

## Settings and parameterization

Have you not activated the active / passive travel time? This feature can be set up after consultation with your account manager.

### Personalwolke Administrator

The targeted working time and the normal working time can be relevant for the calculation of the passive travel time.

Both parameters can be added to the [daily program](#)<sup>1</sup>.

There are several ways to calculate the passive travel time:

| Variants                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Within normal working hours as working time / outside normal working hours as travel time                                                                                                                    |
| Within normal working hours as working time / outside of normal working time and under daily target as working time, from daily target as travel time                                                        |
| Within normal working hours and below daily target as working time, from daily target as travel time / outside of normal working time as travel time                                                         |
| Within normal working hours and below daily target as working time, from daily target as travel time / outside normal working hours and below daily target as working time, from daily target as travel time |
| Within normal working hours as working time / Outside normal working time as working time                                                                                                                    |

### Example:

Variant: Within normal working hours as working time / outside of normal working hours and under daily target as working time, from daily target as travel time

Normal working hours: 8:00 a.m. - 4:30 p.m.

Target working time: 8 hours

The following bookings have been entered in the system:

6:30 a.m. - 10:00 a.m. passive travel time

10:00 a.m. - 3:00 p.m. business trip

### Step 1 passive travel time within the normal working hours

Between 8:00 a.m. and 10:00 a.m., the passive travel time booking is within the normal working hours.

It counts as working hours.

### Step 2 Passive travel time outside of normal working hours normal working hours

Currently, the daily time is 7 hours. (Passive travel time from 8:00 a.m. to 10:00 a.m. and business trip from 10:00 a.m. to 3:00 p.m.)

The passive travel time from 6:30 a.m. to 8:00 a.m. has not yet been evaluated.

Passive travel time below the daily target counts as working time.

Thus, the time from 7:00 a.m. to 8:00 a.m. is working time and the time from 6:30 a.m. to 7:00 a.m. is passive travel time.

### Result:

Working time: 8 hours

Passive travel time: 0.5 hours

### **Reporting:**

In the report for time accounts, you will find the accounts "Active & Passive Travel Time."

If you do not have these accounts, we can provide you with our standard report upon request.

### **Employee view:**

The recording of the active and passive travel times is done via the [booking action](#)<sup>2</sup>.

The working hours can also be entered later using the [time correction](#)<sup>3</sup> application.

Information on how much active and passive travel time has been spent can be found in the [main / accounts action](#)<sup>4</sup>.

If you use the Travel module, the active & passive travel time can be recorded in the travel expense report in the Time corrections tab.

1. </daisy/personalwolke-admin/8981-dsy.html?language=4>
2. </daisy/personalwolke-admin/5871-dsy.html?language=4>
3. </daisy/personalwolke-admin/5875-dsy.html?language=4>
4. </daisy/personalwolke-admin/5869-dsy.html?language=4>