

Time Tracking

We take the hassle out of time tracking, giving employees an easy way to log hours while freeing HR managers from tedious admin work. By automating processes, ensuring compliance, and delivering accurate data, our time tracking software helps HR teams save time, reduce errors, and drive greater impact for their organisation.



Track time effortlessly, anywhere

Make it simple for everyone to track their time—at their desk, on their phone, or when they walk in the door. With options to clock in from a computer, mobile, or the Entrance App, people can record their hours in whatever way works best for them.



Pay employees correctly first time, every time

Ensure every hour worked is recorded seamlessly, so payroll is always precise and hassle-free. No more errors, delays, or disputes - just reliable time tracking that everyone can trust.



Stay compliant without the manual effort

Effortlessly track working hours in line with labour laws and company policies. Our time tracking tools help you simplify compliance - so you can focus on your business, not regulations.

Time tracking

8:02

Work	09:01	→	11:59	2h 58m
Break	11:59	→	13:01	1h 2m
Work	13:01	→		

HR Manager

Applied changes

Work	09:01	→	11:59	2h 58m
Break	11:59	→	12:44	45m
45m break added				
Work	12:44	→	17:46	5h 2m

Annie Schmidt
Clocked in

On target

40/40h expected

Learn why 14,000+ customers choose Personio

53% less time spent on attendance and absence management

31% reduction in HR costs

42% monthly time saved by employees on updating their data

"Tracking working hours for individual projects is particularly important to us. As a charitable foundation funded by donations, our Time Tracking reports allow us to transparently show the specific work our employees have done for each project."

Celina Fischer | Office Manager, Strahlemann Stiftung



"We needed HR software that could not only support our day-to-day work, but also support our growth. Overall, we've been able to save more than 80% of time spend on administrative work and routine tasks."

Javier Moliner Cachazo | People Operations Specialist, Cabify



Your time tracking questions answered

How does Personio support compliance with labour laws and data protection?

Personio helps you meet legal requirements with custom work schedules, precise time tracking, and ready-to-use documentation like timesheets. Employee data is protected through GDPR compliance, ISO 27001-certified data centres, and strict role-based access controls to ensure security and transparency.

Can Personio handle part-time, flexible, and custom work schedules?

Yes, you can create custom schedules for full-time, part-time, and flexible hours. Personio automatically tracks hours, breaks, and overtime based on your rules.

How does Personio manage overtime calculations and alerts when legal limits are exceeded?

Personio ensures accurate overtime tracking by calculating it automatically based on work schedules and rules. It helps maintain compliance by setting maximum working hour limits and alerting when exceeded, ensuring transparent, law-compliant tracking.

How easy is it for my employees to track their time with Personio?

Tracking time with Personio is simple and flexible. Employees can log hours manually or use the clock-in/out feature via web or mobile. Location-bound tracking ensures accuracy for on-site work, and the Entrance App enables clocking in/out on any device with a camera and internet access.

Can Personio connect to our existing time tracking hardware?

Yes, through Halion clock:it, Personio integrates with systems like Datafox, so you can keep using your existing terminals.

How does mobile time tracking work for remote and field employees?

The mobile app lets employees clock in and out easily, with optional location tracking to ensure they're in the right place.

Are you ready to **unlock the power of your people** with intelligent HR?

Book a demo