Active/Passive Travel Time

Settings and parameterization

NOTIZ

Is active / passive travel time not enabled for you? This feature can be set up after consulting your customer success manager.

Activity in the Personalwolke Administrator

The *TARGET working time* and the *regular working time* can be relevant for calculating passive travel time.

Both parameters are stored in the **daily schedule** [1].

There are several ways to calculate passive travel time:

Variant
Within regular working time as working time / outside regular working time as travel time
Within regular working time as working time / outside regular working time and below daily target as working time, from daily target onward as travel time
Within regular working time and below daily target as working time, from daily target onward as travel time / outside regular working time as travel time
Within regular working time and below daily target as working time, from daily target onward as travel time / outside regular working time and below daily target as working time, from daily target onward as travel time
Within regular working time as working time / outside regular working time as working time

Example

for the variant "*Within regular working time as working time / outside regular working time and below daily target as working time, from daily target onward as travel time*"

Regular working time: 8:00 AM - 4:30 PM

Target working time: 8h

The following bookings are entered in the system:

- 6:30 AM - 10:00 AM passive travel time
- 10:00 AM - 3:00 PM business trip

Step 1: passive travel time within regular working time

Of the passive travel time, the part from 8:00 AM - 10:00 AM lies within the regular working time. These 2 hours therefore simply count as working time.

Step 2: passive travel time outside regular working time

passive travel time from 8:00 AM to 10:00 AM = 2 hours
+ business trip time from 10:00 AM to 3:00 PM = 5 hours

=> Daily actual = 7 hours

The passive travel time from 6:30 AM to 8:00 AM has not yet been evaluated. If the daily actual is shorter than the daily target, passive travel time also counts as working time.

Therefore, in this case the passive travel time that is performed within the regular working time, i.e., the part that took place from 7:00 AM to 8:00 AM, also counts as working time.

Only the part between 6:30 AM and 7:00 AM therefore actually remains as passive travel time.

Step 3: Final result:

Working time: 8 hours
passive travel time: 0.5 hours

Account evaluation/reporting

In the report for time accounts (Management -> Overview of monthly absence accounts) you will find the accounts "Active & passive travel time." (see also Account Evaluation[2])

NOTIZ

If these accounts are not set up for you, we can set up our standard report for you on request.

Employee view

Active & passive travel times are **recorded** via the **Booking action**[3].

Using the **time correction request**[4] , working hours can also be entered retroactively.

Information on how much active & passive travel time has been worked can be found in the action **Master Data / Accounts**[5] .

NOTIZ

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

Felder

Name	Wert
Webdesk Actionname	booking
Artefakt-Typ	Action

1. /daisy/webdesk-manual-admin/8981-dsy.html?language=4
2. /daisy/webdesk-manual-admin/6024-dsy.html?language=4
3. /daisy/webdesk-manual-admin/5871-dsy.html?language=4
4. /daisy/webdesk-manual-admin/5875-dsy.html?language=4
5. /daisy/webdesk-manual-admin/5869-dsy.html?language=4