

### First steps:

1. Download app from:  
<http://www.der-mindestlohn-wirkt.de/ml/DE/Service/App-Zeiterfassung/inhalt.html>
2. Set up app
3. Record times
4. Forward recorded times to superior
5. Superior checks the data and forwards them to the collective email address  
=> [appzeit@hs-offenburg.de](mailto:appzeit@hs-offenburg.de)

In the following, the data are processed automatically.

### Please note the following when setting up the app:

Record the basic personal data in *"Einstellungen -> Account ändern."*

In the field *"Vorname"* (first name), the email address must be written instead. This must be an official university address, e.g. [john.doe@hs-offenburg.de](mailto:john.doe@hs-offenburg.de) or [jdoe@stud.hs-offenburg.de](mailto:jdoe@stud.hs-offenburg.de).

In the field *"Nachname"* (last name) then write the full name, in the order of first name and last name (e.g. John Doe).

In the final field, *"E-Mail-Adresse des Arbeitgebers,"* write the superior's email address. Again this must be an address from Hochschule Offenburg.

Kommentar [SS1]: Keine Überschrift???

 zurück

## Ihre Einstellungen

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**Vorname**

*max.mustermann@hs-offenburg.de*

**Nachname**

*Max Mustermann*

**E-Mail-Adresse des Arbeitgebers**

*vorgesetzter@hs-offenburg.de*

**SPEICHERN**



ZEITEN



ERFASSUNG



EINSTELLUNGEN