Time

General

Standard employees can **book** and use the menu items under **Info**, as well as **Requests, Workflow Management** and **Options**.

Management employees have, in addition to the options available to **standard employees**, the **Management** menu item for various reports concerning the company / the employees.

Admin employees have, in addition to the options available to **standard employees**, the **Administration** menu item for performing administrative tasks concerning the company / the employees.

Of course, one or more employees can also be assigned management and administration capabilities at the same time.

See also chapter "Permission concept[1]"

Workflows are controlled by freely assigning the **roles** of supervisor and personnel to individual employees and / or groups.

The functions in detail:

- Booking[2]
- Info[3]
  - Master data / accounts[4] *(overview of your own master data and account values (balance, vacation, sick days))*
  - Journal[5] *(overview of attendance / absences in the current and past months)*
  - Calendar [6]*(overview of absences such as vacation, sick leave, special leave, etc.)*
  - Group calendar[7] *(overview of absences such as vacation, sick leave, special leave, etc. for the entire group (department))*
  - Attendance list[8] *(overview of colleagues / employees in the company who are currently present / absent)*
- Requests[9]
  - Sick note [10]*(for colleagues)*
    - *The absence reason is automatically carried forward until the employee books in again*
  - Time correction[11]
    - *Positive: Present, errand, doctor's visit, various absences, telework*
    - *Negative: Present (e.g., subsequent booking of a lunch break)*
  - Cancel time correction[12]
    - *Delete incorrect attendance times from the system (e.g., booking a break retroactively)*
  - Absence[13]
    - *Time off in lieu, business trip, seminar, sick with continued pay*
  - Cancel absence[14]
    - *Delete incorrect absence times from the system (e.g., rescheduling vacation)*
  - Special absence[15]
    - *Paid special leave, spa treatment, care leave*
  - §20 AZG Exceptional cases[16]

    - *Request for crediting unvalued working time*
  - Vacation[17]
- Workflow Management[18]
  - Open tasks[19]
  - Open requests[20]
  - Archive[21]
- Administration[22]
  - Organizational chart[23] *(structure of the company, moving persons / groups within the company)*
  - Persons (employee administration)[24] *(master data, group membership, role assignment, time models)*
  - Groups (managing departments)[25] *(organizational units, permission groups, role assignment, person assignment)*
  - Roles [26]*(assigning the roles of supervisor / personnel to persons / groups)*
  - Time management [27]*(monthly and daily view for correcting times) - only available to holders of the role "Personnel"!*
  - Absence client[28] *(entering absences over one or more days)*
- Management[29]
  - Account report[30] *(balance, sick days, remaining vacation, vacation days taken, travel days, training days)*
  - Calendar overview [31]*(monthly / weekly overview of the calendars of all employees - absences, planned absences, etc.)*
  - Annual calendar[32] *(graphical presentation of the entire year with absences & planned absences)*
  - Statistics[33] *(report on sick days, vacation taken and attendance)*
- User settings[34]
  - Change password[35]
  - Settings[36] *(email notification, deputy arrangement, language)*

WARNUNG

The instructions on these pages use **screenshots** for better visualization. However, since every Personalwolke system is individually tailored to the customer, these screenshots may differ slightly from your system in appearance and/or text.

1. /daisy/webdesk-manual-admin/7066-dsy.html?language=4
2. /daisy/webdesk-manual-admin/5871-dsy.html?language=4
3. /daisy/webdesk-manual-admin/9978-dsy.html?language=4
4. /daisy/webdesk-manual-admin/5869-dsy.html?language=4
5. /daisy/webdesk-manual-admin/5872-dsy.html?language=4
6. /daisy/webdesk-manual-admin/5870-dsy.html?language=4
7. /daisy/webdesk-manual-admin/5873-dsy.html?language=4
8. /daisy/webdesk-manual-admin/5874-dsy.html?language=4
9. /daisy/webdesk-manual-admin/10091-dsy.html?language=4
10. /daisy/webdesk-manual-admin/5892-dsy.html?language=4
11. /daisy/webdesk-manual-admin/5875-dsy.html?language=4

12. /daisy/webdesk-manual-admin/5883-dsy.html?language=4
13. /daisy/webdesk-manual-admin/5876-dsy.html?language=4
14. /daisy/webdesk-manual-admin/6858-dsy.html?language=4
15. /daisy/webdesk-manual-admin/5882-dsy.html?language=4
16. /daisy/webdesk-manual-admin/6873-dsy.html?language=4
17. /daisy/webdesk-manual-admin/10099-dsy.html?language=4
18. /daisy/webdesk-manual-admin/10064-dsy.html?language=4
19. /daisy/webdesk-manual-admin/5877-dsy.html?language=4
20. /daisy/webdesk-manual-admin/5878-dsy.html?language=4
21. /daisy/webdesk-manual-admin/5921-dsy.html?language=4
22. /daisy/webdesk-manual-admin/10473-dsy.html?language=4
23. /daisy/webdesk-manual-admin/5881-dsy.html?language=4
24. /daisy/webdesk-manual-admin/5885-dsy.html?language=4
25. /daisy/webdesk-manual-admin/5884-dsy.html?language=4
26. /daisy/webdesk-manual-admin/5886-dsy.html?language=4
27. /daisy/webdesk-manual-admin/9874-dsy.html?language=4
28. /daisy/webdesk-manual-admin/6152-dsy.html?language=4
29. /daisy/webdesk-manual-admin/10313-dsy.html?language=4
30. /daisy/webdesk-manual-admin/6024-dsy.html?language=4
31. /daisy/webdesk-manual-admin/6025-dsy.html?language=4
32. /daisy/webdesk-manual-admin/6026-dsy.html?language=4
33. /daisy/webdesk-manual-admin/6027-dsy.html?language=4
34. /daisy/webdesk-manual-admin/5889-dsy.html?language=4
35. /daisy/webdesk-manual-admin/10089-dsy.html?language=4
36. /daisy/webdesk-manual-admin/5889-dsy.html?language=4