

FAQ

General

Login and logout

- [Login and logout](#)¹

Change View / Change Layout

- [Change view](#)²

Attach Personalwolke to the home screen of your mobile device

- [Attaching Personalwolke to the home screen](#)³

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

- [Empty your browser cache or start in an incognito window](#)⁴

Booking and logout is not possible

- [I cannot make any bookings and logging out is not possible! What can I do?](#)⁵

Time Recording

How do I book correctly?

- [Classic booking \(normal attendance & absence\)](#)⁶
- [Absence with a productive absence reason](#)⁷
- [Absence with a non-productive absence reason](#)⁸

Adjust accounts

- [Adjusting an employee's accounts \(using the balance account as an example\)](#)⁹
- [Credit overtime to the balance](#)¹⁰
- Write-off paid overtime (in progress)

Vacation

- [Vacation calculation](#)¹¹

Employees

Create a new employee

- [Create a new employee in HR-Expert](#)¹²
- [Time acquisition for new employees](#)¹³

Edit an existing employee

- [Change personal data](#)¹⁴
- [Assign and change password \(by the admin\)](#)¹⁵
- [User status and employment status](#)¹⁶
- [Transfer employees to another department](#)¹⁷
- [Dealing with role holders \(assigning, editing, deleting\)](#)¹⁸
- [Change weekly program / part-time factor](#)¹⁹
- [Edit employee master record data \(entry date, holiday entitlement, overtime authorisations, etc.\)](#)²⁰

Exit of an employee

- [Registration of terminations in HR-Expert](#)²¹
- [Termination of an employee in Personalwolke Time](#)²²

Organisational management

Creating a new group

- [Creating a new group \(organigram/Loose group\)](#)²³

Edit an existing group

- [Changing the short name/name of a group](#)²⁴
- [Add / remove a role from a group](#)²⁵
- [Add / remove employees to/from a group](#)²⁶

Organigram

- [Move employees to another department \(group\)](#)²⁷
- [Change group hierarchy](#)²⁸

The missing links will be added soon!

1. </daisy/personalwolke-default-en/6124-dsy/7864-dsy.html>
2. </daisy/personalwolke-default-en/7869-dsy.html>
3. </daisy/personalwolke-default-en/6312-dsy/g1/7863-dsy.html>
4. </daisy/personalwolke-default-en/6312-dsy/g1/8871-dsy.html>
5. </daisy/personalwolke-default-en/6312-dsy/g1/10368-dsy.html>
6. <https://personalwolke.at/daisy/personalwolke-default/9053-dsy.html?branch=main&language=en>
7. <https://personalwolke.at/daisy/personalwolke-default/9054-dsy.html?branch=main&language=en>
8. <https://personalwolke.at/daisy/personalwolke-default/9055-dsy.html?branch=main&language=en>
9. <https://personalwolke.at/daisy/personalwolke-default/6396-dsy.html?branch=main&language=en>
10. <https://personalwolke.at/daisy/personalwolke-default/9111-dsy.html?branch=main&language=en>
11. </daisy/personalwolke-default-en/6312-dsy/g4/g3/8616-dsy.html>
12. </daisy/personalwolke-default-en/6312-dsy/g2/g1/6313-dsy.html>
13. </daisy/personalwolke-default-en/6312-dsy/g2/g1/7325-dsy.html>
14. </daisy/personalwolke-default-en/6312-dsy/g2/g2/6345-dsy.html>
15. </daisy/personalwolke-default-en/6312-dsy/g2/g2/6350-dsy.html>

16. [/daisy/personalwolke-default-en/6312-dsy/g2/g2/9706-dsy.html](#)
17. [/daisy/personalwolke-default-en/6312-dsy/g2/g2/6433-dsy.html](#)
18. [/daisy/personalwolke-default-en/6312-dsy/g2/g2/6485-dsy.html](#)
19. [/daisy/personalwolke-default-en/6312-dsy/g2/g2/6487-dsy.html](#)
20. [/daisy/personalwolke-default-en/6312-dsy/g2/g1/7325-dsy.html](#)
21. [/daisy/personalwolke-default-en/6312-dsy/g2/g3/9550-dsy.html](#)
22. [/daisy/personalwolke-default-en/6312-dsy/g2/g3/7326-dsy.html](#)
23. [/daisy/personalwolke-default-en/6312-dsy/g3/g1/9821-dsy.html](#)
24. [/daisy/personalwolke-default-en/6312-dsy/g3/g2/6451-dsy.html](#)
25. [/daisy/personalwolke-default-en/6312-dsy/g2/g2/6485-dsy.html](#)
26. [/daisy/personalwolke-default-en/6312-dsy/g3/g2/6453-dsy.html](#)
27. [/daisy/personalwolke-default-en/6312-dsy/g3/g3/6466-dsy.html](#)
28. [/daisy/personalwolke-default-en/6312-dsy/g3/g3/6468-dsy.html](#)