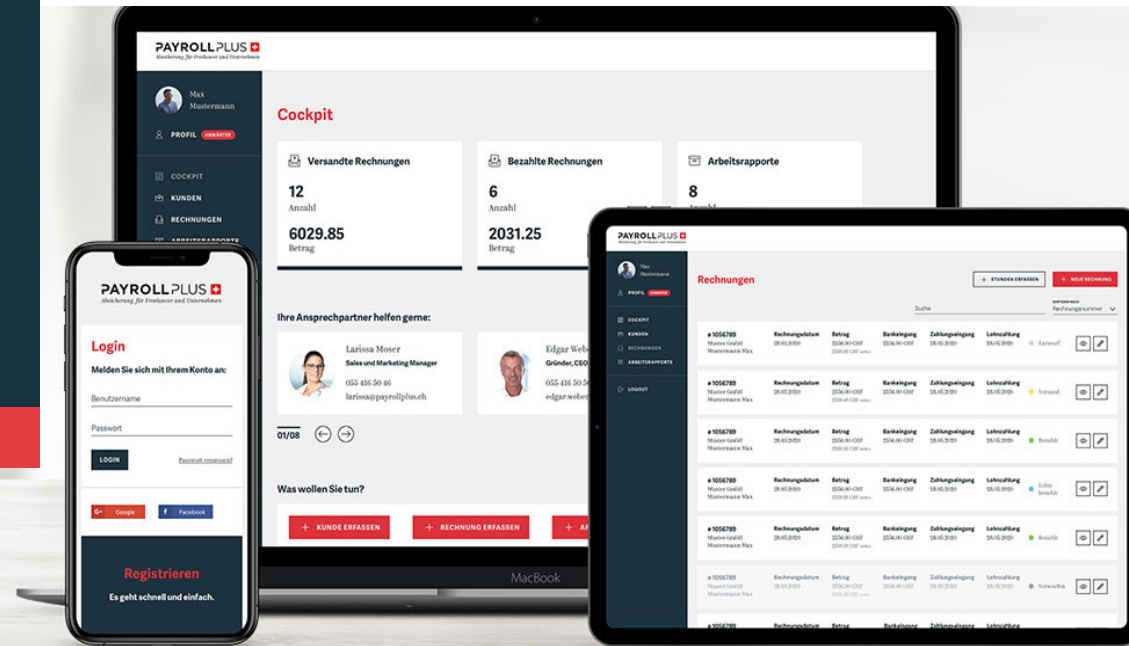


FAQ Onlinetool Operation

WORK REPORT AND EXPENSES GUIDE.

www.payrollplus.ch



The main steps:

- 1 Enter work report
- 2 Record working hours
- 3 Settle expenses

1 Enter work report

The screenshot shows the 'Enter work report' interface. At the top right, there is a red button labeled '+ ADD YOUR HOURS TO RELEASE SALARY'. Below it, there is a search bar and a 'SORT BY Status' dropdown. The main area contains a table with three rows, each representing a payment record. Each row has columns for 'Received payment', 'Submitted at', 'Approved at', and 'Salary paid'. The first row shows a payment submitted on 15.05.2022, approved on 16.05.2022, and paid on 16.05.2022. The second row shows a payment submitted on 05.02.2022, approved on 04.02.2022, and paid on 04.02.2022. The third row shows a payment submitted on 24.12.2021, approved on 27.12.2021, and paid on 27.12.2021. Each row has an edit icon (pencil) to its right.

- Click on «Add your hours to release salary» under «Payrolls»
- Or click on «Add hours to release salary» under «Invoices»

The screenshot shows the 'Rechnungen' (Invoices) interface. At the top right, there are two buttons: 'LOHNERSTELLUNG ABBRECHEN' and 'WEITER ZUR LOHNERSTELLUNG'. Below them, there is a 'SORTIEREN NACH Status' dropdown. The main area contains a table with columns for 'Rechnungsempfänger', 'Rechnungsdatum', 'Betrag', 'Bankeingang', 'Zahlungseingang', and 'Lohn bezahlt am'. The first row shows a payment received on 08.08.2023, with a bank entry on 06.09.2023, and the wage paid on 06.09.2023. The status 'BEZAHLT' (Paid) is indicated by a green dot and the text 'Bezahl'.

- Select the desired invoice, multiple selection possible
- Click on «Proceed with salary»

Note: Only when an invoice is paid, the working hours can be recorded

2 Enter working hours

Stundenerfassung

Payroll basierend auf der / den Rechnungen:

Bankeingang exkl. MwSt:

[+ SPESEN HINZUFÜGEN](#)

JAHRE 2023

Monate

Fügen hier Sie alle Monate hinzu, zu welchen Sie Stunden zu rapportieren haben. Wird ein Monat wieder entfernt, so werden auch die zugehörigen rapportierten Stunden gelöscht.

Stundenerfassung

Payroll basierend auf der / den Rechnungen:

Bankeingang exkl. MwSt: 2342.00 CHF

[+ SPESEN HINZUFÜGEN](#)

[RAPPORT EINREICHEN](#)

MONATE

Stundentarif CHF 58.55 ^{40h}

Total 40h

Di	Mi	Do	Fr	Sa	So	Woche
27 0	28 0	29 0	30 0	1 0	2 0	0
4 8	5 8	6 8	7 8	8 0	9 0	40
11 0	12 0	13 0	14 0	15 0	16 0	0
18 0	19 0	20 0	21 0	22 0	23 0	0
25 0	26 0	27 0	28 0	29 0	30 0	0

- Select month
- Several months can also be selected

Note: In the case of withholding tax liability or in interim earnings, invoices cannot be created for more than one month

- Enter hours at the respective date
- Hourly rate must be **above** 50 CHF
- Submit report

Stundenerfassung

Payroll

basierend auf der / den Rechnungen:

+ SPESEN MINZUFÜGEN

RAPPORT EINREICHEN

JAHRE

2023

▼

MONATE

Jul

Aug

Sep

Ok

Nov

Dek

56h

Stundentarif CHF 41.82

Resultierender Stundensatz unterschreitet CHF 50.00 Sollte die Eingabe nicht funktionieren können Sie uns per Telefon unter 055 416 50 50 oder per E-Mail unter info@payrollplus.ch erreichen.

Mo

Di

Mi

Do

Fr

Sa

So

Woche

26

27

28

29

30

1

2

0

3

4

5

6

7

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40

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11

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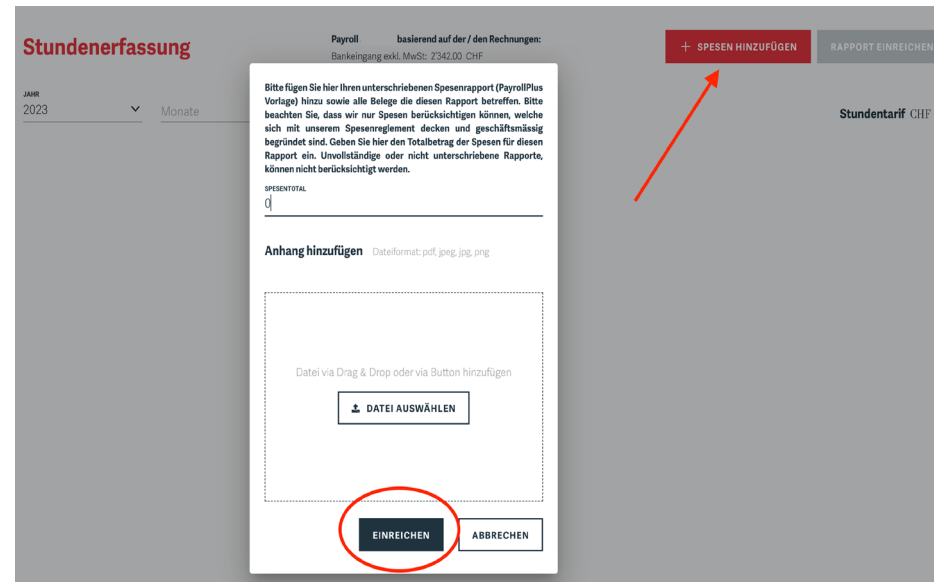
0

- If the hourly rate is **less** than 50 CHF, the work report cannot be submitted
- The hourly rate was set by PayrollPlus to a minimum of 50 CHF, as we have to comply with the respective minimum wages of all Swiss CLAs.
- To submit an hourly rate over 50 CHF, fewer hours can be entered.*
- After that the work report can be submitted

Note: As an alternative to adjusting the hours, you can also switch from the Freelancer Online-tool to the Smart online tool.

*We do not offer any warranty for the social security benefits as well as withholding tax deductions.

3 Settle expenses:



- Enter expense amount
- Attention: Currency of the expense amount in the form and in the entry must be in the same currency as the invoice
- **Expenses must always be billed together with the salary. A pure invoice of expenses to the customer is not possible, since in this case the relationship to the work performed and the associated business-related expenses cannot be sufficiently proven to the AHV.**
- If, nevertheless, the expense amount was invoiced separately, a work report must be prepared with at least one registered hour and hourly rate of 50 CHF.



- If we receive your hourly report before 9 a.m., you will receive your wage payment on the same day, otherwise it will be paid on the following day.
- You will automatically receive the interim earnings form by email once the month in which the hours were worked is completed.
- If you have any questions, please do not hesitate to contact us at 055 416 5050 or info@payrollpus.ch.