Standard time booking

This type of booking is probably the **most common case of time booking** in the personnel cloud. This occurs when the employee carries out their normal work with presence in the office and books in and out when they arrive, before and after their break and at the end of the working day.

With the classic booking, the "**Reason" field** in the "New booking" tab remains empty, only the "Book" button is pressed.

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

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