Monthly view

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You can find information on the **daily view** in **the next chapter**[5].

Selecting the employee and the period

The desired employee can be selected by typing the name in the "Person" field (autocomplete):

Entering the name displays a list of employees with matching first/last names, from which the desired employee can be conveniently selected. As soon as the name entered is unique, their name including their group is entered in the field automatically, without any interaction with the mouse.

Alternatively, the desired employee can be selected by clicking the 3 horizontal dots:

Clicking the blue arrow keys lets you page through the available persons, years and months.

NOTIZ

The **monthly view** displays the current month. If you want to edit a particular day, you can do so either via the **edit** icon in the **"Action" column** or by clicking the **date** in the **date column** - however, clicking the date switches to the **daily view**!

Definition of the fields in the monthly view

1 - to switch between monthly and daily view

2 - name of the employee whose journal is currently displayed, or the option to switch to another employee

3 - year of the current view

4 - month of the current view

5 - employee number of the employee whose journal is currently displayed

6 - refresh the view

7 - Edit person: switch to the master record of the currently displayed employee

8 - Recalculate: if, for example, a different daily schedule is assigned retroactively, a recalculation of the times may be necessary. This is triggered via this button

9 - Import bookings: allows time data from an external directory to be loaded by uploading a file

10 - Date column: clicking the date switches to the daily view

11 - WT - weekday

12 - K - comments on corrections made; the number next to the speech bubble shows the number of correction comments (see 29)

13 - error at start booking

14 - start of working time booking

15 - end of working time booking

16 - error at end booking

17 - absence reason

18 - HT = half day

19 - Action (Edit

,

Delete

,

Add

)

20 - is a break deduction applied?

21 - is there permission for a time booking outside the frame?

22 - capping at the daily maximum working time (formerly 10 hours)

23 - capping at the weekly maximum working time (formerly 50 hours)

24 - target working time for this day according to the daily schedule valid for the employee

25 - working time actually performed on this day, or the time credited based on the respective absence reason

26 - accumulated total of the working time actually performed in the month in question since the beginning of the month

27 - flextime credit or deficit

28 - remaining vacation allowance on the respective day

29 - comments on time changes on the respective day

30 - The question mark appears when the recorded times require action or explanation

Editable data

WARNUNG

Important: The **data of the previous month** can only be edited **until** the **15th of the current month**!

The following data can be edited.

- enter or correct booked **times**
- select the **absence reason** from the dropdown list:
  - (0) A = Present
  - (1) U = Paid vacation
  - (4) KR = Sick with continued pay
  - (6) SE = Seminar
  - (7) ZA = Time off in lieu
  - (8) DR = Business trip

    - (9) DG = Errand
    - (11) AZ = Doctor
    - (14) AM = Government office visit
    - (20) TA = Telework
- **HT** - set the marker if the absence reason applies to only half a day
- **Pa** - break deduction - permission for break deduction (automatic)
- **Ra** - frame permission - permission for booking outside the frame
- **10** - stands for the capping at the respective daily maximum working time *) and can be activated
- **50** - stands for the capping at the respective weekly maximum working time *) and can be activated

* Previously, under Austrian labor law, 10 hours of daily maximum working time and 50 hours of weekly maximum working time were the limit. Since September 2018, limits of 12 and 60 hours apply.
In Personalwolke, the cappings have been adapted so that they apply to the maximum working time you recorded in the respective daily schedule, see Daily schedule/Step 4: "Credit" tab /4.3. Credit/4.3.5. Maximum working time[6]

After the data has been corrected / entered

Clicking **Save**

applies the entries; clicking **Cancel**

discards the changes. Clicking the **delete icon**

deletes an existing time entry.
Clicking the **edit icon**

lets you edit an entry, and

adds another **entry** for the day.

1. /daisy/webdesk-manual-admin/6190-dsy.html?language=4
2. /daisy/webdesk-manual-admin/9876-dsy.html?language=4