When Absent

General information

The following explains the effect of a **time booking** if the **booking status** is previously set to **Absent** (red).

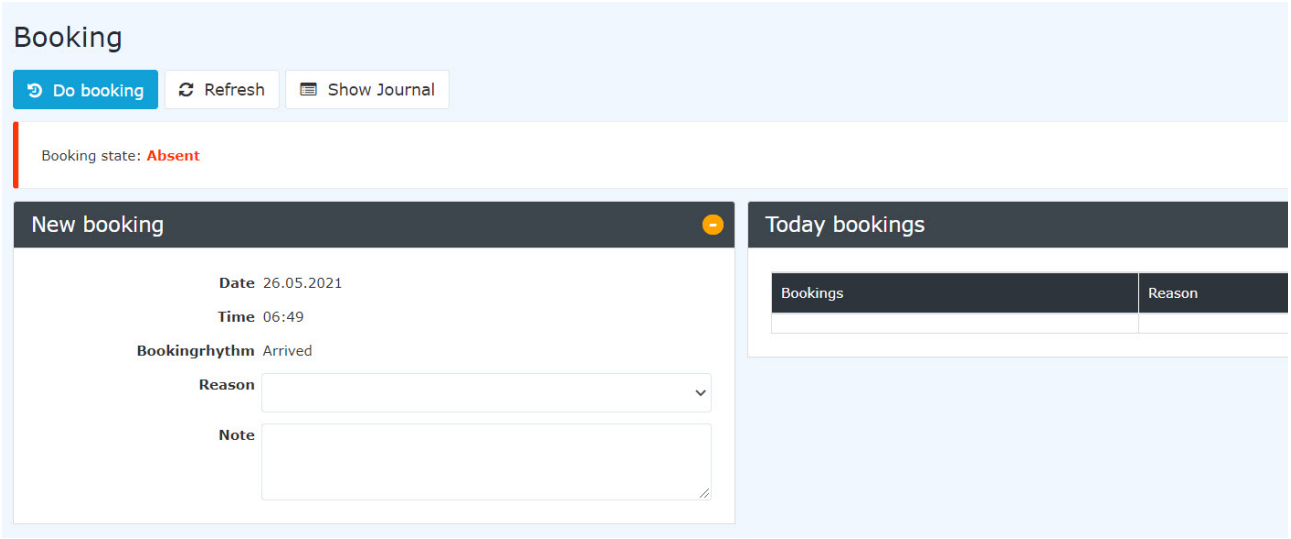
Case 1 also deals with the possibility that the employee was already at work on one day and was fully booked again in the course of the day. The description given here can also be applied to all other cases.

Case 1: Comment booking - Reason empty

The employee starts his or her workday with the **Come booking** or continues it after the break, and performs his or her tasks from the work center.

Booking status before booking

- if no posting has preceded it



The **booking status** (red) is initially set to **Absent**, as no booking has been made on this day (07/03/2015). In addition, the **booking rhythm** is *Come* - this means that time recording is started with the next booking.

Journal before posting

- if no posting has preceded it



Click on **Show Journal** (in the booking screen) to display the employee's monthly journal. The corresponding line (current date) now also shows that no postings have been made yet - the **Postings** column is empty.

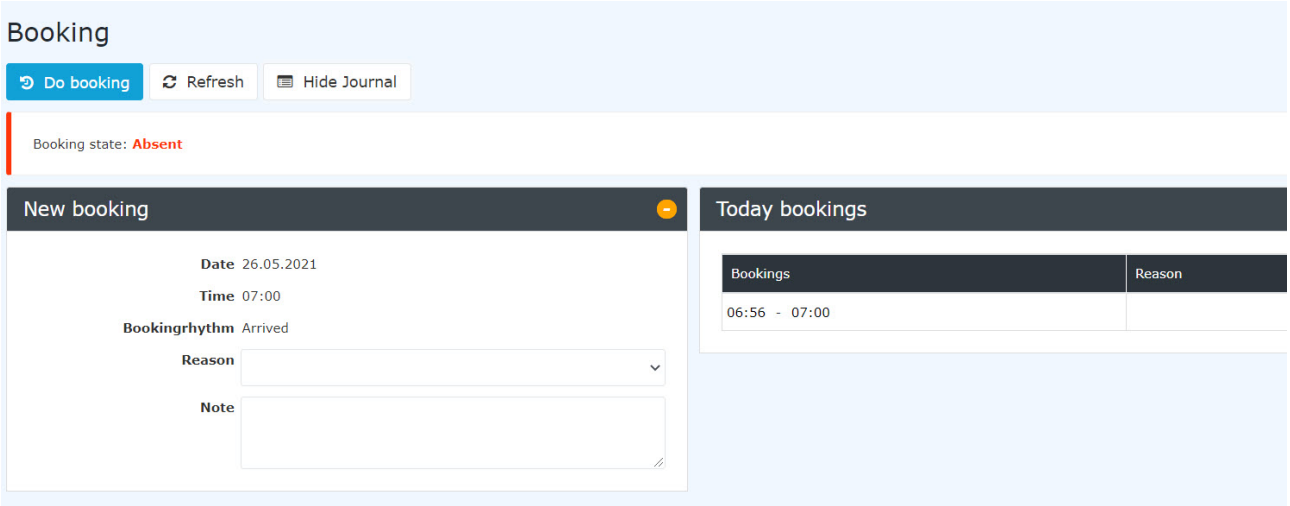
In principle, it is the same if time recording has already been carried out on this row:

Posting status before posting

- If an interval has already been posted

NOTIZ

In connection with **time recording**, an **interval** is defined as the time period that lies between the **from time** (clock-in posting) and the **to time** (clock-out posting). An **interval** is therefore complete when the employee is fully **booked out** again.



The above screenshot shows that the **booking status** (red) is also set to Absent. Under last booking you will find an overview of the last booking (07:00). The journal provides clarity on how this case came about:

Journal before booking

- If an interval has already been posted

Datum	Tag	FB	Buchungen	FE	Fehlgründe
28.07.2015	Di	-	09:01 - 13:00	-	

Apparently, the employee logged on in the morning when work started (09:01) and logged off at noon (13:00) when he took a break.

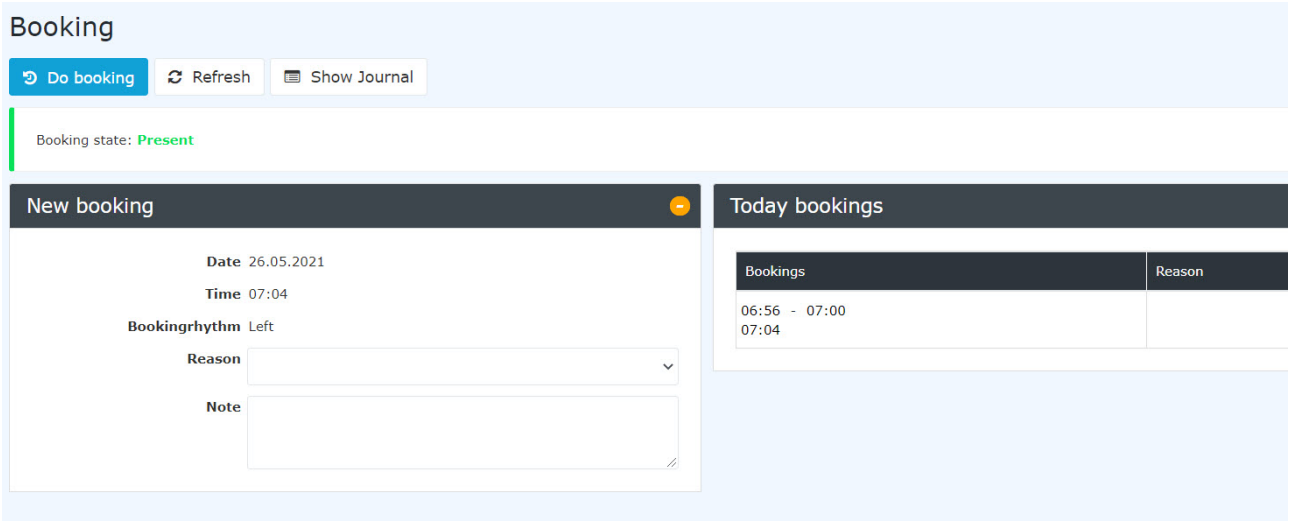
Booking status after booking

- applies both if no booking has been made before and if an interval has already been booked.

If you click on

Buchen

a (Coming) **booking** where the field **Reason** is left empty, the booking status changes as follows:



The fact that the **booking status** (green) is now **Present** confirms the success of the booking. As a result, the **booking frequency** is now set to Go - this means that the time recording is ended / interrupted with the next **booking**. Under **last booking** you can now find an overview of the just made come-booking. This can also be checked in the journal:

Journal after booking

- if no booking has preceded it

Datum	Tag	K	FB	Buchungen	FE	Fehlgründe
03.07.2015	Fr		-	09:00	-	

In the **Bookings** column, the time at which the **come booking** was made now appears. In this case, the employee has been booked in since 09:00 (*from time*). A *to-time* appears as soon as the employee makes the **outgoing booking**.

Journal after booking

- if an interval has already been posted

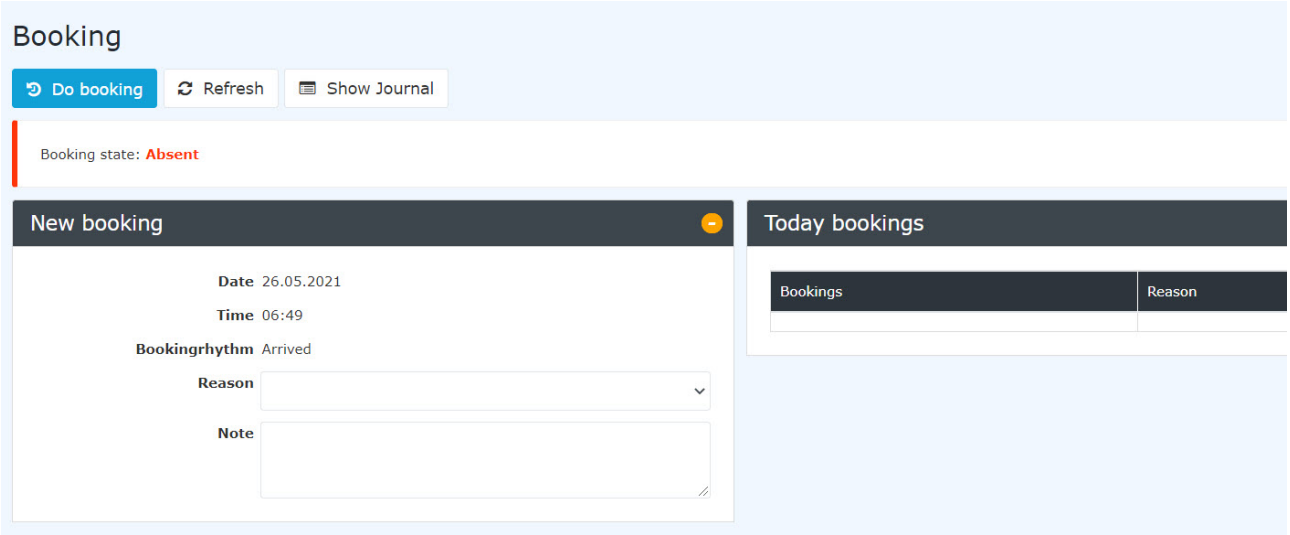
Datum	Tag	FB	Buchungen	FE	Fehlgründe
28.07.2015	Di	- -	09:01 - 13:00 14:00	- -	

Here, the new interval started after the lunch break (14:00) now appears directly under the old, closed interval. A *to-time* appears as soon as the employee makes another **outbound booking**.

Case 2: Come booking with a productive error reason

A **productive absence reason** is understood to mean that the employee is doing his or her job, but this does not take place at the normal workplace. This includes, for example, business trips, work that can be done from home, customer visits, and so on.

Booking status before booking



The **booking status** (red) is initially set to **Absent**, as no booking has been made on this day (07/03/2015). In addition, the **booking rhythm** is *Come* - this means that time recording is started with the next booking.

Journal before booking



Click on **Show Journal** (in the booking screen) to display the employee's monthly journal. The corresponding line (current date) now also shows that no postings have been made yet - the **Bookings** column is empty.

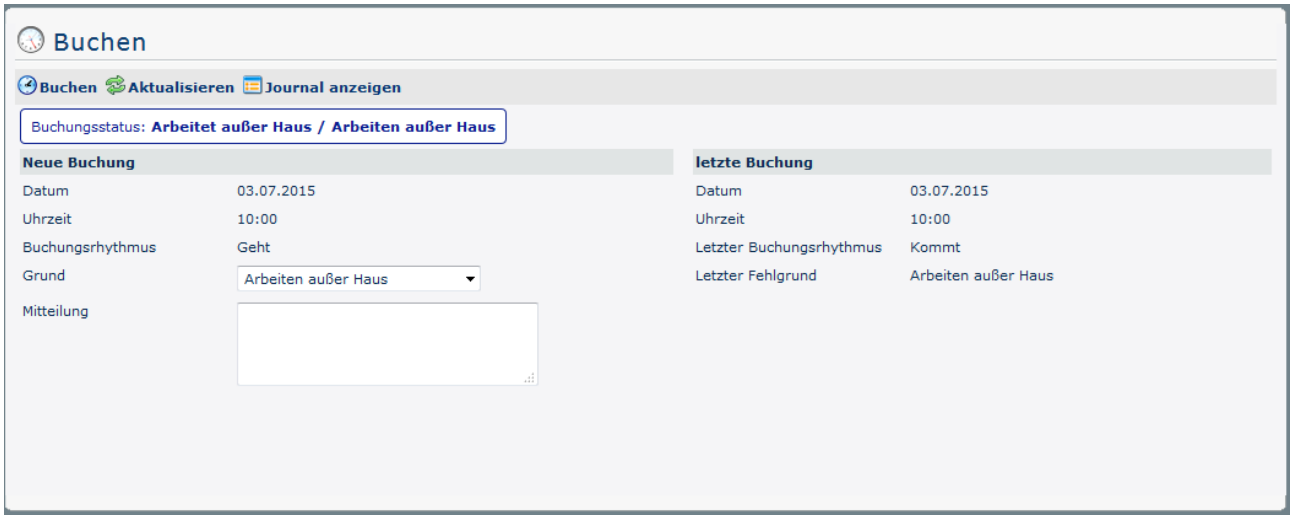
Booking status after booking

If a (Coming) **booking** is now made by clicking on



,

in which a **productive absence reason** (here: *work outside the company*) is selected in the **Reason** field, the **booking status** changes as follows:



The fact that the **booking status** (blue) now shows the corresponding **productive absence reason** confirms the success of the booking. As a result, the **booking rhythm** is now set to *Go* - this means that time recording is stopped / interrupted with the next **booking**. Under **Last bookings**, you can now find an overview of the Come posting that has just been made. This can also be checked in the journal:

Journal after booking

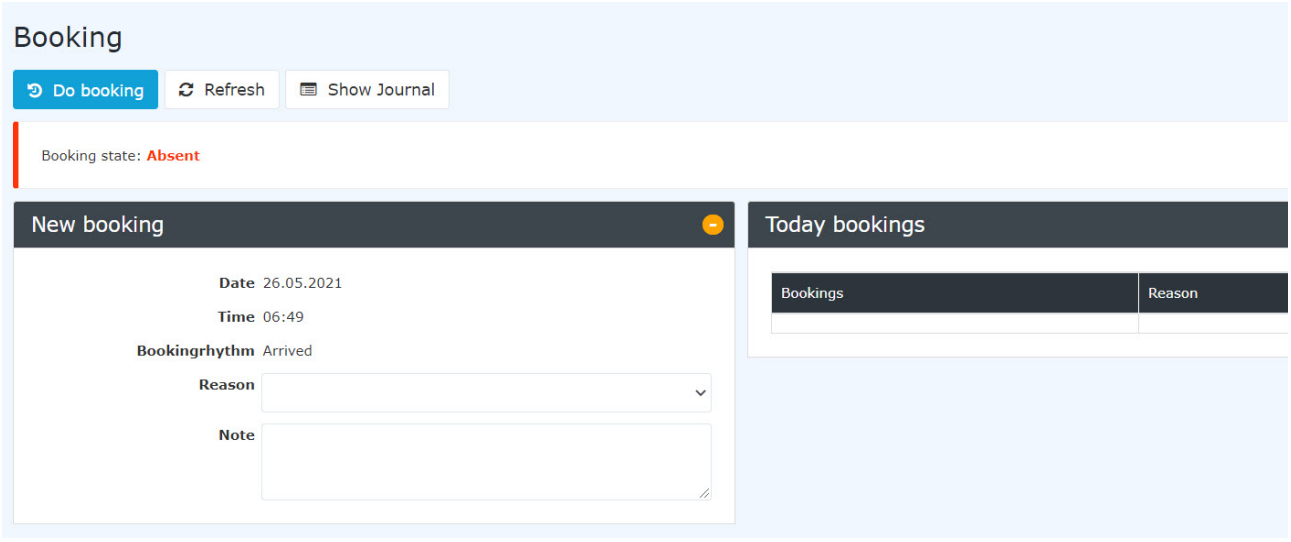
Datum	Tag	K	FB	Buchungen	FE	Fehlgründe
03.07.2015	Fr		-	10:00	-	Arbeiten außer

In the **Bookings** column, the time at which the **come posting** was made now appears. In this case, the employee has been booked in since 10:00 a.m. (*from time*). A *to-time* appears as soon as the employee makes the **outgoing booking**. The corresponding **productive absence reason** appears in the **Absence reasons** column.

Case 3: Comment posting with unproductive reason for absence

An **unproductive absence reason** exists if the employee is completely prevented from working for any reason (e.g. visits to the doctor, passive travel times,...).

Booking status before booking



The **booking status** (red) is initially set to **Absent**, as no booking has been made on this day (26.05.2021).

Journal before booking

Datum	Tag	K	FB	Buchungen	FE	Fehlgründe
24.07.2015	Fr					

Click on **Show Journal** (in the booking screen) to display the employee's monthly journal. The corresponding line (current date) now also shows that no bookings have been made yet - the **Bookings** column is empty.

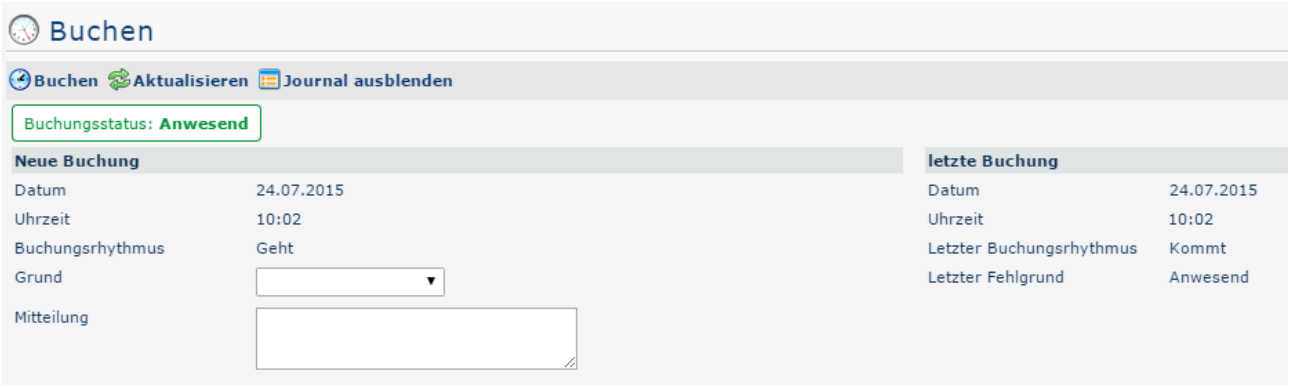
Booking status after booking

If a **booking** with an **unproductive absence reason** (here: *doctor*) selected in the Reason field is made by clicking

Buchen

,

the **booking status** changes as follows:



The fact that the **booking status** (green) now indicates Present confirms the success of the booking. From this point on, the employee is logged in regularly. The time that has elapsed since the start of normal working time until now is automatically booked with the error reason Doctor (see: **Journal after booking**).

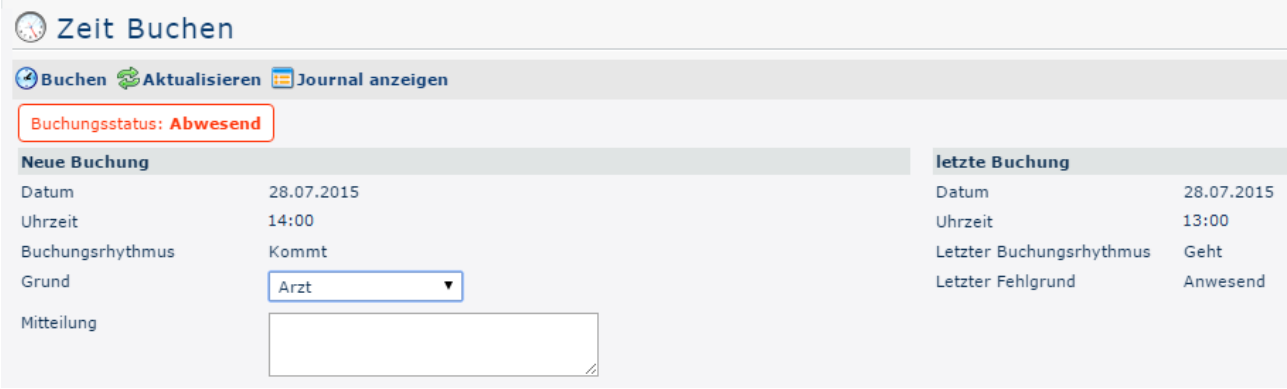
Journal after booking

Datum	Tag	FB	Buchungen	FE	Fehlgründe
24.07.2015	Fr	-	08:00 - 10:03 10:03	- -	Arzt

The time at which the **booking** was made with an unproductive absence reason now appears in the **Bookings** column. In this case, the employee was with the doctor between 08:00 (start of normal working time) and 10:03 (actual start of work). The booking with an unproductive absence reason has the effect of a time correction, whereby the corresponding reason is specified under **Absence Reasons**.

Case 4: Start into a new interval with unproductive absence reason

Booking status before booking



In contrast to **case 3**, an interval was already posted on this day. In this case, the employee is just finishing his lunch break and goes to the doctor instead of continuing his work.

Journal before booking

Datum	Tag	FB	Buchungen	FE	Fehlgründe
28.07.2015	Di	-	09:01 - 13:00	-	

Click on **Show Journal** (in the booking screen) to display the employee's monthly journal. The corresponding line (current date) now shows that the employee has already worked half a day.

Booking status after booking

If a **booking** with an **unproductive absence reason** in the **reason field** (here: *doctor*) is selected by clicking Buchen , the booking status changes as follows:



The fact that the **booking status** (brown) now indicates the **absent / doctor** confirms the success of the booking. This status indicates that the employee is now on doctor's appointment.

Journal after booking

Datum	Tag	FB	Buchungen	FE	Fehlgründe
28.07.2015	Mo	- -	09:01 - 13:00 14:00	- -	 Arzt

In the **Bookings** column, the time at which the **booking** was made with an unproductive absence reason now appears under the interval that was already completed at noon. In contrast to **case 3**, the interval does not start with the start of normal working time, but with the **current time**. This interval continues until the employee has logged on again after returning to work. For this reason, the posting rhythm is also set to *Come*.