Absence with a productive absence reasons

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.

