

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

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

Time Recording

How do I book correctly?

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

Adjust accounts

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

Employees

Exit of an employee

Registration of terminations in HR-Expert

1. </daisy/personalwolke-default/7864-dsy.html?language=4>
2. </daisy/personalwolke-default/7869-dsy.html?language=4>
3. </daisy/personalwolke-default/7863-dsy.html?language=4>
4. </daisy/personalwolke-default/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>