

Configure a Personio interface with TimeTac in 8 steps

1

Check: active TimeTac and Personio accounts

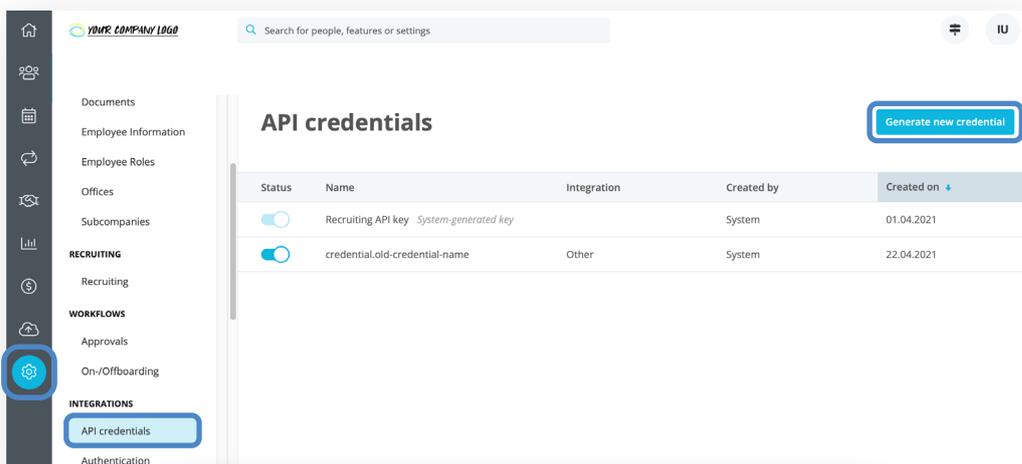
Make sure your company has an active TimeTac and Personio accounts.

2

Set up & download API credentials in Personio

Login to your Personio account and download the API credentials for the integration.

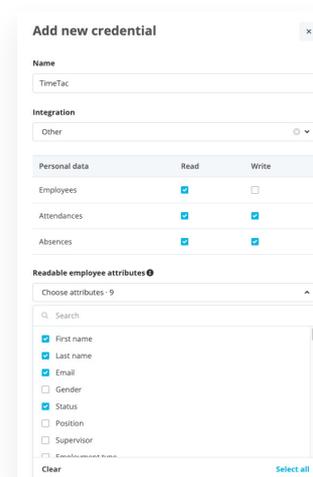
a.) The credentials can be created in Personio under **Settings → API Credentials**, by clicking **Generate new credentials**.



b.) Set a name for the integration. Select the integration for which you created the credentials. Grant read permission to the “Employee” API endpoint and read and write permission to the “Attendances” and “Absences” endpoints.

c.) Select at least the following attributes as readable attributes for the Employee endpoint:

- First name
- Surname
- E-mail address
- Status
- Date of employment
- Date of termination
- Absence entitlement
- Employee ID
- Date of birth



- d.) Please note that each time you download new credentials, new passwords will be generated, which will invalidate the existing ones.
- e.) Copy-and-paste the client ID and the client key (Client Secret).
Please send this data to support@timetac.com. Use “transfer PW” (<https://transfer.pw/>) for this. This service allows you to transfer passwords and other sensitive data encrypted. The recipient can see the password only once!

3

User synchronization from Personio to TimeTac

If you want to use employee-related data from Personio in your time tracking and/or leave management, you have to define default values for newly created users in TimeTac. To do this, please fill out the requirements form on the last page.

4

Export absences and/or attendances from TimeTac to Personio

If you use the “Leave Management” module, you can export absences from TimeTac to Personio. If you also use the “Employee Time Tracking” and/or “Project Time Tracking” modules, you can also transfer attendance times from TimeTac to Personio. These two interfaces can be activated independently of each other. Define a start date for each of them. All attendances and/or absences recorded from this start date will then be synchronized.

5

Define which absence types you want to export and ensure they are configured the same in TimeTac and Personio

Let us know which absence types you want to export and define how to map these TimeTac-managed absences. By default, a wide variety of absence types are supported. If you need additional ones, please contact the [TimeTac support-team](#).

In Personio, absences are only possible for half or full days. Therefore, configure the absences accordingly in TimeTac. Note that only other absences can be configured by you. If you also need to adjust the standard absences “vacation and sick leave”, please also contact the [TimeTac support-team](#). Please fill out the requirements form on the last page.

6

Send API access data and request sheet to TimeTac

Now all requirements for Personio ↔ TimeTac integration are fulfilled. Please send the completed information and the API credentials to support@timetac.com. The next step is to configure the integration for your TimeTac account accordingly.

7

Testing the integration

After we configure the integration, we arrange an online meeting with you, to test it.

8

Done! The integration is complete.

The integration will be enabled in your TimeTac account.

We also offer you the possibility of an interface report: This report e-mail contains information about errors that occurred during the synchronization process. This way you can track possible errors and react accordingly. For example, a user could not be created in TimeTac because the user name already exists. Or an absence could not be created in Personio because an absence already exists on that day.



Personio sync requirement form

Please fill in the following information and send the completed sheet to support@timetac.com. Fields highlighted in blue and checkboxes in the request sheet can be filled in or checked off directly in PDF format.

1. Define user synchronization from Personio to TimeTac.

	Default value
Department	Specify the name of the department and all newly created users will be assigned to this department. TimeTac recommends that you create a new department, e.g. an “unasigned” department, so that you can see at a glance which employees still need to be assigned to a correct department.
Working time model	Specify the name of the working time model and all newly created users will be assigned to this template. TimeTac recommends choosing a working time model that is valid for most employees.
Holiday calendar	Specify the name of the holiday template and all newly created users will be assigned to it. TimeTac recommends you to choosing a holiday calendar that is valid for most employees.
TimeTac modules	<ul style="list-style-type: none"> Employee Time Tracking Leave Management Employee Time Tracking and Leave Management Project Time Tracking Employee Time Tracking, Leave Management, and Project Time Tracking
Allow use of TimeTac mobile apps	<ul style="list-style-type: none"> Yes No
Grant view access to an employee status overview	<ul style="list-style-type: none"> Yes No



2. Set the start date for the synchronization of absences and/or attendances.

Start date	
To synchronize the absences* <small>*only when using the Leave Management module</small>	Please specify the start date.
To synchronize the attendance time** <small>**only when using the Employee Time Tracking module</small>	Please specify the start date.

3. Define the mapping of absence types.

This section must only be filled in if you use the Leave Management module.

Absence in TimeTac	Absence in Personio	Sync absence type
Vacation	Paid absence	Yes No
Sick leave	Sick day	Yes No
Maternity leave	Maternity protection	Yes No
Remote work	Work from home	Yes No

If you need more absence types, please contact our [support team](#).