Tab Time Recording

The prerequisite for enabling an employee to use time recording via the Personalwolke is activating the employee for time recording when creating their personnel profile in the Personalwolke.

This activation is best done immediately after saving an employee newly entered in the Personalwolke. (It is not possible to edit the time recording form directly while creating a new employee.)

In the "Time recording" tab, you can define the **start of time recording** for the selected employee, their **percentage working time** and the **weekly program**[1] to be applied to them.

Other fields in the form support you in maintaining the employee's working time data and the entitlements resulting from it, such as the number of vacation days.

To enter time recording data, a weekly program[2] must exist. It is created via Personalwolke Time[3] or Personalwolke Time Professional[4].

Details on this topic can also be found on this page: Create a new person (in Personalwolke Time)[5].

1. /daisy/webdesk-manual-admin/9884-dsy.html?language=4
2. /daisy/webdesk-manual-admin/9884-dsy.html?language=4
3. /daisy/webdesk-manual-admin/5891-dsy.html?language=4
4. /daisy/webdesk-manual-admin/6201-dsy.html?language=4
5. /daisy/webdesk-manual-admin/9835-dsy.html?language=4