

Productive absence reasons

In addition to the normal attendance/absence posting, 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 posted in the personnel cloud.

If a **productive absence reason** is specified when booking (e.g. the employee is working from home), it is irrelevant whether the booking status beforehand 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 here, which is also taken into account as working time in the balance in the case of a productive absence reason.

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

- **Termination with subsequent absence**

This occurs, for example, when the employee finishes teleworking and calls it a day. They must select the same reason for absence again and then click on the “Book” button. The booking status then changes to “Absent” and the time interval is ended.

- **Termination with subsequent attendance**

This occurs, for example, when the employee returns to the office after a business trip and continues working there. If the “Book” button is pressed from the absence with a productive error 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.