Negative Time Tracking

WARNUNG

If you want to set up negative time tracking for an employee, please contact the Workflow team for support in entering the settings!

In some companies, employees record their working hours as so-called **"negative time trackers"**. This means that the person does not actively book attendance, but only books and notes **absences and absence reasons**.

This makes sense, for example, for **all-in contracts**, in which all overtime is compensated and a precise distinction between regular working time, overtime or core time is not relevant.

Various models/options can be defined for negative time trackers:

Value	Meaning
No	Default value - this means that the employee is not a negative time tracker and actively books working hours like every other employee.
Only for unexcused absence, sets flextime balance to 0	Negative time tracking activated: The attendance time is automatically filled up to the daily target if the absence reason "unexcused absence" (= regular attendance for negative time trackers) applies. The flextime balance is automatically set to 0, i.e., the missing working time is supplemented to a zero balance.
Always fill up to daily target	Negative time tracking activated: This option is intended for pure negative time trackers who only book irregular absence reasons such as vacation, doctor appointments, etc. The working time is always filled up to the daily target, regardless of presence or absence or various absence reasons.
Only for unexcused absence, balance effective	Negative time tracking activated. If no booking is made on the respective day (unexcused absence), the working time is always filled up to the daily target. However, any existing positive or negative flextime balance is retained.
Fill up below balance	If no time booking is made, or a booking below the daily target, the actual time for that day is "filled up" to the target time. On days on which more than the target time is booked, the excess is booked as time credit.