



HR Tech
Factory

FOR TEMPORARY STAFFING ORGANIZATIONS

Ngage Temp - Back Office for Switzerland

The Ngage Temp Back Office module is an add-on to the Front Office module that enables staffing organizations to optimize and speed up the management of administrative processes related to temporary employment.

SALARY OCTOBER 2022

Salary class	Description	Unit value	Quotient	Amount CHF
Contract No. 1004 - Weeks: 41, 42, 43, 44				
1005	Hourly salary	20.80	128.00	2 662.40
1160	Vacation allowance	1.79	128.00	229.10
1161	Holiday allowance	0.67	128.00	85.75
1200	Thirteenth salary	1.94	128.00	248.30
Contract No. 1003 - Weeks: 39, 40, 41				
1005	Hourly salary	35.00	120.00	4 200.00
1160	Vacation allowance	3.01	120.00	361.20
1161	Holiday allowance	1.12	120.00	134.40
1200	Thirteenth salary	3.26	120.00	391.20
5000	Gross salary			8 312.35
5010	A/V contribution	8 312.35	5.3%	-440.55
5020	AD contribution	8 312.35	1.1%	-91.45
5040	SUVA contribution	8 312.35	0.89%	-74.00
5045	IGM contribution	8 312.35	1.4%	-116.35
5091	Training contribution	8 312.3		
5050	LPP contribution	-21		
6500	Net salary			
6600	Payment			

Rate calculation

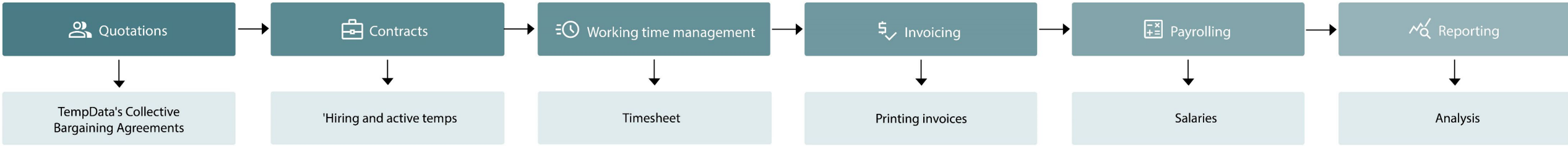
BASIC SALARY	22.28 CHF
Holiday pay	3.20 - 0.71 CHF
Vacation pay	8.33 - 1.92 CHF
13th month salary	8.33 - 2.08 CHF
TOTAL	26.99 CHF
AHV	2.29 CHF
Administrative expenses SUVA	0,00 CHF
TOTAL PAYROLL TAXES	2,29 CHF
TOTAL COMPANY COSTS	29,28 CHF
Risk coverage	0,15 CHF
TOTAL HOURLY COST	29,43 CHF



TOTAL HOURLY COST	29,43 CHF
CONTRIBUTION MARGIN	15,00 %
MARGIN VALUE	5,19 CHF
MULTIPLIER	1,2829
RATE	34,62 CHF
DAILY COMPENSATION	0,00 CHF 0,00 CHF
HOURLY COMPENSATION	0,00 CHF 0,00 CHF

tempdata

Ngage | Back Office for Switzerland



Rate calculation

BASIC SALARY	22,28 CHF
Holiday pay	3,30 0,71 CHF
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RATE	34,62 CHF
DAILY COMPENSATION	0,03 CHF 0,00 CHF
HOURLY COMPENSATION	0,00 CHF 0,00 CHF

Employment Contract n.00000797

On the basis of the framework employment contract, the following employment contract is concluded between the parties listed above, in accordance with the CO art. 315SLC art. 19.

Employment as / Qualification CCL: **Web developer**
 Client: **Microhouse AG Zurich**
 Work location: **Zürich - 8001, Bueswilstrasse 5**

To be announced at: **20.11.2020**
 Contract end: **30.11.2020** - 30 days
 Working hours: **From Monday to Friday Daily working hours: 08:00**

Basic rate: **CHF 22.80**
 Vacation: **0% CHF 1.96**
 Public holidays: **0% CHF 3.12**
 13th monthly salary: **0% CHF 3.12**
 Total hourly gross rate: **CHF 27.81** hourly rate

This employment contract is subject to the general compulsory collective employment agreement **Prestito di personale**, November 23 November 2020.

Signature: Anthony Leit
 ARCA HR Tech Factory
 Gabrielle Mohr

MANAGE ABSENCES

+ Add column

ATTENDANCE: Daily

Date	Ordinary hours	Overtime 25%	
		Net	Gross
24.09	8	Net	Gross
25.09	8	Net	Gross
26.09	8	Net	Gross
27.09	8	Net	Gross
28.09	8	Net	Gross
29.09	8	Net	Gross
30.09	8	Net	Gross
Total	120	15	

Completed Validated Billable Rows in Invoice

Save

Confidential

Wolter GmbH
 To the kind attention of Mrs. Eleanor Hill
 Zurich

F 0019 - 11.2022

Issue date: 01.11.2022
 Due date: 01.12.2022
 Conditions: Invoiced 30 Tage / A 30 Jours / 30 Giorni

Description	Qty	Price	Net amount	VAT	Total amount
Jennifer B. Williams					
Ordinary hours	180,00	35,53	6'395,40	7,73	6'887,85
			Net amount	VAT	Total amount
			TOTAL 6'395,40	492,45	6'887,85

Please find the bank details for payment by bank transfer:
 Bank details:
 Beneficiary: **Wolter GmbH**
 IBAN: **CH03 3000 0001 1161 0000**
 BIC: **SWISS333**
 VAT No: **CHF-188.943.801**

SALARY OCTOBER 2022

Salary base	Description	Unit value	Quantity	Amount CHF
1000	Hourly salary	26,80	120,00	2'816,00
1100	Vacation allowance	1,79	120,00	214,80
1161	Holiday allowance	6,67	120,00	800,40
1200	Thirteenth salary	1,94	120,00	232,80
Contract No: 1004 - Weeks: 41, 42, 43, 44				
1005	Hourly salary	38,00	120,00	4'560,00
1100	Vacation allowance	3,61	120,00	433,20
1161	Holiday allowance	1,12	120,00	134,40
1200	Thirteenth salary	3,29	120,00	394,80
Contract No: 1005 - Weeks: 35, 40, 41				
1005	Hourly salary	8,32	120,00	998,40
1100	Vacation allowance	0,61	120,00	73,20
1161	Holiday allowance	0,20	120,00	24,00
1200	Thirteenth salary	0,61	120,00	73,20
Gross salary				
9010	ATV contribution	8'312,35	0,20%	-166,25
9020	AD contribution	8'312,35	1,1%	-91,43
9040	SUV contribution	8'312,35	0,86%	-71,40
9048	ISE contribution	8'312,35	1,4%	-116,38
9081	Training contribution	8'312,35	0,70%	-58,20
9090	LPP contribution	202,85	1,00	-202,85
9090	Net salary			7'329,45
9000	Payment			7'329,45



- Link to TempData tempdata
- Quotations for temporary staffing
- Quotations for consulting services
- Margin in percentage and absolute value
- Rate multiplier
- Overtime multiplier

- Contract between the staffing agency and the employee
- Contract between the staffing agency and the employing company
- Active temps dashboard

- Manual working time entry by the agency consultants
- Manual working time entry by the employing company
- Manual working time entry by the temps
- Overtime and absences
- Approval flags
- 2Time App
- Automatic CSV import

- Invoicing by cost centre
- Invoicing by contract
- Invoicing by client
- QR invoicing
- Client's personal area

- Certified salaires swissdec
- Mass salaries
- DTA (salaries, advance payments, attachment of earnings, family allowances)
- Temporary earnings and unemployment benefit
- Monthly and annual reporting
- Official ELM reporting and salary certificate
- Employee's personal area

- Notifications and alerts
- Margin per client, contract, consultant, Collective Bargaining Agreement and branch
- Budget analysis
- Mass salary reports and credit notes
- Time and attendance reports
- DSO
- OP report

Quotations

Drawing up quotations to be sent to clients.

Contracts

Drawing up both the contract between the staffing agency and the employee and the one between the staffing agency and the employing company in just a few clicks.

Working time management

Entering workers' working hours manually, via app or automatic import.

Invoicing

Drawing up, printing and sending invoices to clients.

Payrolling

Processing workers' salaries and speeding up the daily work with mass payrolling.

Reporting

Monitoring and analyze data in the management control system.

Quotations

The software makes it possible to draw up quotations for temporary employment and search and selection services according to clients needs and in compliance with Collective Bargaining Agreements (CBA), which are automatically imported from TempData.

Calculate rate automatically

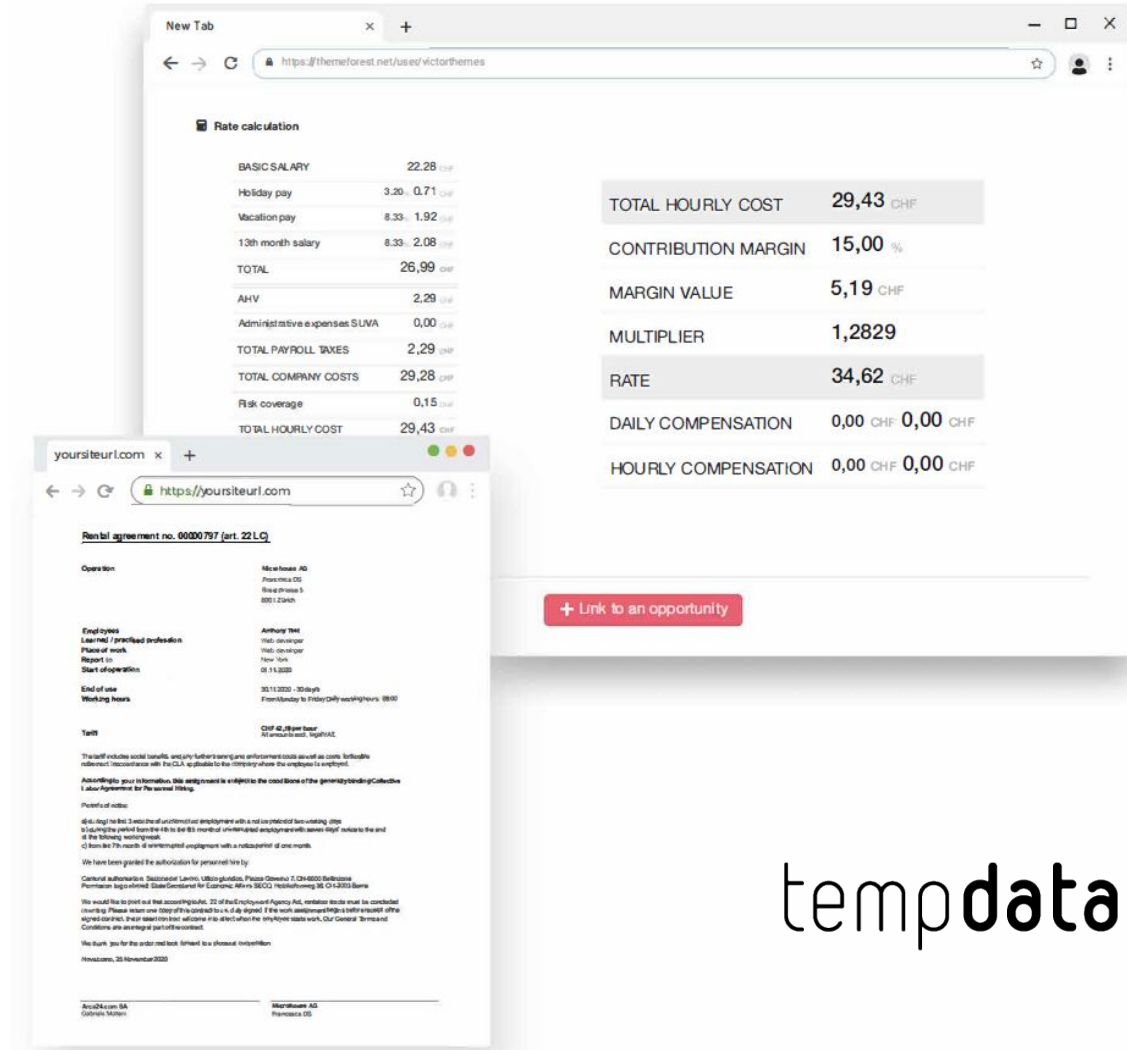
By selecting the CBA and the payroll taxes, the total cost of the worker appears automatically.

It is also possible to easily modify:

- margin as a percentage
- margin in absolute value
- multiplier
- rate.

By changing one value, the others will automatically adapt.

One quotation can be used to generate infinite contracts



tempdata

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Monitoring and analyze data in the management control system.

The screenshot shows a web application interface. The top part displays a candidate profile for '17291 - web developer' with a 5-star rating and an 'INTERVIEWED' status. The profile includes personal details such as name, nationality, country, region, age, and contact information. Below the profile is a navigation menu with options like 'Dashboard', 'Profile', 'Evaluation', 'Activities', 'Competitors', and 'Contracts'. The bottom part of the screenshot shows a detailed view of 'Personal administrative details' for the candidate, including name, birth date, gender, and nationality. To the right, there is a preview of a contract document from 'ngage' titled 'Einsatzvertrag Nr.00001070', which includes details about the assignment, location, start date, and compensation.

Contract

With just a few clicks it is possible to create both the contract between the staffing agency and the candidate and the one between the staffing agency and the employing company.

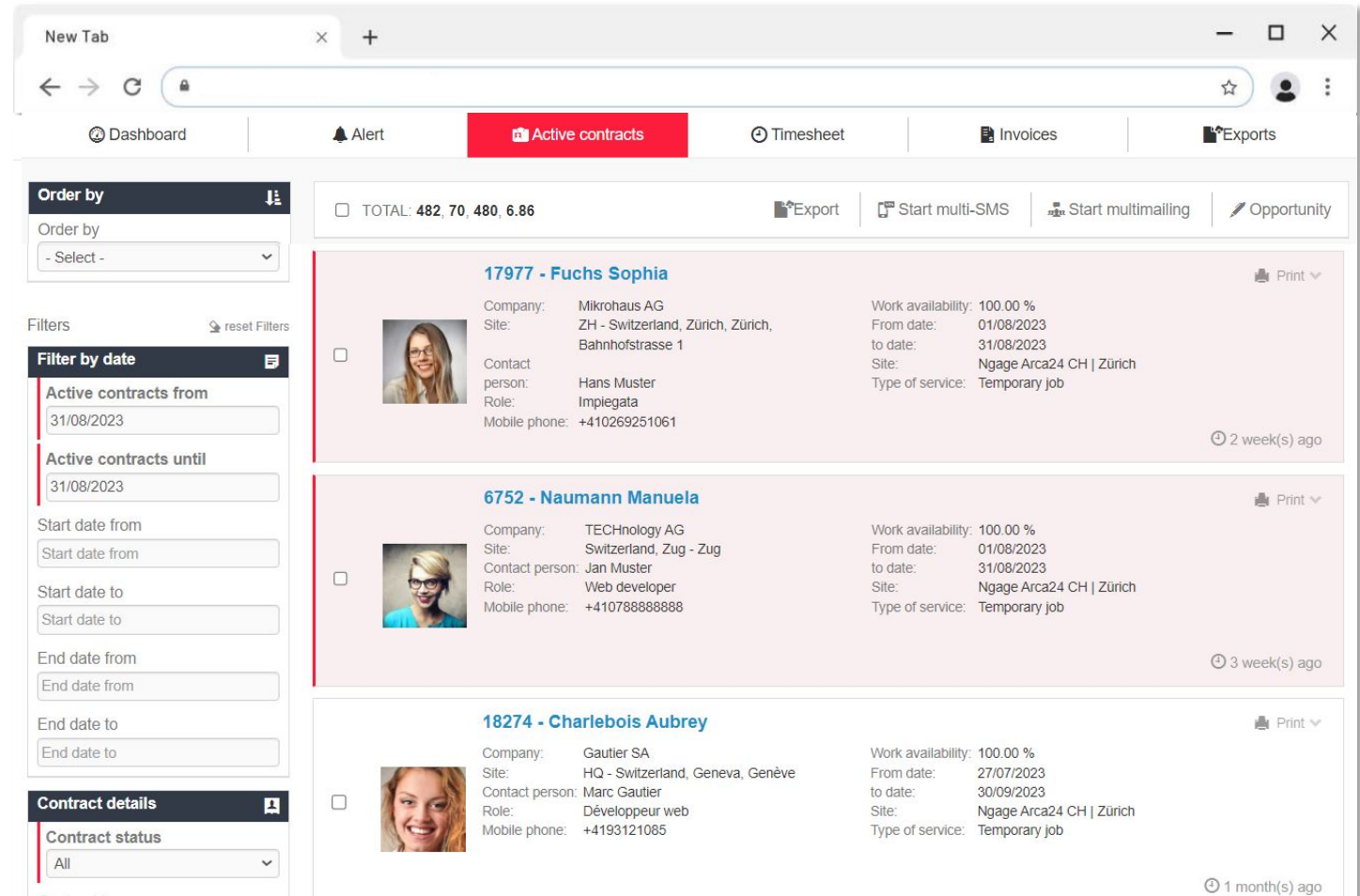
By selecting a client, a branch, a quotation and a few other pieces of information, both contracts are automatically created and made available both in the CRM module and in the candidate's profile in the ATS.

Active contracts

The "Active contracts" section makes it possible to always know precisely

- how many temporary workers there are in the database
- where they are employed
- whether they have expiring contracts.

It is also possible to contact active workers by SMS or multmailing (optional modules) through massive actions



The screenshot shows a web application interface for managing active contracts. At the top, there is a navigation bar with tabs for Dashboard, Alert, Active contracts (highlighted in red), Timesheet, Invoices, and Exports. Below the navigation bar, there is a summary section showing a total of 482, 70, 480, 6.86 and options for Export, Start multi-SMS, Start multmailing, and Opportunity. The main content area displays a list of active workers, each with a profile card containing their photo, name, company, site, contact person, role, mobile phone, work availability, and contract dates. The workers listed are:

- 17977 - Fuchs Sophia**: Company: Mikrohaus AG, Site: ZH - Switzerland, Zürich, Zürich, Bahnhofstrasse 1, Contact person: Hans Muster, Role: Impiegata, Mobile phone: +410269251061, Work availability: 100.00 %, From date: 01/08/2023, to date: 31/08/2023, Site: Ngage Arca24 CH | Zürich, Type of service: Temporary job, 2 week(s) ago.
- 6752 - Naumann Manuela**: Company: TEChnology AG, Site: Switzerland, Zug - Zug, Contact person: Jan Muster, Role: Web developer, Mobile phone: +410788888888, Work availability: 100.00 %, From date: 01/08/2023, to date: 31/08/2023, Site: Ngage Arca24 CH | Zürich, Type of service: Temporary job, 3 week(s) ago.
- 18274 - Charlebois Aubrey**: Company: Gautier SA, Site: HQ - Switzerland, Geneva, Genève, Contact person: Marc Gautier, Role: Développeur web, Mobile phone: +4193121085, Work availability: 100.00 %, From date: 27/07/2023, to date: 30/09/2023, Site: Ngage Arca24 CH | Zürich, Type of service: Temporary job, 1 month(s) ago.

On the left side, there are filter sections: "Order by" (set to - Select -), "Filters" (with a reset Filters button), "Filter by date" (Active contracts from: 31/08/2023, Active contracts until: 31/08/2023), "Start date from" (Start date from: [input]), "Start date to" (Start date to: [input]), "End date from" (End date from: [input]), "End date to" (End date to: [input]), and "Contract details" (Contract status: All).

Quotations

Drawing up quotations to be sent to clients.

Contracts

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Working time management

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Reporting

Monitoring and analyze data in the management control system.

Working time entry

Working hours can be entered by the staffing agency, by the employing company and by the employee.

From the same panel, it is also possible to manage advance payments, overtime, absences and any one-off amounts.

A 3-level validation system is available for final confirmation of the hours entered. Final validation of hours can be assigned to one or more users.

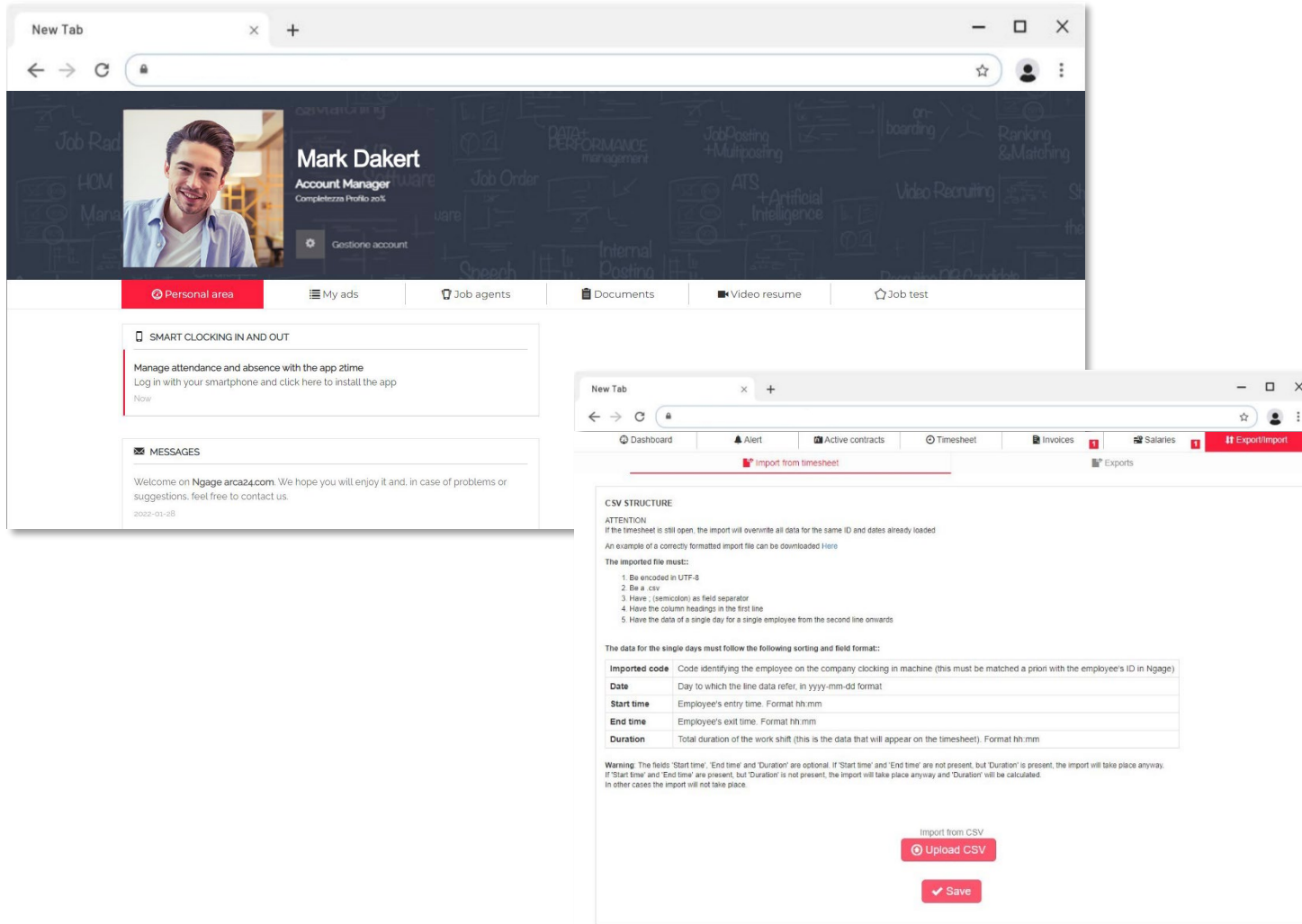
TOTAL: 2 Export Change all

Company: Company | Company site: - Select - | Candidate: Candidate | Branch: Branch | Invoice statuses: - All invoicing st... | Timesheets statuses: - All timesheet st... | Year: 2023 | Month: 9

Entry 1:
 Owners: Mrs. Arca24 Admin
 Candidate: 6752 - Manuela Naumann
 Active contracts: 1
 Entered ordinary hours: 0
 Total clocking-in and out: 0
 Approved clocking-in and out: 0
 Updates: **To be completed** (Ngage Arca24 CH)

Entry 2:
 Owners: Miss Francesca Test
 Candidate: 18274 - Aubrey Charlebois
 Active contracts: 1
 Entered ordinary hours: 100
 Updates: **To be completed** (Ngage Arca24 CH)

Date	Ordinary hours	Straordinario 25%		Other compensation		Cost center
	Rate: 36,34 CHF	Net	Gross	Description	CHF	
01.08	Ordinary I	Net	Gross	Description	Amount	Sektion Zuri 158 HQ
02.08	8	Net	5	Description	Amount	Sektion Zuri 158 HQ
03.08	8	Net	Gross	Description	Amount	Sektion Zuri 163 HQ
04.08	8	Net	Gross	Description	Amount	Geschäftsführung Baustelle Zofingen
05.08	Ordinary I	Net	Gross	Description	Amount	Sektion Zuri 158 HQ
06.08	Ordinary I	Net	Gross	Description	Amount	Sektion Zuri 158 HQ
07.08	8	Net	Gross	Description	Amount	Sektion Zuri 158 HQ
08.08	8	Net	5	Description	Amount	Geschäftsführung Baustelle Zofingen
09.08	8	Net	Gross	Description	Amount	Sektion Zuri 163 HQ
10.08	8	Net	Gross	Description	Amount	Sektion Zuri 158 HQ
11.08	8	Net	Gross	Description	Amount	Geschäftsführung Baustelle Zofingen
12.08	Ordinary I	Net	Gross	Description	Amount	Sektion Zuri 158 HQ
13.08	Ordinary I	Net	Gross	Description	Amount	Sektion Zuri 158 HQ
14.08	8	Net	Gross	Description	Amount	Sektion Zuri 158 HQ
15.08	Ordinary I	Net	5	Description	Amount	Geschäftsführung Baustelle Zofingen
16.08	8	Net	Gross	Description	Amount	Geschäftsführung Baustelle Zofingen
17.08	8	Net	Gross	Description	Amount	Sektion Zuri 163 HQ
18.08	8	Net	Gross	Description	Amount	Sektion Zuri 158 HQ
19.08	Ordinary I	Net	Gross	Description	Amount	Sektion Zuri 158 HQ



Working time import and 2Time App

To speed up the entry of hours, it is possible to:

- automatically import a pre-filled.csv file from the client containing the workers' hours
- provide workers with the 2Time App, which allows them to clock in/out with a simple click. The hours entered via the app pass through a validation system.

Quotations

Drawing up quotations to be sent to clients.

Contracts

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Working time management

Entering workers' working hours manually, via app or automatic import.

Invoicing

Drawing up, printing and sending invoices to clients.

Payrolling

Processing workers' salaries and speeding up the daily work with mass payrolling.

Reporting

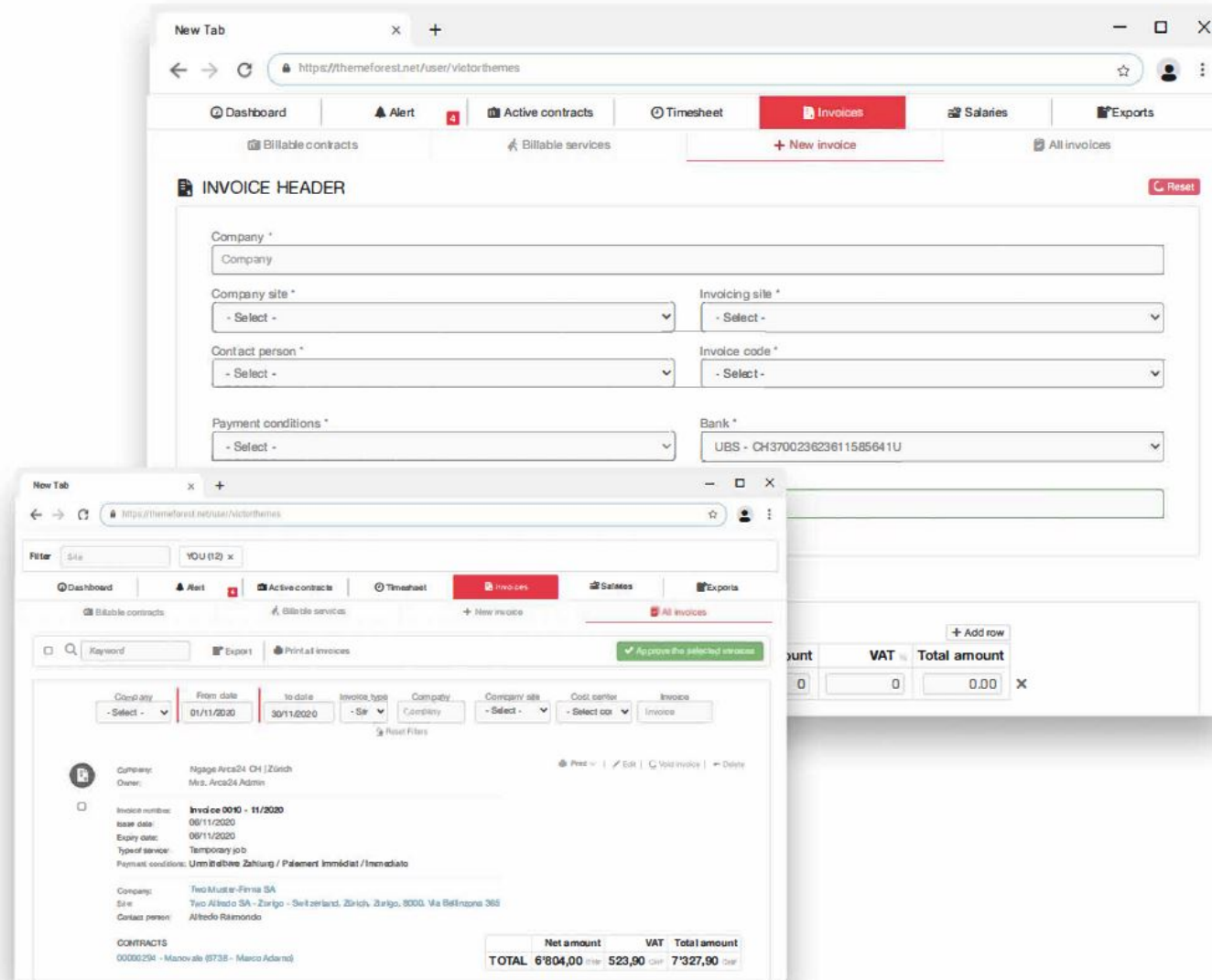
Monitoring and analyze data in the management control system.

Invoices

After entering the working hours, the invoice can be generated.

Before the invoice is numbered, the system generates a draft, so that it can be checked and, if necessary, corrected or modified.

It is possible to manage invoicing by cost centres.

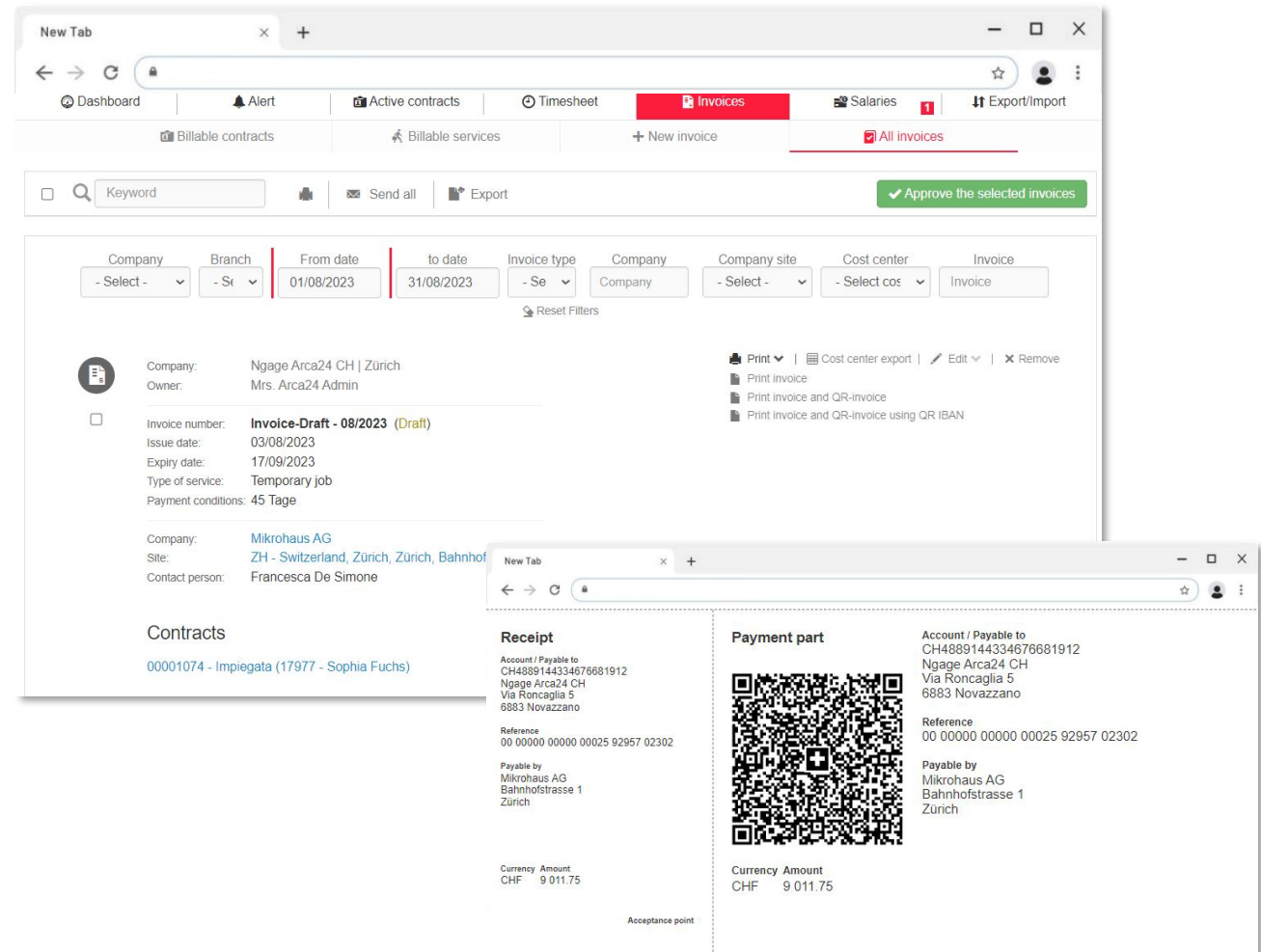


Invoice printing

Invoice printing can be done by means of three different options:

- print invoice
- print QR-invoice
- print QR-invoice with reference number (only available if you have the QR-IBAN)

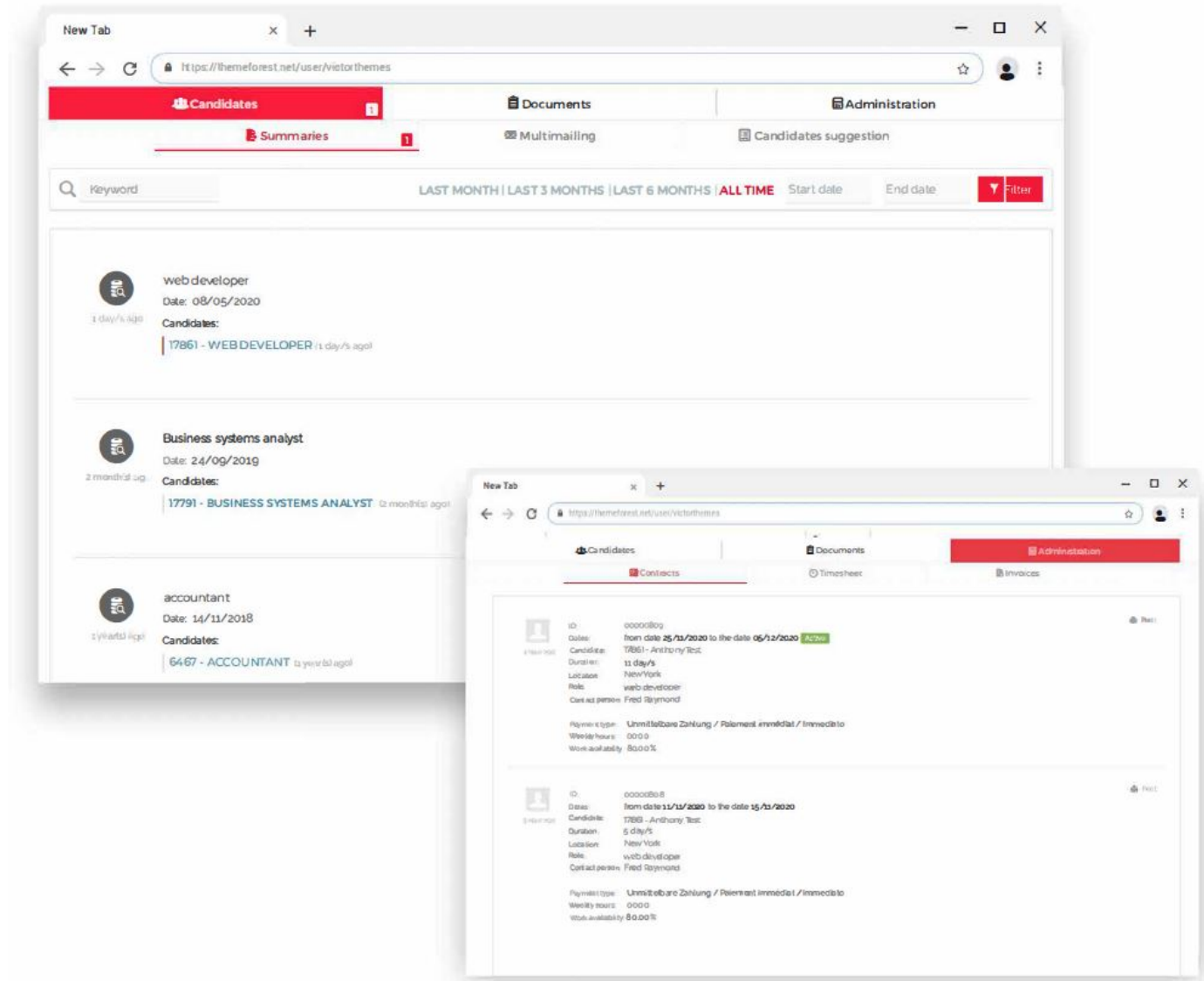
Once the invoice has been created, it can be delivered to the customer via a link in the reserved area or an attachment.



Client reserved area

Within their personal area, customers can:

- view and download contracts and invoices
- fill in workers' hours (optional module)



Quotations

Drawing up quotations to be sent to clients.

Contracts

Drawing up both the contract between the staffing agency and the employee and the one between the staffing agency and the employing company in just a few clicks.

Working time management

Entering workers' working hours manually, via app or automatic import.

Invoicing

Drawing up, printing and sending invoices to clients.

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Reporting

Monitoring and analyze data in the management control system.

Salaries

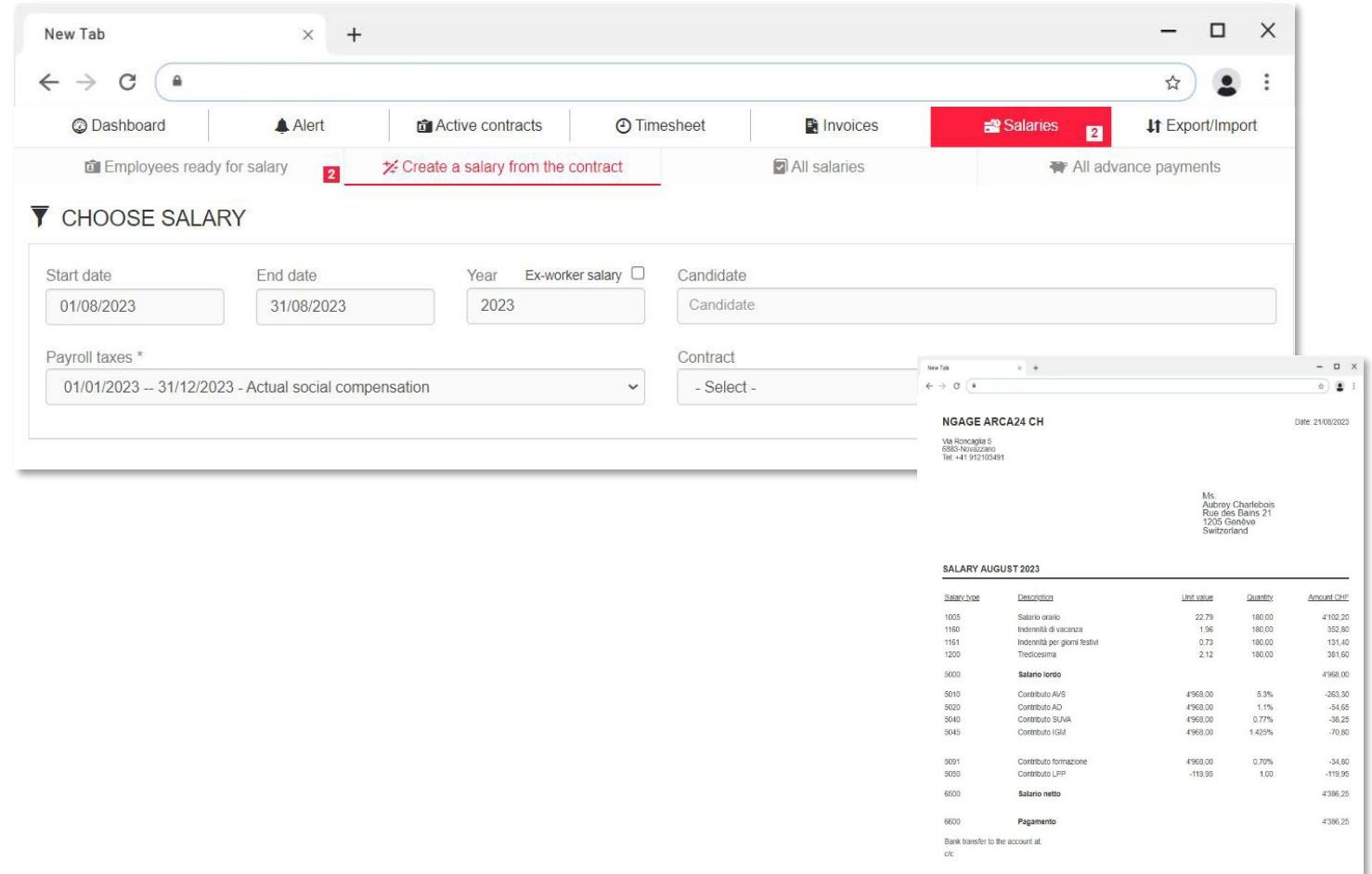
In the section you can:

- view the list of workers for whom a salary can be created
- generate manual salaries
- view all salaries and create the DTA
- display all advance payments and create the DTA

You can print out the salaries and possibly also the intermediate income.

Once the salaries have been created, they can be delivered to the worker via a link in the reserved area.

Salaries are Swissdec certified. 



NGAGE ARCA24 CH Date: 21/09/2023

Via Roccapia 6
6963 Novazzano
Tel: +41 912 103491

Ms
Aubrey Charlebois
Rue des Bains 21
1205 Glandville
Switzerland

SALARY AUGUST 2023

Salary type	Description	Unit value	Quantity	Amount CHF
1005	Salario orario	22.79	180.00	4102.20
1160	Indennità di vacanza	1.96	180.00	352.80
1161	Indennità per giorni festivi	0.73	180.00	131.40
1200	Tredicesima	2.12	180.00	381.60
5000	Salario lordo			4968.00
5010	Contributo AVS	4968.00	5.3%	-263.30
5020	Contributo AD	4968.00	1.1%	-54.65
5040	Contributo SUVA	4968.00	0.77%	-38.25
5045	Contributo IGMI	4968.00	1.429%	-70.80
6001	Contributo formazione	4968.00	0.70%	-34.80
6050	Contributo LPP	-119.35	1.00	-119.94
6500	Salario netto			4386.25
6600	Pagamento			4386.25

Bank transfer to the account at:
c/c

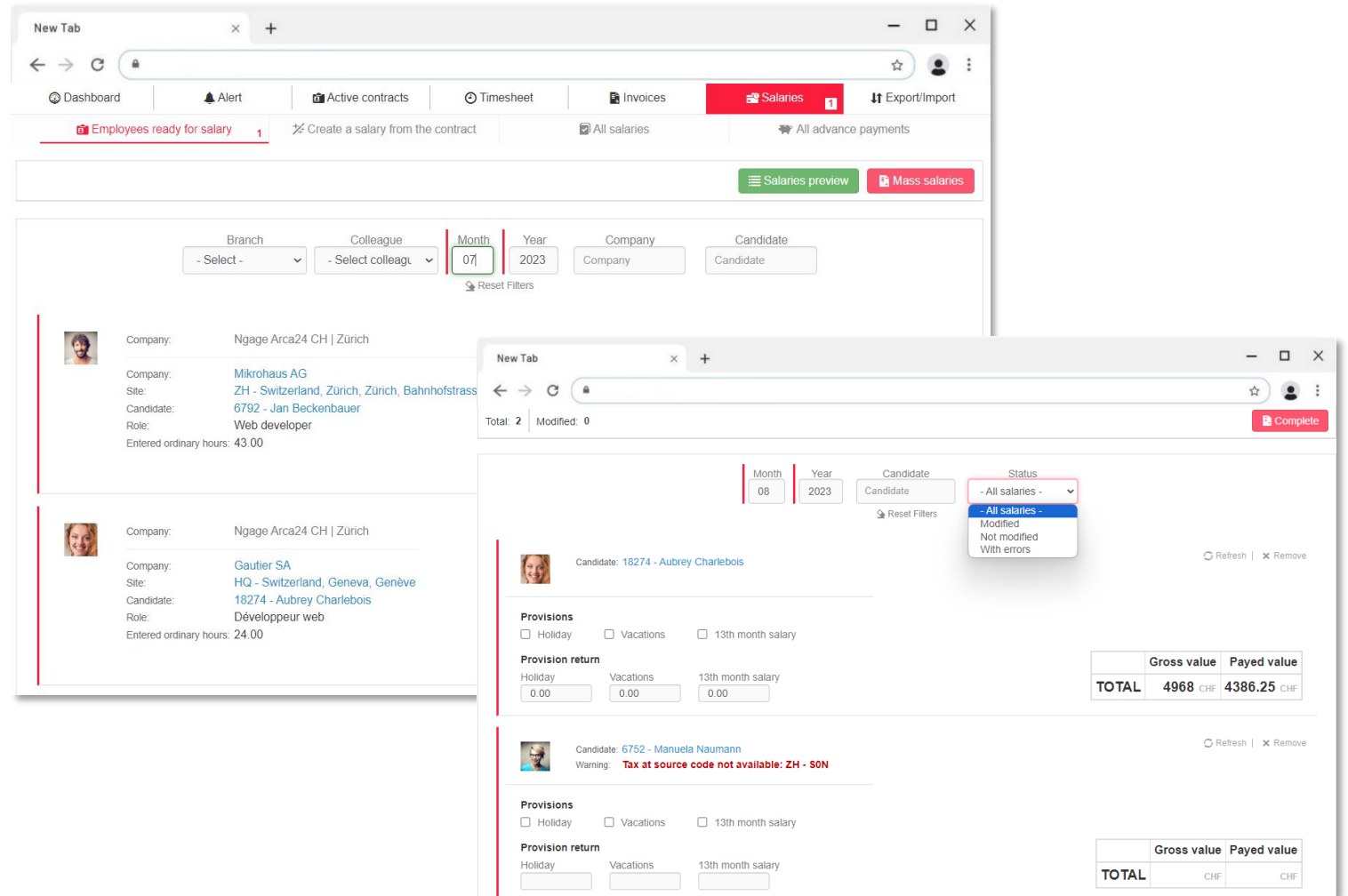
Massive salaries

The 'massive salaries' option allows the salaries of all workers to be processed with just a few clicks.

Before the salary is finally generated, the system shows a preview with any information on mistakes and inconsistencies.

This allows it to be checked and, if necessary, corrected or modified.

Once the check is completed, it is possible to confirm the salaries and follow the standard payment procedure.



The screenshot displays the 'Massive salaries' interface. At the top, there's a navigation bar with 'Salaries' highlighted. Below it, a filter section shows 'Month' as '07' and 'Year' as '2023'. A list of candidates is shown, with two entries visible:

- Jan Beckenbauer**: Company: Ngage Arca24 CH | Zürich, Role: Web developer, Entered ordinary hours: 43.00.
- Aubrey Charlebois**: Company: Ngage Arca24 CH | Zürich, Role: Développeur web, Entered ordinary hours: 24.00.

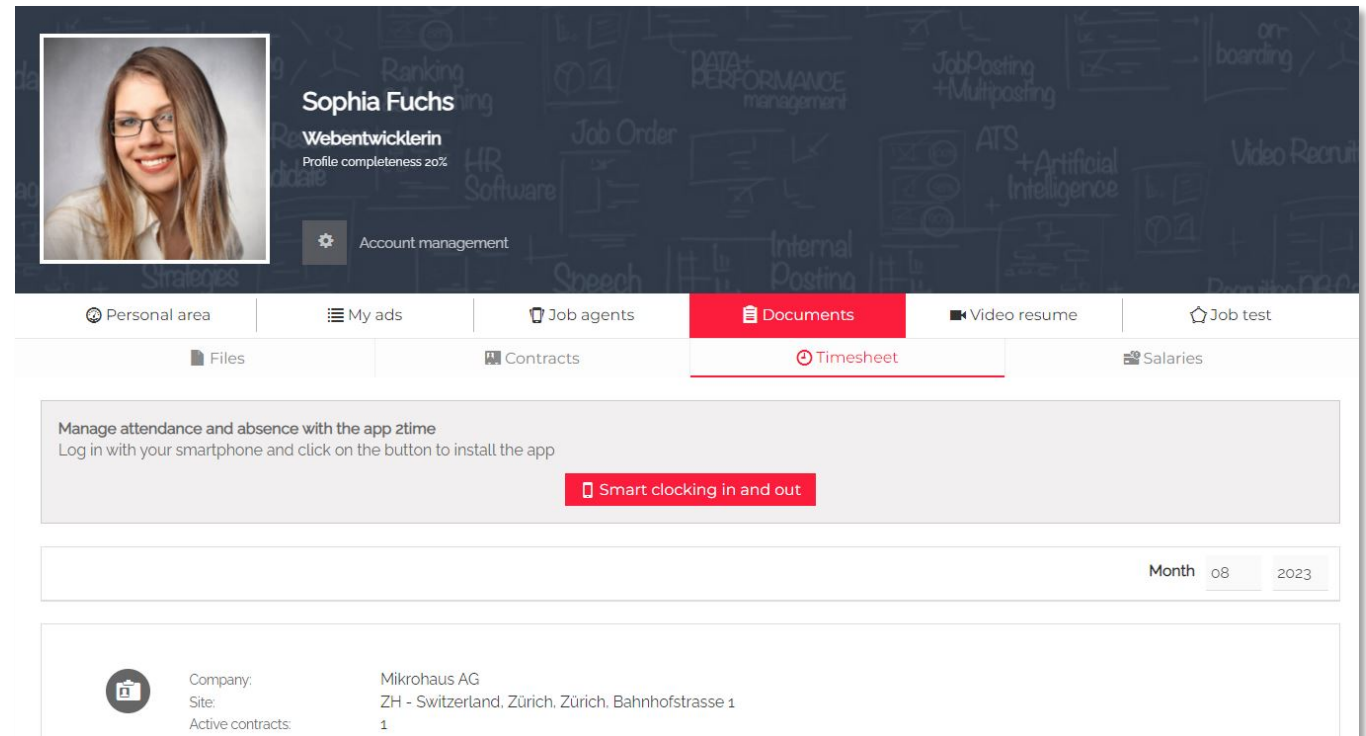
A 'Status' dropdown menu is open, showing options: '- All salaries -', 'Modified', 'Not modified', and 'With errors'. A summary table at the bottom right shows the following values:

	Gross value	Payed value
TOTAL	4968 CHF	4386.25 CHF

Worker reserved area

Within the personal area, the worker can:

- view and download contracts and salaries
- fill in working hours via the 2Time App (optional module)



The screenshot shows the worker's personal area for Sophia Fuchs, a Webentwicklerin. The profile includes a photo, name, job title, and a profile completeness of 20%. There is an 'Account management' link. The navigation menu includes 'Personal area', 'My ads', 'Job agents', 'Documents' (highlighted in red), 'Video resume', and 'Job test'. Below the navigation, there are tabs for 'Files', 'Contracts', 'Timesheet' (highlighted in red), and 'Salaries'. A prominent message encourages the user to 'Manage attendance and absence with the app 2time' and provides a 'Smart clocking in and out' button. The current date is shown as 'Month 08 2023'. At the bottom, company information is displayed: Mikrohaus AG, ZH - Switzerland, Zürich, Zürich, Bahnhofstrasse 1, with 1 active contract.

Quotations

Drawing up quotations to be sent to clients.

Contracts

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Working time management

Entering workers' working hours manually, via app or automatic import.

Invoicing

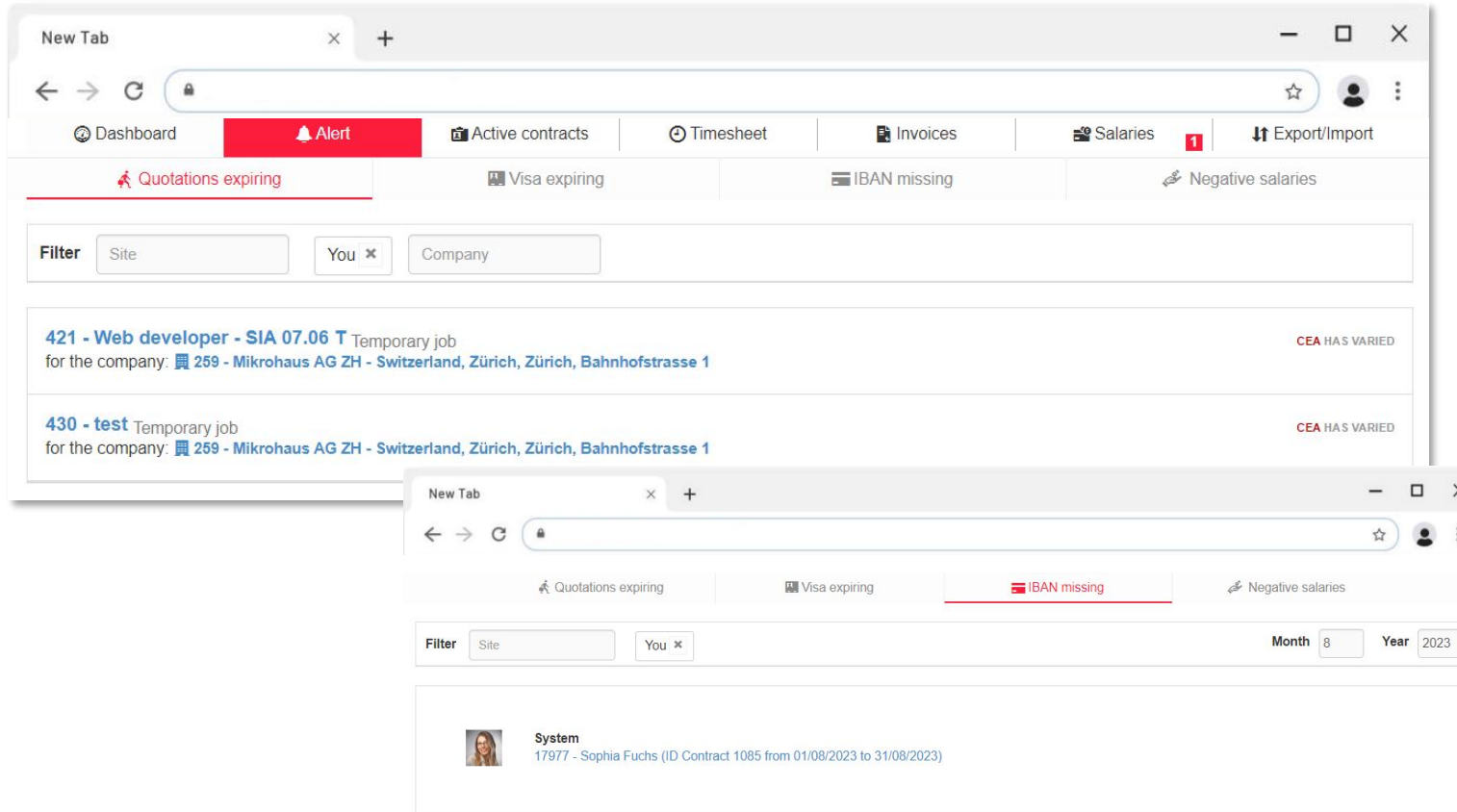
Drawing up, printing and sending invoices to clients.

Payrolling

Processing workers' salaries and speeding up the daily work with mass payrolling.

Reporting

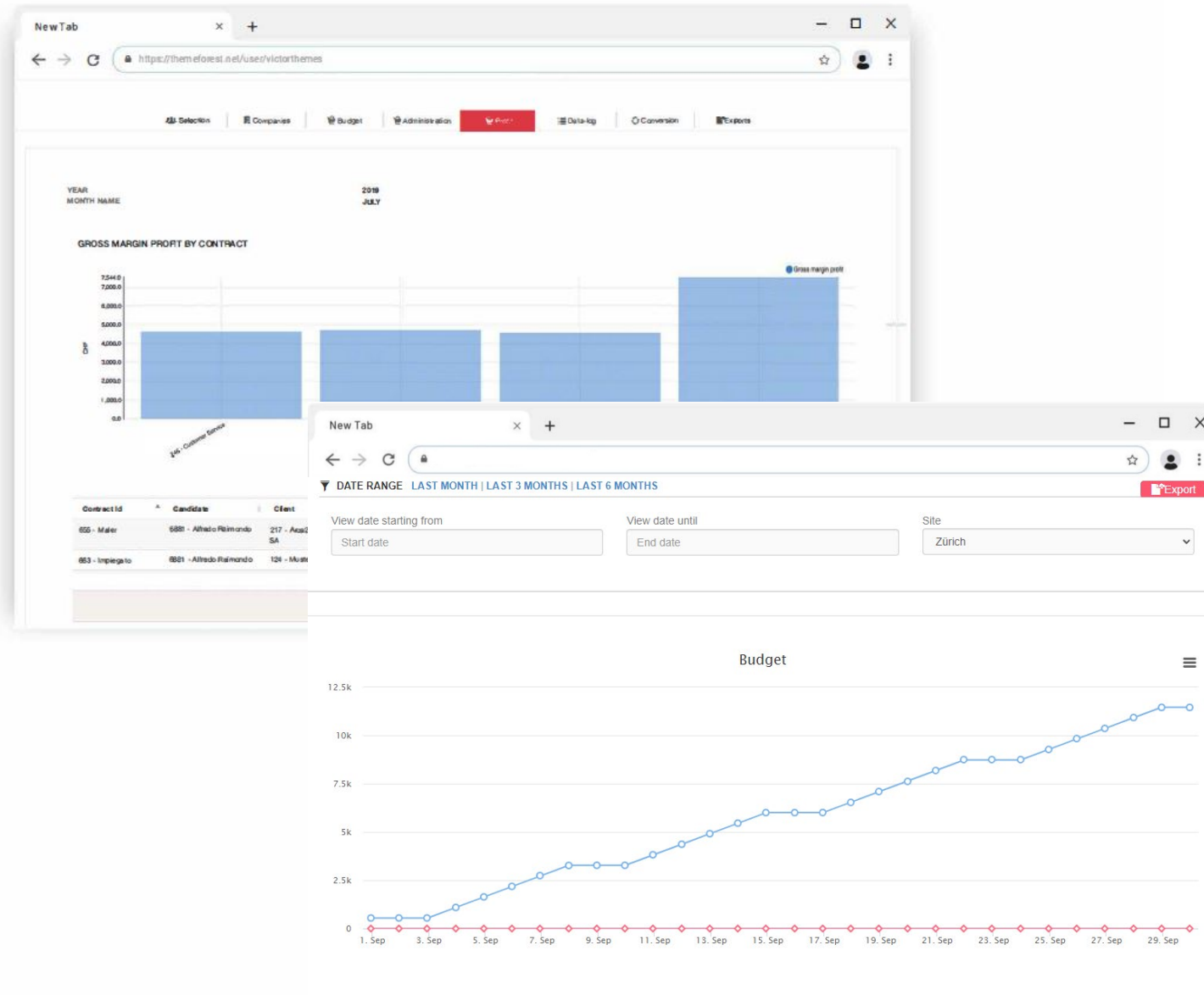
Monitoring and analyze data in the management control system.



Notification system

The alert section shows missing data and the most relevant administrative deadlines:

- Expiring quotations: quotations that need to be updated with respect to GAV updates and/or new social charges
- Permit expiry: missing data within a worker's permit or expiry information.
- Missing IBAN: shows all those workers, active in the reference month, for whom bank details for the payment of wages are missing
- Negative salaries: alerts if there are any employees with negative salaries



Margin analysis

It is possible to extract margin data by macro area.

- Margin per customer
- Margin per contract
- Margin per GAV
- Margin per employer
- Margin per contract split

The system allows you to compare theoretical and real margin analyses to check the performance.

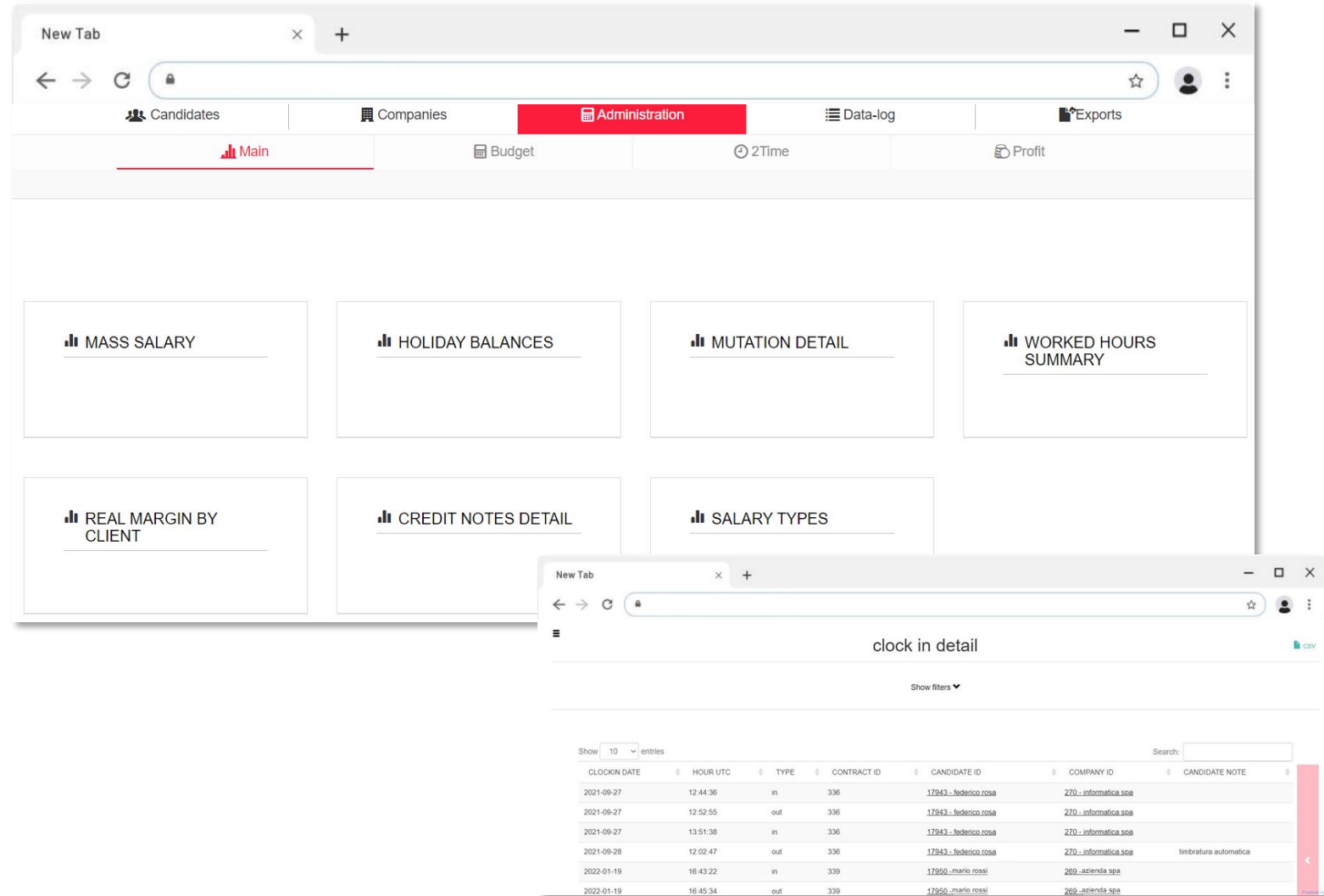
Budget

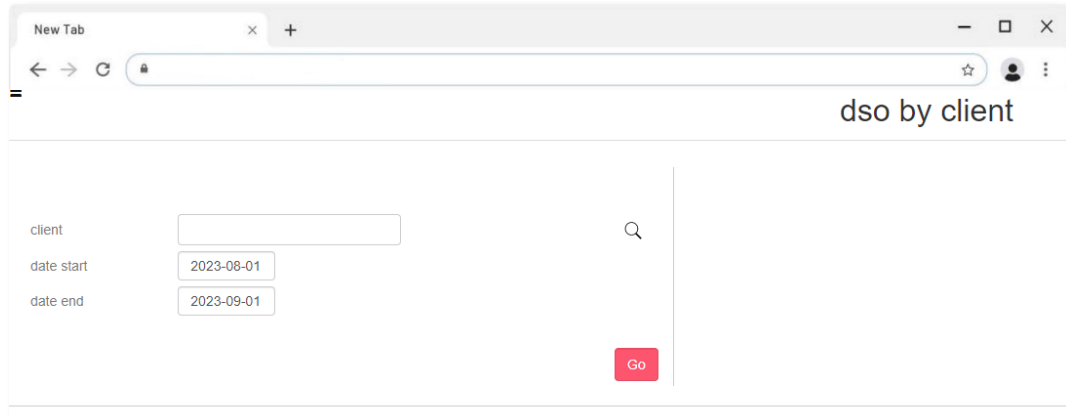
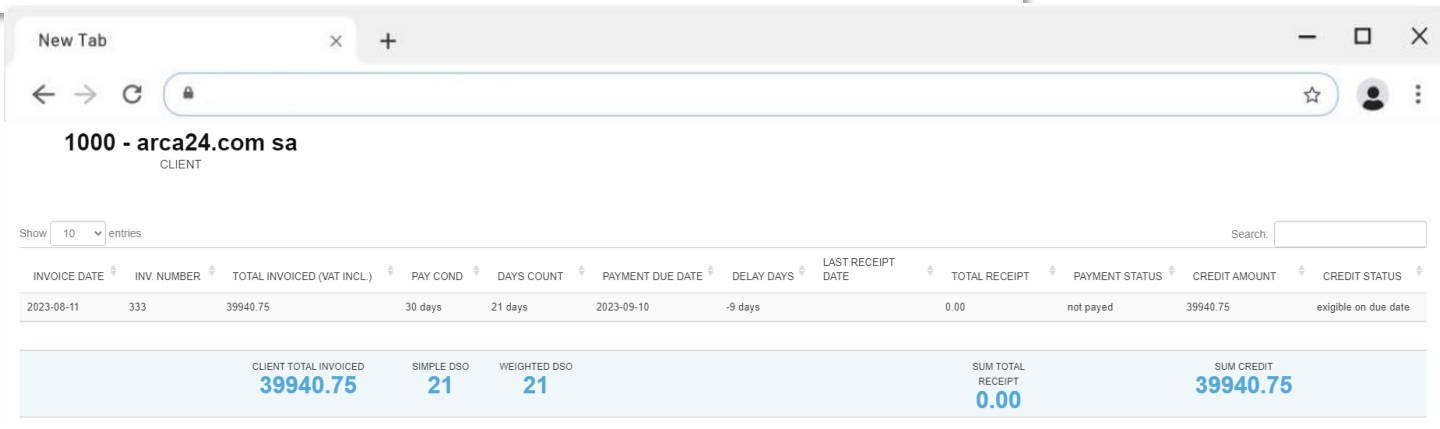
It is possible to set the daily budget trend and keep it monitored.

Administration

Different types of reports are available

- Massive Salaries: shows the processing of massive salaries in detail
- Holiday accrual: summary of the holiday accrual of the worker
- Mutations: summary of changes made to workers' administrative data
- Summary of hours worked: summary of hours per SECO
- Credit note detail
- Summary of salary genera: lists the salary types used in a given timeframe. It is also possible to filter for a single salary type
- 2Time: global report of clocking in and out by active employees in a given timeframe (optional module)



1000 - arca24.com sa
CLIENT

Show 10 entries Search:

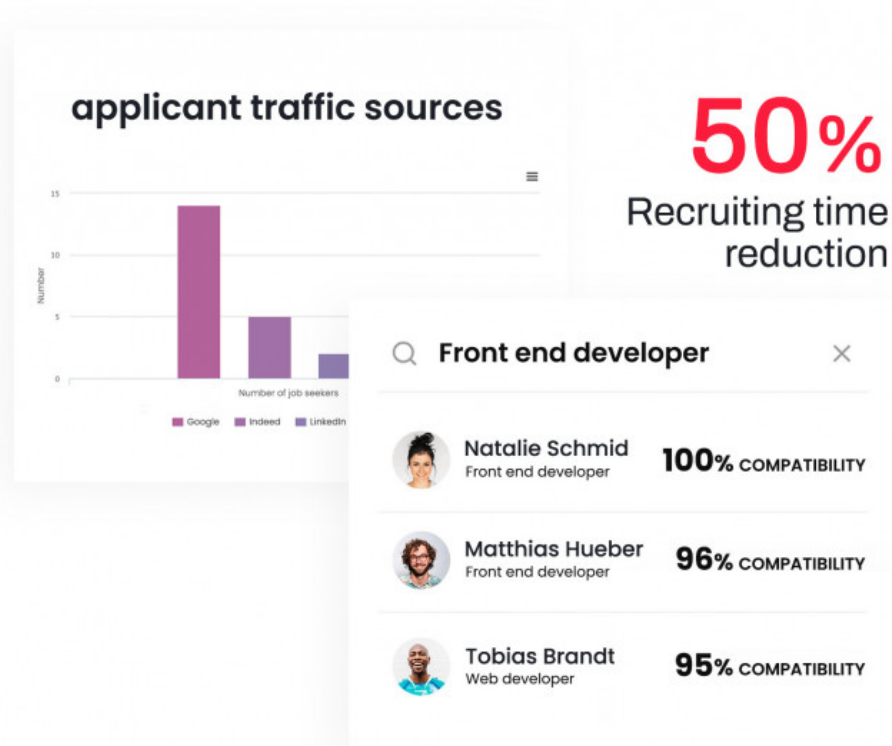
INVOICE DATE	INV. NUMBER	TOTAL INVOICED (VAT INCL.)	PAY COND	DAYS COUNT	PAYMENT DUE DATE	DELAY DAYS	LAST RECEIPT DATE	TOTAL RECEIPT	PAYMENT STATUS	CREDIT AMOUNT	CREDIT STATUS
2023-08-11	333	39940.75	30 days	21 days	2023-09-10	-9 days		0.00	not paid	39940.75	exigible on due date

CLIENT TOTAL INVOICED	SIMPLE DSO	WEIGHTED DSO	SUM TOTAL RECEIPT	SUM CREDIT
39940.75	21	21	0.00	39940.75

DSO

Optional module

An invoice payment file can be imported via the system to generate the DSO.



Discover the Front Office module

The Front Office module of Ngage automates the recruitment process thanks to an artificial intelligence system based on semantic matching between CV and job offer.

Within a single tool, you can manage all customer information and the acquisition and retention activities that take place as well as monitor current and future needs.

DISCOVER NGAGE TEMP - FRONT OFFICE



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