Personalwolke
HR-Software



Project Time Tracking

with Personalwolke Project Time

powered by workflow
Simplify your HR

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MANAGEMENT SUMMARY

Key Features & Benefits

Project Time Tracking with Personalwolke takes your project management to the next level. Save time and reduce documentation efforts with live effort booking, while boosting employee motivation through task-focused work. This way, you can fully concentrate on your projects—Personalwolke takes care of the rest.

Projects / Requests / Cost Centers exactly where they occur
Live or afterward via PC, smartphone, or project time tracking terminal

Invoice more accurately while saving time
Record project efforts and transfer them directly to the billing system

Increase productivity and work more efficiently
Identify optimization potential through real-time evaluations

Through integration with your time management system, project and working hours can be easily compared and workflows optimized.



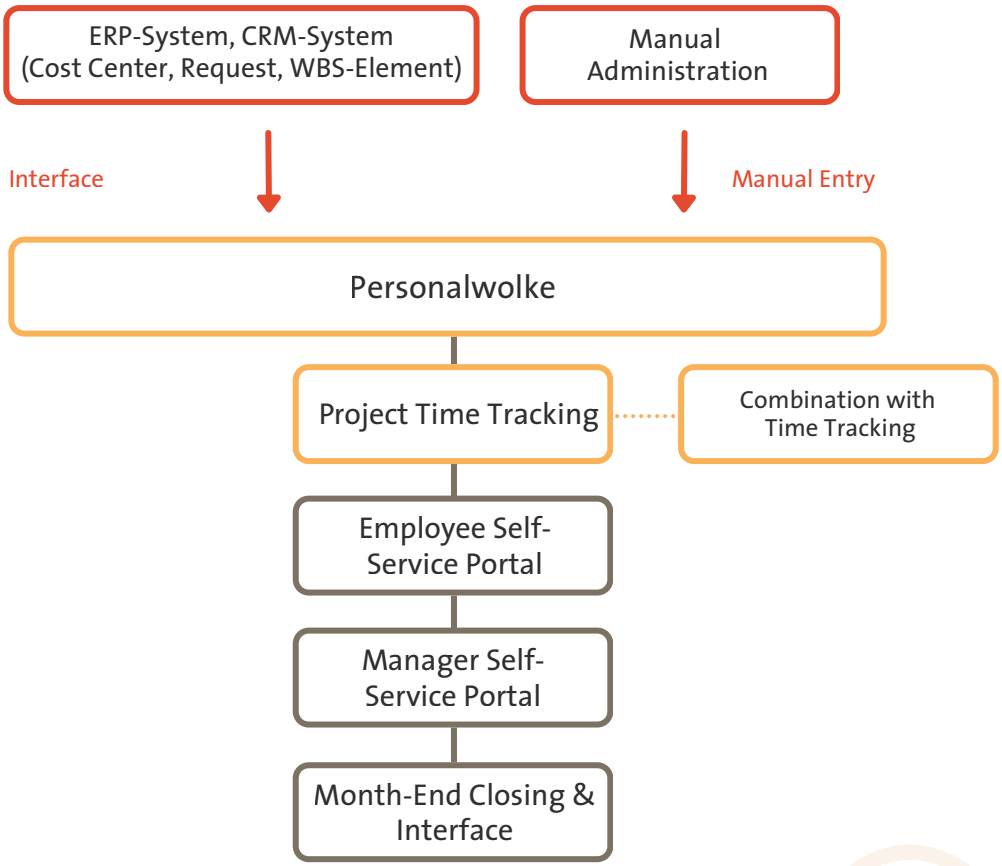
THE PROJECT TIME TRACKING-LIFE-CYCLE

Get Started in a Few Steps

With Personalwolke, you can easily and accurately record project time, monitor it, and analyze it flexibly. Adapted to a wide range of requirements and tracking structures, projects can also be cost centers, orders, or WBS elements. Our experts customize the system according to your individual specifications. To maintain consistency, we use the term “Project” throughout this folder.

If you want to implement Personalwolke in your company, it is necessary to first clarify your current tracking structure and whether you are already using leading systems such as ERP or CRM.

If a leading system is in place that manages projects or orders, projects can be automatically created in Personalwolke via an interface. Alternatively, projects can be set up manually.



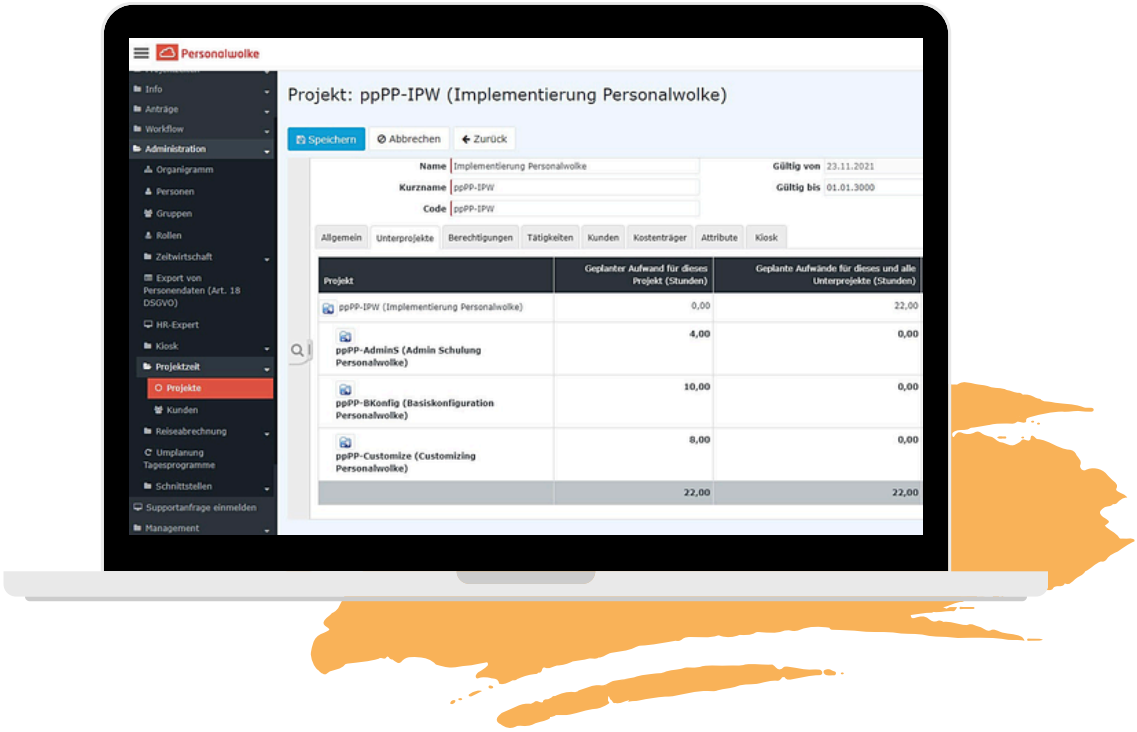
THE PROJECT TIME TRACKING-LIFE-CYCLE

Individual Project Structure

In Personalwolke, your project structure has no limits. Each project can include any number of subprojects, making it possible to track even individual activities.

A clear project structure not only provides transparency but also serves as the foundation for time and cost control as well as project optimization.

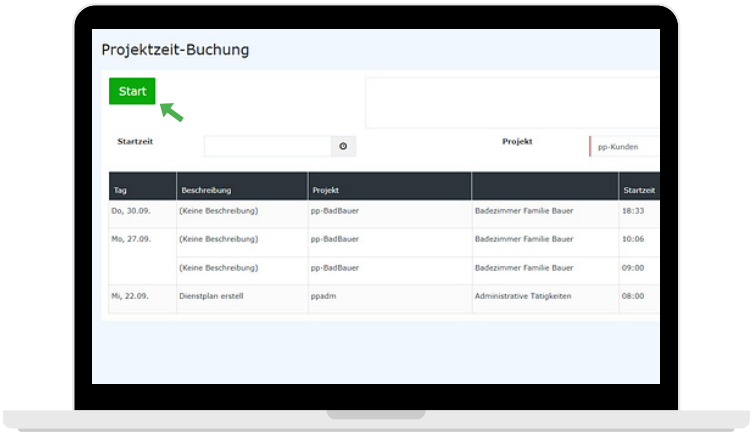
With an intelligent authorization and role system, you control employee access and define which projects and project data they can view. This ensures that your staff only see the information that is truly relevant to their project work.



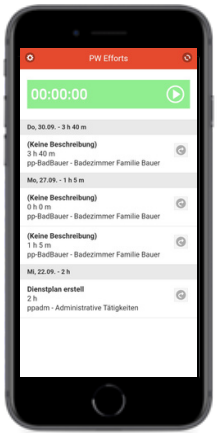
PROJECT TIME TRACKING

In Personalwolke, project times can be recorded flexibly and independent of location in four different ways:

1. via Start/Stop booking on the PC in the booking mask
2. via App
3. via Project Time Tracking Terminal
4. flexibly entered afterward



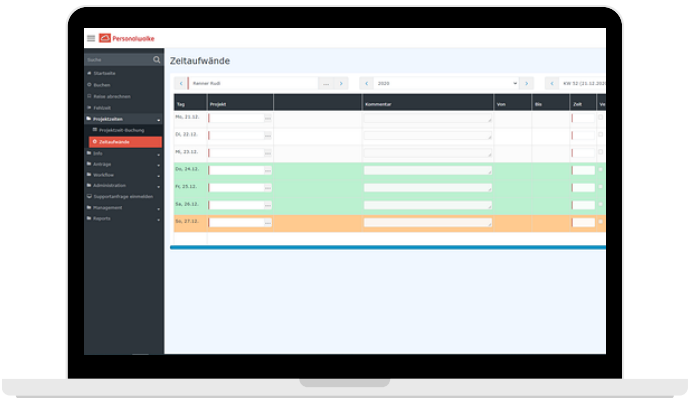
1. Live booking on the PC in the booking mask



2. via App



3. via Project Time Tracking Terminal



4. flexibly entered afterward

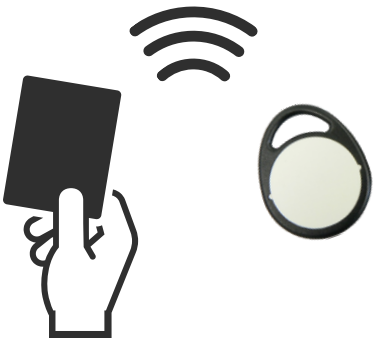
2. EMPLOYEE SELF-SERVICE PORTAL

Through the Employee Self-Service Portal, employees can record project time via smartphone or PC. Bookings can be made either live or afterward.

For employees without access to a PC workstation or smartphone—such as workers in industrial environments—there is the option to record project time via a project time tracking terminal.

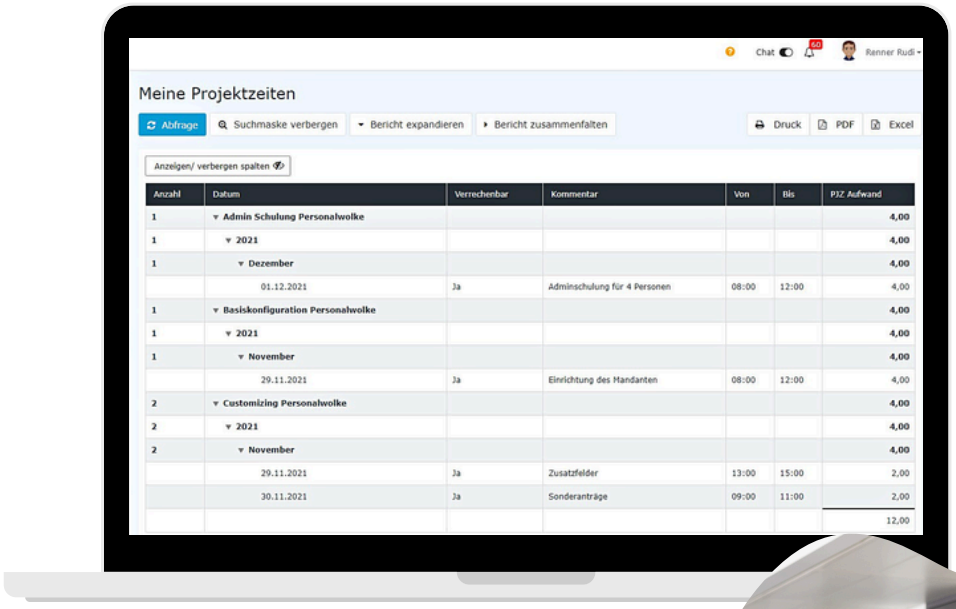
By simply holding a key fob or chip card (NFC or Mi-Fare) to the terminal, the respective project can be selected and booked. In addition, the terminal offers the possibility to define project favorites, minimizing time-consuming searches.





2. EMPLOYEE SELF-SERVICE PORTAL

In addition, the Employee Self-Service Portal provides employees with an overview of all relevant information and recorded hours. Reports can be generated in real time with just one click.



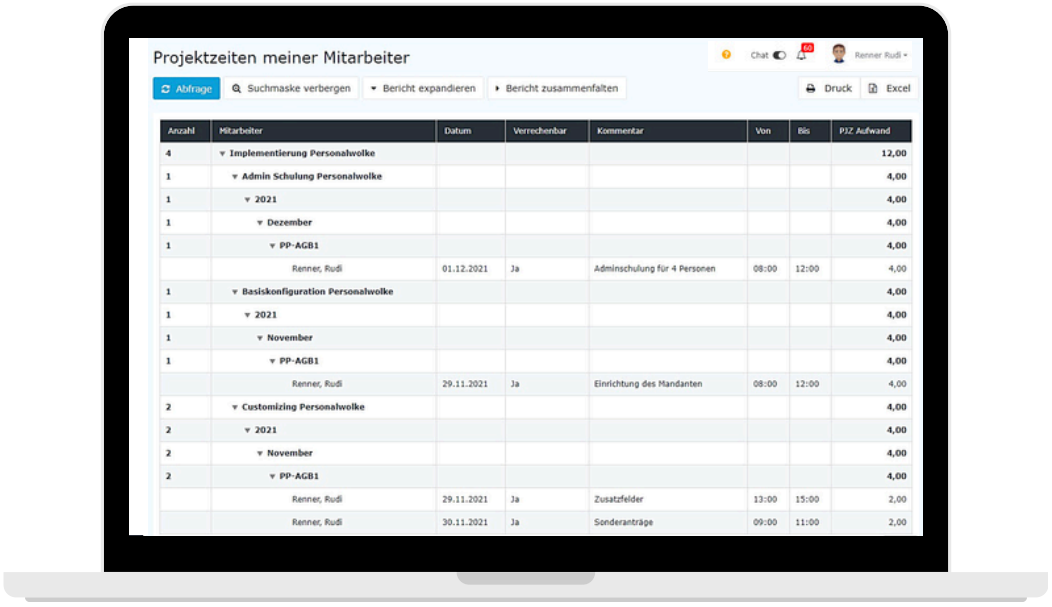
Anzahl	Datum	Verrechenbar	Kommentar	Von	Bis	PJZ Aufwand
1	Admin Schulung Personalwolke					4,00
1	2021					4,00
1	Dezember					4,00
	01.12.2021	Ja	Adminschulung für 4 Personen	08:00	12:00	4,00
1	Basiskonfiguration Personalwolke					4,00
1	2021					4,00
1	November					4,00
	29.11.2021	Ja	Einrichtung des Mandanten	08:00	12:00	4,00
2	Customizing Personalwolke					4,00
2	2021					4,00
2	November					4,00
	29.11.2021	Ja	Zusatzfelder	13:00	15:00	2,00
	30.11.2021	Ja	Sonderanträge	09:00	11:00	2,00
						12,00



3. MANAGER SELF-SERVICE PORTAL

In the Manager Self-Service Portal, you maintain control over all project data, providing real-time project time monitoring. Projects can be adapted at any time, new subprojects created, projects locked, and access rights assigned.

Reports and analyses can be individually customized and, with just a few clicks, printed or exported as clear Excel or PDF documents. This way, you can always see which quota of project hours and budget is still available. This provides planning security for you and your employees and reduces the risk that projects get out of control.



4. MONTH-END CLOSING & INTERFACES

The recorded, checked, and approved project time entries can be transmitted at a defined interval to your accounting program or other systems. In Personalwolke, you have two options for this:

1. **Data Transmission WITHOUT Interface**

   With just a few mouse clicks, PDF or Excel files can be created and forwarded internally.

2. **Data Transmission WITH Interface**

   This form of data transfer offers the advantage that all information is quickly and reliably forwarded to the systems that need it. All project times can be transmitted daily, weekly, or monthly. This ensures that fast billing is no longer an obstacle.

   Interfaces can be started on a file basis as needed or set up fully automatically if required. Due to the wide variety of accounting programs already integrated, we can set up interfaces for our customers quickly and efficiently. For example, templates for interfaces to BMD, Datev, Sage/DPW, SAP, P&I, and many more are already available. Additionally, we can create customer-specific interfaces if needed.



5. COMBINATION WITH PERSONALWOLKE TIME TRACKING

Many of our customers rely on the combination of Personalwolke time tracking and project time tracking. The perfect interaction of these two modules ensures even greater performance, transparency, and security.

Benefit from the unique advantages:

- Optimal comparison between project times and actual attendance time
- The system automatically checks whether the booked project times also fall within working hours.
- A booking interface for work and project times
  - By booking into the time tracking system, the last project is automatically resumed and recorded at the same time. When checking out, the booked project is simultaneously stopped.
- All in one tool
  - Both modules are seamlessly integrated. Save yourself the hassle of constantly logging in and handling multiple systems.



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