



**Software by Design**

Nextcloud apps

**Working time · Breaks · DACH compliance**

# ArbeitszeitCheck

## User manual

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End-user documentation for the web app

Clock in, absences, approvals — everything stays on your Nextcloud.

App version

**1.7.2**

Language

**English**

Date

**10 September 2026**

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## Introduction

ArbeitszeitCheck is the Nextcloud app for working time, breaks and absences on your instance with DACH profiles (Germany ArbZG, Austria AZG/ARG, Switzerland ArG): clock in, manual time entries, approvals, month closure, reports and an optional kiosk terminal. Web free (AGPL); companion (phone) and foyer kiosk need mobile seats (AZC2) — delimited here only.

**Status:** App version **1.7.2** (commit 0bc268f), 10 September 2026, English.

**Audience:** Employees · Managers (team leads) · Substitutes · App/NC administration.

**What you need:** ArbeitszeitCheck access · a browser with JavaScript · for admin: app admin or NC admin.

**Chapters:** Ch. 1 Roles · 2 Getting started · 3–5 Day-to-day · 6 Manager · 7 Administration · 8 Errors/FAQ.

*Register:* Running text uses professional second-person English. UI labels in quotes, e.g. **“Dashboard”**, **“Clock In”**, **“Time entries”**, **“Manager”** and **“Access denied”**.

*Quick start (employees):* **“Dashboard”** → **“Clock In”** → break → **“Clock Out”**; absences under **“Absences”**.

*Quick start (admin):* Check **“Access”** → Teams/working time models → trial clock-in → approval/month closure.

## 1 Roles and permissions

ArbeitszeitCheck does not use fixed Nextcloud groups such as “azc\_manager”. Permissions come from the **access gate**, the app-admin list, team assignments and Nextcloud system administration.

### 1.1 Roles at a glance

**Employee** Default after opening: own times, absences, compliance, **“My settings”**.

**“Manager”** Approves absences and corrections for assigned team members; sees team overviews and **“Reports”**. Requires a team-lead assignment (or system/app admin) when app teams are on.

**Substitute** Not a stored role — appears only with open **“Substitution requests”**.

**App administrator** Listed under **“Global settings”** → **“Access”** or a Nextcloud system administrator. Full admin area.

**Kiosk user** Terminal punch clock via RFID/PIN; no web menu. Enabled under **“Kiosk terminals”**.

## 1.2 Matrix: Who may do what?

| Function               | Emp. | Mgr   | Admin | Sub.   |
|------------------------|------|-------|-------|--------|
| Open app (gate)        | yes* | yes*  | yes   | yes*   |
| Dashboard / own times  | yes  | yes   | yes   | yes    |
| Clock In / Clock Out   | yes  | yes   | yes   | yes    |
| Own absences           | yes  | yes   | yes   | yes    |
| Compliance (own)       | yes  | yes   | yes   | yes    |
| Manager area           | —    | yes** | yes   | —      |
| Team times / approvals | —    | yes** | yes   | —      |
| Reports                | —    | yes   | yes   | —      |
| Substitution requests  | —    | —     | —     | yes*** |
| Administration         | —    | —     | yes   | —      |

\* In *Restricted* access mode only allow-list or admin. \*\* Assigned teams only (app teams on). \*\*\* Menu item only when requests are open.

Menu items without permission are missing — they are not greyed out.

## 1.3 Access gate

Under **“Global settings”** → **“Access”**:

**Open** Matches the radio text **“Open — every logged-in Nextcloud user can open ArbeitszeitCheck”**.

**Restricted** Matches the radio text **“Restricted — only allow-listed users and groups can open the app”** (*fail closed* when the list is empty).

# 2 Getting started

## 2.1 Sign in

1. Open your Nextcloud URL in the browser and sign in.
2. Open **“ArbeitszeitCheck”** from the app menu (or the direct app URL).

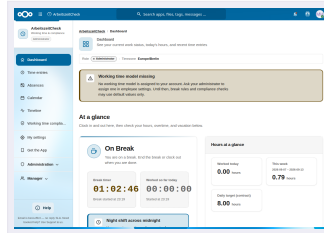
After opening you land on **“Dashboard”**. Without access you see **“Access denied”**.

## 2.2 Before the first working day (administrator)

1. Chip **“Access”**: leave the gate open or set the allow-list *before* restricting.
2. **“Teams and locations”**: organisational units and team leads (when app teams are on).
3. **“Working time models”**: create target hours / week patterns and assign people.
4. Optional: **“Holidays and calendars”**, vacation rules, overtime, **“Kiosk terminals”**, ProjectCheck link.

## 2.3 Navigation by role

**Employees**: sidebar with **“Dashboard”**, **“Time entries”**, **“Absences”**, **“Calendar”**, **“Timeline”**, **“Working time compliance”**, **“My settings”**, **“Get the App”**.



Employee navigation: Dashboard and Time entries.

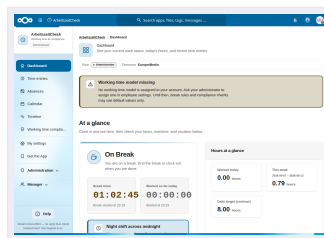
**Managers:** additionally the **“Manager”** area (team times, absences, approvals, month closure) and **“Reports”**.

**App admins:** **“Administration”** with dashboard, users, teams, models, holidays, global settings, licence and kiosk.

## 3 Dashboard and time entries

### 3.1 Dashboard

On **“Dashboard”** you see status (**“Clock in”** / **“Clock out”** / **“On Break”**), today’s and weekly hours, and quick actions.



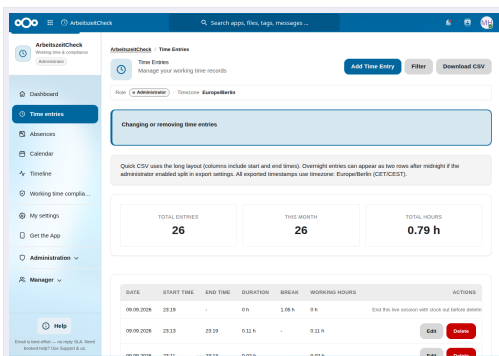
**“Dashboard”** with welcome card and a hint when no working time model is assigned. Punch actions (**“Clock In”**, break, **“Clock Out”**) appear under *At a glance*.

1. **“Clock In”** when you start work (choose a project if ProjectCheck is required).
2. For a break: **“Start break”** / **“End break”**.
3. At the end: **“Clock Out”**.

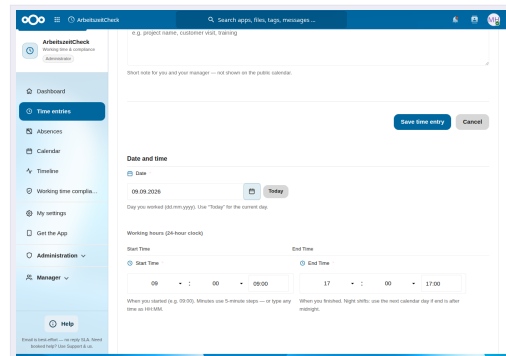
*Tip:* Open correction requests appear as a banner with a jump to **“Time entries”**.

### 3.2 Time entries

Under **“Time entries”** you list the month, filter and create manual entries. Depending on policy, manual entries need a reason ( $\geq 10$  characters) and may need approval.



List **“Time entries”**.



Page **“Record working time”**: date and times.

**Edit / Delete** While the month is open and policy allows; deleted entries can affect overtime/vacation.

**“Request correction”** Proposes changed times; the manager approves or declines.

**Month closure** After finalisation, changes are locked — corrections only via manager/admin.

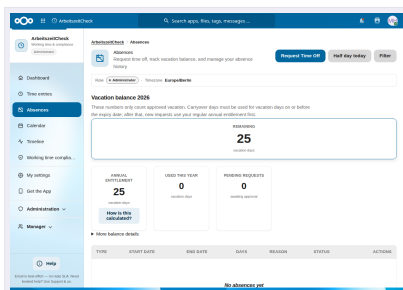
*Tip:* Before month closure, check open corrections and missing punches — afterwards the period is locked.

Continue to Ch. 4: request **“Absences”**, **“Calendar”/“Timeline”** and **“Working time compliance”** against your country profile.

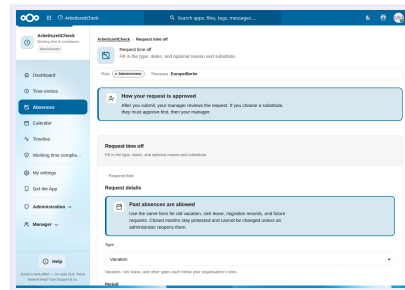
## 4 Absences, calendar and compliance

### 4.1 Requesting absences

Under **“Absences”** you see requests and quotas. Create a new one with the request form: type (e.g. **“Vacation”**), period, and a substitute when required.



List **“Absences”** with status.



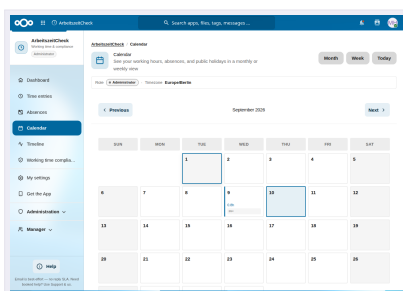
Page **“Request time off”**: type and period.

1. Choose type and dates; name a substitute when the type requires one.
2. Save — status becomes *pending* (or waits for the substitute).
3. The manager approves or declines; you are notified.

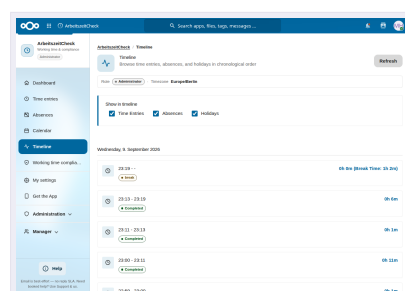
*Note:* Approved vacation can deduct hours from the vacation account (depending on vacation rules).

### 4.2 Calendar and timeline

**“Calendar”** shows times and absences in a month/week grid; **“Timeline”** shows the chronological sequence.



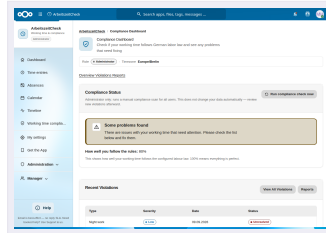
Calendar view of your times and absences.



Timeline with entries in order.

### 4.3 Working time compliance

**“Working time compliance”** checks rest periods, maximum working time and breaks against the configured country profile. Violations and reports are hints — not legal advice.

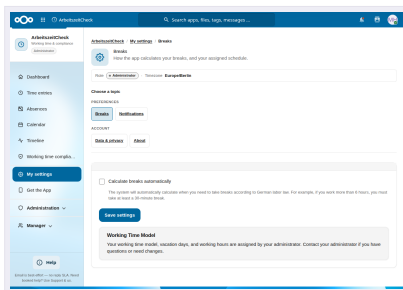


“**Compliance Dashboard**”: status for the configured working-time profile.

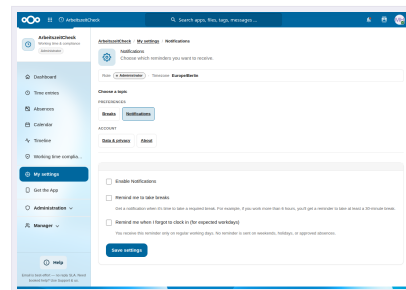
## 5 My settings and Get the App

### 5.1 Personal settings

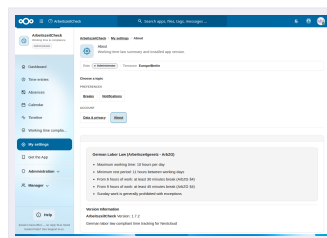
Under “**My settings**” you control break hints, notifications and data-privacy self-service. Organisation-wide rules are set by administration — your page does not override them.



Breaks: hints and personal preferences.



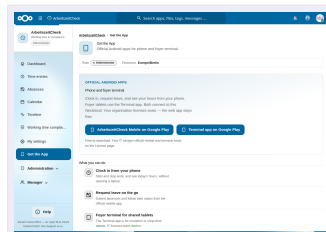
Notifications for approvals and reminders.



“**About**”: version and links to support.

### 5.2 Get the App

“**Get the App**” shows the optional Android companion (mobile seat AZC2). The web app remains usable without a mobile licence.

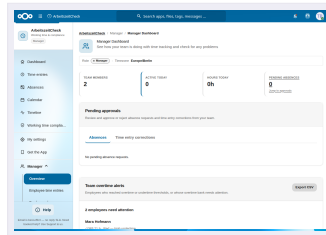


Get the App page — companion optional.

## 6 Manager, reports and substitution

### 6.1 Manager overview

In the “**Manager**” area you see team status, open approvals and overtime hints. Only assigned team members (when app teams are active).

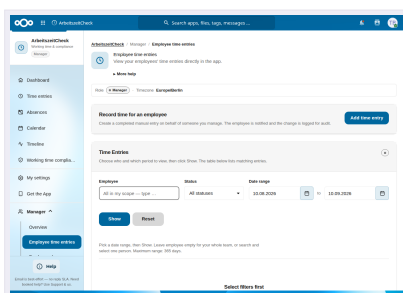


Page **“Manager Dashboard”** in the **“Manager”** area: team metrics and approvals.

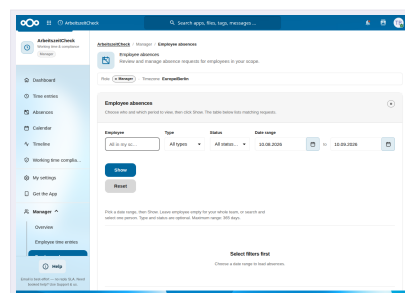
## 6.2 Employee times and absences

**“Employee time entries”** View, correct, approve/decline corrections; optionally create an entry for a team member.

**“Employee absences”** Approve or decline requests; optionally record an absence for a team member.



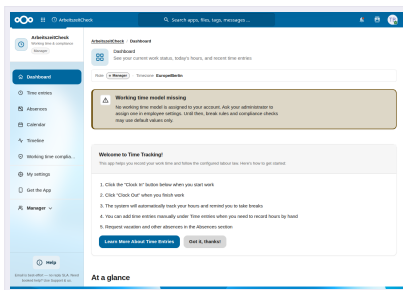
Page **“Employee time entries”** for review.



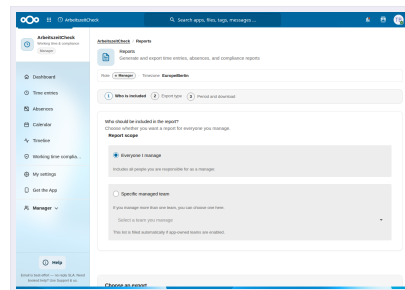
Page **“Employee absences”** with Approve/Decline.

## 6.3 Month closure and reports

Under month closure you finalise periods (per policy). **“Reports”** provide day/week/month, overtime and absence evaluations.



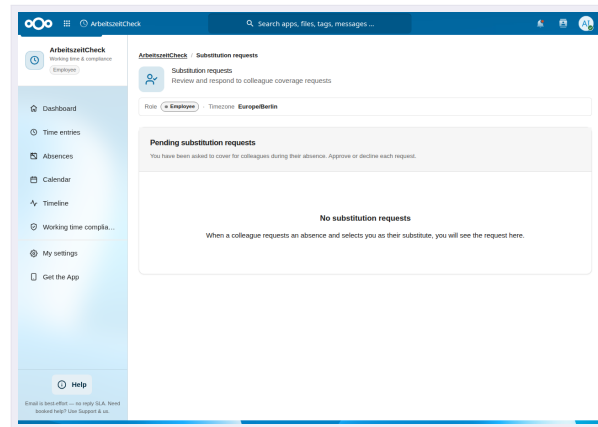
Month closure for your scope.



Reports: parameters and export.

## 6.4 Substitution requests

When you are named as a substitute, **“Substitution requests”** appears. Accept or decline — afterwards the request waits for manager approval. Without an open request the menu item is missing (not greyed out).



Page **“Substitution requests”**: accept or decline.

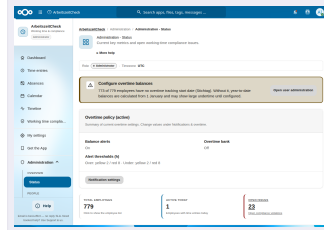
*Tip:* After you accept, the **“Manager”** still reviews; declining ends the request.

Continue to Ch. 7: **“Administration”** with master data (teams, models, holidays), global chips, licence and kiosk.

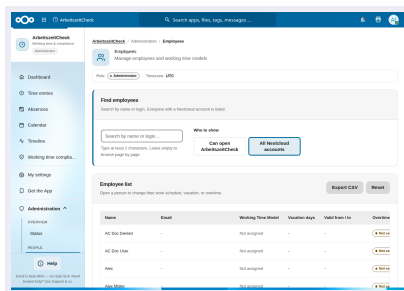
# 7 Administration and global settings

## 7.1 Admin dashboard and master data

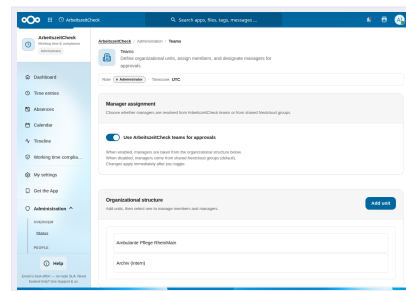
“Administration” bundles organisation status, users, teams, working time models and holidays.



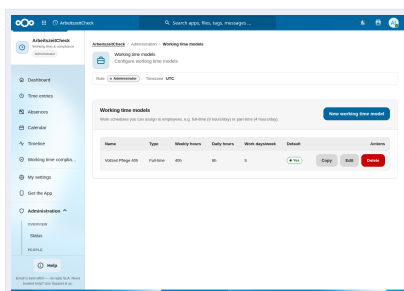
Page “Administration - Status” under “Administration”.



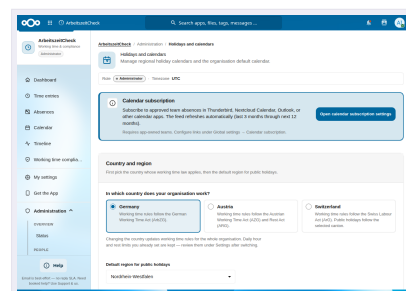
Page “Employees”.



Page “Teams”: organisation structure / teams and units.



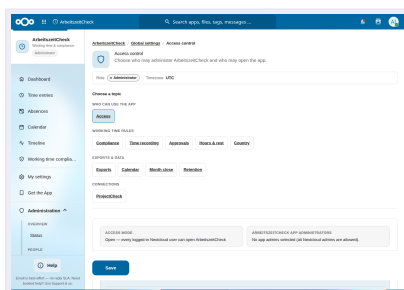
Page “Working time models”.



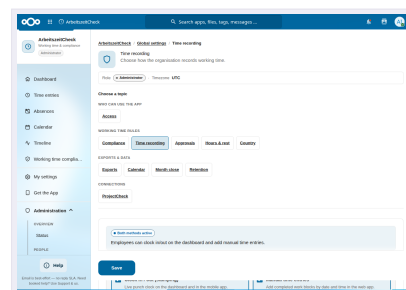
Page “Holidays and calendars”.

## 7.2 Global settings (selection)

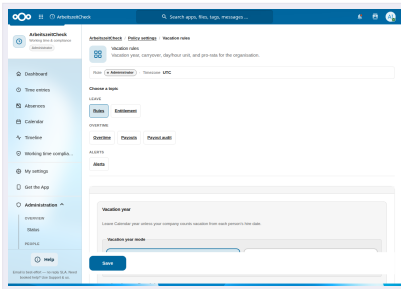
Chips under “Global settings” control the gate, compliance profile, time recording, approvals, exports, month closure, hours logic, region and retention.



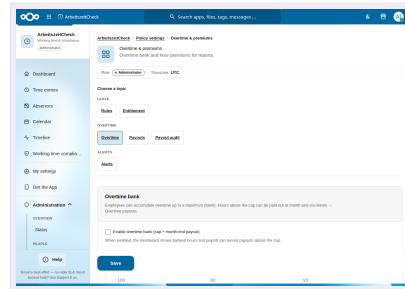
Page “Access control”: Open / Restricted.



Page “Time recording”.



Page “Vacation rules”.



Page “Overtime & premiums”.

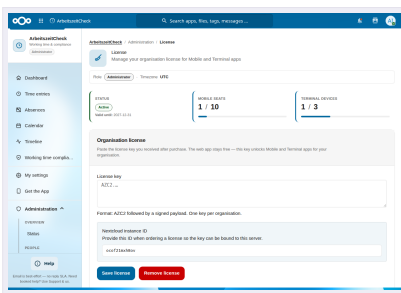
Further chips: “Working time compliance”, “Month closure”, exports, ProjectCheck, Duty targets — same chip bar.

## 7.3 Licence, kiosk and support

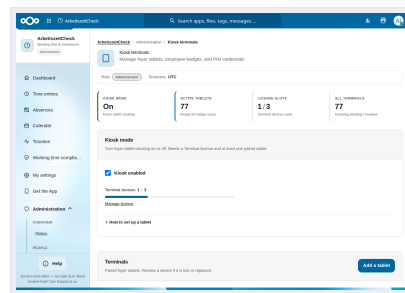
“License” Assign mobile seats (AZC2) — web stays AGPL.

“Kiosk terminals” Terminals, RFID/PIN, enrolment — companion handbook separate.

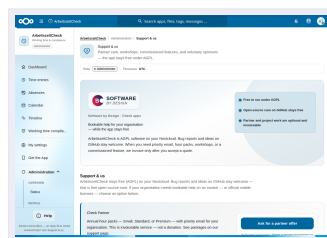
“Support & us” Partner, setup, feature commission.



Page “License” and mobile seats.



Page “Kiosk terminals”.



Page “Support & us”.

Tip: Web stays AGPL; AZC2 only for companion/kiosk. Partner and feature commission share the same support page.

# 8 Errors, FAQ and accessibility

## 8.1 Common messages

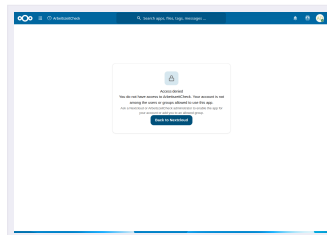
**No access to the app** Text such as *You do not have access to ArbeitszeitCheck* — contact allow-list/administrator.

**Cannot clock in** Daily maximum, closed month, missing project (when required) or policy.

**Reason required** Manual entries need  $\geq 10$  characters when policy requires it.

**Month closed** Changes locked — correction via manager/admin.

**Menu item missing** Missing role; items are omitted on purpose, not greyed out.



Lock page **“Access denied”**: You do not have access to ArbeitszeitCheck.

## 8.2 FAQ (short)

**Why no Manager menu?** No team-lead assignment, or app teams off — then only admins.

**Why does an absence wait for a substitute?** The type requires a substitute; only after acceptance does it go to the manager.

**Do I need a licence for the web app?** No. AZC2 covers companion/kiosk seats. Nav: **“License”** / **“Support & us”**.

**Does compliance replace my collective agreement?** No. Technical checks against the profile are not legal advice.

## 8.3 Accessibility

Web: Nextcloud navigation, keyboard focus, ARIA in dialogs; browser zoom/system contrast. Issues: dev@software-by-design.de.

## 8.4 Glossary (selection)

**Allow-list** — access allow list **Manager** — team lead / approvals **ArbZG** — German Working Hours Act (profile) **AZC2** — mobile/kiosk licence; web AGPL **Month closure** — period lock after finalisation.

## 8.5 Companion apps (brief)

Android companion and foyer kiosk are optional and licence-gated (AZC2). Setup: **“Get the App”** or **“Kiosk terminals”**. Dedicated companion handbooks are separate — this handbook covers the web app.

### Short paths by role

**Employees** **“Dashboard”** → **“Clock In”/break/“Clock Out”** → **“Time entries”** → **“Absences”** → **“My settings”**.

**Managers** **“Manager Dashboard”** → **“Employee time entries”/absences** → month closure → **“Reports”**; when needed **“Substitution requests”**.

**Substitutes** Accept or decline open **“Substitution requests”** — then manager approval.

**Administration** **“Access control”** → Teams/working time models/holidays → global chips → licence/kiosk/support.

Quick access by role. Chapter paths, index and support follow on the next page.

## Index

Index for the ArbeitszeitCheck 1.7.2 user manual (English). Page numbers refer to this PDF.

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## Topic paths

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## About Software by Design

Software by Design builds Nextcloud apps for self-hosted data — time, projects, inventory, fleet, CRM and maintenance. Web UIs free (AGPL) on your instance. **Website:** <https://nextcloud.software-by-design.de/>  
**Partner:** <mailto:info@software-by-design.de> **Bug / idea:** <mailto:dev@software-by-design.de>

**ArbeitszeitCheck** stays AGPL-free. Under **“Administration”** → **“Support & us”**: partner offer, setup, feature commission, sponsorship. **Check Partner:** <https://nextcloud.software-by-design.de/support/> **Sponsors:** <https://github.com/sponsors/aSoftwareByDesignRepository>. Not legal/tax/compliance advice. Third-party marks belong to their owners. Android companion and foyer kiosk need mobile seats (AZC2) and are only delimited here — no emulator screenshots; web stays AGPL.

## Web day-to-day checklist

- Employees: Clock In → break → Clock Out; request absences in time.
- Managers: check open approvals and corrections; month closure per policy.
- Administration: set access gate, teams/models, holidays and compliance profile once.
- On **“Access denied”**: contact allow-list or app/NC administration (Ch. 8).
- Substitutes: accept/decline open **“Substitution requests”** before the manager approves.