homeoffice.lu 34

isolutions

GUIDE

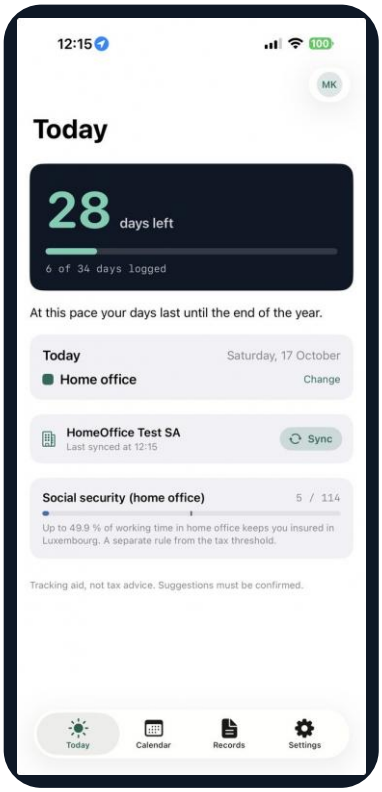
Your 34 days under control – with one tap in the evening.

The app counts every working day outside Luxembourg, asks you a quick question in the evening and prepares the annual statement for your records. Here is what it does and how to use it.

Free · no account · no ads · your data stays on your phone

IPHONE
Download on the App Store

ANDROID
Get it on Google Play



Ready in three steps

1. **Set up**
   Choose your country of residence, contract hours and working days per year. If you have already logged days in “Mon compteur” on this website, the app imports them on first launch.

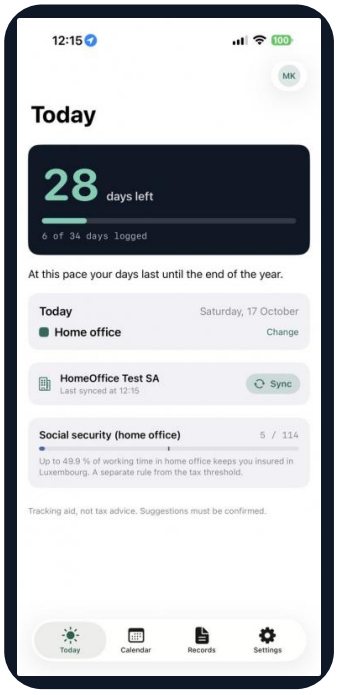
2. **Answer in the evening**
   On working days without an entry, the app asks at 7 pm: where did you work today? Press and hold, tap, done.

3. **Keep records**
   Under “Records” you can create the annual statement as a PDF at any time, with your name and signature.

Your data belongs to you

- No account, no sign-up, no ads, no analytics.
- All days are stored on your phone.
- Location is analysed on the device only – never stored, never sent.
- “Erase everything” in the settings removes all data from the device.

All features in detail

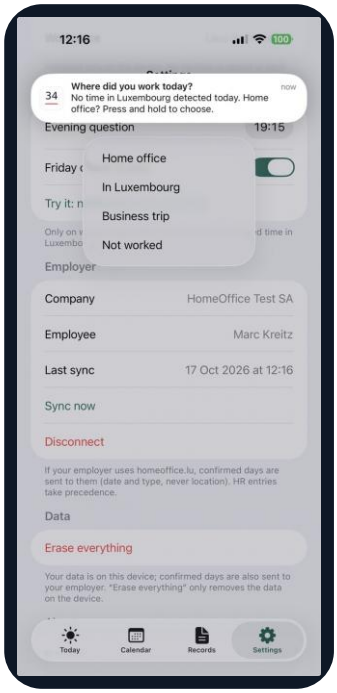


01 TODAY

At a glance: how many days you have left

The home screen shows where you stand for the current year.

- The big number: days left until your personal threshold (34 days; pro rata for part-time in France and Belgium).
- A forecast: will your current pace last until the end of the year, or when does it get tight?
- Social security separately: below 25 % home office you stay insured in Luxembourg; up to 49.9 % if your employer applies for it (A1).
- Today with its entry type – “Change” corrects it with one tap.

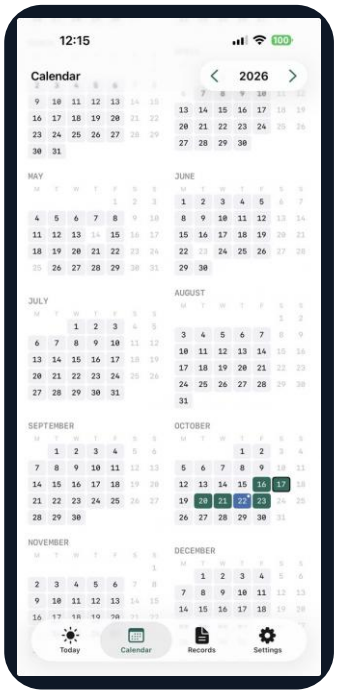


02 EVENING QUESTION

One question in the evening instead of scattered notes

The app only reminds you when something is actually missing.

- At 7 pm (time adjustable) on working days without an entry – weekends and Luxembourg public holidays are skipped.
- Press and hold the notification: Home office, In Luxembourg, Business trip or Not worked. No need to open the app.
- Optionally with location: if you were at your workplace or in Luxembourg, the question is skipped. Analysed on the phone only, no location is stored or sent.
- On Fridays at 5 pm a short weekly summary, plus an alert when only 5 days are left.

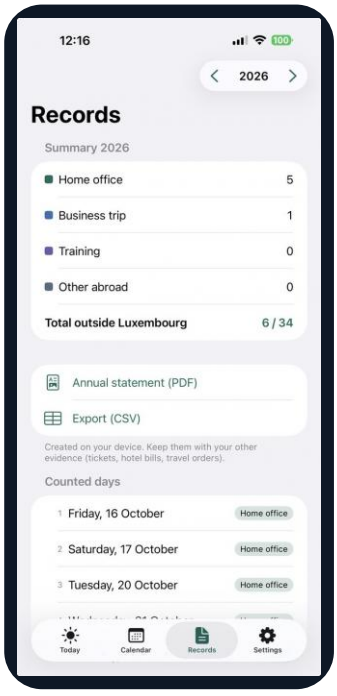


03 CALENDAR

The whole year, every day in colour

Use the calendar to add or correct days.

- Tap a day and choose: Home office, Business trip, Training, Other abroad, In Luxembourg or Not worked.
- The colours show at once where days pile up; weekends and public holidays are greyed out.
- The arrows at the top switch the year – the previous year stays available.
- If the app is linked to your employer, you also see the entries made by HR.



04 RECORDS

The annual statement for your files

What counts, in black and white.

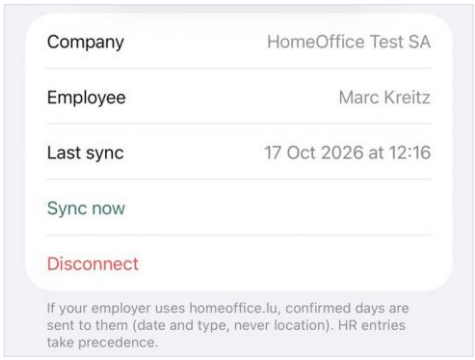
- Summary by type: home office, business trip, training, other – and the total outside Luxembourg.
- Annual statement as a PDF with your name and, if you wish, your signature – view, sign and share it right in the app.
- CSV export for Excel or your tax adviser.
- List of all counted days with their date. Keep your evidence with it: tickets, hotel bills, travel orders.

05 WIDGET

Your counter on the home screen

Without opening the app.

- Small: days left with a progress bar.
- Medium: also the last five working days and how many days are logged.
- Also available for the lock screen.
- To add: press and hold the home screen, choose + or “Widgets”, then search for “homeoffice.lu”.



06 EMPLOYER

Link to your company – if it uses homeoffice.lu

Optional. Without a link, everything stays on your phone.

- Your HR department gives you a personal link or QR code. In the app: Settings › Connect to my employer.
- Confirmed days are sent to the company: only date and type, never a location.
- HR entries take precedence; if something differs, the app tells you.
- “Sync” fetches the latest state, “Disconnect” stops the transfer at any time.

Frequently asked questions

Does the app cost anything?
No. It is free, with no ads and no in-app purchases. Only the company area, which employers use voluntarily, is paid.

Do I need an account?
No. Open the app, choose your country of residence and contract hours, and you are ready.

Do I have to allow location access?
No. With location, the app recognises days in Luxembourg and spares you the evening question. Without it, simply answer the question or tap the day in the calendar.

Can my employer see where I am?
No. Even if you link the app to your company, only the date and type of a day are sent, never a location.

Is the statement accepted as proof by the tax authorities?
The statement is a tracking aid, not tax advice. It helps you keep track; what counts are your supporting documents and the rules of your country of residence.

Is there an Android version?
Yes, the app is available free on Google Play. Days you have already entered in “Mon compteur” on this website can be imported into the app.

More at
homeoffice.lu/en/app

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