresh Show search form Print PDF Excel

Table Overview

Passive travelttime (monthly)	Ill days (yrl.)	Remaining vacation days total	Consumed vacation days (yrl.)	Travel days (yrl.)	Training days (yrl.)	Mobile Working (yrl.)	Care leave (yrl.)	doctor visit y.	Home Office/m
0,00	0,00	-260,00	23,00	0,00	0,00	4,60	0:00	0:00	0,0

Name	Balance	Passive travelttime (monthly)	Ill days (yrl.)	Remaining vacation days total	Consumed vacation days (yrl.)	Travel days (yrl.)	Training days (yrl.)	Mobile Working (yrl.)	Care leave (yrl.)	doctor visit y.	Home Office/m	
▼PP-AGB1 / Geschäftsbereich 1 - Quantity: 2												
<input checked="" type="checkbox"/>	Rettnr, Rudi	-536:06	0,00	0,00	3,00	0,00	0,00	0,00	4,60	0:00	0:00	0,0
<input checked="" type="checkbox"/>	Rosso, Claudia	18:11	0,00	0,00	-263,00	23,00	0,00	0,00	0,00	0:00	0:00	0,0
			0,00	0,00	-260,00	23,00	0,00	0,00	4,60	0:00	0:00	0,0

The Search mask

Evaluation of requests

Refresh Hide search form

Process between 01/06/2020 and 31/08/2020

Filter by this date type CreationDate

Process definition Available process definitions

Selected process definitions:

- Fehlzeit (Standard)
- Sonderfehlzeit
- Storno Zeiterrektor
- Zeiterrektor

Process state ---

Sorting By name of applicant

Grouping No Grouping

Output format

Selection tree Only authorised groups

Search

Consider selection in search

Selection:

- Organigramm
- Favorites

7 Gruppen sind selektiert.

- Organigramm PP
 - PP-AUS - Austritte
 - PP-GF - Personalwolke GmbH

Date

This Paramter defines the key date for the evaluation.

Grouping

This parameter allows you to choose between: No grouping, 1st level, 2nd level, 3rd level.

- **No grouping:** all users are displayed in alphabetical order.
- **1st level:** all selected groups and users are grouped below the 1st node and then displayed.
 - Example:
 - Selection of group PB --> Employees are displayed under PB, since PB is the highest node in the organizational chart.
- **2nd level:** analogous to the 1st level all users below the 2nd node are displayed here.
- **3rd level:** analogous to the 1st and 2nd level

Output format

If this parameter is set to **print version**, you get a print-friendly output of the list.

Selection tree

This parameter offers the following selection options: Groups with access authorization, All groups.

- **Only authorised groups:** Displays all groups that the user has access to.
- **All groups:** displays all groups of the company, even if the user is not authorized to view them all.

Search

If a search term is entered, the system searches in all groups for which access authorization exists. It is possible to search for a complete name (surname, first name) or for a part of the name. The result then contains all possible surnames as well as first names and is highlighted in color.

Consider selection in search

In principle, all groups for which access authorization exists are searched when an entry is made in the **Search** field. If this option is checked, only the groups selected under **Selection** will be searched.

Selection

With this parameter, the user has the choice between organigrams and favorites, which can be created by the user himself.

- **Organigram**
 - All folders marked with a plus (+) symbol can be expanded further to show the subunits.
 - By clicking on a unit, it will be checked. By **double-clicking**, all subunits are automatically checked.
 - by clicking on the green arrow > **Show subgroups to depth** (depth 1-3) > all existing subgroups are displayed
 - using the blue arrow > **Minimize tree** > this view is minimized again, only the parent groups seem to be on
 - **Show details** > By clicking on the symbol, the selected groups are clearly displayed in a list to the right of the symbol. Click again to hide the detailed information.
 - Clicking the **query** button starts the search.
- **Favorites**

Using this parameter, each user can create their own favorites list, which can contain both persons and groups that are frequently queried. The Favorites list can be customized at any time.

Selection tree Only authorised groups

Search

Consider selection in search

Selection

Organigram

Favorites

Groups

No groups are selected

Add

Persons

Lastname	First name	Group	
Lang	Lisa	PP-GF	↑ ↓ 🗑️
Gruber	Josef	PP-GF	↑ ↓ 🗑️

Gruber Josef

Add

- To **add a person to the favorites list** > click the blue arrow > select person > click the "Add" button
- The order of the persons on the favourites list can be changed at any time using the arrow keys.
- If you want to remove a person from the favorites list, click on the red delete icon to the right of the name.
- The same applies to **groups**.

The Result

The **account evaluation** displays the total of the accounts (balance, sick days, remaining leave, vacation days consumed, travel days, training days) up to the selected key date.

Accounts evaluation

Refresh Show search form Print PDF Excel

Accounts evaluation, Mar 1, 2021

Table Overview

Passive travelttime (monthly)	Ill days (yrl.)	Remaining vacation days total	Consumed vacation days (yrl.)	Travel days (yrl.)	Training days (yrl.)	Mobile Working (yrl.)	Care leave (yrl.)	doctor visit y.	Home Office/m
0.00	0,00	-260,00	23,00	0,00	0.00	4,60	0:00	0:00	0,0

Search in table Show/hide columns Entry 1-2 of 2 | 1 | Lines: 20

Name	Balance	Passive travelttime (monthly)	Ill days (yrl.)	Remaining vacation days total	Consumed vacation days (yrl.)	Travel days (yrl.)	Training days (yrl.)	Mobile Working (yrl.)	Care leave (yrl.)	doctor visit y.	Home Office/m
Renner, Rudi	-536:06		0.00	0.00	3.00	0.00	0.00	0.00	4.60	0:00	0:00
Rosso, Claudia	18:11		0.00	0.00	-263.00	23.00	0.00	0.00	0.00	0:00	0:00

(In this screenshot, the value "No grouping" was selected for the grouping, which displays an alphabetical list of employees.)

Accounts evaluation

Refresh Show search form Print PDF Excel

Accounts evaluation, Mar 1, 2021

Table Overview


Passive traveltime (monthly)	Ill days (yrl.)	Remaining vacation days total	Consumed vacation days (yrl.)	Travel days (yrl.)	Training days (yrl.)	Mobile Working (yrl.)	Care leave (yrl.)	doctor visit y.	Home Office/m
0,00	0,00	-260,00	23,00	0,00	0,00	4,60	0:00	0:00	0,0

Name	Balance	Passive traveltime (monthly)	Ill days (yrl.)	Remaining vacation days total	Consumed vacation days (yrl.)	Travel days (yrl.)	Training days (yrl.)	Mobile Working (yrl.)	Care leave (yrl.)	doctor visit y.	Home Office/m	
VPP-AGB1 / Geschäftsbereich 1 - Quantity: 2												
<input checked="" type="checkbox"/> Renner, Rudi	-536:06		0,00	0,00	3,00	0,00	0,00	0,00	4,60	0:00	0:00	0,0
<input checked="" type="checkbox"/> Rosso, Claudia	18:11		0,00	0,00	-263,00	23,00	0,00	0,00	0,00	0:00	0:00	0,0
			0,00	0,00	-260,00	23,00	0,00	0,00	4,60	0:00	0:00	0,0

(In this screenshot, the value "Level 2" was selected for the grouping, whereby the employees are also displayed in their respective groups in addition to the alphabetical sorting - up to level 2.)

Explanation of the individual table columns:

- **Name**
The names of the persons belonging to the selected group appear here.
- **Saldo / Balance**
The balance account
- **Passive traveltime (monthly)**
- **Ill days (yrl.)**
Number of sick days to date (totalled for the year).
- **Remaining vacation days total**
Number of remaining vacation days
- **Vacation days consumed (yrl.)**
The number of vacation days consumed so far (totalled for the current year).
- **Travel days (yrl.)**
The number of days travelled so far (totalled for the current year).
- **Training days (yrl.)**
The number of training days used so far (totalled for the current year).
- **Mobile Working (yrl.)**
The number of mobile working days used so far. (totalled for the current year).
- **Care leave (yrl.)**
The number of care leave days used so far (totalled for the current year).
- **Doctor visit (yrl.)**
The number of doctor visit days used so far (totalled for the current year).
- **Home Office**
The number of home office days used so far (totalled for the current year).

Click on  to go directly to the **Journal** (page 40) of the selected employee.

In the last line of the table, a total number of all individual totals is displayed. The total for each department / group is also displayed separately.

5.7.2 Calendar overview

General

This menu item provides the user with an overview of the absence calendars of all employees (vacation, time compensation, seminars, etc.) with approved and currently unapproved requests.

The **calendar overview** displays the employees' absence calendars grouped / restricted according to the selected criteria.

Calendar Overview

Refresh Show search form Print PDF Excel

Dec 1, 2020 - Dec 31, 2020

Entry 1-2 of 2 | 1 | Lines: 20

Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Renner, Rudi	ER	ER							ER	ER				fd	doc			ER			fd		ER							BT	BT	BT
Rosso, Claudia	V	V					V	V						V	V	V					V	V	V				V	V	V			

The Search mask

Calendar Overview

Refresh Hide search form Print PDF Excel

Timeunit: Month

Specified period: December 2020

Grouping: Level 2

Output format:

Selection tree: Only authorised groups

Search: ?

Consider selection in search:

Show Result if possible:

Selection: Organigram (selected), Favorites

> Minimize tree Level 1 Show subgroups until level Show detailed information

11 groups are selected.

- Organigramm PP
 - PP-AUS - Austritte
 - PP-GF - Personalwolke GmbH
 - + PP-AGB1 - Geschäftsbereich 1
 - + PP-AGB2 - Geschäftsbereich 2

Time Unit

- Month - The calendar for the selected month is displayed in the result of the query.
- Week - The calendar for the selected week is displayed in the result of the query.

Time Period

Based on the **time unit** setting, either the month or the week to be displayed in the result of the query is selected here.

Grouping

This parameter allows you to choose between: No grouping, 1st level, 2nd level, 3rd level.

- **No grouping:** all users are displayed in alphabetical order.
- **1st level:** all selected groups and users are grouped below the 1st node and then displayed.
 - Example:
 - Selection of group PB --> Employees are displayed under PB, since PB is the highest node in the organizational chart.
- **2nd level:** analogous to the 1st level all users below the 2nd node are displayed here.
- **3rd level:** analogous to the 1st and 2nd level

Output format

If this parameter is set to **print version**, you get a print-friendly output of the list.

Selection tree

This parameter offers the following selection options: Groups with access authorization, All groups.

- **Only authorised groups:** Displays all groups that the user has access to.
- **All groups:** displays all groups of the company, even if the user is not authorized to view them all.

Search

If a search term is entered, the system searches in all groups for which access authorization exists. It is possible to search for a complete name (surname, first name) or for a part of the name. The result then contains all possible surnames as well as first names and is highlighted in color.

Consider selection in search


In principle, all groups for which access authorization exists are searched when an entry is made in the **Search** field.

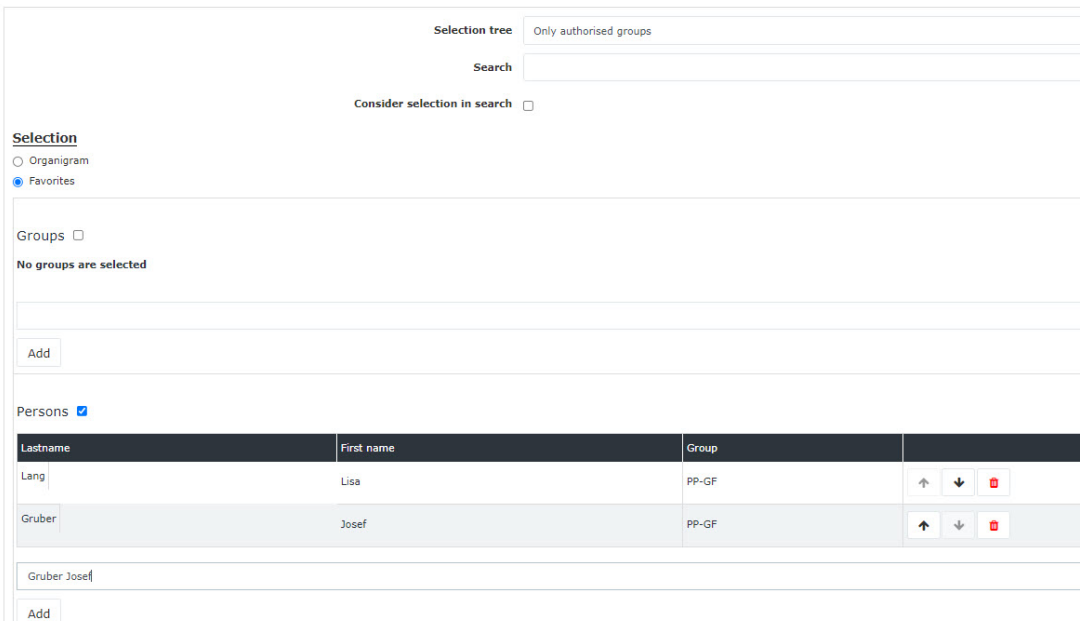
If this option is checked, only the groups selected under **Selection** will be searched.

Selection

With this parameter, the user has the choice between organigrams and favorites, which can be created by the user himself.

- **Organigram**
 - All folders marked with a plus (+) symbol can be expanded further to show the subunits.

- By clicking on a unit, it will be checked. By **double-clicking**, all subunits are automatically checked.
- by clicking on the green arrow > **Show subgroups to depth** (depth 1-3) > all existing subgroups are displayed
- using the blue arrow > **Minimize tree** > this view is minimized again, only the parent groups seem to be on
- **Show details** > By clicking on the  , the selected groups are clearly displayed in a list to the right of the symbol. Click again to hide the detailed information.
- Clicking the **query** button starts the search.
- **Favorites**
Using this parameter, each user can create their own favorites list, which can contain both persons and groups that are frequently queried. The Favorites list can be customized at any time.



Selection tree Only authorised groups

Search

Consider selection in search

Selection

Organigram

Favorites

Groups

No groups are selected

Add

Persons

Lastname	First name	Group	
Lang	Lisa	PP-GF	↑ ↓ 🗑️
Gruber	Josef	PP-GF	↑ ↓ 🗑️

Gruber Josef

Add

- To **add a person to the favorites list** > click the blue arrow > select person > click the "Add" button
- The order of the persons on the favourites list can be changed at any time using the arrow keys.
- If you want to remove a person from the favorites list, click on the red delete icon to the right of the name.
- The same applies to **groups**.

The Result

The **calendar overview** displays the absence calendars of the employees grouped / restricted according to the selected criteria.

Calendar Overview

Refresh Show search form Print PDF Excel

Dec 1, 2020 - Dec 31, 2020

Entry 1-2 of 2 | 1 | Lines: 20

Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Renner, Rudi	ER	ER								ER	ER				fd	doc		ER				fd		ER							BT	BT	BT
Rosso, Claudia	V	V					V		V					V	V	V					V	V	V					V	V	V			

(In this screenshot, the value "No grouping" was selected for the grouping, which displays an alphabetical list of employees).

(In this screenshot, the value "Level 2" was selected for the grouping, whereby the employees are also displayed in their respective groups in addition to the alphabetical sorting - up to level 2).

Calendar Overview

Refresh Show search form Print PDF Excel

Dec 1, 2020 - Dec 31, 2020

Entry 1-23 of 23

Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
PP-AGB1 / Geschäftsbereich 1 - Quantity: 12																																
PP-AGB2 / Geschäftsbereich 2 - Quantity: 7																																
Gruber, Josef	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	SI	
Koch, Rudi																								ER								
Müller, Hans																													V	V	V	V
Müller, Udo																																
Stein, Silvia																							V	V	V				V	V	V	V
Tester, UHlaub																																
Thien, Emil																																
PP-AUS / Anstritte - Quantity: 1																																
Ludminger, Inge																																

To get detailed information about a absence reason, just click on it and the pop-up will appear:

Info ✕

Daily Calendar Dec 16, 2020: Renner Rudi

Absencereasons

halfDay **Doctor's visit (approved)**
Duration: from Dec 16, 2020 to Dec 16, 2020

5.7.3 Yearly calendar

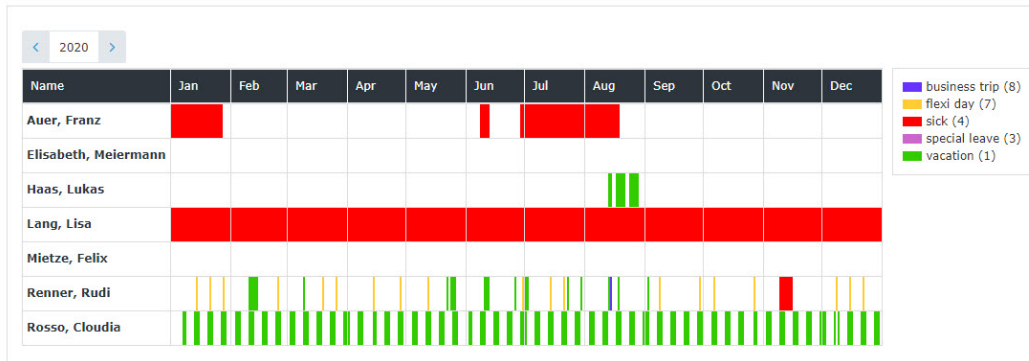
General

This menu item enables the user to start a query and to see the selected reasons for errors for the selected groups / employees in a graphically prepared form.

The **calendar overview** shows the absence calendars of the employees grouped / restricted according to the criteria selected in the search mask.

Yearly calendar

Refresh Show search form



The Search mask

Yearly calendar

Refresh Hide search form

Year: 2020

Absence reasons to display:

- vacation (1)
- special leave (3)
- sick (4)
- flexi day (7)
- business trip (8)

Output format:

Selection tree: All groups

Search:

Consider selection in search:

Selection:

- Organigramm
- Favorites

3 Gruppen sind selektiert.

- Organigramm PP
 - PP-AUS - Austritte
 - PP-GF - Personalwolke GmbH
 - PP-AGB1 - Geschäftsbereich 1
 - PP-BAS - Basis Services

Year

The calendar year for which the display is to take place.

Absence Reasons to be displayed

This parameter can be used to determine which absent reasons are to be displayed in the query result (business trip, sick truck, special leave, vacation and time compensation).

Grouping

This parameter allows you to choose between: No grouping, 1st level, 2nd level, 3rd level.

- **No grouping:** all users are displayed in alphabetical order.
- **1st level:** all selected groups and users are grouped below the 1st node and then displayed.

- Example:
 - Selection of group PB --> Employees are displayed under PB, since PB is the highest node in the organizational chart.
- **2nd level:** analogous to the 1st level all users below the 2nd node are displayed here.
- **3rd level:** analogous to the 1st and 2nd level

Output format

Print, PDF, Excel

Selection tree

This parameter offers the following selection options: Groups with access authorization, All groups.

- **Only authorised Groups:** Displays all groups that the user has access to.
- **All groups:** displays all groups of the company, even if the user is not authorized to view them all.

Search

If a search term is entered, the system searches in all groups for which access authorization exists. It is possible to search for a complete name (surname, first name) or for a part of the name. The result then contains all possible surnames as well as first names and is highlighted in color.

Consider selection in search

In principle, all groups for which access authorization exists are searched when an entry is made in the **Search** field. If this option is checked, only the groups selected under **Selection** will be searched.

Selection

With this parameter, the user has the choice between organigrams and favorites, which can be created by the user himself.

- **Organigram**
 - All folders marked with a plus (+) symbol can be expanded further to show the subunits.
 - By clicking on a unit, it will be checked. By **double-clicking**, all subunits are automatically checked.
 - by clicking on the green arrow > **Show subgroups to depth** (depth 1-3) > all existing subgroups are displayed
 - using the blue arrow > **Minimize tree** > this view is minimized again, only the parent groups seem to be on
 - **Show details** > By clicking on the symbol , the selected

groups are clearly displayed in a list to the right of the symbol. Click again to hide the detailed information.

- Clicking the **query** button starts the search.
- **Favorites**
Using this parameter, each user can create their own favorites list, which can contain both persons and groups that are frequently queried. The Favorites list can be customized at any time.

Selection tree Only authorised groups

Search

Consider selection in search

Selection

Organigram

Favorites

Groups

No groups are selected

Add

Persons

Lastname	First name	Group	
Lang	Lisa	PP-GF	↑ ↓ 🗑️
Gruber	Josef	PP-GF	↑ ↓ 🗑️

Gruber Josef

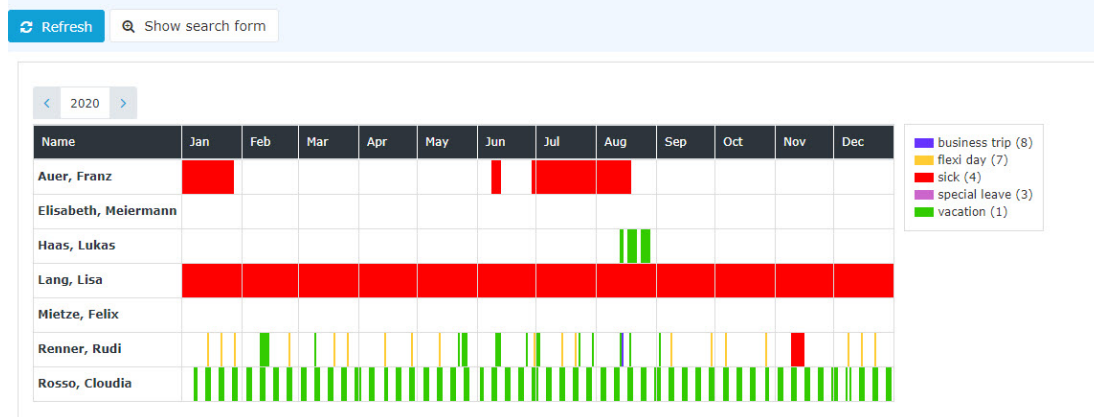
Add

- To **add a person to the favorites list** > click the blue arrow > select person > click the "Add" button
- The order of the persons on the favourites list can be changed at any time using the arrow keys.
- If you want to remove a person from the favorites list, click on the red delete icon to the right of the name.
- The same applies to **groups**.

The Result

The **calendar overview** displays the absence calendars of the employees grouped / restricted according to the selected criteria.

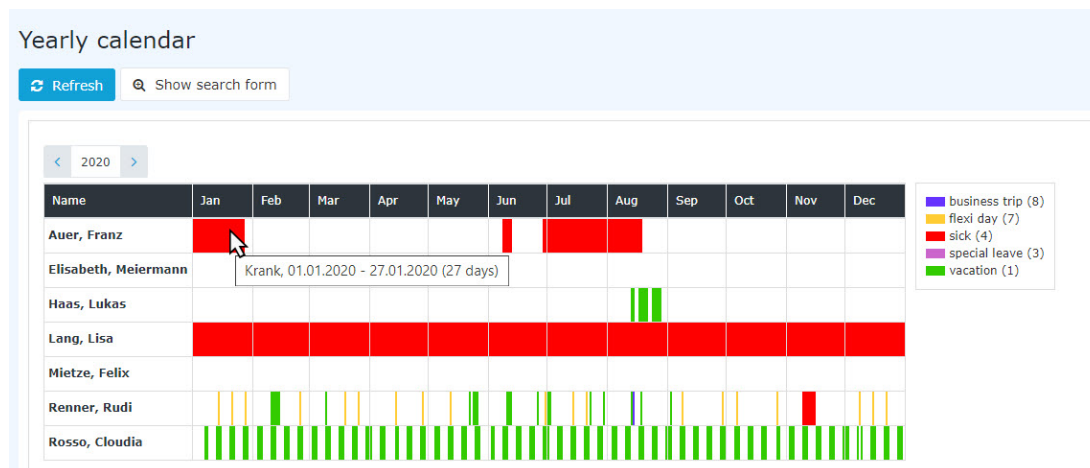
Yearly calendar



(In this screenshot, the value "No grouping" was selected for the grouping, which displays an alphabetical list of employees.)

Practical functions

If the mouse is moved over one of the coloured rectangles in the calendar, a small info field appears in which the exact duration of the absence is displayed.



5.7.4 Statistics

General

This menu item enables the user to start a query that clearly displays information on sick days, holidays taken and attendance for each employee concerned.

The **statistics** shows the selected accounts of the employees clearly according to the selected criteria whereby both the current (light grey column) and the average values (dark grey columns) are displayed.

Statistics

> Show

Print PDF Excel

< Statistics, 2021 >

Account	01/21	02/21	03/21	04/21	05/21	06/21	07/21	08/21	09/21	10/21	11/21	12/21	Total
▼Renner, Rudi - Quantity: 8													
Kranktage Wochentage	0,00	0,00	0,00	0,00	0,00	0,00	0,00						0,00
Kranktage inkl.Sa/So/Fe	0,00	0,00	0,00	0,00	0,00	0,00	0,00						0,00
Urlaub konsumiert	0,00	0,00	0,00	0,00	1,00	0,33	10,00	2,75					11,00
Anwesenheit	100:20	100:20	94:46	97:33	123:48	106:18	84:35	100:52					403:48
Saldo Monat	-39:58	-39:58	-59:14	-49:36	-33:54	-44:22	-0:07	-33:18					-133:22
Saldo Gesamt	-475:32	-475:32	-534:46	-505:09	-568:40	-526:19	-568:47	-536:56					-2147:75
Zeitausgleich	1,50	1,50	0,00	0,75	2,50	1,33	1,00	1,25					5,00
Überstunden 50% pfl.	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00					0,00
▼Russo, Claudia - Quantity: 8													
Kranktage Wochentage	0,00	0,00	0,00	0,00	0,00	0,00	0,00						0,00
Kranktage inkl.Sa/So/Fe	0,00	0,00	0,00	0,00	0,00	0,00	0,00						0,00
Urlaub konsumiert	11,00	11,00	11,00	11,00	15,00	12,33	11,00	12,00					48,00
Anwesenheit	63:08	63:08	63:08	63:08	63:08	63:08	78:55	67:05					268:31
Saldo Monat	1:32	1:32	-6:10	-2:19	1:32	-1:02	1:55	-0:18					-1:19
Saldo Gesamt	24:21	24:21	18:11	21:16	19:43	20:45	21:38	20:58					83:88
Zeitausgleich	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00					0,00
Überstunden 50% pfl.	0,52	0,52	0,52	0,52	0,52	0,52	1:05	0:55					0,00

The Search mask

Statistics

> Show

Year: 2021

Account: All

Period under Consideration: Calendar year

Direction: Foreward

Grouping: No Grouping

Historization: ?

Output format:

Selection tree: Only authorised groups

Search:

Consider selection in search:

Selection: Organigram Favorites

> Minimize tree Level 1 Show subgroups until level Show detailed information

2 Gruppen sind selektiert.

- Organigramm PP
 - PP-AUS - Austritte
 - PP-GF - Personalwolke GmbH
 - PP-AGB1 - Geschäftsbereich 1

Year

The year for which the presentation is to be made.

Account

- all
- sick days (working days)
- sick days (incl. Sat/Sun/Fe)
- vacation consumed
- attendance

Period under Consideration

- calendar year

- last 12 months

Direction

- Forward - display months in ascending order
- Backwards - months displayed in descending order

Grouping

This parameter can only be changed if the Account parameter is set to Sick Days, Vacation Consumed or Attendance.

It allows you to choose between: No grouping, 1st level, 2nd level, 3rd level.

- **No grouping:** all users are displayed in alphabetical order.
- **1st level:** all selected groups and users are grouped below the 1st node and then displayed.
 - Example:
 - Selection of group PB --> Employees are displayed under PB, since PB is the highest node in the organizational chart.
- **2nd level:** analogous to the 1st level all users below the 2nd node are displayed here.
- **3rd level:** analogous to the 1st and 2nd level

Historization

Use past / expired (historical) group affiliations.

Output format

Print, PDF, Excel

Selection tree

This parameter offers the following selection options: Groups with access authorization, All groups.

- **Only authorised groups:** Displays all groups that the user has access to.
- **All groups:** displays all groups of the company, even if the user is not authorized to view them all.

Search

If a search term is entered, the system searches in all groups for which access authorization exists. It is possible to search for a complete name (surname, first name) or for a part of the name. The result then contains all possible surnames as well as first names and is highlighted in color.

Consider selection in search


In principle, all groups for which access authorization exists are searched when an entry is made in the **Search** field.

If this option is checked, only the groups selected under **Selection** will be searched.

Selection

With this parameter, the user has the choice between organigrams and favorites, which can be created by the user himself.

• Organigram

- All folders marked with a plus (+) symbol can be expanded further to show the subunits.
- By clicking on a unit, it will be checked. By **double-clicking**, all subunits are automatically checked.
- by clicking on the green arrow > **Show subgroups to depth** (depth 1-3) > all existing subgroups are displayed
- using the blue arrow > **Minimize tree** > this view is minimized again, only the parent groups seem to be on
- **Show details** > By clicking on the  symbol, the selected groups are clearly displayed in a list to the right of the symbol. Click again to hide the detailed information.
- Clicking the **query** button starts the search.

• Favorites

Using this parameter, each user can create their own favorites list, which can contain both persons and groups that are frequently queried. The Favorites list can be customized at any time.

Selection tree Only authorised groups

Search

Consider selection in search

Selection

Organigram

Favorites

Groups

No groups are selected

Add

Persons

Lastname	First name	Group	
Lang	Lisa	PP-GF	↑ ↓ 🗑️
Gruber	Josef	PP-GF	↑ ↓ 🗑️

Gruber Josef

Add

- To **add a person to the favorites list** > click the blue arrow > select person > click the "Add" button
- The order of the persons on the favourites list can be changed at any time using the arrow keys.
- If you want to remove a person from the favorites list, click on the red delete icon to the right of the name.
- The same applies to **groups**.

The Result

The **statistics** display the selected employee accounts clearly according to the selected criteria.

Statistics

> Show Print PDF Excel

< Statistics, 2021 >

Account	01/21	02/21	03/21	04/21	05/21	06/21	07/21	08/21	09/21	10/21	11/21	12/21	Total
vrRensner, Rudi - Quantity: 8													
Kranktage Wochentage	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00					0,00
Kranktage inkl.Sa/So/Fe	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00					0,00
Urlaub konsumiert	0,00	0,00	0,00	0,00	1,00	0,33	10,00	2,75					11,00
Anwesenheit	100:20	100:20	94:46	97:33	123:48	106:18	84:35	100:52					403:48
Saldo Monat	-39:58	-39:58	-59:14	-49:36	-33:54	-44:22	-0:07	-33:18					-133:22
Saldo Gesamt	-475:32	-475:32	-534:46	-505:09	-568:40	-526:19	-568:47	-536:56					-2147:75
Zeitausgleich	1,50	1,50	0,00	0,75	2,50	1,33	1,00	1,25					5,00
Überstunden 50% pfl.	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00					0:00
vrResso, Claudia - Quantity: 8													
Kranktage Wochentage	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00					0,00
Kranktage inkl.Sa/So/Fe	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00					0,00
Urlaub konsumiert	11,00	11,00	11,00	11,00	15,00	12,33	11,00	12,00					48,00
Anwesenheit	63:08	63:08	63:08	63:08	63:08	63:08	78:55	67:05					268:31
Saldo Monat	1:32	1:32	-6:10	-2:19	1:32	-1:02	1:55	-0:18					-1:19
Saldo Gesamt	24:21	24:21	18:11	21:16	19:43	20:45	21:38	20:58					83:88
Zeitausgleich	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00					0,00
Überstunden 50% pfl.	0:52	0:52	0:52	0:52	0:52	0:52	1:05	0:55					6:50

(In this screenshot, the value "No grouping" has been selected for the grouping, which displays an alphabetical list of employees.)

The values in the light gray columns describe the current values for the respective month. Immediately afterwards, in the dark gray columns, the average values of the months past since the beginning (in this case 01/21) are displayed (only those months are added for the calculation of the average, sum > 0:00 or 0,00 was).

5.8 Settings

5.8.1 Settings

Workflow Settings

Notification by mail in case of new ToDo's: ▾

Notify me also as deputy: ▾

My deputy may approve on my behalf: ▾

Inform after Login in case of new ToDo's: ▾

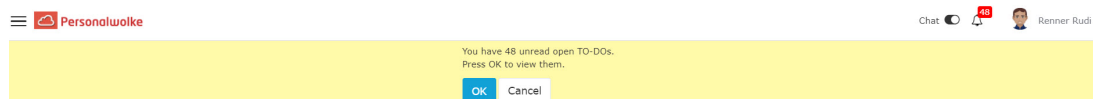
In case of new tasks I would like to receive a mail notification: This parameter activates mail notification. Whenever a request is available for processing, the system automatically sends a mail.

I would also like to receive a mail notification as a deputy: If you are a deputy of a superior and you have the right to process requests, you can activate mail notification if requests are to be processed on behalf of the superior.

My deputy may approve for me: If you, as a supervisor, want the deputy to be able to approve requests, this parameter must be set to Yes.

This parameter affects all requests submitted from the time of activation. In addition to the role owner, all downstream role owners (if they are deputies according to the substitution regulation) are written as deputies in the applications. In this context, the inheritance direction within the role must currently also be taken into account. If the inheritance direction is set to "up", the organizational chart is searched upwards for deputies; if it is set to "down", it is searched downwards and "none" not at all.

In the case of open tasks, I would like to be notified when I start: After logging in, a message appears stating that applications are available for processing.



Language: Here you can change the language for the current webdesk user.

Deputy: By clicking on the Add button, a deputy can be directly defined here.

5.8.1.1 Change password

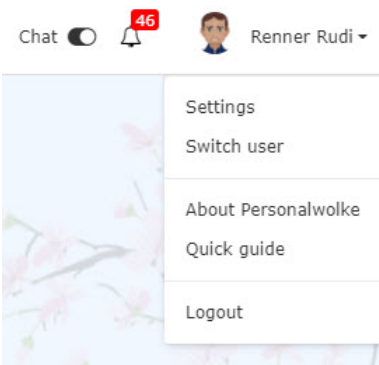
The login to Personalwolke can either be done automatically via SingleSignOn or via a specially stored password, which is defined by the administrator.

In the **Personalwolke** the password can be changed in the following way:

- **Change** of the password by the **user**
User changes his password via a separate menu item
- Password **change** by the **administrator**
Password is reset by the administrator to a defined default password.

Password change by user

If a user wants to change his password, he has to click first on "**Settings**". Then go to the category "**Security**" and click on the menu item "**Change password**".



Passwortänderung

Ihr Passwort wurde zurückgesetzt oder ist abgelaufen und muss nun von Ihnen geändert werden!

Mindest-Anforderungen an Passwort-Sicherheit:

- The password shall contain minimum 1 digits.
- Minimal password length is 8 characters.
- The password shall contain minimum 1 special characters.
- Upper and lower letters are required.

Altes Passwort

Neues Passwort

Neues Passwort bestätigen

Passwort jetzt ändern

In the "**Old password**" field, enter the old password, then the **new password**, which must be confirmed again. The minimum requirements for password security must be observed, otherwise the password cannot be accepted. Then click on "**Save**" to save the new password. With the back button the process can be interrupted at any time.

Password is reset by administrator

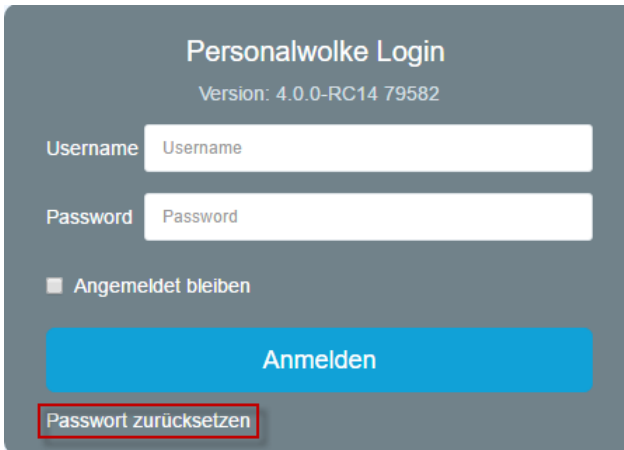
The administrator can change the password for the responsible person via "Administration".

For more information please click here: [Person](#)⁵

5.8.1.2 Forgot password

Employees who have forgotten their password can replace it with a new one themselves. This requires that a valid and unique e-mail address is stored in the system.

- As soon as the login screen appears, click on the Reset password button.



Personalwolke Login
Version: 4.0.0-RC14 79582

Username

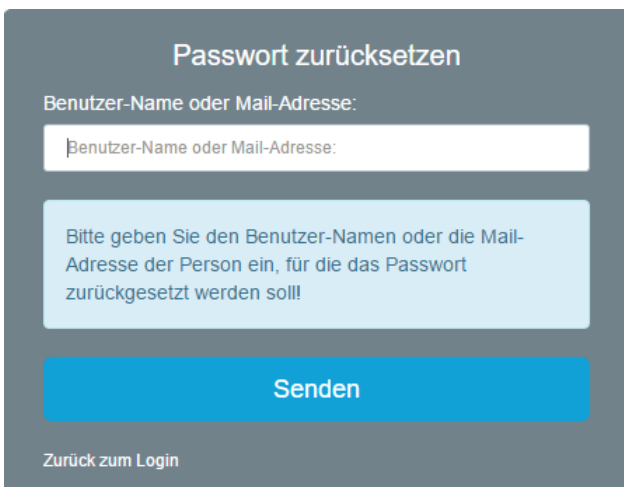
Password

Angemeldet bleiben

Anmelden

Passwort zurücksetzen

- In this mask, you enter your own unique e-mail address stored in the system and click the Send button.



Passwort zurücksetzen

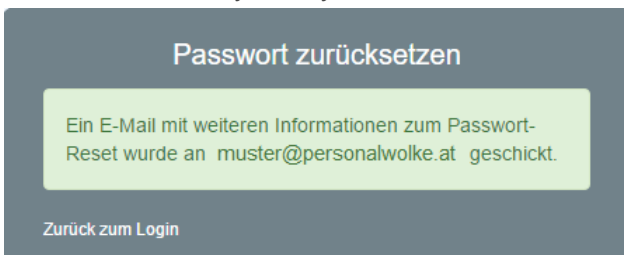
Benutzer-Name oder Mail-Adresse:

Bitte geben Sie den Benutzer-Namen oder die Mail-Adresse der Person ein, für die das Passwort zurückgesetzt werden soll!

Senden

[Zurück zum Login](#)

- A mail was sent by the system, which can be found a few minutes later in the inbox.



Passwort zurücksetzen

Ein E-Mail mit weiteren Informationen zum Passwort-Reset wurde an muster@personalwolke.at geschickt.

[Zurück zum Login](#)

- Click on the automatically generated link to go to the password change screen.



Sehr geehrter/e Herr/Frau Max Mustermann!

Ihr Webdesk Passwort wurde von Ihnen oder jemanden anderen zurückgesetzt, bitte loggen Sie sich ein und ändern Sie Ihr Passwort so schnell wie möglich!

Klicken Sie diesen Link um ihr Passwort neu festzulegen: <https://personalwolke.at/webdesk3/changepassword?resetId=mv4p6ndvtn1fulggsdceqi25ob>

Dies ist ein automatisch generiertes Mail aus Ihrem Personalwolke System. Bitte antworten Sie nicht!

mit freundlichen Grüßen
personalwolke.at

- In the password change screen, enter the new password, according to the password guidelines, 2 times identically and click on the Change password now button.

Passwortänderung

Ihr Passwort wurde zurückgesetzt oder ist abgelaufen und muss nun von Ihnen geändert werden!

Mindest-Anforderungen an Passwort-Sicherheit:

- Das Passwort muß mindestens 1 Ziffern enthalten.
 - Minimale Passwort-Länge ist 8.
- Das Passwort muß mindestens 1 Sonderzeichen enthalten.
- Es müssen Groß- und Kleinbuchstaben vorkommen.

Neues Passwort

Neues Passwort bestätigen

Passwort jetzt ändern

- The login was successful and the new password is now valid.

5.9 Time Professional

General

The **Time Professional** Account offers the possibility to view **reports** for the evaluation of relevant data compared to the Time-Base Account.

Standard employees have the possibility

- to book attendances and absences
- use the menu items
 - Info
 - Requests
 - Workflow Management
 - Options

Management employees have the possibilities of the standard employee and additionally

- the menu item Management
- the menu item Reports for various evaluations concerning the company / the employees

Admin employees have the possibilities of the standard employee and additionally

- the menu item **Administration** to perform administrative tasks concerning the company / the employees.

Of course, one or more employees can also be assigned the management and administration ability at the same time.

Workflows are controlled by freely assigning the **roles** of supervisors and personnel to individual employees and/or groups.

The functions in detail:

Booking

Info

- [Master data / accounts](#) (page 39)
 - *overview of own master data and account values (balance, vacation, sick days)*
- [Journal](#) (page 40)
 - *overview of attendance/absence times in current and past months*
- [Calendar](#) (page 43)
 - *overview of absences such as vacation, sick leave, special vacation, etc.*
- [Group calendar](#) (page 44)
 - *overview of absences, e.g. holidays, sick leave, special leave, etc. for the entire group (department)*
- [Attendance list](#) (page 46)
 - *overview of currently present / absent colleagues / employees in the company*

Requests

- [Time correction](#) (page 51)
 - *Positive: Present, off-site work, doctor's visit, various absences, teleworking*
 - *Negative: Present (e.g.: subsequent booking of a lunch break)*
- [Cancellation time correction](#) (page 53)
 - *Delete incorrect attendance times from the system (e.g. post pause later)*
- [Absence time](#) (page 54)
 - *Vacation paid, time compensation, business trip, seminar, sick with continued pay*
- [Cancellation absence time](#) (page 57)
 - *Delete incorrect absence times from the system (for example, move vacation)*
- [Special absence time](#) (page 58)
 - *Special paid vacation, cure, nursing leave*
- [Illness notification](#) (page 60) *(for colleagues)*
 - *Reason for absence is automatically continued until the employee logs in again.*
- [§20 AZG Exceptional cases](#) (page 61)
 - *Request for crediting unvaluated working time*

Workflow Management

- [Open tasks](#) (page 64)
 - *archive of completed tasks (for managers for approval, rejection, review)*

- [Open requests](#) (page 66)
 - *archive of completed applications (for employees to see an overview of their own applications)*

Administration

- [Organigram](#) (page 69)
 - *structure of the company, persons / groups within the company move*
- [Employee administration](#) (page 74)
 - *master data, group membership, role assignment, time models*
- [Manage groups / departments](#) (page 86)
 - *hierarchical structure, loose groups, role assignment, person assignment*
- [Role management](#) (page 93)
 - *assignment of roles to supervisors / personnel to persons / groups*
- [Toggle user](#) (page 95)
- [Time correction client](#) (page 138)
 - *monthly and daily view for correction of times - only available for owners of the role "Personnel"!*
- [Absence time client](#) (page 113)
 - *entry of absence times over one or more days*

Options

- [Change password](#) (page 132)
- [Settings](#) (page 131)
 - *mail notification, deputy regulation, language*

Management

- [Account evaluation](#) (page 115)
 - *balance, sick days, remaining holidays, consumed holidays, travel days, training days*
- [Calendar overview](#) (page 120)
 - *monthly/weekly overview of the calendars of all employees - absences, planned absences, etc.*
- [Annual calendar](#) (page 123)
 - *graphically displayed representation of the entire year with absences & planned absences*
- [Statistics](#) (page 127)
 - *evaluation of sick days, holidays taken and attendance*

Reports

- [Vacation filter](#) (page 142)
 - *list of employees with >5 vacation days*
- [Booking list](#) (page 146)
 - *overview of presence/absence of selected employees/groups*

- [Evaluation of requests](#) (page 150)
 - *overview of the (selected) requests that are currently managed in the system*
- [10h exceedance](#) (page 154)
 - *overview of employees who have exceeded the maximum daily working time of 10 hours*
- [50h exceedance](#) (page 158)
 - *overview of employees who have exceeded the maximum weekly working time of 50 hours*

5.9.1 Correction-Client

General

The **booking and absence time corrections** serve the recording of **time bookings or absence times in hours**, as well as the **correction** of already existing bookings.


The recording can be done in a **monthly** or **daily view**.

Important: The correction client is only available to users who have been assigned the "Personal" role!

Monthly view

The required employee can be selected by typing the name in the Person field (Auto-Complete):

By entering the name, a list of employees with their first and last names is displayed, from which the required employee can be conveniently selected. As soon as the name entered is unique, its name including its group is automatically entered in the field (without any interaction with the mouse).

Alternatively, the desired employee can be selected by clicking on the button  :

By clicking the blue arrow keys

can browse through the possible persons, years and months.

The current month is displayed in the **monthly view**. If you want to edit a certain day, you can do this either by clicking on the **edit** icon in the **action column** or by clicking on the **date** in the **date column** - but clicking on the date switches to the day view!

The following actions can be performed by clicking on the **edit symbol**

in the relevant line:

Important: The **data of the previous month** can only be edited **until the 15th of the current month!**

The following data can be edited:

- Enter or correct booked **times**
- Select the **absence reason** from the dropdown list:
 - (0) A = Present
 - (1) U = paid holiday
 - (4) KR = Sick with continued pay
 - (6) SE = Seminar
 - (7) ZA = time compensation
 - (8) DR = Business trip
 - (9) DG = off-site work
 - (11) AZ = physician
 - (14) AM = official channels
 - (20) TA = teleworking
- **HT** - Set markers if it is only a half-day false reason
- **Pa** - Pause deduction - Authorization for pause deduction (automatic)
- **Ra** - Frame Authorization - Authorization for Booking Out of Frame
- **10** - 10h capping - Activate daily 10h capping
- **50** - 50h capping - Activate weekly 50h capping

After the data has been corrected / entered:

With **Save** the entries are accepted, with **Cancel** the changes are discarded. Click on the **delete icon** to delete an existing time entry. With a click on the **new symbol** another **entry** for the day can be added.

the entries are
the
to delete an existing
another **entry** for

Daily view

Clicking on the date in the **date column** takes you to the **daily view**. Here you can also make changes to the day entries by clicking on the **edit**

symbol 

, analogous to the

month view. By clicking on the **delete**

symbol 

an existing time

entry is deleted, by clicking on the **new**

symbol 

another entry for

the day can be made.

All accounts with a 

symbol

next to them can be edited. Both absolute and relative corrections can be made. More about this under the item **Account corrections (absolute + relative)**!

Authorizations for the selected day can also be assigned / withdrawn (set / remove the check mark for the corresponding authorization):

The following authorizations can be set in this view: Alle Konten, neben denen ein Symbol steht, können editiert werden. Hierbei können sowohl absolute als auch relative Korrekturen durchgeführt werden.

- **Pause reduction** - If the check mark is set, no automatic pause is deducted from the employee on the day in question.
- *Example: Employee works from 08:00 to 16:00 without booking a lunch break. If the check mark is NOT set for break deduction, 30 minutes of lunch break are automatically deducted (since his working time is more than 6 hours) and his balance is credited with 7 hours 30 minutes. If you tick the box, the 30 minutes are not deducted and 8 hours are added to the balance.*
- **Frame authorization** - In addition to frame authorization, i.e. also work performed outside the defined frame time is included in the balance.
- *Example: Frame time from 8 to 20 o'clock. Employees arrive at 07:30. If the check mark is not set, the 30 minutes before 8 a.m. do not count as working time (that is, not in the balance) - if the check mark is set, however, the 30 minutes do count as working time (in the balance).*
- **10h capping** - Activate 10h capping for the day in question.
- *Example: Employee A works from 8 to 19:30. A half hour lunch break is automatically deducted, i.e. the actual working time is 11 hours. If the 10h capping is activated, the considered day counts only with 10h in the balance - everything which goes beyond it is capped.*
- **50h capping** - Activate 50h capping for the week in question.
- *Example: the 50h capping behaves like the 10h capping only that for the evaluation not only a single day but the entire working week is used.*

The following accounts can be corrected in this view:

- **Remaining vacation**
Example: Employee A should be entitled to 5 days more remaining vacation from the day in question. By clicking on the Edit symbol, entering +5 and clicking on Save, the changes are accepted and apply from the key date in question (in this case from 01.10.2013).

- **GLZ balance 1:1** - this account is used to correct the flexitime balance (the balance is the sum of the accounts GLZ balance 1:1, 1:1.5, 1:7 and 1:2).
Example: Mr. Rauhbein has a balance of 0:00 hours in the above example. If we now want to increase his balance to 20:00 hours, we would activate the account GLZ balance 1:1 by clicking on the Edit icon. Then enter +20:00 and click on the Save icon. This will correct the balance to 20:00 hours. The same procedure applies if we want to correct the balance downwards - in this case simply use a - (minus) before the number instead of the + (plus)!
- **GLZ balance 1:1.5** - this account is used to correct the flexitime balance in case 50% overtime should not be paid out but should be booked to the balance (the balance is the sum of the GLZ balance accounts 1:1, 1:1.5, 1:7 and 1:2).
Example: Mr. Rauhbein would like to have 10 of his 50% overtime hours credited to his balance. You correct the accounts as follows: -10 for account Üst 50% pfl (edit and save) and +15 (10 times 1.5) on account GLZ balance 1:1.5 (edit and save).
- **GLZ balance 1:1.7** - this account is used to correct the flexitime balance (the balance is the sum of the GLZ balance 1:1, 1:1.5, 1:7 and 1:2 accounts).
Example: Mr. Rauhbein would like to have 10 of his 70% overtime hours credited to his balance. You correct the accounts as follows: -10 for account Üst 70% pfl (edit and save) and +17 (10 times 1.7) on account GLZ balance 1:1.7 (edit and save).
- **GLZ balance 1:2** - this account is used to correct the flexitime balance (the balance is the sum of the GLZ balance 1:1, 1:1.5, 1:7 and 1:2 accounts).
Example: Mr. Rauhbein would like to have 10 of his 100% overtime hours credited to his balance. You correct the accounts as follows: -10 for account Üst 100% pfl (edit and save) and +20 (10 times 2) on account GLZ balance 1:2 (edit and save).
- **Overtime (Üst xx%)** - 25%, 50%, 65%, 70% and 100% overtime taxable (pfl) and tax-free (fr)
Example: Mr. Rauhbein would like to be paid 10 of his 25% overtime. So you have to reduce the 25% overtime account by 10 hours: Edit / -10 / Save. The same principle applies to 50, 65, 70 and 100% overtime. A reposting to the balance is of course also possible - see the 4 points above.

Important: The changed account values and authorizations are valid as of the key date, that is, in the above example, a correction of the remaining leave or balance would have the key date 12.08.2013.

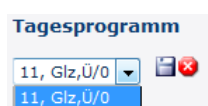
Change daytime programs

In addition to time entries and corrections, **day programs** can also be exchanged in the **daily view**. To do this, click on the edit

icon 

next to the day


program:



The available daily programs are different depending on the client. After selecting the desired day program, click on the **Save**

icon 

to

accept the new day program for the selected day. With a click on the **cancel symbol**  the change is canceled, the original day program appears again.

Account corrections (absolute + relative)

As mentioned above, account corrections can also be made (in the day view).

Important: Account corrections can only be made in the **daily view**. They always apply as of the key date (the key date always corresponds to the day currently selected)!

The change can be both absolute (e.g: Input of 5 as remaining vacation - sets the remaining vacation to 5 days, no matter which value was posted to the account so far) as well as relative (e.g: Enter +10 as Remaining vacation - sets the remaining vacation to Remaining vacation old + 10 days = Remaining vacation new).

Correct account	Absolute correction	Relative correction

The account is changed to the value entered after entering a number and clicking the **Save icon** .

5.9.2 Reports

5.9.2.1 Vacation filter (>5 days)

General

This menu item provides the user with a list of those employees who have more than 5 days (> 5 days) remaining vacation on the selected key date.

The leave filter displays the **name**, the **vacation from the previous year**, the current **vacation entitlement**, the **annual vacation taken** (average), the **open vacation**, the **planned vacation**, and the **unplanned vacation**.

The search mask

Vacation filter (>5 days)

Refresh Hide search form

Date 15/12/2020

Grouping No Grouping

Output format

Activate filter

Unverplanter Urlaub > 5

Filter Unverplanter Urlaub > 5

Selection tree Only authorised groups

Search

Consider selection in search

Selection

Organigramm

Favorites

» Minimize tree All Show subgroups until level Show detailed information

4 groups are selected.

- Organigramm PP
 - PP-AUS - Austritte
 - PP-GF - Personalwolke GmbH
 - PP-AGB1 - Geschäftsbereich 1
 - PP-BAS - Basis Services
 - PP-SUP - Support
 - PP-SUPG - Support Graz
 - PP-SUPI - Support Innsbruck

Date

This parameter defines the key date up to which the evaluation is to take place.

Grouping

This parameter can only be changed if the Account parameter is set to Sick Days, Vacation Consumed or Attendance.

It allows you to choose between: No grouping, 1st level, 2nd level, 3rd level.

- **No grouping:** all users are displayed in alphabetical order.
- **1st level:** all selected groups and users are grouped below the 1st node and then displayed.
 - Example:
 - Selection of group PB --> Employees are displayed under PB, since PB is the highest node in the organizational chart.
- **2nd level:** analogous to the 1st level all users below the 2nd node are displayed here.
- **3rd level:** analogous to the 1st and 2nd level

Output format

Print, PDF, Excel

Activate filter

If the checkbox **Activate filter** is checked, the result can be restricted so that only persons whose **unplanned vacation** is greater than the number of days entered are displayed.

Selection tree

This parameter offers the following selection options: Groups with access authorization, All groups.

- **Groups with access rights:** Displays all groups that the user has access to.
- **All groups:** displays all groups of the company, even if the user is not authorized to view them all.

Search

If a search term is entered, the system searches in all groups for which access authorization exists. It is possible to search for a complete name (surname, first name) or for a part of the name. The result then contains all possible surnames as well as first names and is highlighted in color.


Include selection in search

In principle, all groups for which access authorization exists are searched when an entry is made in the **Search** field.

If this option is checked, only the groups selected under **Selection** will be searched.

Selection

With this parameter, the user has the choice between organigrams and favorites, which can be created by the user himself.

- **Organigram**
 - All folders marked with a plus (+) symbol can be expanded further to show the subunits.
 - By clicking on a unit, it will be checked. By **double-clicking**, all subunits are automatically checked.
 - by clicking on the green arrow > **Show subgroups to depth** (depth 1-3) > all existing subgroups are displayed
 - using the blue arrow > **Minimize tree** > this view is minimized again, only the parent groups seem to be on
 - **Show details** > By clicking on the symbol , the selected groups are clearly displayed in a list to the right of the symbol. Click again to hide the detailed information.

- Clicking the **query** button starts the search.
- **Favorites**
Using this parameter, each user can create their own favorites list, which can contain both persons and groups that are frequently queried. The Favorites list can be customized at any time.

Selection tree

Only authorised groups

Search

Consider selection in search

Selection

Organigram

Favorites

Groups

No groups are selected

Add

Persons

Lastname	First name	Group	
Lang	Lisa	PP-GF	↑ ↓ 🗑️
Gruber	Josef	PP-GF	↑ ↓ 🗑️

Gruber Josef

Add

- To **add a person to the favorites list** > click the blue arrow > select person > click the "Add" button
- The order of the persons on the favourites list can be changed at any time using the arrow keys.
- If you want to remove a person from the favorites list, click on the red delete icon to the right of the name.
- The same applies to **groups**.

The Result

The vacation filter displays the **name**, the **vacation from the year before the previous year**, the **vacation from the previous year**, the **vacation from the current year**, the resulting current **vacation entitlement**, the **open vacation**, the **planned vacation** and the **unplanned vacation**. With a click



printed out or exported as a PDF or Excel document.

the list can also be

Vacation filter (>5 days)

Refresh Show search form Print PDF Excel

Vacation filter (>5 days), Dec 15, 2020

Table Overview

Vacation from year before last year	Vacation from last year	Vacation from actual year	Remaining vacation days	Planned vacation	Unplanned vacation	[en] Konsumierter Urlaub
0.0	21.0	25.0	46.0	0.0	46.0	0.0

Search in table Show/hide columns Entry 1-1 of 1 | 1 | Lines: 20

Name	Vacation from year before last year	Vacation from last year	Vacation from actual year	Vacation entitlement	Remaining vacation days	Planned vacation	Unplanned vacation	[en] Konsumierter Urlaub
<input checked="" type="checkbox"/> Gruber, Josef	0.0	21.0	25.0	25.0	46.0	0.0	46.0	0.0

Explanation of the individual table columns:

- **Name**
The names of the persons belonging to the selected group appear here.
- **Holidays from the year before the previous year**
Number of vacation days not yet taken in the year before the previous year
- **Vacation from previous year**
Number of leave days not yet taken in the previous year
- **Vacation from current year**
Number of leave days not yet taken in the current year
- **vacation entitlement**
Vacation entitlement on the selected key date
- **Vacation open**
the still open vacation
- **Planned vacation**
The number of planned vacation days
- **Unscheduled vacation**
The number of unplanned vacation days

A click on [\[en\] Konsumierter Urlaub](#) takes you directly to the **journal** of the selected employee.
The last line of the table shows a total of open and unplanned vacations.

5.9.2.2 Booking list

General

This menu item gives the user access to a list showing an overview of the selected employees, in which the most important information is available at a glance (attendance, reason for absence, daily target, daily actual, balance, monthly total).

The search mask

Vacation filter (>5 days)

Refresh Hide search form

Date 15/12/2020

Grouping No Grouping

Output format

Activate filter

Unverplanter Urlaub > 5

Filter Unverplanter Urlaub > 5

Selection tree Only authorised groups

Search

Consider selection in search

Selection

Organigramm

Favorites

» Minimize tree All Show subgroups until level Show detailed information

4 groups are selected.

- Organigramm PP
 - PP-AUS - Austritte
 - PP-GF - Personalwolke GmbH
 - PP-AGB1 - Geschäftsbereich 1
 - PP-BAS - Basis Services
 - PP-SUP - Support
 - PP-SUPG - Support Graz
 - PP-SUPI - Support Innsbruck

Date

This parameter defines the key date up to which the evaluation is to take place.

Grouping

This parameter can only be changed if the Account parameter is set to Sick Days, Vacation Consumed or Attendance.

It allows you to choose between: No grouping, 1st level, 2nd level, 3rd level.

- **No grouping:** all users are displayed in alphabetical order.
- **1st level:** all selected groups and users are grouped below the 1st node and then displayed.
 - Example:
 - Selection of group PB --> Employees are displayed under PB, since PB is the highest node in the organizational chart.
- **2nd level:** analogous to the 1st level all users below the 2nd node are displayed here.
- **3rd level:** analogous to the 1st and 2nd level

Output format

Print, PDF, Excel

Selection tree

This parameter offers the following selection options: Groups with access authorization, All groups.

- **Groups with access rights:** Displays all groups that the user has access to.
- **All groups:** displays all groups of the company, even if the user is not authorized to view them all.

Search

If a search term is entered, the system searches in all groups for which access authorization exists. It is possible to search for a complete name (surname, first name) or for a part of the name. The result then contains all possible surnames as well as first names and is highlighted in color.


Include selection in search

In principle, all groups for which access authorization exists are searched when an entry is made in the **Search** field.

If this option is checked, only the groups selected under **Selection** will be searched.

Selection

With this parameter, the user has the choice between organigrams and favorites, which can be created by the user himself.

- **Organigram**
 - All folders marked with a plus (+) symbol can be expanded further to show the subunits.
 - By clicking on a unit, it will be checked. By **double-clicking**, all subunits are automatically checked.
 - by clicking on the green arrow > **Show subgroups to depth** (depth 1-3) > all existing subgroups are displayed
 - using the blue arrow > **Minimize tree** > this view is minimized again, only the parent groups seem to be on
 - **Show details** > By clicking on the  symbol, the selected groups are clearly displayed in a list to the right of the symbol. Click again to hide the detailed information.
 - Clicking the **query** button starts the search.
- **Favorites**

Using this parameter, each user can create their own favorites list, which can contain both persons and groups that are frequently queried. The Favorites list can be customized at any time.

Selection tree Only authorised groups

Search

Consider selection in search

Selection

Organigram

Favorites

Groups

No groups are selected

Add

Persons

Lastname	First name	Group	
Lang	Lisa	PP-GF	↑ ↓ 🗑️
Gruber	Josef	PP-GF	↑ ↓ 🗑️

Gruber Josef

Add





- To **add a person to the favorites list** > click the blue arrow > select person > click the "Add" button
- The order of the persons on the favourites list can be changed at any time using the arrow keys.
- If you want to remove a person from the favorites list, click on the red delete icon to the right of the name.
- The same applies to **groups**.

The Result

The **booking list** displays an overview of the selected employees on the selected key date with the following information:




- **Name**
The names of the persons belonging to the selected group appear here.
- **FB**
Booking indicator - additional information at the beginning of the booking (e.g. core time violation, booking out of frame, ...). If the mouse is moved over the orange question mark icon, a small hint appears with the reason for the marking.
- **Bookings**
Used to display the posting intervals.
- **FE**
Booking indicator - additional information at the end of the booking (e.g.: core time violation, system walk, ...). If the mouse is moved over the orange question mark icon, a small hint appears with the reason for the marking.
- **Reason for absence**
If the employee posts an absence reason (for example, doctor, off-site work, leave, sick leave, etc.), this information is displayed in this column.
- **Day TARGET**
Day set time display

- **Day ACTUAL**
Display of the actual daily working time
- **Balance**
The monthly total reduced by the sum of the target time - can also be negative.
- **Month total**
The sum of the days ACTUAL Time

A click on  takes you directly to the **journal** of the selected employee. With a click on    the list can also be printed out or exported as a PDF or Excel document.

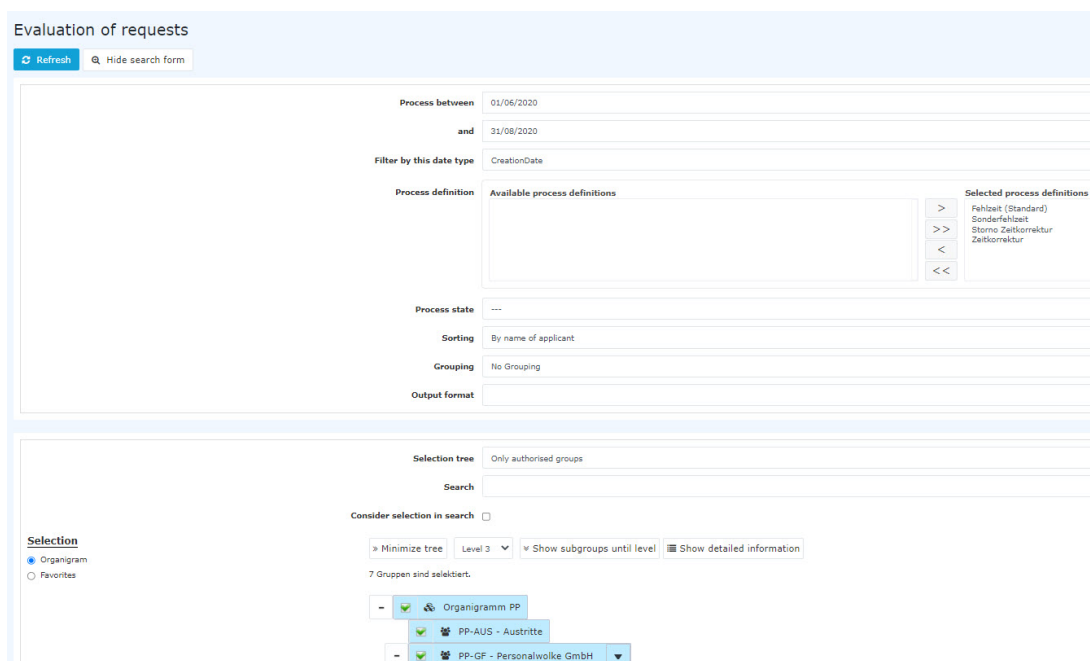
5.9.2.3 Evaluation of requests

General

The evaluation of the requests provides an overview of the requests submitted in the company which can be printed out / exported to PDF / Excel using the buttons in the upper right corner of the screen    . Certain filter criteria can be defined via a search mask.

At the end of the list a summary is displayed which shows the total number of displayed process instances, the number of non-empty groups and a list of the group names contained in the list.

The search mask



Process between <Date From> and <Date To>

Here you can restrict the period for which the requests are to be evaluated.

Filter by the following date type

This parameter allows you to choose between CreationDate and Workflow variables.

- **CreationDate:** Refers to the creation date of the request.
- **Workflow variable:** Refers to the date specified in the request.

Process definition

This parameter allows you to restrict the request to a particular request type.

- **- - - (all):** Displays all requests.
- **Absence time:** Display only absence time requests
- **Sick leave:** Display sick notifications only
- **Special absence time:** Display only special absence times
- **Cancellation time correction:** Display only cancellation time correction requests
- **Time correction:** Display time corrections only

Process-Status

This parameter allows the restriction to open or closed processes.

- **- - - (all):** Displays open and closed requests.
- **Open:** Show only pending requests
- **Completed:** Only display completed requests

Sorting

This parameter controls the sorting of the evaluation result.

- **By name of applicant:** Sort by name of author.
- **By start date of process:** Sort by time of click on Start process
- **By process name:** Sort by process name.

Grouping

This parameter can only be changed if the Account parameter is set to Sick Days, Vacation Consumed or Attendance.

It allows you to choose between: No grouping, 1st level, 2nd level, 3rd level.

- **No grouping:** all users are displayed in alphabetical order.
- **1st level:** all selected groups and users are grouped below the 1st node and then displayed.
 - Example:
 - Selection of group PB --> Employees are displayed under PB, since PB is the highest node in the organizational chart.
- **2nd level:** analogous to the 1st level all users below the 2nd node are displayed here.

- **3rd level:** analogous to the 1st and 2nd level

Output format

Print, PDF, Excel

Selection tree

This parameter offers the following selection options: Groups with access authorization, All groups.

- **Groups with access rights:** Displays all groups that the user has access to.
- **All groups:** displays all groups of the company, even if the user is not authorized to view them all.

Search

If a search term is entered, the system searches in all groups for which access authorization exists. It is possible to search for a complete name (surname, first name) or for a part of the name. The result then contains all possible surnames as well as first names and is highlighted in color.


Include selection in search

In principle, all groups for which access authorization exists are searched when an entry is made in the **Search** field.

If this option is checked, only the groups selected under **Selection** will be searched.

Selection

With this parameter, the user has the choice between organigrams and favorites, which can be created by the user himself.

- **Organigram**
 - All folders marked with a plus (+) symbol can be expanded further to show the subunits.
 - By clicking on a unit, it will be checked. By **double-clicking**, all subunits are automatically checked.
 - by clicking on the green arrow > **Show subgroups to depth** (depth 1-3) > all existing subgroups are displayed
 - using the blue arrow > **Minimize tree** > this view is minimized again, only the parent groups seem to be on
 - **Show details** > By clicking on the  symbol, the selected groups are clearly displayed in a list to the right of the symbol. Click again to hide the detailed information.
 - Clicking the **query** button starts the search.
- **Favorites**

Using this parameter, each user can create their own favorites list, which can contain both persons and groups that are frequently queried. The Favorites list can be customized at any time.

Selection tree

Search

Consider selection in search

Selection

Organigram

Favorites

Groups

No groups are selected

Add




Persons

Lastname	First name	Group	
Lang	Lisa	PP-GF	<input type="button" value="↑"/> <input type="button" value="↓"/> <input type="button" value="🗑️"/>
Gruber	Josef	PP-GF	<input type="button" value="↑"/> <input type="button" value="↓"/> <input type="button" value="🗑️"/>

Add

- To **add a person to the favorites list** > click the blue arrow > select person > click the "Add" button
- The order of the persons on the favourites list can be changed at any time using the arrow keys.
- If you want to remove a person from the favorites list, click on the red delete icon to the right of the name.
- The same applies to **groups**.

The Result

The **Requests evaluation** displays an overview of the requests entered in the system. Click on    to print the list or export it as a PDF or Excel document.

Explanation of the individual table columns:

- **Author**
the name of the applicant.
- **Start date**
The start date of the process
- **process definition**
what kind of motion is it?
- **from**
Start date of request submitted
- **until**
End date of request submitted

- **Description / Comment**

the optional comment entered by the employee when making the request

Click on to go directly to the
details of the selected request.

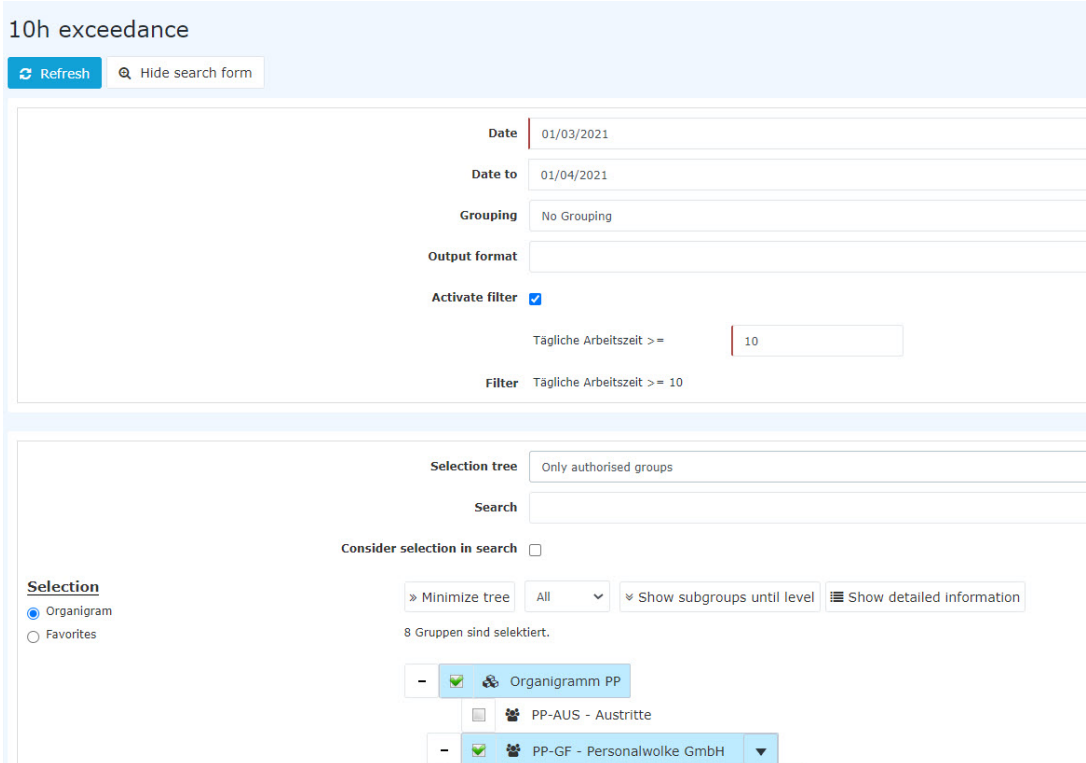
At the end of the list, a summary is displayed containing the total number of displayed process instances, the number of non-empty groups and a list of the group names contained in the list.

5.9.2.4 10h exceedance

General

This menu item provides the user with a list of those employees who have exceeded the statutory maximum working time of 10 hours per day on one or more days within the selected period.

The search mask



10h exceedance

[Refresh](#)

Date 01/03/2021

Date to 01/04/2021

Grouping No Grouping

Output format

Activate filter

Tägliche Arbeitszeit > =

Filter Tägliche Arbeitszeit > = 10

Selection tree Only authorised groups

Search

Consider selection in search

Selection

Organigramm

Favorites

» Minimize tree All

8 Gruppen sind selektiert.

- Organigramm PP
 - PP-AUS - Austritte
 - PP-GF - Personalwolke GmbH

Date und Date until

These parameters define the period in which the system is to search for employees who have exceeded the maximum working time.

Grouping

This parameter can only be changed if the Account parameter is set to Sick Days, Vacation Consumed or Attendance.

It allows you to choose between: No grouping, 1st level, 2nd level, 3rd level.

- **No grouping:** all users are displayed in alphabetical order.
- **1st level:** all selected groups and users are grouped below the 1st node and then displayed.
 - Example:
 - Selection of group PB --> Employees are displayed under PB, since PB is the highest node in the organizational chart.
- **2nd level:** analogous to the 1st level all users below the 2nd node are displayed here.
- **3rd level:** analogous to the 1st and 2nd level

Output format

Print, PDF, Excel

Activate filter

If the checkbox **Activate filter** is checked, the result can be restricted so that only persons whose **daily working time** is greater than the entered number of hours are displayed.

Selection tree

This parameter offers the following selection options: Groups with access authorization, All groups.

- **Groups with access rights:** Displays all groups that the user has access to.
- **All groups:** displays all groups of the company, even if the user is not authorized to view them all.

Search

If a search term is entered, the system searches in all groups for which access authorization exists. It is possible to search for a complete name (surname, first name) or for a part of the name. The result then contains all possible surnames as well as first names and is highlighted in color.

Include selection in search


In principle, all groups for which access authorization exists are searched when an entry is made in the **Search** field.

If this option is checked, only the groups selected under **Selection** will be searched.

Selection

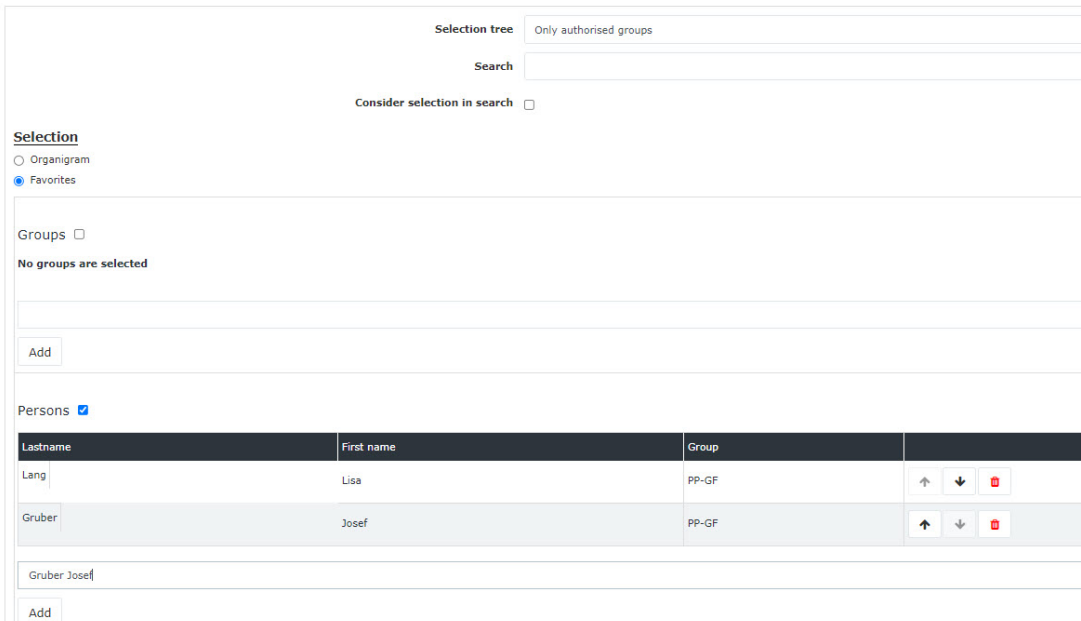
With this parameter, the user has the choice between organigrams and favorites, which can be created by the user himself.

- **Organigram**

- All folders marked with a plus (+) symbol can be expanded further to show the subunits.
- By clicking on a unit, it will be checked. By **double-clicking**, all subunits are automatically checked.
- by clicking on the green arrow > **Show subgroups to depth** (depth 1-3) > all existing subgroups are displayed
- using the blue arrow > **Minimize tree** > this view is minimized again, only the parent groups seem to be on
- **Show details** > By clicking on the  symbol, the selected groups are clearly displayed in a list to the right of the symbol. Click again to hide the detailed information.
- Clicking the **query** button starts the search.

- **Favorites**

Using this parameter, each user can create their own favorites list, which can contain both persons and groups that are frequently queried. The Favorites list can be customized at any time.



The screenshot shows the 'Selection' interface. At the top, there is a 'Selection tree' dropdown set to 'Only authorised groups' and a 'Search' input field. Below this is a checkbox for 'Consider selection in search'. Under the 'Selection' heading, there are radio buttons for 'Organigram' and 'Favorites', with 'Favorites' selected. Below that, there is a 'Groups' section with a checkbox and the text 'No groups are selected'. The 'Persons' section is checked and contains a table with columns for 'Lastname', 'First name', and 'Group'. Two rows are visible: 'Lang Lisa PP-GF' and 'Gruber Josef PP-GF'. Each row has three icons: a blue up arrow, a blue down arrow, and a red delete icon. Below the table, there is a search input field containing 'Gruber Josef' and an 'Add' button.

- To **add a person to the favorites list** > click the blue arrow > select person > click the "Add" button
- The order of the persons on the favourites list can be changed at any time using the arrow keys.
- If you want to remove a person from the favorites list, click on the red delete icon to the right of the name.
- The same applies to **groups**.

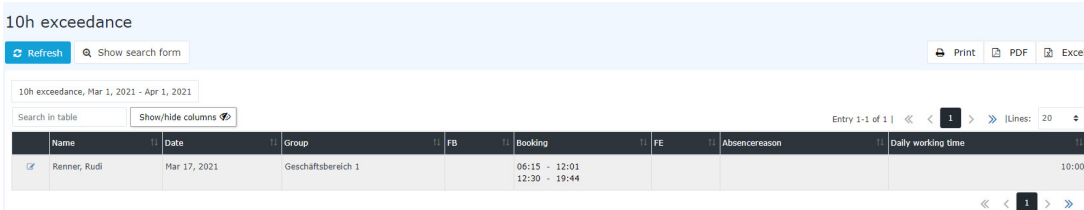
The Result

The result shows the **name**, the **date** of the 10 hours overrun, the **department** in which the employee concerned is employed, the booking indicator (**FB**), the column **booking** to display the booking intervals, another booking indicator (**FE**), the **reason for the absence**, and the **daily working time**. With a click



the result can also be

printed out or exported as a PDF or Excel document.



Name	Date	Group	FB	Booking	FE	Absencereason	Daily working time
Renner, Rudi	Mar 17, 2021	Geschäftsbereich 1		06:15 - 12:01 12:30 - 19:44			10:00

Explanation of the individual table columns:

- **Name**
Here the names of the persons appear on
- **date**
The date on which the employee exceeded the 10 hour limit.
- **department**
The department to which the employee is assigned.
- **FB**
Booking indicator - additional information at the beginning of the posting (e.g.: core time violation, posting out of frame, ...). If the mouse is moved over the orange question mark icon Journal_question
mark, a small note appears with the reason for the marking.
- **Bookings**
Used to display the posting intervals.
- **FE**
Booking indicator - additional information at the end of the posting (e.g.: core time violation, system walk, ...). If the mouse is moved over the orange question mark icon Journal_question, a small hint appears with the reason for the marking.
- **Reason for absence**
If the employee posts an absence reason (e.g. doctor, off-site work, ...), this information is displayed in this column.
- **Daily working time**
The working time in hh:mm format performed by the employee on the corresponding day.

A click on Journal_question
to the **journal** of the selected employee.

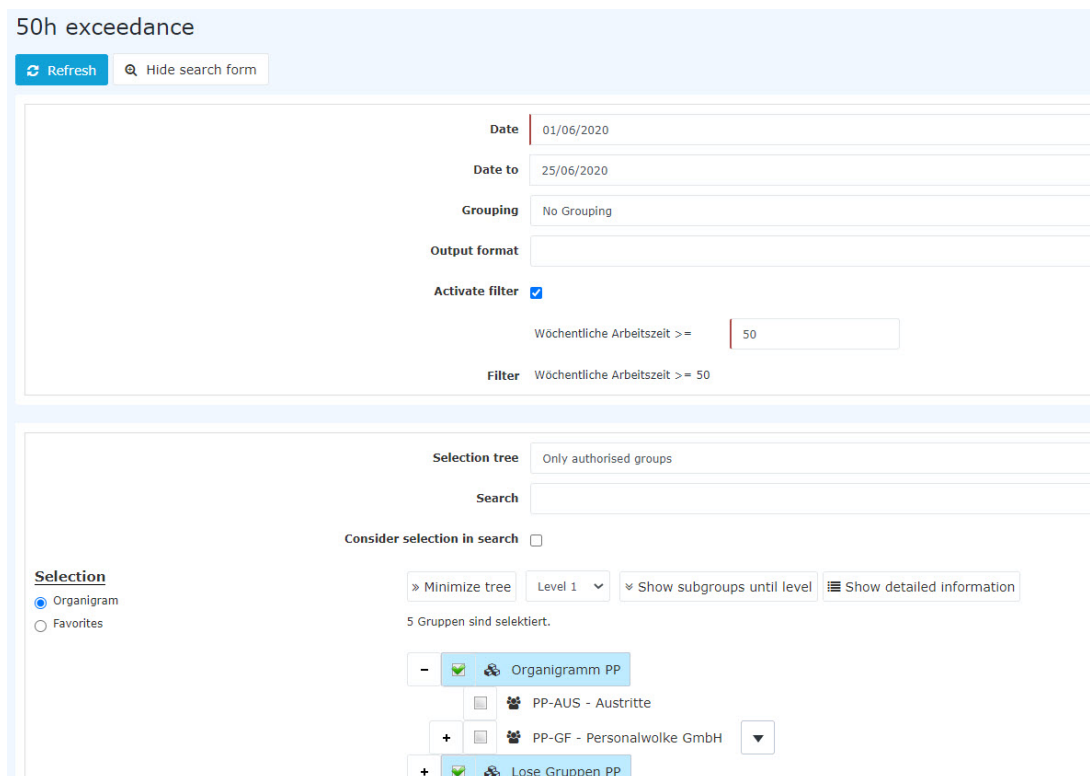
takes you directly

5.9.2.5 50h exceedance

General

This menu item provides the user with a list of those employees who have exceeded the statutory maximum working time of 50 hours per week within the selected period in one or more weeks.

The search mask



The screenshot shows the '50h exceedance' search mask. At the top, there is a 'Refresh' button and a 'Hide search form' button. Below these are several input fields for filtering:

- Date:** 01/06/2020
- Date to:** 25/06/2020
- Grouping:** No Grouping
- Output format:** (empty)
- Activate filter:**
- Filter:** Wöchentliche Arbeitszeit >= 50

Below the filter section, there is a 'Selection tree' section with a 'Search' input field and a 'Consider selection in search' checkbox. The selection tree shows a hierarchy of groups:

- Selection tree: Only authorised groups
- Search: (empty)
- Consider selection in search:
- » Minimize tree | Level 1 | Show subgroups until level | Show detailed information
- 5 Gruppen sind selektiert.
- Organigramm PP (selected)
- PP-AUS - Austritte
- PP-GF - Personalwolke GmbH
- Lose Gruppen PP (selected)

On the left side, there is a 'Selection' section with radio buttons for 'Organigramm' (selected) and 'Favorites'.

Date and Date until

These parameters define the period in which the system is to search for employees who have exceeded the maximum weekly working time.

Grouping

This parameter can only be changed if the Account parameter is set to Sick Days, Vacation Consumed or Attendance.

It allows you to choose between: No grouping, 1st level, 2nd level, 3rd level.

- **No grouping:** all users are displayed in alphabetical order.
- **1st level:** all selected groups and users are grouped below the 1st node and then displayed.
 - Example:

- Selection of group PB --> Employees are displayed under PB, since PB is the highest node in the organizational chart.
- **2nd level:** analogous to the 1st level all users below the 2nd node are displayed here.
- **3rd level:** analogous to the 1st and 2nd level

Output format

Print, PDF, Excel

Activate filter

If the checkbox **Activate filter** is checked, the result can be restricted so that only persons whose **weekly working time** is greater than the entered number of hours are displayed.

Selection tree

This parameter offers the following selection options: Groups with access authorization, All groups.

- **Groups with access rights:** Displays all groups that the user has access to.
- **All groups:** displays all groups of the company, even if the user is not authorized to view them all.

Search

If a search term is entered, the system searches in all groups for which access authorization exists. It is possible to search for a complete name (surname, first name) or for a part of the name. The result then contains all possible surnames as well as first names and is highlighted in color.

Include selection in search


In principle, all groups for which access authorization exists are searched when an entry is made in the **Search** field.

If this option is checked, only the groups selected under **Selection** will be searched.

Selection

With this parameter, the user has the choice between organigrams and favorites, which can be created by the user himself.

- **Organigram**
 - All folders marked with a plus (+) symbol can be expanded further to show the subunits.
 - By clicking on a unit, it will be checked. By **double-clicking**, all subunits are automatically checked.
 - by clicking on the green arrow > **Show subgroups to depth** (depth 1-3) > all existing subgroups are displayed

- using the blue arrow > **Minimize tree** > this view is minimized again, only the parent groups seem to be on
- **Show details** > By clicking on the  , the selected groups are clearly displayed in a list to the right of the symbol. Click again to hide the detailed information.
- Clicking the **query** button starts the search.
- **Favorites**
Using this parameter, each user can create their own favorites list, which can contain both persons and groups that are frequently queried. The Favorites list can be customized at any time.

Selection tree: Only authorised groups

Search:

Consider selection in search

Selection

Organigram

Favorites

Groups

No groups are selected

Add

Persons

Lastname	First name	Group	
Lang	Lisa	PP-GF	
Gruber	Josef	PP-GF	

Gruber Josef

Add

- To **add a person to the favorites list** > click the blue arrow > select person > click the "Add" button
- The order of the persons on the favourites list can be changed at any time using the arrow keys.
- If you want to remove a person from the favorites list, click on the red delete icon to the right of the name.
- The same applies to **groups**.

The Result

The result shows the **name**, the **date** of the 50 hours overrun, the **department** in which the employee concerned is employed, the booking indicator (**FB**), the column **booking** to display the booking intervals, another booking indicator (**FE**), the **reason for the absence**, and the **daily working time**. With a click



the result can also be

printed out or exported as a PDF or Excel document.

50h exceedance



Refresh Show search form Print PDF Excel

50h exceedance, Jun 1, 2020 - Jun 25, 2020

Search in table Show/hide columns Entry 1-10 of 10 | 1 | Lines: 20

Name	Date	Group	FB	Booking	FE	Absencereason	wkl. Verletzung
Gruber, Josef	Jun 4, 2020	Betriebsfeuerwehr				errand	54.03
	Jun 5, 2020	Betriebsfeuerwehr				errand	54.03
	Jun 6, 2020	Betriebsfeuerwehr					54.03

Explanation of the individual table columns:

- **Name**
Here the names of the persons appear on
- **Date**
The date on which the 50 hour limit of the corresponding week was exceeded is displayed here. If, as in this case, the limit is exceeded on Friday with 52:30 hours, the system also displays the following Saturday and Sunday. (Calculation method in both cases: 52:30 + 0 >= 50; since theoretically you could also work on these two days)
- **Department**
The department to which the employee is assigned.
- **FB**
Booking indicator - additional information at the beginning of the booking (e.g. core time violation, booking out of frame, ...). If the mouse is moved over the orange question mark icon  Journal_question mark, a small note appears with the reason for the marking. b
- **Bookings**
Used to display the booking intervals.
- **FE**
Booking indicator - additional information at the end of the booking (e.g.: core time violation, system walk, ...). If the mouse is moved over the orange question mark icon , a small hint appears with the reason for the marking.
- **Reason for absence**
If the employee posts an absence reason (e.g. doctor, off-site work, ...), this information is displayed in this column.
- **Weekly working time**

A click on  takes you directly to the **journal** of the selected employee.

Notes

1. <https://personalwolke.at/daisy/personalwolke-default/5877-dsy.html?language=4>
2. http://www.jusline.at/20__Au%C3%9Fergew%C3%B6hnliche_F%C3%A4lle_AZG.html
3. https://personalwolke.at/daisy/personalwolke-default/Time-Base/Administration/po_showRoles.act.html
4. <https://www.help.gv.at/Portal.Node/hlpd/public/content/37/Seite.370201.html>
5. https://personalwolke.at/daisy/personalwolke-default/Time-Base/Administration/Personen/po_showPersons.act.html#dsy5946-dsy_passwort