

# SwissSalary EasyRapport®

## Web-based Timemanagement Solution

SwissSalary EasyRapport® is a web-based time-management solution fully integrated into SwissSalary®, therefore representing a perfect complement to payroll accounting.

### Efficient Data Input

With the help of SwissSalary EasyRapport®, employees register their working hours in cost centers, cost units and/or (sub)projects. Likewise, they enter expenses (documents, mileage etc.) and any kind of absences (vacation, accident, illness, etc.) every day. The defined limit values help to minimize the number of incorrect entries. Simple features allow making changes for a longer period of time or for the whole work groups. If necessary, the required or optional text fields can be displayed. Other company-specific process guidelines can be illustrated at any time.

### Automated Endorsement by Supervisors

Supervisors can release, change or, depending on the permission, even reject the recorded working hours, expenses and absences with a mouse click. In addition, comprehensive views for holiday planning of the team or a detailed absence and project control are available, thus making the reliable resource management possible at any time. Of course, deputy regulations are integrated as well as.

### Relieved Payroll Department

The already collected and endorsed data is submitted to payroll accounting and approved for the project control with a mouse click. Of course, employees can endorse, change or reject data there. With the help of SwissSalary EasyRapport®, time-consuming operations like manual input of time sheets, data transfer from Excel and its detailed review are a thing of the past. Administrative work is now eliminated from payroll accounting. At the same time, the required time data is readily available online in real time and with a mouse click.

SwissSalary EasyRapport   Rapportierungen										
Hofer Rolf										
	Total	Di 1	Mi 2	Do 3	Fr 4	Sa 5	So 6	Mo 7	Di 8	
<b>Arbeitsstunden</b>										
Neue Kostenstelle										
Einführung EasyRapport - Installa...	30.5	2.5			4			8	8	
Kundenevent 2013 : Planung	79	1	8							
Kundenevent 2013 : Organisation	36.5	0.5			2					
Sollstunden	176	8	8	8	8			8	8	
Iststunden	174	8	8	8	6			8	8	
Mehr- Minderstunden	-2				-2					
<b>Spesen und Zulagen</b>										
Mittagszulage	4		1	1						
Kilometerspesen	30			30						
Spesen	200									

### Clearly Arranged Input Screen

The clearly arranged SwissSalary EasyRapport® input screen enables efficient data input by employees, especially on mobile devices.

Cronus (Schweiz) AG			
Rapportierungen			
Erlassen	Mitarbeiter info		
Visierung			
Mitarbeiter	Kostenstellen		
Team			
Stunden	Mitarbeiter		
Berichte			
KST-Anforderung			

  

Übersicht			
Tageszeit			
	Von	Bis	Zeit
Vormittag	08.00	12.00	4
Nachmittag	13.00	17.00	4
Total			8
Saldo			
	Ferien	Überzeit	
Vorjahr	35.00	0.00	
Anspruch	200.00	0.00	
Zwischenstand	235.00	0.00	
Bestätigter Saldo per letzter...	235.00	0.00	
Saldo per heute	174.06	116.45	
Saldo bis 31.12.	174.06	116.45	
Status Einträge 1. November - 30. November 2016			
Mitarbeiter	Erlasst	Freigegeben	Visiert
Hofer Rolf	41	0	0

### Flexibility for Admins

SwissSalary EasyRapport® equips admins with maximum flexibility, using which they can arrange their overall views by themselves.



## Other Features

### Up-to-date Data In Payroll Accounting

The collected data is recorded and submitted to payroll accounting every day. It can be assessed there together with the existing data at any time. For example, the current absence quotas and the absence levels can be determined every day. Data collection with exact time is also possible. Thus, the calculation of the employees' wage supplements becomes automated.

### Employee Information

Thanks to the integrated working time calendar, all employees can validate their current holiday, overtime, flexitime balance at any time. As a result, callbacks to payroll accounting are reduced to a minimum.

### Flexible Data Input

There are three input masks available: monthly, weekly or daily intervals.

### Multi-language Support

SwissSalary EasyRapport® uses the language settings of the employee, and they can be changed at any time.

### Installation

No software installation is required. The portal is released and activated with an API key.

### Fairly Straightforward Training Effort

Thanks to the intuitive user guidance, the training effort of SwissSalary EasyRapport® is fairly straightforward.

### Mobile

Employees can operate SwissSalary EasyRapport® on any device capable of running a web browser, e.g. smartphone, tablet or PC (running either Windows or Mac). Data collection is thus possible independent of the location.

### Secure Data Handling

All data is transferred in encrypted form using the SOAP and HTTPS protocols, and stored in a secure data center.

## SwissSalary Products Overview

### SwissSalary NAV®

SwissSalary NAV® is a comprehensive, swissdec 4.0 certified payroll software for Swiss companies with 10 to more than 5'000 employees. SwissSalary NAV® fully integrates into Microsoft Dynamics NAV.

### SwissSalary EasyRapport®

As a perfect complement to SwissSalary, EasyRapport is a web-based time-management solution for the recording of working hours, absences, expenses, etc.

### SwissSalary Direct®

The SwissSalary NAV® Self-service portal engages employees and supervisors in payroll processes via an intuitive web interface, while eliminating administrative work from payroll accounting.

