

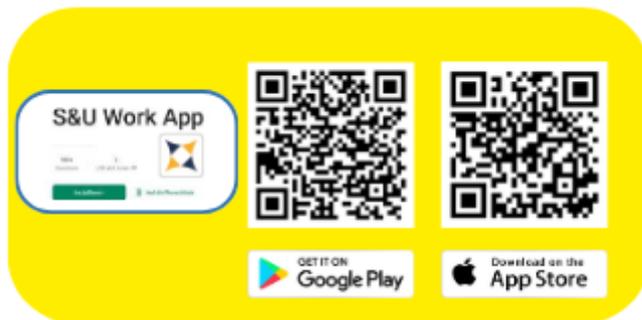
Welcome to your S&U Work App



Instructions

App-Download

The S&U Work App is available for free on the Google Play Store and Apple App Store.



You can obtain more information at your ACTIEF branch or by visiting:

people@actief-personal.de

INITIAL REGISTRATION: Registration is done through familiar inputs.

Email address: The email address provided in the personnel master data at ACTIEF

Password for initial registration: You can find this in the initial registration email sent by the branch.

12:02   

Anmelden

E-Mail Adresse

Password

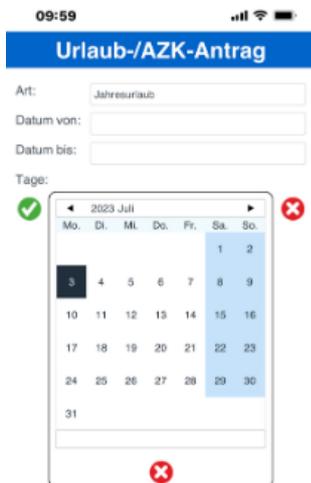
Passwort merken Passwort anzeigen

Anmelden

Passwort vergessen

After the initial registration, you will receive an email with a code, which you then enter into the app. Afterward, you will be prompted to customize your password individually. The app is now ready to use. The so-called home screen is the interface for vacation/AZK (working time account) and is already the first function.

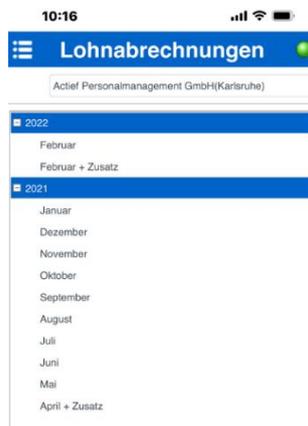
1. Requesting vacation and leisure time (AZK)



By clicking on the 'Type' field, you can decide in the first step whether to request vacation or AZK. Once you have made your selection, you can enter the period.

The calendar opens and is preset to the current day.

2. Accessing payslips, social security reports, and income tax certificates



By clicking on the desired payslip, it opens for viewing and can be further processed afterward (save/send by email).

3. Send performance/time records to your ACTIEF branch

If you want to send a time record, follow these steps:



Select the menu item:

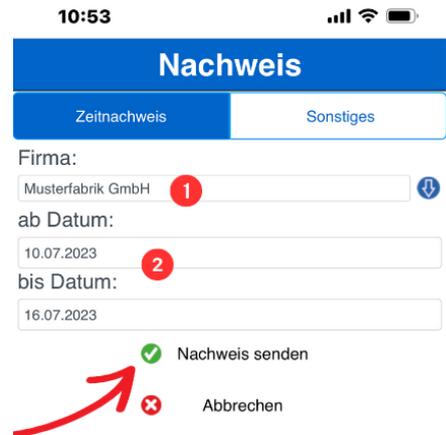
FOTO NACHWEIS (= photo proof)

In the lower half of the screen, you can choose whether you want to upload a photo from the gallery or take a photo directly (=camera):



If you have selected the time record, click on 'Send.'

Your current assignment is automatically displayed. If the appropriate assignment is not listed, please contact your ACTIEF branch.



2

Here, you enter the date of the period to be sent. Once the client and period are entered, click on 'Send Proof.'

4. Send photo proofs.

If the upload is not a time record, simply click on 'Miscellaneous' (=Sonstiges) and send the proof.



In this section, you can upload additional proofs such as health insurance/bank cards, registration certificates, UR/AZK applications, proofs for special leave, etc. The handling is simple and self-explanatory. You can either take photos directly and send them or send a file that is already saved on the smartphone.

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