

# FAQ

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## General

### Login and logout

- [Login and logout](#)<sup>1</sup>

### Change View / Change Layout

- [Change view](#)<sup>2</sup>

### Attach Personalwolke to the home screen of your mobile device

- [Attaching Personalwolke to the home screen](#)<sup>3</sup>

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

- [Empty your browser cache or start in a incognito window](#)<sup>4</sup>

## Time Recording

### How do I book correctly?

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

### Adjust accounts

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

## Employees

### Exit of an employee

[Registration of terminations in HR-Expert](#)<sup>10</sup>

1. [/daisy/personalwolke-admin/7864-dsy.html?language=4](#)
2. [/daisy/personalwolke-admin/7869-dsy.html?language=4](#)
3. [/daisy/personalwolke-admin/7863-dsy.html?language=4](#)
4. [/daisy/personalwolke-admin/8871-dsy.html?language=4](#)
5. [https://personalwolke.at/daisy/personalwolke-default/9053-dsy.html?branch=main&language=en](#)
6. [https://personalwolke.at/daisy/personalwolke-default/9054-dsy.html?branch=main&language=en](#)
7. [https://personalwolke.at/daisy/personalwolke-default/9055-dsy.html?branch=main&language=en](#)
8. [https://personalwolke.at/daisy/personalwolke-default/6396-dsy.html?branch=main&language=en](#)

9. <https://personalwolke.at/daisy/personalwolke-default/9111-dsy.html?branch=main&language=en>
10. </daisy/personalwolke-admin/9550-dsy.html?language=4>