Re-entry of employees (via Webdesk/Personalwolke Time)

General

The re-entry of an employee, e.g., due to seasonal employment, can be recorded in Personalwolke.

In Personalwolke Time, this is possible in two ways.

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Recording a re-entry in HR-Expert is described HERE[1].

1. By creating a new person profile (recommended)

Creating a new profile is the simplest approach, since it avoids input errors or incorrect retroactive recalculations.

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Rates: If a new master record is created and the old master record remains as an inactive user, the costs for the inactive master record are incurred in addition to the costs for the new master record.

Important:

Before creating the new master data, the following points must be completed or initiated for the person's existing master data:

- **Is the termination fully recorded**, including settlement of the prorated vacation entitlement?
- Will the **email address** be reused? If so, it must be deleted from the existing master record, because in Personalwolke an email address may only ever be used for one master record
- **Username**: Reusing the previous username makes sense, either because of the company's naming convention or because the person is already used to it, but no master record may exist without a username. A unique note must therefore be added to the username in the existing master record. Example: Adam Angelika at Sonne und Wind GmbH returns to the company after parental leave. Her previous username SuWadamange is changed to SuWadamange-old. This allows her previous username to be reused for the newly created profile.
- **Employee number:** the same applies to the employee number. Here too, the previous number should be supplemented with a unique note in the old master record so that the employee number can be reused.
- **Time tracking data**: If the time tracking data from before the termination has not yet been archived, it is advisable to archive it now, i.e., download it as a PDF.

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  Personalwolke also offers the option of setting up automatic archiving. If you are interested, please contact our support team!

2. Via the existing profile by recording a re-entry

The following steps are required for this:

Preparation

Please check in the correction client whether the accounts for remaining vacation days and those for flextime and overtime of every kind are set to zero for this person. By law, all of the employee's claims regarding vacation and accumulated flextime or overtime should be settled at the time of termination.

1. Open the person

To do so, open the persons overview under Administration/Persons

To make it easier to find inactive employees, you can filter out all inactive users in the header of the list.

Now click the person whose re-entry you want to record in the list.

2. Master record of the person

Set the person to active by clicking the checkbox in the first tab of the master record (checkbox next to "Active user").

3. Settings tab

Now open the "Settings" tab and there the "Time tracking" area

4. Changing the weekly schedule

First, the weekly schedule for the period from the day after the termination, i.e., the first day after the last working day, must be changed to one that provides for a weekly working time of 0 hours.
If you do not have such a schedule available, one must be created. You can find information on creating a new weekly schedule HERE[2].

To enter this 0-hour weekly schedule, please click the arrow here and select the schedule that provides for 0 weekly hours from the list.

5. Recalculate

Click "Recalculate" in the time tracking screen. Select the day after the termination date as the settlement date and then click "Recalculate" in the window

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Attention: if an incorrect date is entered during the recalculation, this can no longer be corrected. The data cannot be reconstructed!

6. Termination and re-entry date

Delete the termination date there and enter the date of the renewed start of work = the re-entry in the entry date field.

7. New weekly schedule

From the entry date onward, of course, a weekly schedule with working hours applies.
To record this, please now click the + sign next to "Weekly schedule".

A table block opens. Please select from the dropdown list the weekly schedule that the re-entering employee should follow from the re-entry date.

Enter the re-entry date as the start date.

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> **A retroactive recalculation beyond the re-entry date is not possible!**

8. Save

Now complete the entire entry by clicking "Save".

9. Deleting the balance and vacation values in the correction client

The following step can only be done after the entry date!
Please go to the correction client, specifically to the daily view of the calendar day immediately before the entry date.

Next, set all editable time accounts to zero (i.e., all accounts that have an edit icon - a pencil).

The calculation of the vacation entitlements of the re-entering person, taking prorating into account, must be done manually. The absolute values are then entered into the respective accounts.

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> **For this variant of recording a re-entry, be sure to contact our support team**, since deleting further database entries for the re-entering person may be necessary.

Keywords: re-entry, Webdesk, seasonal work, resumption

1. /daisy/webdesk-manual-admin/11013-dsy.html?language=4
2. /daisy/webdesk-manual-admin/8996-dsy.html?language=4