

NEXTCLOUD APPS

ArbeitszeitCheck

USER MANUAL

Every control, every dialog, every field — end-user documentation for the web app, in the language of the interface.

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Figures were captured with the English UI on the same screens.

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Introduction

ArbeitszeitCheck is a Nextcloud app for recording working time, breaks and absences with DACH labour-law profiles (Germany ArbZG, Austria AZG/ARG, Switzerland ArG). It runs entirely on your Nextcloud. The web app stays free. Optional Android companion apps (phone and foyer terminal) are described in Chapter 15.

Audience

This manual is for everyone who uses ArbeitszeitCheck in the browser — without prior knowledge of the app and without developer jargon. It covers every screen, every setting and typical error states that exist in the product.

What you need

- A Nextcloud account with access to ArbeitszeitCheck (Chapter 1).
- A current browser with JavaScript.
- For administration: *app administrator* or Nextcloud *system administrator*.
- For manager features: an explicit team-manager assignment under **Teams and locations** (when app teams are enabled).

Legal notice

ArbeitszeitCheck is **not legal advice**. Technical checks against the configured profile do not replace a collective agreement, works agreement or external certification. You remain responsible for working-time models, configuration and how recorded data is used.

How to read this manual

Each role has its own chapters. The matrix in Chapter 1 shows the differences. Employees start at Chapter 3; managers at Chapter 8; administrators at Chapter 10.

Interface labels in this book

Bold text marks names that appear on buttons, menus and form fields in the app. Quoted grey boxes reproduce validation and help texts from dialogs. Figures show the English interface on a reference Nextcloud instance; your organisation may use different team names or working-time models, but control labels stay the same when your personal language is English.

Conventions

- **Chapters 2–8** — employee self-service: dashboard, time entries, absences, calendar, personal settings.
- **Chapters 9–10** — managers and substitutes: approvals, team views, substitution requests, reports.
- **Chapters 11–13** — app administrators: users, teams, global settings, compliance policies.
- **Chapters 14–16** — troubleshooting, accessibility and companion apps.
- `https://...` placeholders stand for your organisation's Nextcloud URL.

- Menu paths use arrows: **Global settings** → **Access**.
- Companion Android apps (phone and foyer terminal) are documented in Chapter 15; they require a separate mobile licence from your administrator.

Figures in this manual

Most chapters include screenshots of the web interface. Numbered callouts on the first dashboard figure explain the clock-in area. Optional figures use the same width as mandatory ones; if a screen is organisation-specific (for example DATEV export), it appears only when that feature is enabled on the reference system. When you see **bold labels** in prose, they match the English product strings at the time of capture (app version 1.6.15).

Roles and permissions

ArbeitszeitCheck has *no* fixed Nextcloud groups such as “azc_manager”. Permissions come from the app door, the app admin list, team assignments, and Nextcloud system administration.

1.1 Roles at a glance

Role (UI)	Brief description
Employee	Default role after opening the app. Own time, absences, compliance, personal settings.
Manager (UI: Manager)	Approves absences and corrections for assigned team members; sees team overviews and reports. Requires app team lead assignment (or system/app admin).
Substitute	No stored role — anyone named as <i>substitute</i> on an absence. Appears only with open requests.
App administrator	Listed in Global settings → Access or Nextcloud system administrator. Full admin area.
Nextcloud system administrator	Member of the NC admin group. Always has app access and all admin rights — even when <i>Restricted</i> .
Kiosk user	Terminal time clock via RFID/PIN; no web navigation menu. Enabled per person under Kiosk terminal .

1.2 Matrix: who may do what?

Function	Employee	Manager	App admin	Substitute
Open app (door)	yes*	yes*	yes	yes*
Dashboard / own time	yes	yes	yes	yes
Clock in / out	yes	yes	yes	yes
Own absences	yes	yes	yes	yes
Compliance (own)	yes	yes	yes	yes
Manager area (UI: Manager)	no	yes*	yes	no
Team time / absences	no	yes**	yes	no
Approve absences	no	yes**	yes	no
Reports	no	yes	yes	no
Handle substitution requests	no	no	no	yes***
Administration	no	no	yes	no
Month closure (organisation)	no	no	configurable	no

* With *Restricted*, only with allow list or as admin.

** Only for explicitly assigned team members when *app teams* are active. Without app teams, only admins have manager rights.

*** Navigation item **Substitution requests** appears only with at least one open request.

1.3 Access door (Open / Restricted)

In **Global settings** → **Access** you define who may see the app at all:

Open Any Nextcloud user can open ArbeitszeitCheck (roles then as above).

Restricted Only explicitly allowed users and groups plus all administrators. Empty allow list when restricted = nobody except admins (*fail closed*).

Getting started

2.1 Signing in to Nextcloud

1. Open your Nextcloud instance URL in the browser (e.g. <https://cloud.your-company.example>).
2. Enter username and password.
3. Click **Log in**.

If the session expired, Nextcloud redirects you to sign in again — open forms are lost; save drafts in time.

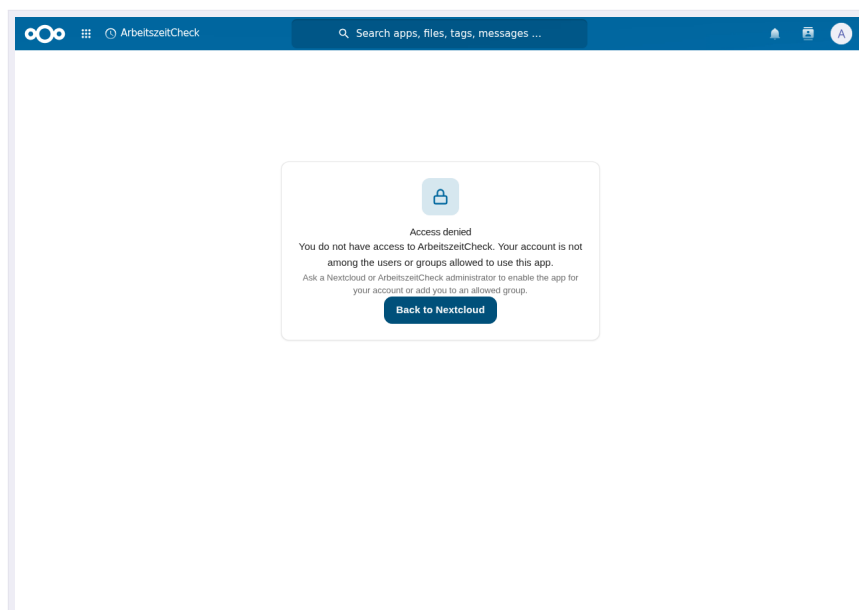
2.2 Opening ArbeitszeitCheck

1. Click the app menu (grid icon) at the top.
2. Choose **ArbeitszeitCheck**.
3. You land on the **Dashboard**.

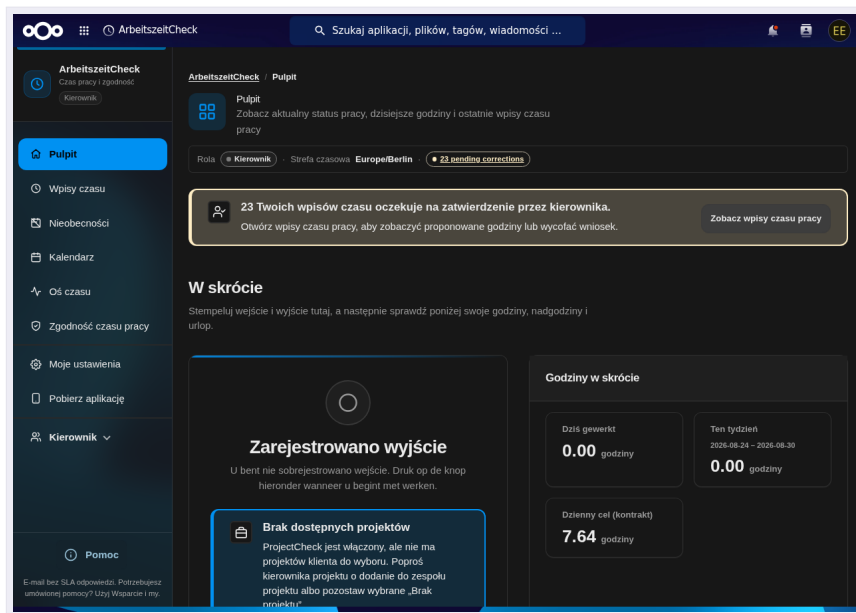
Without permission the app does not appear in the menu or the page **Access denied** appears:

- Title **Access denied**
- In **Restricted** mode: *“You do not have access to ArbeitszeitCheck. Your account is not among the users or groups allowed to use this app.”*
- *“Ask a Nextcloud or ArbeitszeitCheck administrator to enable the app for your account or add you to an authorised group.”*
- General fallback (other blocks): *“You may not use ArbeitszeitCheck at the moment.”*
- Button **Back to Nextcloud**

This happens in **Restricted** mode when your account is not on the allow list. Skip link on this page: **Skip to main content**.



2.3 Understanding navigation



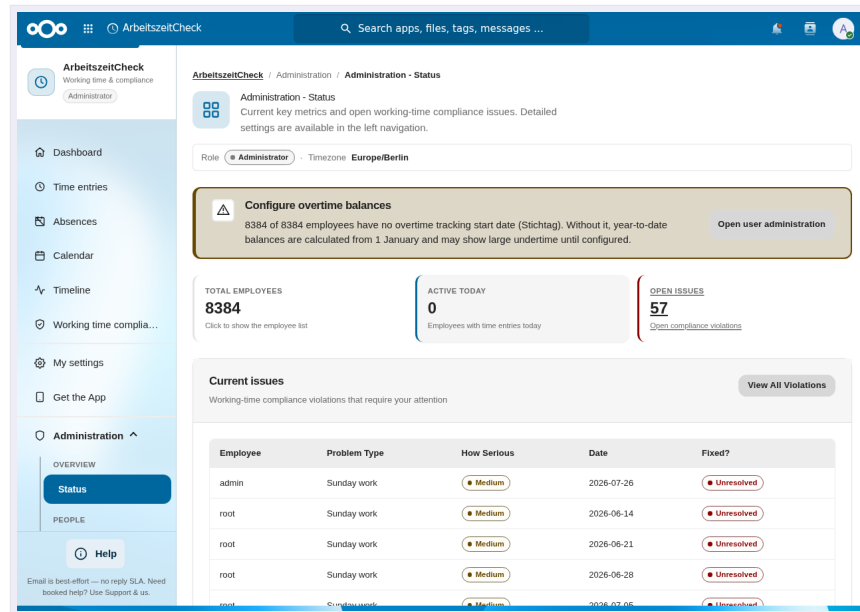
The left bar shows the app name **ArbeitszeitCheck** with subtitle **Time tracking & compliance** and optionally the role badge.

Main items:

- **Dashboard** — day status, time clock, short overview
- **Time entries** — list and manual bookings
- **Absences** — leave, sickness, special leave
- **Calendar** — month/week view
- **Timeline** — chronological history
- **Working time compliance** — check status on profile
- **My settings** — personal options
- **Get the app** — links to companion apps

2.3.1 Administration (submenu)

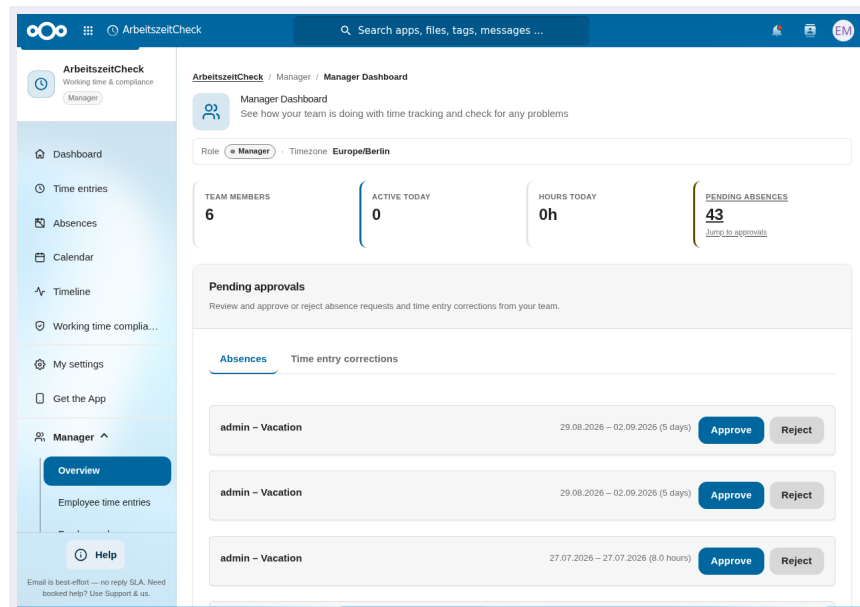
App/system administrators only. Groups in the bar:



- **Overview — Status**
- **People — Employees, Teams and locations**
- **Working time — Working time models, Public holidays and calendars, Global settings**
- **Policy — Policy settings, Tariff rule sets**
- **Operations — Audit log, License, Kiosk terminal, Help & support**

2.3.2 Manager (submenu)

For team leads (with app teams) and admins. In the German UI the menu item is **Verwalter** (English: **Manager**):



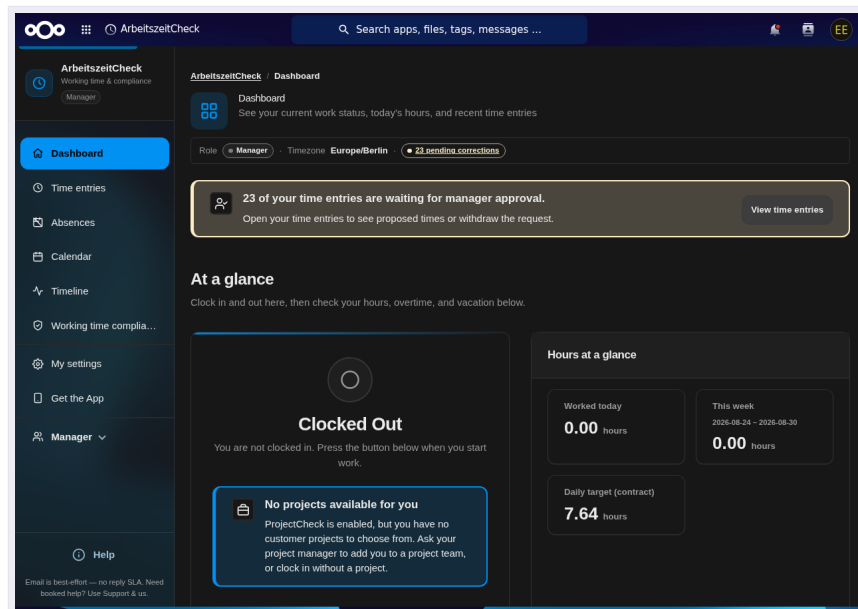
- **Overview**
- **Employee time entries**
- **Employee absences**
- **Revision PDFs — only when month closure is active**

- **Reports**
- **Substitution requests** — only with open requests

Without manager rights, **Reports** and **Substitution requests** may appear as main items.

2.3.3 Help at bottom of bar

Title **Help: Report a bug, Suggest an improvement, Open GitHub Issues** (new tab). Note: “E-mail without response SLA. For bookable help use *Help & support*.”



2.4 Role in the UI

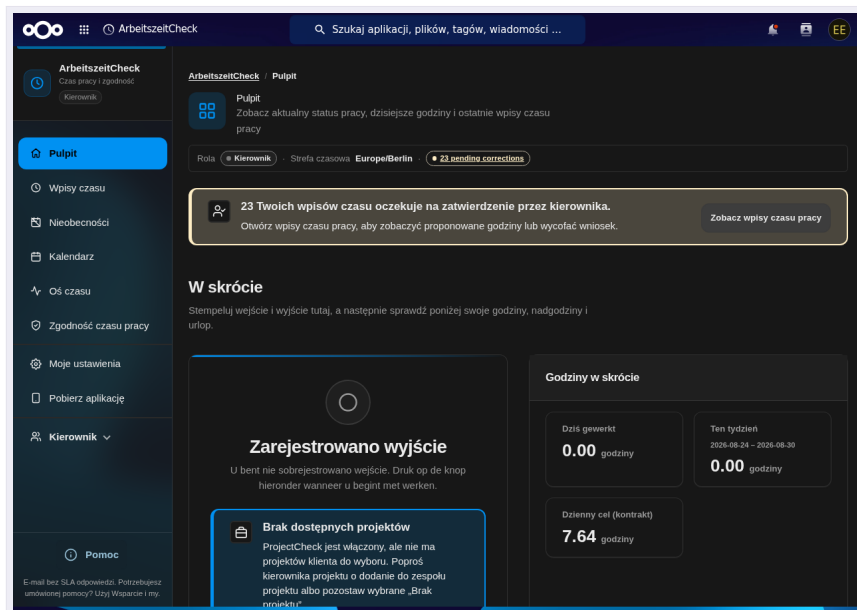
Below the app name you may see a role badge (*Employee, Manager, Administrator*). This badge is for orientation and does not change rights.

CHAPTER 3

Dashboard — employee path

This chapter is your entry point as an **employee**. Managers and admins may read along; manager-specific steps are in Chapter 8.

3.1 Dashboard overview



1 **Clock in** 2 **Start break** 3 **End break** (visible depending on status)

Section **At a glance**. The dashboard typically shows:

- **Current status** — clocked out, clocked in, or on break
- **Today's hours** — worked time since midnight (legal day boundary)
- **Current session** — timer since the last **Clock in** (may run past midnight)
- **Break timer** — during a break
- **Time clock** — buttons depending on status (see below)
- Optional: **Project for this session** (**optional**) when clocking in; leave **No project** if only attendance is recorded
- **Leave account** — remaining entitlement, used, carry-over if applicable
- **Recent entries** — quick access; empty: **No recent entries found**
- **Compliance notices** — open violations against the configured profile

If the time clock is off for you: title **Clock in/out is turned off for you**. Messages depending on situation:

- Manual entries on: *"Your administrator has disabled clock in/out. Enter your working hours manually under Time entries."*
- Both off: *"Your administrator has disabled clock in/out. Contact HR if you need to record time."*

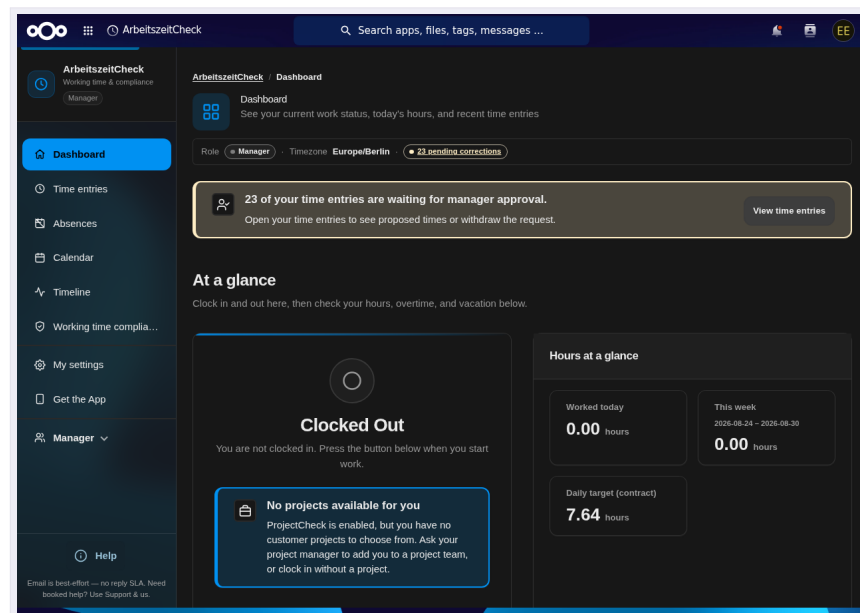
- Paused session: *“You cannot start a new clock-in session. Finish the paused session below with “Complete session” or contact your IT department.”*

ProjectCheck:

- Connection off, app installed: **ProjectCheck link is off** — *“An administrator must enable the ProjectCheck connection in global settings before you can assign hours to a project.”*
- Connection on but no projects: **No projects available for you** — *“ProjectCheck is enabled, but you have no customer projects to choose from. Ask your project lead to add you to a project team, or clock in without a project.”*

3.1.1 Hours at a glance

The **Hours at a glance** card shows **Worked today**, **This week**, and **Daily target (contract)** (target from your working time model).



3.1.2 Leave account in detail

Depending on configuration you see **Remaining annual leave**, **Remaining carry-over leave (pool)**, and a cap on carry-over. If the start date is missing for a leave year based on **Employment anniversary**, a notice appears that no entitlement can be calculated until administration sets a start date.

3.1.3 Notices at the top of the page

- **Working time model missing** — without a model, target hours and leave estimates are incomplete.
- Pending corrections: how many of your time entries await manager approval, with jump **Show time entries**.

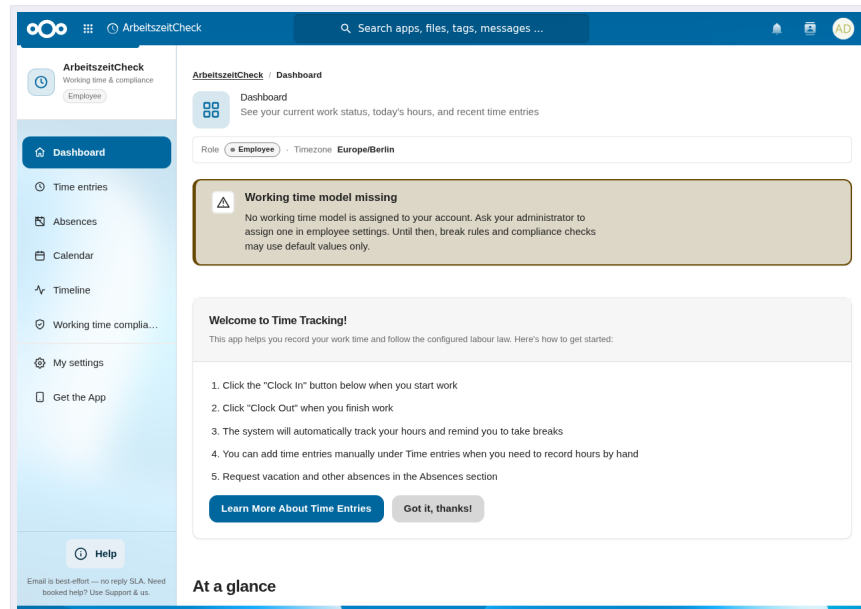
3.2 Welcome (first use)

On your very first visit without time entries (and if you have not closed the card yet), **Welcome to time tracking!** appears with the introduction *“This app helps you record your working time and follow the configured working-time rules. Here is how to get started:”*. The numbered steps depend on admin switches:

- Time clock on: *“Click the “Clock in” button below when you start work”; “Click “Clock out” when you finish work”; “The system records your hours automatically and reminds you about breaks”.*

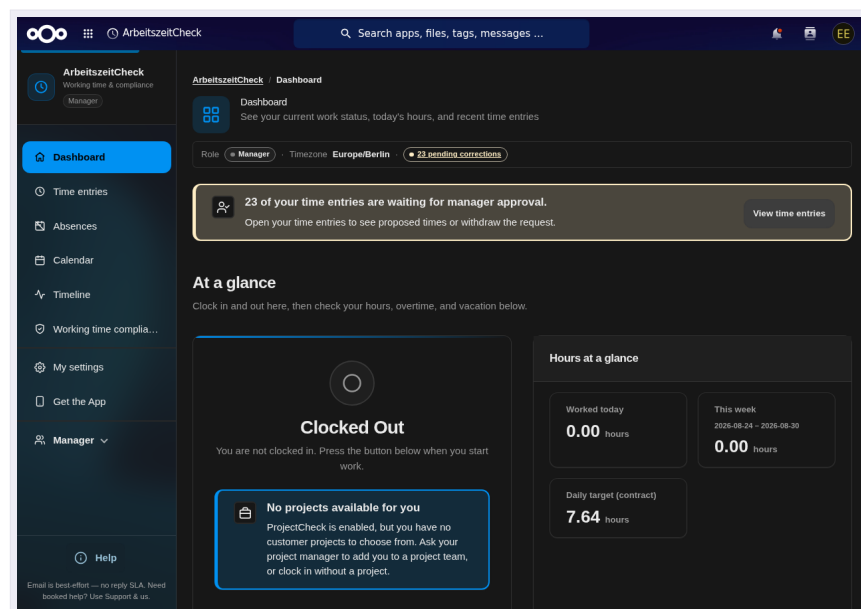
- Manual entries on: *“You can add time entries manually under Time entries if you need to record hours by hand”.*
- Always: *“Request vacation and other absences in the Absences area”.*

Learn more about time entries leads to the list (only when manual entries are allowed). **Got it, thanks!** hides the card permanently.



3.3 Your overtime account

If administration has enabled the overtime account or traffic-light indicator:



- **Your overtime balance** — *“Hours worked minus your contract target (this year). This is an hour balance — not pay.”*
- Traffic light (optional): yellow/red at over- or under-hours thresholds
- **Premium hours (this month)** — only when premium supplements are on; also not pay. Empty: *“No premium hours in this period yet.”*

- **Balance traffic light** — optional. If the traffic light is off, the balance remains visible: *“Overtime warnings are disabled by your administration. Your balance above is still updated.”*
- **Overtime account and payouts** — bar up to account cap, status **Eligible for payout**, table **Payout history** (month / hours paid out / balance after). This is not pay, but the recorded hour balance.

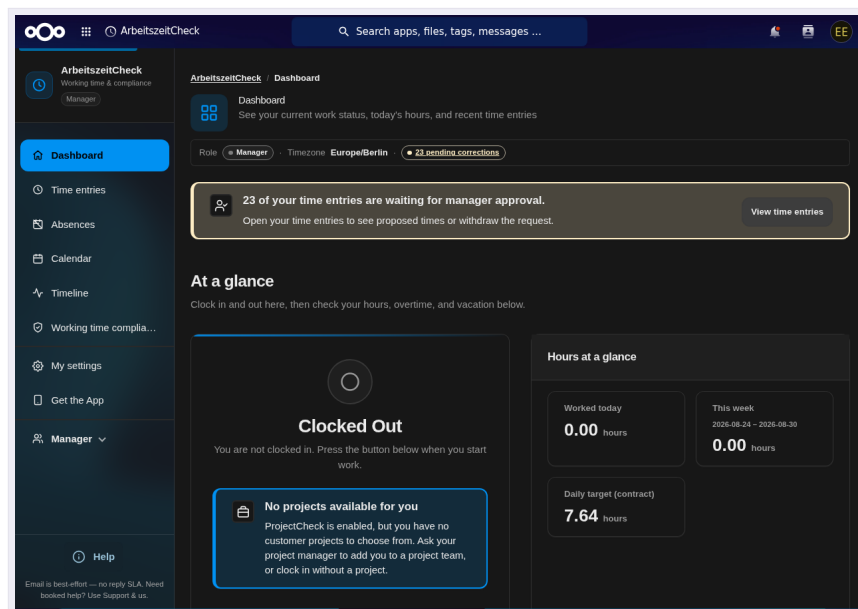
3.4 Clocking in and out

1. Check the status at the top of the dashboard.
2. Click **Clock in** when you start work.
3. Optional: choose a ProjectCheck project before clocking in.
4. For breaks: **Start break** and after the break **End break**.
5. At the end: **Clock out**.

3.4.1 Buttons by status

Status	Available actions
Clocked out	Clock in
Clocked in	Start break, Clock out
On break	End break , clock out depending on rule
Paused session (interrupted shift)	Resume (after break), Complete session

Status **Paused**: *“Your session is paused. Resume work or complete the session.”* (without time clock: *“Use “Complete session” to end recording for this day.”*). Without the time clock you cannot start a new session while a paused one is open.



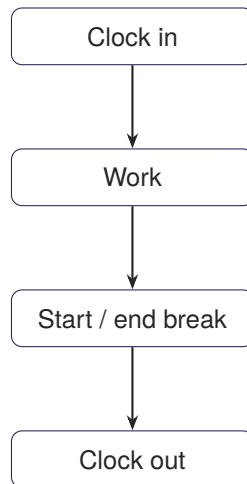
For shifts past midnight the notice **Night shift past midnight** appears. **Complete session** sets the end time to the break point and adds required breaks.

3.4.2 Typical clock-in errors

- *“Cannot clock in: maximum daily working time ...already reached.”* — daily maximum reached.

- **Insufficient rest time** / *“The minimum rest period between shifts has not elapsed yet.”* — wait until the profile rest window (typically 11 hours) has passed.
- *“Failed to clock in”* / *“Clock in failed”* — network or server; reload the page.
- Already clocked in — clock out first or end the break correctly.

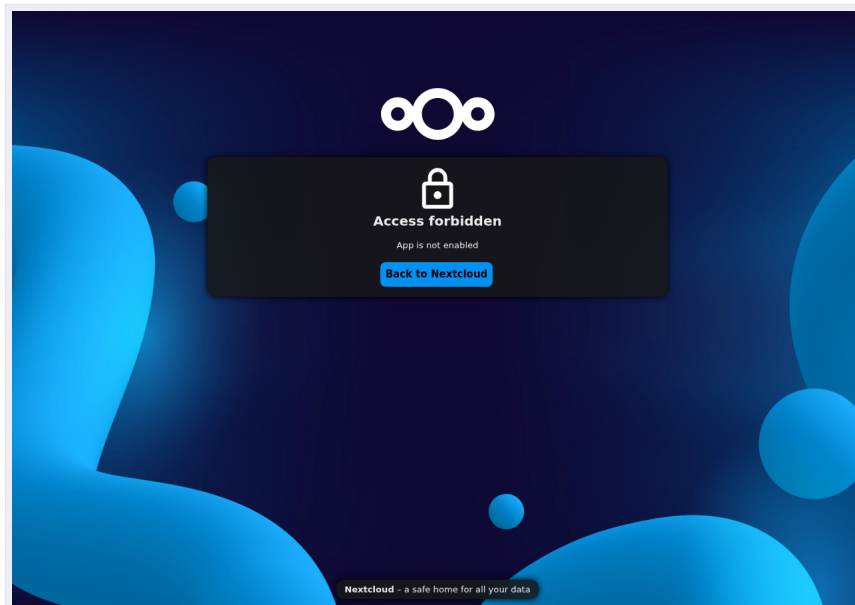
3.5 Workflow: a working day with the time clock



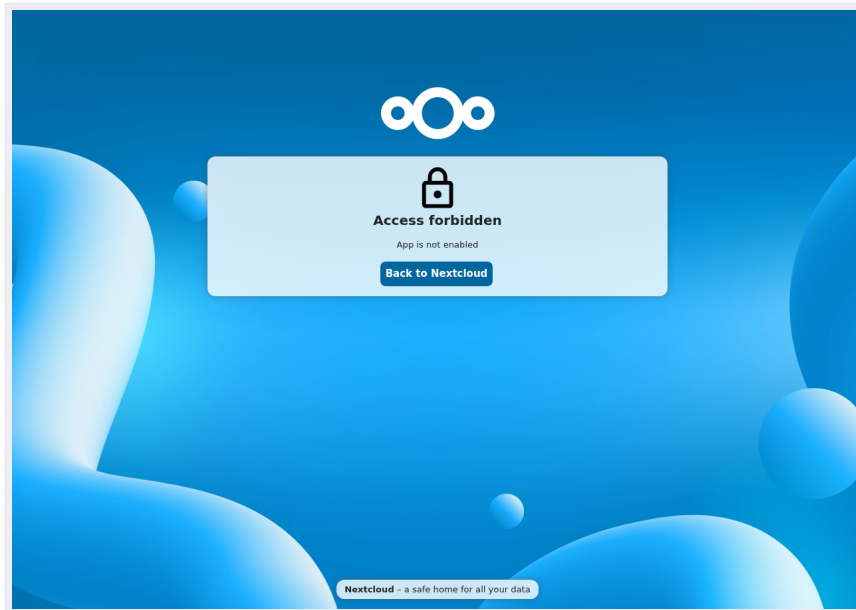
3.6 Nextcloud start dashboard

Under Nextcloud **Dashboard** you can add widgets (titles from the app):

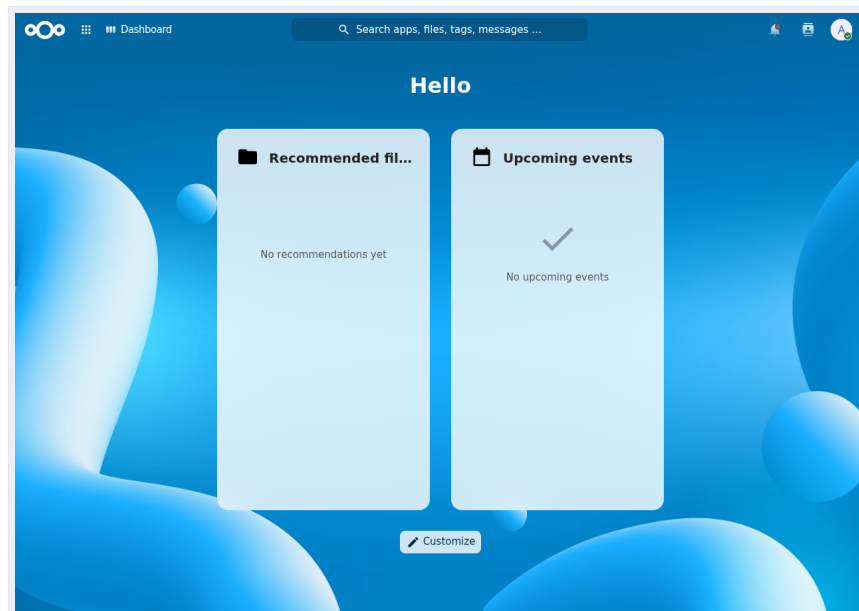
- **My work status** — time clock without opening the app
- **Team status** — for managers
- **Organisation status** — for administration



Managers also see **Team status**:



Administration sees **Organisation status:**



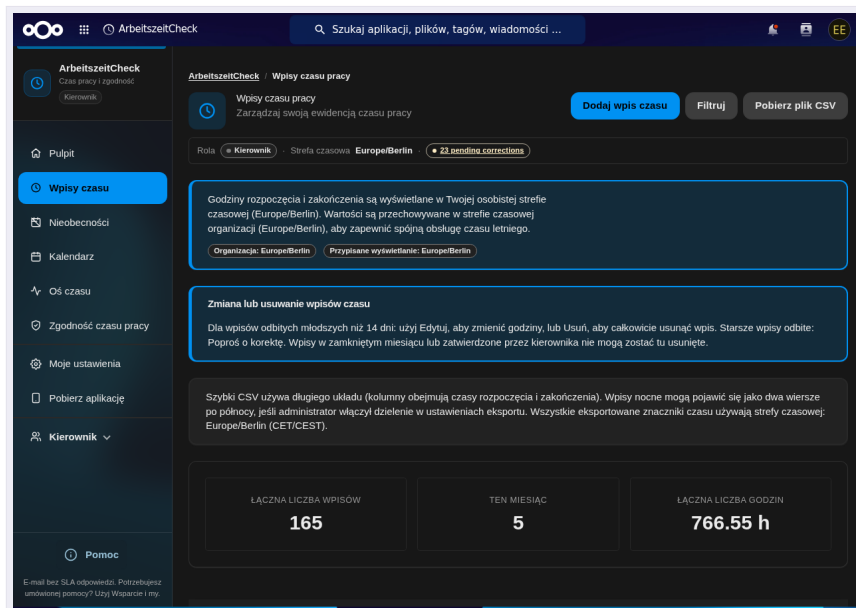
CHAPTER 4

Time entries

Time entries document worked time — via the time clock or manually.

4.1 List

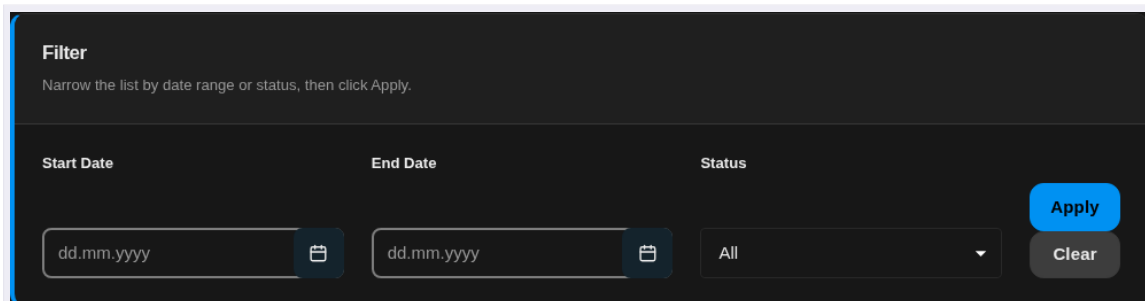
Open **Time entries**.



1 card heading **Monthly record (audit-proof)** 2 **Finalise month** (only when the feature is active)

4.1.1 Filter and sort

Button **Filter** opens the card: “Narrow the list by period or status, then Apply.” Fields **Start date** / **End date** (dd.mm.yyyy, calendar only), **Status: All, Active, Completed, Approval pending, Paused (attention required)**. Then **Apply** / **Reset**.



List columns: date, start time, end time, duration, break, working hours, description, status, actions.

Pagination: default 25 entries, **Back** / **Next**.

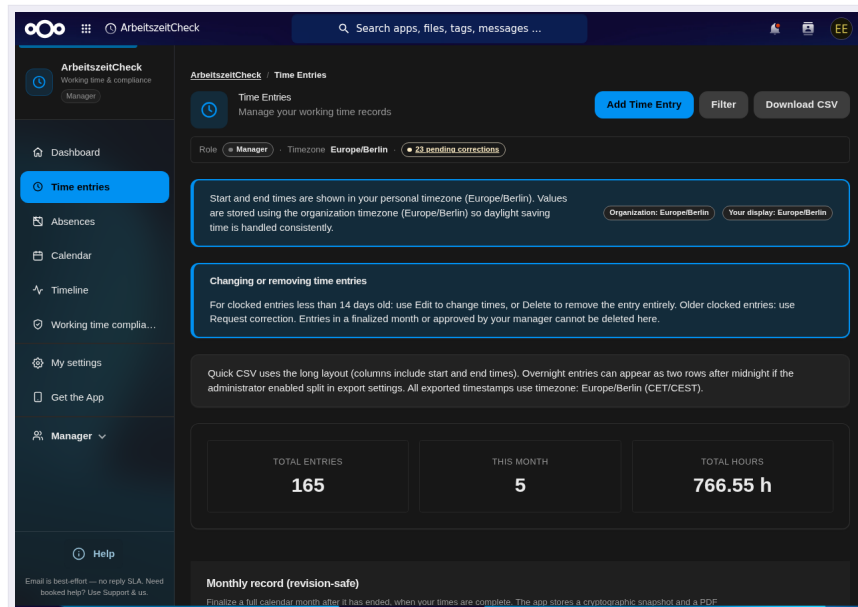
Banners if present:

- Incomplete sessions: click **Complete** next to the entry to finish it at the break point (required breaks added automatically); or **Edit**.

- Pending corrections: the table shows your proposals until the manager decides; **Withdraw** is available.

At the top are figures such as **This month** and **Total hours**.

Notice **How time zones are used**: start and end times appear in **Your display** (personal Nextcloud time zone); stored in **Organisation** (organisation time zone) so daylight saving stays consistent.



Card **Change or remove time entries**: for clocked entries under 14 days **Edit** or **Delete**; older clocked entries **Request correction**; finalised months and already approved entries cannot be deleted here.

Download CSV exports the last 30 days (long layout, midnight split as in export settings). Organisation-wide exports for teams are under **Reports** (managers/admins only).

If manual bookings are off for you: title **Manual time entries are disabled for you** — “Your administrator has disabled manual recording. You can still view entries and request corrections if there are errors.” The **Add time entry** button is then missing.

4.1.2 Empty state

Title **No time entries yet**. With manual bookings: “You have not recorded any working time yet. Click the button below to add your first time entry, or use the Clock in button on the dashboard to start recording automatically.” Button **Add first entry**. Without manual bookings: notice that administration must allow creation.

Save errors include: “This time entry overlaps existing entries: ...” Save: **Save time entry / Update time entry**. Note: “Short note for you and your manager — not visible on the public calendar.”

4.2 Create a manual time entry

1. Click **Add time entry**.
2. Fill in the form (see fields below).
3. Click **Save time entry** (when editing: **Update time entry**).

ArbeitszeitCheck
Czas pracy i zgodność

Wpisy czasu

PODSUMOWANIE DNIA

Godziny pracy: 8.00h

Czas przerwy: 0.00h

⚠ Nie spełniono wymogu przerwy (ArbZG §4)

Data i godzina

Data

28.08.2026

Dzień przepracowany (dd.mm.rrrr). Użyj „Dziś” dla bieżącego dnia.

Godziny pracy (zegar 24-godzinny)

Beginnsobs **Koniec czasu**

09 : 00 17 : 00

Kiedy rozpoczajesz pracę (np. 09:00). Kiedy skończyłeś. Zmiany noczne: użyj następnego dnia kalendarzowego, jeśli zakończenie jest po północy.

Przerwy (opcjonalnie)

1 Date 2 Start time 3 full form

ArbeitszeitCheck
Working time & compliance

Record working time

Date, working hours, optional breaks, and a short note. Compliance is checked while you type.

Role: Manager Timezone: Europe/Berlin 23 pending corrections

How times are stored

You enter start and end in your personal timezone (Europe/Berlin). The app stores them in the organization timezone (Europe/Berlin).

Organization: Europe/Berlin Your display: Europe/Berlin

Entries in a finalized calendar month cannot be changed unless an administrator reopens that month.

DAY SUMMARY

Working Hours: 8.00h

4.2.1 Fields

Date Working day in dd.mm.yyyy format. Quick pick **Today**. At earliest one year back, at latest tomorrow.

Start time / End time 24-hour clock in your display time zone. The app stores internally in the organisation time zone (notice **How times are stored**).

Breaks (optional) Blocks with **Add another break**. Toggle **Add required breaks automatically** (when the personal setting is active).

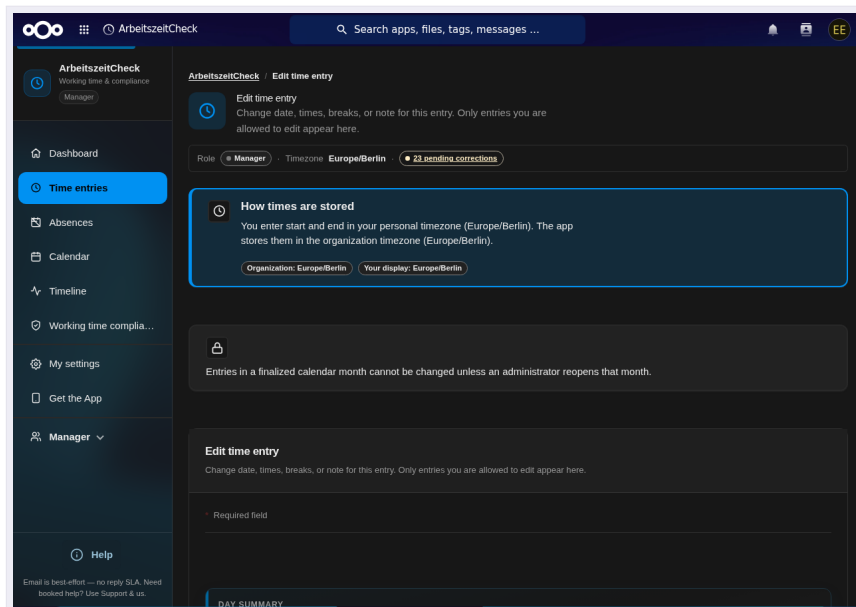
Summary Live **Working hours** and **Break time**.

Project (optional) Visible only when ProjectCheck is connected.

Note (optional) Free text.

4.2.2 Editing

Entries from the **last 14 days** can be changed directly via **Edit** — unless they are in a finalised month or already approved.



4.2.3 Manual entries with approval

If **Manual time entries require approval** is active, new manual bookings land in *pending* status until your manager approves. Form notice: *“New manual entries need manager approval before they count toward hours and overtime.”*

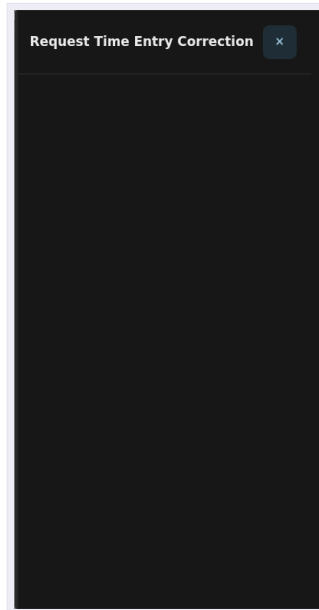
If month closure is active: *“Entries in a closed calendar month cannot be changed unless an administrator reopens the month.”*

The create/edit form also shows **How times are stored**: *“You enter start and end in your personal time zone. The app stores in the organisation time zone.”*

4.3 Request a correction

When direct editing is blocked (older than 14 days, already approved, or organisation rule):

1. In the list choose **Request correction**.
2. Compare **Currently stored** with **Corrected times**.
3. Enter date, start, end, and reason.
4. **Send correction request**.



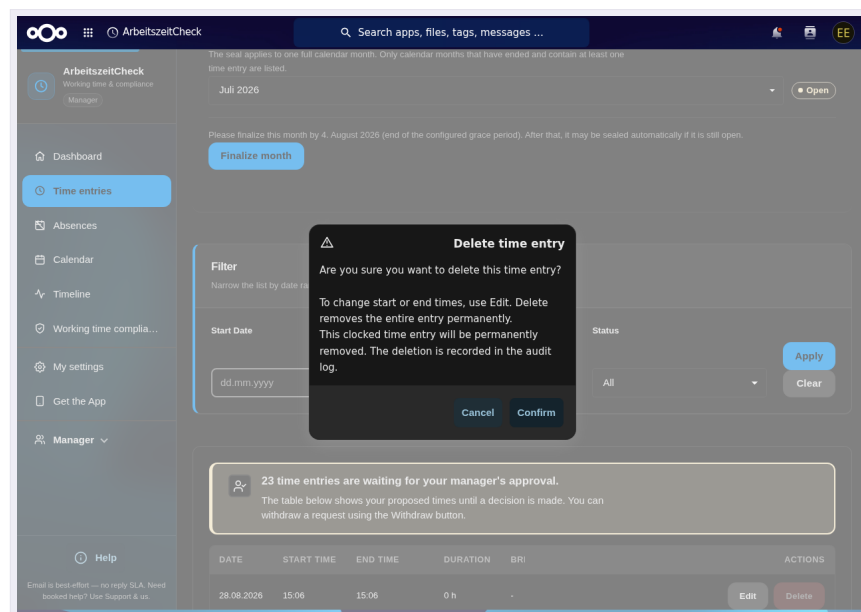
The dialog explains: *“Your manager must approve this change before it is saved.”* Reason at least 10 characters. Breaks must lie within working time, must not overlap, and each break needs start and end.

Error: *“Correction request could not be submitted”*. Success: *“Correction request submitted. Your manager will review it.”*

In the **Actions** row, pending approval shows **Withdraw** (**Withdraw pending correction**). Confirmation: *“Withdraw pending correction? Your original times will be restored.”* Then *“Correction request withdrawn.”*

4.4 Delete

Open **Actions** in the row, then **Delete**. Dialog title **Delete time entry** or **Confirm deletion**. The app checks impact first.



Deletion is only possible while the entry is not locked by month closure. UI notice: *For clocked entries under 14 days: Edit or Delete. Older clocked entries: Request correction. Entries in a finalised month or already approved cannot be deleted here.*

Further blocks:

- Pending correction: **Withdraw** first, do not delete.
- Clocked entries: *“To change start or end times, use Edit. Delete removes the entire entry permanently.”*
- Entry with pending approval (manual): *“This entry has a pending approval. Deleting cancels the request.”*

Paused sessions: in the list **Complete** sets the end time to break start and adds required breaks.

4.5 Monthly record (audit-proof)

If administration has enabled **Enable audit-proof month closure**, the card **Monthly record (audit-proof)** appears on this page:

1. Under **Calendar month to finalise** choose a completed month with at least one entry.
2. Read lock reasons if any (**open requests**, corrections, payouts).
3. Click **Finalise month**. Confirmation: *“Really finalise this month? You cannot change time entries afterwards unless administration reopens the month.”*
4. After success: **Download PDF**.

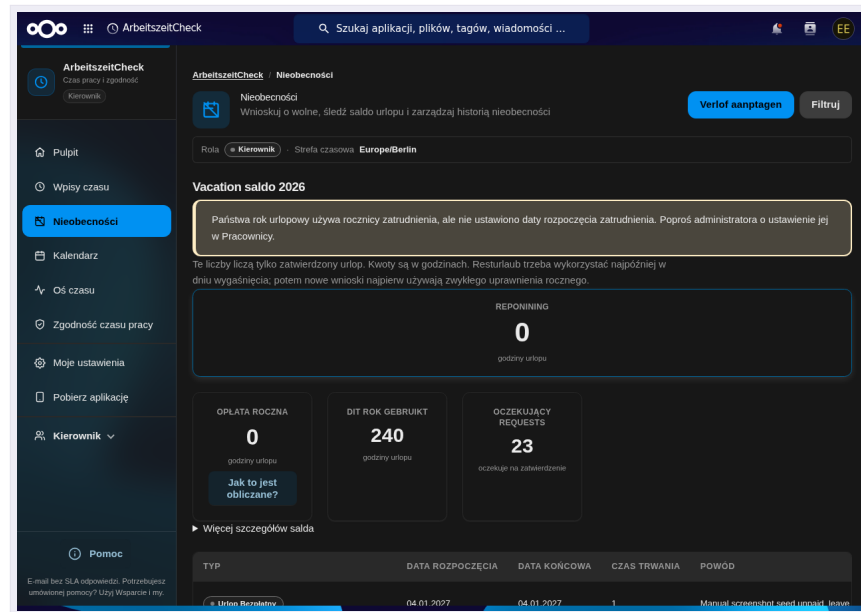
Locked month: notice **This calendar month is finalised. Contact administration if a correction is needed.**

CHAPTER 5

Absences

Absences include leave, sickness, special leave, unpaid leave, and other types.

5.1 Overview



The list shows period, type, status, and substitute if applicable.

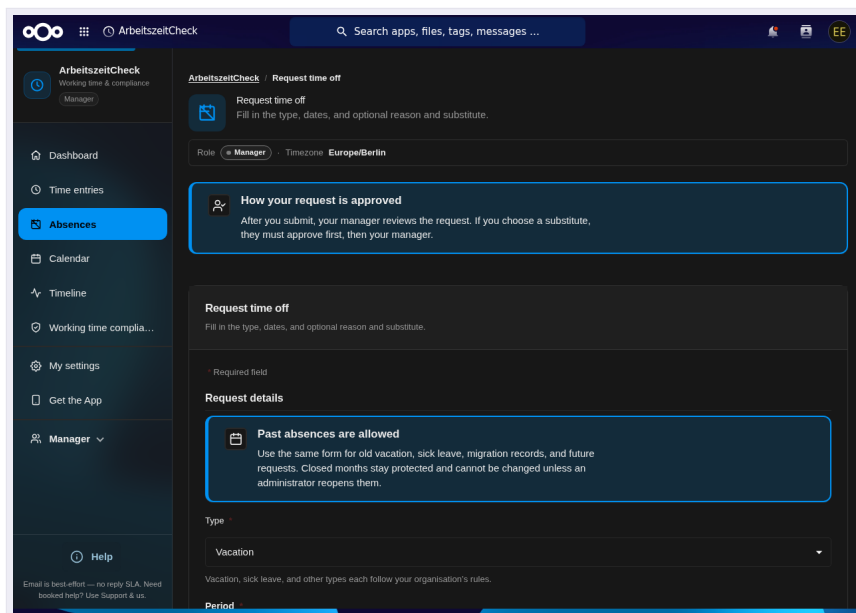
5.1.1 Filter

- **From / To** — date filter (dd.mm.yyyy)
- **Status** — **All**, **Pending**, **Approved**, **Rejected**, **Rejected by substitute**
- **Apply** or **Reset**

Quick action (day mode): **Half day today** or **Half day (next working day)**.

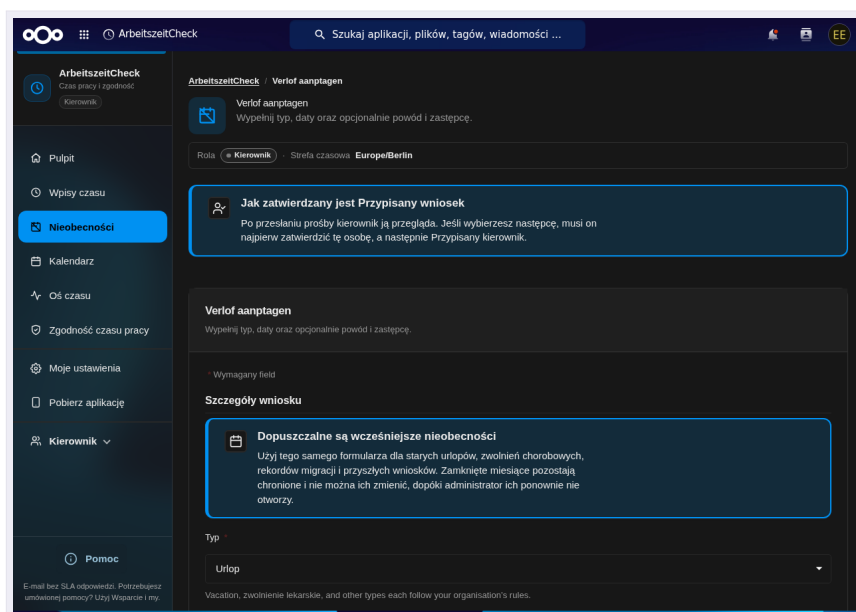
Notice **How your request is approved**:

- With manager: *“After submitting, your manager reviews the request. If you choose a substitute, they must agree first, then the manager.”*
- Without approver in the app team: *“No approver is assigned to your team in the app. Requests without a substitute are approved automatically on submit.”* Historical requests likewise auto-approved.



5.2 Request a new absence

1. Click **Request absence**.
2. Fill in **Request details**.
3. Submit the request.



1 Type 2 Start date 3 End date

5.2.1 Fields

Type (required) See type list below. Default for new requests: **Vacation**.

Period **Start date** (first absence day) and **End date** (last day; may equal start).

Day length For single-day leave in day mode: **Full day** or **Half day**. Morning/afternoon is not recorded separately.

Hours Hours mode only; the app estimates from your working time model. Quick picks: **4 hours**, **Half day**, **1 full day**, **Entire period** (uses the working time model, not a flat 8 hours). If hours

are missing: *“This organisation books leave in hours. Please enter the number of hours.”*
(variant with hint to update the employee app if the client sends no hours).

Substitute Field **Who covers your duties?** — colleagues from the team; **No substitute** possible unless the type is marked mandatory under compliance. Historical (past) requests bypass the substitute workflow.

Note Optional, max. 500 characters, not visible on the calendar.

Form notice: **Past absences are allowed** — same form for backdated leave, sickness, migration data, and future dates. Closed months remain protected.

Once chosen dates lie in the past: **Historical entry — selected dates are in the past** — *“You can submit this as a regular request. Your manager reviews and approves or rejects it like any other request, and the substitute workflow does not apply to past dates.”* Without approver: automatic approval on submit.

Without working time model (hours mode): **No working time model assigned** — hours use the organisation conversion factor until a model is assigned (shorter Fridays otherwise inaccurate).

Substitute without team colleagues: *“No team members found. Join a team or group to choose a substitute.”*

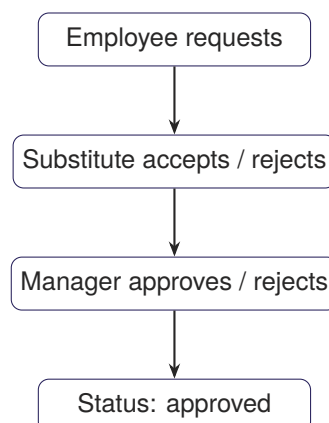
Empty list: **No absences yet.**

5.2.2 Absence types

Display	Use
Vacation	Annual leave; debits the leave account.
Sickness	Illness; start up to 7 days retroactive allowed.
Personal absence	Personal reasons per organisation rule.
Parental leave	Parental leave.
Special leave	Special leave.
Unpaid leave	Unpaid.
Home office	Home office (if tracked as absence type).
Business trip	Business trip.

Tip for mixed days: *“Half day plus full days? Submit the half day as its own request, then the remaining days.”*

5.3 Workflow: absence with substitute and manager

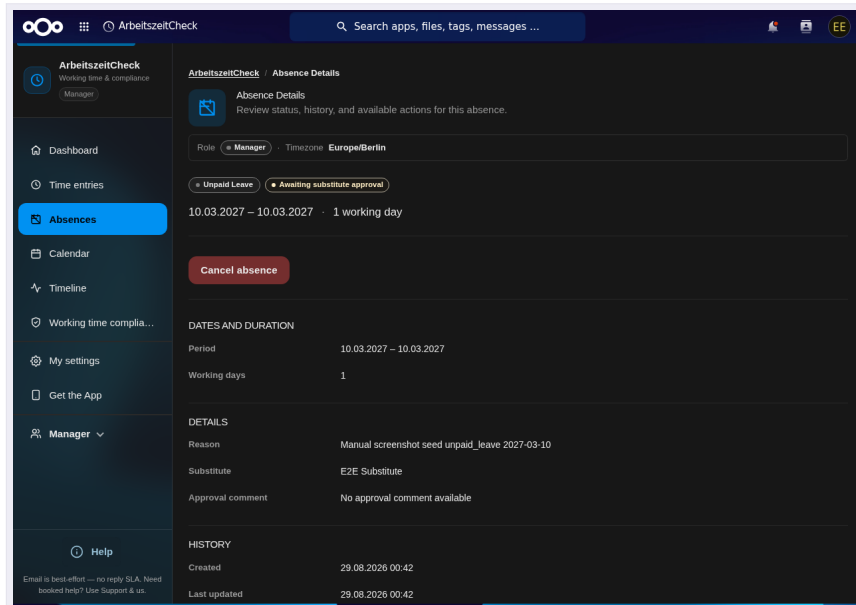
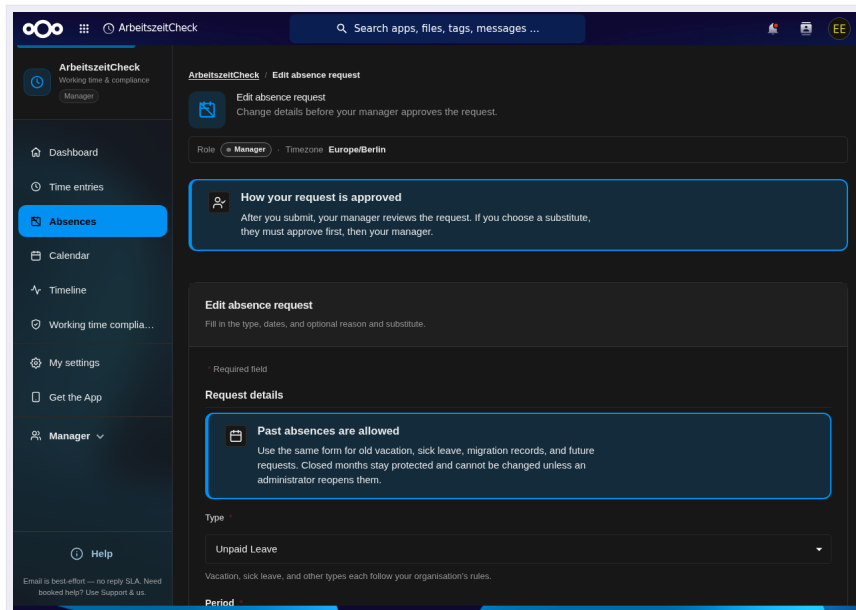


Not every type requires a substitute — depends on **Global settings** → **Compliance**.

5.4 Change, shorten, cancel

- **Edit (Update request)** — while status allows (open requests).
- **Return early** — only for *approved* absence running today: heading **I returned early**, text *“Enter the actual last absence day so your records and your substitute’s calendar stay correct.”* Field **New end date** (before original end), help *“Choose the day you actually returned. Must be before the original end date.”*, then **Update end date**.
- **Cancel** — button **Cancel absence**. Confirmation title **Cancel absence**: *“Do you really want to cancel this absence? This cannot be undone.”* then **Yes, cancel absence**. Only if start is in the future and status is not already cancelled/rejected.
- After substitute rejection: **Choose another substitute**.

On the detail page: **Period and duration**; for hour-based leave expandable **Working plan note (working days in period)** — calendar weighting, not a second leave account.

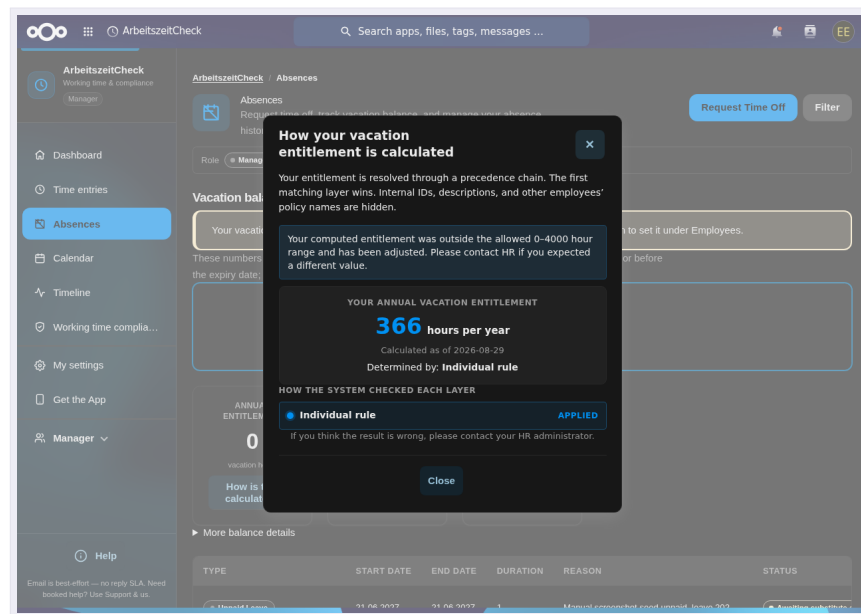


Errors: *“Absence request could not be submitted”*, *“Invalid absence type”*, *“This period overlaps an existing absence.”* / *“This period overlaps an existing entry: ...”*.

5.5 Leave entitlement

At the top of the absences page: cards for remaining entitlement, **Annual entitlement** with button **How is this calculated?**, **Used this year**, **Open requests** (**awaiting approval**).

How is this calculated? opens **How your leave entitlement is calculated**. Introduction: *“Your entitlement is resolved through a precedence chain. The first matching layer wins. Internal IDs, descriptions, and policy names of other employees stay hidden.”* The chain shows organisation → working time model → team → individual rule, each **Applied** or **Skipped**. **Close** or **Esc.** On errors **Try again**.



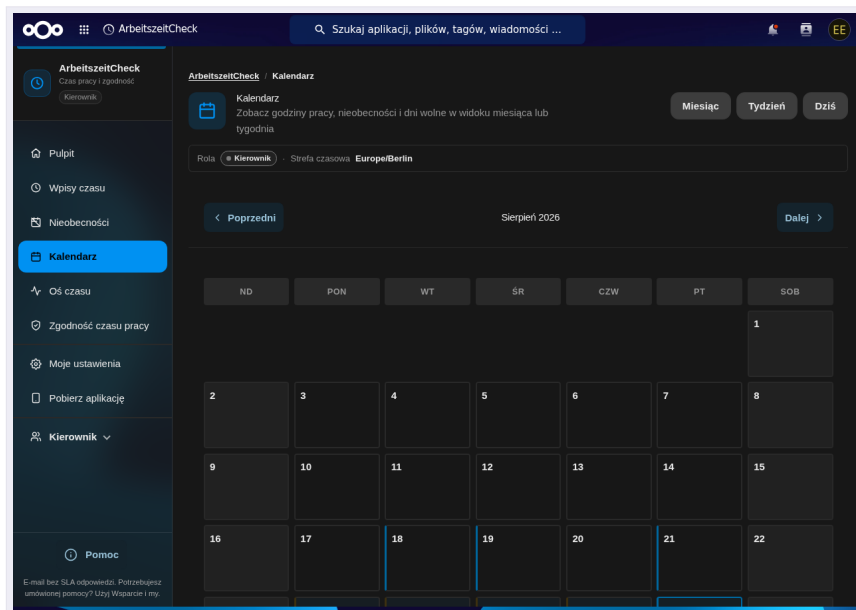
More balance details expands: **Leave carry-over (opening balance)**, **Remaining annual leave (after approved absences)**, **Remaining carry-over leave (pool)**. Carry-over after cut-off: *“Carry-over ended ...— book only from annual leave”*.

Without assigned manager a notice appears that requests cannot be approved — administration must assign an app team with a manager.

CHAPTER 6

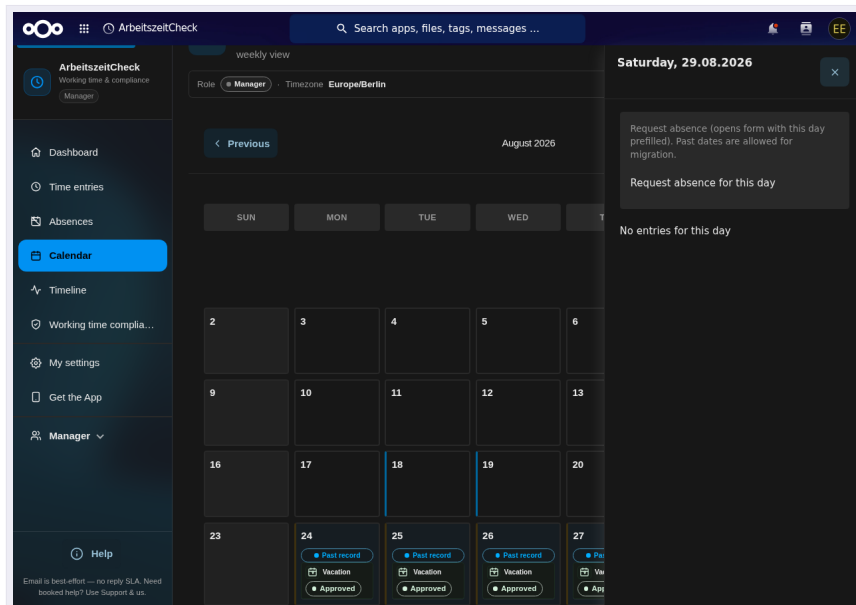
Calendar, timeline, and compliance

6.1 Calendar



At the top: **Month** / **Week** view, button **Today**, navigate with **Back** / **Next**.

A day opens the sidebar **Day details** (Enter, space, or click). It shows time entries and absences for the day plus a link to request an absence. Close with **Close**.

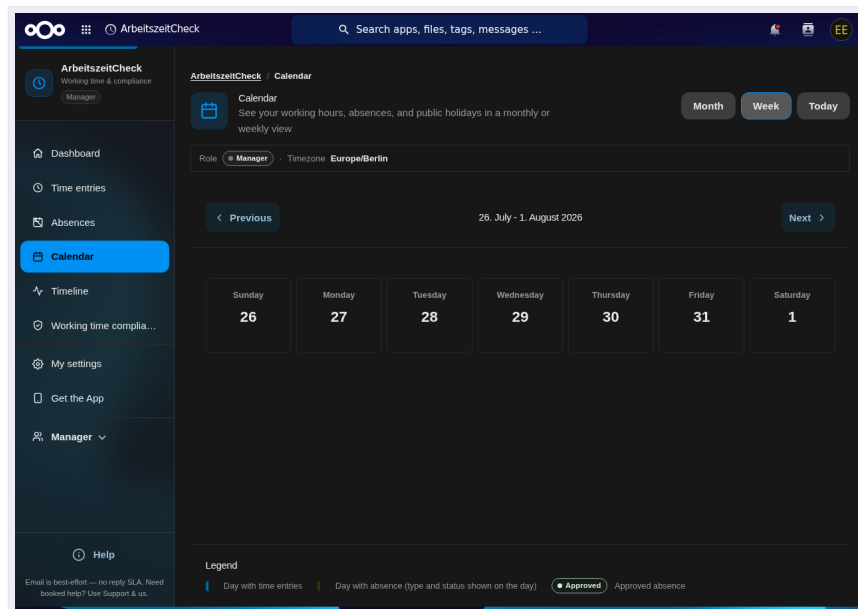


6.1.1 Legend

- Day with time entries

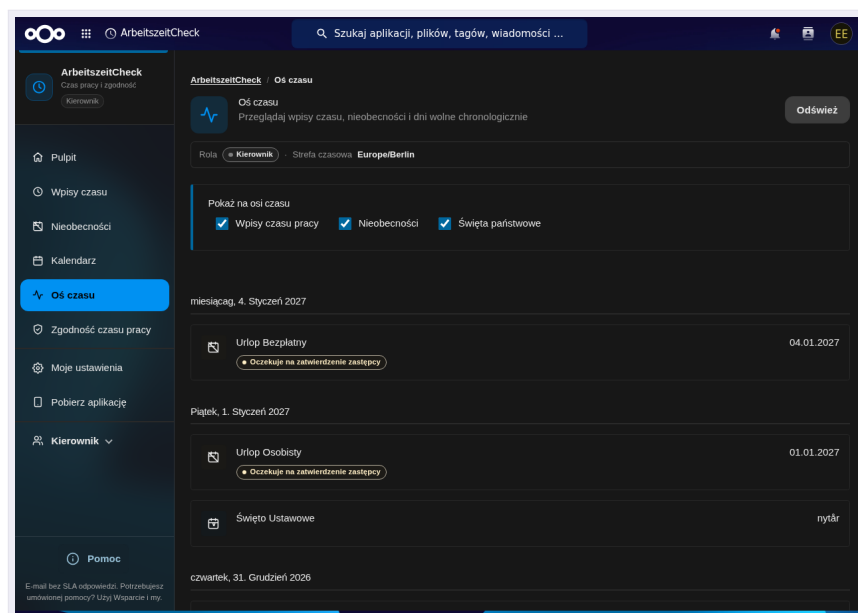
- **Day with absence (type and status visible on day)**
- **Approved absence / Absence awaiting approval**
- **Substitute for colleague**
- **Statutory holiday / Company holiday**
- **Today**
- **Historical absence (already ended)**

Empty: *“No time entries or absences in this month.” / “No entries for this day.”*

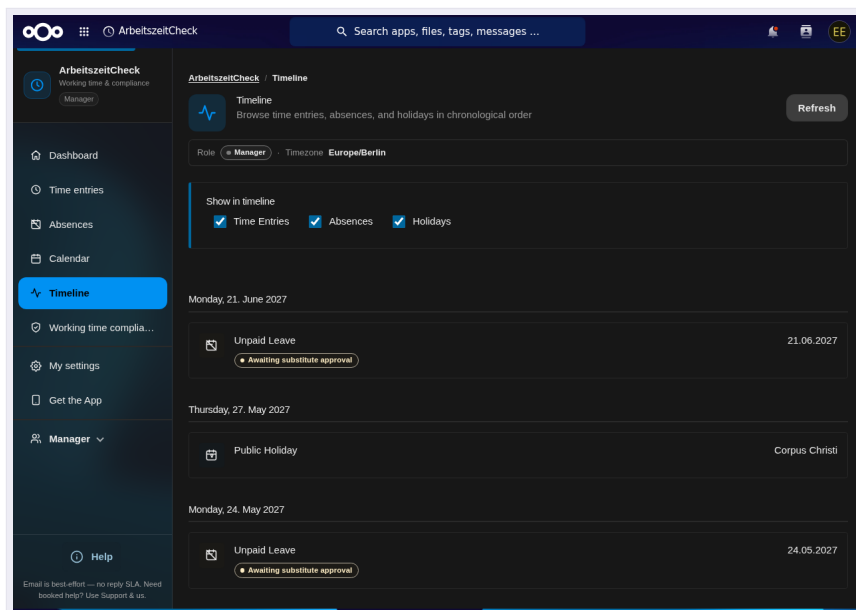


Holidays come from the calendar valid for you (state/canton).

6.2 Timeline



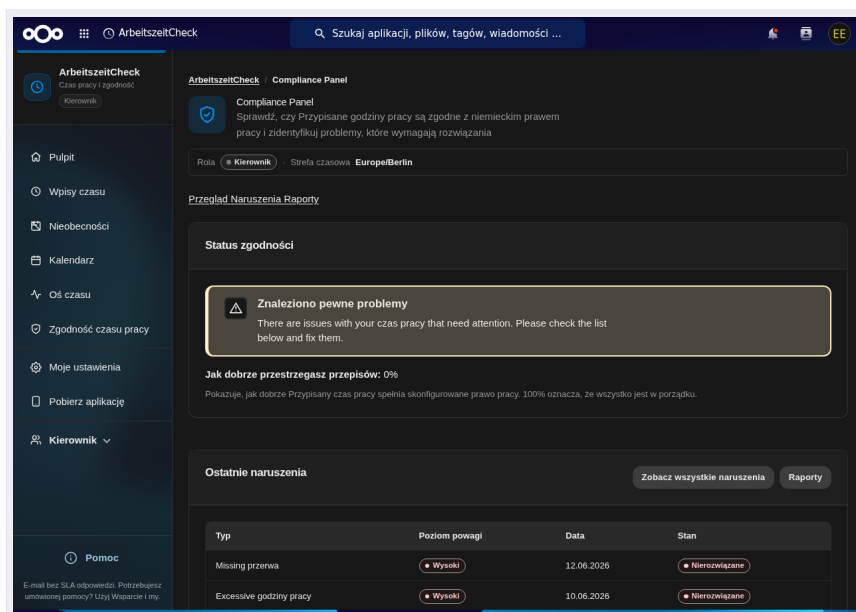
The **Timeline** lists events chronologically. Filter **Show in timeline: Time entries, Absences, Holidays** (at least one must stay on). **Refresh** reloads. All filters off: *“Select at least one type to show in the timeline.”*



6.3 Working time compliance

At the top of compliance pages there are three tabs: **Overview**, **Violations**, **Reports**.

6.3.1 Overview



The app checks your recorded times against the **configured** country profile (DE ArbZG / AT AZG / CH ArG): breaks, rest periods, maximum working time. This is technical assistance, not legal advice.

6.3.2 Violations

The screenshot displays the 'ArbeitszeitCheck' application interface. The sidebar on the left contains navigation links: 'Pulpit', 'Wpisy czasu', 'Nieobecności', 'Kalendarz', 'Oś czasu', 'Zgodność czasu pracy' (highlighted), 'Moje ustawienia', 'Pobierz aplikację', and 'Kierownik'. The main content area is titled 'Naruszenia zgodności' and includes a search bar, a filter for 'Rola' (Kierownik), and a 'Przebieg Naruszenia Raporty' section with date range and severity filters. Below this is a table of violations.

Typ problemu	Poziom powagi	Data	Co się stało
Missing przerwa	Wysoki	2026-06-12	Mandatory 45-minute przerwa missing after 9 hours of work
Excessive godzinny pracy	Wysoki	2026-06-10	Working hours on 10.06.2026 exceeded 10 hours (10.1 h on that calendar day, ArbZG §3)
Excessive godzinny pracy	Wysoki	2026-06-11	Working hours on 11.06.2026 exceeded 10 hours (11.1 h on that calendar day, ArbZG §3)
Praca nocna	Słaby	2026-06-12	Night work detected: 14.00 hours between 11 PM and 6 AM
Praca w święta	Międzyn	1985-12-25	Werk verricht op święto
Praca w święta	Międzyn	1985-12-25	Werk verricht op święto
Praca w niedzielę	Międzyn	1985-10-27	Werk verricht op niedziela
Praca w niedzielę	Międzyn	1985-10-27	Werk verricht op niedziela
Praca w niedzielę	Międzyn	1986-06-15	Werk verricht op niedziela

List with date and rule. Columns: **Issue type**, **How serious**, **Date**, **What happened**, **Resolved?**. Filter **From / To**, **Severity** (**All severities**, **Low**, **Medium**, **High**), **Apply filter**. Employees see their own violations. **Mark as resolved** is available to managers and administration for people in scope. Types include breaks, rest time, and for CH **Absolute weekly maximum working time exceeded** (45/50 h).

Empty: **No issues found** — “Great! No working-time rule violations were found for the selected period.”

Administration can trigger **Run compliance check now** (immediate scan for everyone; data is not changed automatically — review violations afterwards).

Card **Compliance status**. Status cards: **Everything looks good!**; **Not enough data yet**; **Some issues found**. Score: 100 % means full compliance with the configured profile. Empty in overview: **No current violations**.

Empty list: no open violations.

6.3.3 Reports

ArbeitszeitCheck / Raporty zgodności

Raporty zgodności
Podsumowanie naruszeń zgodności i trendów

Rola: Kierownik Strefa czasowa: Europe/Berlin

Przegląd Naruszenia Raporty

Kierownikowie i administratorzy korzystają z Raportów w menu głównym w celu eksportu zespołu. Na tej stronie wyświetlane jest Przypisane osobiste podsumowanie zgodności.

19 Łączna liczba problemów
18 Do poprawienia

Problems by Typ See what kinds of czas pracy problems occurred

Typ	Numer
Missing przerwa	2
Excessive godziny pracy	2
Praca nocna	1
Praca w święta	5
Praca w niedzielę	8
Przekroczono dzienny limit godzin	1

Problemy według poziomu powagi Zobacz, jak poważne były problemy

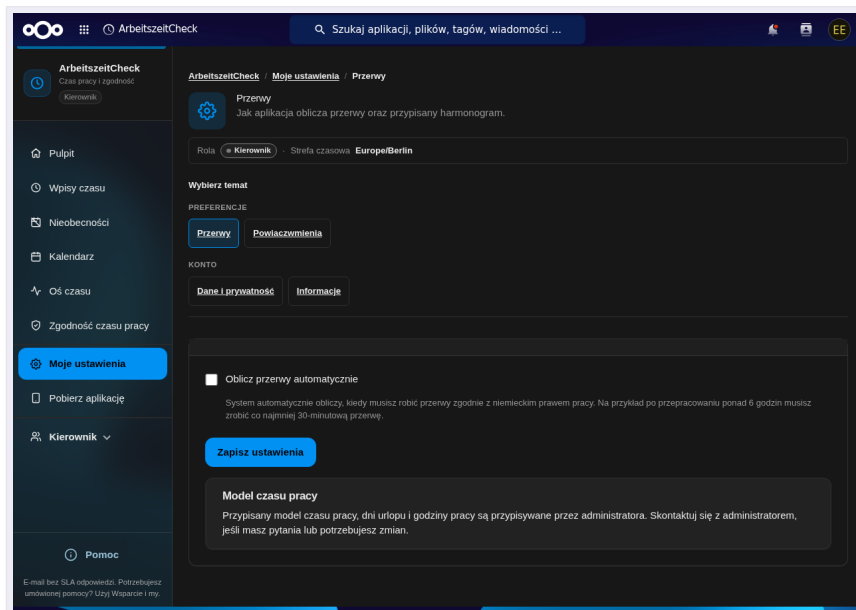
Statistics for the chosen period (own data): **Issues by severity** and **Issues by type**. Managers additionally see team compliance in the manager area.

CHAPTER 7

My settings and Get the app

Personal settings are under **My settings**. At the top **Choose topic**: groups **Settings** (**Breaks** — “How the app calculates your breaks and your assigned schedule.”; **Notifications** — “Choose which reminders you want to receive.”) and **Account** (**Data & privacy** — export or permanent deletion; **About** — working-time law and version). At the bottom of each page: **Save settings**.

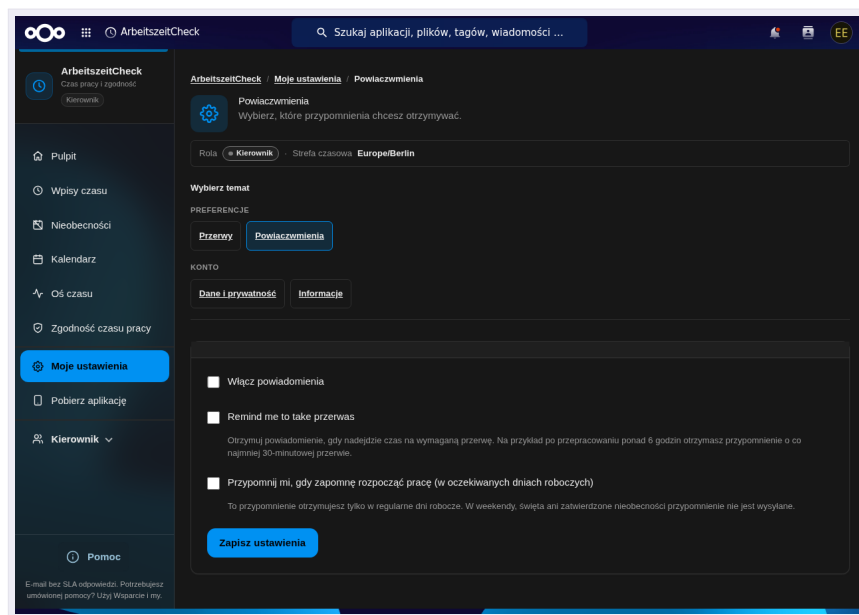
7.1 Breaks



Calculate breaks automatically Default *on*. DE: after more than 6 hours at least 30 minutes break (ArbZG). AT: similar AZG. CH: after 5.5 hours at least 15 minutes (ArG).

Working time model Display only — assigned by administration.

7.2 Notifications



Enable notifications Master switch (default on).

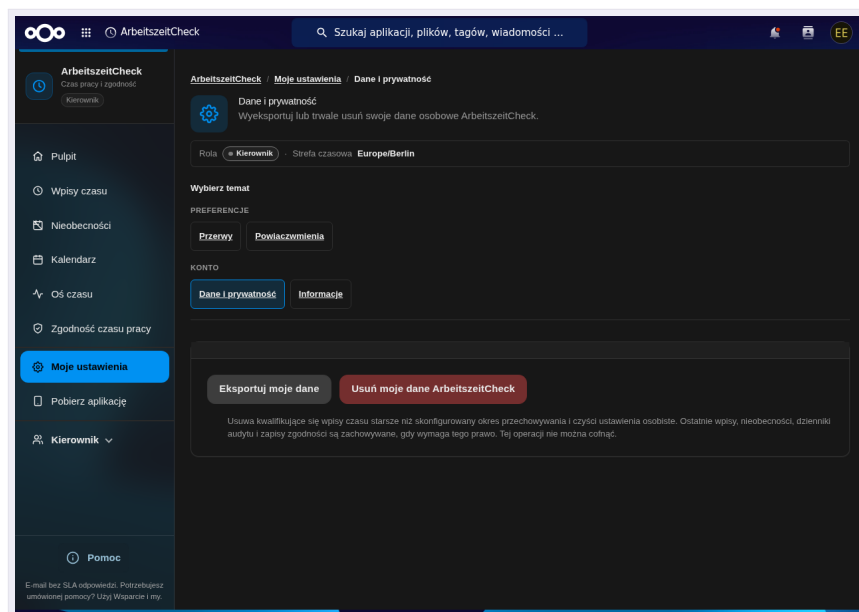
Remind about breaks In-app reminder for statutory breaks (default on).

Remind if I forgot to clock in (on expected working days) Only on regular working days; not on weekends, holidays, or approved absences (default on).

Organisation-wide mandatory notifications (HR, overtime traffic light, payouts) cannot be turned off here.

7.3 Data and privacy

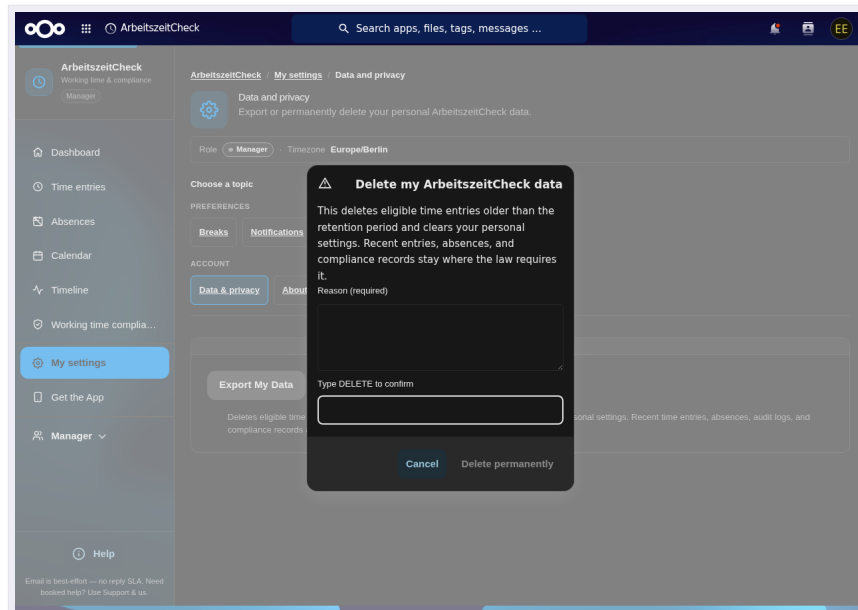
Chip **Data & privacy**.



Export my data GDPR export of your ArbeitszeitCheck data (download).

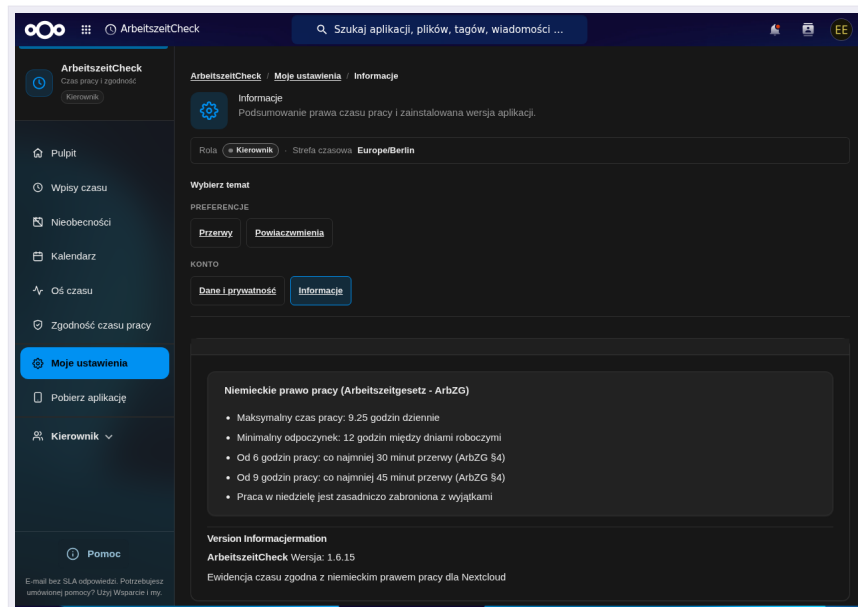
Delete my ArbeitszeitCheck data Opens a confirmation. You must type DELETE and give a reason, then **Delete permanently**. Deletes eligible time entries older than the retention period

and personal settings. Newer entries, absences, audit, and compliance remain where legally required. **Cannot be undone.** Does not delete your Nextcloud account.



7.4 About

Chip **About** (not editable). The card summarises the country profile set in administration — not legal advice.



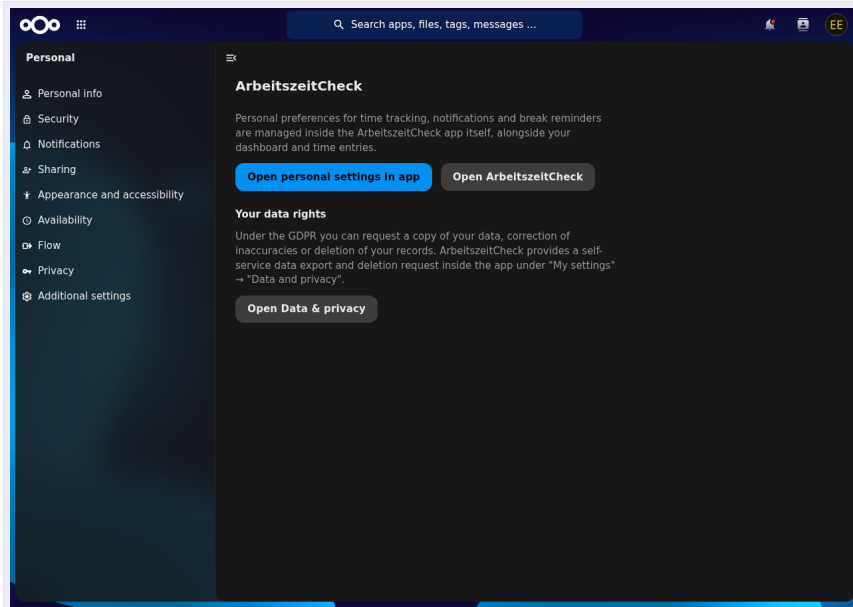
The neutral notice block names the law (default: **German Working Time Act (ArbZG)**) and typically:

- “Maximum working time: ...hours per day” (profile value, often 10)
- “At least ...hours rest between working days” (profile value, often 11)
- Mandatory breaks from the profile, otherwise default text “Mandatory breaks: 30 min. after 6 hours, 45 min. after 9 hours”
- Sunday rule: default “Sunday work is generally prohibited, with exceptions”

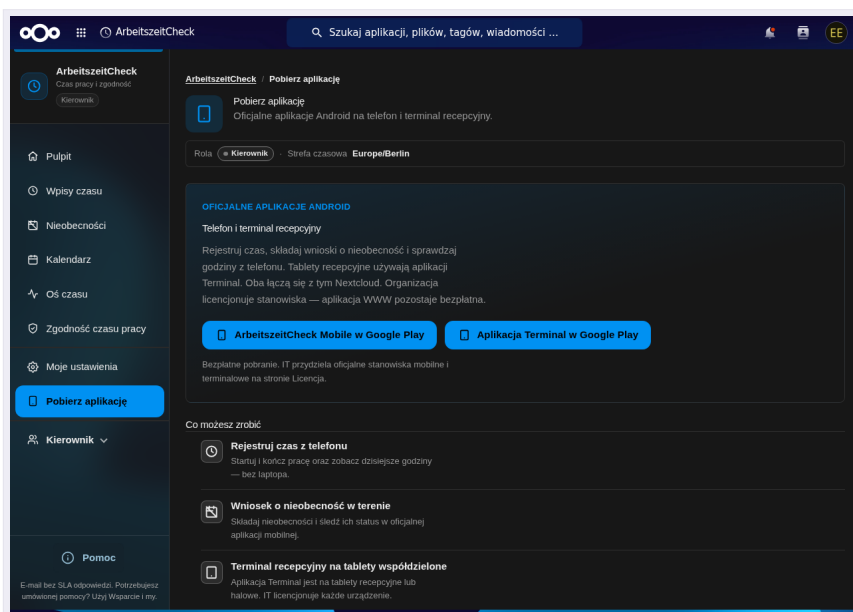
Below that **Version information**: app name **ArbeitszeitCheck**, line **Version**: plus installed version number, and a short footer (default: *"German working-time compliant time tracking for Nextcloud"*). AT or CH profiles replace law title, break, and Sunday lines accordingly.

7.5 Nextcloud — Personal settings

Under Nextcloud **Settings** → Personal the section **ArbeitszeitCheck** appears. Notice: personal options live in the app next to dashboard and time entries. Buttons **Open personal settings in the app** and **Open ArbeitszeitCheck**. Heading **Your data rights**: self-service under **My settings** → **Data and privacy**, link **Open Data & privacy**.



7.6 Get the app



Official Android apps (Google Play). Mobile use usually requires an organisation licence and an assigned seat (**Administration** → **License**). The companion app itself is not part of this web manual.

CHAPTER 8

Manager area

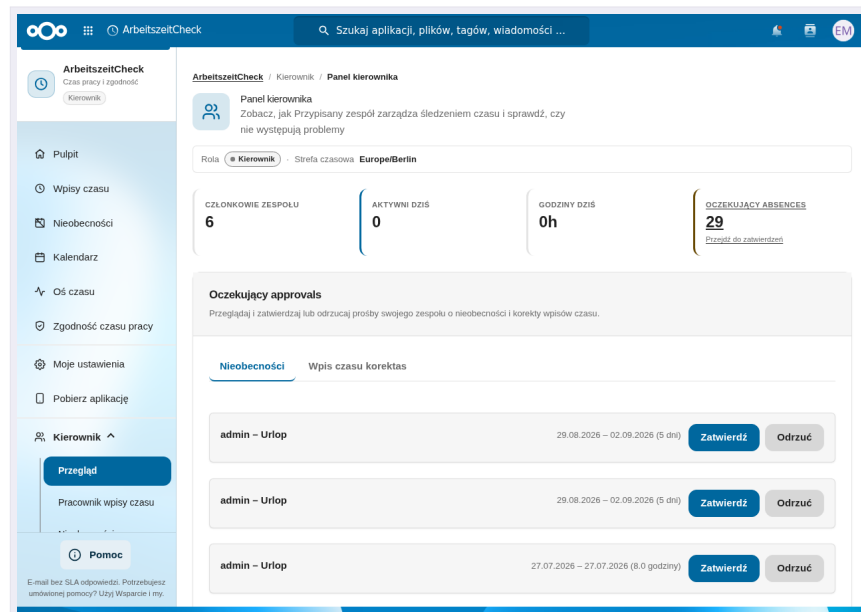
The menu item is **Manager** in the English UI (German UI: **Verwalter**). In this manual we mean the manager with team approval rights.

This chapter is the **end-to-end path for managers** with team responsibility. App administrators have the same functions for all people.

8.1 Prerequisite

- App teams must be active (**Teams and locations**).
- You are assigned to at least one team on the **Manager** tab.
- Without assignment the **Manager** menu item is missing. Without app teams only administrators have manager rights.

8.2 Overview

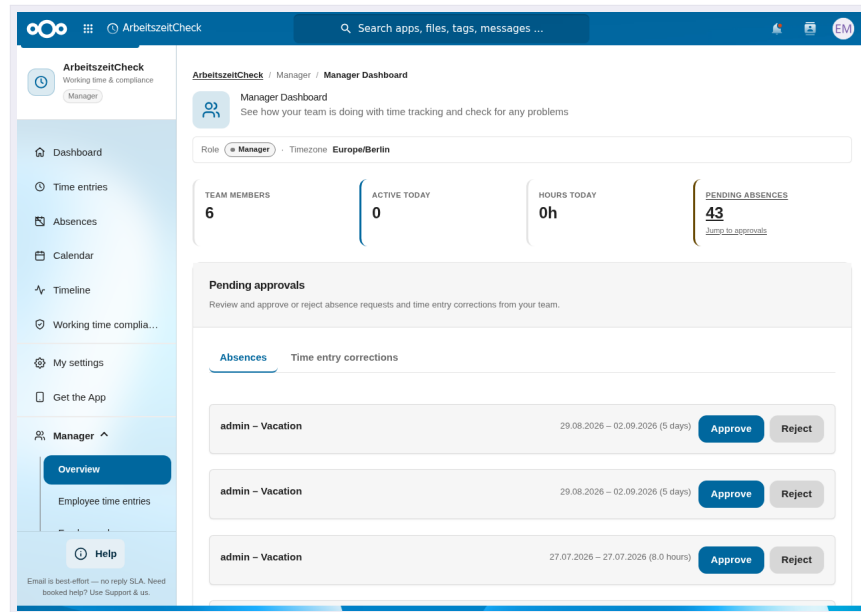


If app teams are off, only admins see this page: warning **App teams are disabled** with **Open team settings**.

Tiles **Team statistics: Team members, Active today, Hours today, Pending absences** (jump **Jump to approvals**).

Card **Pending approvals**: tabs **Absences** and **Time entry corrections**. Empty: *"No pending absence requests."* / *"No pending time entry corrections."*

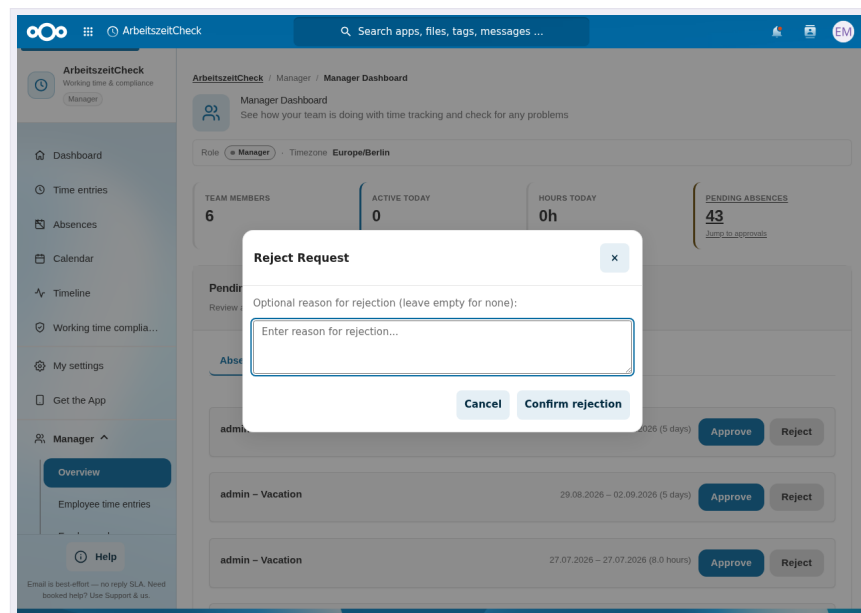
Card **Team overtime notices** with **Export CSV**. Card **Team compliance** (warnings / critical violations / total). Table **Team members**: name, hours today, status (**Clocked in** / **On break** / **Clocked out**), open absences. Empty: **No team members found**.



8.2.1 Approve or reject absence

1. Open the request.
2. Review period, type, substitute status.
3. Click **Approve** or **Reject**; optional comment.

When rejecting: dialog **Confirm rejection**, field **Reason for rejection (optional)**, **Reject request**.



Errors: “Absence could not be approved”, “Error loading pending approvals”. Success: “Absence approved.”

8.2.2 Approve correction

1. Choose tab **Time entry corrections**.
2. Compare **Original:** and **Proposal:**.
3. **Approve** applies the correction; **Reject** keeps the original entry.

You can also **Correct** entries in team scope directly (dialog **Correct time entry**) without a prior request. Introduction: *“Changes apply immediately and the person is notified. A reason is required for the audit log.”*

Fields:

- **Currently stored vs. Corrected times** (*“Enter date and times as they should be recorded.”*)
- **Corrected working day: Date** (**Today**, format DD.MM.YYYY)
- **Working hours: Start time / End time**. Night shift: *“If end is before start (e.g. 22:00–06:00), end counts on the next day.”*
- **Breaks (optional)**: each break at least the statutory minimum (in DE typically 15 minutes) and within working time; **Add break / Remove**. Empty: *“No breaks added.”*
- **Reason (min. 10 characters)** — *“Required for audit logging (at least 10 characters).”*

Then **Apply correction** or **Cancel**. Success: *“Time entry corrected successfully.”*

Correct time entry

Project (optional)
No project link

Currently stored

Date	28.08.2026
Start	15:06
End	15:06
Breaks	-

Corrected times
Enter the date and times as they should be recorded.
Changes are applied immediately and the employee is notified. A reason is required for the audit log.

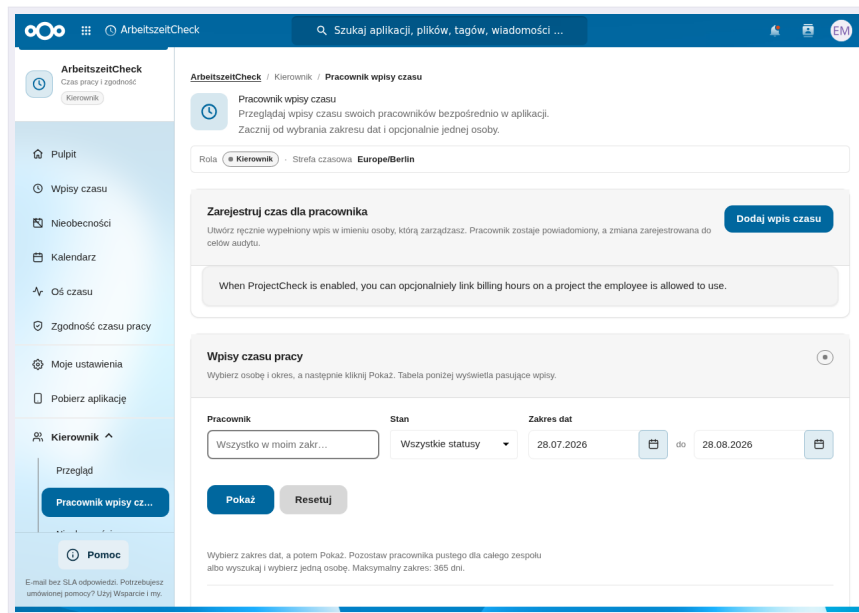
Date
28.08.2026 📅 Today

Format: dd.mm.yyyy

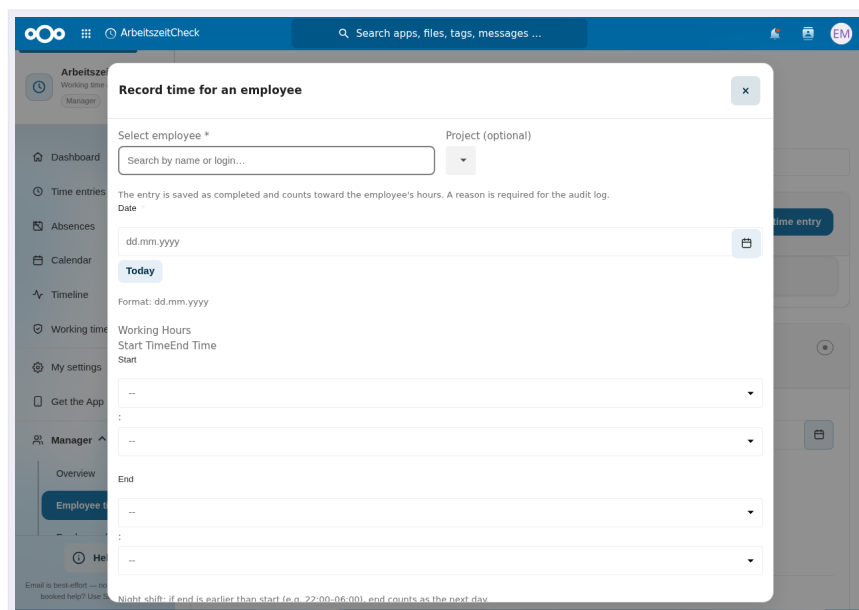
Working Hours
Start TimeEnd Time
Start
15:00

Error: *“Correction failed.”*, *“This correction overlaps existing time entries.”*

8.3 Employee time entries



1. **Manager** → **Employee time entries**.
2. Choose person and period, then **Show**.
3. Review entry, **Correct**, or create new.



Only people in your team scope are visible (admins: all).

Card **Record time for a person**: *“Create a manual completed entry on behalf of a supervised person. The person is notified; the change is logged.”* Button **Add time entry**. With ProjectCheck: optional billable hours on an allowed project.

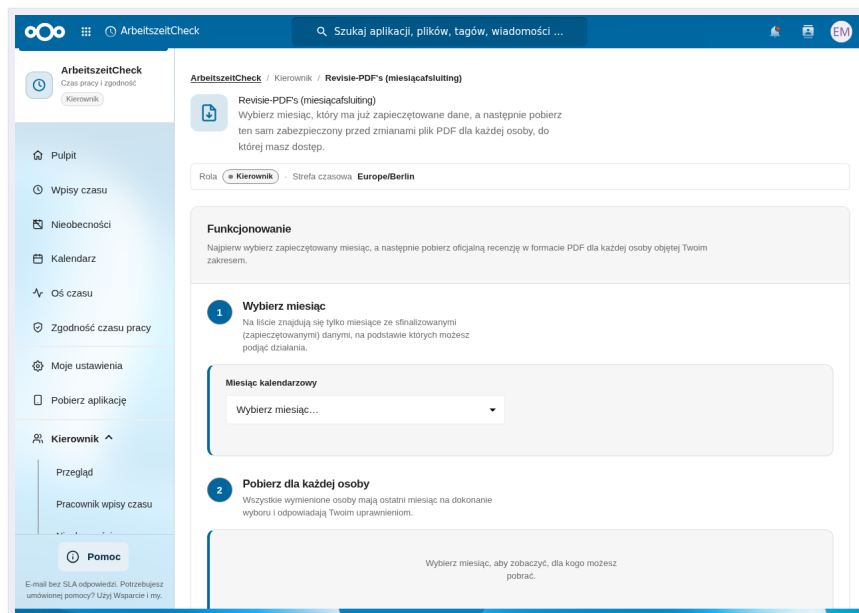
Filter (**Filter employee time entries**): **Employee** (empty = whole team), **Status** (**All statuses**, **Clocked in**, **On break**, **Paused**, **Completed**, **Approval pending**, **Rejected**), **Period From / to / To**, then **Show** or **Reset**. Footnote: choose date range, then Show; maximum 365 days. Without filter: title **Please choose a filter first**, *“Choose a period to load time entries.”* Results card intro: *“Choose person and period, then click Show. The table below lists matching entries.”*

8.4 Employee absences

Filter, create, approve. Card **Record approved absence for employee**. Hour estimate for leave uses each person's model. Without period: *"Choose a period to load absences."*

8.5 Revision PDFs

Visible only when **Enable audit-proof month closure** is on.



Card **How it works**: “First choose a closed month, then download the official revision PDF for each person in your scope.”

1. Step 1 **Choose month** — “Only months with a finalised (sealed) state you are responsible for are shown.”
2. Step 2 **Download per person** — “All listed people have a finalised month for your selection and match your permissions.” Then **Download PDF**.

Empty states:

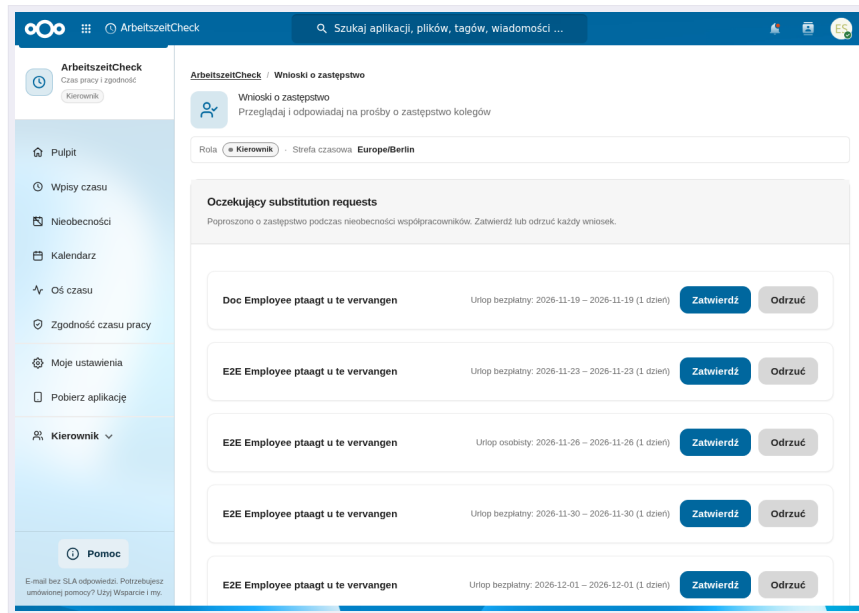
- “No finalised months are available for your access yet.”
- “Nobody in your scope has a finalised revision for this month.”
- “Months could not be loaded.”

CHAPTER 9

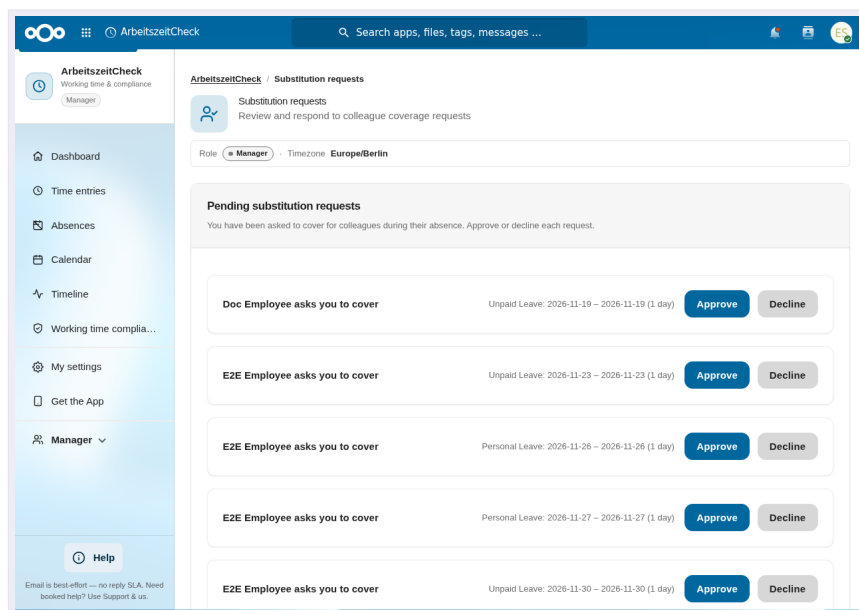
Substitution and reports

9.1 Substitution requests

If you were named as substitute, **Substitution requests** appears (under **Manager** or as its own menu item). With no open request the item is hidden.



1. Open **Substitution requests**.
2. Read period, type, and requesting person.
3. **Accept** or **Reject**.

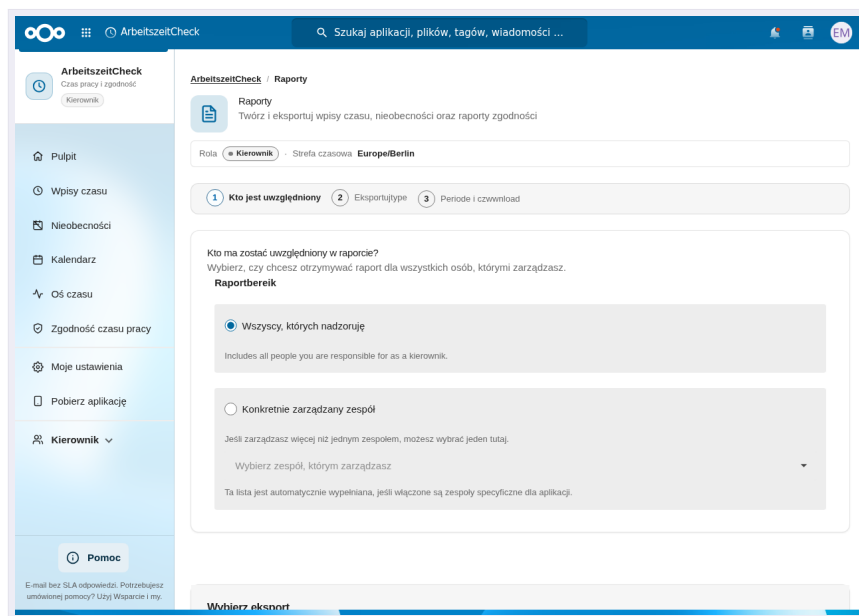


After acceptance the request goes to manager approval. Emails depend on **Policy settings** → **Notifications**.

Empty list: no open requests — the navigation item disappears after the next reload.

9.2 Reports

Only managers and administrators see **Reports**. Other roles are redirected or see: **Reports are only available to administrators and managers** with “If you need to create reports, please contact your administrator or manager.” and button **Dashboard**.



Three steps (stepper at top):

1. **Who is included (Report scope)** — admin: **Entire organisation** or **Specific team**; manager: **Everyone I manage** or **Specific managed team**.
2. **Choose export** — cards:
 - **Working time export**
 - **Absence export**
 - **Compliance export**
 - **Premium hours (supplements)** — only when premium supplements are active
3. **Period and download** — **Start date / End date** (dd.mm.yyyy), **File format** CSV or JSON, optional **Team download content** (detail vs. summary), **Time entry layout** (long/wide). Then **Preview (Report preview)** or **Create and download**.

9.2.1 DATEV (administration only)

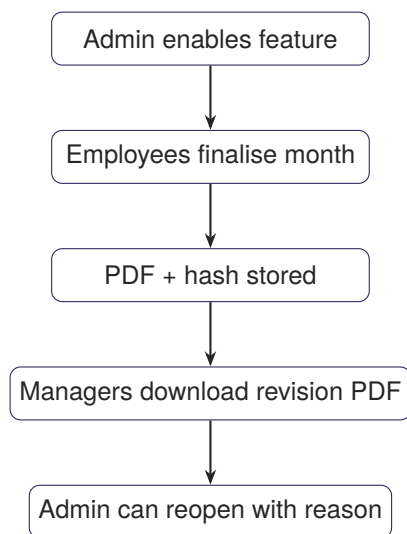
Below the form: **DATEV payroll download** for the same data. Note: premium hours appear as additional wage type rows only when mapped in global settings.

Buttons **Download my DATEV file** / **Download organisation DATEV file**. Status lines:

- “Checking DATEV setup ...”
- “DATEV organisation numbers are set. You can download your own file if your personnel number is set.”
- “DATEV organisation numbers are set. The organisation download skips people without a personnel number.”
- “Set consultant and client numbers under Administration → Global settings before downloading DATEV files.”
- “Organisation numbers are set, but your DATEV personnel number is missing. Add it in your employee profile to download your own file.”
- “Choose a start and end date above before downloading DATEV.”

The organisation download includes all enabled users with a DATEV personnel number.

9.3 Month closure — who does what?



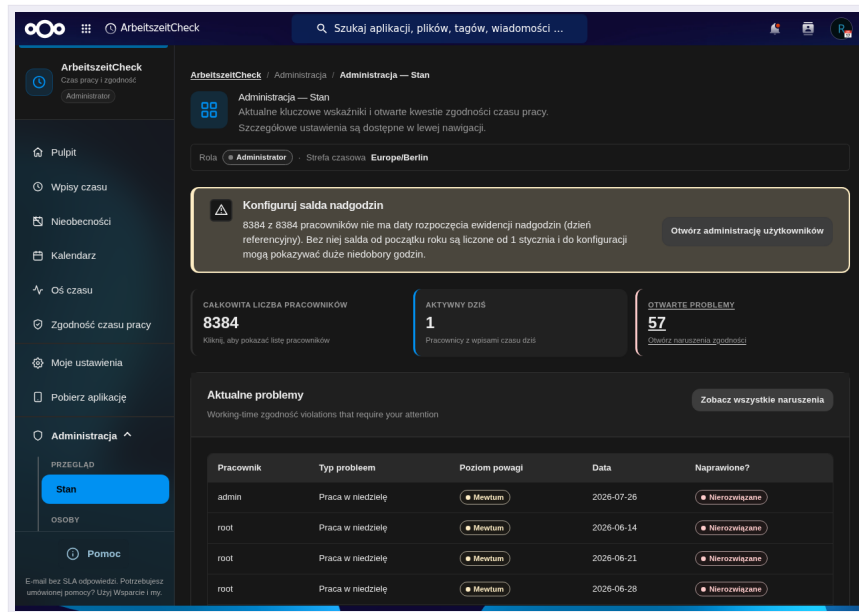
Step-by-step for employees: [Chapter 4](#). Reopening: [Chapter 11](#).

CHAPTER 10

Administration — overview

This chapter is the **path for app and system administrators**. Open **Administration** in the navigation.

10.1 Status



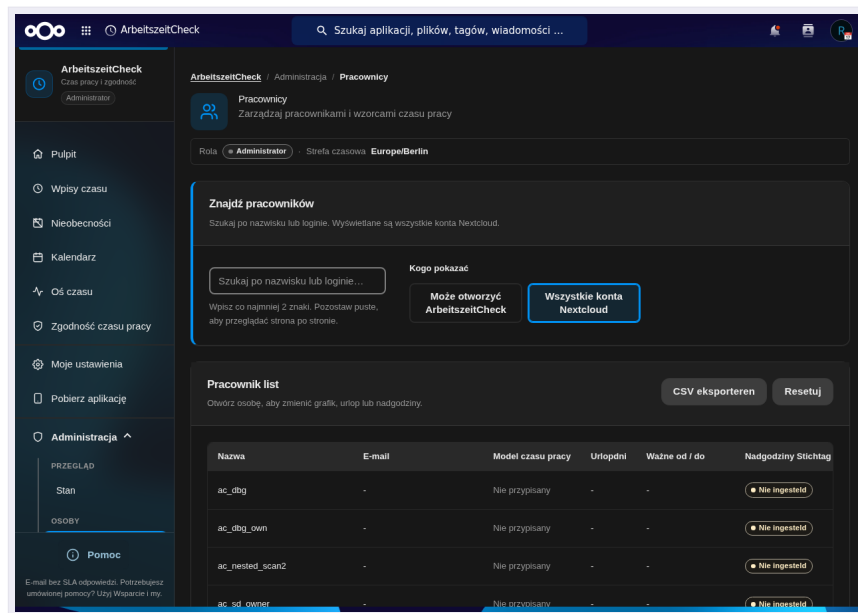
Tiles (clickable): **Total employees**, **Active today** (people with an entry today), **Open issues** (compliance violations, link to list). Card **Current issues** with **Show all violations**; empty: **No issues found**.

Optional banner **Configure overtime balances** when people have no cut-off date — jump **Open user management**.

If account or traffic light is on: card **Overtime policy (active)** with thresholds, bank cap, block month closure; links **Notification settings** / **Overtime payouts**.

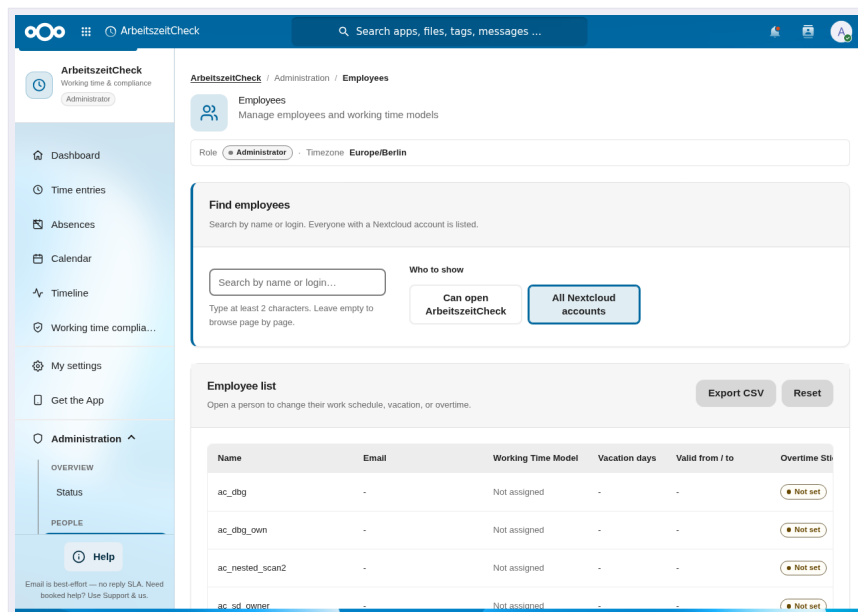
After incomplete upgrade: red notice **Database update required**: *“ArbeitszeitCheck cannot store data until the server has finished database setup (...missing table(s)). Ask your Nextcloud administration to run “Update apps” or `php occ upgrade`, then reload this page. Provide the complete app package — copying individual files leaves broken repair jobs.”* Optional line **Missing**:

10.2 Employees



Card **Find employees**: search name/login (at least 2 characters, empty = paginated). **Show who: May open ArbeitszeitCheck** or **All Nextcloud accounts** (in Restricted mode). Banner: accounts without app access are hidden, **Show all accounts**. With >10 000 accounts: list truncated, refine search.

List: name, e-mail, working time model, leave days, valid from/to, overtime cut-off, status. **Export CSV / Reset**. Open person (own page, not modal).



10.2.1 Employee profile

At top: **Back to employees**, user ID, e-mail, status **Enabled/ Disabled**.

Jump anchors:

- **Working schedule** — model and holiday region
- **Time recording** — time clock / manual (override of organisation default)
- **Leave days** — calculation mode (manual, model-based, tariff-based, exception, inherit)
- **Overtime account** — opening balance
- **Valid from**
- **Employment period (for pro-rata leave)**
- **DATEV personnel number**
- **Working schedule history**
- **Credentials & PIN** — jump to kiosk management

At bottom **Save**. Unsaved changes: warning on **Back without saving**. Person missing: **Employee not found**.

Often overlooked fields:

Country for working-time law Optional DE/AT/CH instead of **Same as organisation (...)** — for cross-border staff.

Overtime tracking from (cut-off date) From which day the account runs.

Opening overtime balance (hours) plus **Year for opening balance**.

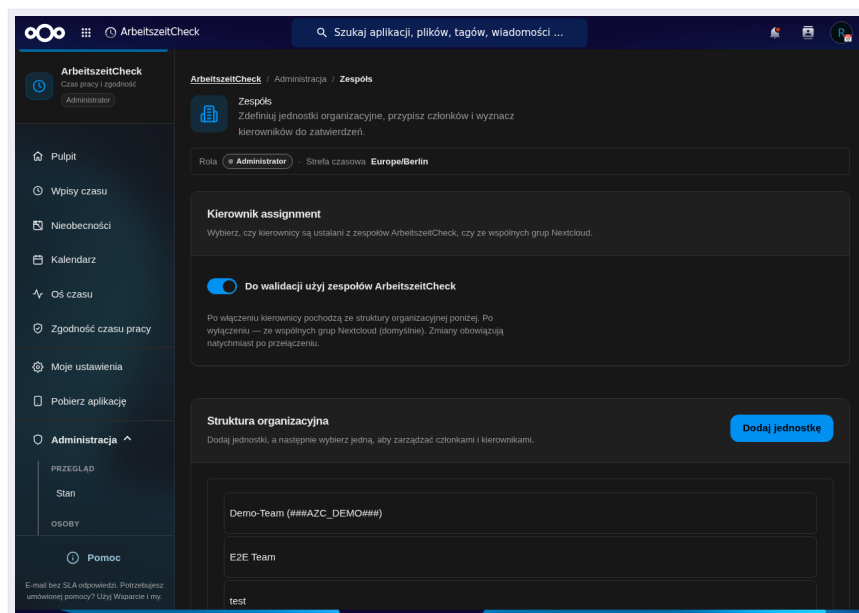
Leave carry-over (opening balance) plus year — remaining leave on import; the app does not roll balances by itself.

DATEV personnel number Up to 8 digits; required if this person should appear in the DATEV export. Leave empty if not exported.

Leave entitlement Mode incl. **Inherit from team / model / organisation**; preview of effective entitlement and **Technical details (audit)**.

Time recording Override **Clock in/out** and **Manual time entries**; greyed options are off organisation-wide.

10.3 Teams and locations



10.3.1 Manager assignment (app teams)

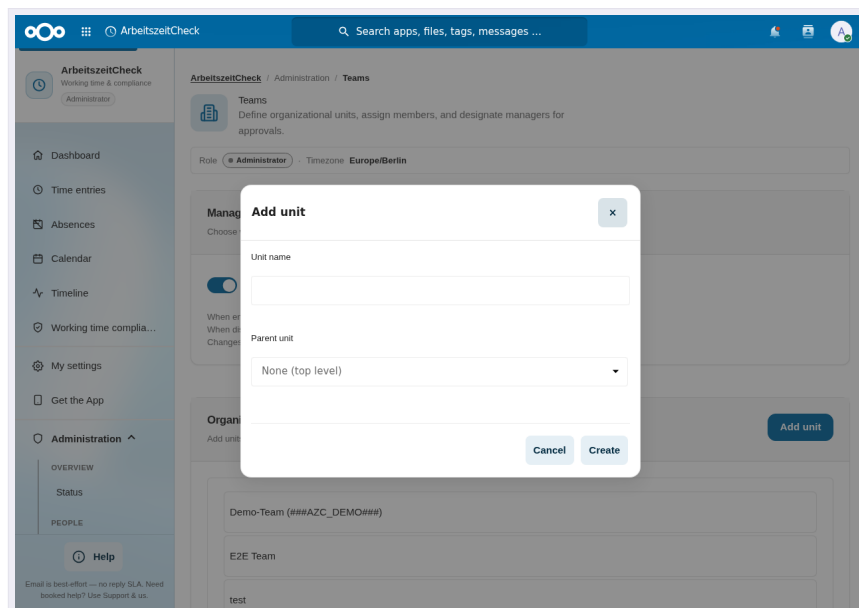
Toggle **Use ArbeitszeitCheck teams for approvals**:

- **On**: Managers come only from the organisational structure below (explicit assignment on **Manager** tab). Required for non-admins to see **Manager** and grant approvals.
- **Off** (default): No derivation from Nextcloud groups. Without app teams only app/system administrators have manager rights. Change applies immediately after toggling.

When off: warning **App teams are disabled** — approvals, manager overview, and team reports need ArbeitszeitCheck teams with assigned managers.

10.3.2 Organisational units

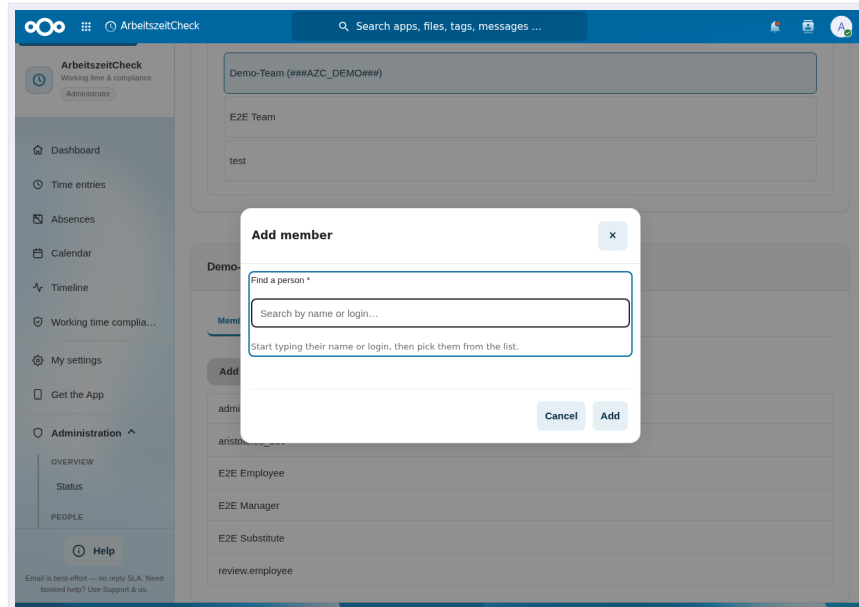
1. **Add unit.**
2. Dialog **Add unit**: **Unit name** (required), **Parent unit** or **None (top level)**.
3. **Create** or **Cancel**.



Empty: *“No units yet. Add a unit to build the organisational structure.”*

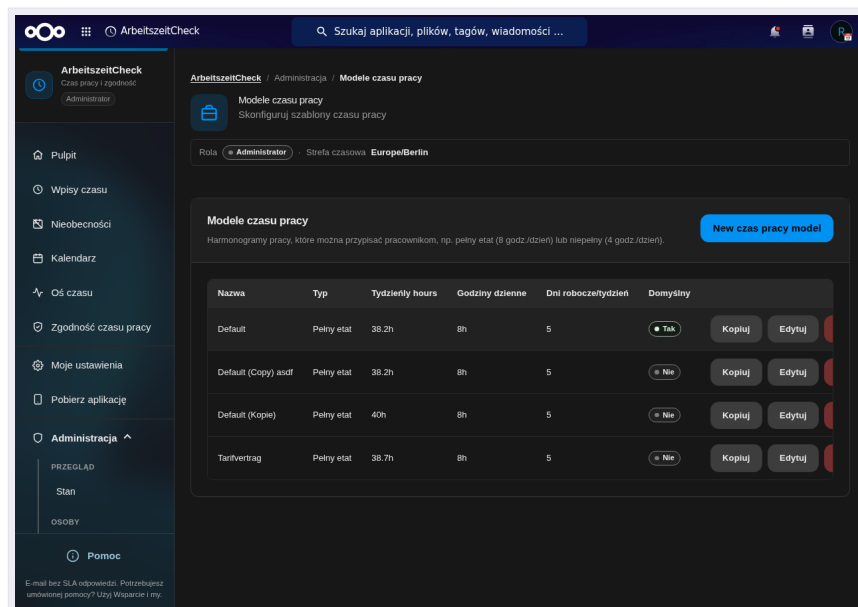
After selecting a unit:

- Tab **Members** — **Add member** (search name/login, at least 2 characters)
- Tab **Manager** — **Add manager** (this makes someone a manager for this team)



Delete: dialog **Delete unit**. Simple confirmation: *“Do you really want to delete unit ...? Members and managers will be removed.”* With impact check: count of members, managers, and direct sub-units; sub-teams must be moved or deleted separately; action cannot be undone. Then **Delete** or **Cancel**.

10.4 Working time models



Models define target hours and weekly schedule. Assignment per person with history. **Create working time model** opens the editor panel (without leaving the list). **Cancel** closes it again.

Form fields (required marked with asterisk):

Name Required. Help: enter a name for this schedule (e.g. full-time, part-time).

Type **Full-time** (default on create), **Part-time**, **Flexible**, **Trust-based working time**, **Shift work**.

Weekly hours Required, decimals allowed (0–168). Help: decimal hours possible (e.g. 38.7 h/week per collective agreement). Target time for overtime spreads this weekly total across your working days. Default 40.

Daily hours Required (0–24). Help: usual hours per working day (e.g. 7.74 for 38.7 h/week over 5 days). Overtime compares worked time with contract weekly hours times (working days divided by 5). Default 8.

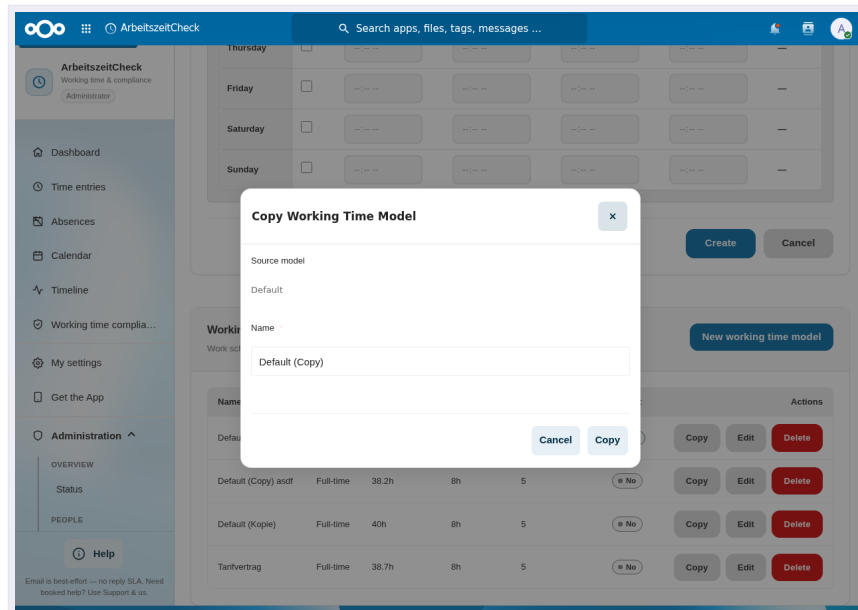
Working days per week Required (1–7). Help: *“Typical number of working days per week in this model (e.g. 4 for a four-day week). Used for model-based leave calculation.”* Default 5.

Set as default Checkbox; default model applies to new assignments while no other model is assigned.

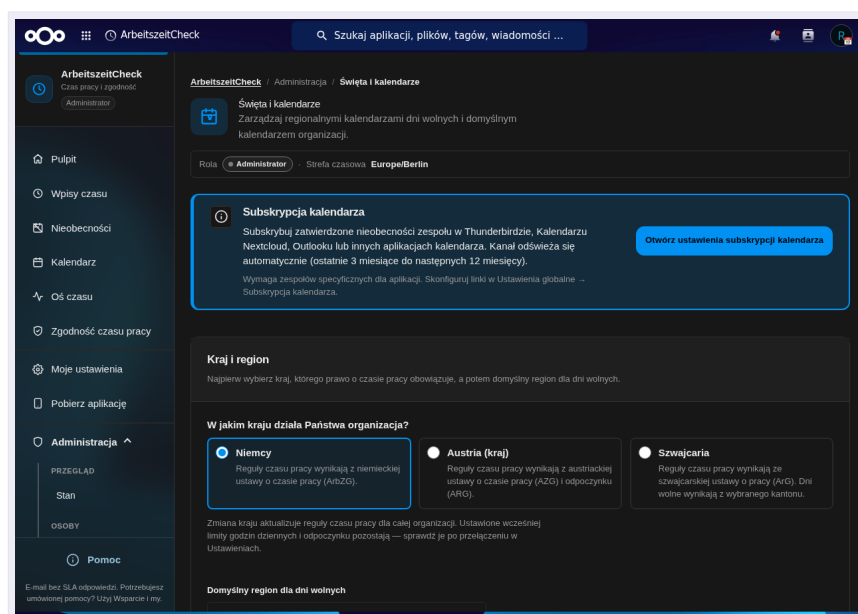
Optional description Expandable free text.

Below, optional weekday matrix (UI heading: **Weekday times (optional)**). Help: different start/end times and unpaid breaks per weekday; weekly and daily hours update automatically. Leave empty = simple weekly hours above only. Buttons **Mon–Thu long / Fri short** and **Clear weekday times**. Columns: day, work (checkbox), start, end, break start, break end, net. Rows Monday to Sunday. Save with **Create** or **Save**.

Per list row: **Copy** (**Copy this working time model**) opens **Copy working time model** with **Source model**; copy is typically named ... **Copy**. Then **Edit** or **Delete** (default model and models with assigned people are protected).



10.5 Holidays and calendars

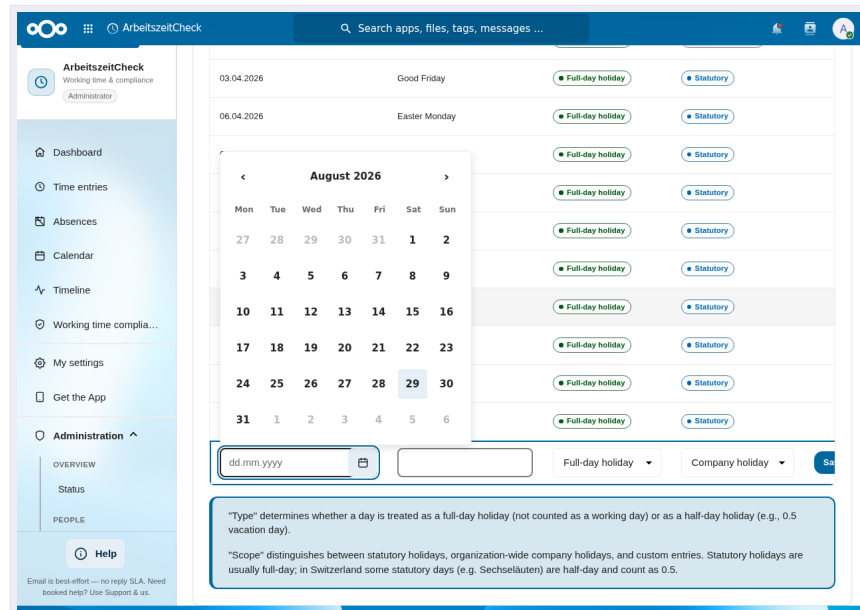


Choose country and region (state/canton). On country change the app asks for confirmation (**Change working-time country?**). Statutory holidays can be reloaded; with automatic reload off the UI warns that deleted statutory days do not return by themselves.

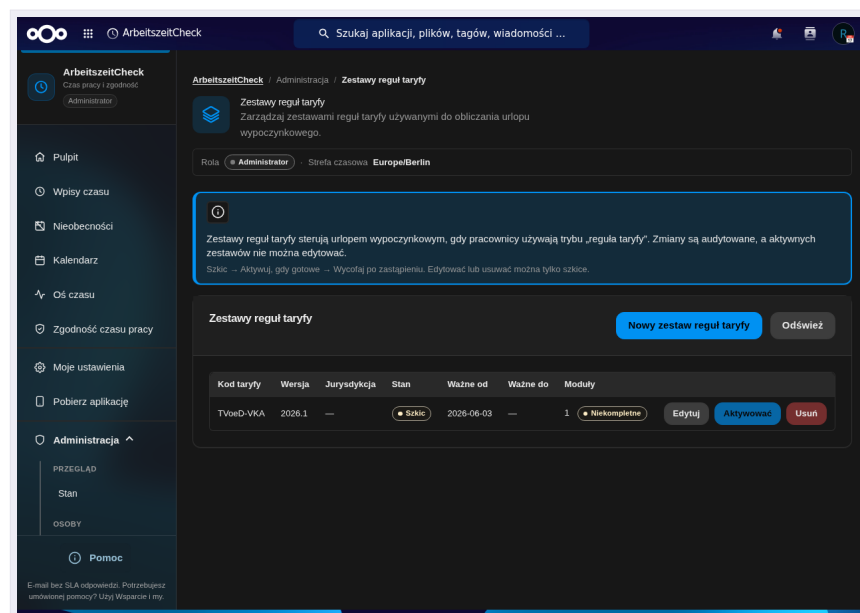
Add new holiday opens a row:

- **Date, Holiday name**
- **Type:** **Full holiday** or **Half holiday** (half leave day, e.g. CH Sechseläuten)
- **Scope:** **Statutory**, **Company holiday**, or custom
- **Save**

Below **Common additional holidays** with **Add as company holiday**. AT note: Good Friday has not been a statutory holiday in Austria since 2019.



10.6 Tariff rule sets



For tariff-based leave calculation: draft → activate → retire.

Create tariff rule set opens the form:

- **Tariff code** (e.g. TVöD-VKA), **Version**, optional **Legal area**
- **Valid from / Valid to** (empty = open-ended)
- **Activation mode**: immediate / month start / year start
- **Calculation modules**: base formula (required), additional entitlement, deductions, rounding, pro-rata rule

Active/archived sets are locked for audit — changes only via a new draft. Confirmations: **Activate tariff rule set?** (replaces previous active set for same codes), **Retire?** (stays visible, no longer used for new calculations).

Create tariff rule set

Identify this rule set

Tariff code: Version:

Short code identifying this collective agreement (for example "TVöeD-VKA").

Specific version of the agreement, for example "2024.1".

Jurisdiction:

Optional region or labor jurisdiction this set applies to.

Validity and activation

Valid from: Valid to:

Optional. Leave empty if the rule set is open-ended.

Activation mode:

Cancel Save

10.7 Audit log

ArbeitszeitCheck / Administracja / Dziennik audytu

Dziennik audytu
Wyszukaj, filtruj i eksportuj działania administracyjne na potrzeby zgodności i rozliczalności.

Rola: **Administrator** Strefa czasowa: **Europe/Berlin**

Szukaj aktywności
Wybierz zakres dat i opcjonalne filtry, a następnie kliknij Pokaż. Eksport pobiera wszystko zgodne z filtrami.

Od: Do: **Pokaż** **Resetuj** **CSV eksporterem**

Konto użytkownika: Akcja: Co się zmieniło:

Opcjonalnie: wyszukaj i wybierz konto użytkownika. Nigdy nie wpisuj surowego id użytkownika. Maksymalny zakres dat: 365 dni. Czasy używają osobistej strefy czasowej.

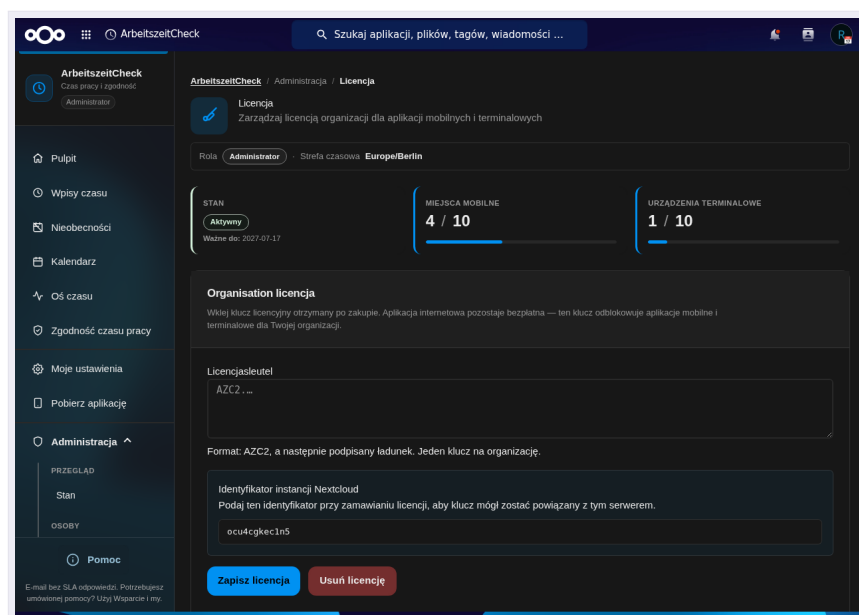
Dziennik aktywności
Każdy wiersz to jedna zarejestrowana zmiana. Najnowsze wpisy są pierwsze.

1-50 z 275 wpisów

Data i godzina	Pracownik	Akcja	Co zostało zmienione
28.08.2026, 19:16:36	EZE Employee	Absence created	Nieobecność
28.08.2026, 18:52:35	EZE Employee	Absence created	Nieobecność

Card **Search activity**: **From / To**, **User account** (picker, no free ID), **Action**, **What changed**, then **Show** or **Reset**. **Export CSV** for the same filter. Period is capped upward (notice in UI). Includes month reopening with reason.

10.8 License



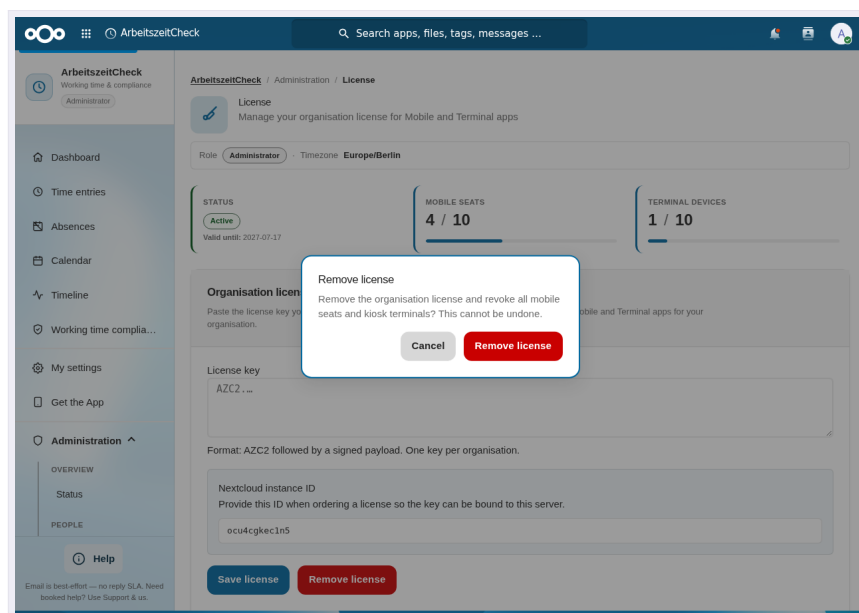
Without key: **No license yet** — “Paste your AZC2 license key below to unlock mobile and terminal apps. The web app stays free.” Links **Buy or renew license** and product page.

Tiles: **Status** (**Active** / **Expired or invalid** / **Signature mismatch** / **Not configured**), **Valid until**, **Mobile seats** used/limit, **Terminal devices** used/limit. Signature error: **License signature cannot be verified** — mobile/terminal reject the key until a matching signed key is stored. Assign or remove seats via search (at least 2 characters).

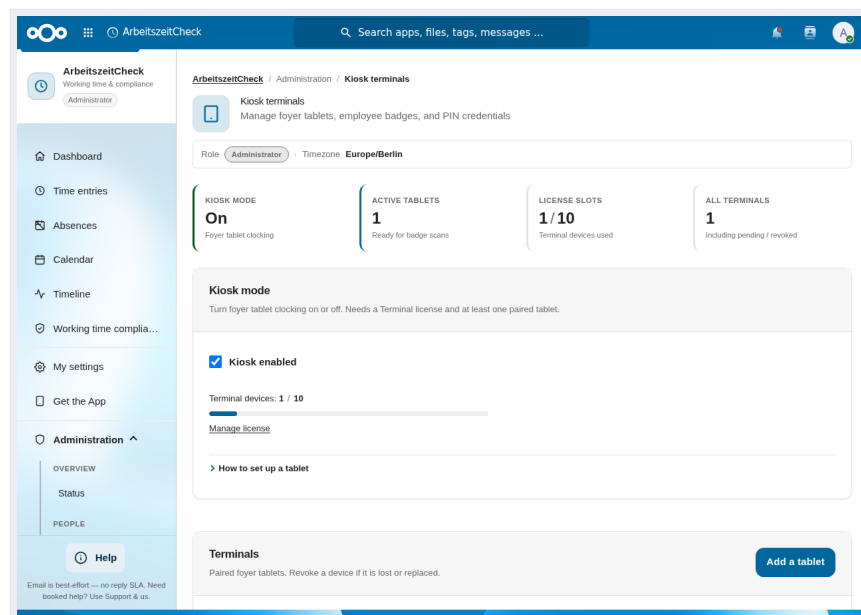
Field **Nextcloud instance ID**: provide when ordering so the key can be bound to this server. Format AZC2 plus signed payload; one key per organisation. **Save license**.

All seats taken: “All mobile seats are assigned. Remove a user or extend the license.”

Remove license opens confirmation: “Remove organisation license and revoke all mobile seats and kiosk terminals? This cannot be undone.” Then **Cancel** or again **Remove license**.

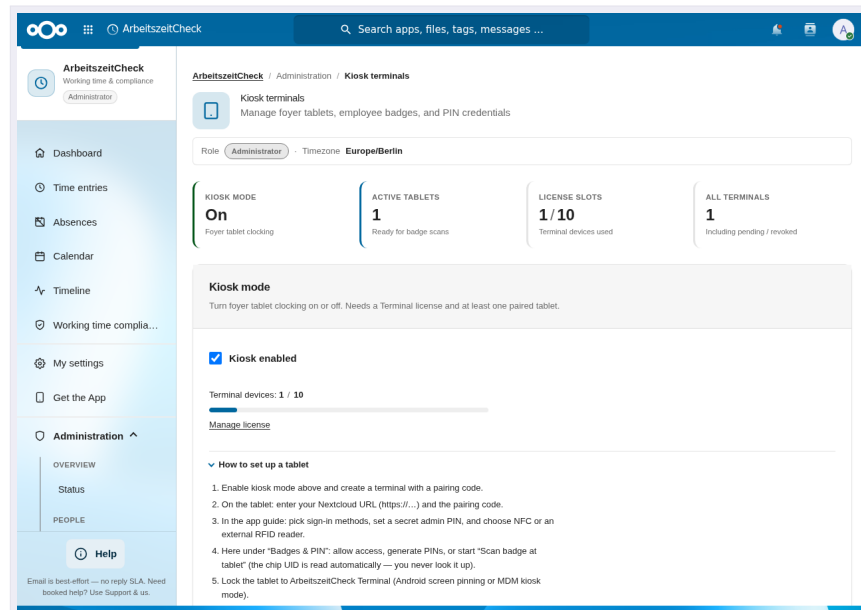


10.9 Kiosk terminal



The foyer app on the tablet is a separate companion product. In the web app you manage access and credentials.

Tiles of **Kiosk status overview: Kiosk mode (On/ Off, Foyer tablet clock-in), Active tablets, License slots, All terminals**. Expandable **How to set up a tablet**.



10.9.1 Kiosk mode

- **Kiosk enabled** — foyer clock-in on/off. Needs terminal licence and at least one paired tablet.
- Display **Terminal devices** used / limit, link **Manage license**.

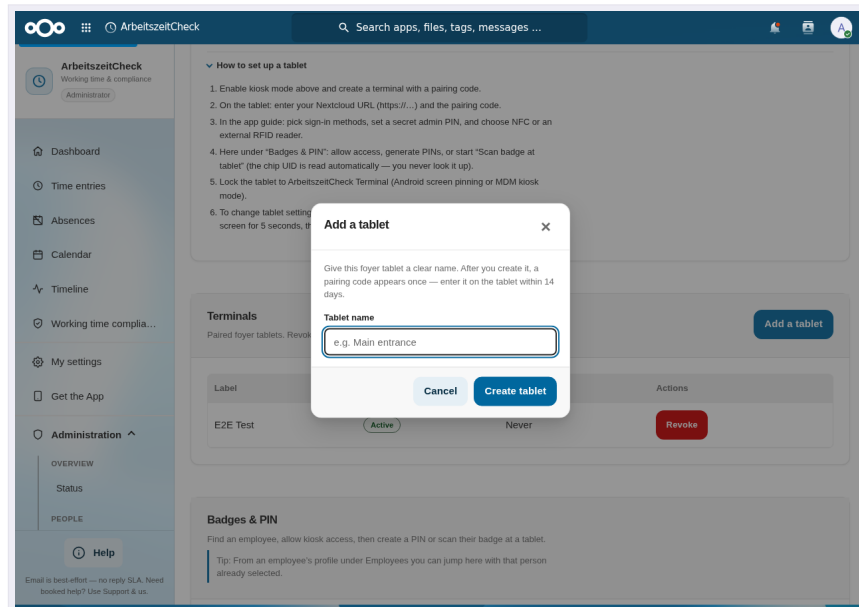
10.9.2 Set up tablet (in-app help)

1. Enable kiosk, **Add tablet**, note pairing code once (14 days).
2. On tablet: **Server URL** (<https://...>), **Pairing code**, optional **Label** (e.g. reception).
3. In tablet guide: login methods, secret admin PIN, NFC or external RFID reader.
4. Under **Credentials & PIN**: allow access, generate PIN or **Scan badge at tablet**.

5. Lock tablet to ArbeitszeitCheck Terminal (screen pinning or MDM).
6. Later tablet settings: hold large title on start screen 5 seconds, then admin PIN. There is no public setup button.

10.9.3 Terminals

1. **Add tablet.**
2. Dialog: **Tablet name** (e.g. main entrance) → **Create tablet.**
3. Pairing code appears **once** and is valid 14 days.
4. Status: **Active, Pairing pending, Revoked.**
5. If lost: **Revoked.**



Empty: *“No terminals yet. Click “Add tablet” to get a pairing code.”*

10.9.4 Credentials & PIN

Help **How to assign PIN or badge** explains PIN vs. RFID separately.

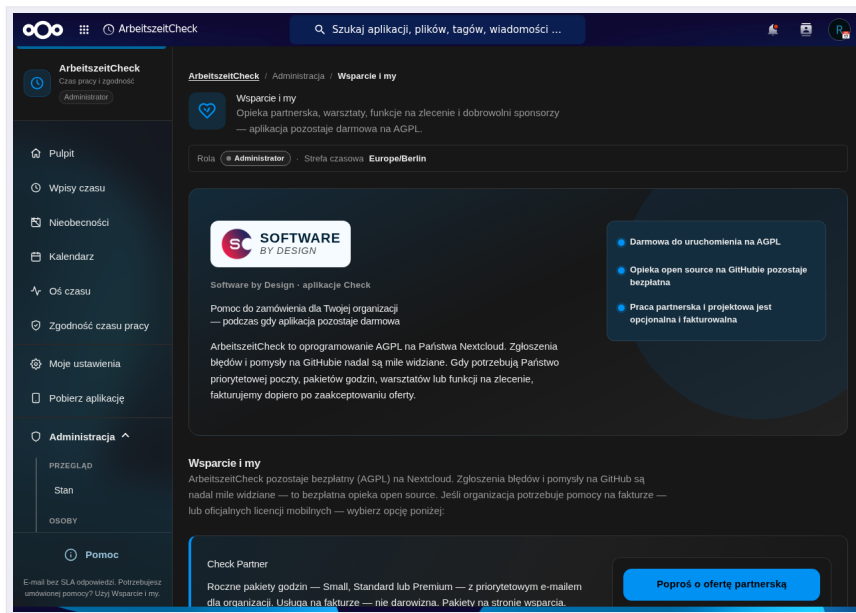
Three steps on the page:

1. **Search employees** — at least 2 letters, pick person from list.
2. Turn on **Allow kiosk access** (without this the tablet will not clock).
3. **Assign badge or PIN:**
 - **Generate PIN** — 6 digits, dialog **PIN generated** shown once; **Copy PIN**, optional **Share...** / **Send by e-mail**, then **Done**.
 - **Scan badge:** choose active tablet (**Tablet for this scan**), **Scan badge at tablet**. Without paired tablet: *“No active tablet yet. Create one under Terminals first ...”*. During scan: instruction to go to tablet, hold card flat; **Cancel scan** available.

Table **Already assigned**: person, credentials, kiosk allowed, actions (new PIN, remove credentials).

Printed card numbers are often not the NFC UID — always assign via scan. From the employee profile there is a jump here with person pre-selected.

10.10 Help & support



The web app stays AGPL-free. This page is not a time-tracking function area.

Heading **Bookable help for your organisation — while the app stays free. What stays free: Free to use under AGPL; Open-source maintenance on GitHub stays free;** partner work is optional and billable.

Card **Check Partner** — hour packages, priority e-mail; **Request partner offer; Open support page.**

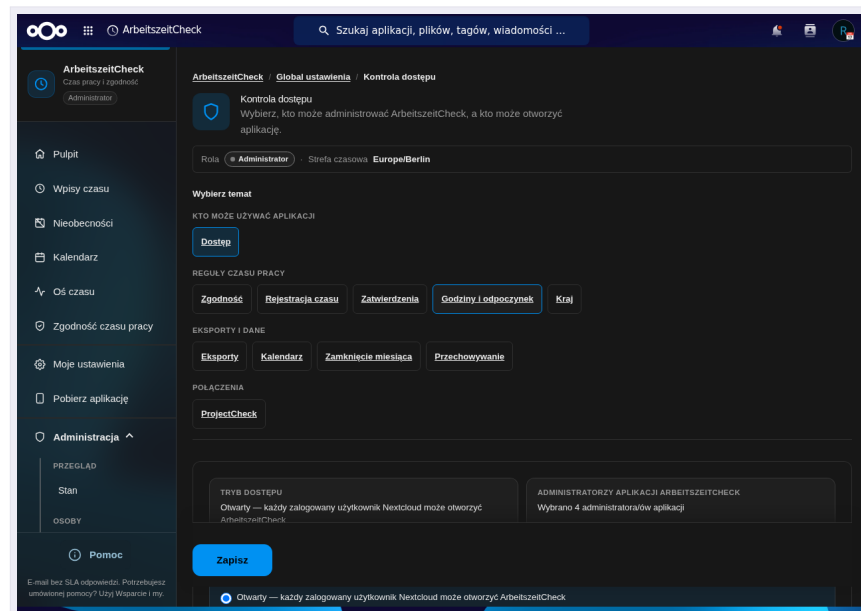
Further billable options: Setup & training; Commissioned feature; optional **Mobile & terminal** (jump to license page). There is no paywall in the app.

Global settings

Under **Administration** → **Global settings** you maintain organisation-wide rules. At the top **Choose topic** in groups:

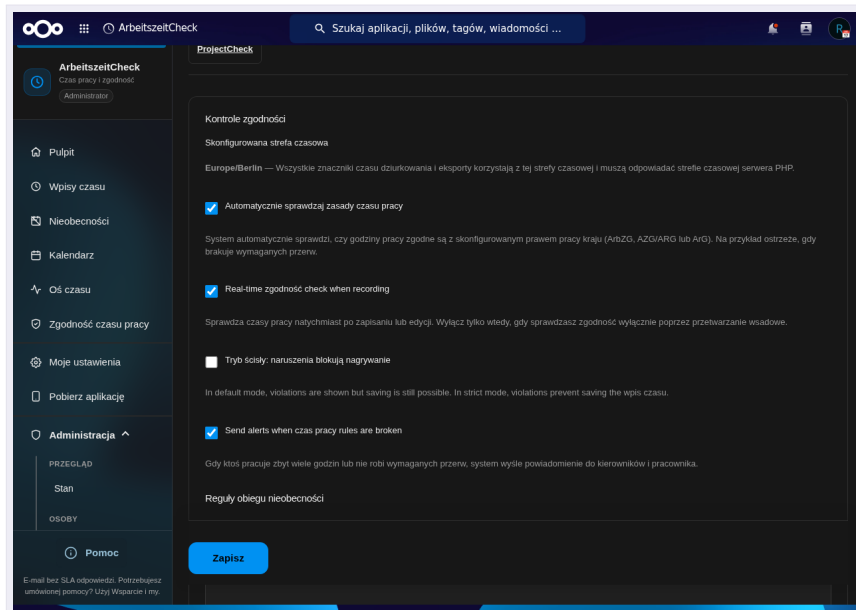
- **Who may use the app** — chip **Access**
- **Working time rules** — **Compliance**, **Time recording**, **Approvals**, **Hours & rest**, **Country**
- **Exports & data** — **Exports**, **Calendar**, **Month closure**, **Retention**
- **Connections** — **ProjectCheck**

11.1 Access (access)



Field	Default	Effect
App administrators	empty (NC admins only)	Search ArbeitszeitCheck app administrators ; empty = all Nextcloud admins. NC admins always keep admin rights. Notice: never type a raw user ID — search and tick. Changes apply immediately after save.
Access mode	Open — any signed-in Nextcloud user can open ArbeitszeitCheck	Alternative: Restricted — only allowed users and groups can open the app
Allowed groups / users	empty	Visible only in Restricted mode. Fail closed when list empty.

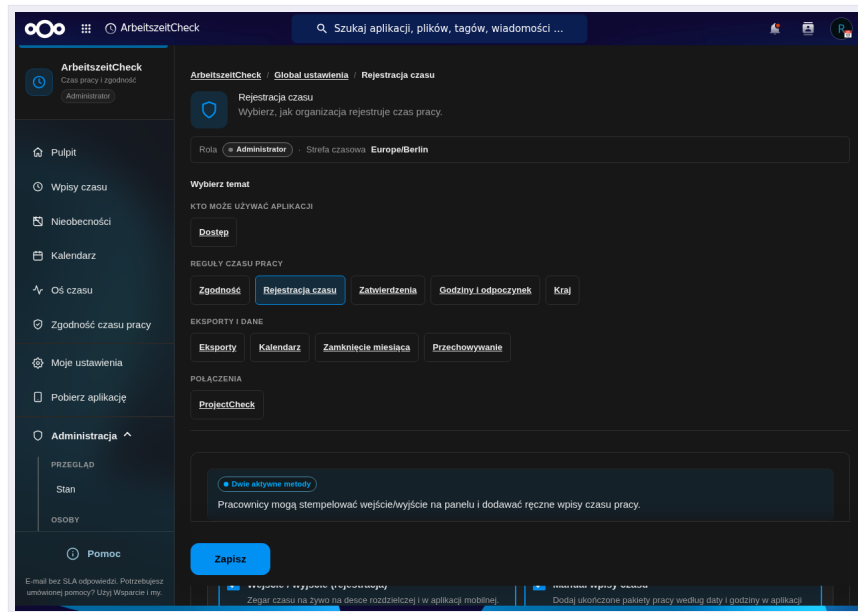
11.2 Compliance (compliance)



Field	Default	Effect
Configured time zone	Eu- rope/Berlin	All clock times and exports; should match PHP time zone
Check working time rules automatically	on	Background checks against country profile
Real-time check when recording	on	Check on save/edit
Strict mode: violations block saving	off	Otherwise warning, save still possible
Send warnings on rule violations	on	To employees and management
Substitute mandatory (types)	configurable	Per absence type; no selection = not mandatory
Automatic fallback for very long breaks	on	Open break clocked out after threshold
Auto clock-out after break (minutes)	180	15–720; recommended 120–240
Flex rest window start/end (hour)	11 / 16	For flex models no auto clock-out in day window; shift stays strict

This is technical checking against the chosen profile, not legal advice.

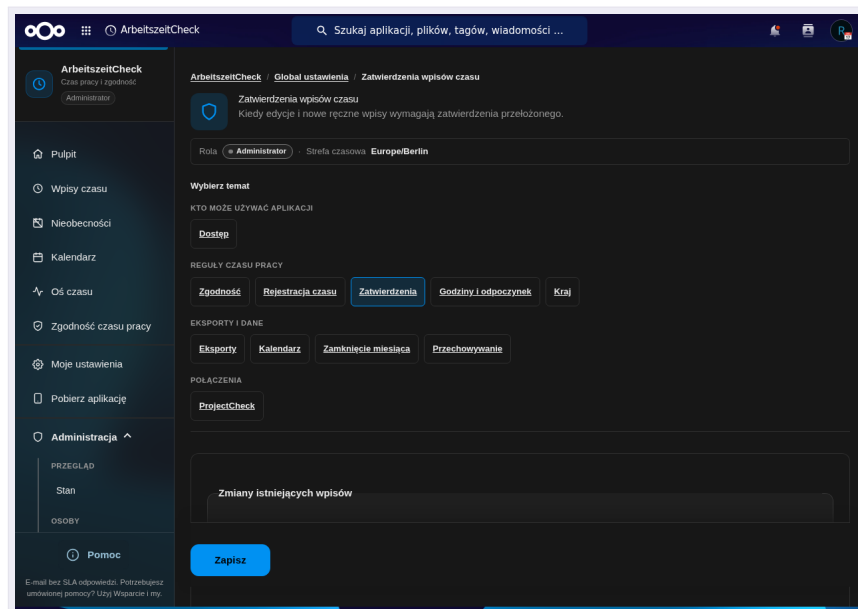
11.3 Time recording (time-recording)



- **Time clock active** — default *on*; disabling hides punch clock for everyone.
- **Manual time entries active** — default *on*; disabling allows clock-in only.
- At least one method must stay active.

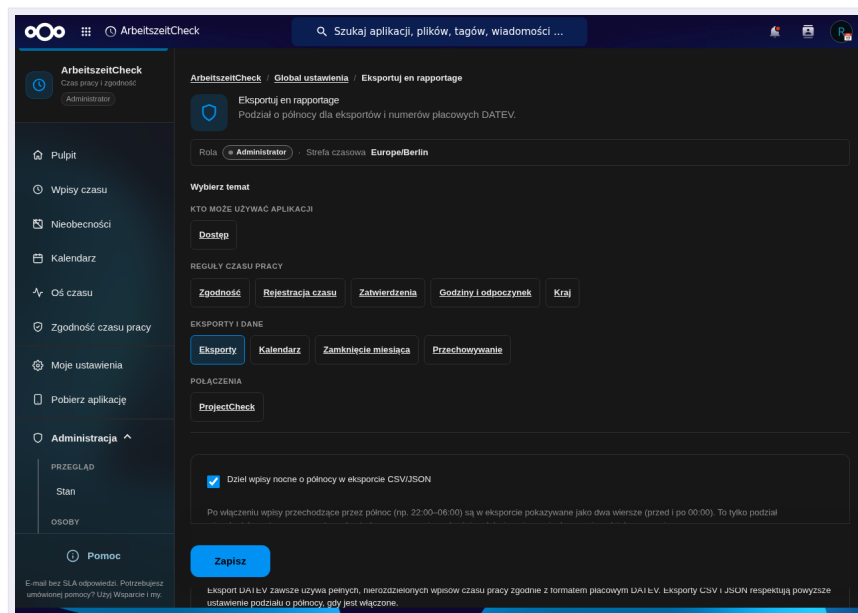
Per-employee override under **Employees** → detail → time recording.

11.4 Approvals (time-approvals)



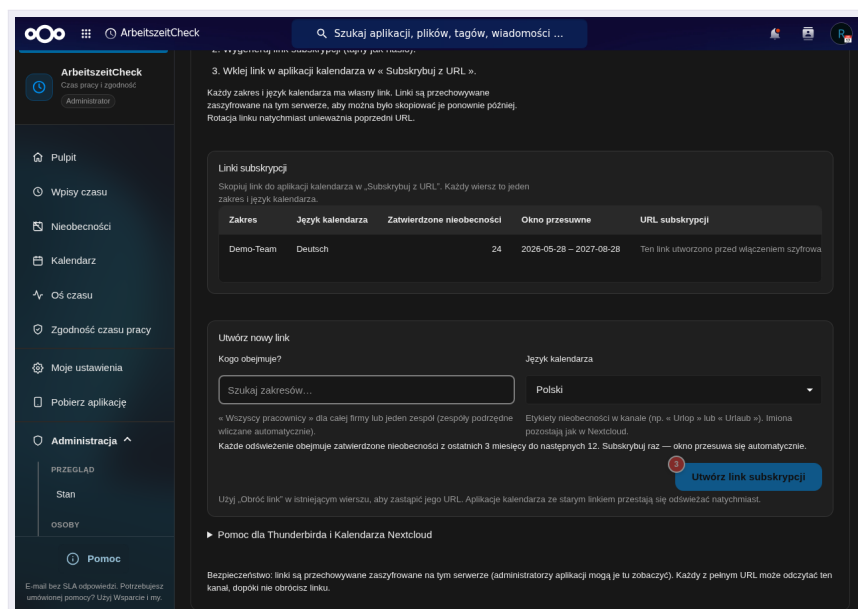
- **Changes to time entries require approval** — default *off*; enables correction workflow.
- **Manual time entries require approval** — default *off*; new manual bookings pending.

11.5 Exports (exports)



- **Split overnight entries at midnight in CSV/JSON export** — shifts past midnight appear as two rows (before/after 00:00). Export only; internal working time and compliance stay unsplit. DATEV always unsplit (payroll format).
- **DATEV organisation numbers** — only needed if you use DATEV; leave both empty otherwise. **Consultant number** (up to 7 digits), **Client number** (up to 5 digits), **Wage type normal hours** (default 1000), **Wage type overtime (reserved)** (default 2000; supplements under premium hours).

11.6 Calendar subscription



Chip title in topic bar: **Calendar**. Page heading: **Calendar subscription**. Introduction: “Share approved absences with Thunderbird, Nextcloud Calendar, or Outlook — one subscription link per scope and calendar language.”

11.6.1 How it works

1. Choose who is included and calendar language.
2. Generate a subscription link (secret like a password).
3. Paste the link in your calendar app under **Subscribe from URL**.

Notice: each scope and calendar language has its own link. Links are stored encrypted on the server so you can copy them again later. Replacing a link invalidates the previous URL immediately. The feed contains only *approved* absences and never free-text reasons. Sickness appears generically as absence.

Without app teams a notice appears that you can choose **All employees** — suitable for small organisations without departments.

11.6.2 Your subscription links

Table columns: **Scope**, **Calendar language**, **Approved absences**, **Rolling window**, **Subscription URL**, **Actions**.

- Empty: *“No subscription links yet — create one below.”*
- Per row: copy link and **Replace link** (rotates secret; old URL stops working immediately).
- Older links before encrypted storage: notice to replace link before it can be copied again.

11.6.3 Create new link

1. **Who is included?** — search via **All employees** or a team (sub-teams included automatically).
2. **Calendar language** — controls absence labels in the feed (e.g. “Urlaub” / “Vacation”); names stay as in Nextcloud.
3. **Create subscription link**. If a link already exists for the same combination: notice to use **Replace link** in the table.

Rolling window: each refresh covers approved absences from the last 3 months up to the next 12 months; the window moves automatically.

This page does not save via the general **Save** button on global settings — create and replace use their own actions.

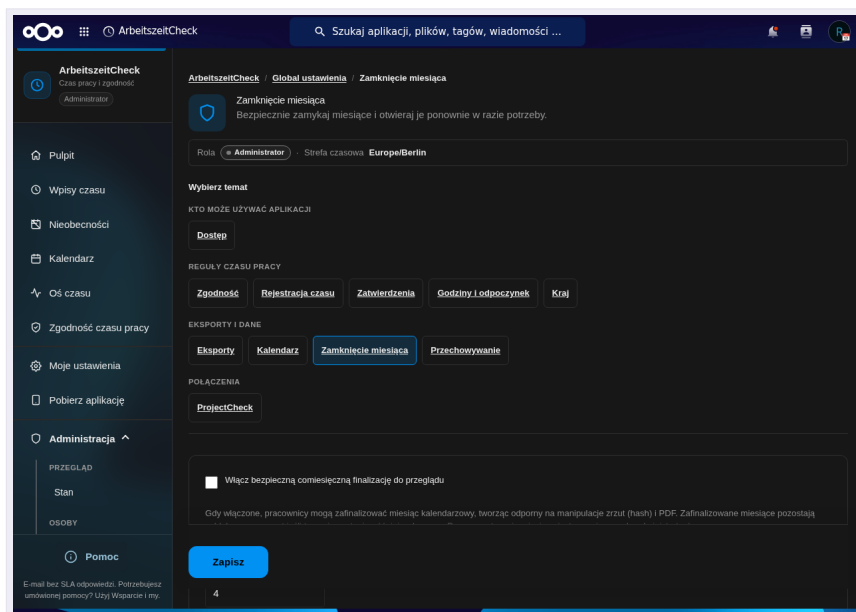
11.6.4 Nextcloud Calendar on this server

Optional notice with button **Allow calendar subscriptions in Nextcloud Calendar on this server**. Thunderbird and Outlook do not need this step. Help under **Help for Thunderbird & Nextcloud Calendar**:

- Nextcloud Calendar: left sidebar → + → **New subscription** — paste URL. Not **Add calendar account** (that is CalDAV).
- Thunderbird: Calendar → New calendar → On the network → webcal link. Delete old subscription before switching.

Security: anyone with the full URL can read the scoped feed until you replace the link.

11.7 Month closure (month-closure)



- **Enable audit-proof month closure** — default *off*. Once finalised, months stay locked even if you turn the feature off later.
- **Grace days after month end** — calendar days after month end for manual finalisation (0–90). Afterwards a daily job seals the month automatically (same snapshot logic). Pending approvals for time or absences block auto-finalisation. **0** disables auto-sealing. Value can be saved while month closure is still off — it applies once you enable the feature.

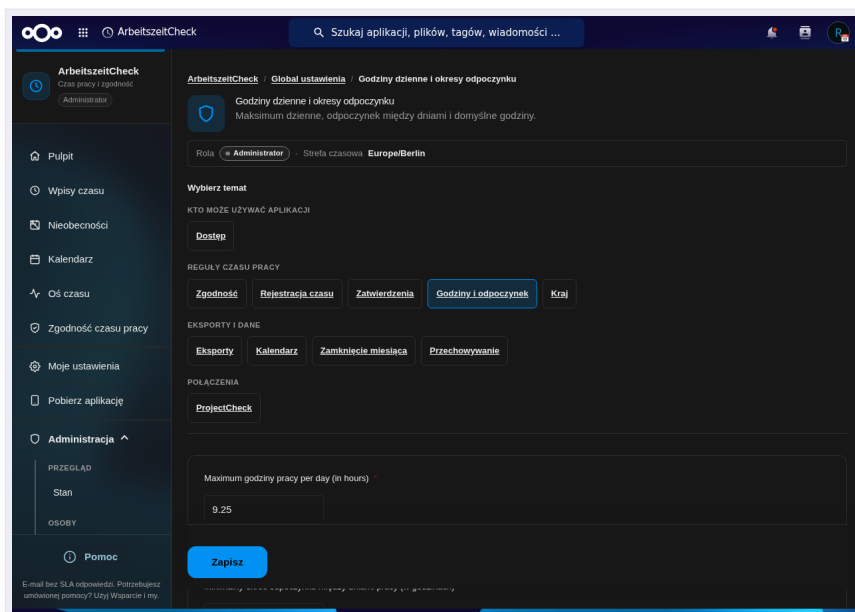
11.7.1 Reopen month (administration only)

1. Section **Reopen finalised month (admin)**.
2. Search person (at least 2 characters) — the affected person's Nextcloud account.
3. Choose month and enter **reason** (required; appears in audit log).
4. Confirmation: *“Reopen this finalised month? The person can edit time again until the month is finalised again.”*

Notice: *“The “Reopen month” button takes effect immediately and only performs this step. It is not part of “Save” on this page.”*

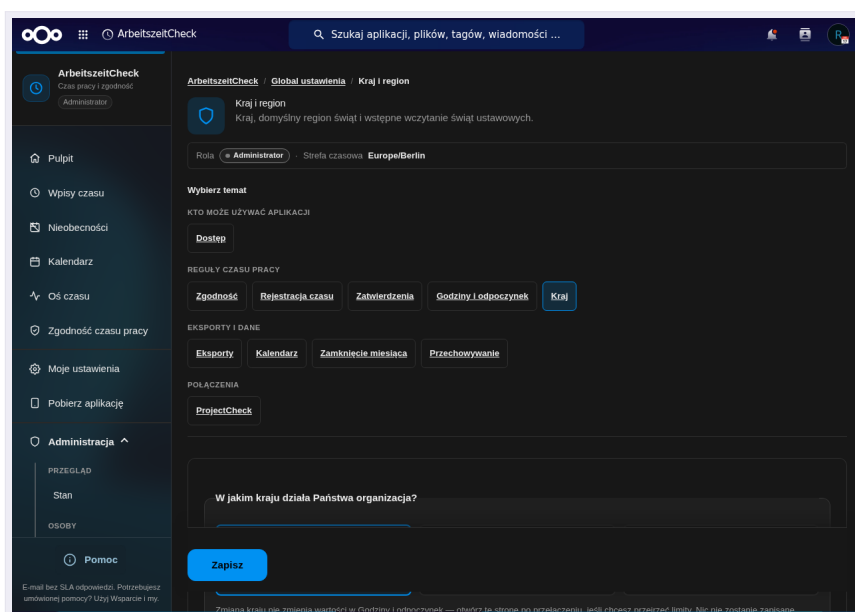
Old snapshot rows remain traceable in the database.

11.8 Daily hours & rest (hours)



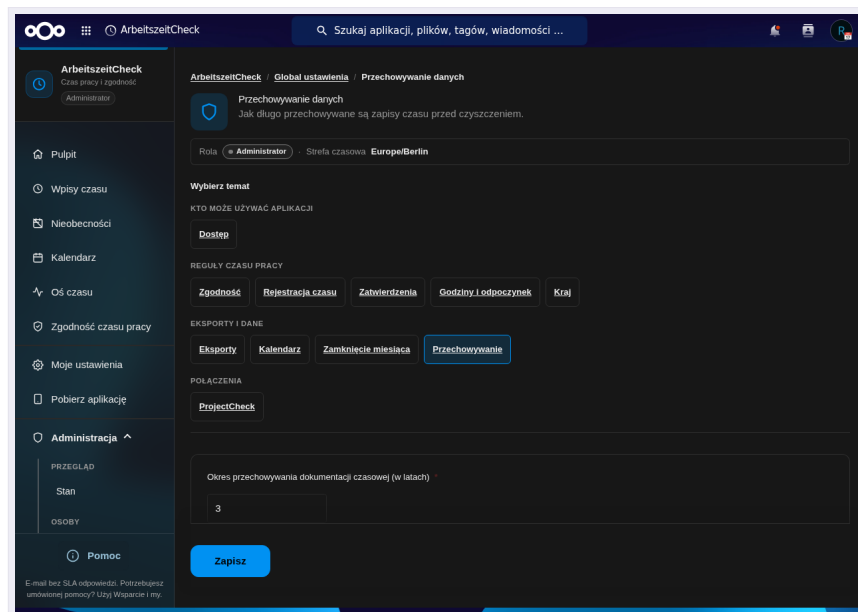
- **Maximum working hours per day (in hours)** — suggestion from country profile (DE up to 10, AT up to 12, CH up to 10). A manually set value is not overwritten on country change.
- **Minimum rest between working days** — typically 11 hours (ArbZG/AZG/ArG).
- **Default working hours per day** — typically 8 hours (leave conversion and new people without own model); decimals allowed (e.g. 7.74).

11.9 Country & region (regional)



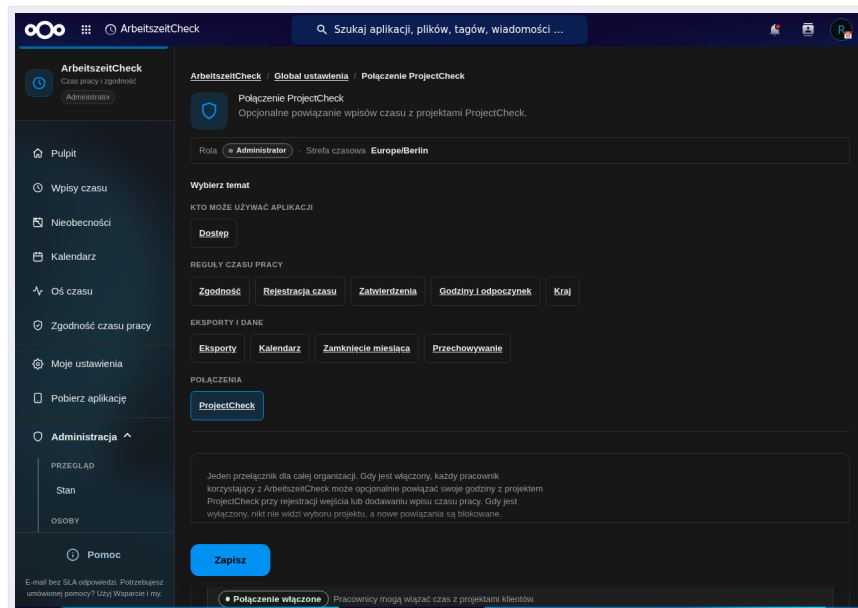
Cards: **In which country does your organisation work?** — **Germany** (ArbZG), **Austria** (AZG/ARG), **Switzerland** (ArG). Then **Default region for holidays**, optional reload of statutory holidays, for CH absolute weekly maximum (45/50 h). On long pages: **Quick navigation** / **On this page**.

11.10 Retention (retention)



Field **Retention period for time records (in years)**: 1–10, default 2. Help: typically at least 2 years; afterwards a background job cleans old records.

11.11 ProjectCheck (projectcheck)

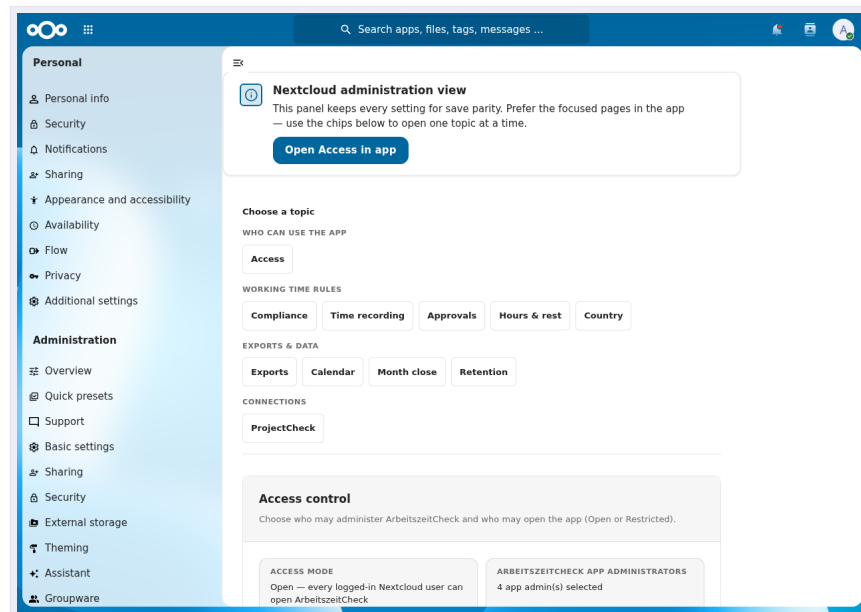


Chip title **ProjectCheck link**. One switch for the whole organisation (default *off*). On: optional project when clocking in/manual entry. Off: employees see **ProjectCheck link is off**. App missing: **ProjectCheck app required** with **Open apps**. If ProjectCheck is group-restricted: notice that only authorised people see the picker. After upgrade existing links stay; when editing old entries: existing links visible, no other project selectable.

11.12 Nextcloud administration (mega form)

Under Nextcloud **Administration** → **ArbeitszeitCheck** the same fields appear on one long page (**View in Nextcloud administration**): *“This panel holds all settings for storage parity. Use the*

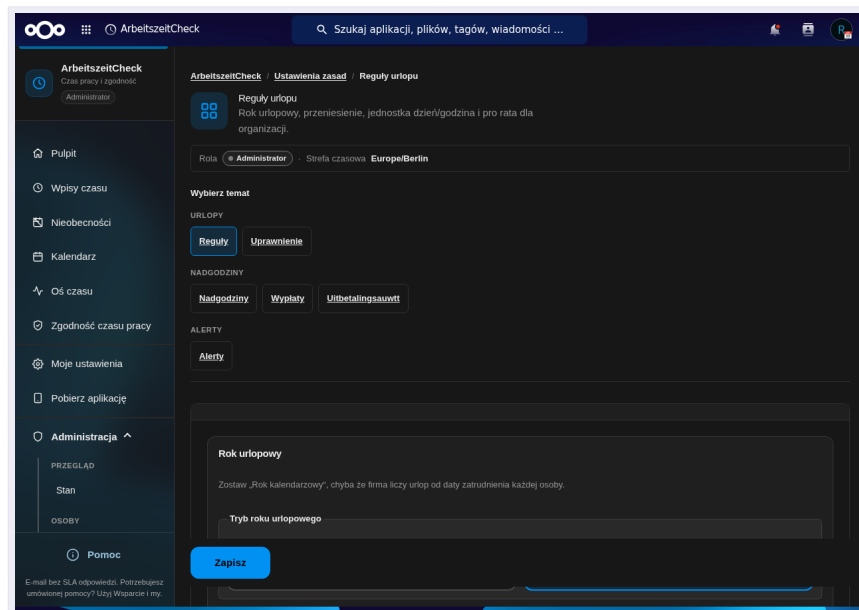
focused pages in the app — open a topic per chip below.” Button **Open access in the app**. Saving in either place writes the same keys — never use a shortened form.



Policy settings

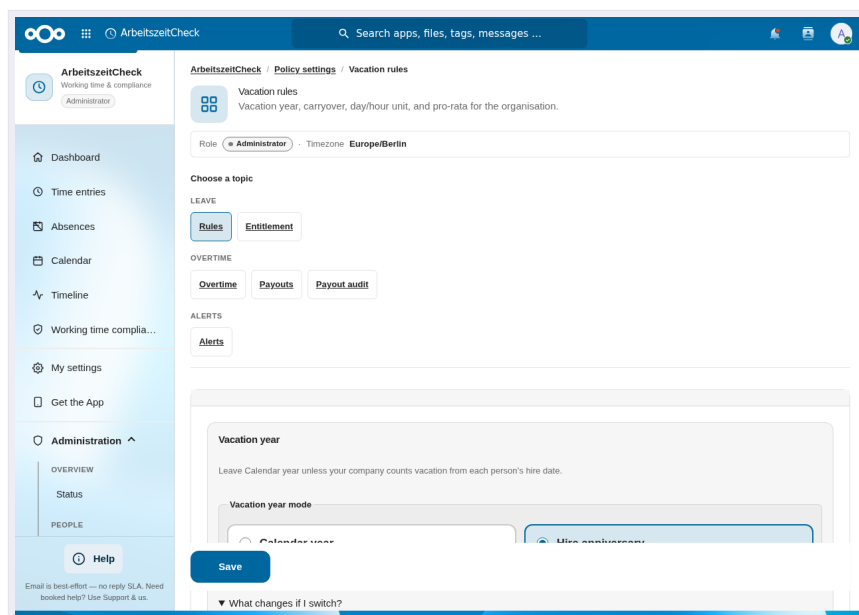
Under **Administration** → **Policy settings** leave, overtime, payouts, and notifications are grouped. Chip groups: **Absence** (leave rules, leave entitlement), **Overtime** (overtime & supplements, payouts, audit), **Alerts** (notifications).

12.1 Leave rules

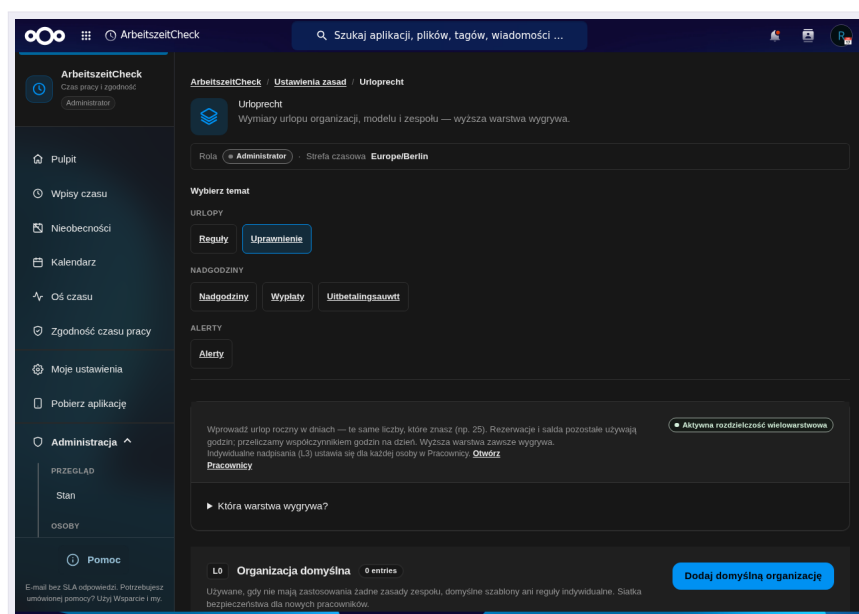


Field	Default	Effect
Leave year mode	Calendar year	Alternative: employment start date
Carry-over expires	31.03.	Month/day configurable
Max. carry-over	no limit	Cap in days/hours
Automatic carry-over	on	Background job at year change
Carry unused annual leave	off	Tariff-specific
Leave unit	days	Alternative hours; Hours per day (for conversion) (default 8.0). Tip 38.5-h week: use 7.7 . Change applies only after Apply unit change (confirmation that employee apps show hours correctly).
Pro-rata calculation	Full months (twelfths ...)	Alternative Exact days (BUrlG § 5 hint in help)

Cards **Leave year**: **Calendar year** (1 Jan–31 Dec) or **Employment anniversary** (**From employment start**). **What changes when switching?** explains: anniversary mode needs start date on profile; carry-over switches to “months after anniversary”; automatic carry-over still runs on personal cut-off. Save recalculates open balances. Missing start dates: warning and mandatory confirmation that these people receive no leave until a start date is set.



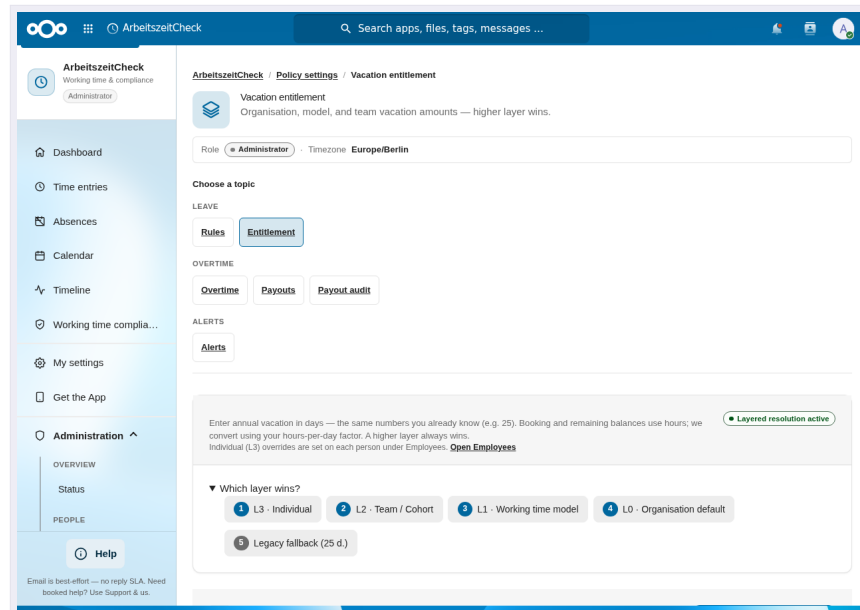
12.2 Leave entitlement (layers L0–L2)



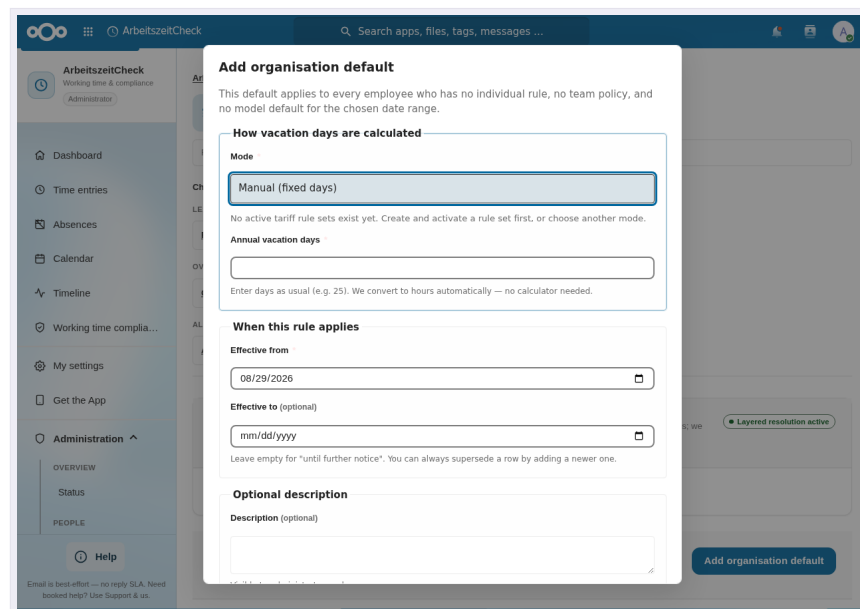
Badge **Multi-layer resolution active** or **Layered resolution disabled** (then only individual L3 rules and legacy fallback). Introduction: higher layer always wins. In hours mode you still enter leave in days (e.g. 25); the app converts with hours/day factor. **Individual (L3) overrides** are under **Employees**; link **Open employees**.

Which layer wins? (expandable), order:

1. **L3 • Individual**
2. **L2 • Team / cohort**
3. **L1 • Working time model**
4. **L0 • Organisation default**
5. **Legacy fallback (25 d.)**

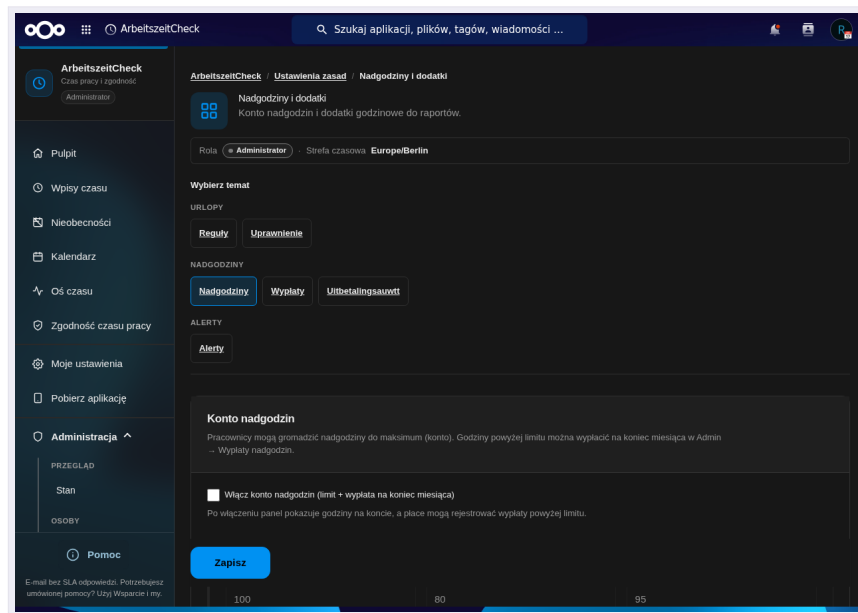


- **L0 organisation** — fallback when no team/model/individual rule applies (safety net for new people, otherwise 25 days). **Add organisation default** opens dialog (new rule or replace previous). History: **Valid from, Mode, Days, Tariff rule set, Description**.
- **L1 working time model** — different entitlement per model.
- **L2 team** — team-specific rule. Dialog field **Tie-break when teams overlap: Priority** (small integers, e.g. 0–100). Introduction: if a person belongs to several teams, deepest team wins; on tie higher priority, then smallest team ID.
- Simulator shows impact on selected people before save; optional **What-if (optional)** with **Hypothetical team membership**.
- **Show full history** lists past validity periods.



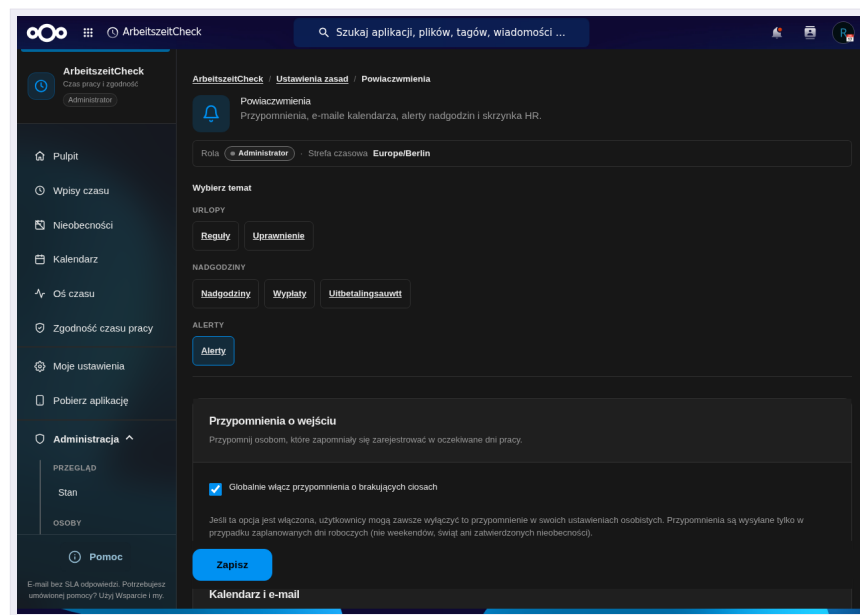
In dialog: title and intro per layer, form fields, impact notice (**Save** / **Cancel**). Native `<dialog>` box; Esc closes.

12.3 Overtime & supplements



- **Enable overtime account (cap + month-end payout)** — default off; stores salaried hours. Help: dashboard shows account, payroll records payouts above cap.
- **Maximum overtime on account (hours)** (default 100), yellow/red fill levels in percent (80 / 95).
- After payout: **Notify employees in the app when a payout is recorded; Notify employees by e-mail ...**; link **Open payouts**.
- **Block month finalisation until overtime payout is recorded** — employees cannot close month while payout pending.
- **Enable premium hours** — default off; *not* pay and does not change balance. Modes **Simple** / **From template** / **Custom**; templates **AT tariff/KV example** and **DE tariff example (non-binding)**. Table On / category / percent (overtime above daily target, Sunday, Saturday, night). **More options: Night window** start/end, **When rules overlap**, **Holidays** like Sunday or ignore, DATEV wage types.

12.4 Notifications



12.4.1 Clock-in reminders

Missing clock-ins — default on.

12.4.2 Calendar e-mail (iCal)

For approved absences: to employees (on), substitute (off), manager (off). Best-effort delivery. Privacy: iCal for substitute/manager intentionally omits private absence reasons.

12.4.3 Substitute e-mails

Request, acceptance, rejection — each default on.

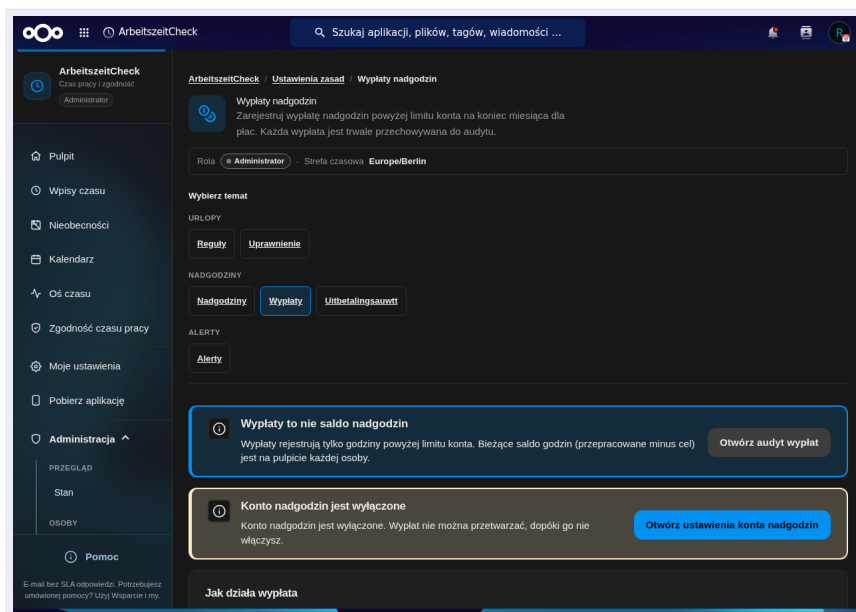
12.4.4 Overtime traffic light

Default off; over/under thresholds yellow/red (default ± 5 / ± 15 h). Optional recipient e-mails (comma-separated) and matrix overtime/undertime times yellow/red.

12.4.5 HR office matrix

Default off; per event (request created, approved, ...) and absence type configurable.

12.5 Overtime payouts

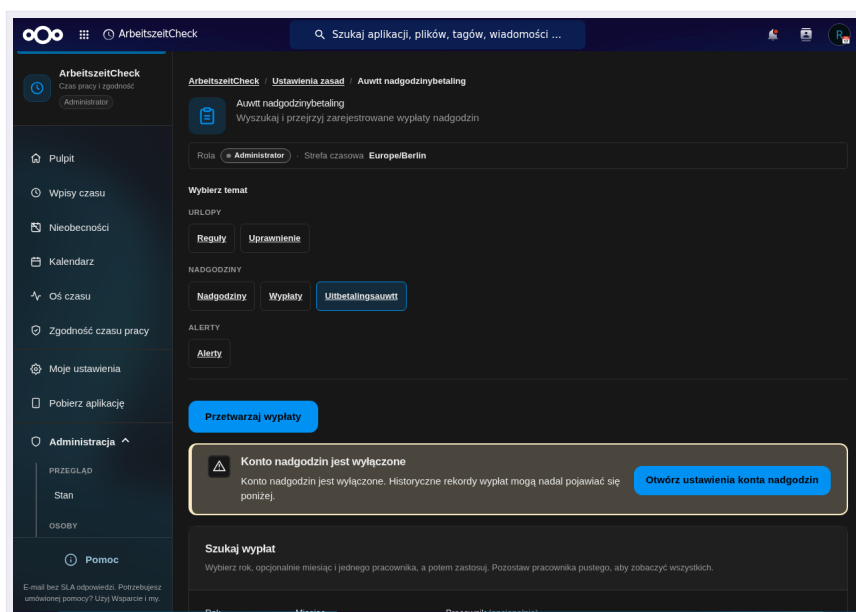


Card **How payout works**: (1) choose closed calendar month, (2) review people with hours above account cap, (3) confirm payout — person is notified, record cannot be deleted. Notice **Payouts are not the overtime balance** with link **Open payout audit**.

If account is off: **Overtime account is disabled** with **Open overtime account settings**.

Month: **Year / Month, Load list**. Notice when account active: **Account cap: ...hours. Payout only after month end**. Table: eligible (h) / paid out (h). Then individually or **Pay all pending. Export CSV for payroll**. Empty: *“Choose a month and click Load list.”*

12.6 Payout audit



Traceability of past payouts; month closure PDF for audit.

Errors, FAQ, and glossary

13.1 Error handling

Texts come from the English UI. Placeholders such as hour values are filled at runtime by the app.

13.1.1 Access and session

App missing from menu **Restricted** mode without entry on allow list.

Access denied *“You do not have access to ArbeitszeitCheck. Your account is not among the users or groups allowed to use this app.”* Fallback: *“You may not use ArbeitszeitCheck at the moment.”*

403 Session expired: sign in again. Or missing role (e.g. **Reports** for managers/admins only).

Database update required Administration: update apps or occ upgrade.

13.1.2 Time recording

Cannot clock in: maximum daily working time ...already reached. Profile daily limit.

Insufficient rest time / [The minimum rest period between shifts has not elapsed yet.] Profile rest window (typically 11 hours).

Cannot resume: maximum daily working time would be exceeded. Ending break would exceed limit.

Clock in failed / [Clock out failed] / [End break failed] Network or server.

This time entry cannot be edited. Only entries from the last 2 weeks ... 14-day window.

Please use “Request correction” for approved entries. Approval workflow.

Withdraw pending correction? Original times remain.

Withdraw the pending correction first with “Withdraw” ... Do not delete while correction open.

Automatic time entries cannot be edited/deleted. Clock entries handled differently.

Time entry cannot be deleted Month finalised or missing permission.

This time entry overlaps existing entries: ... Period overlaps another entry.

This correction overlaps existing time entries.

Manual time entries are disabled for you. Organisation or personal override.

Clock in/out is turned off for you. Time clock off organisation-wide or per person.

Working time model missing / [No working time model assigned] Administration must assign a model (hour leave otherwise rough only).

13.1.3 Absences and substitute

Absence request could not be submitted. Required fields, type, substitute, entitlement.

This period overlaps an existing absence.

Invalid absence type

This organisation books leave in hours. ... Hours mode: use hours field or quick pick.

Substitution request could not be approved/rejected.

Absence could not be approved.

13.1.4 Manager and teams

Error loading pending approvals

Time entry correction could not be approved.

Correction failed. / [Correction dialog could not be opened.]

Stored times for this entry could not be loaded. ... Reload page.

Manager could not be added / [Member could not be added]

Team could not be created/deleted

A team with sub-teams cannot be deleted. ...

13.1.5 Models, tariff, leave

The default working time model cannot be deleted. ...

Working time model cannot be deleted: ...users are assigned to this model.

Working time model could not be copied

Tariff rule set could not be activated/created/deleted

Leave policy could not be assigned

13.1.6 Export, audit, DATEV

DATEV status could not be loaded. Refresh the page or check your permissions.

Set consultant and client numbers ... DATEV download needs numbers under Exports.

...DATEV personnel number missing Organisation download skips people without number.

Audit logs could not be exported.

Select at least one type to show in the timeline.

13.1.7 Mobile app

Mobile access not enabled No assigned seat.

Server not licensed Organisation licence missing or not verifiable.

App update required Store update, then **Check again**.

You are offline. ... Check network; clock-in needs connection.

13.1.8 Terminal (foyer)

Pairing code is invalid or expired. Generate new code in web app (14 days).

Kiosk mode is disabled. Switch **Kiosk enabled**.

Terminal access was revoked. Create tablet anew.

Badge not recognised. Hold flat or assign in administration.

This employee may not use the kiosk. Allow kiosk access.

PIN is wrong. / [PIN temporarily locked.]

Month is closed. Contact administration.

13.2 Notifications the app sends

Topic	Recipients
Compliance violation	Employee
Substitution request	named substitute
Substitute accepted/rejected	requester
Absence approved/rejected	requester

Topic	Recipients
Clock-out / break reminder	Employee
Missing time entry	Employee
Overtime warning / traffic light	Employee
Overtime payout	Employee
Correction requested	responsible manager
Correction approved/rejected	Employee

Additionally e-mails: HR matrix, iCal for approved absences, substitute mails, payout mail — each per admin switches.

13.3 Frequently asked questions

How long can I change times myself? 14 days, if not finalised or approved; otherwise **Request correction**.

Who sees my times? You, your team manager, app admins organisation-wide.

Must I name a substitute? Only for types marked mandatory under compliance.

What do compliance violations mean? Technical check against country profile — not legal advice.

Can I use the mobile app? With organisation licence and assigned seat; links under **Get the app**.

How do I use the foyer tablet? Terminal UI belongs to the companion app. Web app only for management (Chapter 10). On tablet: URL + pairing code; later hold title 5 seconds.

What happens at month closure? Snapshot, hash, PDF; changes locked until admin reopening.

How do I export GDPR data? **My settings** → **Data and privacy** → **Export my data**.

Why are clock buttons missing? **Clock in/out is turned off for you** — administration disabled time clock; possibly book manually under **Time entries**.

Why do I not see the manager area? No app team lead assignment or app teams off (menu item **Manager**).

How do I subscribe team absences in Outlook? Administration: **Global settings** → chip **Calendar** — generate subscription link and paste in Outlook under add calendar from internet / subscribe from URL (Chapter 11.6).

13.4 Glossary

Working time model Target hours and weekly schedule.

App team Team managed in ArbeitszeitCheck.

Compliance Technical check against configured profile (chip in global settings: **Compliance**).

Calendar subscription Privacy-safe iCal feed of approved absences for Outlook, Thunderbird, or Nextcloud Calendar.

Kiosk / terminal Foyer tablet for clock-in via PIN or badge (menu: **Kiosk terminal**).

Correction Approval-required change.

Month closure Audit-proof finalisation of a calendar month.

Pairing code One-time code to pair a tablet (14 days).

Revision PDF Printout of closed month incl. checksum.

Time clock **Clock in** / **Clock out** on the dashboard.

Manager UI role for team approvals (German UI: **Verwalter**).

Substitute Person who confirms absence before manager approval.

Overtime account Balance above target hours (optional).

Timeline Chronological event list.

Accessibility and keyboard use

ArbeitszeitCheck aims for WCAG 2.1 AA operability in the web UI.

14.1 Skip links

At page top: **Skip to app navigation**. Screen reader help: *“Help: use these skip links to jump directly to main content or app navigation.”* On access denied page: **Skip to main content**.

14.2 Keyboard navigation

In the sidebar:

- Arrow *up* / *down* — move between entries
- Home / End — first/last element
- Enter — activate link
- Submenus (**Administration**, **Manager**): expand with Enter/space

14.3 Forms

- Time entry form: Esc leaves focus; arrow keys in select fields.
- Dialogs: focus trap; Esc closes.
- Reports: arrow keys between report types (radio group).
- Calendar/timeline: Enter/space on day tiles.

14.4 Mobile keyboard

Script *keep-focused-visible* keeps focused fields visible above the on-screen keyboard.

14.5 No global productivity shortcuts

There are no app-wide shortcuts such as “Ctrl+S save” — saving uses visible buttons.

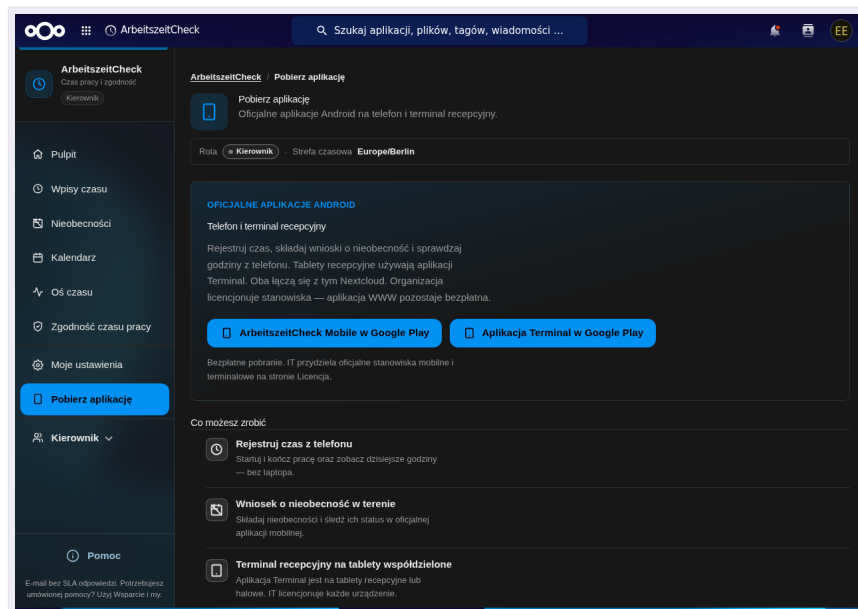
Companion apps: mobile and terminal

The web app stays free. Optionally your organisation connects two Android apps to the same Nextcloud. Administration assigns seats under **License**.

This description follows the screens and English texts of the official apps. Live emulator photos are not planned in this environment (see section at chapter end).

15.1 Where to find the apps

Open **Get the app** in the web app.



There you find:

- Eyebrow **Official Android apps**, title **Phone and foyer terminal**
- **ArbeitszeitCheck Mobile on Google Play**
- **Terminal app on Google Play**

Notice: *“Free to download. Your IT assigns official mobile and terminal seats on the license page.”*

15.1.1 What you can do

- **Clock in from your phone** — start/stop work and see today's hours without a laptop.
- **Request absence on the go**
- **Foyer terminal for shared tablets** — IT licenses each device.
- **Sign in securely** — login flow, no stored main password.

Optionally below: **Product page**, **Privacy for the mobile app**, **Privacy for the terminal app** (each new tab).

Sign-in in both apps uses the Nextcloud login flow: the main password is **not** stored in the app, only an app password.

15.2 ArbeitszeitCheck Mobile (phone)

15.2.1 Sign-in (Connect)

1. Open app. Card **Connect**.
2. Enter **Server address** (same HTTPS address as in browser). Placeholder `https://cloud.example.com`.
3. Optional **Test connection** — messages: **Server reachable**, **Server not reachable**, **Server check timed out**.
4. **Continue with Nextcloud** — opens official Nextcloud sign-in in browser.

Privacy notice in app: *“Nextcloud opens in the browser. The app stores only an app password — never your main password.”*

Unencrypted `http://` is only for certain local test addresses.

15.2.2 License and access gate

Before tabs a lock screen may appear:

Mobile access not enabled No mobile seat. Web time tracking in browser may still work.

Server not licensed No valid organisation licence or check failed. IT: **Administration** → **License**, paste AZC2 key, assign seats.

App and server do not match App build and server check key do not match.

App update required Companion API on server is newer than app. Store update, then **Check again**.

Seat quota exhausted More seats assigned than licensed.

15.2.3 App locked

If **Face ID / fingerprint to open** or **Lock when leaving app** is active: screen **App locked** with **Unlock** (Face ID / fingerprint / biometrics).

15.2.4 Tabs after sign-in

Tab	Function
Home	Title My time : status, time clock, today's hours, shift, optional project
Time	List of time entries; detail; correction; manual entry if allowed
Absence	Requests; New request
Team	Manager rights only: Open approvals , Team today
Settings	Account, break display, push, lock, language, appearance, privacy, info

Offline banner: **No internet connection / Nextcloud server not reachable**. Clock-in needs connection.

15.2.5 Home (time clock)

Buttons: **Clock in**, **Start break**, **End break / Resume work**, **Clock out**, optionally **Complete session**. Optional **Project** or **No project**.

If ProjectCheck is installed but link off: **Project selection not available**.

Typical blocks:

- **Daily maximum reached** — *“You have already worked ...h today. Clock-in is blocked until the next calendar day.”*

- “The prescribed rest period after your last work session is still running.”
- “Clock in/out is disabled for your account.”
- “Manual time entries are disabled for your account.”
- “You are offline. Connect to the internet and try again.”

15.2.6 Time and correction

Empty list: “No time entries in this period.” or **Go to Home and clock in.**

Correction: current vs. desired times, reason at least 10 characters, **Send request.** Without start time: “This time entry has no start time and cannot be corrected.”

Manual entry: day, start, end, breaks. Break rules per DE/AT/CH as shown in app. If manual entries off: **Manual entries are disabled.**

15.2.7 Absence

Types incl. **Vacation, Sickness, Personal reasons, Parental leave, Special leave, Unpaid leave, Home office, Business trip.**

New request: period, optional substitute, optional reason, in hours mode quick picks (**4 hours, Half day, 1 full day, Entire period**).

Status: **Pending, Substitute pending, Substitute rejected, Approved, Rejected, Cancelled.**

Cancel: “Really cancel this request? This cannot be undone.” — **Keep** or confirm.

Return early changes end date (last attendance day).

15.2.8 Team (manager)

Open approvals for **Absence** and **Time correction**; **Review request** with optional comment; **Approve / Reject.** **Team today** shows who is working now.

15.2.9 Settings (mobile)

Account Signed in as, server, **Mobile license, Test server connection**

Working time Automatic breaks — display only; change in Nextcloud (personal settings / web)

Notifications Push reminders — from your server; Nextcloud *Notifications* app must be installed

Security Face ID / fingerprint to open; Lock when leaving app; Lock after: immediately / 30 seconds / 2 minutes / 5 minutes

Language Device language or fixed (incl. German, English, Français, Español, ...)

Appearance System / light / dark / high contrast

Privacy Privacy policy, **Export my data, Request data deletion** (sends request to server, does not silently delete everything locally), **About us**

No third-party analytics or tracking. Data stays on your Nextcloud server. **Sign out** at bottom.

15.3 Terminal app (foyer tablet)

The tablet UI belongs to companion app *ArbeitszeitCheck Terminal*. You manage devices and credentials in the web app (Chapter 10).

15.3.1 IT: initial pairing

Screen **Set up terminal / Foyer time tracking:**

1. In Nextcloud: enable kiosk, **Add tablet**, note pairing code once (14 days).
2. On tablet: **Server URL** (<https://...>), **Pairing code**, optional **Label** (e.g. reception).

3. Connect.

Error: *“Connection failed. Check server URL and pairing code.”* After connection without valid licence: *“Connected, but licence check failed. Ask IT for a new pairing code.”*

15.3.2 IT: setup wizard

Order per app (**Welcome**):

1. **Sign-in methods** — at least one: **Badge / card** and/or **Name and PIN**.
2. **Card reader** — Android: **Built-in NFC only**, **External USB/RFID reader only**, or both. USB-CCID (Cryptnox, ACS, OmniKey) via USB-OTG; keyboard wedge sends UID + Enter. iPad: external keyboard wedge only (USB-C or Bluetooth HID). iPad has no built-in NFC and does not support CCID readers.
3. Optional test reader: hold real card (not another phone).
4. **Admin PIN** — exactly 6 digits, confirm. Needed to reopen setup later. Do not share with employees.
5. **Tablet lock** — Android: **Lock tablet to this app** (kiosk/pinning). iPad: Guided Access (Settings → Accessibility). Alternative: MDM.
6. Checklist (kiosk on, badges/PIN in Nextcloud, licence, lock, remember admin access).
7. **Start terminal**.

Change settings later: hold large heading on start screen **5 seconds**, then admin PIN. No public setup button. Wrong PIN: attempts counted; after too many failures wait period.

15.3.3 Employees at tablet

Start depends on chosen methods:

- Badge only: **Please hold badge / Hold your card on the large field**. NFC: card on field; external reader: card on USB/RFID reader, not on screen.
- PIN only: **Sign in with PIN** — search name, tap, 6 digits.
- Both: **How would you like to sign in? — Badge or PIN**.

After identification: **Hello, ... / What would you like to do?** Only actions matching status: clock in, break, clock out. **Extend once** extends short session; **Done** returns to start.

Success messages: **Clocked in**, **Clocked out**, **Break started**, **Break ended**.

Badge assignment (only when IT started **Scan badge at tablet** in Nextcloud): **Assign badge** — hold new card.

15.3.4 Typical terminal messages

No connection Server unreachable; clock-in paused.

Kiosk mode is disabled IT must enable kiosk under ArbeitszeitCheck → Kiosk.

Terminal licence required / All terminal licence slots are taken

Clock-in is not enabled for this person Time recording method “clock in/out” missing.

This employee may not use the kiosk Allow kiosk access missing.

Badge not recognised Hold card flat 1–2 seconds or assign.

This badge is already assigned to another person

PIN is wrong / PIN temporarily locked]

Month is closed

Maximum daily working time reached

Minimum rest between two shifts has not elapsed yet

NFC is turned off / not available — USB reader or enable NFC on Android.

Terminal access was revoked Create tablet anew in web app.

15.4 What this manual does not show as photos

- Individual pixels of Android apps (no emulator run in this environment).
- iOS: documented store links refer to Android.

The *functions* and wording of companion apps above are evidenced from app texts and web help.

About Software by Design

Software by Design builds Nextcloud apps for organisations that want to host their own data — from time tracking and projects to inventory, fleet management and customer relations. Every app runs entirely on your Nextcloud instance; the web interfaces are free (AGPL).

Company

- **Website:** <https://nextcloud.software-by-design.de/>
- **Partner & quotes:** <mailto:info@software-by-design.de>
- **Report a bug / suggest an improvement:** <mailto:dev@software-by-design.de>

Support & how to contribute

ArbeitszeitCheck remains free on your Nextcloud (AGPL). Bug reports and sensible ideas via GitHub or email are part of open-source maintenance — without a guaranteed response time.

In the app

Under **Settings** → **Help & support** (navigation chip may still read **Support us**) you find the same options as on our website: partner quote, onboarding, commissioned feature and voluntary support.

Check Partner (invoiceable)

If your organisation needs predictable help with an invoice — setup, hour packages, prioritised email — choose **Check Partner**. That is a professional service with quote and invoice, not a donation.

- Packages and terms on the support page: <https://nextcloud.software-by-design.de/en/support/>
- Request a partner quote: <mailto:info@software-by-design.de?subject=Partner%20inquiry>

Other invoiceable options

- **Onboarding & training** — remote setup or workshop for your team.
- **Commissioned feature** — scoped change with acceptance criteria and delivery date.
- **Official mobile & terminal licences** — where offered for ArbeitszeitCheck; named seats with invoice.

GitHub Sponsors (voluntary)

Voluntary support without an invoice SLA — appreciated, but optional:

<https://github.com/sponsors/aSoftwareByDesignRepository>

Legal note

This manual does not replace legal, tax or compliance advice. Third-party product names and trademarks belong to their respective owners.

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