Personalwolke
HR-Software



# Time Tracking

## with Personalwolke Time

powered by workflow
Simplify your HR

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# MANAGEMENT SUMMARY

## Key Features & Benefits

With Personalwolke Time, we provide you with a modern and user-friendly time management solution that meets all your requirements.

### Fast and Digital Time Tracking

Track working hours from any location and any device – either live or retroactively.

### Time Evaluation according to your Specifications

Automated preparation of payroll and salary data in the time tracking module.

### Easily Map international Structures

Represent and manage multiple country organizations within a single tool.

Personalwolke is tailored to your legal framework (collective agreement, company agreement) in coordination with you and your tax advisor.
The software comes with built-in standards for fully automated evaluation of recorded working time. The only thing you still need to do is clock in and out.



# THE TIME TRACKING-LIFE-CYCLE

Our software supports you from data collection all the way to transferring the evaluated working hours and absences to a third-party system.
In doing so, we involve your employees and managers at exactly the right point in the process, ensuring efficient workflows.

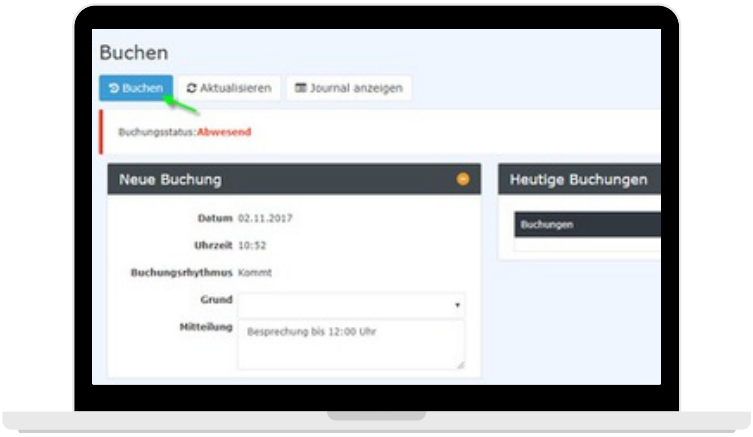
Paper-based processes, parallel spreadsheets or long email conversations are therefore a thing of the past. You always have a clear overview and manage your HR administration with confidence.



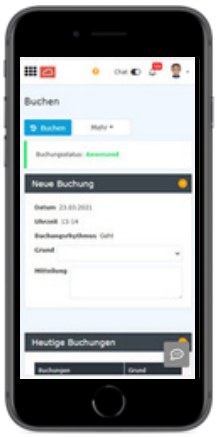
# 1. DATA INPUT

In the personnel cloud, working hours can be recorded in four different ways, flexibly and regardless of location:

1. via online live booking on a PC in the booking mask
2. via app
3. via booking terminal
4. flexibly afterwards using the correction client



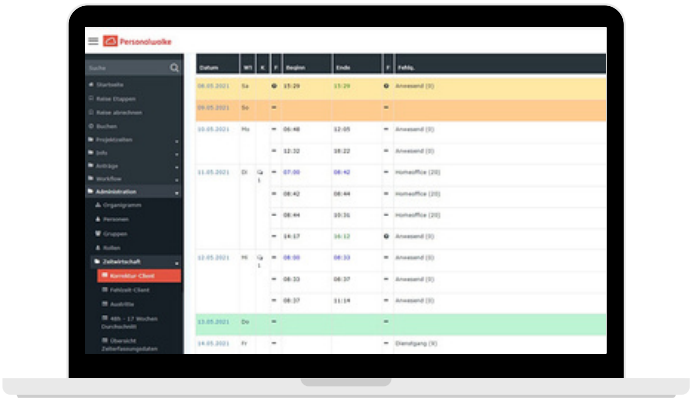

1. vie online live booking on a PC in the booking mask




2. via app




3. via booking terminal

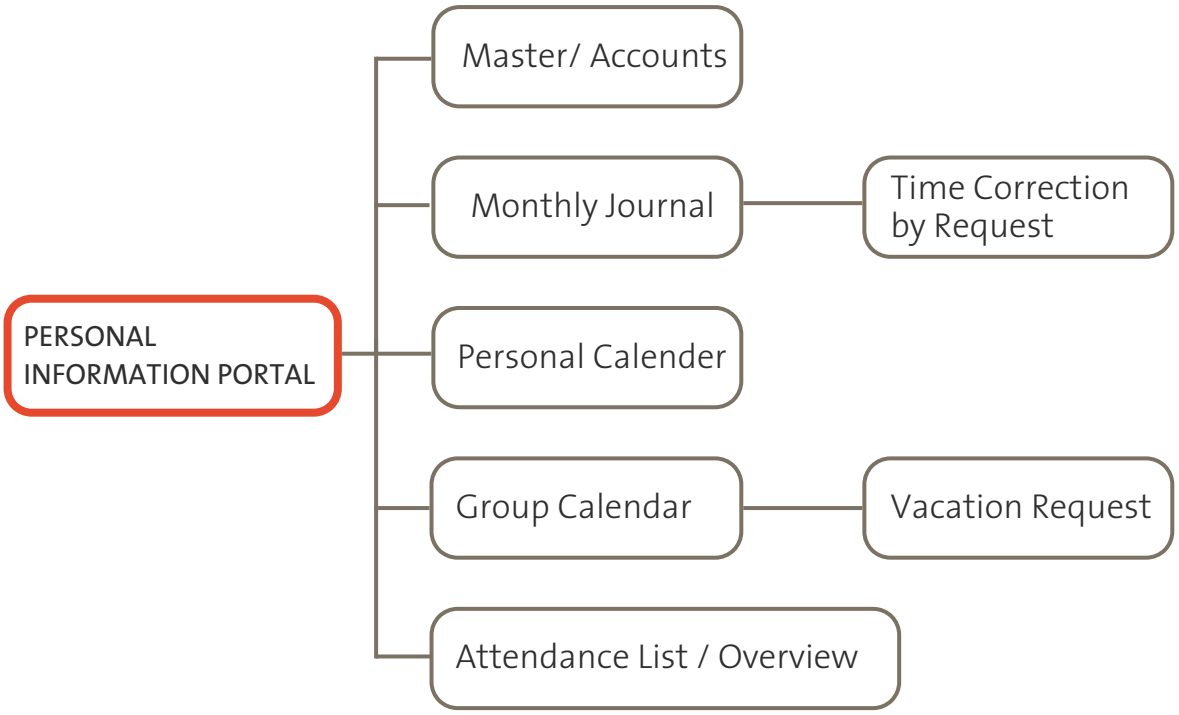


4. flexibly afterwards using the correction client

# 2. PERSONAL INFORMATION PORTAL

Through the personal information portal, your employees have the possibility to view all relevant information that you have made available to them.
For example, they can check their own monthly journal and, if necessary, complete missing entries via a time correction request.
This allows employees to act independently and eliminates time-consuming administrative tasks.

## Features and options:



# 2. PERSONAL INFORMATION PORTAL

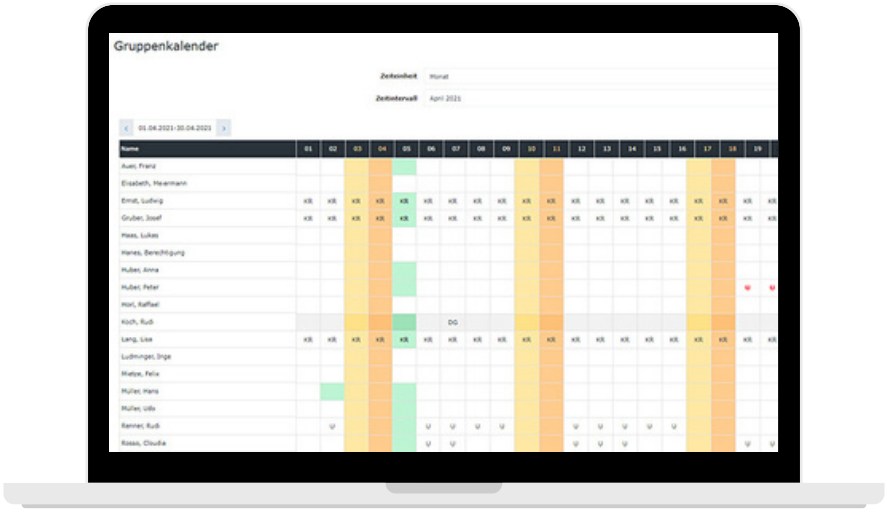
### Master / Accounts
All account values such as balance, overtime, remaining vacation, or number of sick days can be retrieved here in real time.

### Monthly Journal
The monthly journal is used to review the recorded working times. Its layout is based on your respective collective agreement.
A time correction process can be initiated directly in the journal with a right-click.

### Personal Calendar
The personal calendar serves as an overview of your own absences.

### Group Calendar
The group calendar provides an overview of the absences of all employees. Thanks to this overview, vacation, time-off, and more can be requested quickly and easily.
Time-consuming coordination with colleagues or paper-based vacation lists are now a thing of the past.

Using the groupware module, appointments and absences can be synchronized between the Outlook calendar and Personalwolke, and vice versa.
To protect and ensure privacy, the system offers anonymization of absence reasons. For example, reasons such as sick leave or special leave are simply displayed as “Absent.”



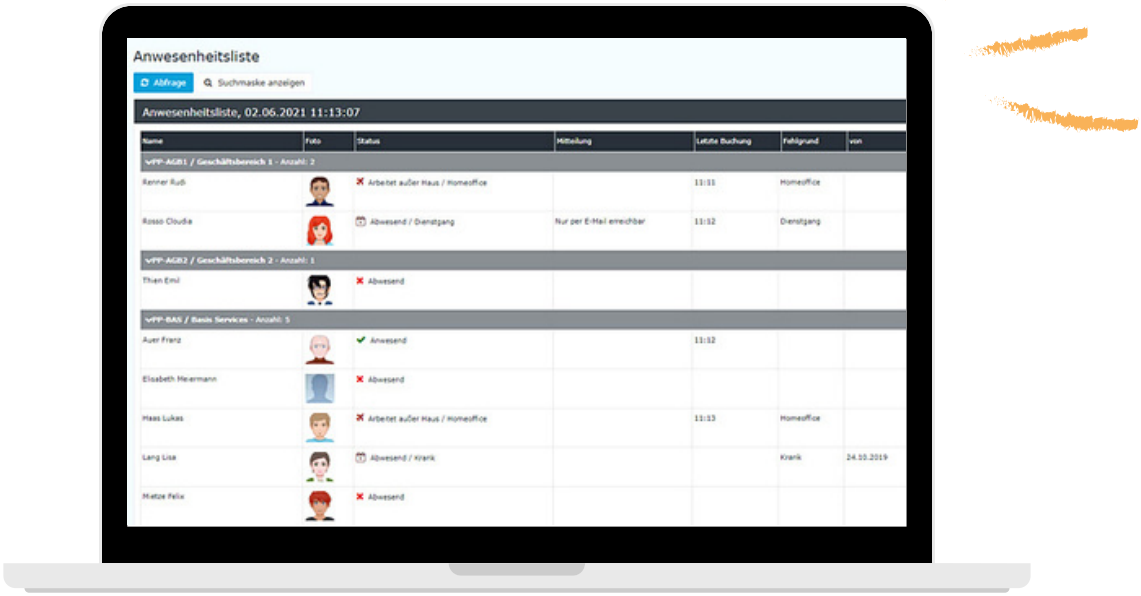
# 2. PERSONAL INFORMATION PORTAL

**Attendance List / Overview**

The attendance overview displays the real-time status of colleagues.
This feature is especially popular with reception staff, as it allows them to instantly see which employees are currently present. Absence reasons can also be anonymized here.

Other important information that can also be displayed:

- Individual booking notes, e.g. “Available by email only today.”
- Display of contact details
- Directly contact or call colleagues from the app
- Calendar entries (appointments & meetings) of colleagues
- With the location filter, it is possible to instantly see which persons are still in the building in case of a fire department operation.

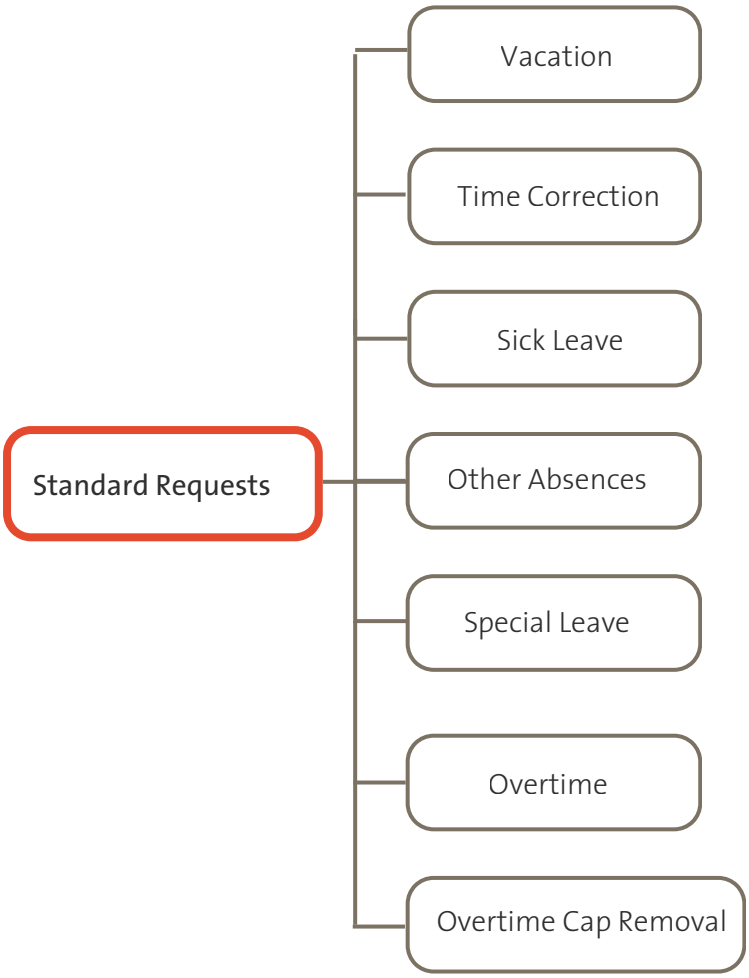


# 3. REQUESTS & WORKFLOWS

With the Employee Self-Service, employees can independently request absences that require approval (e.g. vacation request, time correction, home office).
Once a request has been submitted, the supervisor or responsible manager automatically receives an email. The request can then be reviewed, approved, or rejected directly in the system.

Thanks to digital workflows, employees benefit from high flexibility in planning and increased satisfaction, while managers gain the assurance that standardized HR processes ensure every request is automatically documented in a revision-proof manner.
Compared to coordination via Excel or paper, digital vacation planning & absence management significantly reduce administrative effort.

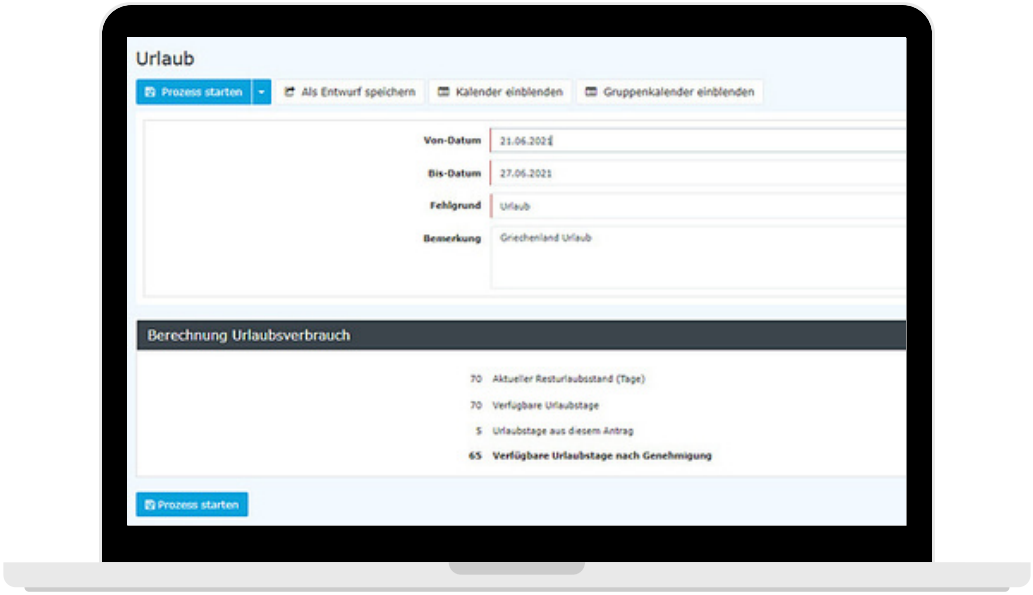
Standard Requests in Personalwolke:



# 3. REQUESTS & WORKFLOWS

## Vacation

Vacation requests in Personalwolke can easily be submitted digitally – from the office, from home, or on the go. With the help of the group calendar, colleagues' absences are displayed, eliminating the need for time-consuming coordination.
After selecting the desired period, the request is forwarded to the supervisor at the click of a button. Remaining vacation days are automatically calculated by Personalwolke.
Thanks to the transparent approval process, the status of the vacation request is always visible. Once approved by the supervisor, the employee receives a notification with the corresponding information.




## Time correction

The time correction request allows employees to correct incorrect or forgotten entries.

# 3. REQUESTS & WORKFLOWS

### Sick leave
In Personalwolke, both fixed-term and open-ended sick leave can be recorded. Medical certificates can be attached as photos, using our free Personalwolke App. The photo window opens automatically, and the certificate simply needs to be held up to the camera.

### Other absences
Planned absences can also be requested in advance (e.g. vacation, seminar attendance, compensatory time off, etc.).

### Special leave
Individual entitlements for special leave days (e.g. care leave) can be stored in the system for each employee. Employees can claim this entitlement via a request and may attach supporting documents such as a medical certificate, marriage certificate, and more.

### Overtime
Overtime in Personalwolke can be managed in two ways:
- Automatic credit to the employee's account
- Request submitted by the employee for approval of the overtime worked

### Overtime cap removal
Our system allows the definition of a daily maximum working time, which varies depending on the collective agreement (10 or 12 hours).
In exceptional cases, employees may need to work longer than this maximum daily limit. Using the request "§ 20 AZG – Exceptional Cases", employees are entitled to apply for the lifting of this cap.

# 4. MANAGER SELF-SERVICE PORTAL

The Manager Self-Service Portal gives managers the ability to access various evaluations and statistics related to the individual time tracking accounts of their employees. These can be exported as Excel files or PDFs at the click of a button and then visualized according to individual preferences.

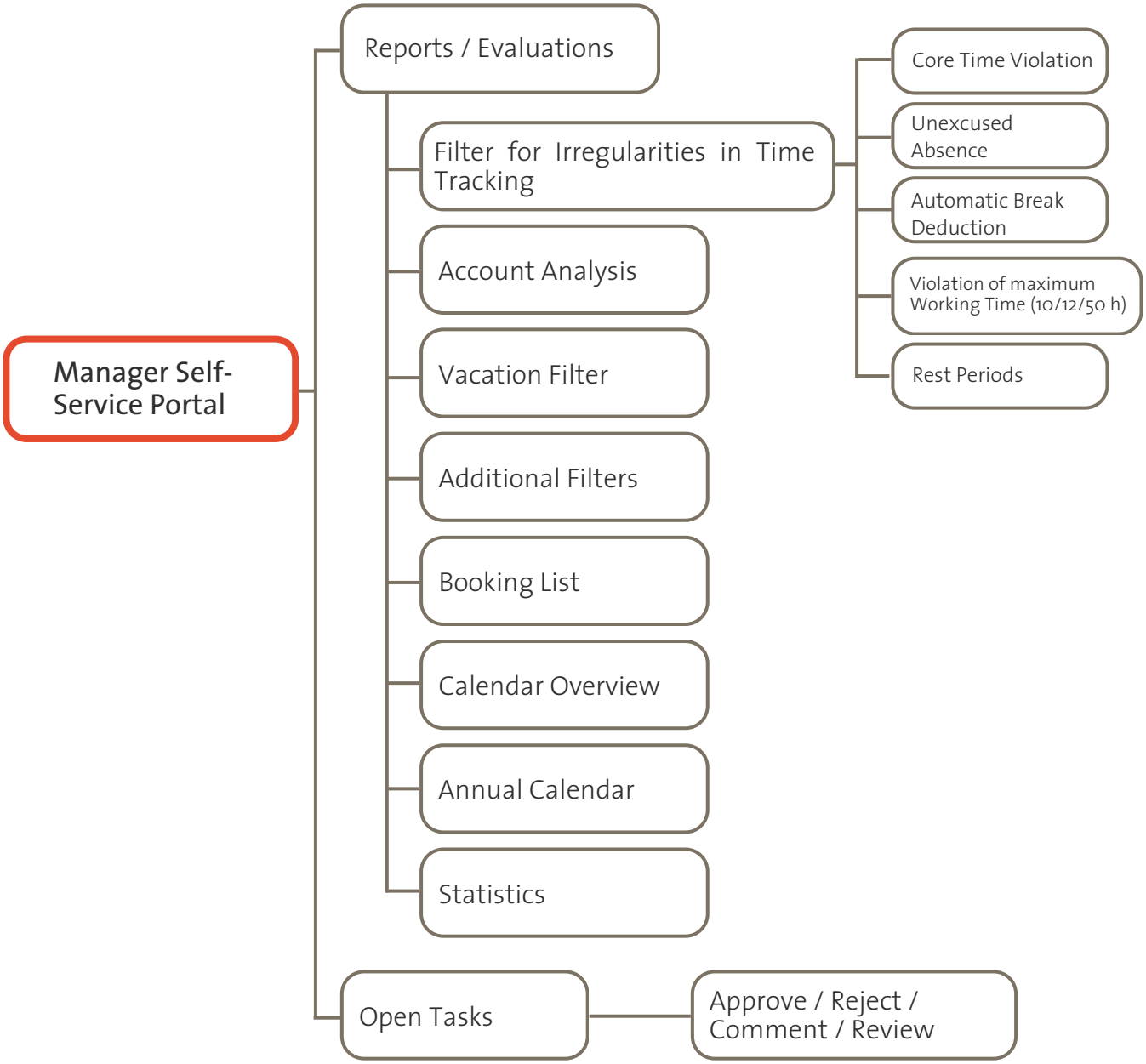
The user-friendly portal not only provides a significant time advantage for HR administration but also uncovers potential inefficiencies, problematic absences, or inconsistencies.

An intelligent authorization system makes it possible to tailor reporting to the respective management level. For example, a team leader has access to the accounts of their team members, while a department head can view the accounts of the associated team leaders and their teams.



# 4. MANAGER SELF-SERVICE PORTAL

Excerpt of standard reports



# 4. MANAGER SELF-SERVICE PORTAL

## Reports / Evaluations

### Filter for Irregularities in Time Recording

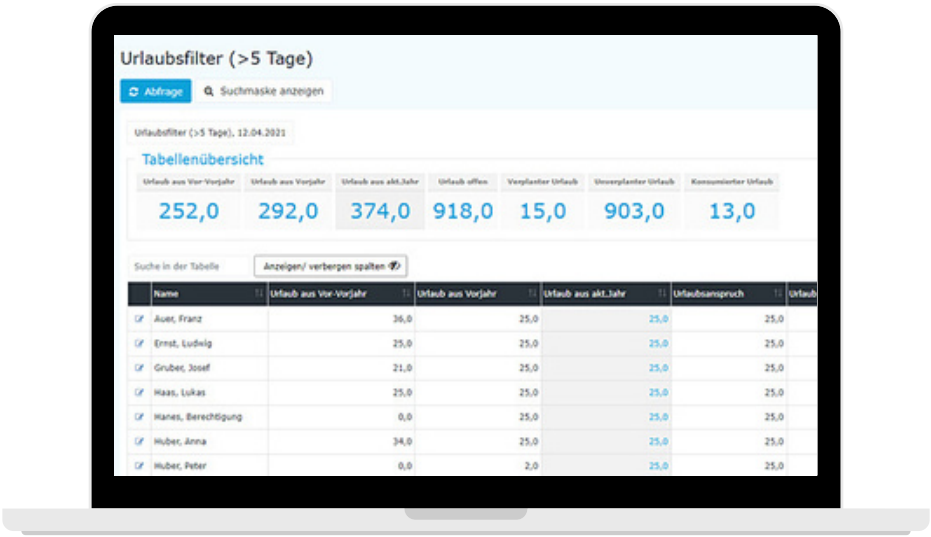
Of course, booking errors can occur in everyday work. The real challenge is usually finding them. With the irregularities filter, there is no need to painstakingly check each individual monthly journal. Instead, all discrepancies can be identified and processed collectively at the click of a button.

### Account Analysis

The account analysis provides an overview of balances, sick days, remaining vacation, home office days, etc. This report can be exported as an Excel or PDF file and forwarded to payroll accounting for salary processing.

### Vacation Filter

The vacation filter shows an up-to-date overview of your employees' remaining vacation entitlement. Particularly useful is the display of whether employees still have vacation days left from the year before last that must be taken.



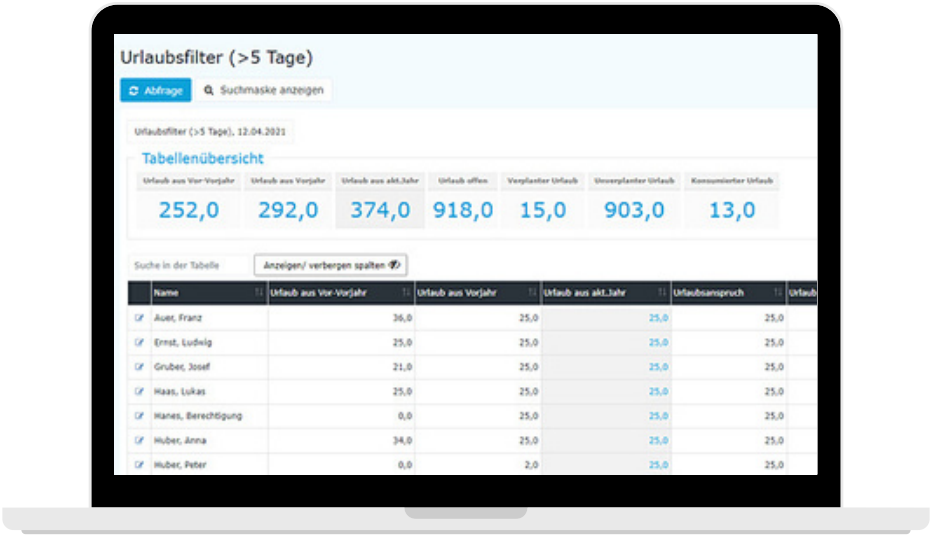

### Additional Filters

In addition to the holiday filter, there are many other filters that you can benefit from, such as: balance filter, maximum working hours filter and much more.

# 4. MANAGER SELF-SERVICE PORTAL

## Booking List

The booking list offers the option of displaying the journals of one or more employees.




## Calendar Overview

For administrators, the calendar overview is a practical extension of the group calendar. Its key advantage is that all absences can be displayed at the click of a button and then printed out clearly.

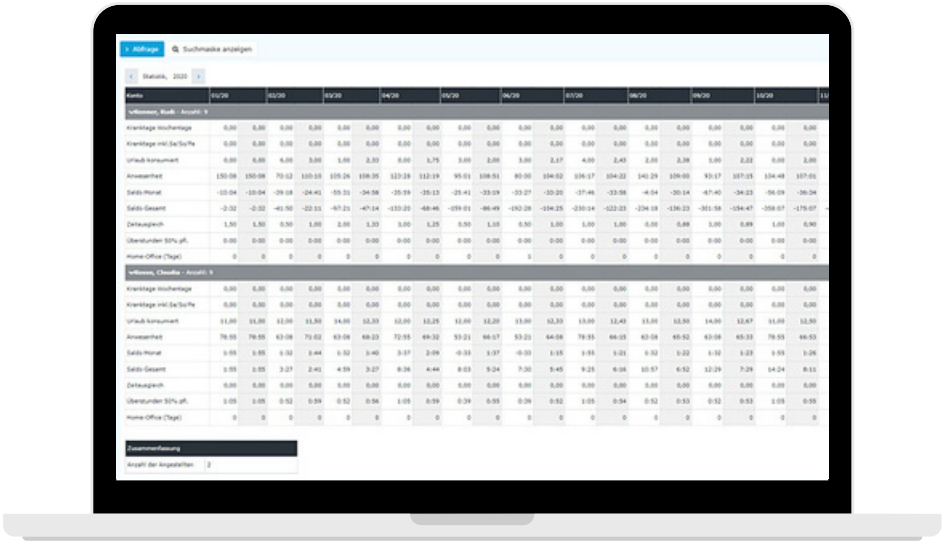
## Annual Calendar

The annual calendar provides a clear overview of employees' absence reasons.

# 4. MANAGER SELF-SERVICE PORTAL

## Statistics

The annual statistics for all working hours and absences are summarised on one page for each employee. For each month, all relevant data on working hours and absences from the time account are displayed, along with a statistical summary of the entire year.

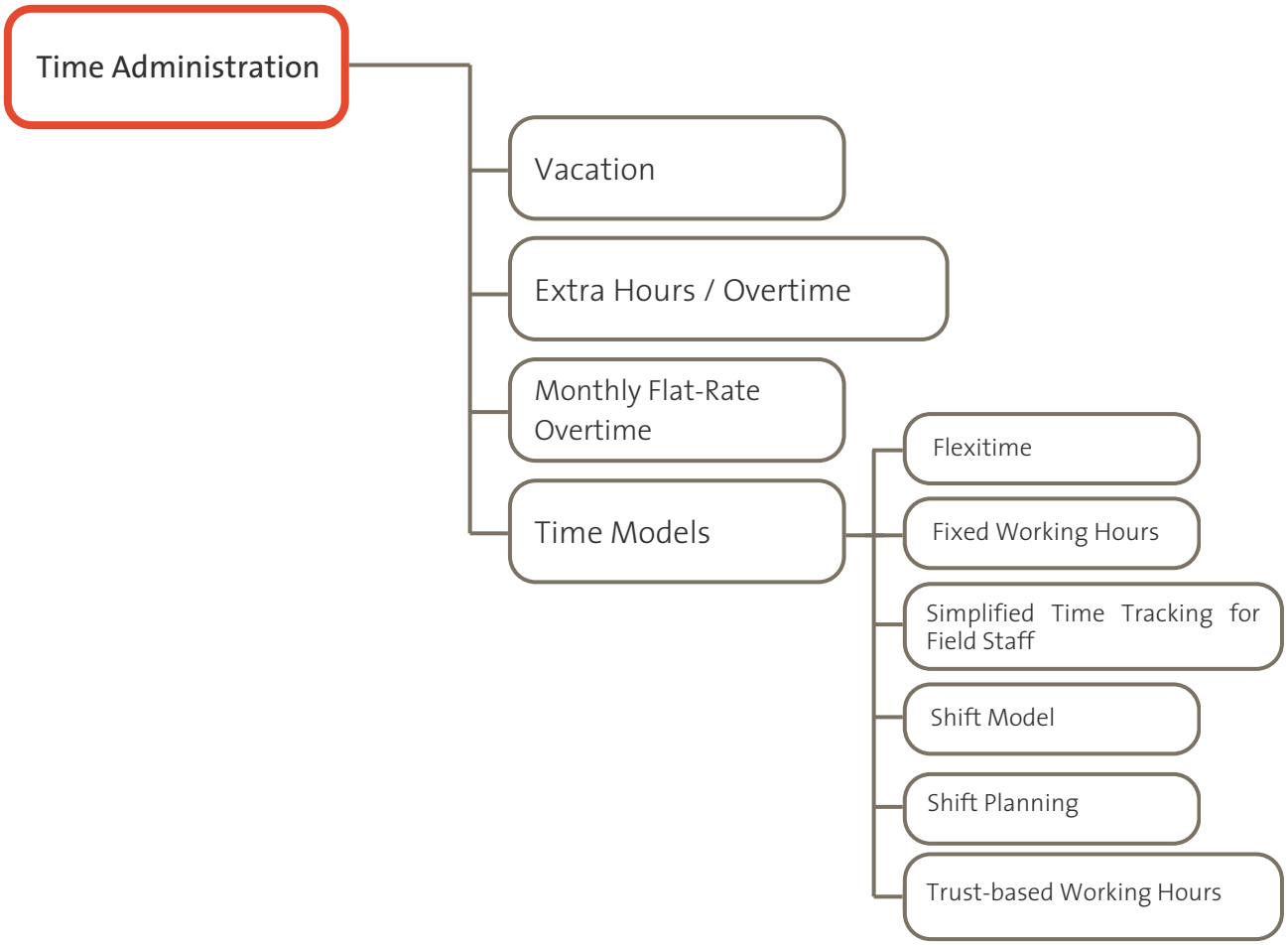


# 5. TIME ADMINISTRATION

In time administration, all time recording parameters can be set and maintained by authorised persons (administrators).

It enables efficient HR administration, as all changes relating to persons, groups, roles, time models, etc. can be carried out flexibly by authorised persons.

Functions and options:



# 5. TIME ADMINISTRATION

## Vacation

Vacation management in many companies is associated with a high administrative effort, as the legally correct vacation entitlement must be calculated individually for each employee. This becomes particularly complex in special cases such as parental leave or when changing the working time model.

In Personalwolke, vacation entitlement can be calculated automatically either by entry date or by calendar year. The vacation scales defined in the collective agreement are taken into account. Changes in entitlement caused by the following scenarios are automatically calculated by the system:

- Vacation entitlement on entry
- Vacation entitlement on exit
- Vacation entitlement during parental leave
- Vacation entitlement when changing the working time model

## Additional Hours / Overtime

Here, you can define whether and which hours worked beyond the target working time should be reclassified as additional hours.

In many Austrian collective agreements, hours worked up to the 40th hour per week are considered additional hours. Overtime, however, refers to hours exceeding the statutory normal working time (8 hours per day or 40 hours per week).

The system can, if required, distinguish between additional hours and overtime. Regulations for additional and overtime hours from Austria, Germany, Switzerland, etc. can also be mapped in the system.
For more information, see our blog post: Overtime vs. Additional Hours and the following section “Time Models.”

# 5. TIME ADMINISTRATION

### Monthly Flat-Rate Overtime

The system supports the setup of overtime flat rates. A distinction can be made between “all-in” contracts and fixed overtime allowances. It is also configurable how the allowance is deducted – either from the flextime balance or from virtual overtime accounts. We recommend activating the absence principle in this context. This ensures that absences such as vacation or sick leave are not credited with the daily scheduled working time, but instead upgraded with the employee’s average daily overtime hours.

### Time Models

A time model consists of daily schedules that are combined into a weekly schedule. This allows all types of models to be represented, for example: 5-day week for full-time, 4-day week for full-time, various part-time models, and much more.

A time model consists of daily schedules that are combined into a weekly schedule. This allows for mapping all types of models, for example: 5-day week for full-time, 4-day week for full-time, different part-time models, and more.

### General Parameters in the Time Model:

- Breaks

Our system offers the option to define an automatic break deduction if the employee does not record their break. The automatic break deduction is displayed in the monthly report. The employee can either accept this deduction or enter the unrecorded break afterwards. At the same time, all legal requirements of the Working Time Act regarding minimum breaks are observed. Depending on the country, for example: for employees in Austria, a 30-minute break after 6 hours can be predefined in the system. If you have a different break regulation, this can also be mapped in the system.

- Working Time Frame

The working time frame is particularly relevant for flexitime models. It specifies the interval within which working hours are counted. For example, if the working time frame is set from 07:00–20:00 and the employee clocks in at 06:00, the time will only be counted from 07:00 onwards. Through an overtime request, the employee can obtain approval for working hours outside the defined frame or for overtime.

# 5. TIME ADMINISTRATION

- Target Working Time

The target working time specifies the number of hours an employee is required to work per day.

- Overtime

Our system supports virtually all Austrian collective agreements by default. This is ensured through the integration of overtime rules in the time model. Whether public holiday, weekend, night, flextime bonuses, or other forms of overtime – the respective values are recorded in time management accounts. Depending on whether and when the overtime is to be paid out, overtime hours can either be deducted and transferred to a payroll system or converted into the flextime balance using a defined factor.

With the help of time models, different working time models and contract types can be mapped:

- Flexitime

The flextime model allows employees to freely choose their start and end times within the flextime framework. Over the flextime period (calculation period of at least 3 months), a flextime balance is created, which can be flexibly increased or decreased. Administrators can also define how the system handles surplus hours at the end of the flextime period and whether outliers should be added to a review list.

- Fixed Working Hours

Through standard settings in daily programs, fixed working time models can be configured.

- Simplified Time Recording for Field Employees

In this case, recording a daily balance is sufficient, meaning that exact start and end times do not need to be entered.

# 5. TIME ADMINISTRATION

- Shift Model

In the time model, a shift rotation can be stored. For example, Week 1 can be assigned to Shift A, Week 2 to Shift B, and so on. This ensures that our system meets all requirements for mapping shift work schedules.

- Trust-Based Working Hours

According to the interpretation of the ECJ, this form of working time recording is only permitted for executive employees who are not subject to working time regulations. In this case, the target working hours stored in the time model are automatically recorded as actual hours. Employees only need to record absences such as vacation.

- Shift Planning

Spontaneous changes in time models may occur. For this reason, administrators have the option to swap daily programs. If flexible duty scheduling is required due to varying workloads, we can implement this requirement together with our partner Sheepblue.



# 6. INTERFACES

The recorded, verified, and approved working time entries of employees must be transmitted to payroll or a tax advisor at the end of each month. In Personalwolke, you have two options for this:

**1. Data transfer WITHOUT interface**
With just a few clicks, PDF or Excel files can be generated and passed on to internal payroll or an external tax advisor.

**2. Data transfer WITH interface**
This method offers the advantage that internal payroll or the external tax advisor can import payroll-relevant data (non-productive times, wage types) directly via an interface. This eliminates the need for manual entry and management of such data.

Interfaces can be triggered on a file basis as required or, if necessary, set up in a fully automated way. Templates already exist for interfaces with BMD, Datev, Sage/DPW, SAP, P&I, and many more. In addition, we also develop customer-specific interfaces if required.

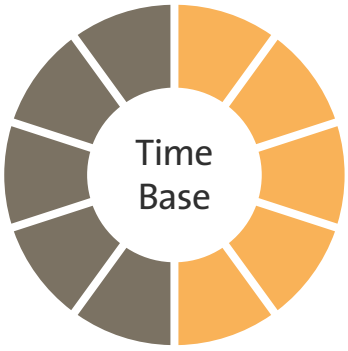


# UPGRADES / INDIVIDUAL SOLUTIONS

The time-tracking life cycle shown here refers to the full range of features of Personalwolke Time Professional.
If you are interested in a different solution, we are happy to offer you a free consultation. Simply click on this link to schedule your appointment: Personalwolke Consultation.




- Absence Management
- Vacation planning
- Various calendar views
- Requests / workflows / forms
- Corresponding evaluations
- Outlook integration available




- Booking working hours via smartphone/tablet/PC
- Absence management (holidays, working from home, illness, etc.)
- Requests/workflows/forms
- Employee & manager self-service
- Automatic time evaluation & individual time models Annual calendar, group calendar, etc.




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- Requests/workflows/forms
- Employee & manager self-service
- Automatic time evaluation & individual time models Annual calendar, group calendar, etc.
- Advanced statistics, reports
- Connection to time recording hardware

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