active/passive Travel time

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 Adminstrator

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[1].

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[2].

The working hours can also be entered later using the time correction[3] application.

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

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