

Functions for the employee

Within Webdesk EWP, the employee can view the following data:

- current earnings statements (in PDF format, uploaded to the portal by LeitnerLeitner),
- past earnings statements (in PDF format),
- annual payroll accounts,
- annual wage tax statements,
- social security notifications,
- a selection of their master data,
- internally released data of their colleagues (such as the company phone list, organizational unit affiliation)

The client's employee thus finds a very simple portal here for retrieving their earnings statements and learning about colleagues.

Via the menu item "**My earnings statements**", the employee can view all past and current earnings statements.

In the Info menu item, the employee finds various company policies and tax information in the folder "**Policies and information**".

In the menu item "**My personnel file**", the employee can view and download their documents.

Functions for the HR admin

Within Personalwolke, the HR admin can:

- open the personnel management app "HR-Expert" (to create employees and change master data),
- "switch" to the employees of their company (for support purposes),
- handle tasks & requests, meaning complete them and send them to LeitnerLeitner.
- With the help of Personalwolke, the HR admin can also start a new periodic payroll run. All of the client's employees, including their fixed and variable salary components (wage types), are loaded into a table - for processing and automated submission to LeitnerLeitner by the HR admin.
- Alternatively, Excel transfer files (e.g., for time data) and other files can also be uploaded.
- A similar input option also exists for recording employee absences (non-working time) in the payroll period.

Displayed salary components can be defined per client.

When a numerical value is changed, a retroactive effective date can also be specified - in a separate date field.

At this point, the client or HR admin can also populate the change tables by importing CSV files. CSV templates are offered in the respective areas.

Security

The Personalwolke system currently runs with the following password policy:

- At least 8 characters
- At least 1 digit
- At least 1 special character
- Combination of uppercase and lowercase letters

- No expiration date

For individual clients, it is possible to change this password policy and configure two-factor authentication. In this case, the user must enter an additional time-based token after successfully entering username and password in order to be authenticated. This token is generated via a smartphone app ("Google Authenticator").

Additional security is ensured by the fact that every Personalwolke user can only view the data that is necessary for them and has therefore been released to them. This is ensured by assigning predefined roles that correspond to the respective tasks.

Requirements for use

To use Webdesk as well as HR-Expert, the following is **always** required:

- a PC, smartphone or tablet,
- an active internet connection and
- an internet browser (recommended: Google Chrome or Firefox).