

Time management

Personalwolke covers all areas that occur in the daily work routine with regard to time management:

- creating working time models for daily and weekly working time
- recording basic parameters for individual employees (assignment of daily/weekly schedules, vacation/care leave entitlements, overtime regulations, etc.)
- handling situational events (sick leave, vacation requests, different variants of attendance and absence, etc.)

The following chapters describe these topics:

- [Daily schedules](#)¹
- [Creating daily schedules](#)²
- [Changing daily schedules](#)³
- [Weekly schedules](#)⁴
- [Creating weekly schedules](#)⁵
- [Correction client](#)⁶
- [Absence client](#)⁷
- [Configuring time tracking for a newly created person](#)⁸
 - [Activating time tracking](#)⁹
 - [Extra hours and extra hours valuation](#)¹⁰
 - [Negative time tracking](#)¹¹
 - [Flat-rate employees and flat-rate overtime](#)¹²
 - [Flat-rate employees - default principle](#)¹³
 - [Balance offsetting](#)¹⁴
 - [Part-time](#)¹⁵
 - [Vacation settlement](#)¹⁶
- [Active/passive travel time](#)¹⁷

You can find requests for time corrections here

- [Time correction](#)¹⁸
- [Cancel time correction](#)¹⁹
- [Absence](#)²⁰
- [Cancel absence](#)²¹
- [Special absence](#)²²
- [Sick note](#)²³
- [§20 AZG Exceptional cases](#)²⁴

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