



Co-Driver Services

# Working Time Reporting

Ensure a correct and effective process for working time reporting.

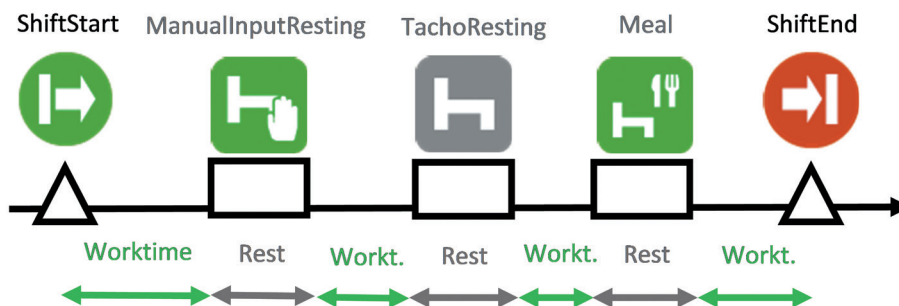
Make it easy for your drivers to report their working hours inside and outside the vehicle and other salary-based activities and benefits. Give the office staff an effective tool for being able to review, adjust and manage the drivers' salaries in one and the same system.

Drivers' salaries are often 35-40% of the total transport cost. For this reason, it is important that the reported time corresponds to the work done. In addition, it must be easy for drivers to

report times correctly and that it is easy for the office team to review, adjust (if necessary), approve and generate the payroll file for export to payroll systems.

### Manual time reporting

The working time is based on Shift End - Shift Start - Rest time, and the Rest time equals Manual Input Resting + Meal + "Tacho Resting". See figure below.



**Smooth handling of working hours and wages**  
Administration of working times, and to create a correct basis for the salary, follow a 3-step process as below.

### 1. The driver reports

- Regular working days are reported
- Allowance is reported
- Other activities, like absence, may be reported afterwards

### 2. The transport manager reviews and approves

- The transport manager reviews the information
- The transport manager complements with scheduled time and makes possible adjustments
- The transport manager approves every working day

### 3. The payroll manager exports to system

- The administrator selects the basis for the file (what drivers, which period)
- The administrator creates the export file and checks the content
- The administrator exports the data to the payroll system

Our working time reporting service enables manual reporting of hours by the driver, or automatic registration of working hours via the tachograph in the vehicle. All information is then available through a variety of reports that the transport management has access to in the web-based office system Weboffice as shown below.

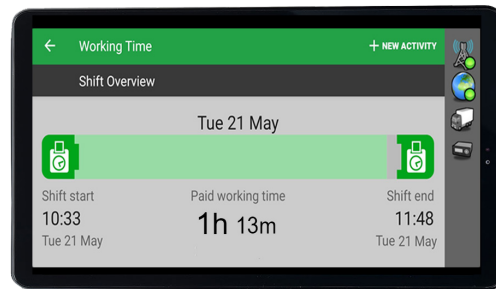
### Reports for analysis of working hours in Weboffice

After the drivers report their times, or the times are automatically recorded by the tachograph, they are sent to the Web Office. In Weboffice, the transport management can view times, breaks and other work via 3 reports based on

manual reporting and 3 reports based on automatic registration, see below

### Driver's reporting of working hours

The driver reports the start, end and break of the shift as well other information via an easy-to-use service in their mobile phone, tablet or permanently installed screen in the vehicle. Through a compilation of working hours, the driver can easily get an overview of reported times, breaks the allowance etc.



The driver gets full control of reported times through a pedagogic overview.

### Benefits

- Working hours are reported in the vehicle during the shifts connected to the work
- Better control over drivers' working hours
- Easy to use for the driver
- Minimize expensive overtime by planning
- Salary after performance
- Easier to deal with problems and deviations

### Our time reporting service enables drivers to report

- Start and end of shifts
- Breaks
- The start and end of allowance
- Work outside the vehicle
- Absence (Holidays, sickness, leave...etc..)

Reports for analysis of working hours in Weboffice			
	Detailed working hours report	Summarized working hours report, individual driver	Summarized working hours report, multiple drivers
<b>Automatic, login-based (through tachograph)</b>	Displays each reported work session, based on automatically created Login and Logout activities	Displays summary for a driver, based on automatically created Login and Logout activities. One line per day, one driver per report / page.	Displays a summary for multiple drivers based on automatically created Login and Logout activities. One row per driver for the entire time period.
<b>Manual input, based on shift (driver)</b>	Displays each reported work session based on manually created Shift start and Shift end activities	Displays summation for a driver, based on manually created Shift start and Shift end activities. One line per day, one driver per report / page	Displays a summary for several drivers, based on manually created Shift start and Shift end activities. One row per driver for the entire time period.