

VACANZO · QUICK GUIDE

Holidays, absences and hours. Without the paperwork.

For owners of small businesses – from the bricklaying crew to the hair salon. In 25 pictures: open your company, invite the team, decide on holidays, keep an eye on hours.

BEFORE YOU START

How Vacanzo works

Three things worth knowing. Everything else explains itself on the screen.

1 · No password

Everybody signs in with their **Google or Microsoft account**. Vacanzo stores no password. Anyone without an account can create one at Google for free.

2 · One address per company

Your business gets its own address, for example **sample-builders.vacanzo.ch**. That is the address you give your team. It works on a phone just as well as on a computer.

3 · Two roles

Admin – you, and whoever else decides: sees everybody, approves requests, changes settings.

Employees – request holidays, report sickness, book hours. They see who is away and when, never why.

Built for the phone

Request holidays, book hours, decide – on the bus, on site, in the shop. No app to install, the browser is enough.

Data in Switzerland

Stored in Zürich, under Swiss law. Sickness and military service stay private – colleagues only see "away".

How a holiday request runs – in five steps

1 · Phone

Beat types From and To and presses "Request".

2 · Message

Anna gets an e-mail: "Beat Meier requests 10 days."

3 · Decision

Anna sees who else is away and presses "Approve".

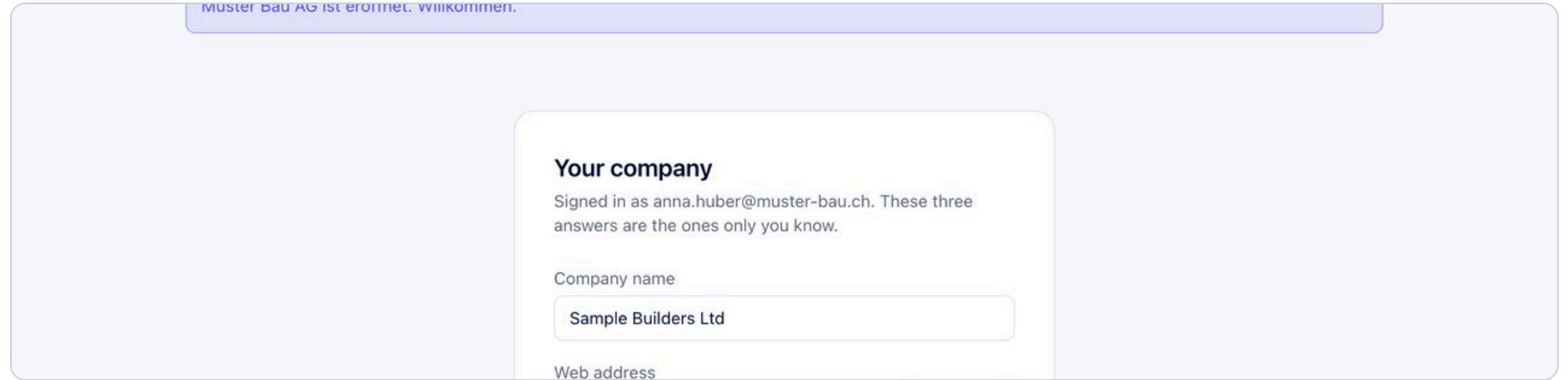
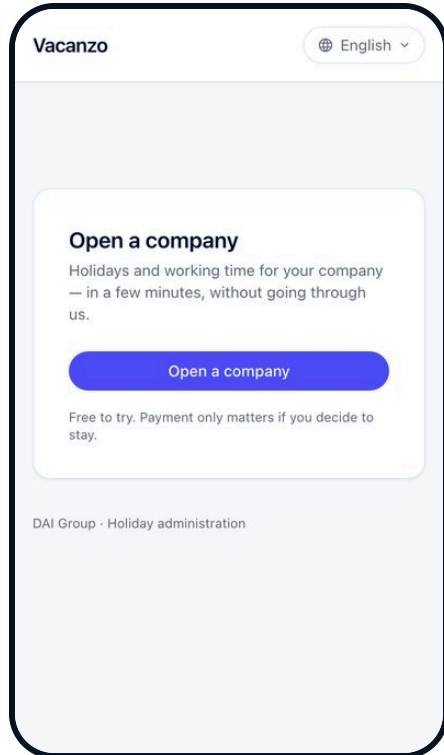
4 · Calendar

Beat is notified. The team sees the days in the calendar.

5 · Balance

Entitlement, taken, remaining – Vacanzo does all the arithmetic.

Open your company – three details and you are in



1

Open vacanzo.ch/signup

Tap "Sign in" and log in with your Google or Microsoft account. That confirms your e-mail address.

2

Name, web address, canton

You can leave the web address empty – Vacanzo makes one from the company name. The canton brings the right public holidays with it.

3

"Open company"

You land in your business straight away – as its first administrator. 60 days free, no credit card, no contract.

Sign in with the account you already have

- 1 Open your company address**
for example *sample-builders.vacanzo.ch*. Best saved as a bookmark on the phone.
- 2 Choose "Google" or "Microsoft"**
The sign-in page belongs to Vacanzo; the password stays with Google or Microsoft.
- 3 You are in.**
Next time it usually works without asking again.

Whoever is not invited, waits

If somebody you did not invite signs in, they only see a waiting page. You decide under "Requests" whether they come in.

The first morning: four steps, each one skippable

The screenshot shows the 'First steps' page for 'Sample Builders Ltd'. At the top, it says 'First steps' and 'Four things and your company is running. Skip any of them and come back whenever you like.' Below this, it indicates '0 of 4 done'. The first step is 'Working hours', which asks 'Does your company record hours?' and provides 'Yes' and 'No' buttons. The second step is 'Public holidays 2026', which states 'Your canton's list is already filled in. Untick a day your commune works, and add the days that are yours alone.' It also mentions 'Days that have passed are settled. Changes apply from today onwards.' and shows a list of public holidays for 2026: Thu 01/01 New Year's Day, Fri 02/01 Berchtold's Day, Fri 03/04 Good Friday, Mon 06/04 Easter Monday, and Fri 01/05 Labour Day.

After opening the company, Vacanzo shows the "First steps" page. None of it is compulsory – but without these four things nobody can request a holiday.

- 1 Working hours**
Does your business record hours? Yes or No. No means: holidays only. You can switch it on at any time later.
- 2 Public holidays**
Your canton's list is already there. Untick the days you work; add the days only you have, such as Christmas Eve or the village fair.
- 3 Your own record**
Date of birth, percentage, holiday entitlement – for yourself, as for every employee.
- 4 Your employees**
Type an e-mail address, invite. Done.

"Skip for now" sets a step aside. While something is open, an amber line in the admin area reminds you.

Two questions that concern your whole business

Sample Builders Ltd

First steps

Four things and your company is running. Skip any of them and come back whenever you like.

0 of 4 done

Working hours

If your company records hours, two things are needed: how long a full working day is, and the date the balance counts from. Managing only holidays? Set this aside — you can turn it on later.

Hours per full day

8.4

Counts from

01.01.2026

Start recording hours

We do not record hours

Public holidays 2026

Your canton's list is already filled in. Untick a day your commune works, and add the days that are yours alone.

Days that have passed are settled. Changes apply from today

Working hours

Say "Yes" and Vacanzo asks only two things: **hours per day** (for a 42-hour week that is 8.4) and **from when** to start counting.

From that Vacanzo computes the target for every person – at 80 or 60 percent too.

Nothing booked yet? Then undo.

As long as nobody has booked hours, you can switch the timesheet off again.

Public holidays

Days that have passed are settled. Changes apply from today onwards.

☒ Thu 01/01 New Year's Day
☒ Fri 02/01 Berchtold's Day
☒ Fri 03/04 Good Friday
☒ Mon 06/04 Easter Monday
☒ Fri 01/05 Labour Day
☒ Thu 14/05 Ascension Day
☒ Mon 25/05 Whit Monday
☒ Sat 01/08 Swiss National Day
☒ Fri 25/12 Christmas Day
☒ Sat 26/12 St Stephen's Day

Grey ticks are days already past – those are fixed. Blue ticks you can still change. A public holiday never counts as a holiday day and lowers the hours target automatically.

Invite the team: an e-mail address is enough

Invite

E-mail address

Name (optional)

Invite

The "First steps" page shows what is still open in your company's setup and takes up the steps you set aside.
[First steps >](#)

Manage employees

Name	Email	Role	Status	Pct.	Allowance 2026	Remaining	
Anna Huber	anna.huber@muster-bau.ch	Admin	Active	100%	25	25	Manage
Beat Meier	beat.meier@muster-bau.ch	Employee	Active	100%	25	15	Manage
Luca Rossi	luca.rossi@muster-bau.ch	Employee	Active	80%	25	25	Manage
Peter Frei	peter.frei@gmail.com	Employee	Not yet activated	—	—	—	Manage
Sandra Keller	sandra.keller@muster-bau.ch	Admin	Active	60%	25	25	Manage

Accountant access

Your accountant or fiduciary can read one report — open holiday and hours per person at a month's end — and nothing else. Access ends by itself after a year at most; you can renew it here with one click or end it at any time.

Admin → Employees. Invite at the top; below, the list with percentage, entitlement and remainder.

1

Type the e-mail address, "Invite"

The person gets a mail with your company address. No link that expires, no code.

2

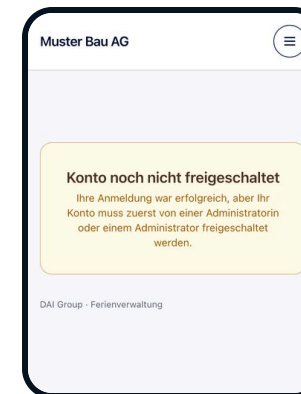
They sign in with Google or Microsoft

Because you invited them, they are in at once. Without an invitation they would wait (amber: "Not activated").

3

You enter percentage and holiday entitlement

Under "Manage" – see the next page. Only then can the person request holidays.



This is what somebody sees who signs in without an invitation: a waiting page. Under "Requests → Account requests" you let the person in or delete the request.

The employee page: percentage, entitlement, leaving

Beat Meier
beat.meier@muster-bau.ch

[Open the holiday page >](#) [Open the timesheet >](#)

Account
The account of Beat Meier: whether it is activated, the role, what the timesheet asks of them, and the date of birth the statutory holiday entitlement is computed from.

Role

Date of birth

Timesheet from

Employee

17.07.1996

dd.mm.yyyy

☒ Activated

☐ Description mandatory

☒ Timesheet required

☐ Liable for service

Save

Employment percentage
Each period applies from its date until the start of the next period. 0% = not under contract (e.g. after leaving).

from 01/01/2026

100%

Percentage (%)

Valid from

Non-working weekdays

dd.mm.yyyy

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri

☐ Full days, reduction taken as days off

Add

1

Account

Role (admin or employee), timesheet yes/no, "Liable for service" for military and civilian service.

2

Employment percentage

From when, how many percent, which weekdays are free. A new percentage is a new line – the old one stays for the past.

3

Leaving / notice

Leaving date and garden leave. On the last day the account is closed by itself.

4

Holiday entitlement

Vacanzo proposes the statutory entitlement (20 days, 25 under the age of 21, reduced by percentage). You enter what the contract says. "Adjustment" is the carry-over from last year.

My profile: date of birth and notifications

Muster Bau AG

My profile

Beat Meier · beat.meier@muster-bau.ch

Date of birth

17.07.1996

Save

Your date of birth is used to calculate your vacation entitlement.

Notifications

Per kind of message: by e-mail, in Slack, or not at all. Decisions about you always reach you; you only choose where.

Decisions about you
☒ E-mail

Something is waiting for your decision
☒ E-mail ☐ None

Daily digest of who is away
☐ E-mail ☒ None

Weekly timesheet reminder
☒ E-mail ☐ None

Reminders for administrators
☒ E-mail ☐ None

1 Date of birth

The one thing every person enters themselves. Vacanzo needs it for the holiday entitlement (up to age 20, 25 days apply).

2 Notifications

Per kind of message: by e-mail, in Slack (if the business has Slack) or none. Decisions about your own requests always arrive.

The five kinds of message

Decisions about you

holiday approved, rejected, cancellation decided

Something waits for your decision

admins only: new request, new account request

Daily overview

every morning: who is away today – never why

Weekly reminder

Friday: "hours not booked yet"

Reminders for admins

turn of the year, retention periods

Request holidays: From, To, Request

Muster Bau AG

Holidays 2026
Current employment percentage: 100%

2026

ALLOWANCE 25 days	TAKEN (APPROVED) 10 days
PENDING (REQUESTED) 5 days	REMAINING 15 days
SICK LEAVE 0 days	

Request holidays

Type
Holidays

From
dd.mm.yyyy

To
dd.mm.yyyy

☐ Half day (single-day requests only)

Comment (optional)

1

The balance at the top

Entitlement, taken, pending, remaining – always current. The pink field counts sick days; those cost no holiday.

2

Choose the type

Holiday, work on a free day, sickness – and service, if the admin has ticked "Liable for service".

3

From – To, comment, "Request"

Weekends and public holidays are left out automatically. Half a day works too.

4

The request appears below as "Pending"

As long as nobody has decided, the person can withdraw it themselves (bin icon).

Why does "Request" sometimes refuse?

If the date of birth, the percentage or the entitlement is missing, Vacanzo says exactly what is missing and who enters it. Better to ask first than to calculate wrongly.

Deciding: approve or reject, one click

Pending requests

Show decided ☐

Account requests (1)

Peter Frei

peter.frei@gmail.com

Signed in on: 21/09/2026

Activate

Holiday requests (2)

Beat Meier Holidays

23/11/2026 – 27/11/2026 · 5 working day(s)

«Ski week»

Remaining after approval: 10 days

Approve Reject

Sandra Keller Holidays

21/12/2026 – 31/12/2026 · 5 working day(s)

«Weihnachten»

Remaining after approval: 20 days

Approve Reject

Cancellations (1)

Already approved holidays somebody wants to give back.

Beat Meier Holidays

05/10/2026 – 16/10/2026 · 10 working day(s)

«Herbstferien»

10 working day(s) come back, from 05/10/2026.

1

"Requests" in the top menu

The number in the circle says how much is waiting. You also get an e-mail or Slack message.

2

Everything that matters at a glance

Period, working days, comment – and how much the person has left *after* approval.

3

Approve or reject

The person is notified at once. When rejecting, please give a sentence of reason.

Everything waits on this page

Account requests · Holiday requests · Cancellations · Overtime.
"Show decided" lists what you have already dealt with.

Giving approved holidays back

20 days

10 days

PENDING (REQUESTED)
5 days

REMAINING
15 days

SICK LEAVE 0 days

Request holidays

Type
Holidays

From To
dd.mm.yyyy dd.mm.yyyy

☐ Half day (single-day requests only)

Comment (optional)

Submit request

Cancellations (1)

Already approved holidays somebody wants to give back.

Beat Meier Holidays 05/10/2026 – 16/10/2026 · 10 working day(s)

«Herbstferien»

10 working day(s) come back, from 05/10/2026.

The employee's reason
Site moved, I will be working that day

Reason (required when refusing)

- Employee: the calendar icon on the request**
Approved holidays have no bin any more – colleagues have planned around them. Instead: "Request cancellation".
- The admin decides under "Cancellations"**
Until then the holiday stays booked. Approved: the days come back onto the account.
- Back in the middle of the holiday?**
Then only the days from tomorrow come back. What is already over stays taken.

The holiday balance – four numbers that always add up

Muster Bau AG

Holidays 2026
Current employment percentage: 100%

2026

ALLOWANCE 25 days	TAKEN (APPROVED) 10 days
PENDING (REQUESTED) 0 days	REMAINING 15 days
SICK LEAVE 0 days	

Request holidays

Type
Holidays

From
dd.mm.yyyy

To
dd.mm.yyyy

☐ Half day (single-day requests only)

Comment (optional)

ENTITLEMENT

25

What the contract says, plus carry-over.

TAKEN

10

Approved holidays – including those still ahead.

PENDING

0

Requested, not yet decided.

REMAINING

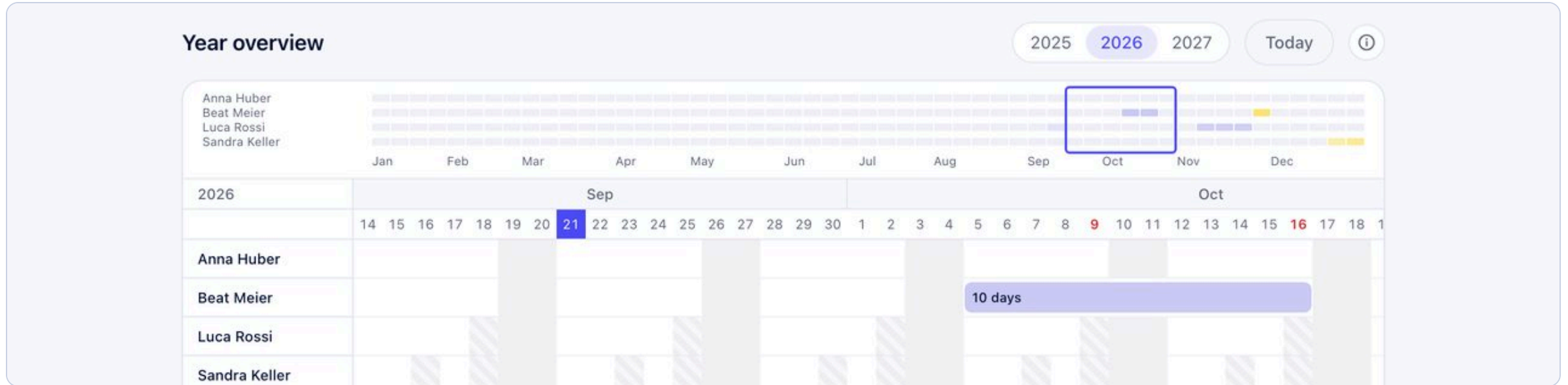
15

Entitlement minus taken minus pending.

- ✓ At 80 percent, 20 days at full time become 16 days automatically.
- ✓ If the percentage changes during the year, Vacanzo pro-rates – nothing to recalculate.
- ✓ Garden leave after notice counts as holidays taken, by itself.
- ✓ Sickness costs no holiday day and stands separately in the pink field.
- ✓ Through the year menu (2025 · 2026 · 2027) everybody also sees last year and next year.

As an admin you can choose "Holidays of ..." at the top right and look at any person's page – read only, never request in their name.

Who is in today? The year overview



One picture for the whole team

The year as a map at the top, six weeks large below. Colour means: somebody is away. Hatched: a regular free day (part-time). Yellow: requested, still pending.

The "Present" row

One bar per day: how many are in. If it turns **red**, too few are in the business – you set the limit (Admin → Employees). Handy before you approve the next request.

A message every morning

Whoever wants it gets a short overview at 6 o'clock: "Away today: Luca Rossi (does not work on Fridays), Beat Meier." Who, never why. Switch it on and off in your own profile.

Sickness and military service: report, don't request

Muster Bau AG

Holidays 2026
Current employment percentage: 80%

2026

ALLOWANCE
25 days

TAKEN (APPROVED)
0 days

PENDING (REQUESTED)
0 days

REMAINING
25 days

SICK LEAVE
1 days

Request holidays

Type
Holidays

From
dd.mm.yyyy

To
dd.mm.yyyy

☐ Half day (single-day requests only)

Comment (optional)

Requests

Military / civil service
02/11/2026 – 20/11/2026 · **12 working day(s)**
«WK Inf Bat 11»

Approved

Public holidays 2026

New Year's Day 01/01/2026

Berchtold's Day 02/01/2026

1

Choose "Sickness", date, done

No approval needed – nobody decides about the flu. The day is booked at once, the hours target drops to zero, no holiday day is used.

2

Military, civil protection, civilian service

Only visible if the admin has ticked "Liable for service". Reported, never refused – the law says so. The comment ("WK Inf Bat 11") helps with planning.

3

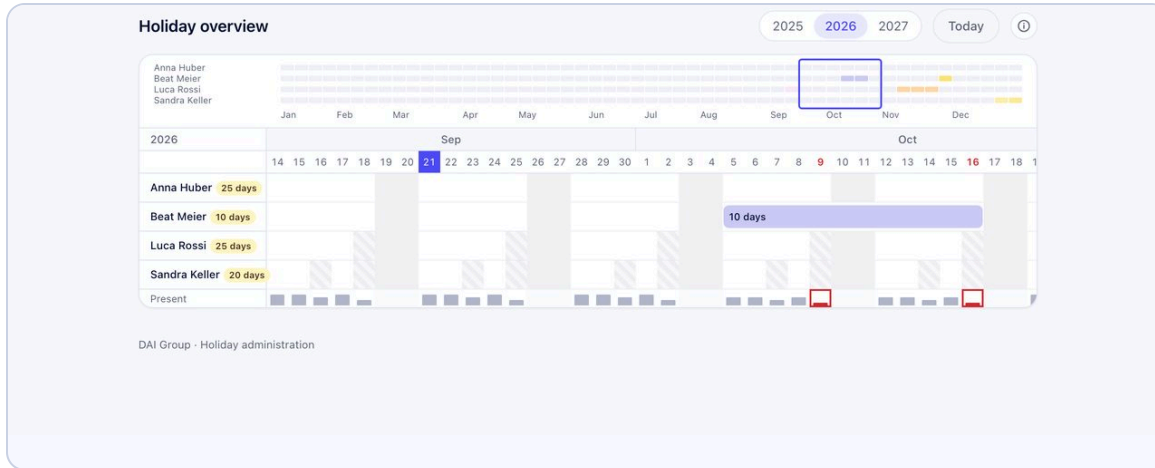
The reason stays private

Colleagues only see "away" in the calendar. Only admins see the difference – pink for sickness, orange for service.

More than two weeks back?

A sickness report that lies further back than 14 days goes to the admin as a request. So nobody can explain a hole in the hours as sickness months later.

See holiday pile-ups early, turn the year without arithmetic



Yellow mark = pile-up

Admin → Reports. Next to the name stands how many days are still left – **yellow** if more is left than can realistically be taken by the end of the year. Talk to the person in autumn, not in December.

Year rollover

2026 2027 2028

Proposal for 2027, computed from 2026. Up to 20 unused days are carried over. Nothing is saved until you confirm it.

2026 is still running, so no carry-over is proposed — the unused days are only final once the year has ended. The Unused column shows where they stand today. Fill the carry-over in on a second pass in the new year.

Name	Pct.	Allowance 2026	Unused	Allowance 2027	Carry-over	Apply
Anna Huber anna.huber@muster-bau.ch Suggestion: 20 days	100%	25	25	25	0	☒
Beat Meier beat.meier@muster-bau.ch Suggestion: 20 days	100%	25	10	25	0	☒

Turn of the year: Vacanzo proposes, you confirm

Admin → Company → Year change. A proposal for each person: entitlement for the new year and the carry-over of days not taken (up to the limit you set, 20 by default). You change numbers, tick, save. Nothing happens on its own.

In autumn without carry-over (the year is still running), in January with. Plus the public-holiday list for the new year – taken from last year, to be checked.

Setting up the timesheet: clients, projects, who books

Clients, projects, who books

Every hour is booked on a project, and every project belongs to a client. Select a project to say who may book on it: the switch beside each name is the assignment.

Clients

Filter...

Familie Brunner

Gemeinde Musterwil

Intern

Projects

Filter...

Gartenmauer

Umbau Schulhaus

Werkhof und Unterhalt

Employees

Filter...

Anna Huber

Beat Meier

Luca Rossi

Sandra Keller

Select a project to change assignments.

Working hours

How long a full working day is. Everybody's target follows from it: their percentage of these hours, spread over the days they work. Change it when the company's working week changes.

Currently valid: **8.4 h**

Hours per day

8.4

Valid from

01.10.2026

- Clients**
 Who you work for: "Gemeinde Musterwil", "Familie Brunner".
 Internal work runs under the client "Intern".
- Projects**
 Every project belongs to a client: "Umbau Schulhaus", "Gartenmauer". Finished? Close the project – the booked hours stay.
- Assign employees**
 Click a project, then the switch next to each person. Only whoever is assigned can book on it.
- The icon with the clock**
 switches the timesheet off for one person – for the owner herself, say. Struck through means: does not book.

Further down: hours per day (changes only on the first of a month), start of the balance, maximum hours per week (the law: 45 or 50).

Booking hours: tap the day, project, hours, tick

Muster Bau AG

Timesheet
Current employment percentage: 100%

September 2026 · to date
2026 · to date · Since 01/09/2026

Mon 14/09/2026

● Project work · 5 / 8.4 h ·
Working day

Gartenmauer · Familie Brunner

Hours
3.4

Description (optional)

Umbau Schulhaus · Gemeinde Musterwil

4

Gerüst stellen

1

Tap the day in the calendar

The window shows at the top: booked 5 of 8.4 hours. The arrows jump to the next working day.

2

Choose the project, type the hours, tick

Vacanzo suggests the hours still missing. A description is optional – unless the admin requires one.

3

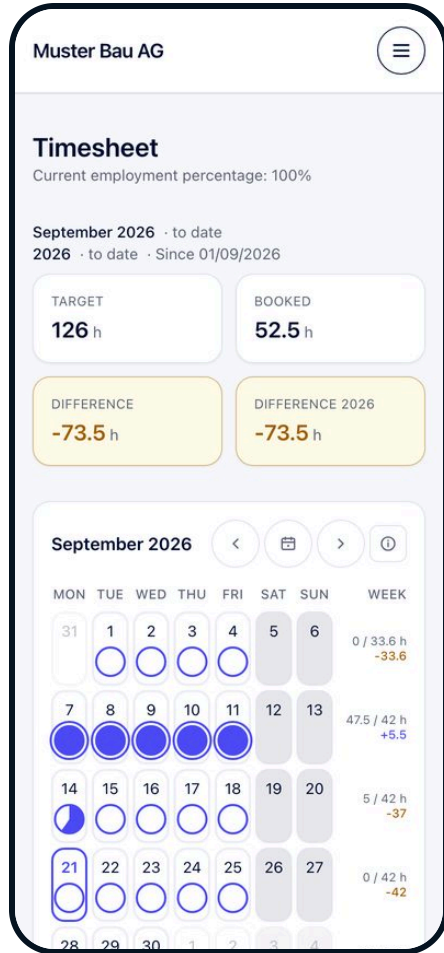
Several bookings per day

School building in the morning, garden wall in the afternoon, an hour in the yard. Every line can be changed or deleted.

Three weeks back, no further

Older weeks are closed. Whoever forgot something asks the admin to open the week briefly (Admin → Timesheet, at the very bottom).

The month at a glance: target, actual, difference



1 The tiles

Target to date, actual to date, the difference – for the month and for the year. Plus means overtime, minus means a shortfall.

2 One circle per day

Empty: nothing booked yet. Half full: partly. Full: target reached. A **ring** around it: above target.

3 The week column

"47.5 / 42 h, +5.5": booked, target, difference. This is where you see at once which week is out of line.

Grey = weekend, public holiday, free day

Light blue = holiday

Pink = sickness (admins only)

Public holidays and holidays lower the target automatically. Hours booked on a free day count as overtime.

Overtime: justify, submit, approve

Week of 07/09/2026 Approved

Booked 47.5 h Target 42 h

Overtime (contractual) 3 h

Overtime (statutory) 2.5 h

Statutory overtime is recorded, not put to a decision — the legal supplement is mandatory.

Reason for the decision: — · Decided by: Anna Huber

Explanation: Betondecke musste am Stück gegossen werden

Timesheet report

From: To:

Overtime awaiting a decision (1)

The decision is about the contractual overtime — whether it is compensated. The recorded hours stand either way.

Sandra Keller · Week of 07/09/2026 Show >

Overtime (contractual) 1.8 h

Explanation
Quarterly invoicing and yard inventory

Reason (required when declining)

1

The week is above target

It appears under "Open weeks". The person writes one sentence: "The concrete slab had to be poured in one go" – and submits.

2

The admin approves under "Requests"

What is decided is whether the overtime counts. The booked hours stay either way – the law requires it.

3

Above the maximum working time?

More than 45 hours in a week Vacanzo additionally marks as excess hours. Not forbidden, but visible – in the report too.

Whoever writes nothing: after a grace period Vacanzo submits the week by itself, so nothing is left lying.

Reports: for you, for the accountant, for the client

Timesheet report

All hours · Client: all clients · Project: all projects · Employee: all employees · 01/09/2026 – 30/09/2026
01/09/2026 – 30/09/2026 · As of 21/09/2026 14:23 UTC

For internal use. Not intended to be passed on to clients.

This document contains overtime (marked with *) that is still awaiting a decision.

Anna Huber

Target 184.8 h · Booked 0 h · -184.8 h

No hours booked yet.

Beat Meier

Target 184.8 h · Booked 52.5 h · -132.3 h

1 week(s) above the maximum working time of 45 h.

Timesheet report

All hours · Client: Gemeinde Musterwil · Project: all projects · Employee: all employees · 01/09/2026 – 30/09/2026
01/09/2026 – 30/09/2026 · As of 21/09/2026 14:23 UTC

Summary

- Shell of the school building: ground-floor masonry, concreting the slab, scaffolding.

Gemeinde Musterwil

39 h

Umbau Schulhaus

39 h

Beat Meier

39 h

DATE

HOURS

Mon 07/09/2026

7

Tue 08/09/2026

7

Wed 09/09/2026

7

Internal hours report

Admin → Reports: choose the period, "Show". Per person target, actual, difference and every booking. Ideal for payroll and the accountant – as a PDF via the print icon.

A summary in three lines

A field above the report that you write – or press "Draft with AI" and then check. Never names, never figures, only what the work was for.

Your own report

Every person can get their own month as a PDF:
Timesheet → Report.

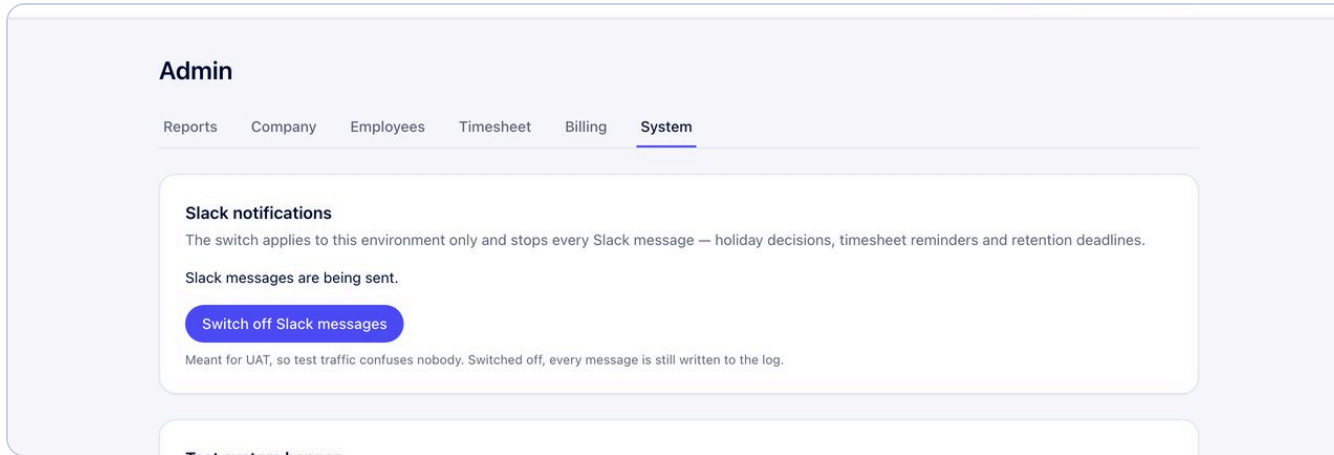
Report for the client

Choose a client: then only their work is in it – project, person, hours. In their language. Internal notes stay out, unless you switch them on.

For the accountant

A guest seat is free: they see reports and holiday balances but cannot request anything. One sign-in, several mandates.

Notifications: e-mail always, Slack if you have it



1

E-mail is the normal case

Every message goes by e-mail, with nothing to set up. Sender: Vacanzo.

2

Slack as an add-on

If your business has Slack, connect it here once ("Connect Slack"). After that every person can choose Slack instead of e-mail in their profile.

3

The off switch

Silences all of the business's Slack messages, for example while testing. While it is off, a red notice stands on every admin page.

What Vacanzo sends on its own

To admins: new request, new account request, cancellation, overtime week, "prepare the year change" in autumn.

To employees: every decision about them, activation, a reminder on Friday when hours are missing.

To everybody who wants it: the morning overview of who is away.

Never: why somebody is away. Sickness and service appear in no message.

Colours and language: Vacanzo looks like your business

Colour palette

Applies to the whole application and to everyone in the company. The change is visible immediately.

DAI

Space Grotesk

In use

Teal

Space Grotesk

Cyan

Space Grotesk

Blue

Space Grotesk

Violet

Space Grotesk

Your own brand

Your own brand colour, text colour and typeface, on top of the chosen palette. The colours are measured for readability; what cannot be made readable is refused.

Available from the Advanced plan. [The plan is chosen under Billing.](#)

Name in the header

At most 24 characters — what fits the header on a phone.

Brand colour

Text colour

1

Colour palette

Five ready-made palettes, one click. Applies at once to everybody in the business – on every device.

2

Own brand (Advanced package)

Your name in the header, your colour, your logo. Vacanzo checks that everything stays readable and refuses what does not.

3

14 languages

Every person chooses their own: German, French, Italian, Romansh, English, Portuguese, Polish and more. The globe button at the top right.

Colour is never the only signal: every field in the calendar also says in words what it is when you tap it.

Billing: what the month will cost

The screenshot shows the 'Billing' section of the Vacanzo admin interface. It includes a navigation bar with 'Reports', 'Company', 'Employees', 'Timesheet', 'Billing' (selected), and 'System'. The main content area is divided into two sections. The first section, 'Subscription', states the trial ends on 20/11/2026 and offers a 'Switch to Advanced' button. The second section, 'Forecast for September 2026', displays a total forecast of CHF 52.97. Below this, a table breaks down the costs: Base package (49.00), Net (49.00), VAT (3.97), and Forecast total (52.97). A footer note mentions 4 active employees and 4 recording hours.

Forecast for September 2026		
CHF 52.97		
Base package with time recording (up to 5 employees)	1 x 49.00	49.00
Net		49.00
VAT 8.1 %		3.97
Forecast total CHF		52.97

Today - active employees: 4 · recording hours: 4 · archived records: 0
What a month would cost at today's head count, at the price list of 03/09/2026.

1

Sixty days free

The trial needs no card. The page says until when, and from a month before the end every admin page reminds you.

2

The forecast

What this month would cost with the people you have today, line by line. The invoice itself is written on the first of the next month from that day's head count.

3

Your plan

"Switch to Advanced" adds your own colours, name and logo, at once. A month in which Advanced was on, even for a day, is invoiced with it.

Paying, once the trial is over

The card is entered on our payment provider's page. Vacanzo never sees the number, only "Mastercard ...4444".

The invoice comes monthly, in German, with VAT, and is charged to the card. All invoices stand on this page, each as a PDF – the same file we keep.

If a payment fails you get an e-mail after a week and a notice on every admin page after two.

Nothing is ever deleted over a payment. After thirty days the account is read-only for everybody, after thirty more it is closed – every page names the day. A valid card is charged at once, and it is open again.

What Vacanzo does on its own – and where to get help

Every day

- ✓ Your canton's public holidays in the calendar and in the hours target
- ✓ The morning overview: who is away today
- ✓ Closing the accounts of leavers on their last day
- ✓ A reminder on Friday when hours are missing

Every year

- ✓ In autumn: "prepare the year change" – with a proposal for each person
- ✓ The public-holiday list for the new year, to be checked
- ✓ Marking holiday pile-ups before they become a problem
- ✓ Showing retention periods for the data of leavers

Help

A question? DAI Group GmbH, Baar
daigroup.ch/vacanzo/en · contact form on the page.

Support without looking in. We do not see your personal data. For a support request you share your screen – or send the configuration report (Admin → Reports, at the very bottom), which contains no names.

60 days free. After that from CHF 29 a month (excl. VAT) for up to 5 people. The subscription starts when you say so.

Every screen in this guide shows an invented business, "Muster Bau AG". People and figures are made up.