Personalwolke
HR-Software



Personnel Management

with Personalwolke HR-Expert

powered by workflow
Simplify your HR

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MANAGEMENT SUMMARY

Key Features & Benefits

Personalwolke HR-Expert is the foundation for successful human resource management and the first point of contact in your HR department. You always have all essential employee information in view and can process it within seconds.



100% GDPR compliant & audit-proof

Data security ensured through an ISO-certified data center and smart access control.



Improved access to information

Fast access to all employee data – even when working remotely



Sustainable and cross-location personnel management

Reduced ecological footprint through paperless and decentralized administration

With Personalwolke HR-Expert, you rely on structured, clean, and efficient personnel data management – and say goodbye to endless stacks of paper and countless folders.

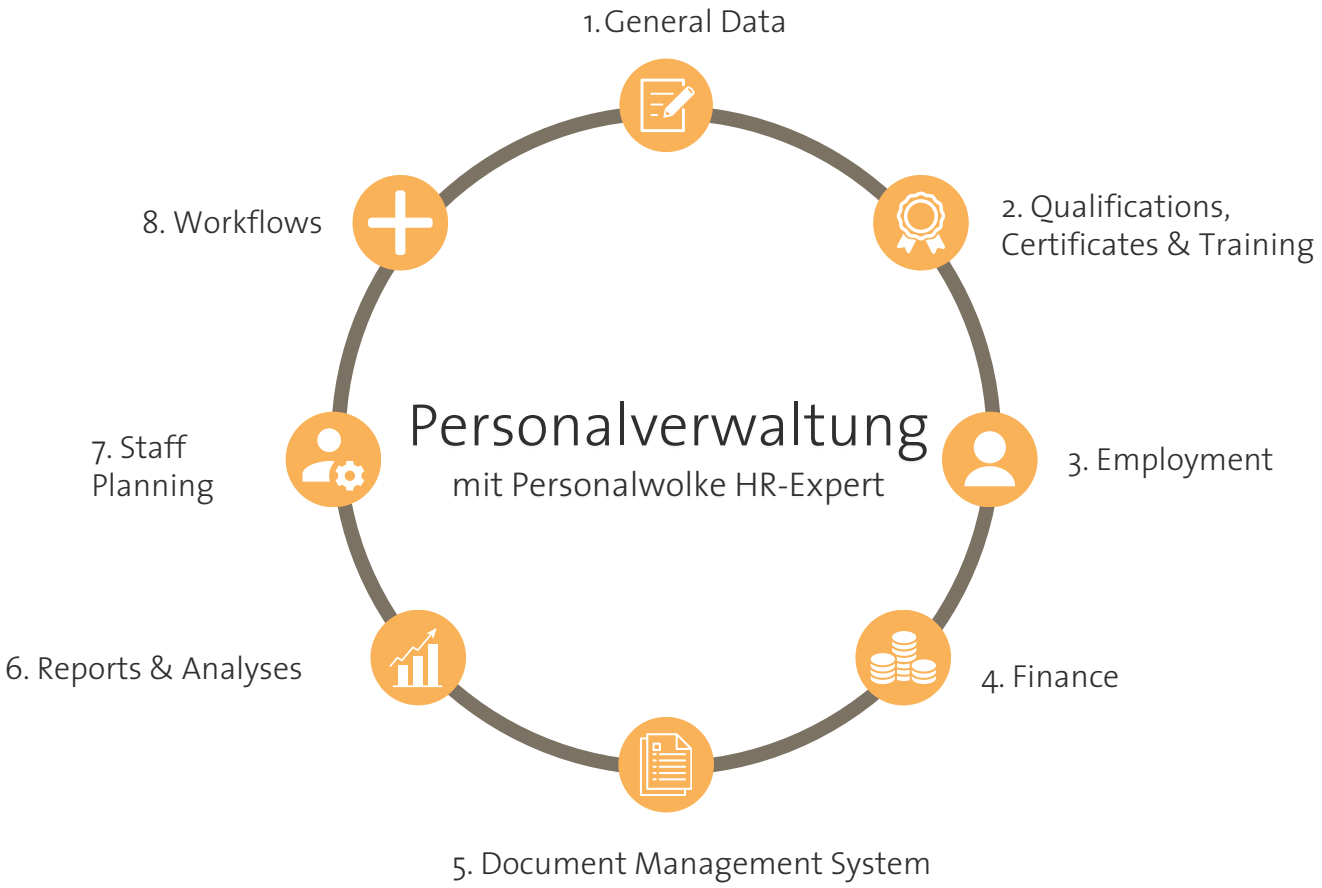
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THE PERSONNEL MANAGEMENT LIFE CYCLE

Personalwolke HR-Expert is the digital personnel management tool that supports you in HR administration — from employee onboarding to offboarding. Thanks to numerous features and practical functions, you can access personnel data anytime and from anywhere, making your work more efficient and sustainable.

All relevant personnel data is available in one place, fully compliant with data protection regulations, and can be quickly searched and edited. To help you maintain an overview of your organization, a variety of tools for structure management and workforce planning are available. In addition, smart and intelligent functions enable high-quality HR work.

Key Features of Personnel Management with Personalwolke HR-Expert:



PARTNERSHIP WITH ONLYFY BY XING

Onlyfy by Xing – Applicant Management
Enjoy efficient HR processes and greater recruiting success with the Onlyfy by Xing Applicant Management Tool. Publish your job postings, manage applications, hire new employees, and then seamlessly manage their data in the digital personnel file.

Automatic Integration
As soon as an applicant becomes an employee, their data is automatically and completely transferred to HR-Expert. This allows you to focus more on your employees' needs.

XING Talentmanager
With the integrated applicant management system, you have direct access to over 18 million potential candidates within the XING career network.
Active recruiting has never been easier!



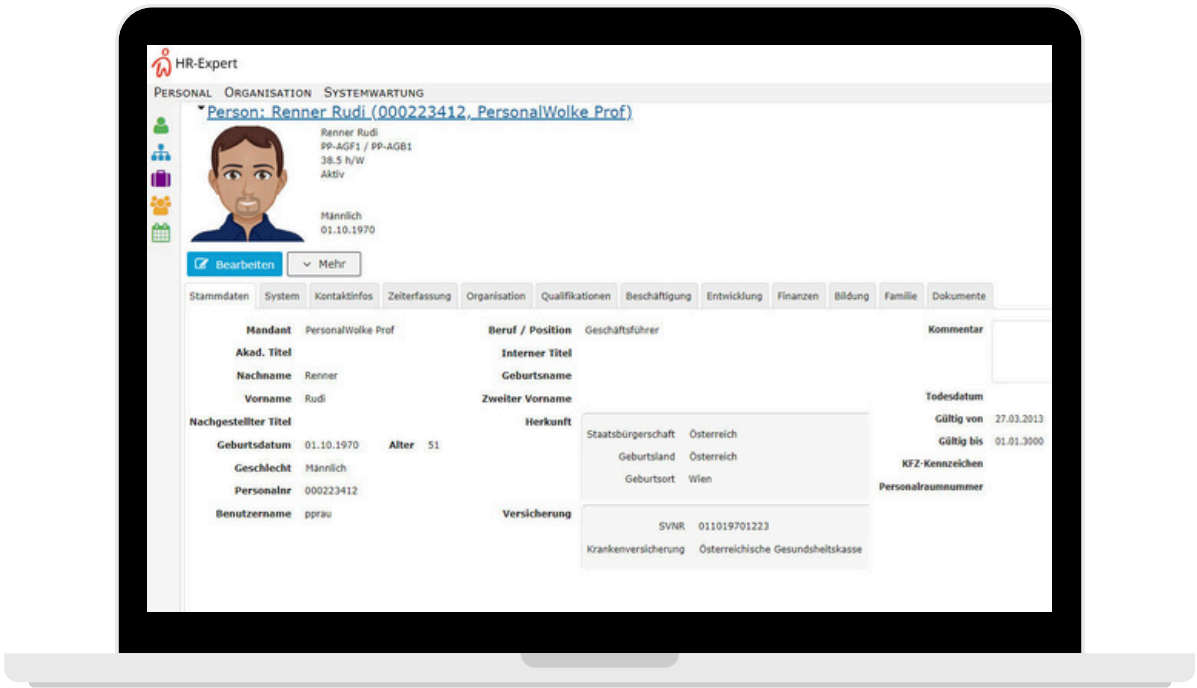
1. GENERAL DATA

Managing employee data is particularly easy thanks to the intuitive user interface within the individual tabs. In the employee profile, all personal data of the employees is recorded. It contains several tabs and sub-tabs, allowing for a complete and seamless entry of employee master data.

Master Data

Under the “Master Data” tab, employees’ personal information such as first name, last name, employee number, gender, social security number, and much more is recorded. If additional fields beyond the HR-Expert standard fields are required, any number of custom fields can be individually created. These additional fields can be text fields (e.g., access card number) or checkboxes (e.g., company car “Yes/No”).

With comprehensive master data management, you have all your employee information organized and centrally stored in one place — accessible anytime.



1. GENERAL DATA

Contact Information and Family

In the “Contact Information and Family” tab, you can store both private and business phone numbers, email addresses, and home addresses. A particularly useful feature is the address history: the current entry is not overwritten but saved as a new record. Previous entries remain visible, automatically creating a chronological order of all address changes.

In the Family section, you can record information about relatives. A practical and especially valuable feature here is the private emergency contact. Please make sure to comply with the relevant GDPR regulations regarding data processing within the employment relationship.

Additionally, other relevant information can be stored in this section, such as:

- Are there family members covered by co-insurance?
- Is there an entitlement to family allowance for dependents?

Time Tracking

When the Personalwolke Time module is used in combination with HR-Expert, all time management data can be entered here — such as the start date of time tracking, percentage of working hours, and the applicable weekly schedule.



100% Data Security

Personalwolke meets all the requirements of the EU General Data Protection Regulation (GDPR) and is fully compliant with EU data privacy standards.

2. QUALIFICATIONS, CERTIFICATES & TRAINING

This section can be used to record all qualifications, certificates, and training of employees.

In our understanding, we differentiate between qualifications and certificates as follows:

- Qualifications usually have no expiration date and no formal document.
- Certificates typically have a validity period and an issued document.

Qualifications

Any number of qualifications can be created and assigned to employees.
Examples include:

- Accounting
- Payroll
- AutoCAD
- Certified Banking Specialist (IHK)
- Media Design
- Java Development
- Languages including qualification levels A1, A2, B1, B2, C1, C2
- Rhetoric
- and many more



Tip for HR Experts

If you also use the Position Planning feature included in HR-Expert, you can create a target vs. actual comparison between the required qualifications for a position and the employee's existing qualifications.

2. QUALIFICATIONS, CERTIFICATES & TRAINING

Certificates

A complete overview of certificates supports your strategic HR planning, as it highlights employees' development potential.

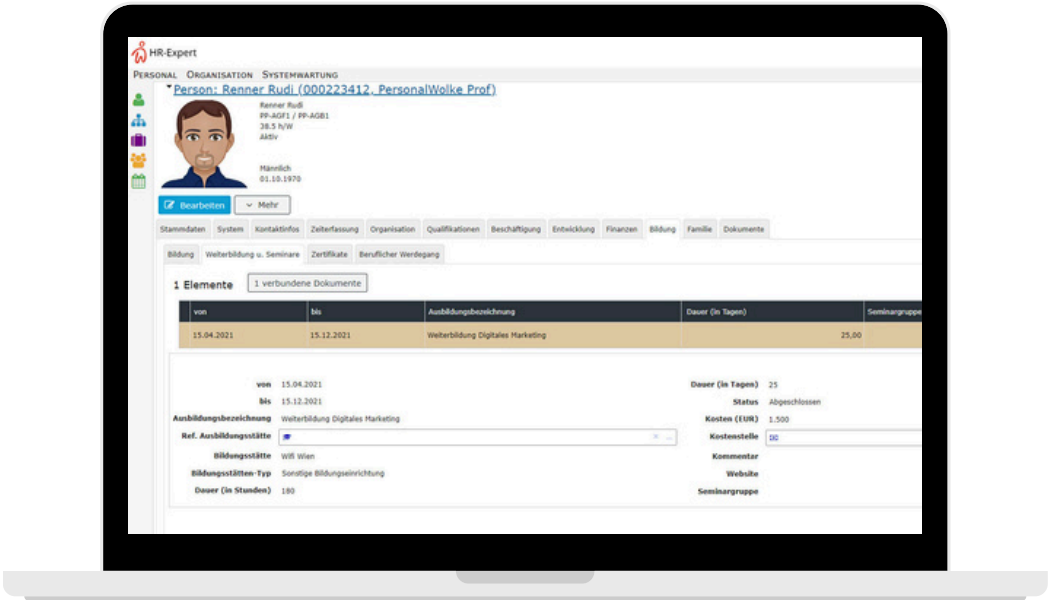
Possible certificate entries include:

- Driver's license: A, B, C
- Fire safety officer training
- Forklift license
- First aid courses

Each entry can also be linked to a document (certificate). As mentioned above, certificates have an expiration date and must be renewed. With the help of a report, you can get an overview of all expiring certificates at the click of a button, ensuring that all deadlines are reliably met.

Training & Further Education

A full overview of all training and professional development activities can be found in the "Training" tab. Entries, changes, and document or certificate uploads can be made at any time. From now on, everything remains digital, eliminating media gaps and manual processes.



3. EMPLOYMENT

The “Employment” tab is used to document the employment history of employees within the company. For example, if the number of working hours changes from full-time to part-time, this change can be recorded here. You will notice time savings due to reduced research and filing effort.

Other possible changes in employment history include:

- Change of job classification and pay grade
- Pregnancy
- Educational leave
- Other events

Maternity / Parental Leave

The “Maternity / Parental Leave” section is a special feature in HR-Expert. By entering the planned date of birth, the intelligent system automatically calculates the start and end of maternity leave. When the actual birth date is entered and any special circumstances are indicated (e.g., premature birth, cesarean section, multiple births), the system recalculates maternity leave automatically. If parental leave is additionally taken, the entitlement is also automatically calculated based on the child’s date of birth.



Tip for HR Experts

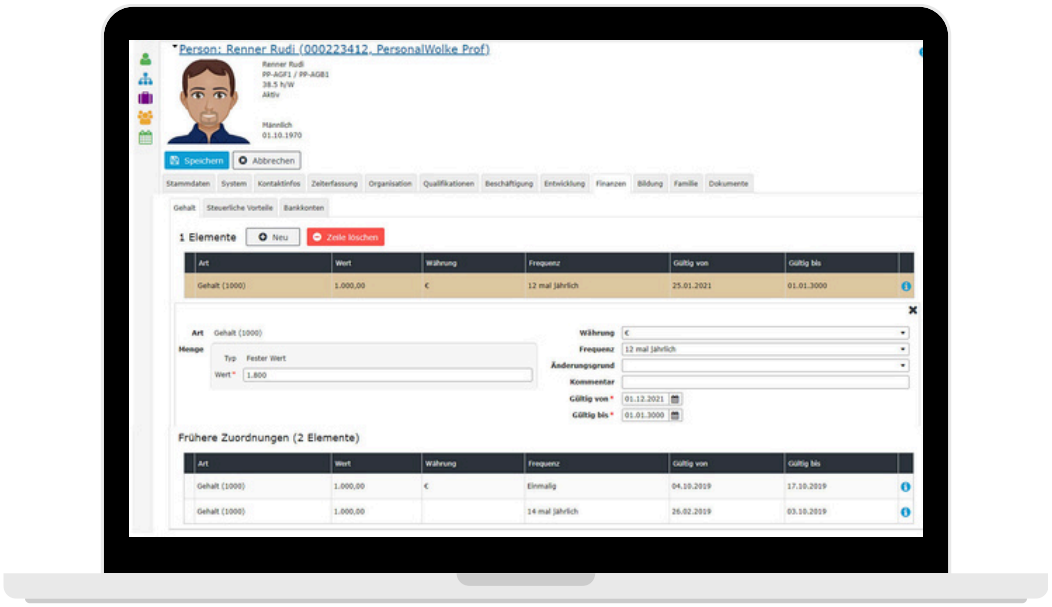
When the Personalwolke Time module is used in combination with HR-Expert, absences resulting from maternity and parental leave are automatically reflected in the time management system.

4. FINANCE

The “Finance” section contains important information necessary for the employment relationship. For example, the salary history can be documented and maintained throughout the entire employment period. Entries and changes to starting salary, salary increases, and collective agreement adjustments can be made at any time. Bank account information and details can also be recorded in this section.

Collected payslips can be easily uploaded, eliminating the need for time-consuming scanning and manual uploading. For more information, see Section 5: Document Management System.

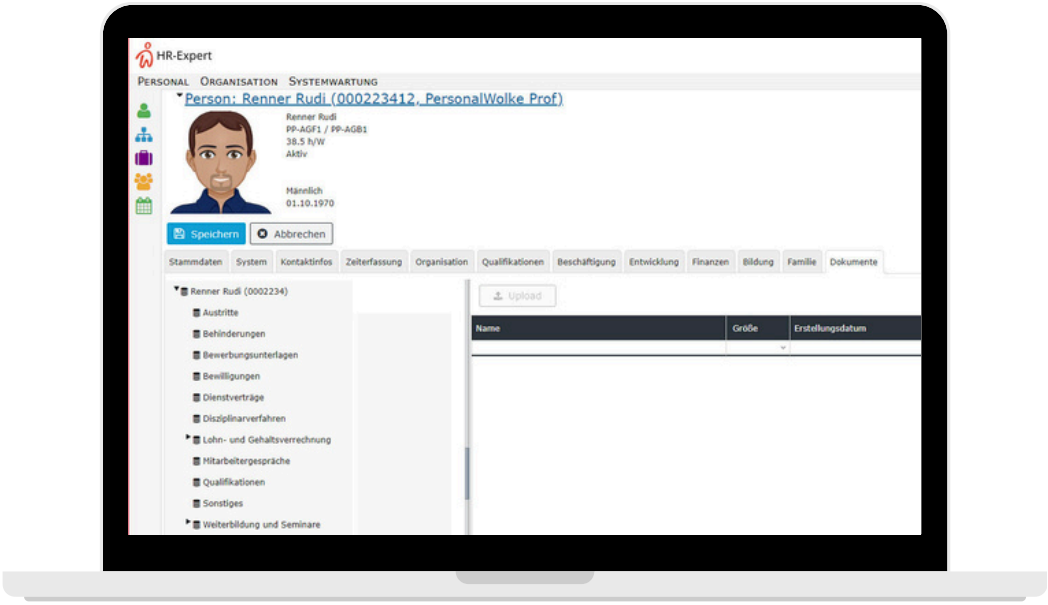
Additionally, tax benefits such as single-earner deductions, single-parent deductions, commuter allowances, night shift bonuses, and more can be recorded. The system documents these automatically, providing an overview of previous allocations.



5. DOCUMENT MANAGEMENT SYSTEM

The document management system brings more efficiency to your daily business operations. It is primarily used for storing and managing important HR documents.

Our system comes with a predefined standard folder structure, which you can use as is or customize during setup. Additionally, you can add an unlimited number of subfolders at any time.



A particularly valuable feature of the digital document management system is the automatic population of document templates. Word templates for, e.g., employment contracts, data protection declarations, work certificates, etc., can be uploaded — Personalwolke takes care of the rest. This means the system automatically populates document templates with the available employee data, making time-consuming tasks easier and faster to complete.

5. DOCUMENT MANAGEMENT SYSTEM

In this way, folders and files can also be securely shared with employees via the Self-Service Portal, in compliance with data protection regulations. A popular use case is the distribution of payslips. You can upload the collected payslips of your employees into HR-Expert, and the system automatically distributes them to each individual employee.

The functional capabilities of the digital document management system ensure high traceability, as all documents are versioned and logged. This guarantees that no file can be overwritten or accidentally deleted.

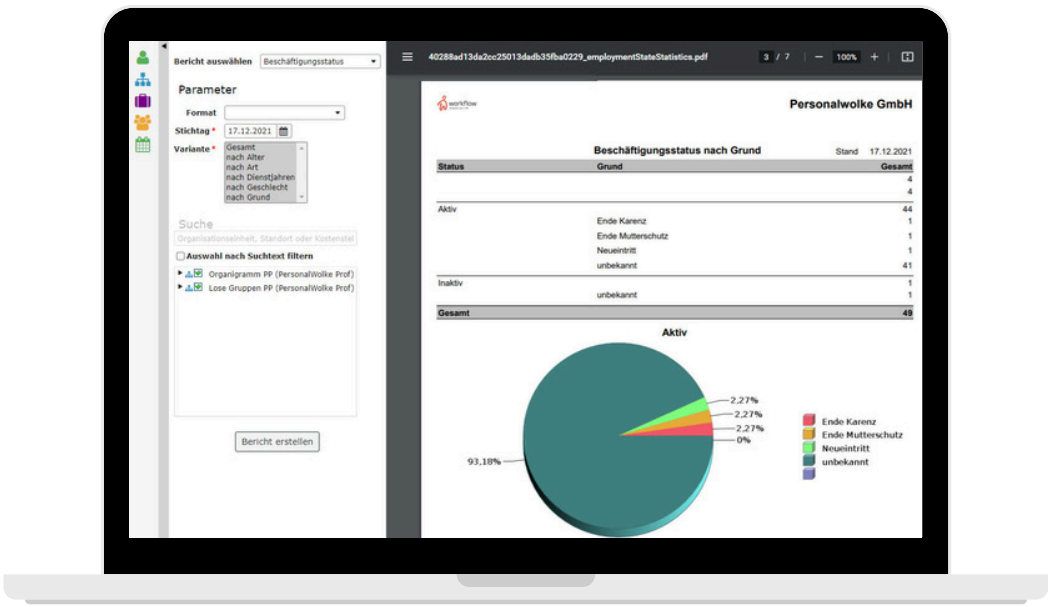


6. REPORTS & ANALYSES

HR-Expert offers a wide range of reports and analyses, allowing you to keep track of all important HR metrics at any time. Using various parameters and filter functions, these reports can be customized and generated according to your specific requirements. With just a click, reports can be easily exported as PDF or Excel files.
Thanks to our extensive customization capabilities, you have even more flexibility to tailor individual reports. Company logos and selected charts can be easily integrated.

Examples of popular reports include:

- Birthdays and work anniversaries
- Training lists
- Certificates and their expiration dates
- Full-time employee calculations
- Demographic metrics
- Employment types (full-time, part-time, marginal employment)
- Cost center lists
- Staff planning



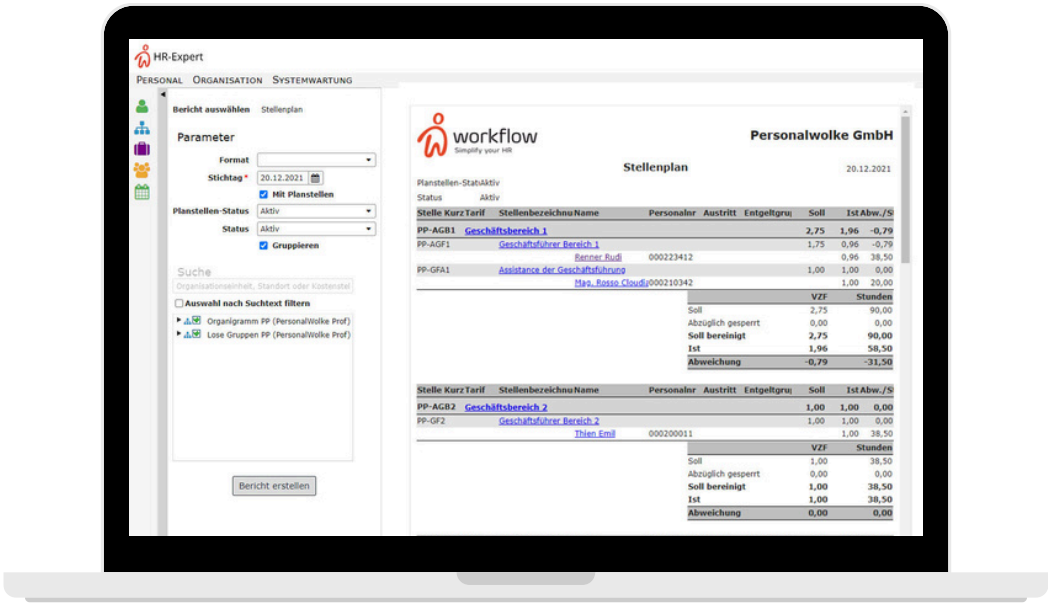
7. STAFF PLANING

Rapidly changing job profiles require dynamic position management. With the Personalwolke Staff Plan, you can conveniently manage your positions, job descriptions, and staffing situation.

The staff plan is based on job descriptions and includes information such as the number of positions, qualification requirements, competencies, pay grades, and more. Additionally, the staff plan can be integrated into the existing organizational chart. Future-oriented succession planning can also be clearly organized thanks to start and end dates.

Furthermore, the staff plan allows you to perform a target vs. actual comparison between the desired qualifications and the actual skills of an employee.

Benefit from increased transparency and make better, faster decisions regarding personnel measures today and for the future.



8. WORKFLOWS

Our software can be enhanced with countless custom workflows. For example, a workflow-driven onboarding process can shorten training periods and increase employee satisfaction.

With us, you define a concrete onboarding workflow that clearly specifies who is responsible for what, and when it needs to be completed and provided. This can include everything from importing existing employee data via interfaces from external applicant management tools to providing workplace equipment, technology, IT, security, fleet management, and more.

Through automated workflows and extensive functionality, the system monitors the set deadlines and reminds responsible parties of their assigned tasks.

Additionally, workflows can be established that allow employees to update their own address information independently. For example, this change can be linked to uploading a registration certificate and is automatically forwarded to the responsible party for approval.

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