

General

Standard employees can **book** and use the menu items under **Info**, as well as **Requests**, **Workflow Management** and **Options**.

Management employees have, in addition to the options available to **standard employees**, the **Management** menu item for various reports concerning the company / the employees.

Admin employees have, in addition to the options available to **standard employees**, the **Administration** menu item for performing administrative tasks concerning the company / the employees.

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

See also chapter "[Permission concept](#)"¹

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

The functions in detail:

- [Booking](#)²
- [Info](#)³
 - [Master data / accounts](#)⁴ (overview of your own master data and account values (balance, vacation, sick days))
 - [Journal](#)⁵ (overview of attendance / absences in the current and past months)
 - [Calendar](#)⁶ (overview of absences such as vacation, sick leave, special leave, etc.)
 - [Group calendar](#)⁷ (overview of absences such as vacation, sick leave, special leave, etc. for the entire group (department))
 - [Attendance list](#)⁸ (overview of colleagues / employees in the company who are currently present / absent)
- [Requests](#)⁹
 - [Sick note](#)¹⁰ (for colleagues)
 - The absence reason is automatically carried forward until the employee books in again
 - [Time correction](#)¹¹
 - Positive: Present, errand, doctor's visit, various absences, telework
 - Negative: Present (e.g., subsequent booking of a lunch break)
 - [Cancel time correction](#)¹²
 - Delete incorrect attendance times from the system (e.g., booking a break retroactively)
 - [Absence](#)¹³
 - Time off in lieu, business trip, seminar, sick with continued pay
 - [Cancel absence](#)¹⁴
 - Delete incorrect absence times from the system (e.g., rescheduling vacation)
 - [Special absence](#)¹⁵
 - Paid special leave, spa treatment, care leave
 - [§20 AZG Exceptional cases](#)¹⁶

- *Request for crediting unvalued working time*
- [Vacation](#)¹⁷
- **Workflow Management**¹⁸
 - [Open tasks](#)¹⁹
 - [Open requests](#)²⁰
 - [Archive](#)²¹
- **Administration**²²
 - [Organizational chart](#)²³ (*structure of the company, moving persons / groups within the company*)
 - [Persons \(employee administration\)](#)²⁴ (*master data, group membership, role assignment, time models*)
 - [Groups \(managing departments\)](#)²⁵ (*organizational units, permission groups, role assignment, person assignment*)
 - [Roles](#)²⁶ (*assigning the roles of supervisor / personnel to persons / groups*)
 - [Time management](#)²⁷ (*monthly and daily view for correcting times*) - only available to holders of the role "Personnel"!
 - [Absence client](#)²⁸ (*entering absences over one or more days*)
- **Management**²⁹
 - [Account report](#)³⁰ (*balance, sick days, remaining vacation, vacation days taken, travel days, training days*)
 - [Calendar overview](#)³¹ (*monthly / weekly overview of the calendars of all employees - absences, planned absences, etc.*)
 - [Annual calendar](#)³² (*graphical presentation of the entire year with absences & planned absences*)
 - [Statistics](#)³³ (*report on sick days, vacation taken and attendance*)
- **User settings**³⁴
 - [Change password](#)³⁵
 - [Settings](#)³⁶ (*email notification, deputy arrangement, language*)

WARNING

The instructions on these pages use **screenshots** for better visualization. However, since every Personalwolke system is individually tailored to the customer, these screenshots may differ slightly from your system in appearance and/or text.

1. /daisy/personalwolke-admin/7066-dsy.html?language=4
2. /daisy/personalwolke-admin/5871-dsy.html?language=4
3. /daisy/personalwolke-admin/9978-dsy.html?language=4
4. /daisy/personalwolke-admin/5869-dsy.html?language=4
5. /daisy/personalwolke-admin/5872-dsy.html?language=4
6. /daisy/personalwolke-admin/5870-dsy.html?language=4
7. /daisy/personalwolke-admin/5873-dsy.html?language=4
8. /daisy/personalwolke-admin/5874-dsy.html?language=4
9. /daisy/personalwolke-admin/10091-dsy.html?language=4
10. /daisy/personalwolke-admin/5892-dsy.html?language=4
11. /daisy/personalwolke-admin/5875-dsy.html?language=4

12. /daisy/personalwolke-admin/5883-dsy.html?language=4
13. /daisy/personalwolke-admin/5876-dsy.html?language=4
14. /daisy/personalwolke-admin/6858-dsy.html?language=4
15. /daisy/personalwolke-admin/5882-dsy.html?language=4
16. /daisy/personalwolke-admin/6873-dsy.html?language=4
17. /daisy/personalwolke-admin/10099-dsy.html?language=4
18. /daisy/personalwolke-admin/10064-dsy.html?language=4
19. /daisy/personalwolke-admin/5877-dsy.html?language=4
20. /daisy/personalwolke-admin/5878-dsy.html?language=4
21. /daisy/personalwolke-admin/5921-dsy.html?language=4
22. /daisy/personalwolke-admin/10473-dsy.html?language=4
23. /daisy/personalwolke-admin/5881-dsy.html?language=4
24. /daisy/personalwolke-admin/5885-dsy.html?language=4
25. /daisy/personalwolke-admin/5884-dsy.html?language=4
26. /daisy/personalwolke-admin/5886-dsy.html?language=4
27. /daisy/personalwolke-admin/9874-dsy.html?language=4
28. /daisy/personalwolke-admin/6152-dsy.html?language=4
29. /daisy/personalwolke-admin/10313-dsy.html?language=4
30. /daisy/personalwolke-admin/6024-dsy.html?language=4
31. /daisy/personalwolke-admin/6025-dsy.html?language=4
32. /daisy/personalwolke-admin/6026-dsy.html?language=4
33. /daisy/personalwolke-admin/6027-dsy.html?language=4
34. /daisy/personalwolke-admin/5889-dsy.html?language=4
35. /daisy/personalwolke-admin/10089-dsy.html?language=4
36. /daisy/personalwolke-admin/5889-dsy.html?language=4