

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

- [Empty your browser cache or start in an 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)

Vacation

- [Vacation calculation](#)¹⁰

Employees

Create a new employee

- [Create a new employee in HR-Expert](#)¹¹
- [Time acquisition for new employees](#)¹²

Edit an existing employee

- [Change personal data](#)¹³

- [Assign and change password \(by the admin\)](#)¹⁴
- [User status and employment status](#)¹⁵
- Transfer employees to another department
- Assign / remove a role to a staff member
- Change weekly programme / part-time factor
- Edit employee master record data (entry date, holiday entitlement, overtime authorisations, etc.)

Exit of an employee

- [Registration of terminations in HR-Expert](#)¹⁶
- Termination of an employee in Personalwolke Time

Organisational management

Creating a new group

- [Creating a new group \(organigram/Loose group\)](#)¹⁷

Edit an existing group

- Change short name / name
- Add / remove a role from a group
- Add / remove employees from a group

Organigram

- [Move employees to another department \(group\)](#)¹⁸
- [Change group hierarchy](#)¹⁹

The missing links will be added soon!

1. </daisy/webdesk-manual-admin/7864-dsy.html?language=4>
2. </daisy/webdesk-manual-admin/7869-dsy.html?language=4>
3. </daisy/webdesk-manual-admin/7863-dsy.html?language=4>
4. </daisy/webdesk-manual-admin/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>
10. </daisy/webdesk-manual-admin/8616-dsy.html?language=4>
11. </daisy/webdesk-manual-admin/6313-dsy.html?language=4>
12. </daisy/webdesk-manual-admin/7325-dsy.html?language=4>
13. </daisy/webdesk-manual-admin/6345-dsy.html?language=4>
14. </daisy/webdesk-manual-admin/6350-dsy.html?language=4>
15. </daisy/webdesk-manual-admin/9706-dsy.html?language=4>
16. </daisy/webdesk-manual-admin/9550-dsy.html?language=4>
17. </daisy/webdesk-manual-admin/9821-dsy.html?language=4>
18. </daisy/webdesk-manual-admin/6466-dsy.html?language=4>

