

# Personio Planned Overtime Tracker

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## 1 Introduction

The Personio Planned Overtime Tracker automatically adjusts your overtime by subtracting your planned days off, so you see a more realistic overtime balance.

## 2 Installation Guide

### 2.1 Firefox (or Firefox based browsers)

1. Execute the .xpi file with the browser of choice.
2. Confirm the installation when prompted.

### 2.2 Google Chrome (or Chrome based browsers)

1. Unzip **PersonioPlannedOvertimeTracker.zip**.
2. Open Chrome and navigate to `chrome://extensions` or click **Extensions** and then **Manage Extensions**
3. Enable **Developer Mode** (toggle switch in the top-right corner).
4. Click **Load unpacked**.
5. Select the unzipped extension folder.

## 3 How to Use

### 1. Open your Personio attendance page

- Navigate to your attendance - overtime view in Personio.
- You will see a small `planned days off` input below the overtime widget, with two buttons:  and .

### 2. Extract your upcoming leave days

- Click ⌂ to fetch your upcoming approved leave days from your Personio calendar.
- A new tab opens briefly and closes automatically.
- The input will fill with the number of upcoming leave days (decimals supported, e.g., 1.5).

### 3. See your adjusted overtime instantly

- Your overtime display updates right away, subtracting the entered days.
- The original value is shown in parentheses for reference.

### 4. Manually tweak if needed

- You can type any number in the `planned days off` input to adjust the subtraction manually.
- Decimals are supported; both “.” and “,” work (e.g., 0.5 or 0,5).

### 5. Revert to the last extracted value

- If you have changed the input, the ↵ button appears.
- Click ↵ to restore the last extracted value (it also accounts for any days off you already took since the last extraction).

## 4 Buttons Explained

### 4.1 ⌂ Extract

- Fetches your upcoming approved leave days from Personio and fills the input.
- **Border color hints:**
  - **Green:** Up to date.
  - **Red:** Never extracted or extraction is outdated — click to refresh.
  - **Orange:** You have taken some leave since last extraction — click to refresh.

### 4.2 ↵ Revert

- Appears when your current input differs from the last extracted value.
- Click to reset the input to the last extracted value.

## **5 Notes**

The adjusted overtime is only a display aid; it does not change your data in Personio.

## **6 Bug-Reports**

Any bug/issue/improvement can be reported to [armin.schneider@timetoact.at](mailto:armin.schneider@timetoact.at)