SIMPLIFY YOUR HR

The practical solution for your human resource management

powered by **workflow** Simplify your HR

PERSONALWOLKE OVERVIEW

Absence Management

Project Time Tracking

Personnel Management

Time Tracking

Travel Expense Accounting

Digital Personnel File
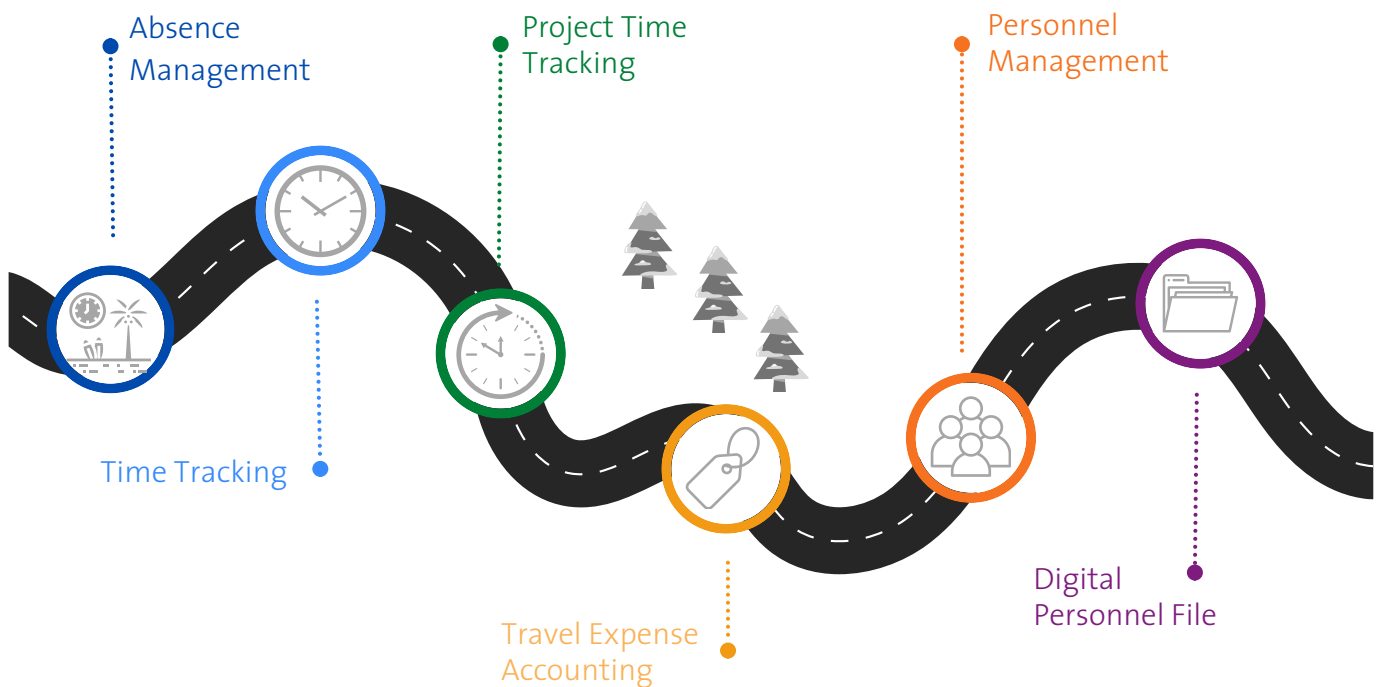
TIME TRACKING MADE EASY

LEGALLY COMPLIANT TIME TRACKING IN ACCORDANCE WITH ARBZG & ECJ

The recent ruling by the Federal Labour Court (BAG) does not necessarily mean a return to outdated punch clocks. The core message of the decision is the protection of employees and thus the compliance with legally defined maximum working hours and rest periods.

With Personalwolke, you can align your company simply and efficiently with the legal requirements of the ArbZG and the European Court of Justice (ECJ).

The functions of Personalwolke can be adapted to the needs of your company and expanded at any time. This enables compliance with current legislation and gives you the confidence that you will be optimally supported even in the event of future changes.
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TIME TRACKING MODULES

ABSENCE MANAGEMENT & TIME TRACKING

- Employee portal incl. absence requests (vacation, home office, sick leave, etc.)
- Recording of additional hours/overtime
- Automatic calculation of vacation entitlement incl. pro-rata entitlement upon entry or exit
- Automated import of personnel, group and role data
- Management of individuals and groups
- Clear master data overview of employees
- Apps available for iPhone and Android
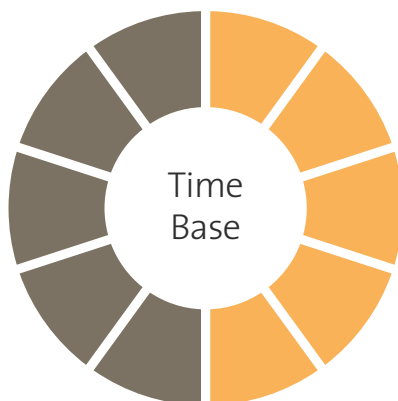
Time Absence

POSITIVE TIME TRACKING

- All functions of Time Absence
- Easy tracking of working hours via smartphone/tablet/PC
- Subsequent time corrections
- Adoption of all relevant working time models
- Flexible definition of part-time models
- Break evaluation in accordance with legal requirements
- Monitoring of maximum working hours and rest periods
- Annual calendar, group calendar, etc.
- Employee & Manager Self-Service

Time Base

COMPLETE TIME MANAGEMENT SYSTEM

- All functions of Time Base
- Mapping of collective agreements
- Definition of fixed working hours
- Recording and evaluation of additional or overtime hours in accordance with the collective agreement
- Flexible representation of flexitime models
- Integration of shift models
- Advanced statistics & reports
- Connection to our time tracking hardware
- Can be individually adapted to your company

Time Professional

TIME TRACKING IN DAILY BUSINESS

Mr. Huber is sitting with his wife enjoying a delicious pizza. They decide to go to Italy in the summer. He immediately opens the Personalwolke app on his phone and opens the vacation request. Before submitting the request, he checks the vacations already entered by his colleagues.
The request is approved by his supervisor and is additionally synchronized with his Outlook calendar.
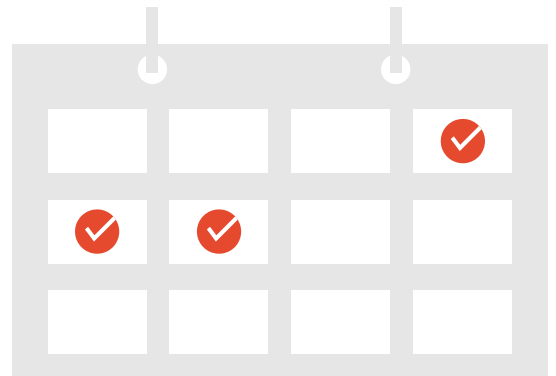
Mr. Huber is responsible for managing the servers. New hardware is being delivered today.
After nine hours of work, Personalwolke informs him that he will reach the maximum working time of 10 hours in one hour.
Mr. Huber decides to finish his work in order to avoid a violation of working time regulations

Ms. Gruber works in the HR department. Personalwolke automatically calculates the employees' overtime.
Therefore, at the end of the month, Ms. Gruber only needs to review the accumulated overtime and recorded absences using the Personalwolke report. Once everything has been checked, she uses the interface to transfer all data to payroll.
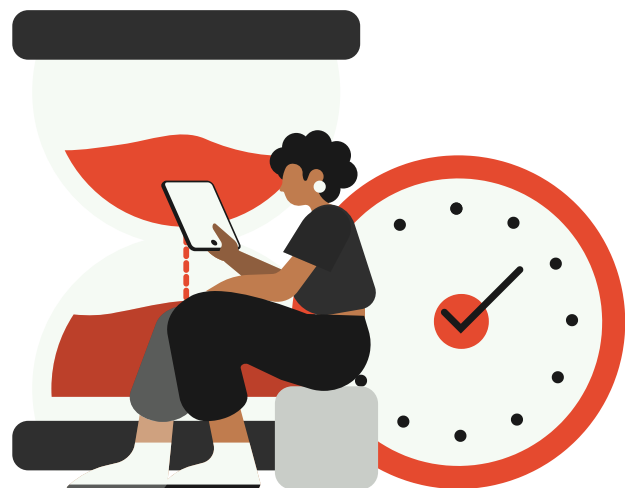
PROJECT TIME TRACKING

Personalwolke Project Time makes your project management even better.
With live effort tracking, you not only save time but also minimize documentation efforts and increase employee motivation through task-focused work.
Focus entirely on your projects – Personalwolke Project Time takes care of everything else.

FAST AND AVAILABLE EVERYWHERE

Record project times live or afterwards – whether on PC or smartphone

ACCURACY AND UP-TO-DATE INFORMATION

Precise and current project times for billing and project management

INCREASE YOUR PRODUCTIVITY

With extensive evaluations, comparisons and productivity reports

Accurate billing while saving time!
Thanks to a wide range of interfaces, your billable project times can be transferred directly to all common invoicing programs.

KEY FEATURES

PROJECT TIME TRACKING

- Project time START/STOP booking at the workplace or via smartphone
- Subsequent entry/modification of project time efforts via the input mask is possible

ANALYSIS & OPTIMISATION

- Overview of team members' project times
- Billing of billable services
- Extensive reports for management and project administrators
- Comparison of attendance and project time
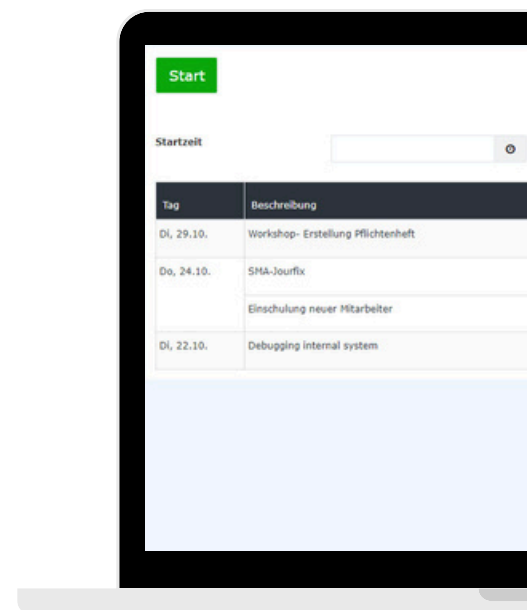
PROJECT TIME TRACKING IN PRACTICE

The creation and management of orders takes place in a third-party system.
Through import interfaces, new projects are automatically created in Personalwolke. Completed project hours are transferred daily to the third-party system via export interfaces, ensuring that all work is always up to date.
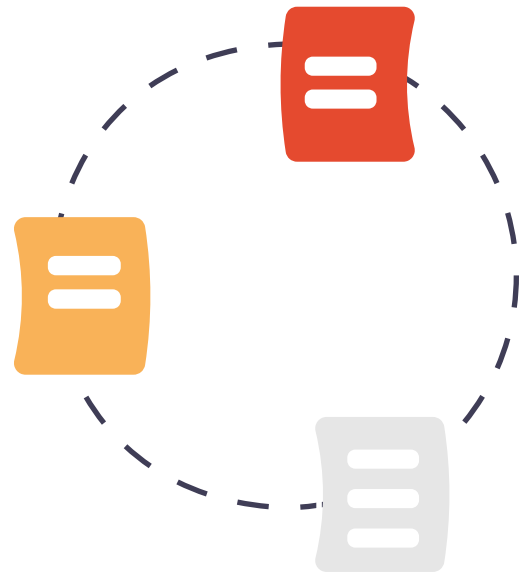
Mr. Müller is the department manager. Together with his team, he records all project times in Personalwolke. Every week, Mr. Müller reviews the accumulated hours using the project time report.
He can see on a daily basis how many hours have been booked to which projects and can identify and address potential overruns early.

Three Personalwolke terminals have been installed in the production hall.
In addition to recording working hours, workers can select projects and log their work there.
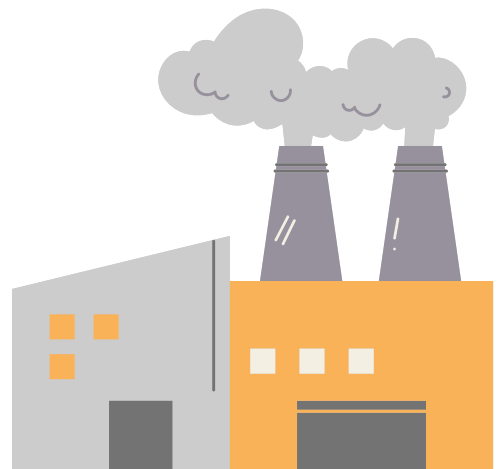
TRAVEL EXPENSE MANAGEMENT

With Personalwolke Travel, you not only minimize your administrative efforts but also provide your travelers with a mobile and transparent travel expense management portal.

STRESS-FREE TRAVEL MANAGEMENT

Request, record, and settle business trips – anytime and from anywhere

ALL IN ONE PORTAL

Requests, settlements (including receipt uploads), evaluations, and interfaces

NO MORE CALCULATIONS

Automatic travel expense calculations In accordance with applicable law, including integration with payroll

With the modern web interface of Personalwolke Travel, planning, recording, and settling business trips has never been easier. The system knows all applicable laws and calculates exactly what your employees are entitled to.

KEY FEATURES

✈ Travel Planning and Approval

- Travel planning including approval workflow
- Recording of resources and estimated costs
- Storage of all relevant documents in the digital travel file
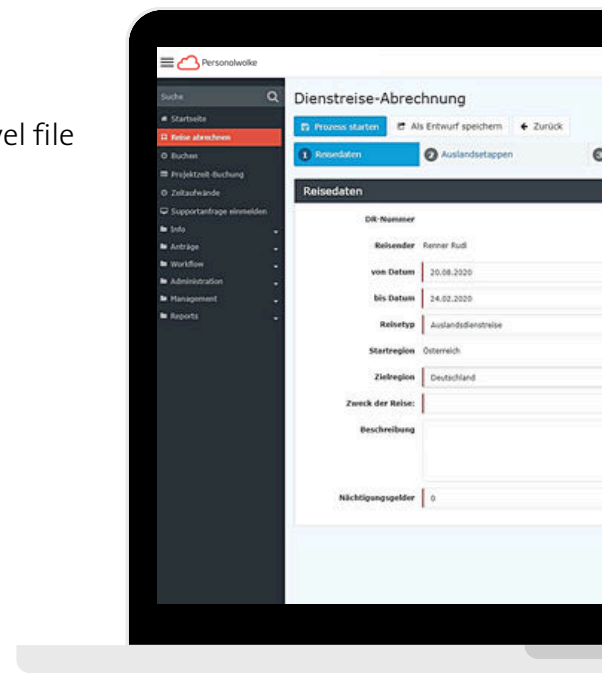
✈ Travel Expense Settlement

- Automatic calculation of travel expenses
- Direct receipt upload
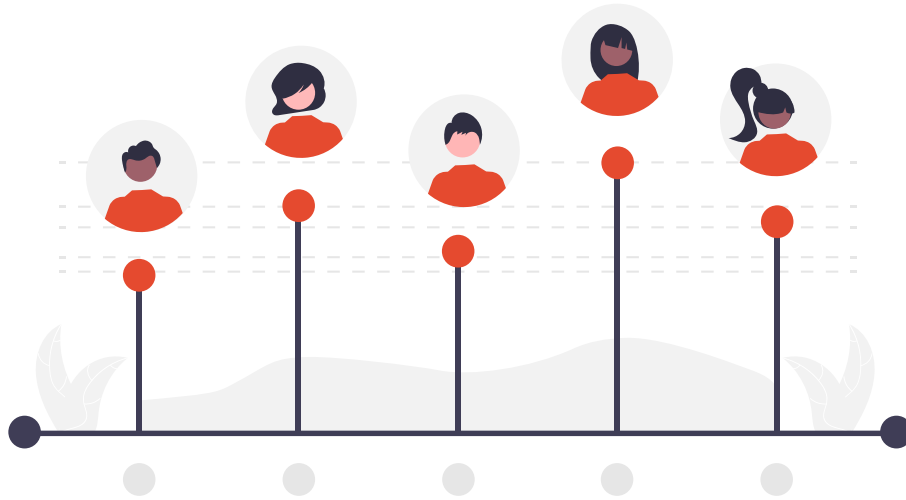- Automatic route calculation via Google Maps integration

✈ Reports & Analysis

- Clear evaluations with access control
- Configurable reports by cost and travel time
- Screen view, print view, PDF & Excel formats

TRAVEL EXPENSES TO GO

Mr. Müller submits a travel request for a longer international business trip. Since the total costs exceed EUR 2,000, a special approval process is triggered. As it involves a major client, the request goes directly to the department manager. For better visibility, the planned trip is added to both the group calendar and Outlook calendar.

Mr. Schmidt is traveling on a business trip using his private car.
The Google Maps integration simplifies data entry, immediately displaying and validating the estimated road kilometers (with a maximum deviation of 10% allowed). If desired, cars and motorcycles can also be pre-registered in the system and selected per route.

The HR manager, Ms. Huber, is flying to the Zukunft Personal Europe trade fair. After the fair, she creates the travel expense report, enters the expenses incurred via her smartphone, uploads the receipts, and records her working hours.

PERSONNEL MANAGEMENT

With Personalwolke HR-Expert, you can say goodbye to endless paper chaos and rely on a structured, clean, and efficient personnel data management system.

GOODBYE ADMINISTRATIVE CHAOS

Manage master data, qualifications, documents, and staffing plans all in one portal

PERSONNEL DATA AT A GLANCE

All important information is just two clicks away

YOU ARE IN CONTROL

Statistics, key figures, and reports directly in your HR-Expert dashboard

The simple organization and integrated digital document management system save you from bulky folders and hours of searching. At the same time, your data is well protected through our modern access control system.

KEY FEATURES

Personnel Development

- Planning and documentation of employee appraisal
- Storage of job profiles
- Qualification manager

Master data administrations

- Personnel master data / salary data
- Private and business contact details
- Digital personnel file incl. integration into the document management system
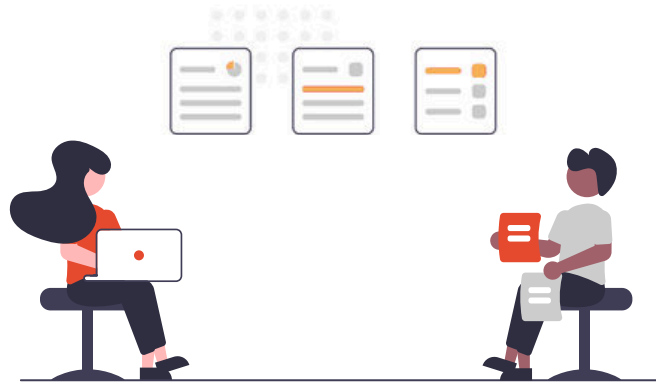- Employment status
- Management of time schedules

Evaluations & Reports

- Customisable HR Expert Dashboard with the most important key figures
- Clear reports for salary and more
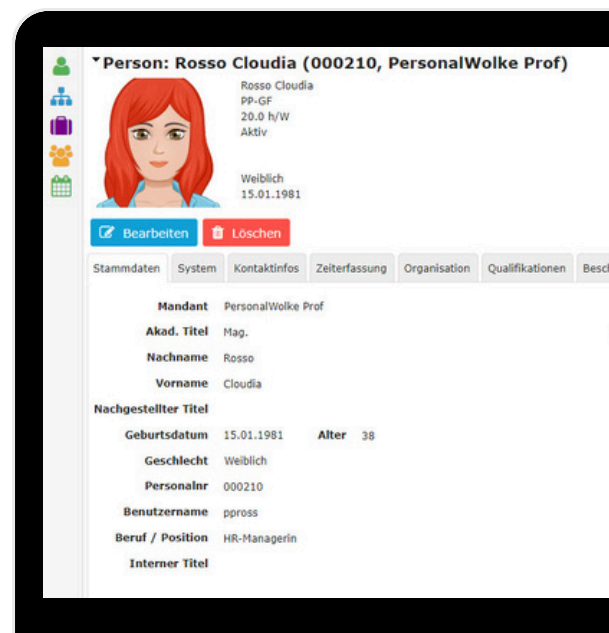
YOUR HR FILES – COMPLETELY DIGITAL

Mr. Huber is planning next week's annual employee appraisals.
To prepare optimally, he generates the salary report. This allows Mr. Huber to view key information on salary increases, bonuses, additional payments, and employee classifications.
He also reviews employment history and training progress.
These preparations help ensure that all employees are treated fairly and remain motivated.

Ms. Müller from the HR department receives the payslips collectively at the end of the month in PDF format. She uploads the file to Personalwolke.
The PDF is split into individual payslips and assigned to the respective employees.
This gives employees the opportunity to download their payslips 100% GDPR-compliant.

Ms. Müller is pregnant. She contacts Ms. Maier from HR to discuss maternity leave and the subsequent parental leave.
Ms. Maier opens HR-Expert and enters the calculated due date.
The planned maternity leave and parental leave data are immediately calculated. Once saved, the planned absences are automatically synchronized with the absence calendar, and any remaining vacation is prorated.
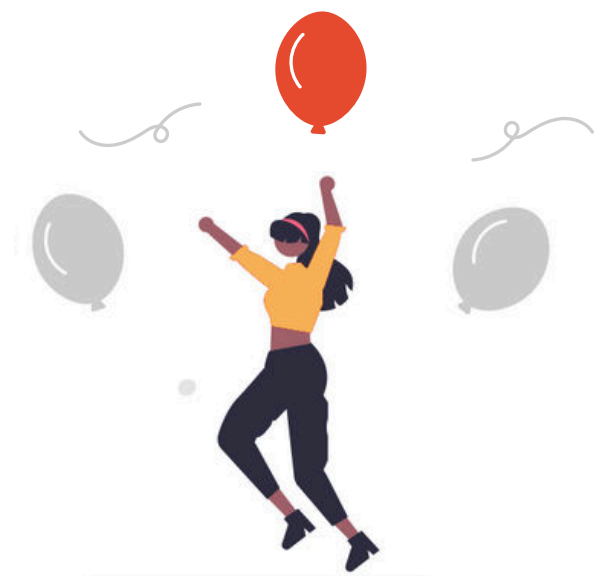
TOTALLY FLEXIBLE. THE PERSONALWOLKE

On request, various extensions and interfaces are possible. Discover the full range of options.

DATAWAREHOUSE

Get the most out of your existing data. With the optional data warehouse integration, you can analyze data using the reporting tool of your choice.

GROUPWARE INTEGRATION

Through the optional integration of your groupware system (Microsoft Office 365 Exchange, Exchange On-Premise / Outlook, IBM Notes / Domino, Zimbra), absences are automatically transferred to employees' personal calendars. Events from the groupware calendar are displayed in Personalwolke's calendar views, making vacation and appointment planning easier.

SINGLE-SIGN-ON

By default, your employees' passwords are managed by the Personalwolke system. With the SSO module, we can implement integration via SAML 2.0 or ADFS.
 When one of your employees accesses Personalwolke, the system checks:
 a) whether it is a valid Active Directory account, and
 b) whether the employee has access rights to Personalwolke.
If both checks are successful, the user is automatically logged in and can work as usual.

AUTOMATIC DATA IMPORT

Automatic data import can be implemented based on Personalwolke technology. For example, project master data or employee master data can be imported periodically (hourly, daily, weekly, etc.).

BOOKING TERMINAL

Use Personalwolke Time together with our time-tracking hardware. This option is ideal for large enterprises. For small and medium-sized businesses, we offer the Personalwolke booking terminal for time tracking.

![Personalwolke HR-Software logo]

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