



### **What is Klukk?**

Klukk is an app for recording hours of work, helping you keep track of your work hours in a simple manner. The app allows you to make sure you are paid correctly from your employer.

### **Where can I get Klukk?**

Klukk can be downloaded from App store and Play store. Here are the links if you have not downloaded it already.

[Apple - iPhone](#)

[Google - Android](#)

### **Does Klukk gather personal information?**

The information generated concerns your work hours first and foremost and you alone will have access to them. ASÍ will not use any information generated when the app is used.

### **Who can see my information?**

Nobody but you. However, you can get more information about yourself, than those recorded in your work hours report, but you need ASÍ assistance for that.

### **Where is my information stored?**

All information generated through Klukk are sent in a secure manner and stored in a cloud owned by Google. Klukk is subject to the Icelandic Act on the Protection of Privacy and utmost security is observed in handling this information.

### **Do I need to insert the location of my workplace?**

It is not necessary but can be useful. Klukk can notify you when you come to and leave work. With this feature you are more likely to remember to use Klukk to record your comings and goings.

### **Can I log in without Facebook?**

You can log in without Facebook, but this requires a valid e-mail address, a username and password. Facebook is in fact the quickest and most convenient way to log in.

### **Can Facebook use information from Klukk?**

No, there is no connection between the two. The app only uses Facebook to log in and to obtain the user's e-mail address which serves as a user Id. Giving users the opportunity to log in through Facebook is only to make it easier.

### **Can I have more than one employer?**

Yes, no problem. You can register as many as you need. When selecting "Launagreiðendur" (Employers) from the menu, you click "launagreiðandi" (Employer) and enter the Id. No.

### **Can I clock in and/or out many times a day?**

When you have clocked out you can clock in again and a new time entry begins. You can clock in at different employers the same day.

### **Can I clock in if I do not have any credit and am unable to access the internet?**

No, you need an internet connection to clock in and out, and also to use other properties of the app. When logging in you also have to connect to a server to obtain data about username and password.

### **I don't know my employer's Id. Number (kennitala).**

The employer's Id. Number should be on your payslip. Company Id. Numbers can also be found on ja.is.

### **What do I do if I forget to clock in?**

Clock in as soon as you remember. At the end of the working day when you have clocked out, you can change the entry by going to "Tímarnir mínir" (My hours) in the menu and click the pen on the far right. Once you have changed the entry you see that the pen turns red which means that this is a later entry or a correction.

### **My battery ran out before I could clock out.**

When you reopen the app it will be in the same condition as when the phone battery ran out. Clock out when the phone is active again and correct the entry afterwards.

**Do I need to clock in or out if I have logged a day of sickness?**

To record a sickness day all you have to do is click on the first aid kit. You do not have to clock in or out for illness to be entered. Note that you must notify your employer each time you are sick, because the employer does not have access to your entries in Klukk and cannot see that you have entered sickness in the app.

If you have any questions about Klukk, please don't hesitate to send questions to [klukk@asi.is](mailto:klukk@asi.is)