Daily schedule overview

General

Every employee who books time and/or manages absences in Personalwolke must be assigned a time model. This time model determines, for example, what the employee's working hours are, when they are entitled to overtime, and how it is valued.
In Personalwolke you can create and edit your own time models.
For this you need two actions: **Daily schedules** and **Weekly schedules**.

With the "**Daily schedule**" action you can adapt existing daily schedules and create new ones.
You need "**Weekly schedules**", on the other hand, to change existing weekly schedules or create new ones.

Overview

A weekly schedule consists of several daily schedules. It is therefore important to create a suitable daily schedule for each day of the week.

In the daily schedule overview you can see all **active daily schedules** available to you. It has the following columns:

- **Id**: a unique number assigned by Personalwolke.
- **Short name**: the short name of the daily schedule.
- **Long name**: the long name of the daily schedule. Here you can note, for example, what this schedule is needed for.
- **Daily target time**: here you see the daily target time in decimal minutes (60-minute format).
- **Validity**: The validity of the daily schedule indicates the period per calendar day to which this schedule applies.
  Example: A validity of 00:00 to 24:00 indicates that a day is counted from 00:00 to 24:00. A daily schedule from 06:00 to 05:59 means that extra time and overtime from 00:00 to 05:59 are attributed to the previous day. So if an employee started working at 01:00, they would also be booked out automatically at 05:59.
- **Frame time**: This time span indicates when the employee's bookings are counted as working time. Times outside the frame are unvalued working time.
  Attention: To do this, you must activate the parameter "Work outside frame" if you want to work with a frame time!
- **Normal working time**: This is the normal working time of the daily schedule. Absence reasons such as doctor's visits are valued within this time.
- **Client**: Here you see which client the daily schedule is assigned to. If the column is empty, it is a standard daily schedule from Personalwolke that is available to all clients across Personalwolke but cannot be edited.

The overview also offers the following features:

- **New daily schedule**: this button takes you to the input screen for a new daily schedule, see Create a new daily schedule[1]
- **Show archived daily schedules**: daily schedules that are no longer current are listed here.
- **Print/PDF/Excel**: these buttons let you process the list further as a print version or as Excel

You can find more information on creating and editing daily schedules and explanations of the tabs here:

- Create a new daily schedule[2]

- Edit a daily schedule[3]

1. /daisy/webdesk-manual-admin/8981-dsy.html?language=4
2. /daisy/webdesk-manual-admin/8981-dsy.html?language=4
3. /daisy/webdesk-manual-admin/9876-dsy.html?language=4