

# Time acquisition for new employees

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## Creation of persons in the future & past

New employees aren't created in the system exactly on the day they join. For this reason, Personalwolke Time supports different scenarios for a new person

- subsequently or
- in the future

in the system.

In our system, person master data records have a "**Valid from**" and a "**Valid to**" date. When a new person is created, this data is filled automatically and cannot be changed manually. *[Links will be added soon.]*

To enable time recording into the past for subsequently created persons, the field "**Start of time recording**" must be set to a date in the past.

## Relevant parameters

The following parameters must be entered under "**Modules**" # "**Time recording**" in the person master record.

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A description of the remaining fields can be found under "**Field Description Master Record**"

## Start of time recording

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If you check the checkbox "**Activate time recording**" in the Modules / Time recording tab, you must enter the start date of time recording correctly. The start date of the time recording must be set to the day before the day from which times are to be recorded in the system.

The "Start of time recording" date must be in the past, i.e. at least the day before the day of entry. When entering the current date, the date is automatically corrected to that of the previous day.

The use of a past date enables holiday entitlements and other values to be entered so that the person joining the company has all the necessary time recording values available in the system on their start date.

### Example:

- Entry date: per 01.01.
- Person is created on 08.01.in Personalwolke
- The start date of Time Management must be set to 31.12.so that the time recording can start with 01.01.

## Entry date

When you create a person, you **must** specify the entry date. This enables that this person can be displayed in various evaluations.

## Fictitious entry date

The fictitious entry date is necessary for the recognition of previous periods of service and for the consideration of holiday years from these previous periods of service. If the collective agreement provides for a staggered holiday entitlement according to (previous) years of service, this entitlement can be taken into account by entering the fictitious entry date.

### Example:

- Entry date: per 01.07.
- creditable prior periods of employment: 6 months
- Fictitious entry date: 01.01.

## Examples of the personal system

Example 1: The employee is already in the company and is created later in time recording:

1. Time recording is activated by the entry date into the past. The postings must then be entered subsequently.
2. Time recording is activated with the current time. Afterwards, the balance values and vacation data (described below) must be manually added via the correction client (to be found under Administration / Time management / Correction client).

Example 2: Employees join the company for the first time:

1. **The employee can be created in advance in Personalwolke and only activated for time recording on the entry date.**

Example: Entry date: 01.04.

The employee is created on 25.03. so that the information already exists, and Personalwolke can be used.

Time recording must then be activated on 01.04. with the date of 31.03.

2. **The employee can be created on the entry day and time recording can be activated on the previous day.**

Example: Entry date: 01.04.

The employee is created in the system on 01.04. and the start date of Time Management is set to 31.03.

This enables the employee to record his or her working times and absences as of 01.04.

## Vacation entitlement

In the case of new employees, the holiday entitlement must be entered, as well as the "reference date for the addition", so that the new holiday entitlement is added on the date of the addition. If the new annual leave is credited per calendar year, you must enter 01.01 as the reference date for the addition. If the start date is relevant, the start date must be entered here.

If an employee is created in the Personalwolke who is already in the company, the days since the last addition and possibly the entitlement from the previous year or the year before that must also be entered. These are entered in the correction client under **Administration / Time management / Correction client** *[link will be added soon]*. There, the view must be switched to the daily view and the correct values must be entered on the first day of time recording.

### Example:

If Max Mustermann has entered on 01.01.2019 and is then created on 01.04.2020 in time recording, the vacation values must be stored as follows:

- Holiday entitlement: 25
- Date Added: 01.01.2019
- Days since last added: 31 (January) + 29 (February 2020 leap year)+ 30 (March) + 1 (current day) = 91 days
- Holidays used up in 2019: 8 days

- Spent vacation in 2020: 7 days
- Remaining leave previous year: 10 days
- Remaining vacation total: 35 days (10 remaining days from 2019 + 25 days from 01.01.2020, vacation days are always deducted from the oldest remaining vacation first until they are used up)

## Aliquotation of the year of entry.

The parameter "Factoring the entry year" controls whether the leave entitlement is to be added on a pro rata basis in the first six months and must be set to "legally compliant".

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If the employee is subsequently created in time recording and the entry date is not in the current year, then set this parameter to "No".

### Example:

- Mr. Mustermann joined on 06.03.2019.
- Mr. Mustermann's company has been created in the personnel cloud since 01.01.2020.
- Time recording is therefore activated for Mr. Mustermann as of 31.12.2019.
- If the factoring of the entry year is activated, the leave entitlement is added to him in 2020 on a factoring basis.
- As a result, he or she would not receive the 25 leave days specified on 06.03.2020.
- In this case, the parameter "Factoring the entry year" must be set to "No".