Booking logic

This page explains how the booking logic works when time is booked in Personalwolke. The respective booking rhythm as well as **different absence reasons** (productive and unproductive) are also taken into account.

Basically, a distinction is made between:

- **Normal attendance/absence**
  This includes the normal booking in at the start of work at the workplace as well as the booking out at the beginning of the lunch break or after the end of work.
- **Absence with a productive reason**
  This includes booking in when physically absent but at the same time productively working for the company. These can be reasons such as active travel time, teleworking or working from home. Absence times with a productive absence reason are taken into account when calculating the working time balance.
- **Absence with a non-productive reason**
  This basically refers to absence during regular working hours due to a special (non-productive) reason. This can be, for example, illness or a doctor's appointment during working hours.

The most important indicators in the booking window are the **booking status** and the **booking rhythm**, in addition to the date, time and booking reason:

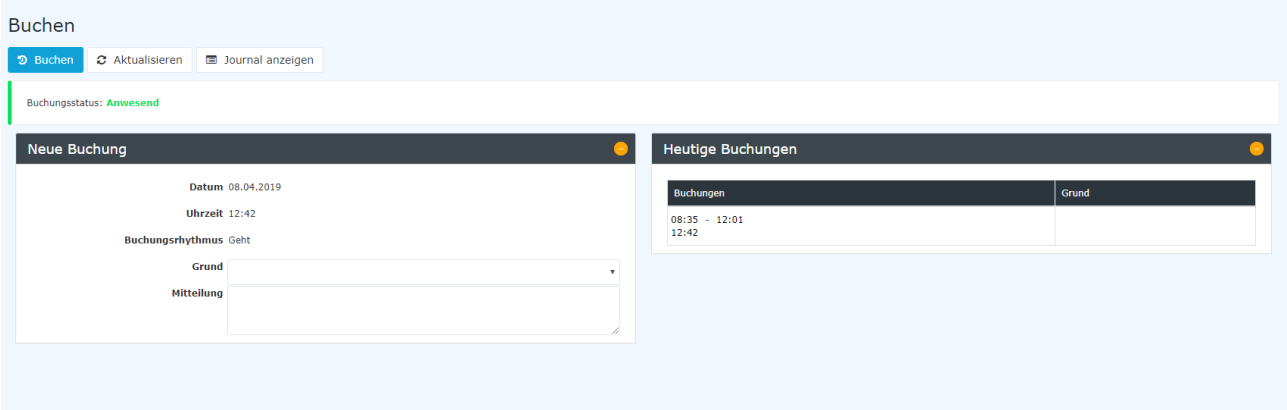
Booking status	The booking status indicates whether the employee is currently **present or absent** from the office. In addition, for absences with a specific reason (e.g. business trip, doctor's appointment, time off), this reason is also displayed directly in the booking status.
Booking rhythm	The booking rhythm indicates which type of booking ("coming" or "going") **will be booked the next time the "Book" button is pressed** (without a particular absence reason).

Classic Booking (normal attendance and absence)

This type of booking is probably the most common case of time booking in Personalwolke. This case occurs when the employee is doing his/her normal work with attendance in the office and logs in and out when coming, before and after the break and at the end of the working day. In the classic booking, the "Reason" field in the "New booking" tab remains empty, only the "Do booking" button is pressed.

Before the employee books in at the start of work in the morning, the booking status is initially set to "Absent", the booking rhythm shows "**Coming**" for the next booking. When the employee starts work and logs in, the booking status changes to "Present" and the booking frequency shows "**Going**" for the next booking.

In the course of the day, the employee books out for lunch, books in again after the break and finally books out again at the end of the working day. In this classic booking activity, only those time intervals were recorded in which the employee worked - the **journal therefore shows the working time between the start of work and the lunch break and between the lunch break and the end of work**. These intervals are also fully included in the working time balance as productive working time.



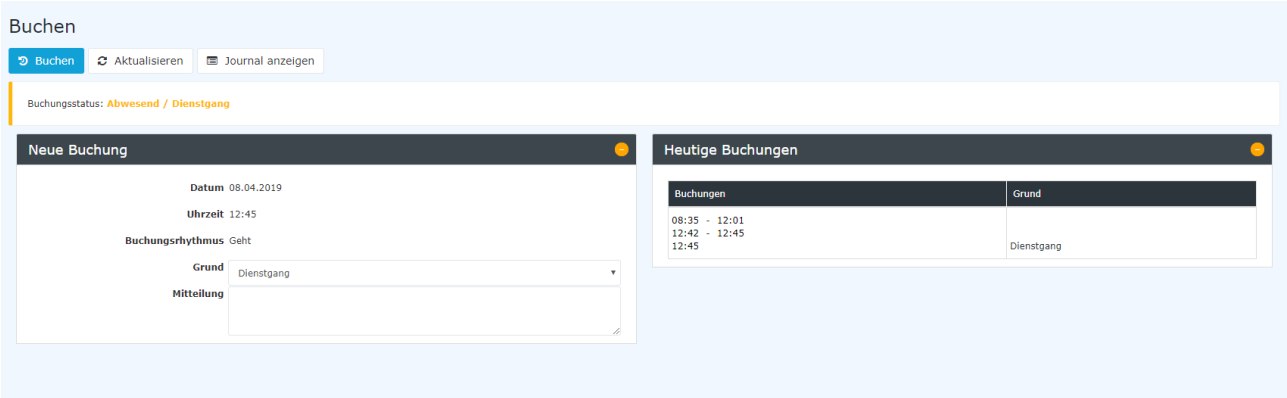
Absence with a productive absence reason

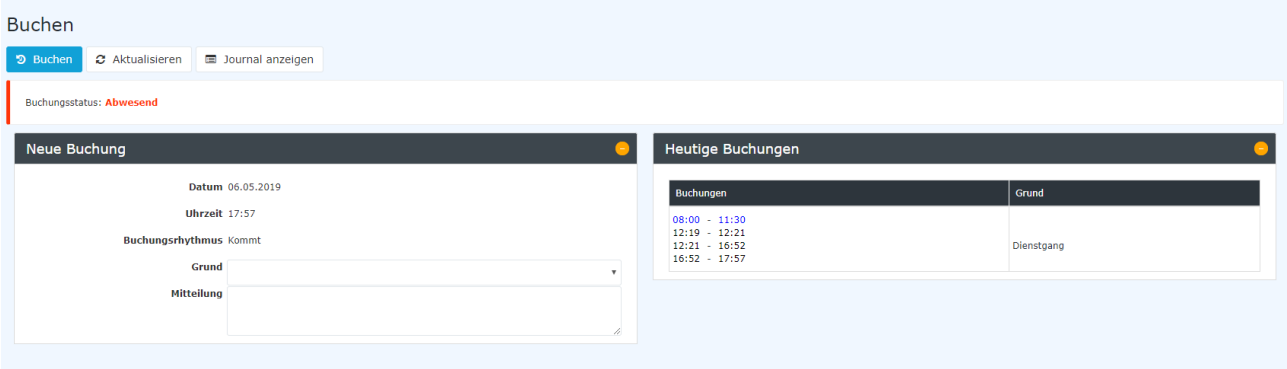
In addition to the normal attendance/absence booking, there are also certain situations in which the employee is **not present at his/her workplace**, but **still performs work for the company**. In these situations, the employee should be marked as absent, but the working time should still be taken **into account in the journal and in the balance**. For this purpose, **productive absence reasons** can be booked in Personalwolke.

If a **productive absence reason** is entered in the booking (e.g. the employee works from home), it is irrelevant whether the previous booking status is "Present" or "Absent" - the employee is **always marked as "Absent"**, but supplemented by the productive absence reason (booking status in orange/blue). In contrast to the usual absence (e.g. break, end of work), a **time interval is recorded** in the journal which, in the case of a productive absence reason, is also taken into account **as working time in the balance**.

If the **productive absence has ended** (e.g. end of business trip, end of mobile working), there are **two possibilities**:

- **Termination followed by absence**
  This occurs, for example, when the employee finishes teleworking and goes home for the day. In this case, he or she **must select the same reason for absence** again and then press the "Do booking" button. The booking status then changes to "Absent" and the **time interval is ended.**
- **Termination followed by attendance**
  This occurs, for example, when the employee returns to the office after a business trip and continues his or her work there. If the "Do booking" button is pressed from the absence with a productive absence reason **without specifying a reason**, the **booking status changes to "Present"** and a new time interval is started while the time recording of the business trip/telework/etc. is ended.





Absence with a non-productive absence reason

There are also certain absence reasons that do not count as working time but must nevertheless be recorded in the system. These include, for example, illness or a visit to the doctor or a visit to the authorities during working hours.

In principle, the booking logic for non-productive absences is identical to the procedure for productive absences. The **booking intervals** are stored in the journal in the same way, but the time recorded for **non-productive absence reasons is not taken into account as working time in the balance**. A time interval with a non-productive absence reason can also be ended either with subsequent absence or with subsequent attendance, as described above.

