

# Aussortiert

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## 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.

The screenshot shows the 'Booking' interface in Personalwolke. At the top, there are buttons for 'Do booking', 'Refresh', and 'Show Journal'. Below this, the 'Booking state' is set to 'Working remote / Homeoffice'. The interface is split into two main sections: 'New booking' and 'Today bookings'.

**New booking form:**

- Date: 07.06.2021
- Time: 12:29
- Bookingrhythm: Left
- Reason: Homeoffice (selected from a dropdown menu)
- Note: (empty text area)

**Today bookings table:**

Bookings	Reason
09:05 - 12:29 12:29	Homeoffice