Software by Design
Nextcloud apps

Working time · Breaks · DACH compliance

ArbeitszeitCheck

User manual

End-user documentation for the web app

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

App version	Language	Date
1.9.10	**English**	**31 October 2026**

Commit 6508788 · Web AGPL

Contents

Introduction . . . 1
1 Roles and permissions . . . 1
2 Getting started . . . 3
3 Dashboard and clocking . . . 4
4 Time entries — record, review, correct . . . 6
5 Absences, calendar and timeline . . . 7
6 Business trips . . . 10
7 Working time compliance . . . 11
8 Reports, exports and connected data . . . 12
9 My settings and Get the App . . . 13
10 Your team — people overview and substitution . . . 15
11 Approvals — the manager's desk . . . 16
12 Administration — setup and master data . . . 18
13 Administration — policy, compliance and operations . . . 21
14 Access — the gate . . . 24
15 Companion app and kiosk . . . 25
16 Accessibility . . . 26
17 Troubleshooting and FAQ . . . 27
18 Glossary . . . 29
19 Catalogue — every surface at a glance . . . 31
Short paths by role . . . 33
Index . . . 34
About Software by Design . . . 34
Support & contribute . . . 34

Introduction

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

Status: App version **1.9.10** (commit 6508788), 31 October 2026, English. **Audience:** Employees · Managers (team leads) · Substitutes · App/NC administration.

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

Chapters: Ch. 1 Roles · 2 Getting started · 3–9 Day-to-day · 10–13 Manager & admin · 14 Access · 15 Companion & kiosk · 16 Accessibility · 17 Errors/FAQ · 18 Glossary · 19 Catalogue.

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

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

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

1 Roles and permissions

ArbeitszeitCheck separates two questions that are easy to confuse, and most "why can't I see this?" support questions turn out to be a mix-up between them. The first question is the *access gate*: may you open the app at all? The gate is configured under **"Global settings"** → **"Access"** and has its own chapter (14). The second question is your *working role*: once inside, which surfaces does the menu draw for you? That is what this chapter is about.

ArbeitszeitCheck does not use fixed Nextcloud groups like `azc_manager`. Your effective permissions come from the gate, the app-admin list, your team assignments and, for a few surfaces, Nextcloud system administration.

1.1 The working roles

Employee
: The default role: everybody inside the gate sees **“Dashboard”**, **“Time entries”**, **“Absences”**, **“Calendar”**, **“Timeline”**, **“Business trips”**, **“Working time compliance”** and **“My settings”**. You record and review *your own* time; other people’s data never appears.

“Manager”
: Everything an employee can do, plus the **“Manager”** area: team overview, approvals for absences and correction requests, employee time entries and absences, business-trip reviews, revision PDFs and **“Reports”**. The role comes from a team-lead assignment in **“Teams and locations”** (chapter 12), not from a checkbox on the user. Without a team assignment the **“Manager”** section simply does not appear.

Substitute
: Not a stored role at all. **“Substitution requests”** appears in the menu only while a colleague’s absence request names you as cover, and disappears again once you decide (chapter 10).

App administrator
: A flag on the **“Access”** settings page, or a Nextcloud system administrator. Unlocks **“Administration”** with its full master data, global settings, licence and kiosk sections. App admins are also the only role that may decide their *own* pending requests — deliberately, so a single-person admin account is not deadlocked.

Kiosk user
: A physical terminal identity, not a web account. Staff punch in and out with an RFID badge or PIN at the foyer kiosk; there is no menu and no data view (chapter 15).

1.2 Capability matrix

Capability	Empl.	Mgr	Admin	Subst.
Open the app	yes*	yes*	yes	yes*
Dashboard, clock in/out, own entries	yes	yes	yes	yes
Own absences, calendar, trips	yes	yes	yes	yes
Manager area and approvals	—	yes**	yes	—
Reports and revision PDFs	—	yes	yes	—
Substitution requests	—	—	—	yes***
Administration	—	—	yes	—

* In *Restricted* gate mode only allow-listed users (and admins). ** Only for assigned teams when app teams are enabled; app admins always see the whole organisation. *** Only while a request is open.

Menu entries you may not use are *not drawn* — they are never greyed out, and calling the URL directly meets the same gate.

1.3 Two roles people confuse

The *app administrator* is not a super-manager. It is an instance-level flag deciding who may open **“Administration”** — master data, compliance profiles, licence seats, kiosk terminals. An app admin who is nobody’s team lead still cannot approve a single vacation request for a team; a manager who is not an app admin sees every approval screen but no administration. In small installations one person usually holds both, which is exactly why the two get conflated.

1.4 Which chapters matter for you

Employees: chapters 2–9 cover your daily loop. Managers: add chapters 10 and 11. App administrators: chapters 12, 13 and 14 are your working set. Everybody should skim chapter 17 once — it maps the messages the app can show to the chapter that fixes them.

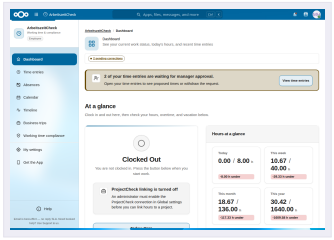
2 Getting started

This chapter walks you from the login page to a complete first working day: clock in, take a break, clock out, then request a day of vacation. Nothing here needs admin rights — if you can open the app, you can finish the whole loop.

2.1 Sign in

1. Open your Nextcloud address in the browser and sign in with your usual account. ArbeitszeitCheck lives inside Nextcloud, so this is the same login you use for files and calendar — there is no separate time-tracking password.
2. Open **“ArbeitszeitCheck”** from the app menu in the top bar. If the entry is missing entirely, the gate is closed for you and the block page will say so — chapter 14 explains whom to ask.

You land on **“Dashboard”**. The sidebar on the left is your working map: **“Dashboard”**, **“Time entries”**, **“Absences”**, **“Calendar”**, **“Timeline”**, **“Business trips”**, **“Working time compliance”**, **“My settings”** and **“Get the App”**. On a phone or a narrow window the sidebar folds away and the same items hide behind the **“Menu”** button above the content.



The employee view: marker 1 is the sidebar with the daily items, marker 2 the **“Dashboard”** with status, hours and the punch card.

2.2 Your first working day

Follow this once and you have touched the core loop:

1. On **“Dashboard”**, press **“Clock In”** (marker 1 in the punch card) when you start work. If your organisation requires a work location or a project link, pick it in the same step — details in chapter 3.
2. Work. The status line shows **“Clocked in”** and the hours card fills during the day.
3. At lunch press **“Start break”**, and **“End break”** when you are back. The app only records what you punch — it never invents a break for you, it only *suggests* one when policy asks (chapter 9).
4. At the end of the day press **“Clock Out”**. Your entry now sits under **“Time entries”** with date, times, break and working hours.
5. Open **“Absences”**, choose **“Request time off”** and file a **“Vacation”** request for next Friday. It goes to your manager as *pending* — chapter 5 explains what happens next.

That is the whole daily loop. Everything else in this manual — calendar, timeline, compliance hints, reports — is a different view onto the same entries you just created.

2.3 Before the first working day (administrator)

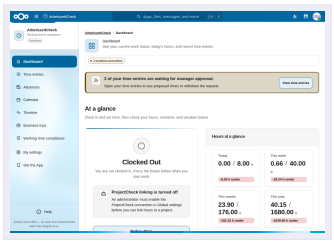
If you are the person rolling out ArbeitszeitCheck, the employee loop above only works after four setup passes — all of them in chapter 12:

1. **“Global settings”** → **“Access”**: decide the gate mode *and* fill the allow-list *before* switching to restricted — an empty restricted list locks everybody out.
2. **“Teams and locations”**: create units and assign team leads, so absences have somebody to approve them.
3. **“Working time models”**: define target hours and assign them to people; without a model the dashboard shows a hint and no Soll/Ist comparison.
4. Optional but usual: **“Holidays and calendars”** for your state, vacation rules, overtime handling, and a **“Kiosk”** terminal if the foyer gets a punch clock.

On a fresh instance the dashboard shows admins a *Set up ArbeitszeitCheck first* card with exactly these steps — it disappears once the basics exist.

3 Dashboard and clocking

“Dashboard” is the page the app is built around: it shows your current status (**“Clocked in”**, **“Clocked out”** or **“On Break”**), today’s and this week’s hours against your target, and the punch card you actually use during the day. Everything on this page is live — the moment you punch, the numbers underneath move.

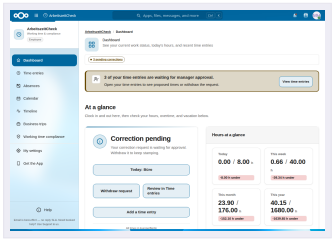


The employee **“Dashboard”**: marker 1 is the punch card with **“Clock In”**, marker 2 the hours cards, marker 3 the hint cards that summarise what needs attention. Admins on a fresh instance additionally see the *Set up ArbeitszeitCheck first* card until the basics exist.

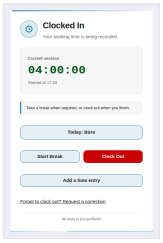
3.1 The punch loop

1. Press **“Clock In”** when you start work. If your organisation requires a project link (ProjectCheck integration), a project picker appears in the same step — there is no way to clock in without it.
2. For a break, press **“Start break”** and later **“End break”**. The app records what you punch; automatic *suggested* breaks are a separate mechanism and never subtract time silently (chapter 9).
3. Press **“Clock Out”** when you finish. The entry lands immediately under **“Time entries”** — chapter 4 shows how to review or correct it.

Forgot to clock out? Below the punch card, **“Forgot to clock out? Request a correction”** files a retroactive clock-out for the still-running entry. It goes to your manager as a correction request; while it waits, the dashboard shows **“Correction pending”** and pauses stamping so no overlapping entry can accrue. **“Withdraw request”** takes the request back and frees stamping instantly; **“Review in Time entries”** jumps to the list. Nothing is booked until a manager decides — that is the point of the pause.



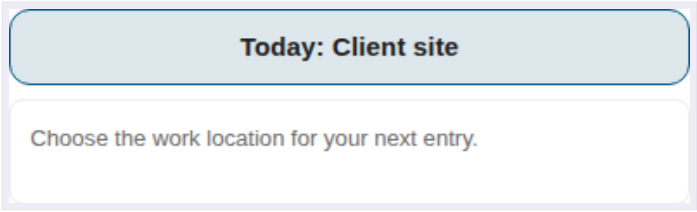
The **“Dashboard”** in the **“Correction pending”** state: **“Withdraw request”** frees stamping again without waiting for the manager.



Pending approvals. Open correction requests from *other* days also surface as a banner with a jump to **“Time entries”**, so you never have to remember which request is still open.

3.2 Today’s work location

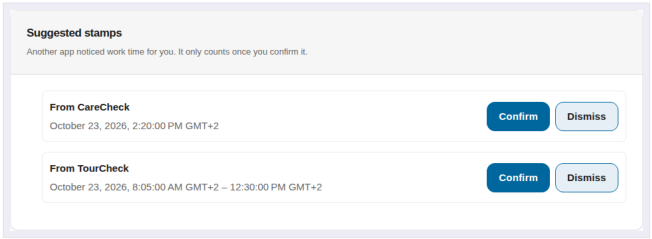
The *Today:* ⟨location⟩ button on the dashboard sets where you work today. It applies to the *next* entry — a running entry keeps the location it was started with, so you can safely switch the banner at lunch without corrupting the morning. Besides the built-in **“Office”**, **“Home office”** and **“External appointment”**, your organisation can maintain its own catalog (chapter 12).



Marker 1: the *Today:* ⟨location⟩ picker — it labels the next entry, not the running one.

3.3 Suggested stamps

When a companion suite app (for example TourCheck or CareCheck) detects working time for you, the dashboard shows the **“Suggested stamps”** card with source and proposed times. **“Confirm”** promotes a suggestion to a real time entry; **“Dismiss”** discards it. Nothing counts without your decision — suggested stamps are a convenience, not silent bookkeeping, which is why they wait as cards instead of writing entries directly.



“Suggested stamps”: **“Confirm”** adopts the proposal, **“Dismiss”** discards it — the card lists the source app and the suggested times.

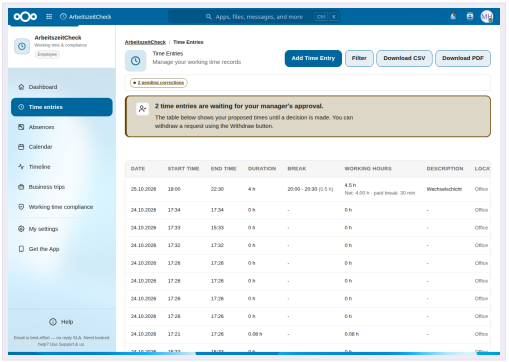
3.4 Reading the numbers

The hours cards compare worked time with the target from your working-time model: today, this week, this month, this year. Negative values (*under*) mean you are behind target; a plus means overtime in the bank. If the flextime account credits absences (chapter 13), a separate line calls out planned hours credited from approved leave and target time removed by unpaid or parental leave — a vacation day stops producing minus hours. A sick-days card and a direct add-entry action round off the compact layout; hint cards can be dismissed for good via **“Got it”**.

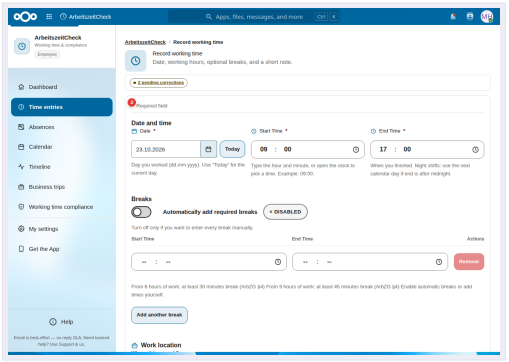
No model assigned? The dashboard then shows a hint instead of targets and skips the Soll/Ist comparison — the punch loop still works. An administrator assigns your model under **“Employees”** (chapter 12).

4 Time entries — record, review, correct

“Time entries” is the audit-grade list of your working time: every punch, manual entry and correction lands here, in a month view you can filter and export. The list is where you go when the dashboard number looks wrong — this is the page that explains it.



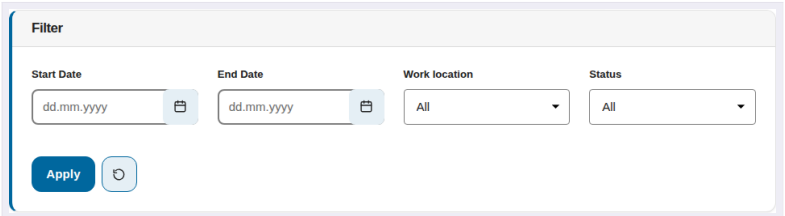
“Time entries”: month list with working hours, breaks and status badges.



“Record working time”: date, start, end and break for a manual entry.

4.1 Browsing and filtering

The list pages through via **“Previous”**/**“Next”**. The filter panel narrows by date range, **“Work location”** or status, and the special filter **“Only offline-synced punches”** isolates stamps that the companion app or a kiosk recorded offline and replayed later — useful when a morning stamp seems to appear out of order.



4.2 Recording a manual entry

1. Open **“Time entries”** and choose **“Record working time”**.
2. Enter the date — every date field accepts typed input in the shown format, forgiving variants like `1.3.09` or `2009-03-01` parse too, and the calendar popup jumps by month and year instead of month-stepping.

3. Enter start and end (pick minutes in 5-minute steps or type HH:MM), plus the break in minutes.
4. Pick the **“Work location”** if it differs from your default, and give a reason when policy asks for one (≥ 10 characters — chapter 13).
5. Save. Depending on policy the entry is booked immediately or goes to your manager for approval first.

Work location per entry. Every entry carries a location: **“Office”**, **“Home office”**, **“External appointment”**, a custom catalog location, or **“Not specified”**. New entries inherit your default — set per person in the admin profile, otherwise the organisation default **“Office”** — and you may deviate on any entry, also inside **“Request correction”**. The badge shows in list and calendar and feeds home-office and external-appointment days into reports, CSV exports and the month-closure PDF. Locations describe *where* work happened; they never create working time themselves.

4.3 Editing, deleting, correcting

What you may do to an entry depends on the month’s state and your policy:

Edit / Delete
: While the month is open and policy allows, entries can be changed or removed directly. Deleting affects overtime and vacation balances, so the app asks before it removes anything.

“Request correction”
: The audited path: you propose changed times, your manager approves or declines. While a request is pending the entry carries a status badge; the dashboard pause described in chapter 3 applies only to a correction on the *running* entry.

Month closure
: After a period is finalised, entries are locked for everyone — corrections then go only through a manager or app admin (chapter 11).

What an entry stores. An entry keeps date, start, end, break minutes, location and the time zone it was recorded in — so a punch made on a trip abroad stays correct when you review it back home. Exports carry the stored zone; reports always compute in your organisation’s zone.

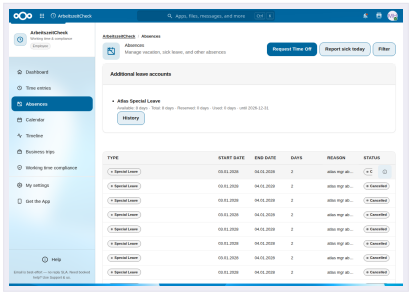
The “Working Hours” column. When your working-time model pays breaks as working time, the column shows the paid total first, and the muted line beneath splits it into net time plus the paid break share (*Net: 4.00 h · paid break: 30 min*) — chapter 12 covers the model switch.

4.4 Exporting your list

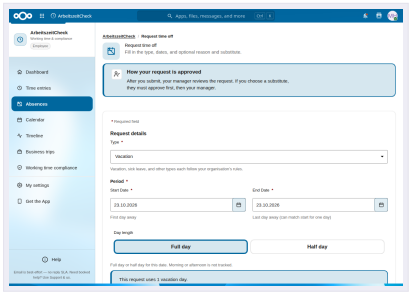
“Download PDF” produces a revision-safe PDF of exactly what the filter shows — without a filter it covers the last 30 days. If the PDF generator is unavailable on your instance, a CSV export is offered instead. Managers pull the same document for their scope under **“Revision PDFs”** (chapter 11); every recipient gets the identical, audit-stable file.

5 Absences, calendar and timeline

“Absences” manages everything that keeps you away from planned work: vacation, sick leave, compensatory time off, special leave. Every request runs through the same pipeline — you file, a substitute may confirm, a manager decides, and the result lands in your calendar and your balance.



“Absences”: requests with status and the vacation balance.



“Request time off”: type, period and — when required — a substitute.

5.1 Absence types

Next to the built-in types **“Vacation”**, **“Sick Leave”**, **“Home Office”** and **“Business Trip”** the catalogue carries **“Sick Child”** (paid carer’s leave that credits planned hours) and **“Compensatory Time Off”** (overtime taken back as days — whole days only, needs planned hours on that day, fails on days that already have time entries, and does not credit planned hours itself). Your administration can define further organisation types under **“Custom absence types”** — company outing, blood donation, moving day — each with its own crediting and substitute rules (chapter 12).

5.2 Requesting time off

1. Open **“Absences”** and choose **“Request time off”**.
2. Pick the type and the period. Half days count as 0.5 where the type allows them.
3. Name a substitute when the type requires one — the request then waits for that person to accept before it reaches the manager (chapter 10).
4. Save. The status becomes *pending*; the manager’s decision arrives as a notification (chapter 9).

Two limits bite in practice: approved vacation deducts from your vacation account by the configured rule, and **“Sick Leave”** can only be backdated up to seven days — earlier start dates are rejected outright, because a sick note that old is a different legal path.

5.3 Returned early? Shorten the absence

Plans change: the leave ran until Friday, and on Wednesday you sit at your desk again. While an *approved* absence has started but not yet ended, its detail page carries the **“I returned early”** section:

1. Open the running absence under **“Absences”**.
2. Enter your actual last day in **“New end date”** — the field is prefilled with today, and the datepicker only offers dates from the start up to the day before the original end.
3. Press **“Update end date”**. The page reloads with the shortened period and a confirmation.

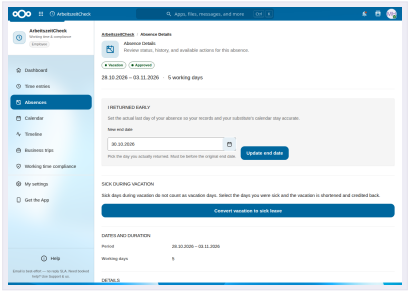
The app recounts the working days and credits the freed tail days back: a shortened **“Vacation”** restores them on your vacation account, special-leave bookings are adjusted with it, and your substitute’s calendar feed corrects itself because it only draws approved periods. The change is written to the audit log, so the record stays reconstructible. Only you can shorten your own absence — for anyone else the section is never drawn — and once the absence is running, shortening is the offered path; cancelling exists only beforehand. Two bounds hold: the new end date cannot reach into a finalised month, and a vacation must keep at least one working day — a period that would shrink to weekends or public holidays is refused with a message naming the reason.

5.4 Sick during vacation

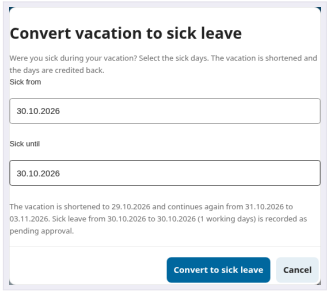
Getting ill on holiday is the classic paperwork trap: those days are legally sick days, not vacation days, and the app handles the split for you. While an approved vacation is running, its detail page offers the **“Sick during vacation”** section with **“Convert vacation to sick leave”**:

1. Open the running vacation under **“Absences”**.
2. In the dialog pick **“Sick from”** and **“Sick until”**. A preview shows exactly what will happen: whether the vacation is shortened, moved or split in two.
3. Submit. The app creates a sick-leave request (*pending approval*) and credits the affected days back to the vacation account.

If the vacation changed in another window while you had the dialog open, the page asks you to reload — the app compares the state you saw with the state on the server and refuses to convert a stale picture, so nothing is silently overwritten. Managers can do the same conversion for their team, including retroactively, via the **“Actions”** column of **“Employee absences”** (chapter 11).



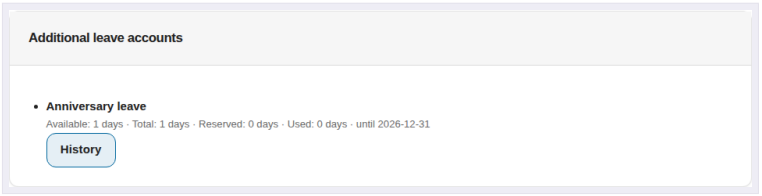
A running vacation’s detail page: **“I returned early”** on top, **“Sick during vacation”** below.



The conversion dialog: sick range plus a preview of the resulting split.

5.5 Additional leave accounts

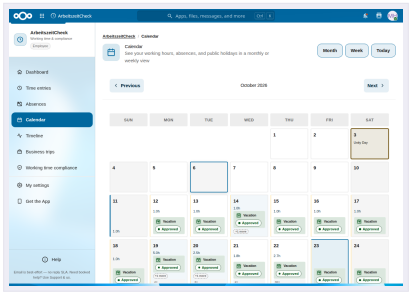
If administration configured **“Special leave entitlements”** for you — anniversary leave, long-service days, a tariff quota — the **“Additional leave accounts”** card on the absences page shows available, reserved and used values per entitlement, and **“History”** lists the period’s bookings including corrections (chapter 12).



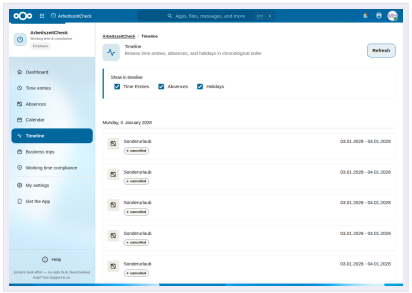
Marker 1: the **“Additional leave accounts”** card — one row per entitlement with balance and **“History”**.

5.6 Calendar and timeline

“Calendar” draws times and absences on a month or week grid — the fastest way to see whether a day is missing a stamp. **“Timeline”** lists the same data chronologically, entry by entry, which is the better view when you reconstruct a single day. Both show absence status and work-location badges; a day tapped in the calendar opens its entries and requests together.



“Calendar”: month grid with entries and absences.



“Timeline”: the chronological list of the same data.

5.7 Privacy for absences

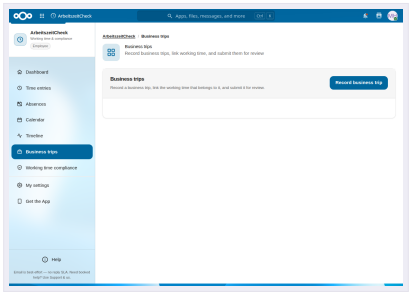
Health-related entries are shielded everywhere absence data leaves the app. In the *calendar subscription* — the team feed for Outlook, Thunderbird or Nextcloud Calendar your administrator can set up (chapter 8) — **“Sick Leave”** and **“Sick Child”** appear only as generic *Absence*; every other type keeps its label. The feed carries *approved* absences only and never free-text reasons or approval comments. The *iCal email* sent after an approval deliberately attaches no calendar file for **“Sick Leave”**; all other types receive one unless the admin has disabled sending. Your colleagues learn that you are away — never why.

6 Business trips

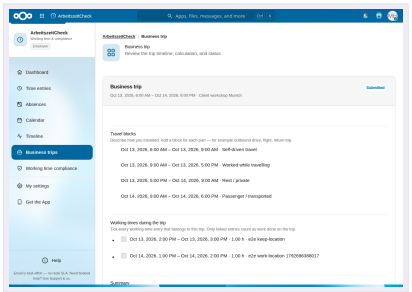
A business trip mixes travel time, real work and private stretches — and payroll rules treat each differently. **“Business trips”** separates the three so the creditable part lands on your time account without you doing labour-law arithmetic.

6.1 Recording a trip

1. Under **“Business trips”** choose **“Record business trip”**.
2. Enter start and end with **“Departure time zone”** and **“Destination time zone”** — time-zone-honest storage is what keeps a return flight from looking like a 25-hour workday. An optional **“Purpose (optional)”** label helps the review.
3. Split the trip into **“Travel blocks”**: **“I drove myself”**, **“I was a passenger / was transported”**, **“I worked during the trip”** or **“Rest / private time”**, each with an optional transport mode.
4. Tick the time entries that belong to the trip under **“Working times during the trip”** — work you punched while travelling links here instead of being double-counted.
5. **“Recalculate”** refreshes the preview: the effective rule set shows what counts as work and what is credited on top.



The **“Business trips”** list with status (e.g. *Submitted*).



Trip detail: travel blocks, linked working times and the per-day computed values.

6.2 Submitting and what happens

“Submit for review” sends the trip to your manager’s queue; **“Withdraw”** pulls it back while it is still waiting. The manager reviews it in a three-column view — what you recorded, what the rule computed, what will be booked — and approves or rejects it (chapter 11). **“Export CSV”** and **“Export PDF”** download the summary for your own records or the travel-expense file.

If the trip changed meanwhile — say you edited it in a second tab — a notice asks you to reload. Your entries are kept; the app simply refuses to submit a review built on a stale snapshot, the same compare-and-set protection the absence conversion uses.

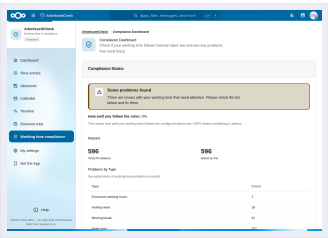
Why a rule set at all? Which minutes of a trip count as work is organisation policy (and often tariff law): passive travel may credit fully, partially or not at all, daily caps may apply, and travel days can follow different tiers. Admins maintain these sets under **“Business trip rules”** (chapter 12); if no set is assigned to you, the page says so instead of guessing.

7 Working time compliance

ArbeitszeitCheck checks your recorded time against the working-time profile your organisation configured — rest periods, maximum working time, break rules for the DACH profiles (Germany ArbZG, Austria AZG/ARG, Switzerland ArG). **“Working time compliance”** is where the results land.

7.1 What the check does

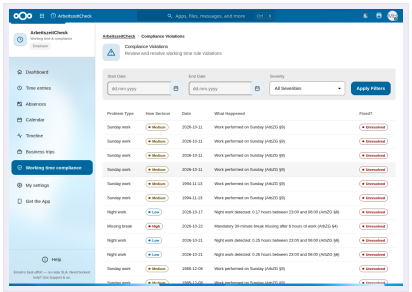
The check runs over your real entries: after a 10-hour day it verifies the rest period before the next start; on long days it checks whether the recorded break satisfies the rule that applies to you — law, organisation rule and working-time model, and always the strictest of the three. Violations are grouped by severity; long lists page through via **“Previous”**/**“Next”**.



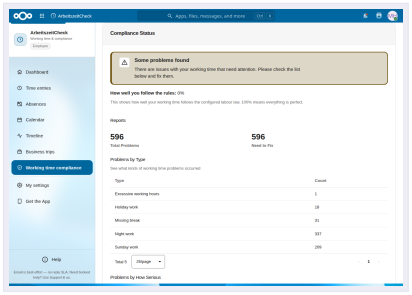
The compliance dashboard: status for the configured working-time profile with open findings by severity.

7.2 Reading violations

1. Open **“Working time compliance”** — the dashboard shows your status at a glance.
2. Open a finding. It names the day, the rule and the concrete breach (for example: rest period 9.5 h instead of the required 11 h).
3. Fix the underlying data where the finding is data, not behaviour: a forgotten break entry, a wrong punch. Correcting the entry clears the finding on the next check.
4. What remains is behaviour — talk to your manager when the pattern repeats; managers see team findings in their overview (chapter 10).



The violations list: day, rule and severity per finding.



Compliance reports: aggregated views for audits and works councils.

7.3 Two honest limits

- **It is a hint system, not legal advice.** The checks implement a configured profile; whether your situation is compliant is a question for your works agreement and, ultimately, a lawyer. The app surfaces what it can measure — it does not certify it.
- **It cannot see what you never recorded.** An unrecorded hour cannot violate a rule. The check is only as honest as the punching — which is why the manual everywhere prefers corrections over silence.

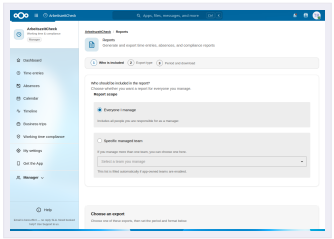
Reports for audits and works-council meetings aggregate the same findings per team or period; what an employee sees is always scoped to their own data.

8 Reports, exports and connected data

Working time only becomes payroll when it leaves the app in a shape the next tool understands. This chapter collects every way data moves in and out: reports, PDF and CSV exports, the DATEV payroll export, calendar feeds, the sister-app links and the backup snapshots.

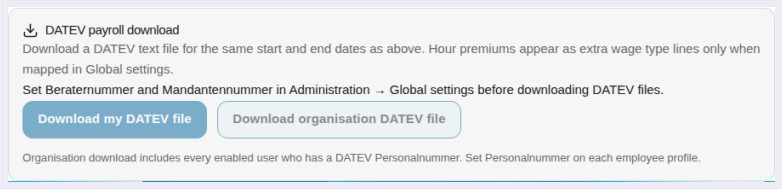
8.1 Reports

“Reports” (manager and admin scope) builds day, week and month evaluations, overtime balances and absence statistics. Parameters on the page select period, team scope and grouping; the result renders in the browser and downloads as CSV. For payroll runs there are dedicated downloads: **“Absences CSV”** and **“Download team overtime overview as CSV”** with per-month balances.



8.2 The DATEV export

For organisations whose payroll runs through DATEV, the reports section offers a dedicated export that writes the period’s relevant figures in the layout the payroll office expects. The export is a file hand-off, not a live link: generate it when the month is closed, hand it to payroll, and keep the revision PDF as the audit trail of what the numbers were built on.



8.3 Revision-safe PDFs

Two surfaces produce the same immutable monthly PDF: your own **“Download PDF”** under **“Time entries”** (chapter 4) and the manager’s **“Revision PDFs”** (chapter 11). *Same document* is literal here — the file a manager pulls for your month is byte-identical to the one you pull yourself, so there is never a “manager version” to argue about.

8.4 Calendar feed and iCal mail

The *calendar subscription* is a read-only team feed: one secret link per team/manager scope and calendar language, subscribable in Outlook, Thunderbird or Nextcloud Calendar. It publishes *approved* absences in a rolling window (last three to next twelve months) with the privacy masking described in section 5.7. Admins rotate the link when it leaks — treat it like a password, because anybody holding it reads the team’s absence calendar. Separately, the iCal email after an approval drops a calendar file into your mailbox so the absence lands in your own calendar without subscribing to anything (admin-configurable).

8.5 Sister apps and integrations

Two optional links change what the punch card asks for:

ProjectCheck
: When the link is enabled, clocking in asks which project the time belongs to, and hours flow to project accounting (admin chip **“ProjectCheck”**).

Outlook / mail
: Notification mails and the iCal attachments use the instance mailer; there is no separate mailbox to configure on the employee side.

Suggested stamps
: TourCheck and CareCheck can propose working time on your dashboard — always a suggestion, never a booking (chapter 3).

8.6 Backup snapshots

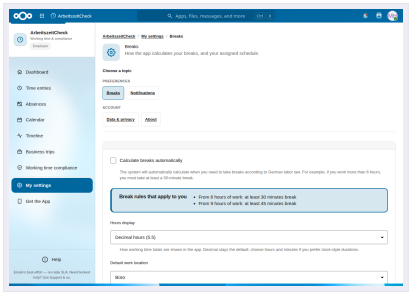
Before every app update ArbeitszeitCheck snapshots all of its own tables automatically — the restore point if a migration misbehaves. On the console, `occ arbeitszeitcheck:upgrade-backup create --reason="…"` takes a manual snapshot at any time, `list` shows the stored snapshots, and `restore --latest --force` (or `--id=`*`snapshot-id`* `--force`) restores one. The app’s background jobs pause while a restore runs, so a restore never fights a recomputation in flight. These snapshots are a safety net inside the app — they complement, never replace, the instance backup.

9 My settings and Get the App

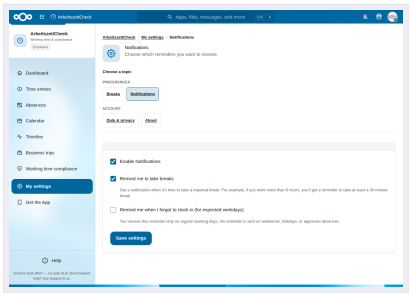
“My settings” holds the switches that are yours: break hints, notifications and the data-privacy self-service. Organisation-wide rules live with the administration — nothing on this page overrides a policy, and the page says so when a switch is locked for that reason.

9.1 Breaks

The breaks page lists the resolved rule under **“Break rules that apply to you”** with its source — law, organisation rule or working-time model — so you can see *why* your break minimum is what it is. When the organisation enforces central break rules, the page states *Automatic break calculation is always on because your organisation applies central break rules* and the personal switch stays on; that is a policy statement, not a greyed-out bug.



Breaks: the resolved rule and your personal preferences.



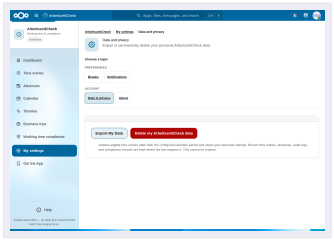
Notifications: which decisions and reminders reach you, and where.

9.2 Notifications

Here you decide which events reach you — approval decisions on your requests, substitute asks, reminders — and through which channel. Turning a reminder off never delays the underlying request; it only mutes the nudge.

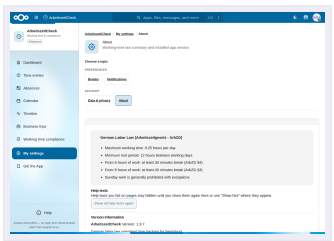
9.3 Data and privacy

The data-privacy page is your self-service window into what the app stores: which data exists, what it is used for, and the retention policy the admin configured. Where self-service deletion is offered it is always preceded by an explicit confirmation — records that feed payroll cannot vanish by misclick, and closed periods stay read-only by law.



9.4 About

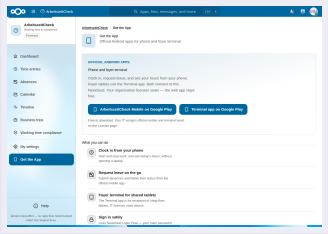
The **“About”** page shows the app version you are running and links to support and documentation — the fastest answer when support asks “which version are you on?”.



Marker 1: the installed version on the **“About”** page — quote it in every support request.

9.5 Get the App

“Get the App” is the install route for the optional Android companion (mobile seat AZC2). The web app stays fully usable without any mobile licence — the companion adds pocket punching and offline stamps, never a second truth (chapter 15).

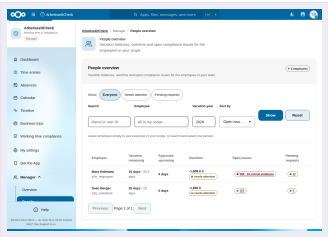


10 Your team — people overview and substitution

This chapter is for two moments in team life: the manager asking “who needs attention?” and the colleague asking “will you cover me?”. Both live in the **“Manager”** area, so you only see them when a team-lead assignment exists (chapter 1).

10.1 People overview

“Manager” → **“People”** answers the Monday question in one table: per person in your scope it lists vacation balance, overtime, open compliance issues and pending requests. For app admins the scope is the whole organisation; for managers it is exactly the teams they lead.



The **“People overview”**: marker 1 the quick filters, marker 2 the per-person rows with balances and badges, marker 3 the vacation-year switch.

Working the list is a short loop:

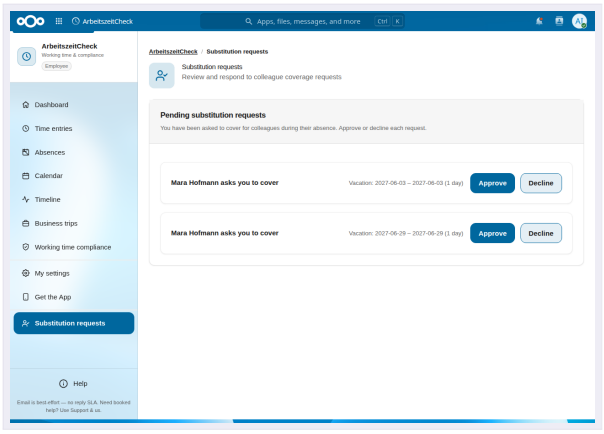
1. Start with the quick filters **“Needs attention”** and **“Pending requests”** — they compress the table to the rows that actually need you today.
2. Use the toolbar search for a person by name, switch the **“Vacation year”** when you plan next year’s balances, and sort by **“Open issues first”**, **“Most overtime”** or **“Most vacation”** depending on the question.
3. Follow a warning badge — it jumps straight to the underlying violations or absence requests instead of making you hunt.
4. Read **“Not configured”** as a task, not a number: the person has no vacation-rule assignment, so their balance cannot be computed until an admin fixes it (chapter 12).

Long lists page through via **“Previous”**/**“Next”** — nothing is hidden, it is just paginated.

10.2 Substitution requests

Covering a colleague is a two-step consent chain, and the app draws it honestly: while an absence request names you as substitute, **“Substitution requests”** appears in your menu; without an open request the item is absent — not greyed out, simply not there.

1. A colleague files an absence naming you as substitute. You get a notification and the menu item appears.
2. Open **“Substitution requests”** and decide: **“Approve”** forwards the request to the manager’s approval queue; **“Decline”** ends it and the requester is told to name somebody else.
3. After your *accept* the manager still decides — your consent is the first step, never the approval itself.



“Substitution requests”: accept or decline — the manager’s review comes after your answer.

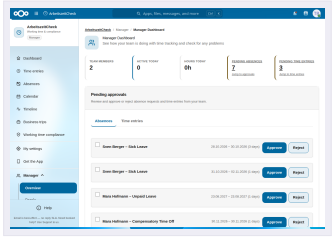
Why two steps? Because the two questions are different: *can the work be covered?* is yours to answer, *may the person be away?* is the manager’s. The chain also means a declined substitution never silently lands on a manager’s desk.

11 Approvals — the manager’s desk

Everything that needs a second pair of eyes lands here: absence requests, correction requests, submitted business trips, month closures. The **“Manager”** area is a queue desk — the design goal is that nothing waits silently and nothing is approved by accident.

11.1 Manager dashboard

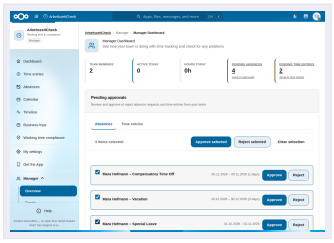
“Manager” → **“Overview”** shows team status, open approvals and overtime hints for your scope. When app teams are enabled the scope is your assigned teams; app admins always see the whole organisation.



The manager dashboard: team metrics and the approval queues that need you today.

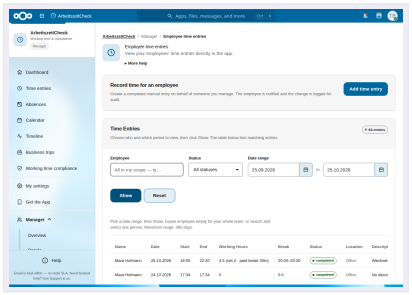
Bulk approvals. Tick several pending absences or time entries and the selection bar offers **“Approve selected”**, **“Reject selected”** and **“Clear selection”**; on reject you may give one shared

reason. Bulk decides each item individually — a holiday-week batch of fifteen vacation requests does not become one blanket approval in the audit log, it stays fifteen decisions.

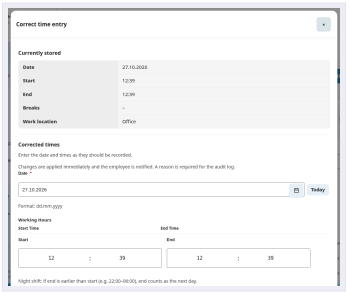


11.2 Employee time entries

"Employee time entries" lets you view, correct and approve/decline correction requests, and — where policy allows — record an entry directly for a team member. One case deserves a slow read: when the requested correction's session is *still running*, the approval card is marked **"Retro clock-out (session still running)"** and **"Adjust clock-out time (optional)"** lets you fix the proposed end before approving — leave it unchanged and the person's own proposal applies. Approving books immediately; the running session closes with the agreed time.



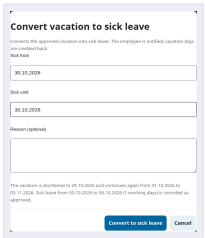
"Employee time entries" for review.



Correcting an employee entry — the audited path that writes a reason with the change.

11.3 Employee absences

"Employee absences" is the queue for vacation, sick and custom requests: approve or decline with an optional reason, or record an absence directly for a team member. In the **"Actions"** column, **"Convert to sick"** turns an approved vacation into sick leave *immediately* — including retroactively. The dialog asks for **"Sick from"**/**"Sick until"**, an optional **"Reason (optional)"** and shows the split preview before you commit: vacation days are credited back and the person is notified. Unlike the employee's own conversion (chapter 5), yours is already approved — you are the second pair of eyes.

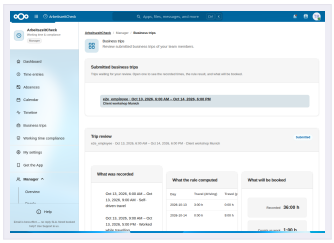


The manager's conversion dialog from **"Employee absences"**: the sick leave lands immediately approved, with optional reason.

Four-eyes, with one exception. Self-approval is locked for managers: your own requests queue up to a different approver like everybody else's. The single deliberate exception is the app admin, who may decide their own pending requests in the same queues — otherwise a one-person admin account would deadlock itself.

11.4 Business-trip reviews

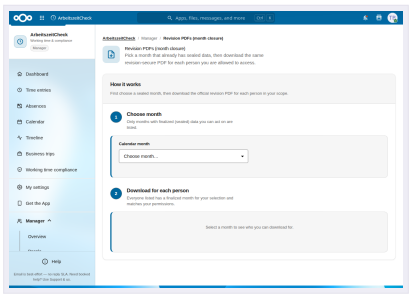
"Manager" → **"Business trips"** holds the submitted trips of your team. **"Trip review"** shows three columns side by side: **"What was recorded"** (travel blocks and linked time entries), **"What the rule computed"** (per-day crediting) and **"What will be booked"** (recorded hours, counted work, extra top-up credit). **"Approve"** books the trip into the time account; **"Reject"** requires a **"Reason for rejection"** — a rejection without words is not a decision the traveller can learn from. If the trip changed since you opened the review, a notice asks you to reload; your decision was not applied to a stale snapshot.



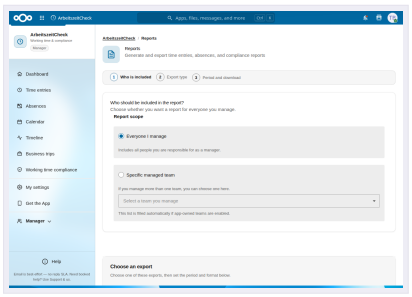
The trip review: recorded, computed and to-be-booked values side by side before you commit.

11.5 Month closure and revision PDFs

Under month closure you finalise periods per policy — after closure the entries are locked for everyone, corrections included (chapter 4). **"Revision PDFs"** downloads the monthly record for people in your scope: the same byte-identical document the employee can pull themselves (chapter 8), which is what makes it usable as an audit artefact.



Month closure for your scope.



Reports and exports for team and organisation.

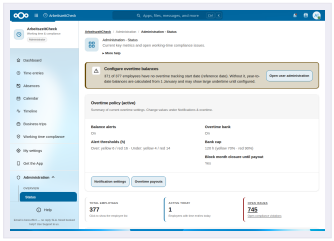
The desk rule: a queue you leave at zero today stays at zero — approvals are the kind of work where silence is itself a decision, and the app counts on you not making it silently.

12 Administration — setup and master data

The **"Administration"** area is where the organisation's rules become data: who works here, which teams exist, what their target hours are, which days are holidays, and how vacation is earned. Everything in this chapter needs the app-admin flag (chapter 1); the chapter follows the order a rollout actually meets.

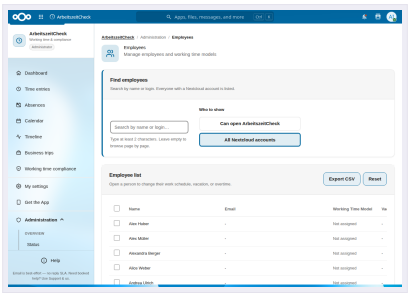
12.1 Status dashboard

"Administration" → **"Status"** is the rollout dashboard: key metrics, open alerts and the setup state of the organisation. On a fresh instance this is the card that tells you which of the steps below is still missing — work it top to bottom once and it mostly disappears.

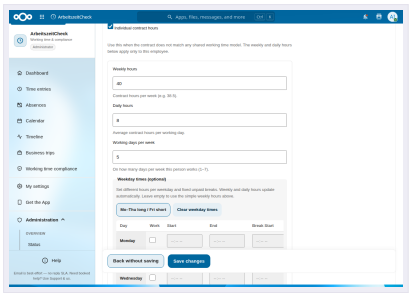


12.2 Employees

“Employees” lists the people the app can see: search by name or login, and flip **“Who to show”** between **“Can open ArbeitszeitCheck”** and **“All Nextcloud accounts”** when you are preparing the allow-list. A person’s profile is where per-user setup lives: working-time model assignment, vacation-rule assignment, and the **“Individual contract hours”** option described below.



“Employees”: search and the who-to-show toggle for allow-list work.

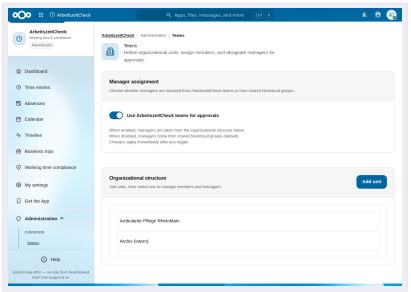


An employee profile — model, vacation rule and individual-contract controls.

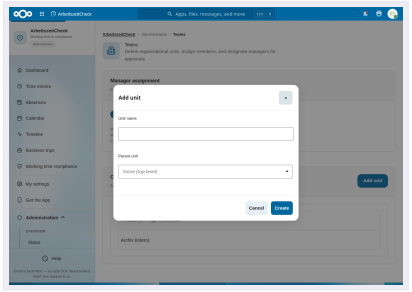
Individual contract hours. When one person’s schedule fits no shared model, the profile’s **“Individual contract hours”** creates a personal working-time model (**“Individual contract”**): weekly hours or a weekday schedule with start/end and an optional break per day. It applies per calendar day from the chosen date — a mid-month change credits each day with its own target, and the calendar marks the changeover with a badge. Personal models stay out of the global model lists and end with the account.

12.3 Teams and locations

“Teams and locations” builds the org chart the app actually uses: units, their members and — the important part — their team leads. A team-lead assignment here is what makes somebody a **“Manager”** (chapter 1); without it, nobody ever sees an approval queue for that team.



Teams and units with their leads — the source of every approval scope.



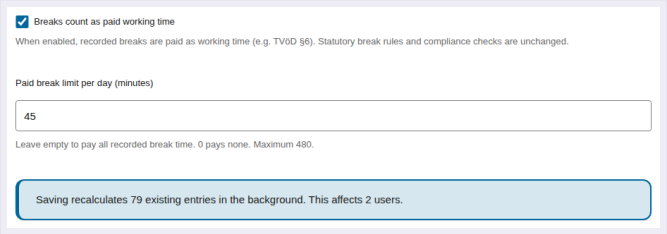
Creating a team: name, lead and members.

12.4 Working time models

“Working time models” carry each person’s target: weekly hours or a weekday schedule, plus the optional flags that change how time is counted — paid breaks and mandatory presence below.

Assignments bind a model to a person with a valid-from date; copying an existing model via **“Copy”** is the fastest way to seed variants.

Paid breaks. In the model editor, **“Breaks count as paid working time”** pays recorded breaks as working time — the shift-work case (e.g. TVöD §6). **“Paid break limit per day (minutes)”** caps the credited amount: empty pays everything recorded, 0 pays none, maximum 480. While you edit, an inline preview states how many existing entries and users a save will recalculate in the background — read it before confirming, because it is a real recomputation, not a label change. Statutory break rules are untouched; only the payroll figure grows, and exports carry both `net_working_hours` and `paid_break_hours` next to the paid-basis `working_hours` (chapter 8). On the console, `occ arbeitszeitcheck:recompute-paid-breaks` reruns the snapshots per user or model.

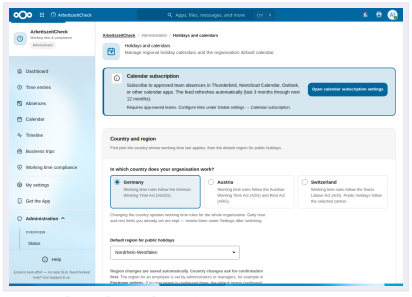


The model editor: **“Breaks count as paid working time”** with the daily cap and the recalculation preview while editing.

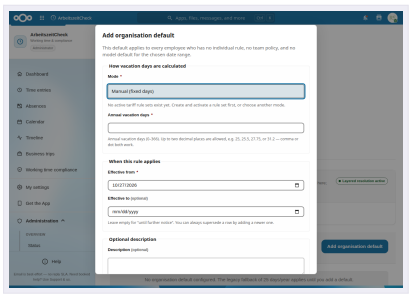
Mandatory presence times. For schools and shift floors, **“Mandatory presence times (optional)”** sets binding blocks per weekday — lessons, consultation hours. Coverage counts recorded work *plus* approved absences; uncovered intervals raise a *Required presence not covered* violation with a manager notification, so a missing stamp looks different from an approved absence. Organisation-wide **“Days without required presence”** (school holidays) suppress false positives in exemption ranges, and the **“Teaching units helper (optional)”** converts units $\times$ minutes into weekly hours (27 $\times$ 45 min $\rightarrow$ 20.25 h).

12.5 Holidays and calendars

“Holidays and calendars” maintains the statutory calendar per state and country plus company holidays. *Scope* decides who a day applies to — statutory entries, organisation-wide company days, or custom ones; *Type* decides whether it counts as a full or a half holiday (half days exist — Swiss Sechseläuten counts 0.5). The holiday calendar is what makes a weekday computable at all: without it, a public holiday looks like a missing stamp to every report.



“Holidays and calendars”: statutory and company days per scope.

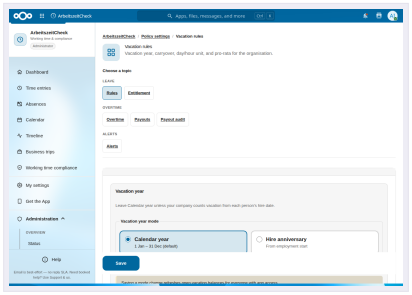


Layered vacation rules — the most specific applicable rule wins.

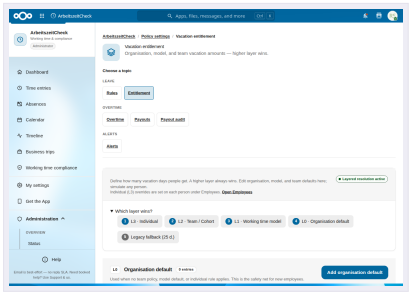
12.6 Vacation rules and layers

Vacation entitlement rarely follows one formula: statutory minimum, tariff table, seniority bonus. **“Vacation rules”** defines the rule sets; *layers* stack them so the most specific applicable rule wins per

person — a tariff layer for the covered cohort, a statutory floor underneath, an individual override on top where contract says so. A person without any applicable rule shows **“Not configured”** in the people overview (chapter 10) — that is the signal to assign one, not a data error.



“Vacation rules”: the rule catalogue.



Layer resolution: which rule applies to whom, and why.

The setup order that works: employees and teams first, models second, holidays third, vacation rules last — each layer resolves against the one before, so bottom-up setup leaves no dangling assignment.

13 Administration — policy, compliance and operations

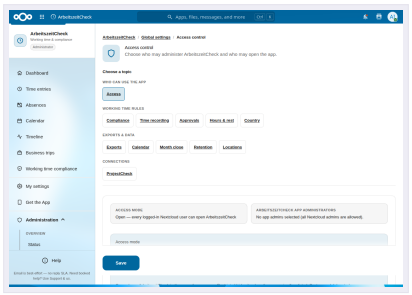
The second half of administration is the rulebook: global settings chips, break and compliance policy, overtime and tariff logic, notifications, and the operational pages (audit log, licence, kiosk). Setup data lives in chapter 12; this chapter is about how the organisation behaves.

13.1 Global settings chips

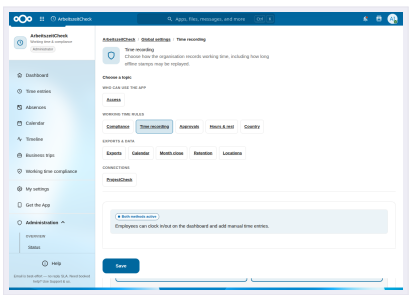
“Global settings” is organised as a chip bar — each chip opens one settings page: **“Access”** (chapter 14), **“Working time compliance”**, **“Time recording”**, **“Approvals”**, exports, **“Month closure”**, hours logic, region, retention, **“ProjectCheck”**, Outlook and **“Locations”**. Two settings deserve a careful read:

“Accept offline stamps up to”
: On the **“Time recording”** chip: how old a punch may be when the companion or a kiosk replays it after an outage (24–72 h window; 24 h is the safe default, longer windows help over weekends). Too long a window invites “forgotten” stamps from days ago; too short loses honest offline work.

“Month closure”
: Locks a period after finalisation — the boundary between “still bookkeeping” and “archived for audit” (chapter 4).



The **“Access control”** page — full walkthrough in chapter 14.



“Time recording”: punch rules and the offline-stamp window.

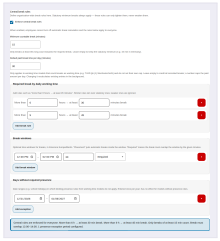
13.2 Central break rules

The **“Working time compliance”** chip holds organisation-wide **“Central break rules”**: tiers via **“Add break rule”** (“from 4 h at least 15 minutes”), the **“Minimum countable break (minutes)”** and optional **“Break windows”**. In window mode, **“Placement”** parks automatic breaks inside the window; **“Required”** demands an actual overlap by the given minutes and raises a compliance violation otherwise. Overnight windows and several windows per day are supported.

Tighten only, never weaken
: The effective rule is always the maximum of law, organisation rule and working-time model. The preview marks per country whether a rule takes effect; a fully ineffective rule saves only after you confirm via **“Please confirm these break rules”** — the app would rather ask twice than let you write a rule that does nothing.

“Enforce central break rules”
: Locks the personal switch: automatic break calculation stays on for everyone, and every change lands in the audit log.

Model break rules
: Working-time models can carry their own tiers and minimums — they tighten the organisation rule, never loosen it.



The central break rules card: enforcement, minimum length, tiers and break windows.

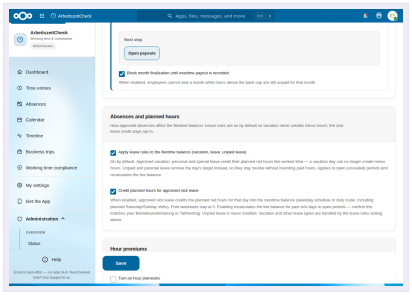
13.3 Overtime, flextime and the Soll-effects matrix

“Overtime & premiums” controls what happens to hours beyond the target. The **“Absences and planned hours”** card bundles two switches that decide how leave touches the flextime balance:

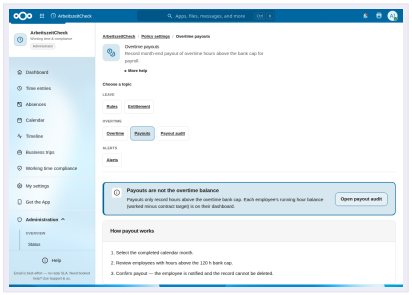
“Apply leave rules to the flextime balance (vacation, leave, unpaid leave)”
: Default on: approved vacation, personal and special leave credit their planned net hours like worked time — a vacation day can no longer create minus hours; unpaid and parental leave remove the day’s target instead of accruing debt.

“Credit planned hours for approved sick leave”
: Entgeltausfall / Ausfallprinzip, default off: credits only approved sick leave, and only truly planned net hours (weekday schedule or duty roster, including planned weekends); free weekends stay at 0.

Both rules apply to open periods and recalculate the live balance — align them with the Betriebsvereinbarung or collective agreement before switching, because a flipped default rewrites history in the open period. Payouts and their audit trail live on the adjacent admin pages **“Overtime payouts”** and the payout audit.



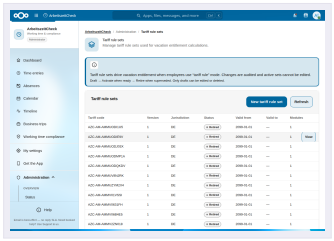
“Overtime & premiums”: the Soll-effects switches that reshape the balance.



Overtime payouts: paying out balance instead of carrying it.

13.4 Tariff rule sets

“Tariff rule sets” encode the entitlement tables a tariff contract prescribes — vacation by seniority, special leave by cohort. They feed the vacation layers of chapter 12: the layer picks the applicable table, the tariff set supplies the numbers.



13.5 Notifications

The **“Notifications”** admin pages decide which events mail: approval results, reminders, the iCal attachments of section 5.7. The **“Calendar & email”** card controls iCal delivery after approval — to the affected person by default, optionally to substitutes and managers. Two privacy lines hold regardless of configuration: **“Sick Leave”** never gets an iCal attachment, and substitutes or managers never receive private reasons.

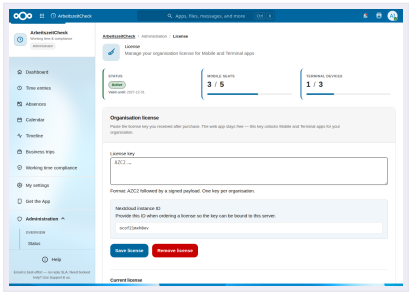
13.6 Operations: audit log, licence, kiosk, support

“Audit log”
: The tamper-evident trail: approvals, corrections, policy changes — each row names actor, action and object. When somebody asks “who changed this?”, this page is the answer, and paid-break reallocations add one **“Paid break share adjusted”** row per affected entry.

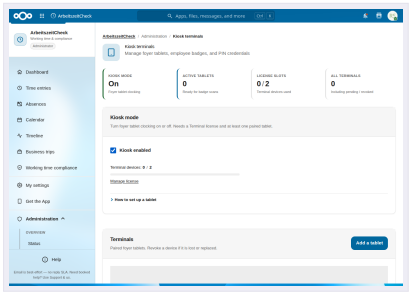
“License”
: Assigns AZC2 mobile seats for companion and kiosk — the web app stays AGPL and needs no seat. Seats are organisation-wide; removing one only detaches that device.

“Kiosk”
: Foyer terminals and badge enrolment — chapter 15 covers the user side.

“Support & us”
: Partner contact, setup help and feature commissioning — the place to reach Software by Design.



“License”: AZC2 seat management.



“Kiosk”: terminals and badge credentials.

14 Access — the gate

The gate decides who may open ArbeitszeitCheck at all — a separate question from what a person may do inside (chapter 1). It lives under **“Global settings”** → **“Access”** and is an app-admin page.

14.1 Two modes

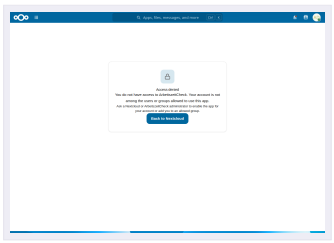
Open
: “Open — every logged-in Nextcloud user can open ArbeitszeitCheck.” The natural mode for a dedicated staff instance where every account belongs to the workforce.

Restricted
: “Restricted — only allow-listed users and groups can open the app.” The mode for shared instances: only the users and groups on the allow-list pass; everybody else meets the **“Access denied”** page.

The change applies immediately — no logout, no cache window. An allow-listed group works as a group: add a hire in Nextcloud user management and the gate opens for them on the next request, without touching ArbeitszeitCheck again.

14.2 Fail-closed by design

Restricted mode with an **empty** allow-list does not fall back to open — it closes the gate for everyone except app administrators. That is deliberate: a gate that silently opens when misconfigured is not a gate. If your whole team suddenly sees **“Access denied”** after an admin session, the first suspect is an emptied allow-list with restricted still selected.



Marker 1: the **“Access denied”** block page — an honest stop for users outside the allow-list, not a broken link.

14.3 The Nextcloud-level mirror

“Allowed Nextcloud groups” is not an app-private list: saving it mirrors into Nextcloud’s own app restriction — *Limit to groups* on the Apps page, equivalent to `occ app:enable -g group arbeitszeitcheck`. The Nextcloud restriction is the authority on every read: groups added or removed on the Apps page apply immediately, and this settings page always shows the effective state. If an admin clears the restriction outside the app while *Restricted* stays selected, the gate fails closed — everybody but administrators and allow-listed users is out.

14.4 Blocked? What to check

1. **Menu entry missing entirely:** the gate is restricted and you are not listed — or the app is disabled instance-wide or group-limited at the Nextcloud level. Ask the app admin before assuming a bug.
2. **“Access denied” page:** you are authenticated but outside the allow-list. The page is the answer, not the problem — request access from whoever owns **“Global settings”** → **“Access”**.
3. **Inside, but “Manager” or “Administration” missing:** that is not the gate — it is the working-role layer. Team-lead assignments come from **“Teams and locations”**, the admin flag from the same **“Access”** page (chapter 1).

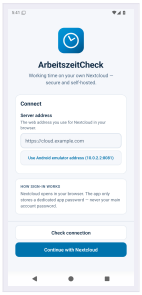
The one-sentence summary for admins: the gate decides who may open the app, the working role decides what they may do inside, and an empty restricted list locks everyone out — including you, if you removed yourself.

15 Companion app and kiosk

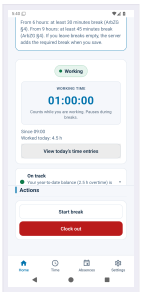
Two optional clients punch into the same account: the *ArbeitszeitCheck* Android companion for pockets, and the *foyer kiosk* for shared terminals. Both are licence-gated by AZC2 mobile seats — the web app stays AGPL and needs none. Both write the same time entries the web shows; there is never a second truth.

15.1 The companion app

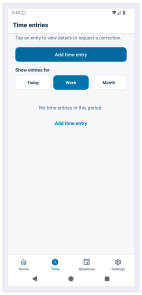
1. Install the app via **“Get the App”** in the web menu — the page links the official Android listing.
2. Enter your server address and choose **“Continue with Nextcloud”**: sign-in happens in your browser, and the app stores only an app password — your real password never touches the device.
3. **“Home”** shows the punch card and today’s hours, the same loop as the web dashboard.
4. **“Time”** lists your entries with manual entry and correction request; **“Absences”** files requests and shows your remaining vacation.
5. **“Settings”** carries language, theme, an app lock (Face ID/fingerprint) and the server check.



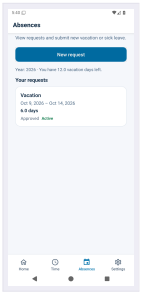
Companion sign-in: server address, then **“Continue with Nextcloud”** in the browser — the app stores only an app password.



“Home”: punch card and today’s hours — the same state as the web.

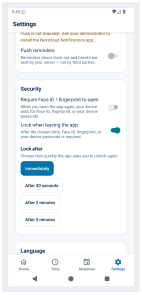


“Time”: entries, manual entry and correction request.

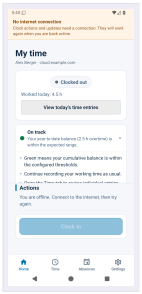


“Absences”: requests, remaining vacation, **“New request”**.

Offline is a feature. On a construction site or in a dead-zone stairwell the companion still punches: the stamp is stored on the device and replayed when connectivity returns, inside the window the admin set via **“Accept offline stamps up to”** (chapter 13). The banner **“No internet connection”** is honest about it — entries queued locally, nothing lost, nothing silently re-timed. In the web list the **“Only offline-synced punches”** filter isolates exactly these stamps (chapter 4).



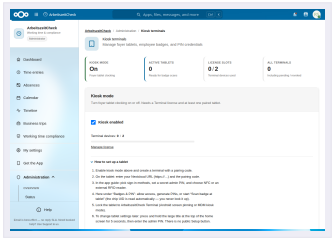
“Settings”: language, theme, app lock and server check.



The offline banner: stamps queue on the device and sync later inside the accepted window.

15.2 The foyer kiosk

The kiosk is a shared terminal — a tablet at the entrance where staff punch with an RFID badge or PIN. It deliberately has no menu: badge in, status shown, badge out. Help on the device explains the gesture for people who never saw it; lost badges and enrolment are an admin task on **“Kiosk”** (chapter 13), not something the terminal can fix itself.



Which licence for what: AZC2 seats count companion installations and kiosk terminals. Removing a seat detaches that device; the entries it produced stay — they always belonged to the person, never to the device.

16 Accessibility

ArbeitszeitCheck is built to WCAG 2.1 AA, the bar the whole Check suite holds itself to. Recording time is a task every employee has to do — often daily, often on a shared device — so the app cannot afford flows that only work with a mouse or perfect vision. This chapter collects what that means in daily use, and what to do when something still gets in your way.

16.1 Keyboard operation

Every flow works without a mouse. **Tab** and **Shift+Tab** walk the page in document order — sidebar, content, actions; **Enter** activates links and buttons, **Space** toggles checkboxes, **Escape** closes dialogs. Two skip links sit at the top of every page — *Skip to main content* and *Skip to app navigation* — so keyboard and screen reader users jump past the chrome instead of tabbing through it on every page. A visible focus ring tracks where you are; the browser's own focus outline is never suppressed.

Dialogs are real `<dialog>` elements: focus moves inside on open, is trapped while the dialog lives, and returns to the trigger on close. There are no `window.confirm` traps anywhere in the app — every destructive or decisive step is a labelled dialog you can leave with **Escape**.

16.2 Visual access

- **Contrast** uses the Nextcloud theme tokens, so your instance theme and high-contrast mode carry into the app; status is never colour-alone — badges pair colour with an icon and a text label.
- **Zoom and narrow screens:** the layout is mobile-first and stays usable down to about 320 px without horizontal scrolling; at 200 % zoom the tables reflow into labelled cards instead of clipping.
- **Reduced motion** is honoured — transitions collapse to instant changes when the OS asks for it, and forced-colors mode keeps focus and state shapes intact.
- **Touch targets** meet the 44 px floor (48 px for primary and destructive actions), so the web app stays operable on a phone browser — you do not need the companion to punch from a phone.

16.3 Screen readers

Landmarks and headings describe the page structure: the sidebar is a navigation landmark with the current page marked `aria-current`, every table keeps its header cells, and form fields carry real labels — never placeholder-only hints. Async feedback — a saved entry, a queue update, an error — announces through `aria-live` regions, and field-level errors are tied to their input with `aria-invalid` plus an inline message next to the control, so a screen reader hears the same explanation a sighted user reads. The kiosk adds its own constraint — a shared screen nobody owns — and answers with large, high-contrast status feedback that reads at arm's length.

16.4 If something blocks you

Accessibility defects are treated as product bugs, not feature requests: report them through the **"Help"** link in the app footer or **"Support & us"**, naming the page and the assistive technology you use. The fastest manual check before reporting is the keyboard-only happy path — sign in, clock in, clock out — plus a 200 % zoom pass on **"Dashboard"** and **"Time entries"**.

17 Troubleshooting and FAQ

17.1 Errors and what they mean

The messages you are most likely to meet, in the order you are likely to meet them. The message says what happened; this list says why and what to do.

You do not have access to ArbeitszeitCheck
: The gate is restricted and you are outside the allow-list — or the app is group-limited at Nextcloud level. Chapter 14; ask the access-page owner, not your manager.

Cannot clock in
: One of four causes, in order of likelihood: the day hit the configured maximum working time, the

month is closed, a required project link is missing, or a correction on the running entry is still pending (chapter 3).

Reason required (at least 10 characters)
: Manual entries and retroactive changes want a written reason when policy requires it — one honest sentence is enough (chapter 4).

Correction pending
: Not an error: a correction request on your running entry pauses stamping until decided or withdrawn — chapter 3.

Month closed / period finalised
: Entries are locked for everyone after closure; corrections go only through manager or admin (chapters 4 and 11).

Sick leave cannot start before date
: Sick leave is backdatable up to seven days; older starts are rejected (chapter 5).

This day already has time entries
: **“Compensatory Time Off”** fails on days with entries — take it on a day you did not punch (chapter 5).

The new end date must be earlier than the original end date
: **“I returned early”** only pulls the end forward — pick a day between the start and the day before the old end. A vacation must also keep one working day, and a finalised month stays out of reach (chapter 5).

This absence has already ended. It cannot be shortened.
: The early-return window has closed; for a past period the correction path runs through your manager or administration (chapter 11).

The page changed meanwhile — reload
: Compare-and-set protection on absences and trips: your view went stale, nothing was written, reload and redo (chapters 5 and 6).

Menu item missing
: Role, not a bug — Manager, Administration and Substitution appear only when your role has them (chapters 1 and 10).

No working time model assigned
: Your Soll/Ist comparison is off until an admin assigns a model — the punch loop still works (chapter 12).

Stamp rejected — too old
: An offline stamp older than the accepted window; enter the time manually via **“Record working time”** instead (chapters 13 and 4).

17.2 The “how do I...?” index

…clock in and out?
: **“Dashboard”** punch card — chapter 3.

…fix a forgotten clock-out?
: **“Forgot to clock out? Request a correction”** link under the card — chapter 3.

…request vacation?
: **“Absences”** → **“Request time off”** — chapter 5.

…report sick during vacation?
: The vacation’s detail page, **“Convert vacation to sick leave”** — chapter 5.

…came back from leave early?
: The absence’s detail page, **“I returned early”** — chapter 5.

…cover a colleague?
“Substitution requests” appears when you are named — chapter 10.

…approve the team’s requests?
“Manager” area queues, single or bulk — chapter 11.

…see who needs attention?
“Manager” → **“People”** quick filters — chapter 10.

…pull my month’s records?
“Download PDF” on **“Time entries”**; managers use **“Revision PDFs”** — chapters 4 and 11.

…hand payroll its numbers?
“Reports” and the DATEV export — chapter 8.

…punch from my phone?
Companion via **“Get the App”**, or the phone browser — chapter 15.

…let only staff in?
Restricted gate plus allow-list — chapter 14.

…set up a punch terminal?
“Kiosk” in Administration — chapters 13 and 15.

…report a problem?
“Help” in the nav footer or **“Support & us”** — quote the version from **“About”** (chapter 9).

17.3 Not bugs — deliberate design

- **Menu items are absent, not greyed out.** A surface you may not use is not drawn — there is no locked-looking button to click hopefully (chapter 1).
- **A pending correction pauses stamping.** The dashboard freeze while a retro clock-out waits is the audit trail protecting itself (chapter 3).
- **Sick leave never mails an iCal file.** Other absences do; health data does not travel by attachment (section 5.7).
- **Managers cannot approve their own requests.** The four-eyes exception is app admins only, so single-admin instances do not deadlock (chapter 11).
- **Suggested stamps never book themselves.** Companion suite apps propose; you decide — nothing counts unconfirmed (chapter 3).

18 Glossary

Domain terms a new reader meets in ArbeitszeitCheck and in this manual. UI labels are translated inside the app itself — this list explains the concepts behind them.

Allow-list
the user and group list that passes the gate in restricted mode (chapter 14).

ArbZG / AZG / ArG
the German, Austrian and Swiss working-time acts — the statutory profiles the compliance check can apply (chapter 7).

AZC2
the licence prefix for mobile seats; gates the Android companion and kiosk terminals, never the web app (chapter 15).

Break window
a fixed time slot (e.g. 12:00–13:30) the organisation wants breaks placed in — *Placement* parks the automatic break inside it, *Required* demands overlap (chapter 13).

Compare-and-set (CAS)
: the reload-protection on absences and trips: if the record changed since you opened it, the app refuses to write over your stale view — nothing is silently overwritten.

Compensatory time off
: overtime paid back as whole days — the balance shrinks, a day goes free (chapter 5).

Correction request
: the audited way to change recorded time: you propose, a manager decides, the original stays visible (chapter 4).

Entgeltausfall / Ausfallprinzip
: the payroll principle that sick days count as if worked — the optional sick-leave crediting switch (chapter 13).

Fail-closed
: the gate's answer to a restricted mode with an empty allow-list: nobody but app admins gets in (chapter 14).

Flextime / Gleitzeit
: the running balance of worked minus target hours — the account overtime payouts draw from.

Four-eyes principle
: no self-approval: a request is always decided by a different person than the one who filed it; the sole exception is the app admin (chapter 11).

Kiosk
: the shared foyer terminal: badge or PIN in, punch out — a client with no menu and no data view (chapter 15).

Month closure
: the lock put on a finalised period: entries become read-only for everyone, corrections included (chapter 11).

Retro clock-out
: the correction that closes a still-running entry you forgot to punch out — pauses stamping until decided (chapter 3).

Revision PDF
: the immutable monthly record — byte-identical for employee and manager, built to survive audits (chapter 8).

Soll/Ist
: target versus actual: your model's planned hours against the recorded ones — every dashboard number is this comparison (chapter 3).

Substitution
: the named cover for an absence: consents first, the manager approves after — two steps, two questions (chapter 10).

Suggested stamp
: working time a companion suite app proposes on your dashboard — a suggestion until you confirm, never a booking (chapter 3).

Work location
: where a day's work happened — office, home office, external; a label on entries, never a time itself (chapter 4).

Working-time model
: your contract as data: target hours per week or weekday schedule, plus paid-break and presence options — the source of every Soll figure (chapter 12).

19 Catalogue — every surface at a glance

Every screen in the app, its menu path and the chapter that explains it. Bookmark this page when you know where you are but not what the screen is for.

Surface	What it does	Chapter
“Dashboard”	punch card, today’s hours, hints and pending items	3
“Time entries”	the audit-grade month list: filter, record, correct, export	4
“Absences”	requests, balances, additional leave accounts	5
“Absence Details” → **“I returned early”**	pulls a running approved absence’s end forward, recredits the tail days	5
“Calendar”	month/week grid of times and absences	5
“Timeline”	the same data chronologically, day by day	5
“Business trips”	record, split and submit travel for credit	6
“Working time compliance”	your findings against the configured profile	7
“My settings”	breaks, notifications, data & privacy, about	9
“Get the App”	companion install route and seat state	15
“Manager” → **“Overview”**	team status and the approval queues	11
“Manager” → **“People”**	balances, issues and pending per person	10
“Manager” → **“Employee time entries”**	review and approve corrections	11
“Manager” → **“Employee absences”**	approve requests, convert vacations	11
“Manager” → **“Business trips”**	trip reviews: recorded, computed, booked	11
“Manager” → **“Revision PDFs”**	monthly records for your scope	11
“Manager” → **“Reports”**	evaluations, CSV, DATEV	8
“Substitution requests”	accept or decline cover asks	10
“Administration” → **“Status”**	rollout health and alerts	12
“Administration” → **“Employees”**	people, profiles, individual contracts	12
“Administration” → **“Teams and locations”**	units, leads — the approval scopes	12
“Administration” → **“Working time models”**	targets, paid breaks, presence times	12
“Administration” → **“Custom absence types”**	organisation-specific request types	12
“Administration” → **“Special leave entitlements”**	quotas beyond vacation	12
“Administration” → **“Business trip rules”**	rule sets and assignments	6
“Administration” → **“Holidays and calendars”**	statutory and company days	12
“Administration” → **“Global settings”**	the chip bar of the rulebook	13
“Administration” → **“Policy settings”**	vacation, overtime, payout alerts	13
“Administration” → **“Tariff rule sets”**	entitlement tables by contract	13
“Administration” → **“Audit log”**	who changed what, tamper-evident	13
“Administration” → **“License”**	AZC2 mobile seats	13
“Administration” → **“Kiosk”**	terminals and badge credentials	15
“Administration” → **“Support & us”**	partner contact and commissioning	13
“Access denied”	the block page outside the allow-list	14

If a surface in this table is missing from your menu, the answer is almost always gate or role — chapters 14 and 1 settle it in two minutes.

Short paths by role

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

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

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

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

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

Index

Index for the ArbeitszeitCheck 1.9.10 user manual (English). Page numbers refer to this PDF.

Absences, 4
Accessibility, 9
Access, 2
Access denied, 9
Administration, 7
App administrator, 1
Calendar, 4
Clock In, 3
Companion, 9
Compliance, 4
Employee, 1
Errors, 8
FAQ, 8
Global settings, 7
Glossary, 9
Kiosk, 1, 9
Manager, 1, 5
My settings, 5
Dashboard, 3
Reports, 5
Roles, 1
Role paths, 10
Sign-in, 2
Substitute, 1
Substitution requests, 5
Time entries, 3

Topic paths

Getting started Ch. 1 Roles · Ch. 2 Getting started · Ch. 3 Dashboard and time entries

Day-to-day Ch. 4 Absences/calendar/compliance · Ch. 5 My settings and Get the App

Leadership Ch. 6 Manager, reports and substitution

Operations Ch. 7 Administration, master data and global settings

Help Ch. 8 Errors, FAQ, accessibility · Support & contribute · Index

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

Web day-to-day checklist

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