PGS
Gebäudereinigung GmbH

EMPLOYEE HANDBOOK

# Digital Time Tracking

Quick guide for employees

**time.pgs-services.de**

**Scan & start**
Opens the sign-in page directly



PGS Gebäudereinigung GmbH

## Dein Zugang zur PGS-Zeiterfassung

**Hallo Herr Max Mustermann,**

Richte bitte deinen persönlichen Zugang zur PGS-Zeiterfassung ein. Deine PIN legst du selbst fest.

| PERSONALNUMMER | AKTIVIERUNGSCODE · EINMALIG | GÜLTIG BIS |
|---|---|---|
| 1234 | MUSTER2026 | 31.12.2026 |

**Direkt zur Anmeldeseite**
Scanne den QR-Code mit der Handykamera oder öffne **https://time.pgs-services.de/login.php**.
Auf der Anmeldeseite „Ersten Zugang aktivieren" auswählen.

MUSTER

**So aktivierst du deinen Zugang**

1. QR-Code scannen oder die angezeigte Domain öffnen.
2. „Ersten Zugang aktivieren" wählen.
3. Personalnummer und Aktivierungscode eingeben.
4. Eigene PIN festlegen und Zugang aktivieren.

Nach der Verwendung ist der Code verbraucht. Für die Zeiterfassung scannst du den QR-Code am Objekt; beim erneuten Scan wird die Arbeitszeit beendet.

PGS Gebäudereinigung GmbH - Digitale Zeiterfassung www.pgs-services.de

*Example: this is what your access sheet looks like – with personnel number, activation code and QR code. (Sample data)*

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> **CHOOSE YOUR LANGUAGE**
>
> On the sign-in page you can switch the language at the top right: Deutsch, English, Polski, Română or Türkçe.

QUICK START

# At a glance

Every working day takes just three steps:

1. **Sign in**
   With your personnel number and your personal PIN.

2. **Scan the QR code**
   At your site, tap “Scan QR code” and scan the QR code there.

3. **Choose an action**
   Start work, start break, resume work or end work – then wait for the confirmation.

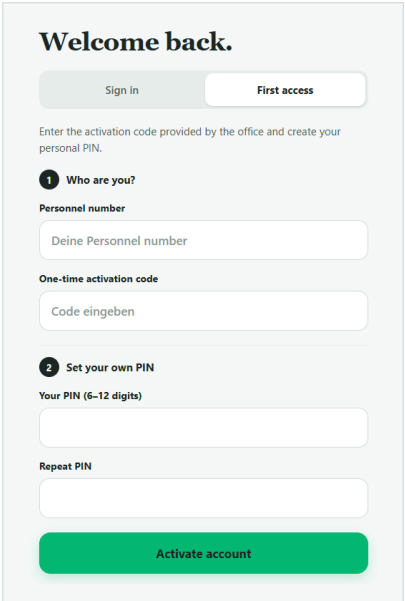
**IMPORTANT**

Scanning the QR code alone does not record any time. Your time is only saved once you tap the action and the confirmation appears.

STEP 1 · ONLY ONCE

# Activate first access

You only do this once. You need your personal access sheet from the office.




*Sign-in page, “First access” tab*

**1** **Open the sign-in page**

Scan the QR code on your access sheet or go to time.pgs-services.de.

**2** **Tap “First access”**

The tab at the top, next to “Sign in”.

**3** **Enter your details**

Personnel number and the one-time activation code from your access sheet.

4

### Set your own PIN

Choose 6 to 12 digits and enter them again under “Repeat PIN”.

5

### Tap “Activate account”

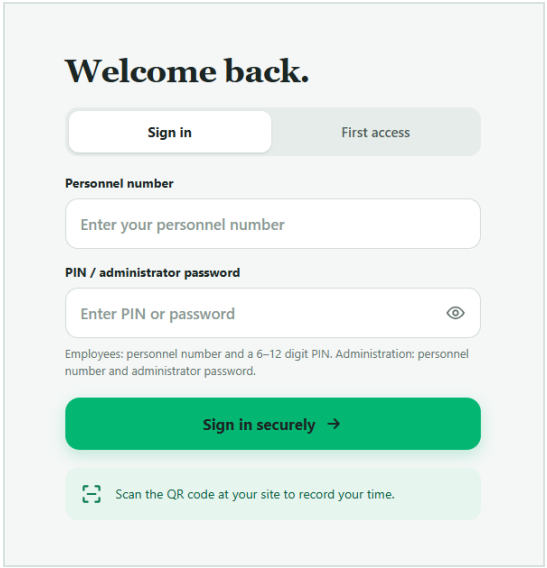
Done – from now on you only sign in with your personnel number and PIN.

**GOOD TO KNOW**

The activation code is only valid for the first setup. Never share your PIN and keep your access sheet in a safe place.

STEP 2 · EVERY DAY

# Sign in



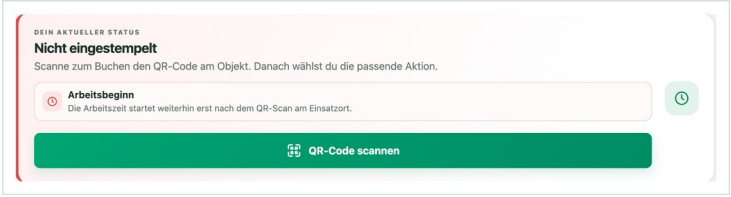

*Sign-in page, “Sign in” tab*

1. **Enter your personnel number**
   The “Sign in” tab is already selected.
2. **Enter your PIN**
   Tap the eye icon to show your PIN briefly.
3. **Tap “Sign in securely”**
   Your personal start page opens.

> **TIP**
> Save the page as a bookmark or on your phone’s home screen. Forgot your PIN? Please contact the PGS office.

STEP 3 · AT YOUR SITE

# Record time at your site




*Your start page: status and “Scan QR code” button (example: German view)*

1. **Tap “Scan QR code”**
   Allow camera access if your phone asks.

2. **Scan the QR code at your site**
   Point the camera at the QR code at your workplace.

3. **Tap the right action**
   The booking page opens automatically.

4. **Wait for the confirmation**
   Only then is your time entry saved.

## Which action when?

**Start work** (Arbeitsbeginn)
When you start working at your site.

**Start break** (Pause starten)
When your break begins.

**Resume work** (Weiterarbeiten)
When your break is over.

**End work** (Arbeitsende)
When you finish working at your site.

**REMEMBER THE ORDER**
Start work → Start break → Resume work → End work. Scan the QR code again for each action.

**IMPORTANT**
You can only record time at sites assigned to you in your schedule. No confirmation means no time entry.

START PAGE

# Your overview

After signing in you see everything important at a glance:

### Today & status

See right away whether you are clocked in, on a break or not clocked in.

### Schedule

Today’s and upcoming shifts with time, site and planned break.

### Monthly hours

Choose a month and check your time entries.

### Office announcements

New information and changes from the office. Check regularly.

### Remaining leave & absences

Your remaining leave days and absences already recorded.

NOTICES

# Leave & sick notes

1. **Open “Leave or absence”**
   On your start page.
2. **Choose the type**
   Request leave, report illness or other absence.
3. **Enter the dates**
   From – to.
4. **Send the notice**
   The office is notified automatically.
5. **Check the status**
   Under “My requests” you can see whether your notice has been processed.

**SICK NOTE**

Please do not enter a diagnosis. The dates are enough.

CORRECTION

# Forgot to record or made a mistake?

1. **Open “Report missing time entry”**
   On your start page.
2. **Choose the site**
   From your schedule.
3. **Enter the times**
   Date, start of work, end of work and break.
4. **Give a reason and send**
   The request goes to the office for review.
5. **See the response**
   Status and reply are shown under “My requests”.

OFFLINE

# Recording time without internet

No signal at your site? Record your time as usual. The entry is stored on your phone and sent automatically as soon as you are back online.

**WATCH THE CONNECTION INDICATOR**

As long as it shows pending offline entries, not everything has been sent yet. Open the page again later with internet.

SUPPORT

# Help & contact

### PGS office

For problems with access, PIN, QR scanning or time entries.

### WhatsApp support

Button at the bottom of the sign-in page.

### Help page

time.pgs-services.de/hilfe.php – also in your language.

## Thank you for recording your time carefully!

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