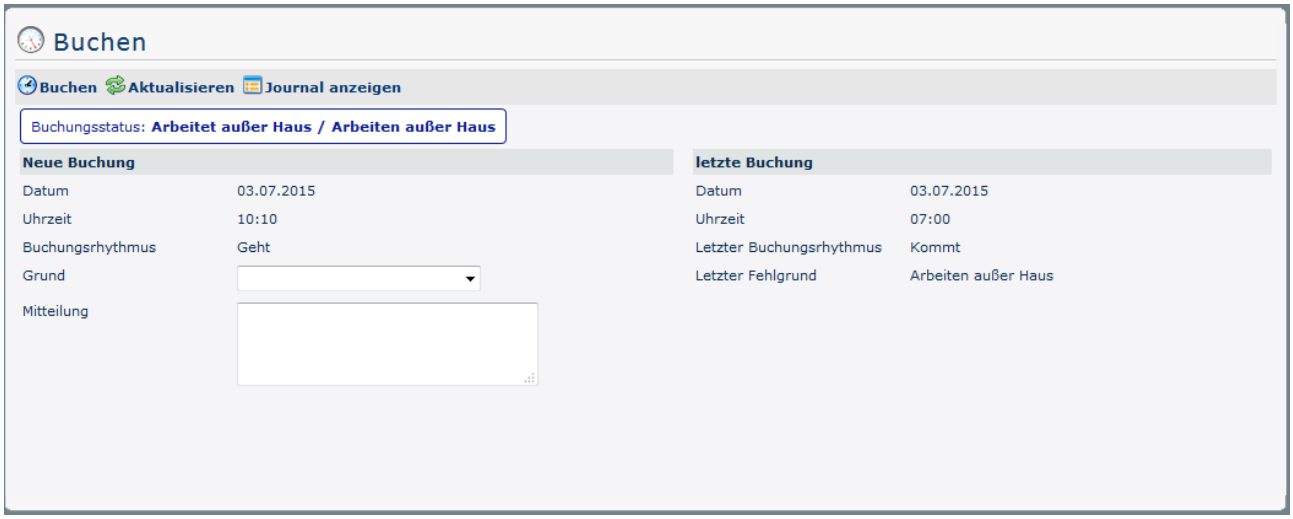
If absent reason is productive

General information

The following section explains the effects of a **time booking** if the **booking status** was previously set to **Absent with a productive absence reason**. A **productive absence reason** is defined as the employee performing his or her work but not at the normal work center. This includes, for example, business trips, work that can be done from home, customer visits, and so on. A booking such as the following is necessary, for example, if the employee has already started work at home (with a corresponding booking with a absence reason of **home work**), and later logs on at his or her work center with a normal *Come* booking (reason empty).

Case 1: Comes booking - Reason empty

Booking status before booking



The **booking status** (blue) is initially set to **Work outside the company** because a corresponding booking with a productive absence reason was made at 10:10 on this day (07/03/2015). This can be seen in the overview under **Last booking** - the **date** (03.07.2015), **time** (10:10) and **absence reason** (work outside the company) of the last **booking** are displayed here.

Journal before booking

Datum	Tag	K	FB	Buchungen	FE	Fehlgründe
03.07.2015	Fr		-	07:00	-	Arbeiten außer

Click on **Show Journal** (in the booking screen) to display the employee's monthly journal. In the corresponding line (current date) in the column **Bookings** it is also apparent that a posting has already been made (here at 07:00). With this *Come* booking, the employee has started time recording from home (or, in the case of a business trip, on the road).

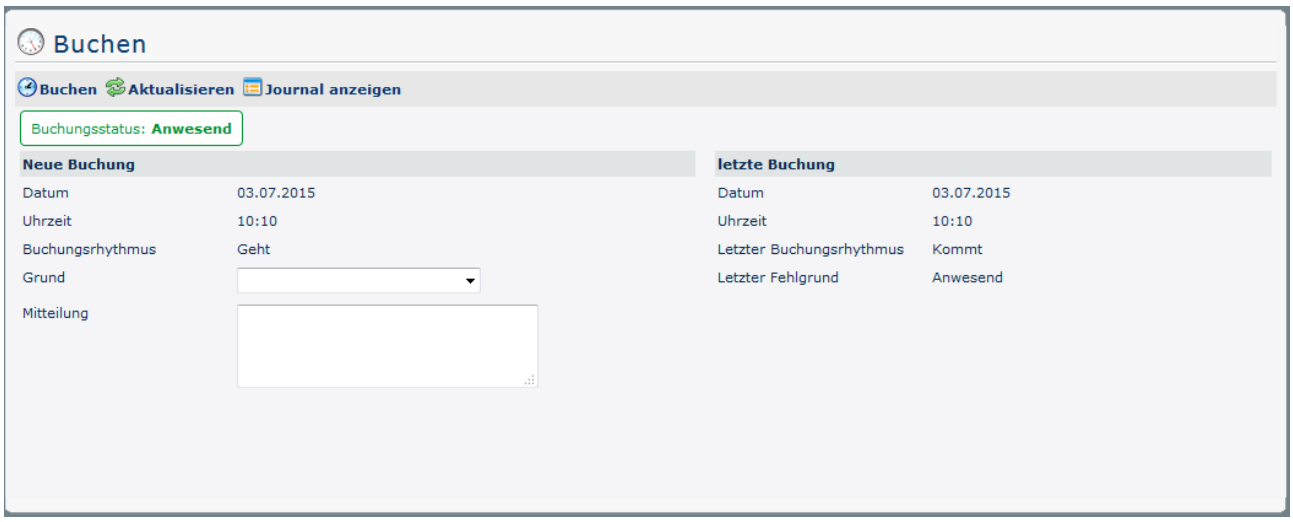
Booking status after booking

If a (*Leave*) **booking** is made by clicking on



,

the **booking status** changes as follows, leaving the **Reason** field empty:



This booking has the same effect on the **booking status** as if, for example, the user had logged in again after lunch - he or she is now **present** and the booking rhythm is set to *Leave*. But more is visible in the **journal**:

Journal after booking

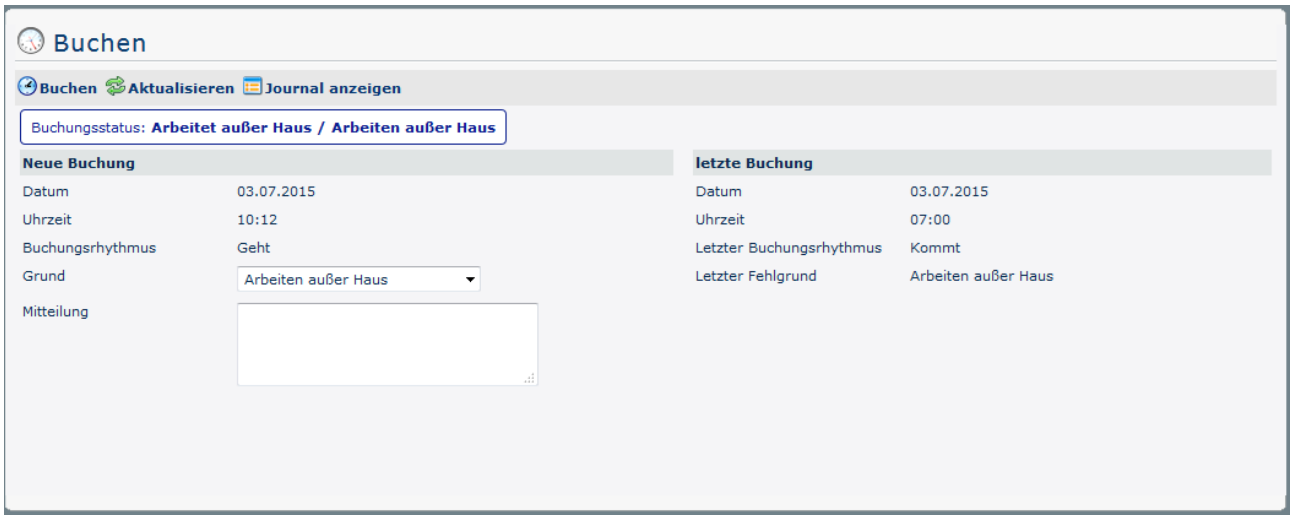
Datum	Tag	K	FB	Buchungen	FE	Fehlgründe
03.07.2015	Fr		- 10:10	07:00 - 10:10	- -	Arbeiten außer Haus

The interval from 07:00 to 10:13 marked with **Work Outside** is completed by the Come Booking. At the same time, a new interval (reason empty = regular attendance) is started - this runs until the next booking is made.

Case 2: Outbound booking with productive absence reason

This case deals with what happens when the employee is logged in with a productive reason for absences and makes a new posting by selecting the same one.

Booking status before booking



The posting screen is the same as described in **case 1**. Now, however, in the Reason field, the system selects **Work Outside the Company** as a substitute for productive absence reasons.

Journal before booking



The monthly journal also resembles the one from **case 1** (before the booking).

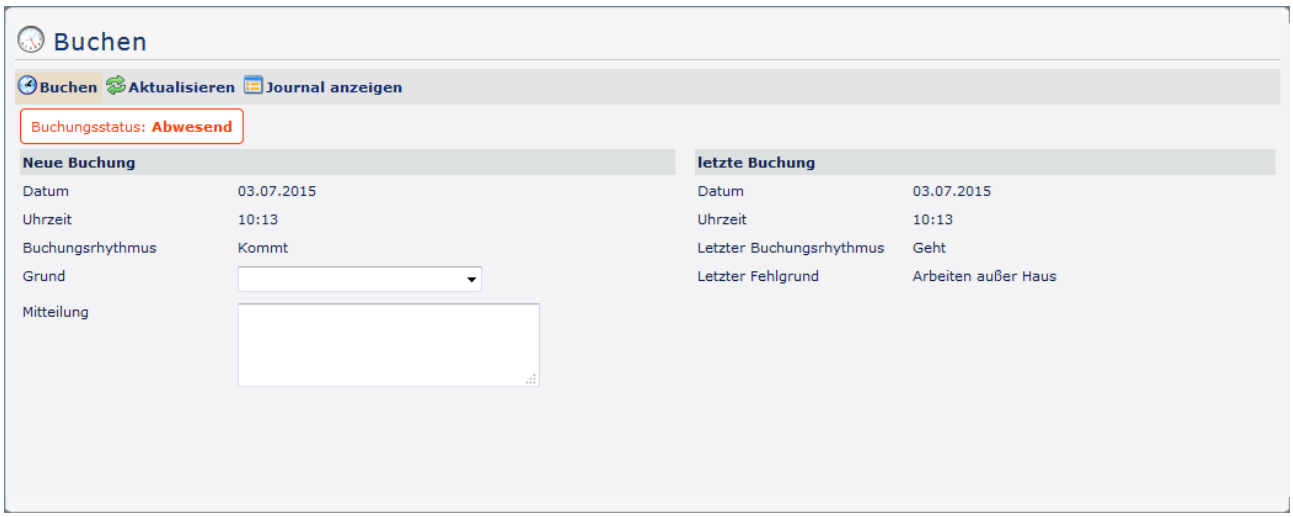
Booking status after booking

If the (*Leave*) **booking**, for which a **productive absence reason** is selected in the Reason field (here: *Work Outside Company*), is made by clicking



,

the **booking status** changes as follows:



The effect of this booking is the same as what happens when the employee books out at the end of his or her service[1] (see: Leaving Booking). The difference between this and working from home can be seen under

Last booking - here, the **last absence reason** appears (here: Working Outside the Company). This can also be seen in the journal:

Journal after booking



Datum	Tag	K	FB	Buchungen	FE	Fehlgründe
03.07.2015	Fr		-	07:00 - 10:13	-	Arbeiten außer

In the **Bookings** column, it now appears that the employee performed work outside the company between 07:00 and 10:13. The new booking with a productive absence reason ended time recording at 10:13, without starting a new interval (in contrast to **case 1**).

Case 3: Outbound booking with unproductive absence reason

Booking status before booking



The booking screen is the same as described in **case 1**. Now, however, the **Travel Time Active 1:1** field is selected as the new productive absence reason.

Journal before booking



Datum	Tag	K	FB	Buchungen	FE	Fehlgründe
03.07.2015	Fr		-	07:00	-	Arbeiten außer

The monthly journal also resembles (before booking) those from **cases 1 and 2**.

Booking status after booking

If the (*Leave*) **booking** is made by clicking on



and a productive absence reason - which is not the same as the one displayed in the **booking status** - is selected in the Reason field (here: Travel time active 1:1), the booking status changes as follows:



Apart from the **booking status** and the update of the overview of the **last booking**, no changes are visible in the booking mask.

Journal after booking

Datum	Tag	FB	Buchungen	FE	Fehlgründe
27.07.2015	Mo	-	15:53 - 16:04	-	Telearbeit
			16:04	-	Reisezeit aktiv 1:1

In the column **Bookings** it now appears that the employee performed work outside the company between 15:53 and 16:04. Time recording ended at 16:04 when posting with a **different** productive absence reason (travel time 1:1). In contrast to **case 2**, however, a new interval with the changed absence reason was started at the same time.

1. /daisy/personalwolke-admin/7074-dsy.html?language=4