Times & Wages, Projects Timer

Content

Introduction

Thank you for downloading the app!

Those who work should receive fair wages.

Regardless of success, it is usually the time spent on employment that is honored. This app offers everything you need to create receipts for the time to be billed.

When I was dealing with the topic of time recording, inputs came from many sides. I tried to integrate as much as possible into the app.

The app 'Times & Wages, Projects Timer' offers support for the following scenarios:

- Working time recording for self-employed and employed individuals with consideration of:
  - Flextime accounts
    - monthly representation of actual working time compared to the target working time
    - vacation, illness
    - unpaid leave, sick days without sick pay
  - Working time laws regarding the maximum duration of work and minimum duration of breaks
  - Wage calculation with comparison to the rules for minimum wages
  - Weighting of Sunday / holiday work or Saturday work
- automatic time clock depending on the location
- Logging project work
  - logging of an unlimited number of individual projects
  - unlimited number of additional information regarding the project that can be saved, such as location, project activity, client, etc.
- Driving time
  - Consideration of the relevant rules for truck drivers in the EU or Switzerland (ARV2)
- Billing of recorded times and articles to the client

All recorded periods can be weighted individually. General multipliers for Saturdays or Sundays and public holidays can also be set.

A tabular representation can be printed as proof or sent as a PDF by email. For further processing, csv or XML files can also be generated, which can be read into a spreadsheet (Excel, OpenOffice, LibreOffice, Numbers).

The app can be downloaded free of charge from the App Store. It is financed by advertising or an InApp purchase that unlocks all functions and removes the ads.
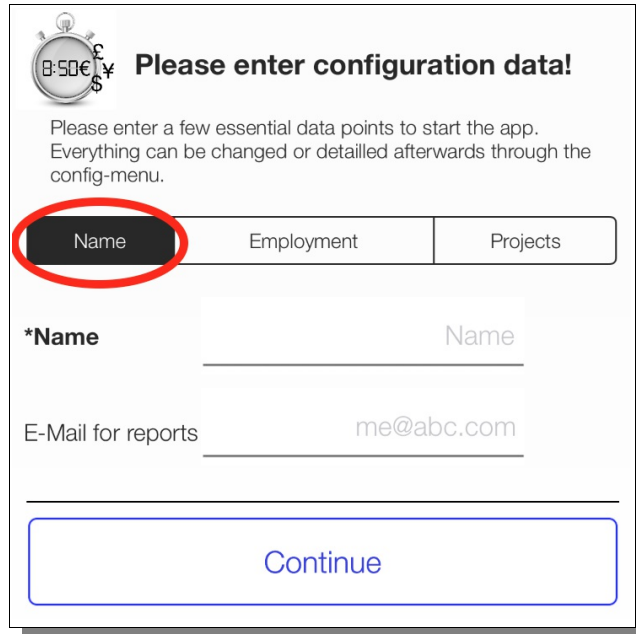
I hope you like the app. I appreciate your feedback. Many suggestions from customers have already been included as a feature in this app.

Svend Back, sb-apps.com

First Steps

The first settings are asked for at start:

1. The employee's name as printed on the time sheets.

2. The email address is used as the addressee for the time records.

3. This app support several independent timers. At least one category such as working hours, on call duty/standby, driving time or a project should be selected.

4. The number of projects can be selected.

5. Employees can specify their employer as the addressee for the time sheets. This area is hidden when self-employment is selected.

6. and off you go...

All information can be changed later.

As long as the name and, for employees, the name of the company (marked with '*') are not set, the

menu for the basic configuration is queried with every restart of the app.
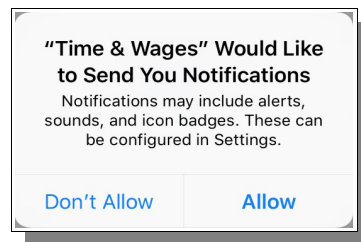
It is recommended that the messages and notifications are allowed to be shown. For example, an alarm is triggered when a threshold value is reached, which does not reach the user if not permitted.

Time Tracking

The main menu (1) "Time Sheet" houses the stopwatches (timers). The start and end times for shifts are

set here.

There is an abbreviated (3) representation ('>', which usually only consists of start, pause and stop buttons in the CD player optics.

This is a prompt mode: you start the shift with the start button and end the shift with the end button, that's it.

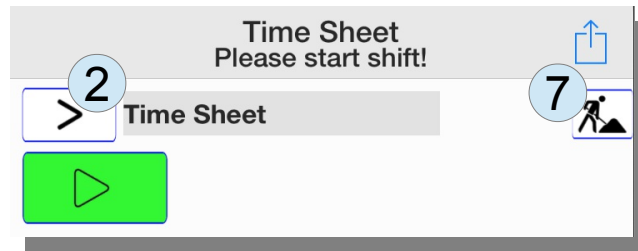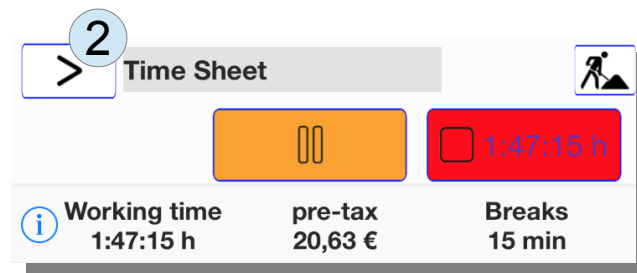The detailled times can be set in the complete (2) display ('V'). This is the mode for entering times afterwards, correcting errors or making entries for the future.

This layout uses colored buttons. This setting can be changed (Config → system menu → change layout) and other layouts with monochrome buttons could be selected.

The activated timer types in the basic configuration are (2) "Time Sheets", (3) "Standby" and (4) "Ride Time". In addition to the basic setting there is the ability to create vacation days, public holidays, sick days and project timers.

In the above image, an advertising banner is also shown in the bottom area. This app can be downloaded for free from the Apple App Store. The development is financed through the display of advertising (Google and own offers). Advertising can be hidden by an in-app purchase and functional restrictions of the free version can be lifted.
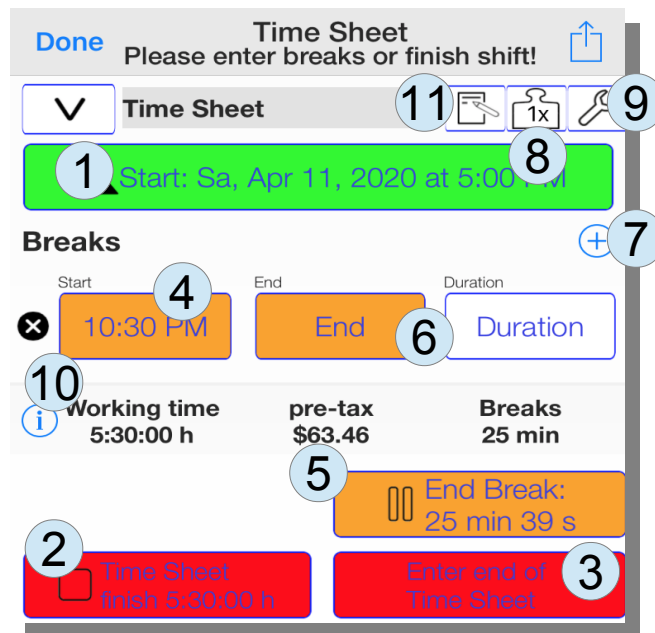
If the start button (1) has been pressed in the complete display, the display opens. You could set the end of working time to the current time immediately with the button (2). If you want to set a time other than the current time, you take the button (3) and a menu appears to exactly set the time.

When opening the working time menu, the breaks are also shown. In the picture, a pause is activated with the pause start button (4). The pause can be ended with the end pause button (5). The buttons (6) "End" or "Duration" are suitable for explicitly setting the end of the break or setting the duration directly.

Further breaks entries can be added with the '+' button (7). To weight the working time for a shift if necessary, please press button (8). To make further configurations, please click button (9).
Behind the invoice symbol (11) you'll find the possibility of calculating individual timesheets as a service to customers.
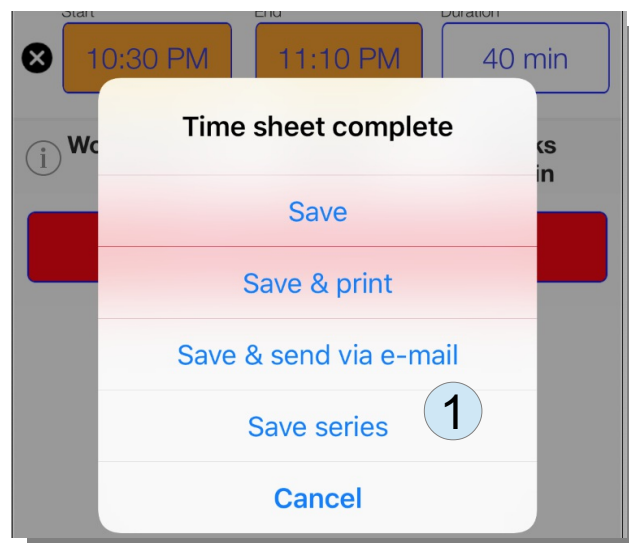
When saving, you can reproduce the entry by selecting the option "Save series" (1):

Error Handling

When entering shifts, incorrect entries can be made, e.g. breaks outside the actual shift should be remedied, as well as rule violations. For example, the working time laws provide rules that are not always easy to comply with. You can also configure your specific rules.

In the above case, the situation has arisen through manual input that a break (1) was defined before the actual working time. You could now shift the break into the shift by correcting the start and end times of the break. In the event of this error, the "Fix" button offers a quick solution by deleting the pause and, if necessary, re-entering it.

This figure is also an example of an entry with double weighting (3) because Sunday work is rewarded twice (4). Working hours are counted twice. In the flextime module, you might be able to take twice the time as a time compensation.

According to the configured working hours rules, you should take a break of 30 minutes after 6 hours. This is also reported by the app (1). To get a detailed message, you can tap on the message and get a window with details.

Configuration of timers

If you tap the wrench symbol in the working time menu or select "Configure timers" in the main menu, you get to the configuration menu for the individual type of time recording.

The details of the timer can be specified for the selected entry in the table. "Active" means that the timer is shown in the working time menu. Only 1 timer can be selected for time recording on the Apple Watch.

In the example above, the time recording for driving time (2) is no longer shown. Additional timers can be created with the '+' button (3) as a copy of the active timer.

Add project

Please specify name and abbreviation for project

| Project 1 | ⊗ |
| P1 | |

Cancel   OK
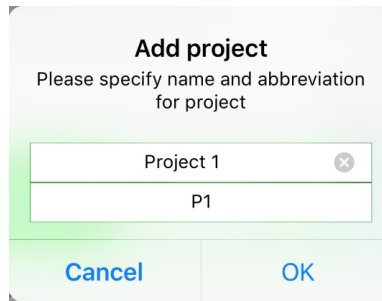
A separate button is implemented for projects. The name of the project and an abbreviation are requested.
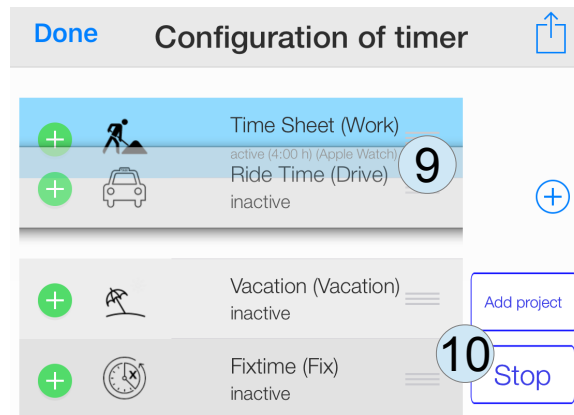
The order of the timers in the time recording menu can be varied with the "Edit" button (4). The position can be changed by moving the 3 horizontal bars (9). With "Stop" (10) you exit this mode.
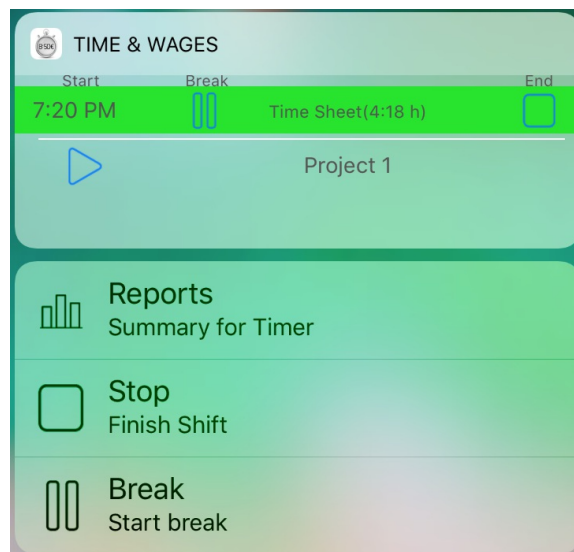
Up to 3 timers are shown in the "Today" screen of the iPhone, which appears when you swipe the main screen to the right up to the last screen. The same menu with the menu items "Reports", "Stop" and "Break" for the first timer appears when you press the icon on the main screen firmly (so-called 3D touch).

The abbreviation of the name (5) is printed on the shift slips, while the full description is used in most places where more space is available. A background color for quick identification can be selected via a color menu.
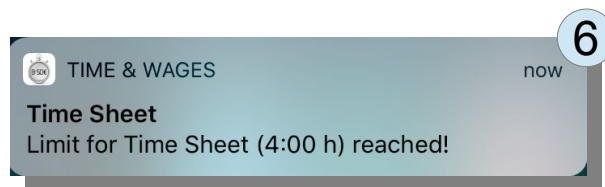
A separate limit (6) can be specified for each timer. A notification appears when the threshold is reached.

If the option to allow messages was initially denied, the message window does not appear, just as the value "0 minutes" was entered there.

Times are entered as "hours: minutes". If only a number is entered, this is interpreted as the number of hours. "8" means 8 hours. "8:30" means 8.5 hours. For 20 minutes you can enter "0:20" or just ":20".

Hourly wages can be changed per timer type (8). For the working hours, the "Salary" menu (8a) deals with special aspects of the calculation and comparison with the statutory minimum wage.

Tagging Timers for invoicing

If you scroll lower in the configuration menu, the option "Invoice?" appears below (8) (s.a):

If the option "Invoice?" (1) is selected, all future entries for this timer type will be saved with a bill-to address. The bill-to address can also be selected from the iPhone's address book(2). Taxation with 2 taxes is supported at the same time (3). In Germany there are e.g. reduced and a full value added tax. In the above case, the NYC Metro Tax consist of a 4% state tax and 4.875% local tax. The tax rates can be varied in the Config menu.

It makes sense to create separate type of timer per client, e.g. Per address. Regardless of this, a separate billing address can also be defined for an individual time entry or an invoice can also be omitted.
Only invoices marked a "Invoice" are offered later on in the billing menu when it comes to creating the invoice.

In the time recording menu you can see from the "€" symbol that a specific entry is marked for billing. If the "€" symbol is missing, this entry is not intended for invoicing.

Weighting of working hours

Done   Configuration of timer

Compensation

Compensation per Hour $12.00

Invoice?

Weighting of work per weekday

Working days   1.00

Saturdays   (11)   1.50

Sundays and holidays   2.00

Breaks are paid   (12)

Start/Stop of timer according (16)
to GPS position

Is considered for flextime   ✓
                         (13)
Ask for unpaid periods

Number of additional   Conf(14)   − +
Fields: 0

selected for Apple Watch   (15)

Further down in the timer configuration menu, details on the crediting to flexitime (13) can be specified. A weighting of working hours according to Saturdays, Sundays and public holidays and generally on working days offers the possibility to accomodate special agreements in companies (11).

The option of a paid break can be selected (12). This is probably used very rarely. If necessary, report to sb-apps.com to make modifications if necessary.

If a timer should be displayed on the Apple Watch, this can be set using the switch (15). Only one timer can be controlled there at a time.

It is possible to automatically start and stop a trimer when you reach a certain radius about a position, which is defined as GPS coordinates.

Projects

Projects can be logged separately in this app and by default are not counted towards flextime accounts.
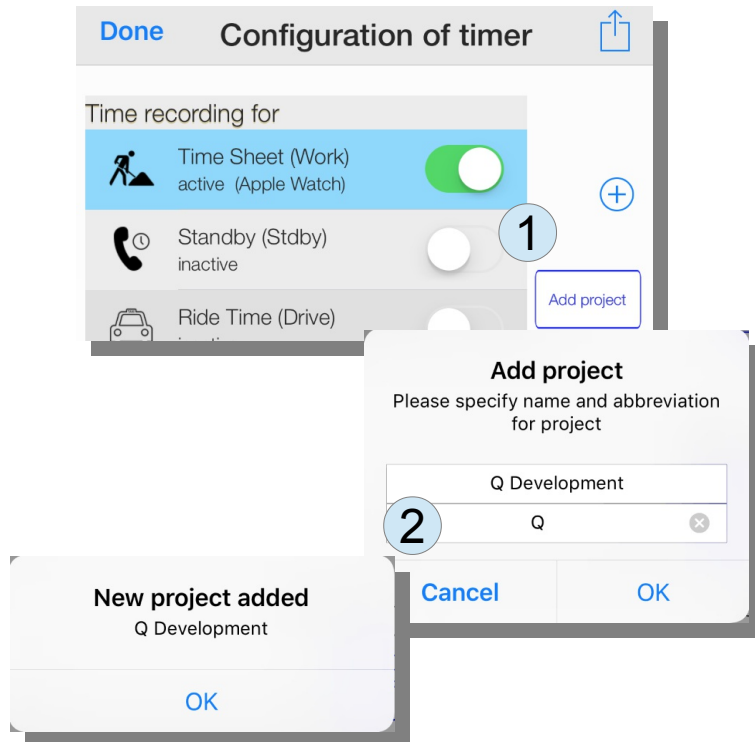
An initial number of projects can be set when the app is started (see "First Steps"). By default 4 additional text fields are offered to store supplemental information about the customer, location, activity and general comment for projects.

To add a new project, a button (1) is offered in the timer configuration menu. The abbreviation for the project name (2) is printed in the report, where less space is available.

The number and type of additional fields can be varied (3). A label can be setup for each additional field. Additional fields are configured as text fields by default. The additional fields defined as standard for projects can be specified here in more detail.

After selecting the field (6), the additional field types appear in the bottom area.

Field type (7)	Valid input formats
Text field	Any text
Date	Entry done via calendar picker
Time	Entry done via calendar-/time picker
Currency	An amount such as 4.50 or 4,50 corresponds to $ 4.50 or € 4.50
Route	4.5 or 4,5 for 4.5 km or 4.5 mi.
Number	4.75 or 4,75 respectively
Person	Text, selection via address book picker
Duration	4:30 h corresponds to 4 hours and 30 minutes
Industrial time	4.5 or 4,5 corresponds to four and a half hours

In addition to the text field, further options are possible in the configuration menu (4):

The example view (5 and 9) highlighted in gray shows how fields are displayed later.

In addition, it can also be specified (below 7) for the reports whether the additional field in the entry

- printed with label and field content ("Customer: Client abc GmbH") or

- printed without a label ("Client GmbH") or

- is not printed.

With a click on the '+' sign new timers of the selected type (1) can be created. The order of the types can be changed by clicking on "Edit". With "Stop" the changing of the sequence is ended.

Rules for working time

Checks after working hours rules can be switched off with the switch (7).

The exact rules can be viewed by clicking on the "Rule" button (7). For the countries Germany (Arbeitszeitgesetz), Austria (AZG) and Switzerland (ArGV1 & 2) the relevant laws are stored. For other EU countries, the Working Time Directive (2003/88 / EC) is stored as the default "Working Time Regulations" (12).

In the event of changes or in the absence of a definition for a country in the app, changes can also be made in the menu. If you want to change something, the write protection (11) might first be switched off. Changing the system rules is only recommended in special situations.

Done	Change rule Time Sheet	

Description of Rule

(12) Working Time Regulations

Number of hours – regular		0 min
Number of hours – extended		0 min

20 min	Break after x hours	6:00 h
0 min	Break after x hours	0 min
0 min	Break after x hours	0 min

Breaks between shifts	11:00 h

0	x per week reduced break between shifts of duration of	0 min

Maximum of hours for 1 week	48:00 h
Maximum of hours for 2 weeks	0 min

Driving time

Rules also apply to driving times, which are stored in the app:

Country	Regulation
Germany	Regulating the working hours of self-employed drivers (KrArbZG)
Austria	Regulation (EC) 561/2006
Switzerland	Chauffeur order ARV 1
EU countries	European Directive (EG) 561/2006

This app can help you to comply with the relevant rules. No guarantee can of course be given.

Salary

The current value of the wages earned can always be tracked in parallel for working hours. The amounts are added up in the overview.
The configuration of the wages takes place in the own menu "Salary".

Depending on the payment model, hourly, weekly or monthly wages can be entered. A comparison with the current minimum wage is offered from the gross wage per unit of time. In addition to the generally applicable minimum wage, there are also (3) different minimum wages for different employee groups (some of which have been agreed in the unioin agreement).

The employment situation can be entered here as well (4).

Minimum Wage

The minimum wage is intended as supplemental information and provides an indication of which hourly wages should be met as a (legal) minimum. The color green indicates a compliance with the rule. If the color is red, this indicates that the hourly wage is below the minimum wage.

As these rules differ from country to country, often even from state to state and are distinct per type of job, there is a great chance, that this app does not automatically cover applicable rules for you. For Germany, Austria and Switzerland the list is quite extensive.

For the states in U.S. some rules are included, but certainly not for the rest of the world. Press (3) for selecting the available minimum wages rules for your country. This button is only available, when there are rules integrating for your country in the app.

If no entry exists, you can add your minimum wage to the app.

Note: if a monthly wage is given, 4 1/3 weeks are multiplied by the number of hours per week in order to calculate the hours per month.

Invoices

For freelancers, rental car drivers and other self-employed, the app offers the possibility to create invoices, print them and share them as PDF files by email or otherwise, e.g. via WhatsApp from FaceBook. You can also write invoices as an employee, both on behalf of your employer and for part-time jobs.
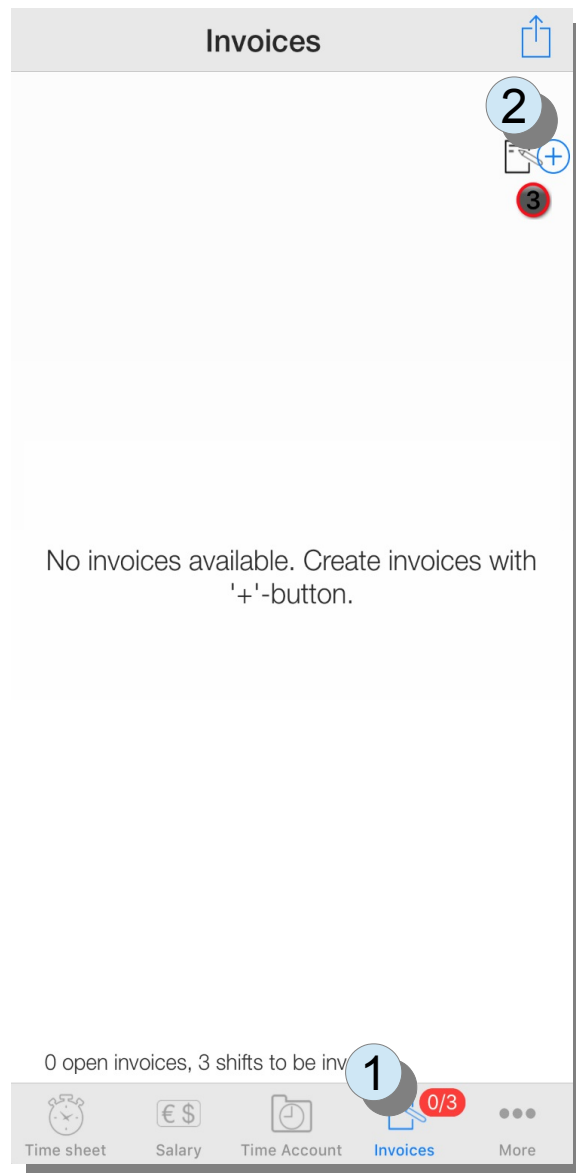
If there are time records that have been prepared for the calculation, a note (1) appears in the navigation menu below (here "0/3"). The first number indicates the number of open (unpaid) bills.
3 entries are prepared for the calculation. A new calculation is started by pressing the '+' button (2).

From the completed time records that have been marked for the calculation, you can now select the entries that are to be calculated. They are sorted according to the addressees of the invoice.
You can select individual entries as well as select all entries for a company (5) by clicking on the heading.

Add lines to invoice — Cancel / Continue (3)

Shifts
Sorted by client

| ACME Inc | 0/1 |
Mo Apr 13 — 11:00 PM - / 11:31 PM (31 min) — Salary: $5.96 / Work 31 min breaks: 0 min — OK (i)

| Creative Consulting | 0/2 |
Mo Apr 6 — 10:10 AM - / 5:00 PM (6:50 h) — Compensation: $136.67 / Q Development:Customer John Appleseed 6:50 h — OK (i) (4)
Th Apr 9 — 10:15 AM - / 4:15 PM (6:00 h) — Compensation: $110.00 / Q Development:5:30 h/excl. 30 min — OK (i)

3 shifts not invoiced ($252.63)

Time sheet | Salary | Time Account | Invoices 0/3 | More

2 shifts selected ($246.67)

Shifts
Sorted by client

| ACME Inc | 0/1 |
Mo Apr 13 — 11:00 PM - / 11:31 PM (31 min) — Salary: $5.96 / Work 31 min breaks: 0 min — OK (i)

| Creative Consulting | (5) | 2/2 |
Mo Apr 6 — 10:10 AM - / 5:00 PM (6:50 h) — Compensation: $136.67 / Q Development:Customer John Appleseed 6:50 h — OK (i)
Th Apr 9 — 10:15 AM - / 4:15 PM (6:00 h) — Compensation: $110.00 / Q Development:5:30 h/excl. 30 min — OK (i)

Details of the recorded times can be obtained by pressing the 'Info' button (4)
Once all entries have been selected, you can go to the menu with "Continue" (3), where you can enter further details about the invoice.
To write an invoice, the basic data of the recorder should first be recorded. So the name is taken from the initial configuration.

The information can be found as basic data on the invoice, credit notes, receipts, etc..

Invoice details incomplete
Enter data on bank, IBAN, account etc. now?

Cancel | Yes

A few data are extracted from the basic configuration, e.g. the name of the signing employee (8) and the corresponding email (3). Most of the information can be further customized by defining your own templates. There it is also possible to adapt the logo and to place a scanned signature for the invoice.

Done | **Details for Invoices and Receipts**

Company name (long)	**1** BC Company Inc.

Company details

Name of manager	**2** John Doe
Job function	Managing Director
Address	**3** Sun Street 1
	Address 2
ZIP town	New York, NY 1234
country	United States
Telephone	123-456-789
Fax	123-456-788
VAT ID	**4** AAGB1234 EUID 1234

Invoice

Name of Bank	**5** Citi Bank Ltd
Account	123 11223 12234
XX	**6** XXXXCAZZZZZ

Payment terms (days)	− + **7** 14

1 ABC Company Inc.

9

ABC Company Inc., Sun Street 1, New York, NY 1234

Creative Consulting

Kate Bell

165 Davis Street
94010 Hillsborough

Sun Street 1
New York, NY 1234

tel. 123-456-789 **3**
fax. 123-456-788
e-mail john.doe@abcinc.com

Invoice

InvoiceNo.	2	**10**
Invoice date	2020-04-15	
Performed by	ABC Company Inc.	

Dear Madams and Sirs,

thank you for your business.

	Date	Tätigkeit	Duration	Discount Compensation/h (net)	net	State Tax	Local Tax	pre-tax
1	2020-04-06 6:50 h	Q Development PO# 1234	10:10 AM - 5:00 PM	$20.00	$0.00	$136.67	$0.00	$0.00	$136.67
		Customer: John Appleseed Site: Q Inc. Data Centre Task: Prep Project A						
2	2020-04-09 5:30 h	Q Development	10:15 AM - 4:15 PM Breaks: 30 min	$20.00	$0.00	$110.00	$0.00	$0.00	$110.00
		Customer: John Appleseed Site: Q Inc. Data Centre Task: Prep Project A						

net	$246.67
State Tax	$0.00
Local Tax	$0.00
Total	**$246.67**
already paid	$0.00
Remaining amount	**$246.67**

7

Please send a check until 2020-04-16 latest payable to ABC Company Inc. to the address mentioned above.

8

Best regards
ABC Company Inc.

John Doe **2**
Managing Director

VAT ID:AAGB1234 EUID 1234 **4**

Bank:Citi Bank Ltd **5+6**
Account:123 11223 12 1/1

Change information on the invoice

Once the form data regarding for the invoicing entity has been entered, work continues on the details for an invoice.

The invoice numbers (1) can be provided with a prefix as well as a postfix. The last number in the string for the invoice is recognized as a consecutive number and incremented. If you e.g. "2020 / 5" was the last invoice number, "2020 / 6" is generated as the next invoice number.

The "Right of Way" sign (2) indicates that changes are still being made here. The sign "Reversal prohibited" means that no changes can be made. Clicking on the sign switches the state from "read-only" to "writable" and vice-versa.

If you want to write additional invoices to a certain customer again later on, you can save the current filled form as a template (6) in the system menu (5) with a name.

If you want to call up these templates again, you can use the button (3) to select from the existing templates.
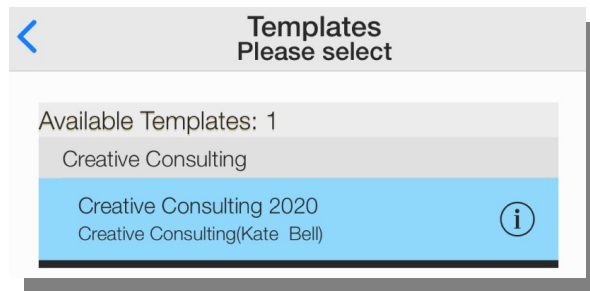
The billing contact can also be selected from the address book of the iPhone / iPad (4).
If you want to add more lines to the invoice, you can (7) add more shifts as well as articles / products / other (8).
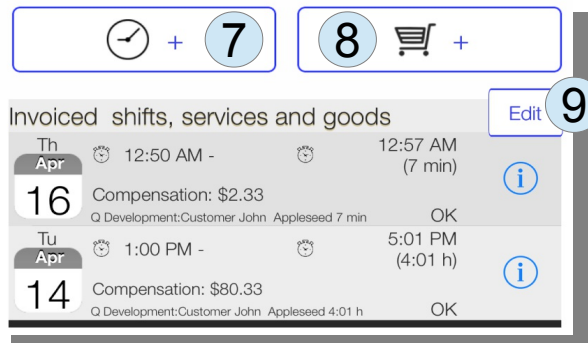
If articles have already been created, the article must be selected (10) and the number of articles for the respective invoice must be specified (11). A preview of the invoice line with VAT calculation is also displayed.
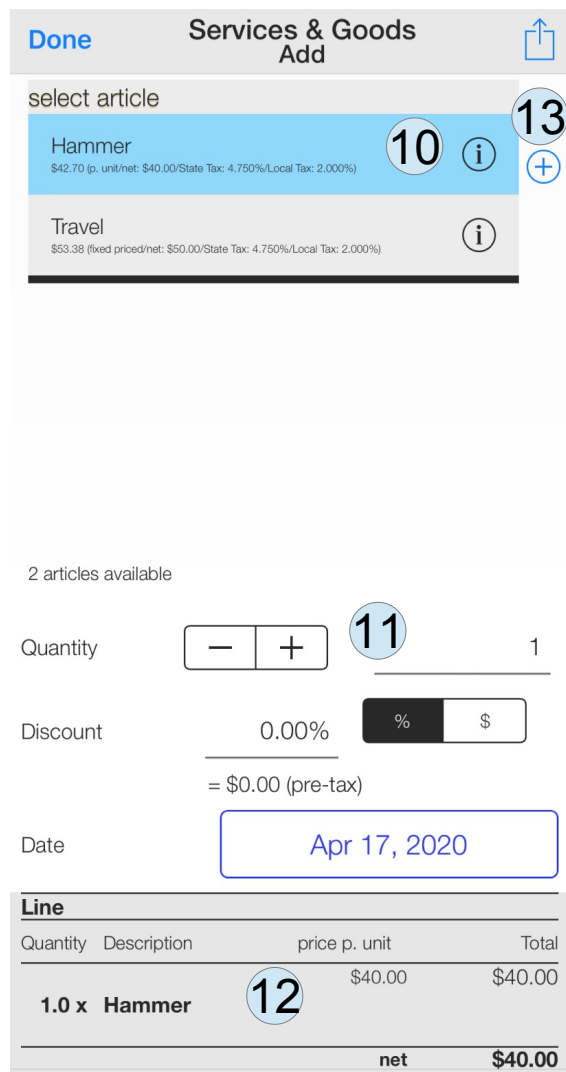
A new article can be created by pressing the '+' button (13).

The order of the lines in the calculation can be changed using the "Edit" button (9).
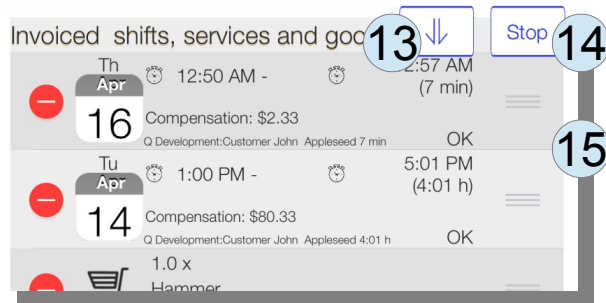
With the "arrow down" (13) you can completely reverse the order.
Individual entries can be moved by moving the 3 bars (15) on the right.
Clicking on "Stop" (14) leaves the mode in which you can change the position of the invoice lines.

Article creation

Articles and additional services can also be included in invoices. Additional articles can be created

from the invoice menu with the '+'-button (1). Later on you select these items from the list (2).

Finalizing invoices

Invoices to customers are documents.

The app follows the basic principles of accounting. Once an invoice has been finalized, it can no longer be changed. As an uninterrupted consequence, the invoice numbers record that no transactions have been deleted. The consequence of this is that an incorrect invoice is corrected either by crediting and, if necessary, recalculation. A cancellation invoice has been used in Germany since 2013. In Switzerland, the classic method of crediting can also be used. Attention: In Germany, a tax office can refuse to deduct sales tax if the term "credit note" is used incorrectly.
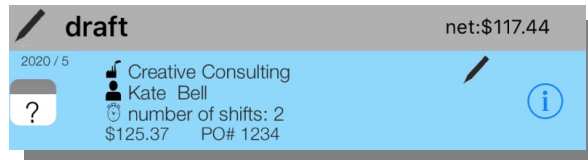
The following symbols are displayed for the different states of the invoice:

	The invoice has not yet been completed and can be changed
	The invoice has been issued and can no longer be changed
	Invoice has been sent by email/printed
	The invoice has been paid
	bill has been canceled
	Invoice is overdue
	The invoice was dunned
	Credit

Canceling vs. Deleting Invoices

If you print an invoice in the system menu or send it by e-mail, you are finalizing the invoice. The first time you try to eliminate an invoice, (e.g. by swiping to the left) you can select the cancellation mode or specify that invoices should be deleted completely.

Handling of cancellations
Cancel and credit or just
delete invoices

Delete invoices

Cancel & credit invoices
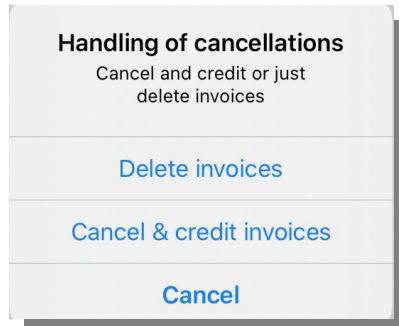
Cancel

In cancellation mode when deleting an invoice a credit note is created with the same amount as the original invoice. Other wise the invoice is just removed from the list of invoices.

This mode can also be change later on in the configuration menu.

Cancellations & Credits instead
of Deletions
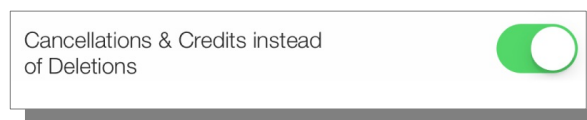
Invoice overview

After some invoices have been created, you can sort them in the overview by status, customer name, date, invoice number or value (1).
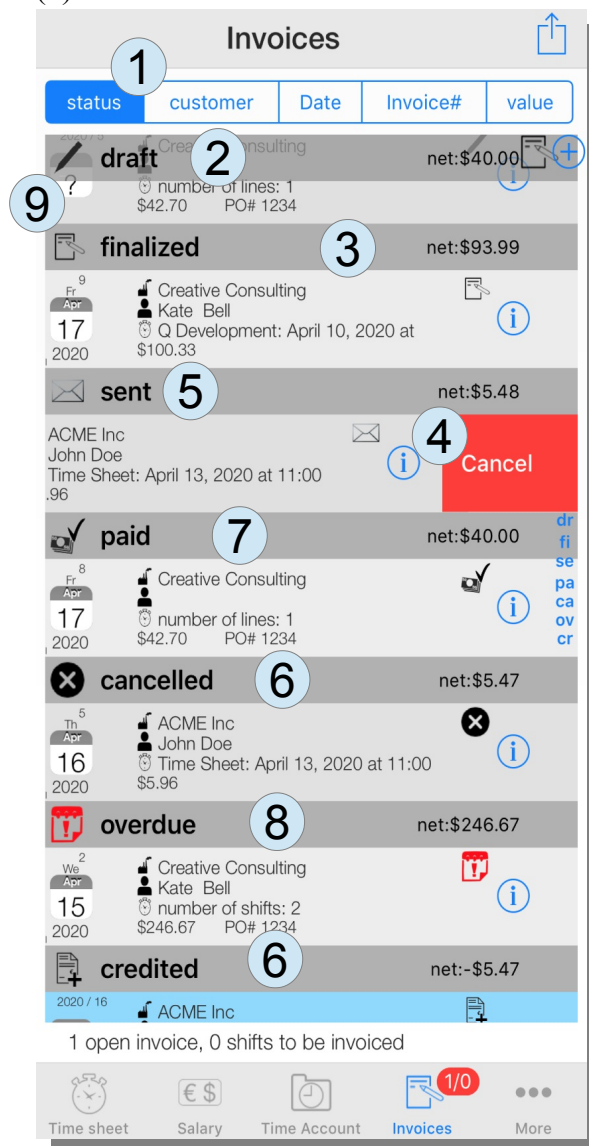
As long as an invoice is still in draft, you can easily delete it with a swipe to the left. Finalized invoices (3)(5) can be canceled (4). The canceled invoice (6) remains. Instead, a credit note (6) is created.
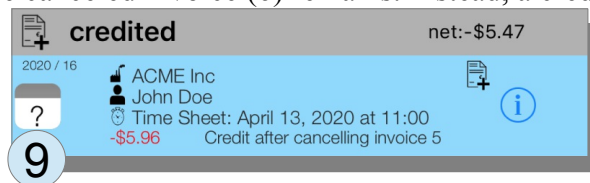
In the example, this credit and the draft invoice have not yet been sent or printed. Only then would a credit date be set (9).

Paid (7) and overdue (8) invoices are also shown separately by status.

Invoice Template

You can adjust the invoices below the display of the invoice preview.

Different billing identities can be added and selected (1). For each identity, separate information about the name of the company, address, bank details is created. By clicking on the current template (2) (here still "Standard") you can define the logo and further details of the invoice.

Invoiced by

John Doe
<self>   ⓘ   ⊕
                                            1

ABC Company Inc.   ⓘ

Print template   Standard   **2**

Default template for: ABC Company Inc **3** ⚪

    €£$ **4**   Details for invoice **5**

You can set a template as default for an identity, so that when you change your identity with (1) the appropriate template is automatically selected.

Done   **Countries & Currencies**   ⬆

G

Georgia (₾)   A
example: ₾ 12 345,67   Ä

Germany (€)   **1**
example: 12.345,67 €   E

Exchange Rate   **2**   0.8986

$1.00 = 0,90 €
1,00 € = $1.11

Exchange complete invoice   **3**   ⚪

Last but not least, a second currency can be selected under (4) and an exchange rate can be added. The final amount can then also be shown in a second currency. On the right-hand side, you can get to the country you are looking for faster by clicking on the first letter (1). The exchange rate can be entered after selection under (2). If the switch (3) is activated, the entire invoice will be issued in the desired currency.

To get English texts if necessary, you can select the language and the region accordingly by changing the iOS settings. In addition to German, English and Spanish are also supported.

If you click on (2) Print template "Standard" (s.a.) the menu "Print templates" appears. The standard templates are marked in grey and cannot be changed.

The button (+) (1) creates a copy of the selected template that can be changed.
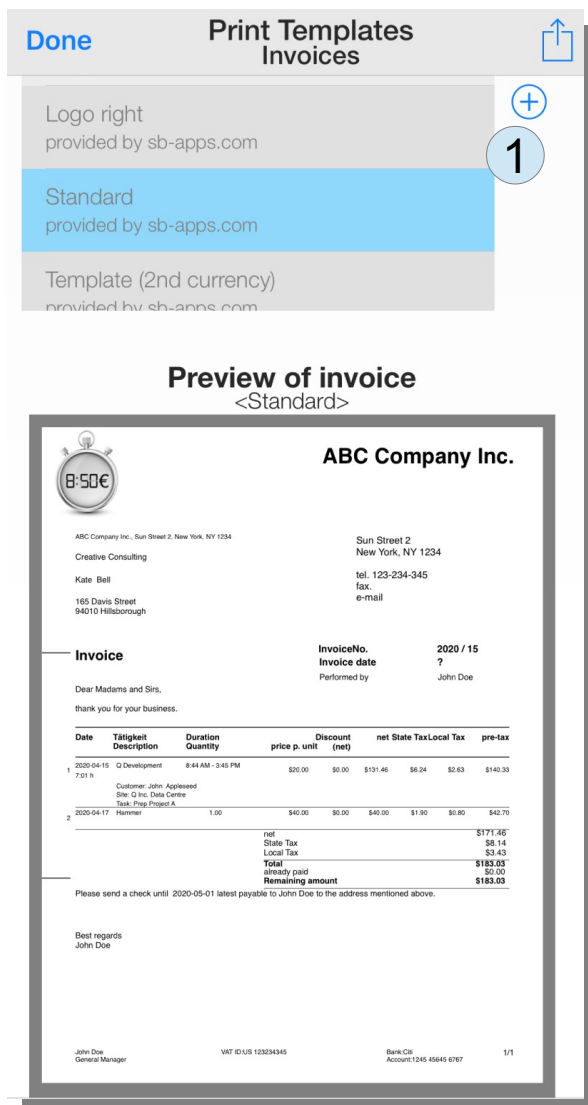
Buttons (for the iPhone under the selection field) appear for the templates for the fields in the template that can be changed.

The name of the template is used for recognition (1).

Name of template

Copy of Standard ①

Touch button to change specific part of template

Logo ②	Company name
Title	Intro
Demand for payment ③	Greetings
Envelope Address	Contact Data
Signature ②	Mandatory compliance statements

Documents will be numbered ④ 🟢

Print times ⑤ 🟢

Print address on the right ⚪

Group additional fields ⑥ ⚪

Labels on invoice preview:
- **A** Company name
- Logo
- Envelope Address
- Contact Data
- Title
- Intro
- Deman for payment
- Greetings
- Signature
- Mandatory f. compliance

Creative Consulting

Kate Bell

165 Davis Street
94010 Hillsborough

InvoiceNo.						2020 / 15	
Invoice date						?	
Performed by						John Doe	

thank you for your business.

Date	Tätigkeit Description	Duration Quantity	price p. unit	Discount (net)	net	State Tax	Local Tax	pre-tax
1	2020-04-15 7:01 h	Q Development	8:44 AM - 3:45 PM	$20.00	$0.00	$131.46	$6.24	$2.63	$140.33
	Customer: John Appleseed Site: Q Inc. Data Centre Task: Prep Project A							
2	2020-04-17	Hammer	1.00	$40.00	$0.00	$40.00	$1.90	$0.80	$42.70

net	$171.46
State Tax	$8.14
	$3.43
	$183.03
already paid	$0.00
Remaining amount	**$183.03**

Please ... est payable to John Doe to the address mentioned above.

Best re...
John Doe

John Doe General Manager	VAT ID:US 123234345	Bank:Citi Account:1245 45645 6767	1/1

The automatic numbering of the receipts can be switched off. (4).

The time is usually printed, what can be prevented with the switch (5).

If envelopes with a viewing window on the right side are used, the switch (6) can be used to print the address on the right side. The contact details are then printed on the left.

The logo (2) and the signature (2) can be scanned or photographed or selected from the iOS Photos app. The mechanism works in the same way as described in the chapter "Changing the logo for the time sheet".

The remaining fields (3) offer configuration options for individual texts in the documents. If you click e.g. on the button "Demand for payment" the menu "change texts of invoice" appears.

The variables are marked with a '$' character. In the field (1) you can both delete the entire text or only change parts. The variables are contained in the selection list (3) and can be inserted from there with a click at the cursor or can also be entered with the keyboard. The current replacement of the text is displayed below of the input field (2). With a click on (4) the text can be reset to the origin.

With a click on "Done" it goes back and you can review the result.

Reports

The app supports two ways of summarizing shift records:

- monthly settlement with flextime accounts
  Monthly statements are created and offset against the results of the previous month, and carry-overs are updated to the following month.

- Reporting for freely selectable periods
  To e.g. creating a monthly statement for project work can be used to read out the project times for a specific month.
  As a specific feature for drivers in Switzerland, there is the option of generating a report on driving times and working hours in retrospect of exactly 28 days

All reports are created as a PDF file. This can be sent via email from the app. Other formats such as CSV files and XML files enable further processing e.g. in a spreadsheet like Excel.

Flextime accounts

Flexible working hours usually go hand in hand with logging and comparison against lower and upper
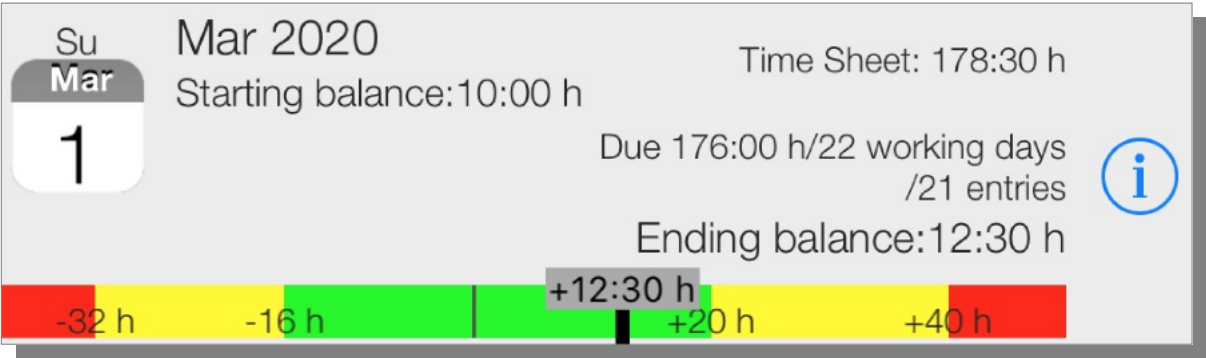
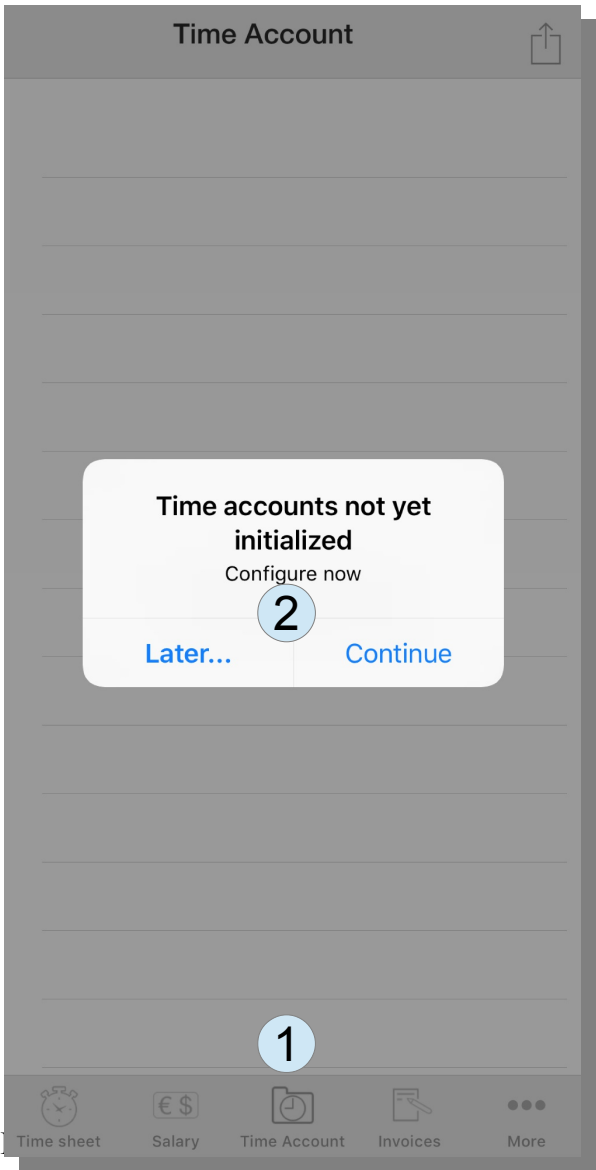limits in which the monthly totals may fluctuate in comparison with a target.

When you first call up the "Time accounts" menu (1), you should first define your target weekly hours and distribute the weekly working hours. After "Next" (2) an overview of a working week with 40

hours appears.

For example, instead of a 40 hour week a part-time job with 25 hours (3) is configured. The days in the week to be worked on must also be selected (4) and, if necessary, the distribution of hours to the days of the week may also be adjusted (5).

An employment of 25h / week spread over Monday to Thursday could be shown as follows (7). These are the credits that are added to the flextime account for vacation or illness. A vacation on Wednesday would mean 5h credit.

Surcharges for Saturday and Sunday work

Surcharges for Saturday and Sunday or holiday work are also part of the time calculation. These surcharges are given as a factor (1). The working time is multiplied by the factor (and not the hourly wages). In effect, this is the same monthly wage. The best way to illustrate the effects is to compensate for weekend work. If the employer sets a factor of '2' for Sunday work, it doesn't just mean that double the wages will be paid. However, it is also possible to compensate for 2 days.

Compensation for overtime

Agreements between employers and employees on flextime usually also include rules for limit values, which are striven for if they are exceeded. This compensation can be a payment of overtime. When paying out, an adjustment can be entered in the overview.

Two threshold values can be entered relative to the target value of the respective monthly value (3). The thin line in the middle symbolizes the target value, the bold bar with the gray field shows the actual value in relation to the target value.

Sometimes overtime above a threshold is also canceled without replacement. This can also be set (3).

Presentation

In addition to the graphical overview of the monthly result (7), the overview also shows the key data on the target working time (176: 00h), number of working days (22 days) and 21 entries that are taken into account.
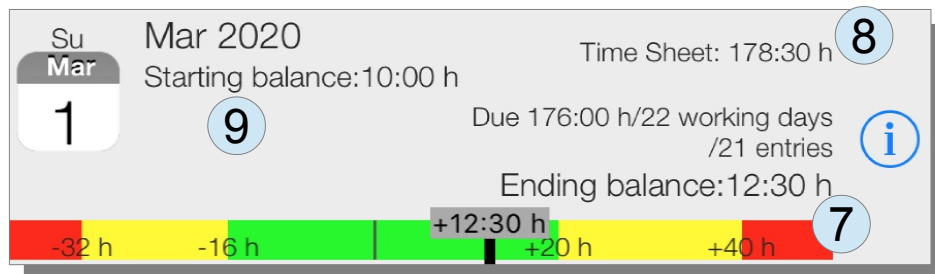
The associated entries are shown by clicking on (i). A monthly view (here March 2020) is always shown for flextime accounts.
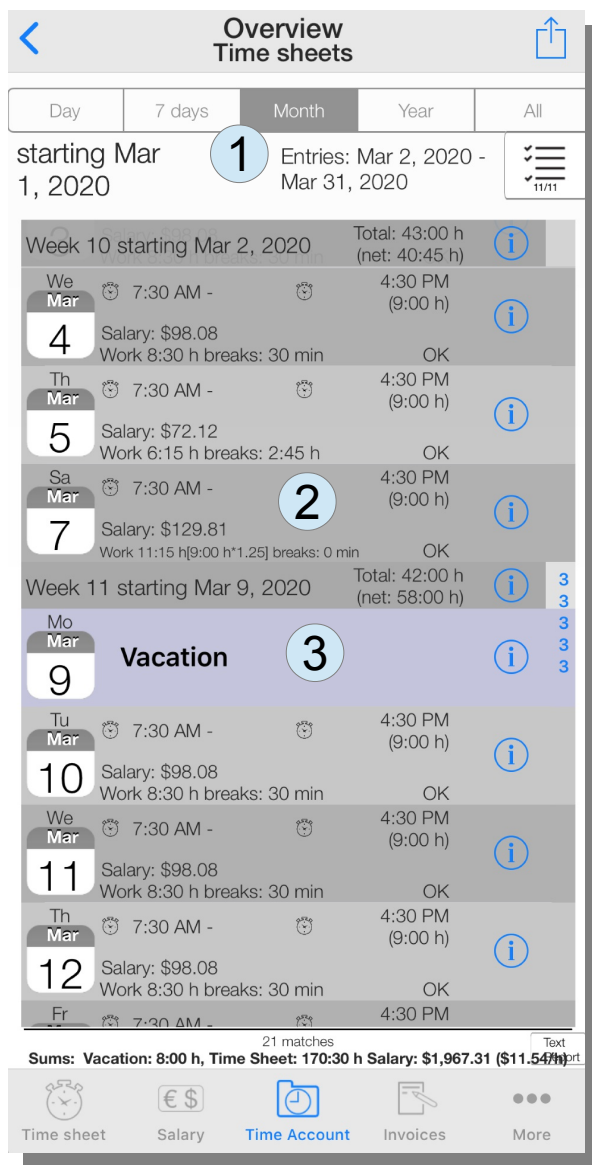
For the Saturday work (2), the time actually performed (here 9:00 h) as well as the weighted time (here 11:15 h) after multiplication by the Saturday factor (here: 1.25) is given.

In the example, vacation days (3) are counted with 8 hours as this is the amount of hours dedicated to a Friday.

Reporting for random periods

In the report menu (sometimes behind the "more..."-menu), you can select reports for periods (day, week/7 days, month, year and all (1)) starting at a certain day. In the menu (M) the period can be extended or shortened by one unit (6). With the menu (3) you can select certain types of time records.
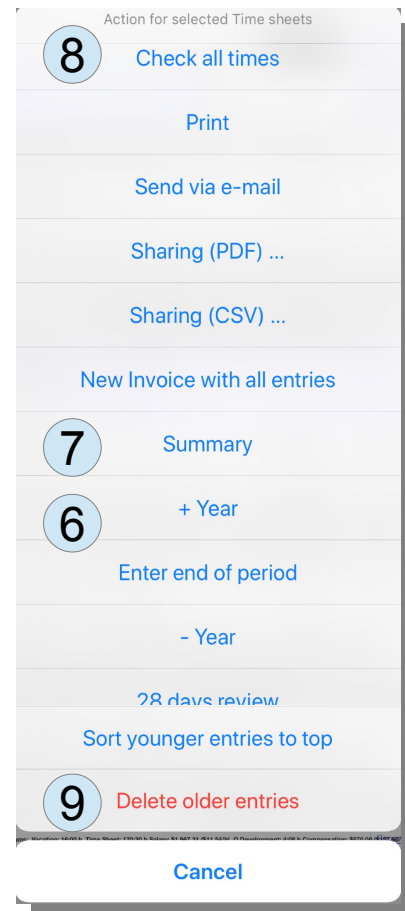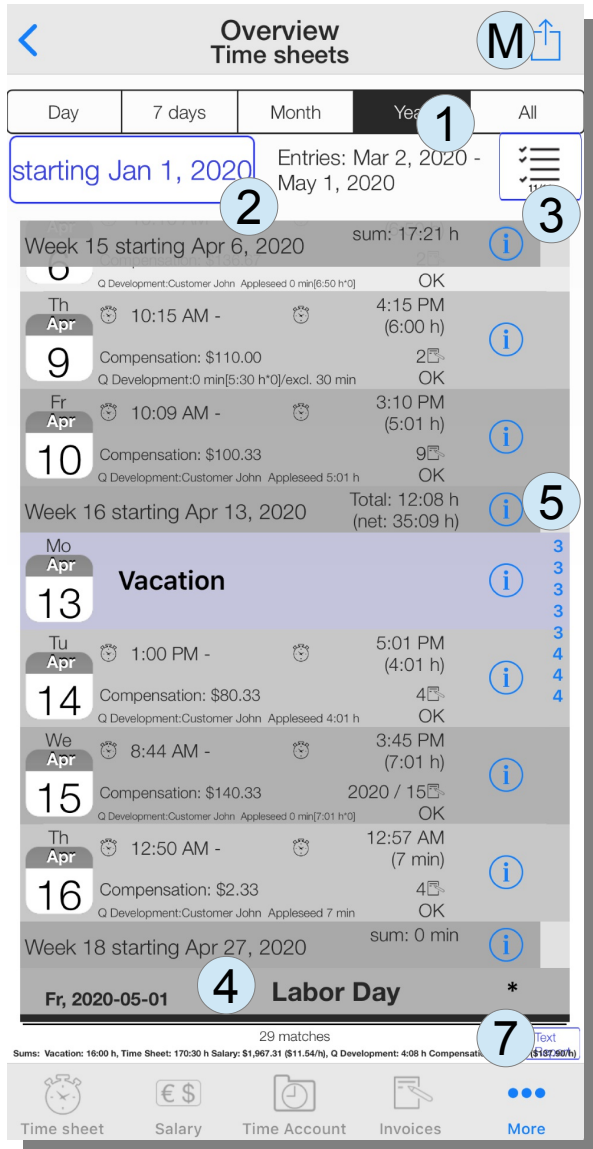
If you click on an (i) for a time recording, it is displayed or zoomed into the period (4). Subtotals are calculated for each period.

On the right edge (5) you can quickly jump to the desired time. For a summary as text click in the menu (M) on summary (7) or the button "Text Report" (7).
The checking of the rules for time recording can be started again with (8). Problematic entries are highlighted in color. The menu item "Delete older entries" (9) can be used to expire entries.

Time Sheet Gleitzeitsaldo	170.30 h
Time Sheet Lohn	$1,967.31
Time Sheet proForma	180.00 h
Total Quantity	29
Total Duration	257.00 h
Total Breaks	12.25 h
Total Nettime	244.75 h
Total Weighted	190.63 h
Total Gleitzeitsaldo	190.63 h
Total Lohn	$2,537.30
Total proForma	250.00 h

Timesheets

Number timesheets	29
1st timesheet	Mar 2, 2020 at 7:30 AM
Last time sheet	May 1, 2020 at 12:00 AM
End	May 1, 2020 at 12:00 AM

Timer 1 (Time Sheet)	Start	End	Break	Net Time
Total	Mar 2, 2020 at 7:30 AM	Mar 2, 2020 at 4:30 PM	30 min	8:30 h
Break 1	Mar 2, 2020 at 11:30 AM	Mar 2, 2020 at 12:00 PM	30 min	

Display summary

| Time sheet | Salary | Time Account | Invoices | More |

The text summary provides an overview (1) and, if necessary, a detailed list of the time records (3). This can be switched on with the switch (1). With a large number of entries, the display of the details may take longer.

Printouts

Time sheets can be printed from the "Reports"- or "Time Accounts"-menu.

Time Sheet

Employers are obliged to store time sheets for at least two years.

Employer   (Self employed)

Employee   **John Doe**

Monthly report
from | to
Mar 1, 2020 | Mar 31, 2020

Date	Start	End	Breaks from to	from to		sum	Total	
Mo 2020-03-02	7:30 AM	4:30 PM	11:30 AM 11:45 AM	2:45 PM 3:00 PM		30 min	8:30 h/$98.08	Time Sheet
Tu 2020-03-03	7:30 AM	4:30 PM	11:30 AM 12:00 PM			30 min	8:30 h/$98.08	Time Sheet
We 2020-03-04	7:30 AM	4:30 PM	11:30 AM 12:00 PM			30 min	8:30 h/$98.08	Time Sheet
Th 2020-03-05	7:30 AM	4:30 PM	11:30 AM 2:15 PM			2:45 h	6:15 h/$72.12	Time Sheet
Sa 2020-03-07	7:30 AM	4:30 PM					11:15 h/$129.81	Time Sheet x 1.25
Mo 2020-03-09	_						8:00 h	Vacation
Tu 2020-03-10	7:30 AM	4:30 PM	11:30 AM 12:00 PM			30 min	8:30 h/$98.08	Time Sheet
We 2020-03-11	7:30 AM	4:30 PM	11:30 AM 12:00 PM			30 min	8:30 h/$98.08	Time Sheet
Th 2020-03-12	7:30 AM	4:30 PM	11:30 AM 12:00 PM			30 min	8:30 h/$98.08	Time Sheet
Fr 2020-03-13	7:30 AM	4:30 PM	11:30 AM 12:00 PM			30 min	8:30 h/$98.08	Time Sheet
Mo 2020-03-16	7:30 AM	4:30 PM	11:30 AM 12:00 PM			30 min	8:30 h/$98.08	Time Sheet
Tu 2020-03-17	7:30 AM	4:30 PM	11:30 AM 12:00 PM			30 min	8:30 h/$98.08	Time Sheet
We 2020-03-18	7:30 AM	4:30 PM	11:30 AM 12:00 PM			30 min	8:30 h/$98.08	Time Sheet
Th 2020-03-19	7:30 AM	4:30 PM	11:30 AM 12:00 PM			30 min	8:30 h/$98.08	Time Sheet
Fr 2020-03-20	7:30 AM	4:30 PM	11:30 AM 12:00 PM			30 min	8:30 h/$98.08	Time Sheet
Mo 2020-03-23	7:30 AM	4:30 PM	11:30 AM 12:00 PM			30 min	8:30 h/$98.08	Time Sheet
Tu 2020-03-24	7:30 AM	4:30 PM	11:30 AM 12:00 PM			30 min	8:30 h/$98.08	Time Sheet
We 2020-03-25	7:30 AM	4:30 PM	11:30 AM 12:00 PM			30 min	8:30 h/$98.08	Time Sheet
Th 2020-03-26	7:30 AM	4:30 PM	11:30 AM 12:00 PM			30 min	8:30 h/$98.08	Time Sheet
Mo 2020-03-30	8:30 AM	5:30 PM	12:30 PM 1:00 PM			30 min	8:30 h/$98.08	Time Sheet
Tu 2020-03-31	8:30 AM	5:30 PM	12:30 PM 1:00 PM			30 min	8:30 h/$98.08	Time Sheet

Employee : John Doe   1/1

First entry : Mar 2, 2020   Last entry : Mar 31, 2020   Number of entries : 21

Vacation : 1   Work : 20@170:30 h (net 168:15 h)@$1,967.31

Apr 19, 2020

Date, signature

created with Time & Wages, © sb-apps.com 2020, available on the App Store

The config menu allows to specify another printing format where breaks are summarized.

Print sum of breaks

Time Sheet
Employers are obliged to store time sheets for at least two years.

Employer   (Self employed)

Employee   **John Doe**

Monthly report
from | to
Mar 1, 2020 | Mar 31, 2020

Date	Start	End	Breaks	Total	
Mo 2020-03-02	7:30 AM	4:30 PM	30 min	8:30 h/$98.08	Time Sheet
Tu 2020-03-03	7:30 AM	4:30 PM	30 min	8:30 h/$98.08	Time Sheet
We 2020-03-04	7:30 AM	4:30 PM	30 min	8:30 h/$98.08	Time Sheet
Th 2020-03-05	7:30 AM	4:30 PM	2:45 h	6:15 h/$72.12	Time Sheet
Sa 2020-03-07	7:30 AM	4:30 PM		11:15 h/$129.81	Time Sheet x 1.25
Mo 2020-03-09	_			8:00 h	Vacation
Tu 2020-03-10	7:30 AM	4:30 PM	30 min	8:30 h/$98.08	Time Sheet
We 2020-03-11	7:30 AM	4:30 PM	30 min	8:30 h/$98.08	Time Sheet
Th 2020-03-12	7:30 AM	4:30 PM	30 min	8:30 h/$98.08	Time Sheet
Fr 2020-03-13	7:30 AM	4:30 PM	30 min	8:30 h/$98.08	Time Sheet
Mo 2020-03-16	7:30 AM	4:30 PM	30 min	8:30 h/$98.08	Time Sheet
Tu 2020-03-17	7:30 AM	4:30 PM	30 min	8:30 h/$98.08	Time Sheet
We 2020-03-18	7:30 AM	4:30 PM	30 min	8:30 h/$98.08	Time Sheet
Th 2020-03-19	7:30 AM	4:30 PM	30 min	8:30 h/$98.08	Time Sheet
Fr 2020-03-20	7:30 AM	4:30 PM	30 min	8:30 h/$98.08	Time Sheet
Mo 2020-03-23	7:30 AM	4:30 PM	30 min	8:30 h/$98.08	Time Sheet
Tu 2020-03-24	7:30 AM	4:30 PM	30 min	8:30 h/$98.08	Time Sheet
We 2020-03-25	7:30 AM	4:30 PM	30 min	8:30 h/$98.08	Time Sheet
Th 2020-03-26	7:30 AM	4:30 PM	30 min	8:30 h/$98.08	Time Sheet
Mo 2020-03-30	8:30 AM	5:30 PM	30 min	8:30 h/$98.08	Time Sheet
Tu 2020-03-31	8:30 AM	5:30 PM	30 min	8:30 h/$98.08	Time Sheet

Employee : John Doe   1/1

First entry : Mar 2, 2020   Last entry : Mar 31, 2020   Number of entries : 21
Vacation : 1   Work : 20@170:30 h (net 168:15 h)@$1,967.31

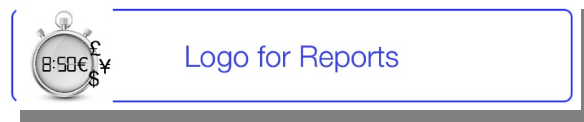Apr 19, 2020
_____
Date, signature   created with Time & Wages, © sb-apps.com 2020, available on the App Store
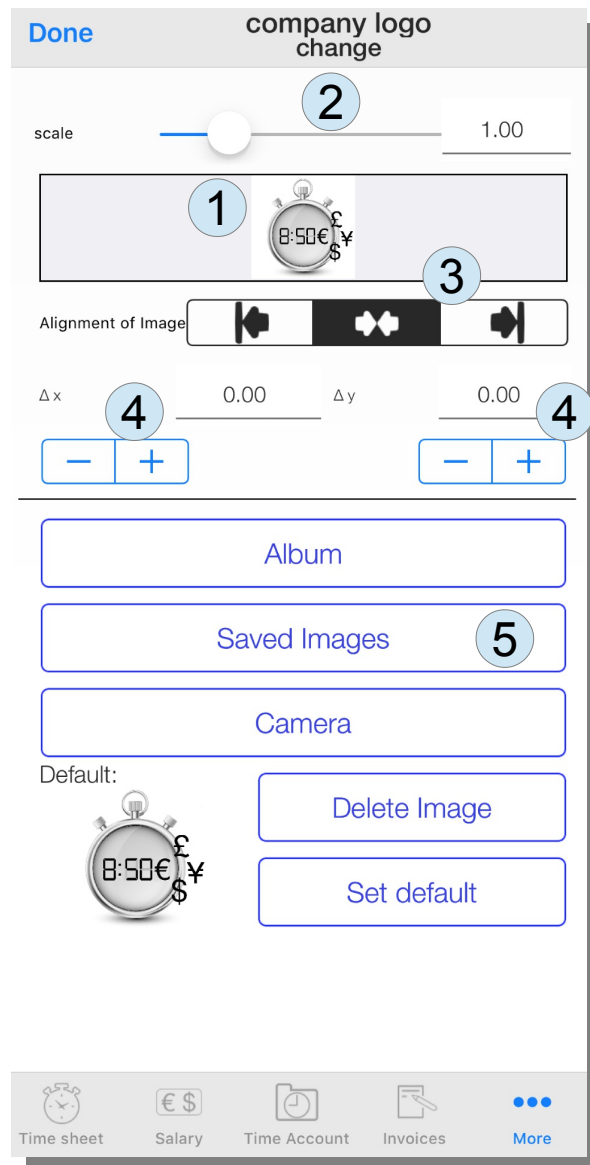
The time sheet can be shared as PDF.

Change Logo for Time Sheets

This menu is accesible in the config menu:

A logo is printed on the time sheet at the top right.

This can be be adjusted: The positioning is symbolized in the gray frame (1). The size of the logo on the printout can be changed using the slider (2) or by entering a scaling factor. The position itself can be aligned (3): left, center or right. These positions can be adjusted by changing the '- / +' steppers (4) both in the horizontal Δx and in the vertical direction Δy.

There is no limit when scaling and repositioning the logo.

The image used as the logo can be taken by camera or selected from the iOS photo album (5). With "Delete Image" there is no logo on the printout. The standard logo is the logo of the app and is restored with "Set default".

Backup and Archiving

The data of this app is stored on the iPhone/iPad. A standard backup with iOS tools secures always the most current state of the app to iCloud or the backup destination specified. This works fine for restoring the state of the device after a complete new installation or a move to another (new) device.

It is recommended that you make several independent full backups, that store the state of an app at certain times. The single backup of the current state does not secure against accidental deletions or SW problems. If in an advent of an accidental removal no data is available inside the app, the main iOS backup also saves an empty app as current state.

For a backup independent of Apple, the app offers a connection to Dropbox. You can also save separately to the iCloud. Clicking on the backup destination (1) starts the login process for the respective data cloud.

Registration for the use of the DropBox must be carried out outside the app before use as a backup.
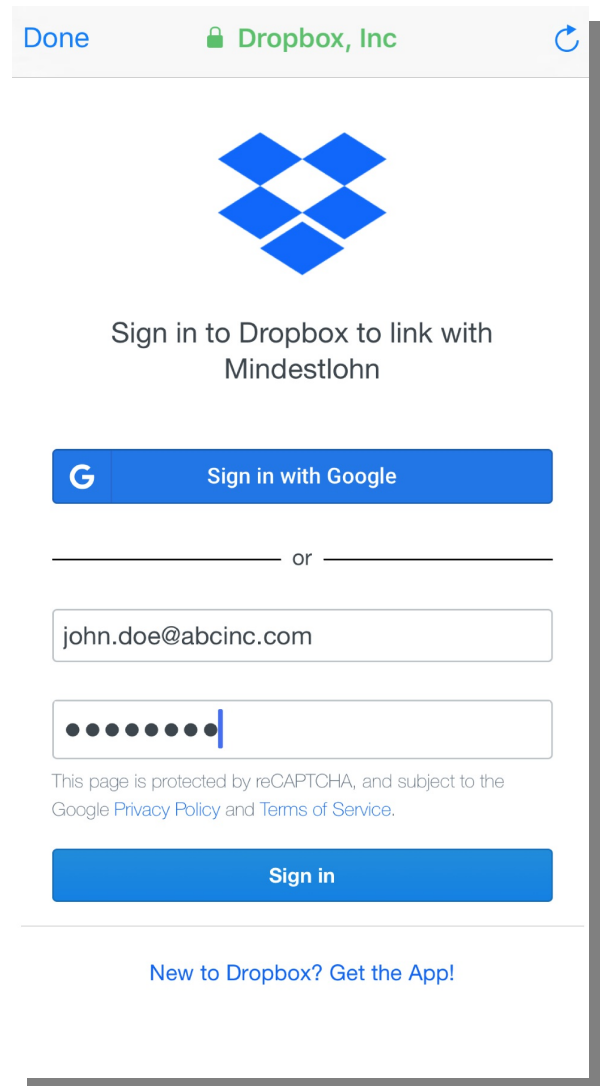
DropBox currently offers 2 GB of free storage for everyone. This app uses one kilobyte to a maximum of 1 megabyte per backup if a company logo is used to decorate the reports. Hundreds of backups would be possible before this app would fill Dropbox storage.

If the iCloud is used as storage for the backup, the iCloud storage available to every Apple user is tapped. The current free minimum is 5GB.

An internet connection is required for the backup. It is advisable to carry out the backup when connected to a WLAN.

At login, you have to allow the app to access the private dropbox space.
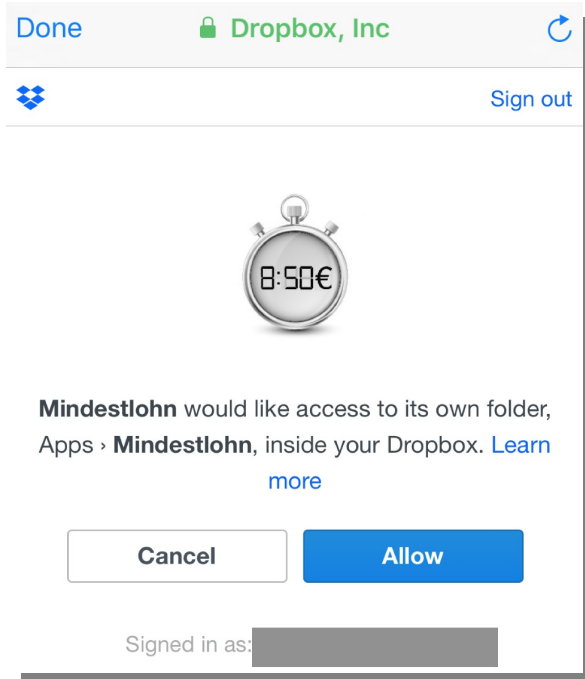

BTW: "*Mindestlohn*" was the original app name in German. Dropbox does not localize this name in its environment.

After logging in, you get an overview of backups (2) that have been carried out so far, which can be read in. The message "No backup so far" relates to the current system, although there might be backups from other devices.


In addition to backup (3), there is also an archiving feature (4), i.e. storage of data older than a certain date. Each backup or archive is provided with a comment and the date of storage, which makes it easy to trace the history and the reason storing that data.
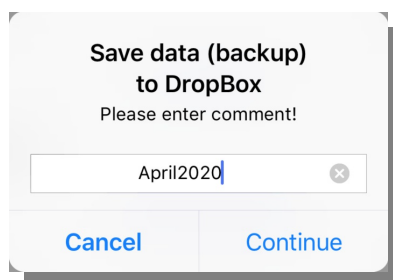
You can follow the progress (10) while saving. Please do not switch off the device until the message about the successful completion of the backup has been received. Ensure a stable network connection during the backup.
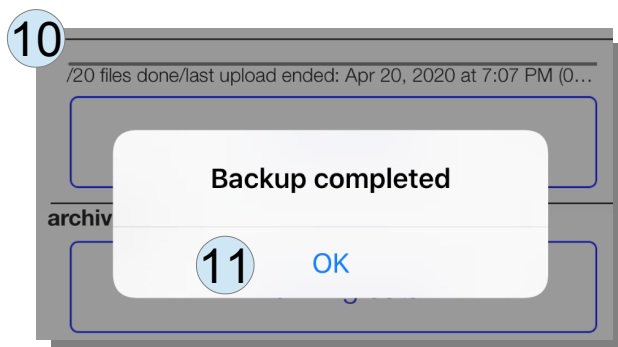

When reading from an archive or a backup (5) + (6) it can be decided whether the read data should overwrite the previous data in the app or whether it should only be integrated with the existing data (7).
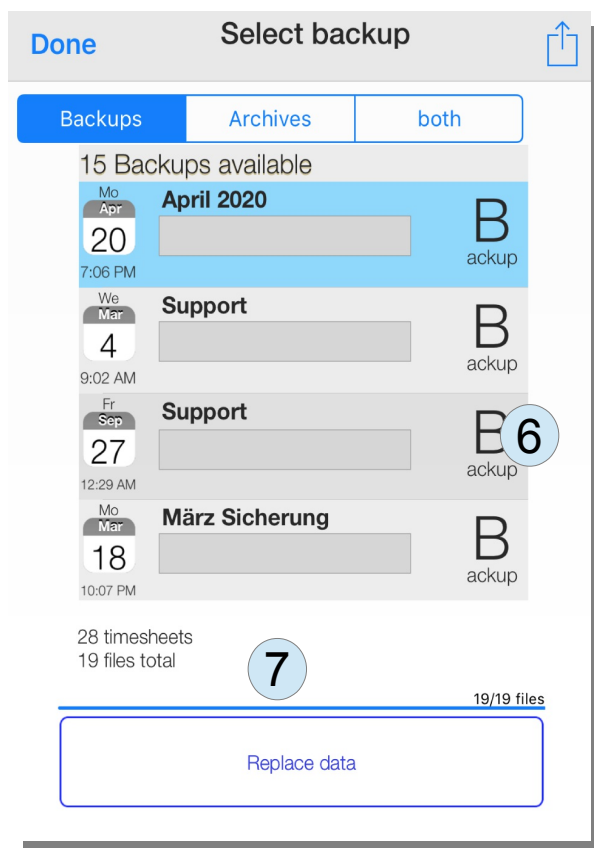
Initially only the meta data is read.In the next step the backup/archive data is read to the device.
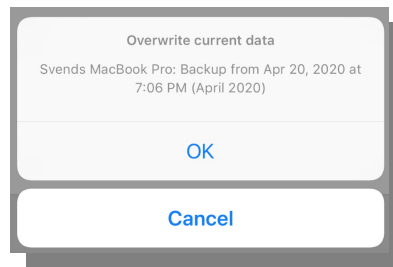
After reading the backup data to a temporary storage on the device a last question is asked before any data is written to the current state.
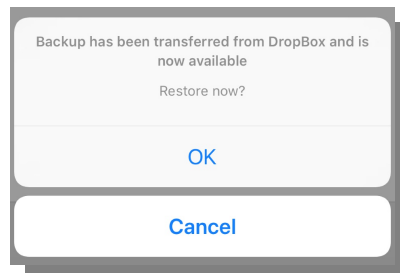
The backup consists of XML files. They are saved in the dropbox under the path / Dropbox / Apps / Minimum wage / Backups / <date>. Modifying the data directly is not recommended as this endangers the consistency of the data.