Tab Time Recording

To enable an employee to use time recording via Personalwolke, the employee must be activated for time recording when their personnel profile is created in Personalwolke.

This activation is best done immediately after saving a newly created employee in Personalwolke. (Editing the time recording form immediately while creating a new record is not possible.)

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

Other fields on the form help you maintain the employee's working time data and the resulting entitlements, such as the number of vacation days.

To enter the time recording data, a weekly plan[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: Creating 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