

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

Booking and logout is not possible

- [I cannot make any bookings and logging out is not possible! What can I do?](#)⁵

Employees

Create a new employee

- [Create a new employee in HR-Expert](#)⁶
- [Time acquisition for new employees](#)⁷

Edit an existing employee

- [Change personal data](#)⁸
- [Assign and change password \(by the admin\)](#)⁹
- [User status and employment status](#)¹⁰
- [Transfer employees to another department](#)¹¹
- [Dealing with role holders \(assigning, editing, deleting\)](#)¹²
- [Change weekly program / part-time factor](#)¹³
- [Edit employee master record data \(entry date, holiday entitlement, overtime authorisations, etc.\)](#)¹⁴

Exit of an employee

- [Registration of terminations in HR-Expert](#)¹⁵
- [Termination of an employee in Personalwolke Time](#)¹⁶

Organisational management

Creating a new group

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

Edit an existing group

- [Changing the short name/name of a group](#)¹⁸
- [Add / remove a role from a group](#)¹⁹
- [Add / remove employees to/from a group](#)²⁰

Organigram

- [Move employees to another department \(group\)](#)²¹
- [Change group hierarchy](#)²²

Time Recording

How do I book correctly?

- [Classic booking \(normal attendance & absence\)](#)²³
- [Absence with a productive absence reason](#)²⁴
- [Absence with a non-productive absence reason](#)²⁵

Adjust accounts

- [Adjusting an employee's accounts \(using the balance account as an example\)](#)²⁶
- [Credit overtime to the balance](#)²⁷
- Write-off paid overtime (in progress)

Vacation

- [Vacation calculation](#)²⁸

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. </daisy/webdesk-manual-admin/10368-dsy.html?language=4>
6. </daisy/webdesk-manual-admin/6313-dsy.html?language=4>
7. </daisy/webdesk-manual-admin/7325-dsy.html?language=4>
8. </daisy/webdesk-manual-admin/6345-dsy.html?language=4>
9. </daisy/webdesk-manual-admin/6350-dsy.html?language=4>
10. </daisy/webdesk-manual-admin/9706-dsy.html?language=4>
11. </daisy/webdesk-manual-admin/6433-dsy.html?language=4>
12. </daisy/webdesk-manual-admin/6485-dsy.html?language=4>

13. [/daisy/webdesk-manual-admin/6487-dsy.html?language=4](#)
14. [/daisy/webdesk-manual-admin/7325-dsy.html?language=4](#)
15. [/daisy/webdesk-manual-admin/9550-dsy.html?language=4](#)
16. [/daisy/webdesk-manual-admin/7326-dsy.html?language=4](#)
17. [/daisy/webdesk-manual-admin/9821-dsy.html?language=4](#)
18. [/daisy/webdesk-manual-admin/6451-dsy.html?language=4](#)
19. [/daisy/webdesk-manual-admin/6485-dsy.html?language=4](#)
20. [/daisy/webdesk-manual-admin/6453-dsy.html?language=4](#)
21. [/daisy/webdesk-manual-admin/6466-dsy.html?language=4](#)
22. [/daisy/webdesk-manual-admin/6468-dsy.html?language=4](#)
23. [/daisy/webdesk-manual-admin/9053-dsy.html?language=4](#)
24. [/daisy/webdesk-manual-admin/9054-dsy.html?language=4](#)
25. <https://personalwolke.at/daisy/personalwolke-default/9055-dsy.html?branch=main&language=en>
26. <https://personalwolke.at/daisy/personalwolke-default/6396-dsy.html?branch=main&language=en>
27. <https://personalwolke.at/daisy/personalwolke-default/9111-dsy.html?branch=main&language=en>
28. [/daisy/webdesk-manual-admin/8616-dsy.html?language=4](#)