

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/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. [/daisy/personalwolke-default/10368-dsy.html?language=4](#)
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/8616-dsy.html?language=4](#)
12. [/daisy/personalwolke-default/6313-dsy.html?language=4](#)
13. [/daisy/personalwolke-default/7325-dsy.html?language=4](#)
14. [/daisy/personalwolke-default/6345-dsy.html?language=4](#)
15. [/daisy/personalwolke-default/6350-dsy.html?language=4](#)

16. /daisy/personalwolke-default/9706-dsy.html?language=4
17. /daisy/personalwolke-default/6433-dsy.html?language=4
18. /daisy/personalwolke-default/6485-dsy.html?language=4
19. /daisy/personalwolke-default/6487-dsy.html?language=4
20. /daisy/personalwolke-default/7325-dsy.html?language=4
21. /daisy/personalwolke-default/9550-dsy.html?language=4
22. /daisy/personalwolke-default/7326-dsy.html?language=4
23. /daisy/personalwolke-default/9821-dsy.html?language=4
24. /daisy/personalwolke-default/6451-dsy.html?language=4
25. /daisy/personalwolke-default/6485-dsy.html?language=4
26. /daisy/personalwolke-default/6453-dsy.html?language=4
27. /daisy/personalwolke-default/6466-dsy.html?language=4
28. /daisy/personalwolke-default/6468-dsy.html?language=4