Standard time booking

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.

