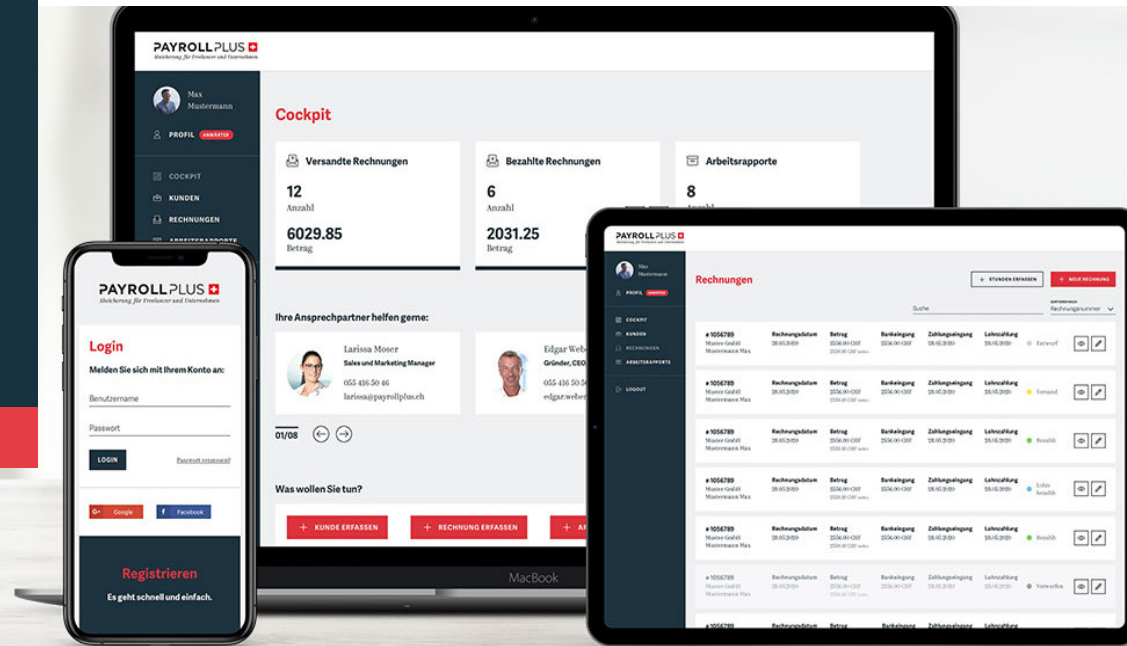


FAQ Onlinetool Operation.

INSTRUCTIONS.

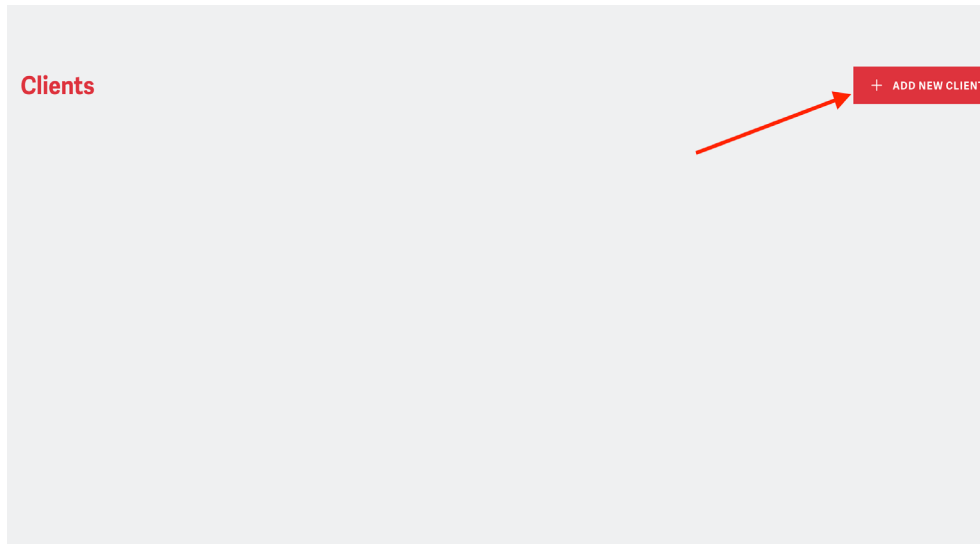
www.payrollplus.ch



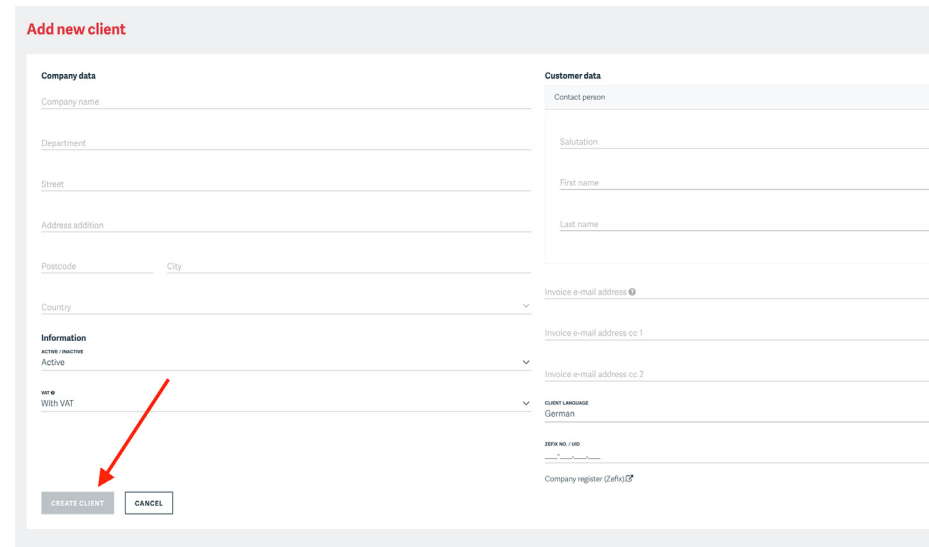
The main steps:

- 1 Enter invoice recipient
- 2 Create and send invoice
- 3 Submit working hours / expenses

1 Enter invoice recipient:

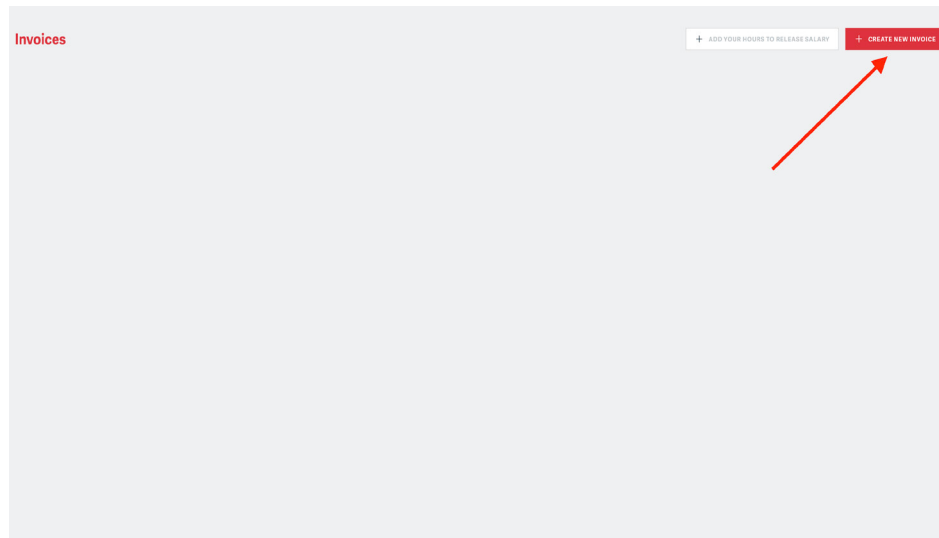


- Select clients area
- Click «new client» button

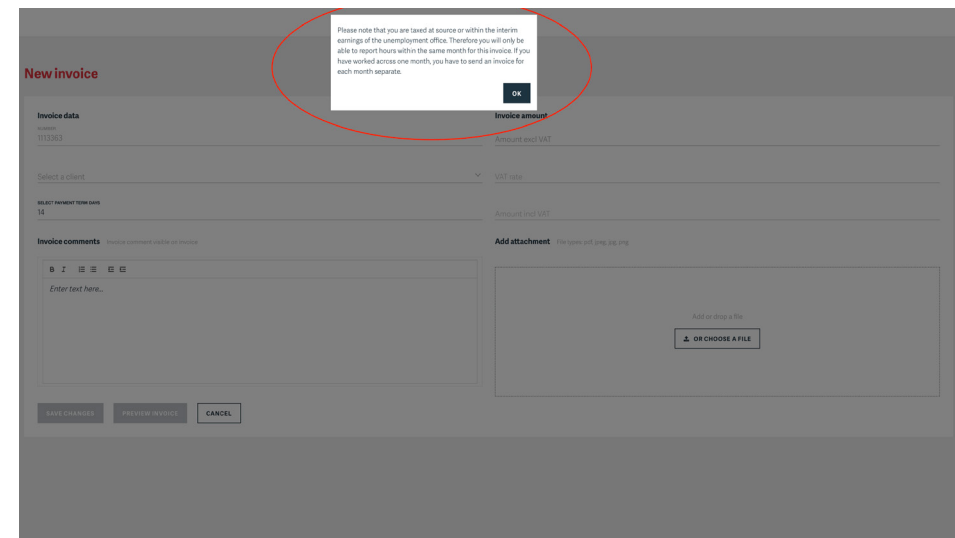
The image shows a screenshot of the 'Add new client' form. The form is divided into two main sections: 'Company data' and 'Customer data'. The 'Company data' section includes fields for 'Company name', 'Department', 'Street', 'Address addition', 'Postcode', 'City', and 'Country'. The 'Customer data' section includes fields for 'Contact person', 'Salutation', 'First name', 'Last name', 'Invoice e-mail address', 'Invoice e-mail address cc 1', 'Invoice e-mail address cc 2', 'CLIENT LANGUAGE' (set to German), 'ZEPH.Nr. / UID', and 'Company register (Zefix)'. There are also dropdown menus for 'Information' (with options 'ACTIVE / INACTIVE' and 'Active') and 'VAT' (with options 'With VAT' and 'Without VAT'). At the bottom left, there are two buttons: 'CREATE CLIENT' and 'CANCEL'. A red arrow points to the 'CREATE CLIENT' button.

- Capture your client's data
- Save changes
- For VAT exemption of an invoice recipient please contact PayrollPlus before the next step

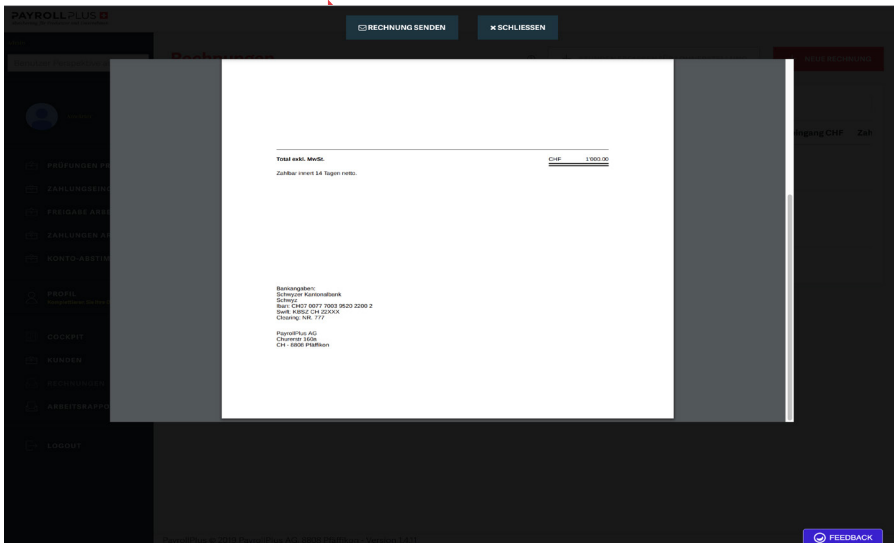
2 Create/Send Invoice:



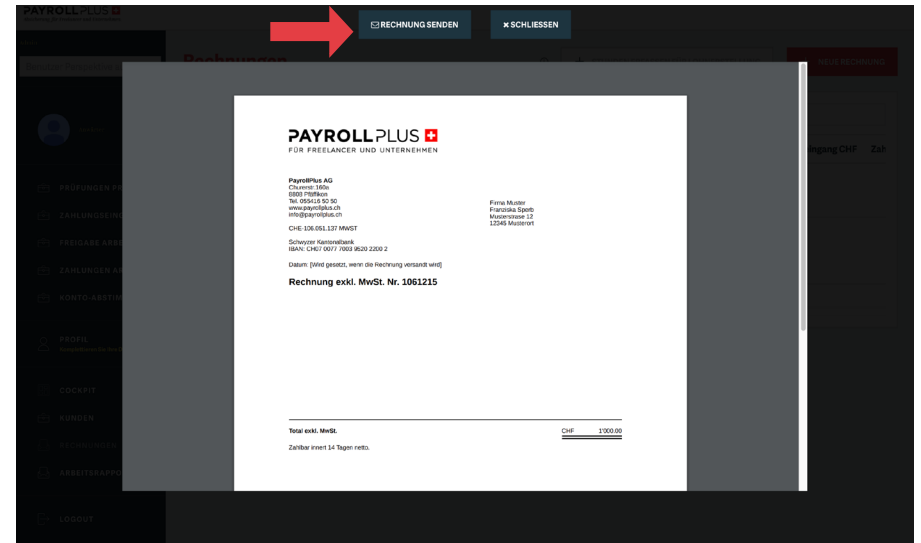
- Select «Invoices» area
- Click button «new invoice»



- Client: Select invoice recipient from address book
- Enter invoice details
- Save changes
- Click «preview invoice» button
- Note: In the case of withholding tax liability or in interim earnings, invoices cannot be created for more than one month

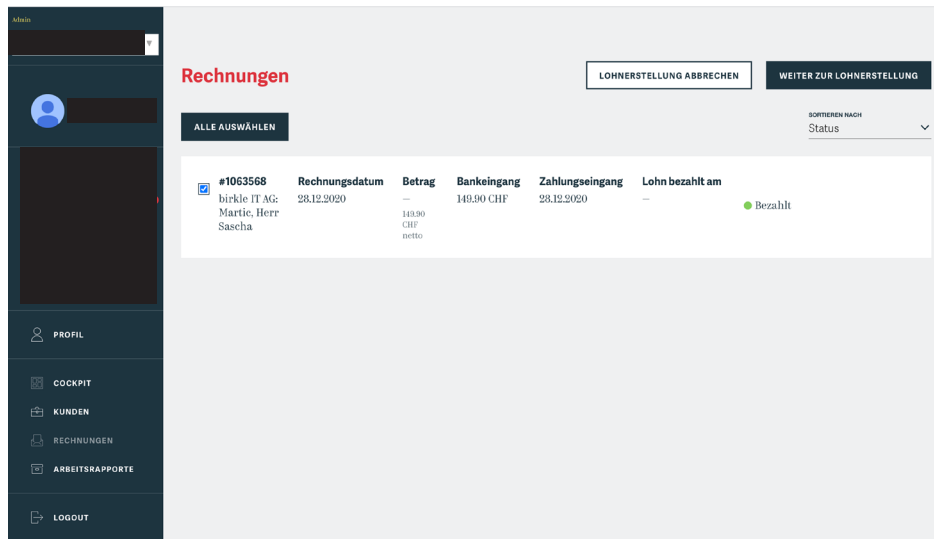


- Check invoice details
- View entire invoice via scroll



- Send invoice
- A copy of the invoice will be automatically sent to your email address
- You will automatically receive an email message when your invoice is paid

3 Submit working hours:

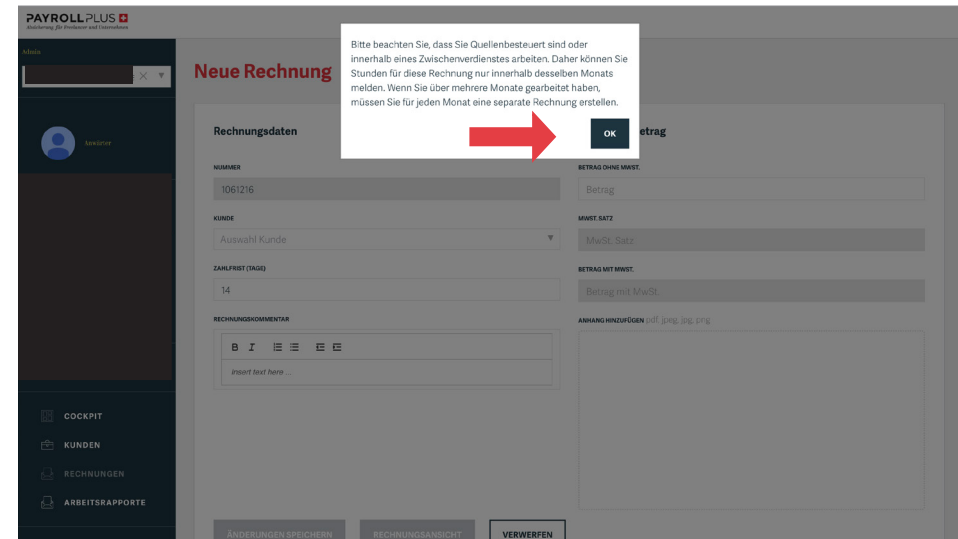


- Select Invoices area
- Select the relevant invoice, multiple selection possible

Note: If the wrong invoice is selected, do not continue, the selection cannot be edited later.

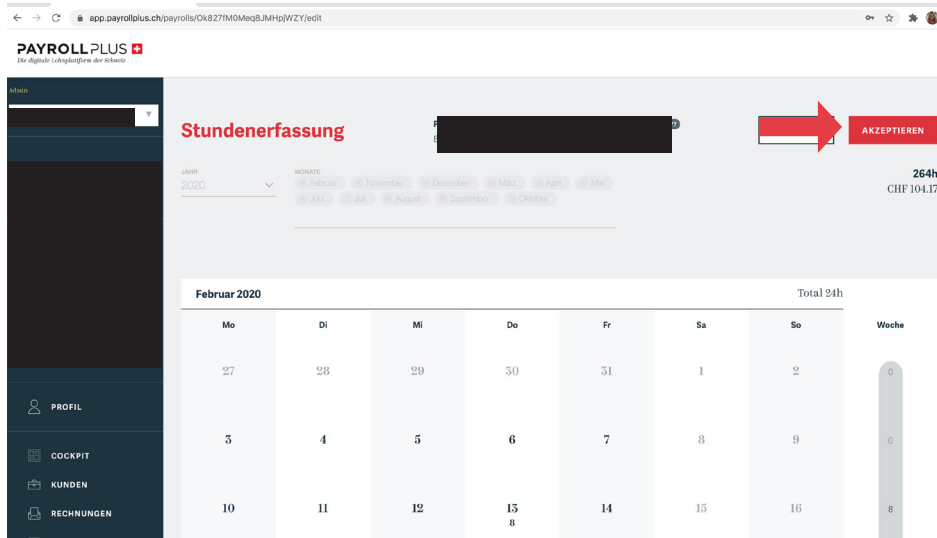
- Select button «Release salary»

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



- Area automatically switches to work reports / payrolls
- Select month (Attention: applies to all selected invoices)
- **Note:** In the case of withholding tax liability or in interim earnings, no work reports covering several months may be submitted

Submit expenses:



Stundenerfassung

JAHRE 2020

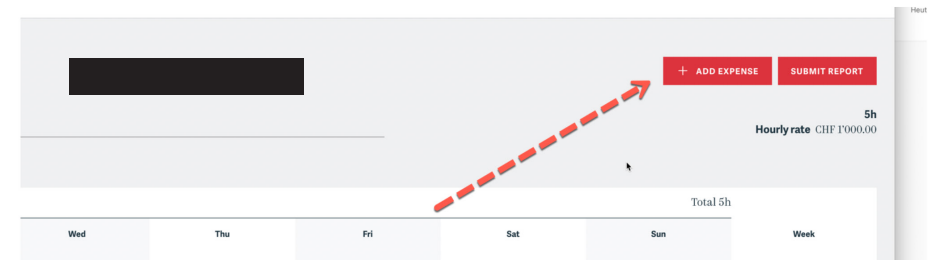
MONATE: [Februar](#) [November](#) [Dezember](#) [März](#) [April](#) [Mai](#) [Juni](#) [Juli](#) [August](#) [September](#) [Oktober](#)

264h
CHF 104.17

Februar 2020 Total 24h

Mo	Di	Mi	Do	Fr	Sa	So	Woche
27	28	29	30	31	1	2	0
3	4	5	6	7	8	9	0
10	11	12	13 8	14	15	16	8

PROFIL
COCKPIT
KUNDEN
RECHNUNGEN



+ ADD EXPENSE **SUBMIT REPORT**

Hourly rate CHF 1'000.00

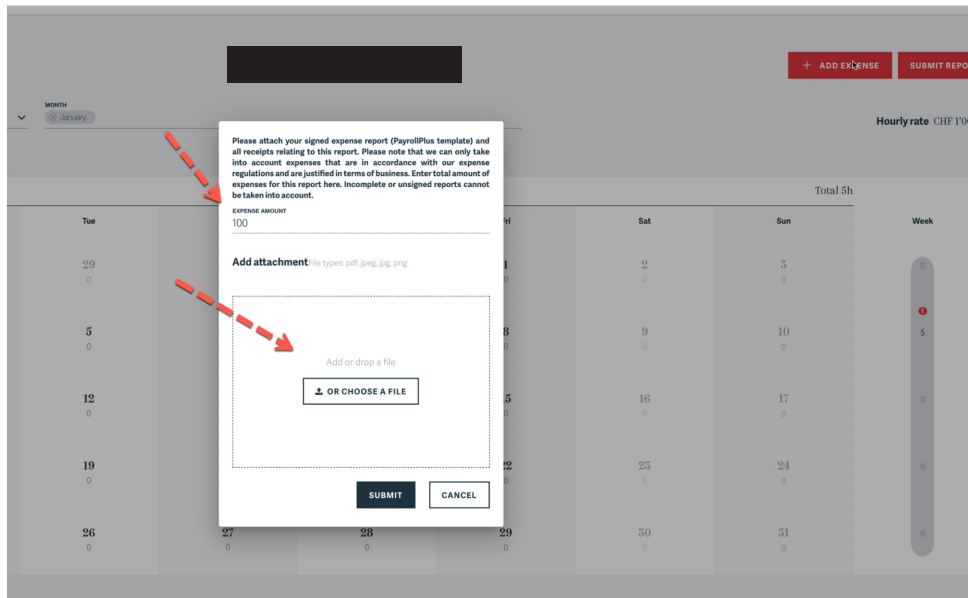
5h

Total 5h

Wed Thu Fri Sat Sun Week

- Click on the working day
- Enter working hours (will not be transmitted to the customer/client/invoice recipient).
- The number of entered working hours influences the BVG calculation
- The number of working hours entered will be shown on the interim earnings form (for example, for daily rates enter 8h)
- Click button with check mark and submit work report (mandatory for wage payment)

- Click on «Add expense»
- For expenses, download expense form from www.payrollplus.ch/downloads, complete and sign it



The screenshot shows the PayrollPlus interface for entering an expense report. A modal dialog is open in the center, titled "Add attachment". It contains the following text: "Please attach your signed expense report (PayrollPlus template) and all receipts relating to this report. Please note that we can only take into account expenses that are in accordance with our expense regulations and are justified in terms of business. Enter total amount of expenses for this report here. Incomplete or unsigned reports cannot be taken into account." Below this text is a field for "EXPENSE AMOUNT" with the value "100". There is a section for "Add attachment" with file type restrictions (pdf, jpeg, jpg, png) and a dashed box for dropping a file. A button "OR CHOOSE A FILE" is also present. At the bottom of the modal are "SUBMIT" and "CANCEL" buttons. Red dashed arrows point from the "EXPENSE AMOUNT" field and the "OR CHOOSE A FILE" button to the instructional text in the modal. The background shows a calendar grid for January and a "Total 5h" indicator.



- 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 client is not possible, as in this case the relationship to the work performed and the associated business-related expenses cannot be sufficiently proven to the AHV.

- If we receive your hourly report before 9 a.m., you will receive your salary payment on the same day, otherwise it will be paid on the following day.
- The interim earnings form will be automatically emailed to you as soon as 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@payrollplus.ch.