

## 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>

## Personalwolke Time

### How do I book correctly?

- Classic booking (normal attendance & absence)
- Absence with a productive absence reason
- Absence with a non-productive absence reason

### Adjust accounts

- [Adjusting an employee's accounts \(using the balance account as an example\)](#)<sup>5</sup>
- [Credit overtime to the balance](#)<sup>6</sup>
- Write-off paid overtime

1. <https://personalwolke.at/daisy/personalwolke-default/7864-dsy.html?branch=main&language=en>

2. <https://personalwolke.at/daisy/personalwolke-default/7869-dsy.html?branch=main&language=en>

3. <https://personalwolke.at/daisy/personalwolke-default/7863-dsy.html?branch=main&language=en>

4. <https://personalwolke.at/daisy/personalwolke-default/8871-dsy.html?branch=main&language=en>

5. <https://personalwolke.at/daisy/personalwolke-default/6396-dsy.html?branch=main&language=en>

6. <https://personalwolke.at/daisy/personalwolke-default/8607-dsy.html?branch=main&language=en>