

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](#)¹⁶
- [Dealing with role holders \(assigning, editing, deleting\)](#)¹⁷
- 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](#)¹⁸
- Termination of an employee in Personalwolke Time

Organisational management

Creating a new group

- [Creating a new group \(organigram/Loose group\)](#)¹⁹

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 \(group\)](#)²⁰
- [Change group hierarchy](#)²¹

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/6433-dsy.html?language=4](#)
17. [/daisy/webdesk-manual-admin/6485-dsy.html?language=4](#)
18. [/daisy/webdesk-manual-admin/9550-dsy.html?language=4](#)

19. </daisy/webdesk-manual-admin/9821-dsy.html?language=4>
20. </daisy/webdesk-manual-admin/6466-dsy.html?language=4>
21. </daisy/webdesk-manual-admin/6468-dsy.html?language=4>