

The background features a large, light blue circular graphic. Inside the circle, there are stylized, light blue human figures. One figure is at the top, and two are at the bottom, connected by a large, light blue 'U' shape that forms a continuous loop.

HR iFlow

**Complete time and
attendance solution**



What is HR iFlow?

Get ready to be wowed by HR iFlow – the revolutionary HR management software that takes employee management to a whole new level.

With cutting-edge modules and functionalities, HR iFlow streamlines your day-to-day HR tasks and provides real-time analytics and customizable reporting.

Our user-friendly interface and tailored packages give your company the competitive edge it needs. Choose HR iFlow and elevate your HR management to new heights.

Irene Adler
#ID 25256
Contact
Email: ireneadler@gmail.com
Phone Number: 555235656

Delilah Roberts
Programming - Team Member
Paid Leave: 1 Work Day
Paid Leave Type: Annual Leave
Paid Leave for year: 2023
Interval: 10/03/2023 - 10/03/2023
Current Status: Awaiting approval
Overlapping with:
Delilah Roberts has attached at 07/03/2023 07:04:06
Paid Leave Request.pdf
Download
Generate document
Edit Delete Approve Deny

Teams: [Avatars] EG AG +2

Online Timekeeping - HR iFlow App
0:24 1:41

Team Members:
Daisy Montana (Programming)
Emily Watson (Web Design)
Irene Adler (Programming)
James McCoy (Programming)
Johnny Silverha (Programming)
Katy Stevens (Web Design)

Timekeeping methods in HR iFlow

The Time & HR app incorporates several digital time and attendance methods suitable for different types of employees in various industries.



**Unlimited Number
of Employees**

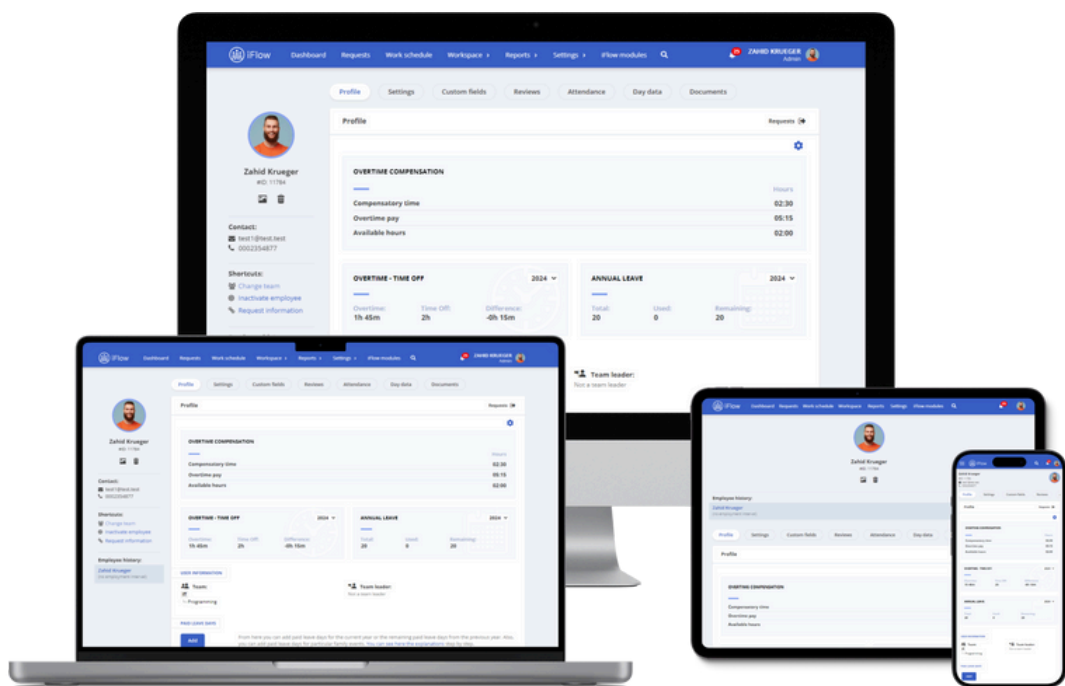


**Various Clocking
Methods**

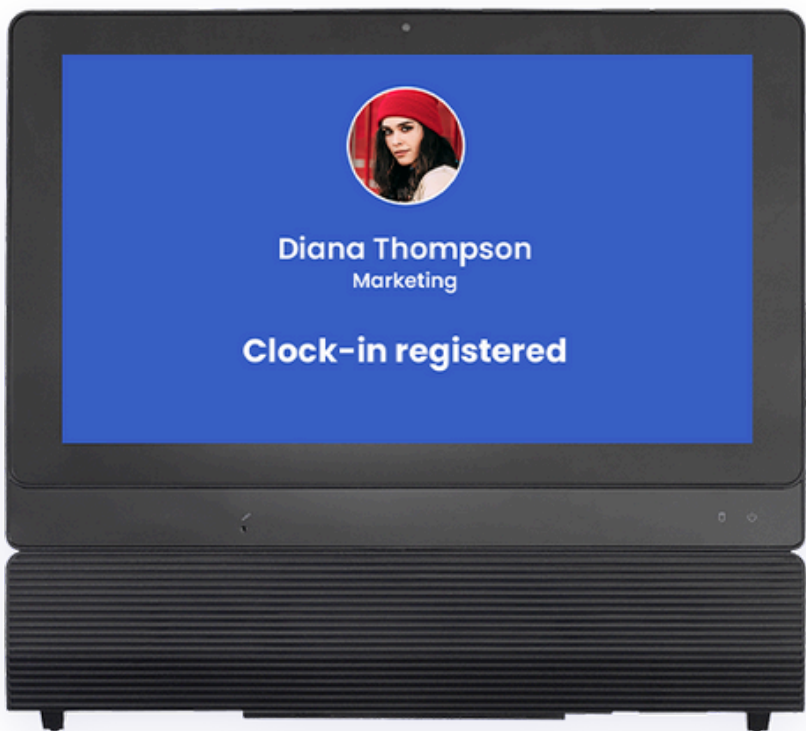


**Real-Time
Notifications**

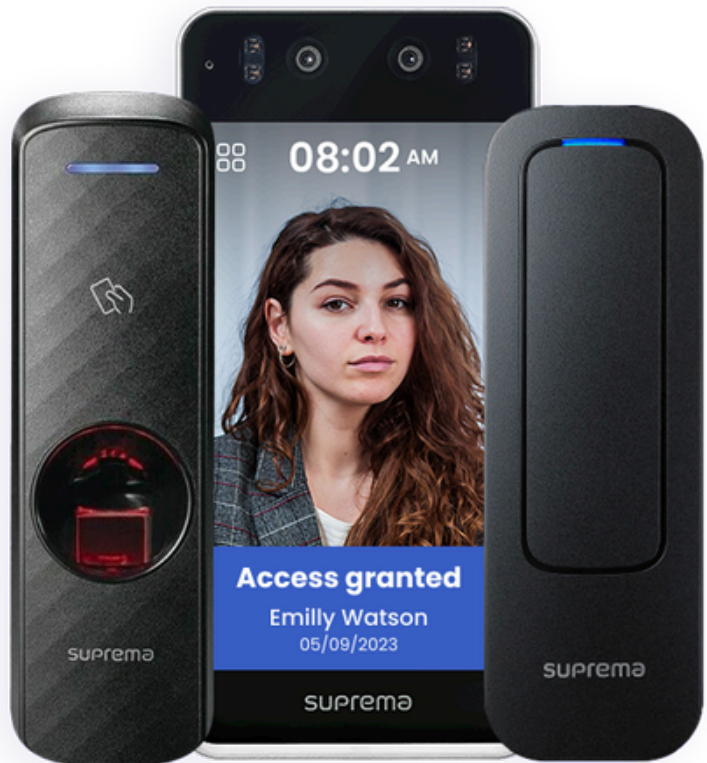
Different clocking methods



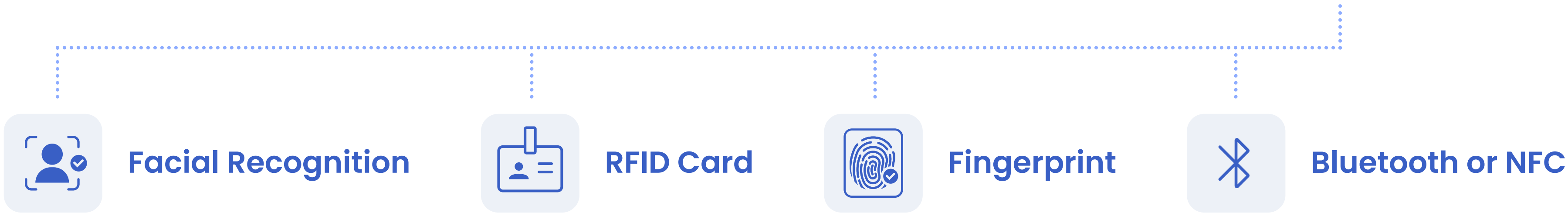
Clocking in from mobile phone, PC, laptop, directly from the app



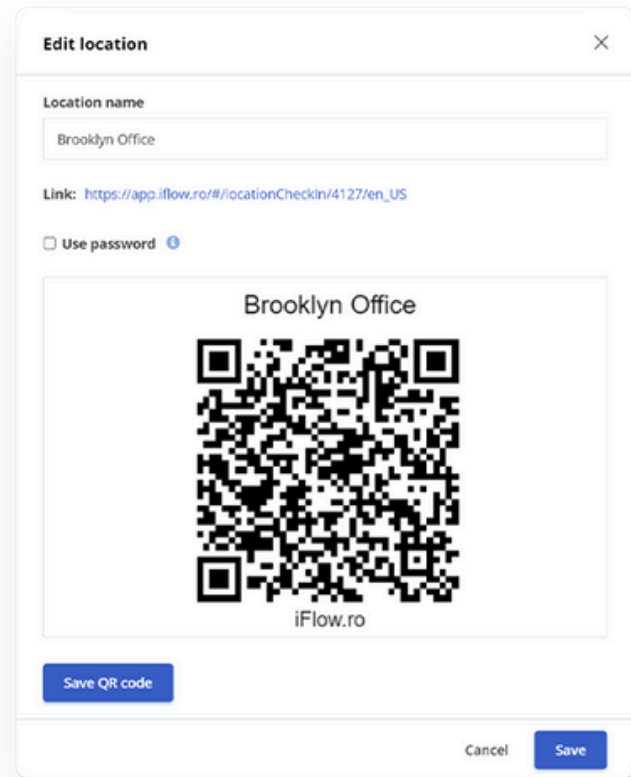
Clocking in with RFID cards from the HR iFlow industrial device



Clocking in from a Suprema access control device



Different clocking methods



Edit location

Location name
Brooklyn Office

Link: https://app.iflow.ro/#/locationCheckin/4127/en_US

☐ Use password

Brooklyn Office

QR code

iFlow.ro

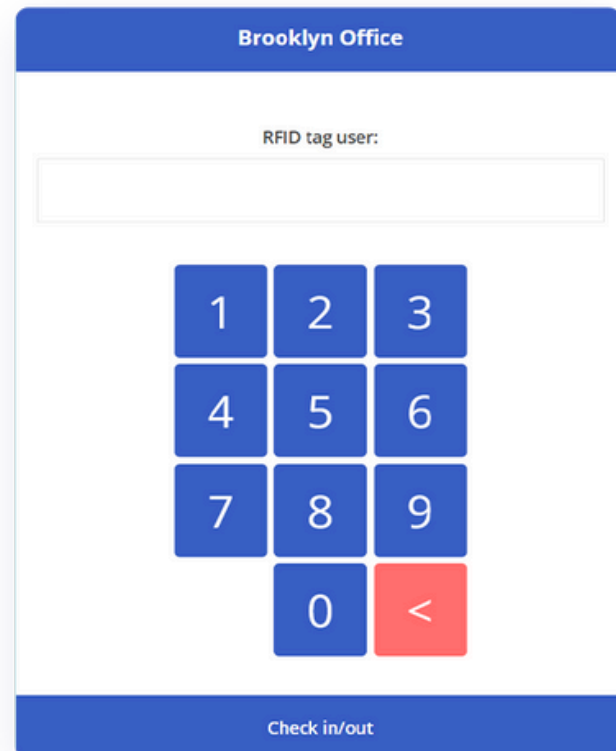
Save QR code

Cancel Save

Clocking in with a link or QR code



Clocking in with the HR iFlow KIT office mini PC



Brooklyn Office

RFID tag user:

1 2 3

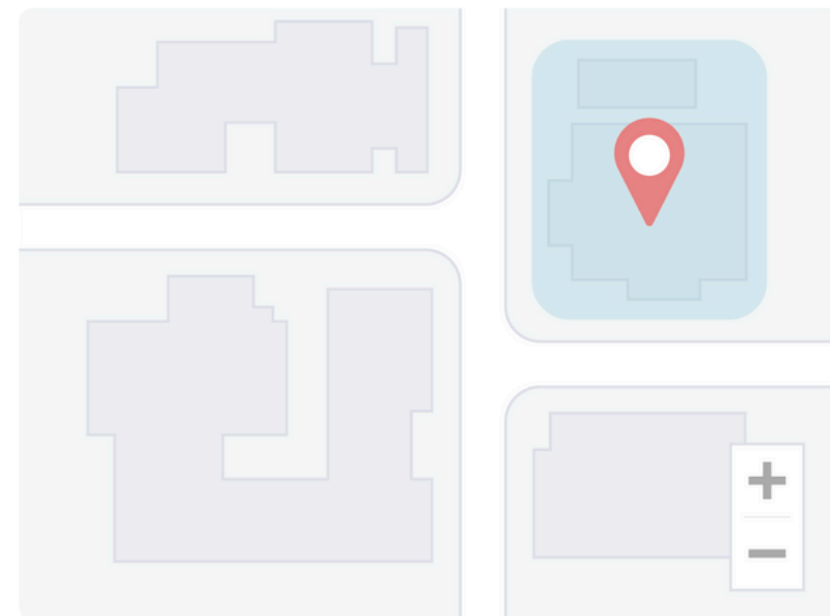
4 5 6

7 8 9

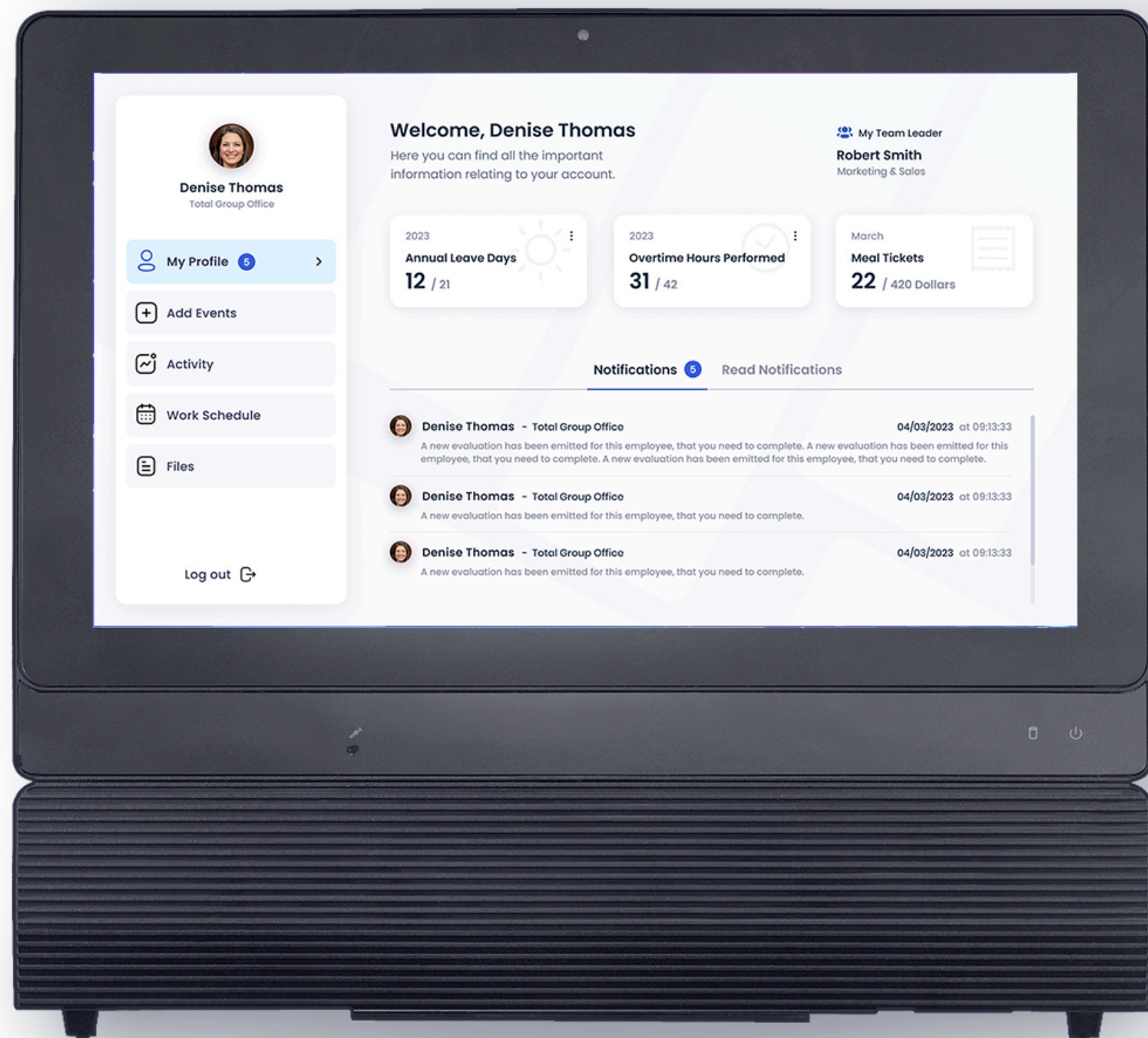
0 <

Check in/out

Clocking in with a PIN code



Geofencing-Based Attendance



HR iFlow Kiosk

Designed to support employees in their day-to-day experience with HR processes in the company, HR iFlow Kiosk offers the ability to perform the following activities:

- Receive notifications such as request approvals, work delays, and more
- Submit leave request and check if approved
- View planned work schedule and hours worked
- Check used and remaining leave days
- Find out who their team leader is

Data accuracy in HR iFlow



Employees clock in themselves, or the team leader records the attendance for the members of their team









The app retrieves GPS location to ensure that the employee is in the correct location



Employee photo capture from clocking devices eliminates the risk of card swapping between colleagues

Work Schedule

	Mo	Tu	We	Th	Fr	Sa	Su
 Daisy Montana 8H Shift Programming	1	2	3	4	5	6	7
 Emilly Watson Web Design	1	2	3	4	5	6	7
 Irene Adler 8H Shift Programming	1	2	3	4	5	6	7
 James McCoy 8H Shift Programming	1	2	3	4	5	6	7
 Johnny Silverhand Programming	1	2	3	4	5	6	7
 Katy Stevens Web Design	1	2	3	4	5	6	7

Edit schedule pattern ⓘ

Name

New Model

Pattern type

Normal rotation

Weekend

Skip

Company free days

Skip

Visibility

All teams

Pattern

Day	Location	Work schedule	Break
1	Stracker Ltd.	08:00 - 17:00	12:00 - 13:00
2	Stracker Ltd.	16:00 - 04:00	
3	Stracker Ltd.	06:00 - 14:00	

Add day

Cancel

Save

Work schedule planning

In HR iFlow, you can plan each employee's work schedule individually, in teams, or at the organizational level.



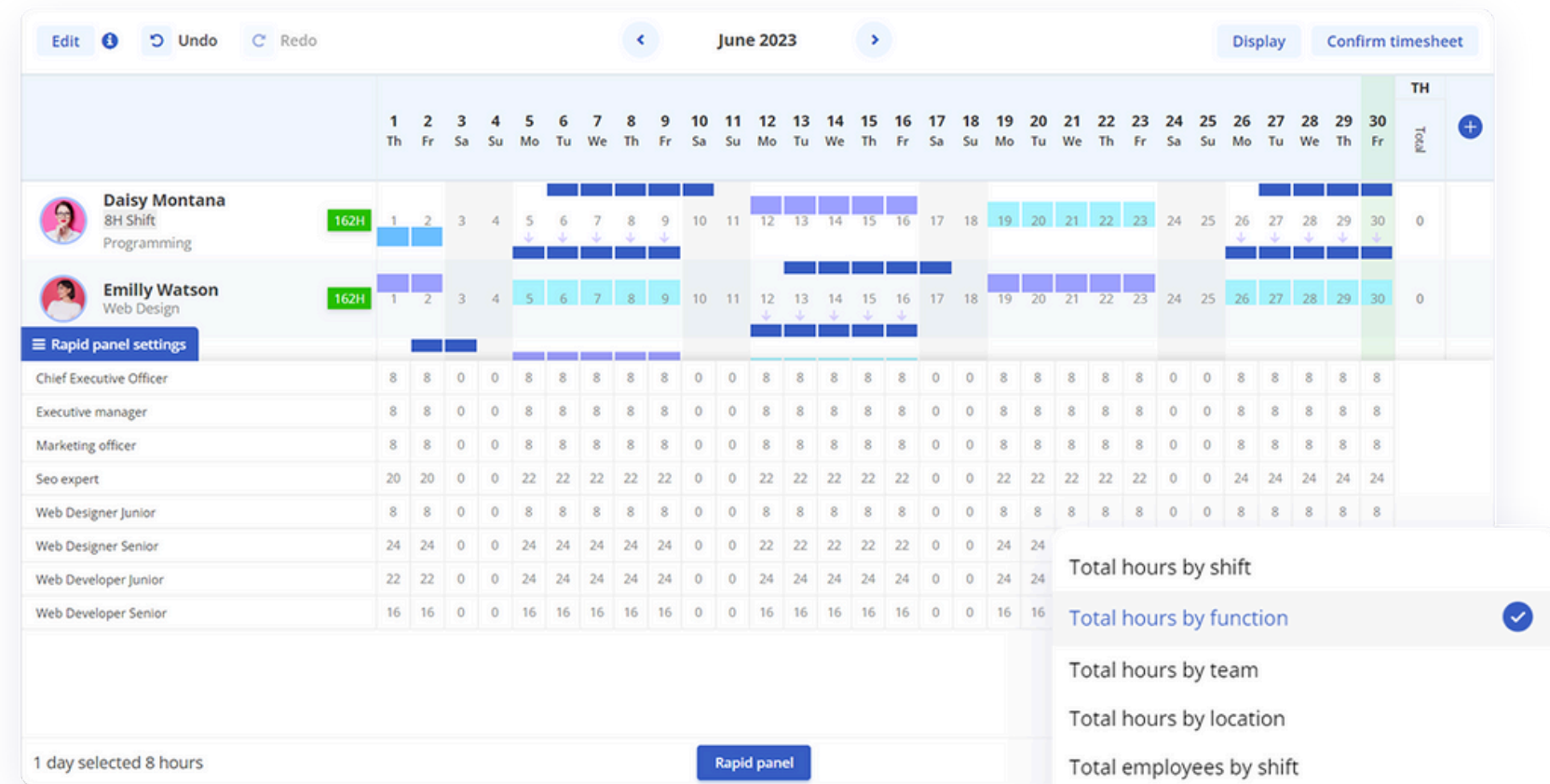
Organized

You can create work program models and predefined shifts and allocate them to employees for the required period.



Efficient

Thus, each employee knows precisely when they should come to work, the duration of their break, which days are their days off, etc.



Structured data

The quick panel in the work schedule settings displays total planned hours, organized by job, team, location, or shift. This gives you a clear summary of employee hours and helps you quickly adjust staffing when a shift or location needs more personnel.

The screenshot shows the 'Add calculation tab' dialog box. It has a 'Name' field with 'Calculation Schedule' entered. Below it, the 'Source tab' is set to 'Work schedule'. A 'Triggers list' section shows a trigger 'If employee is employed.' with an 'AND' operator. Below the trigger list, there is an 'Add action' button. A small 'Add action' dialog box is open, showing the operation 'Copy work schedule to the current calculation tab.' with a 'Save' button.



Automatic checks

Using HR iFlow checklists, you can swiftly rectify inaccurate employee records, such as absent clock-in/out times, unexpected clockings, or erroneously submitted leave requests. This guarantees a precise time tracking report without tedious manual verifications.

HR iFlow Events

The app has several predefined events that can be selected by employees or assigned by the team leader.

✓

Flexible

The events are customizable, so depending on the company's needs, the account administrator can modify or delete existing events and add new categories accordingly.

✓

Transparent

All events are displayed in the attendance report, and the hours took off or worked overtime are automatically calculated, ensuring efficient time management.

Manage event types

You can create custom event types. Afterwards, users can use this new type to add events. Examples of such event types: on field, delegation, client work, training, etc.

[Find here step by step explanations.](#)

Add new event type

Event types

NAME	EVENT TYPE	EVENT TYPE DEFAULT	TIMESHEET REPORT SYMBOL	NEEDS REQUEST REASON	NEEDS APPROVAL	
<div>■</div> Paid Leave	Paid Leave			No	Yes	Edit ⌵
<div>■</div> Paid Leave 1/2	Half Day Paid Leave		Hdl	No	No	Edit ⌵
<div>■</div> Business Trip	Date Interval	Business Trip	BT	No	No	Edit ⌵
<div>■</div> Home Office	Date Interval		HO	No	Yes	Edit ⌵
<div>■</div> Sick Leave	Date Interval		M	No	No	Edit ⌵
<div>■</div> Overtime	Time Interval	Overtime		No	No	Edit ⌵
<div>■</div> Time Off	Time Interval	Time Off		No	No	Edit ⌵
<div>■</div> Compensatory Time	Compensatory Time		R	No	No	Edit ⌵

Effective Organization

- ✓ Divide the company employees into teams
- ✓ Set the work locations in the app
- ✓ The employees clock in from the predetermined location
- ✓ Check the registered working hours in real time
- ✓ Download HR Reports in Excel format whenever you need
- ✓ The time dedicated to data verification is significantly reduced



Irene Adler

PROJECT
Panel Assembly

Total worked day hours 23 hours
Total worked night hours 5 hours
Total worked hours 28 hours



Johnny Silverhand

PROJECT
Team Management

Total worked day hours 12 hours
Total worked night hours 2 hours
Total worked hours 14 hours



James McCoy

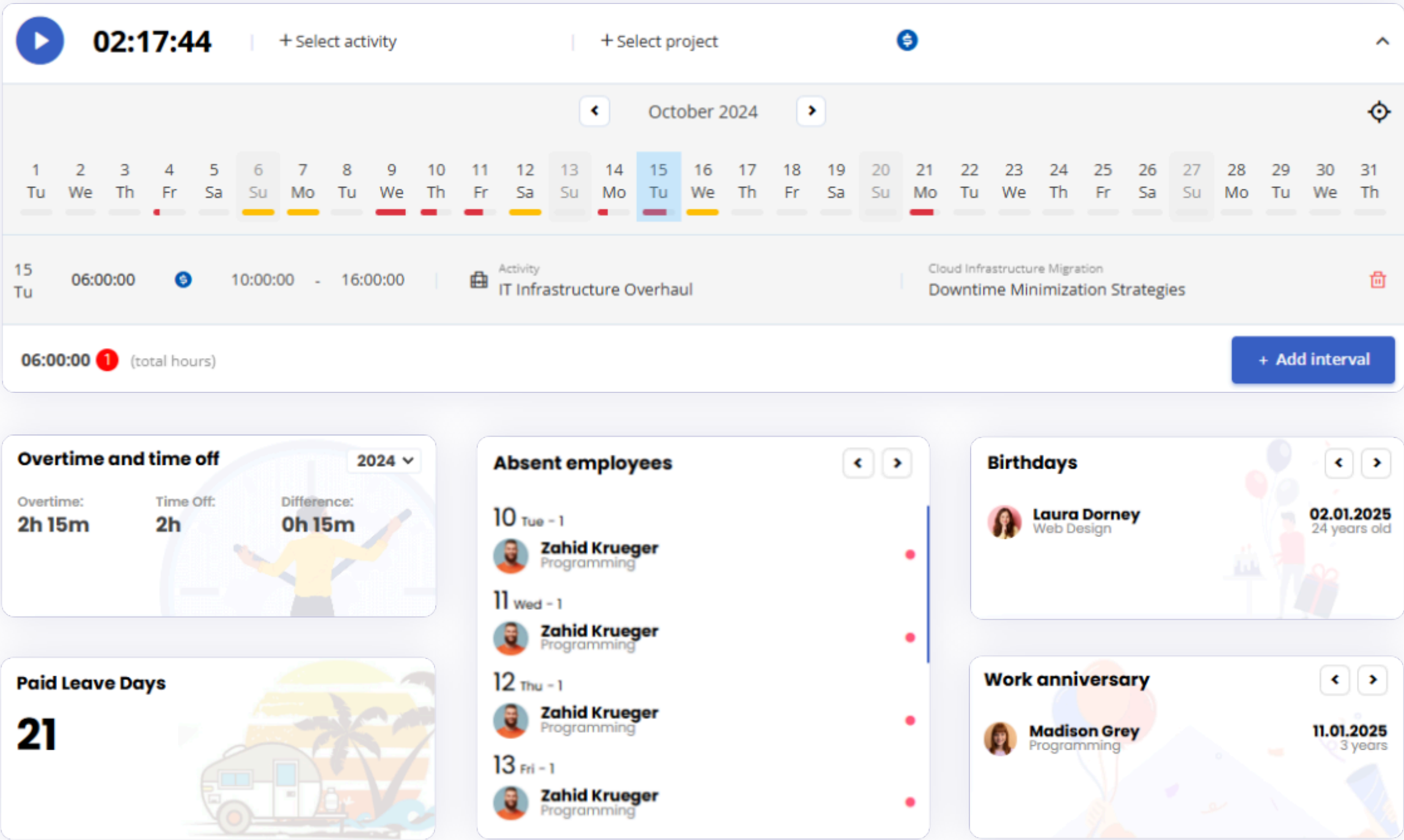
PROJECT
Work Assessment

Total worked day hours 8 hours
Total worked night hours 10 hours
Total worked hours 18 hours

Useful Widgets

- ✓ Missing employees
- ✓ Available paid leaves
- ✓ Employees' birthdays
- ✓ Employees' work anniversary
- ✓ Projects
- ✓ Project Time
- ✓ Latest Events
- ✓ Overtime & Time Off
- ✓ Custom Messages
- ✓ Reminders – Business

You can set up multiple predefined or custom widgets for quick access to essential company information. What's more, you can adjust the settings for different widgets depending on the type of user in the application.



Employee Self-Service



The self-service function allows employees to request vacation, overtime or leave, and other events through the application or from the timekeeping device. Additionally, they can track this data from their HR iFlow account.



Superiors receive the information directly in the app and can decide the approval or rejection of the events in real time.

Add new Paid Leave ⓘ

Paid leave *

2021 - Annual leave 7/21 days

Start date *

14/02/2024

×

End date *

17/02/2024

×

Working days

3

Reason

Overlapping with:

Attach a file

Cancel

Add

Irene Adler

Programming - team member

Paid Leave 3 Working days

Paid leave type: Annual leave

Paid leave for year: 2021

Interval: 14/02/2024 - 17/02/2024

Added by: Irene Adler

Creation date: 14/02/2024 13:29:39

Current status: **Waiting approval**

Overlapping with:

Generate document

Edit

Delete

Perfect for various industries



IT

Digital timekeeping and billable project management for clients.



Constructions

On construction site timekeeping with durable and high-performance devices.



Accounting

Automatic reporting and overtime compensation.



Hospitality Scheduling

Timekeeping tailored to shifts and customized work schedules.



Sales

Timekeeping across multiple locations with precise GPS tracking.



Food Industry

Detailed attendance reports and automated planning.



Cleaning

HR iFlow lets employees clock in from any location, centralizing data securely.



Remote Work

Timekeeping with GPS tracking and centralized digital requests.

iPM: HR iFlow Project Management

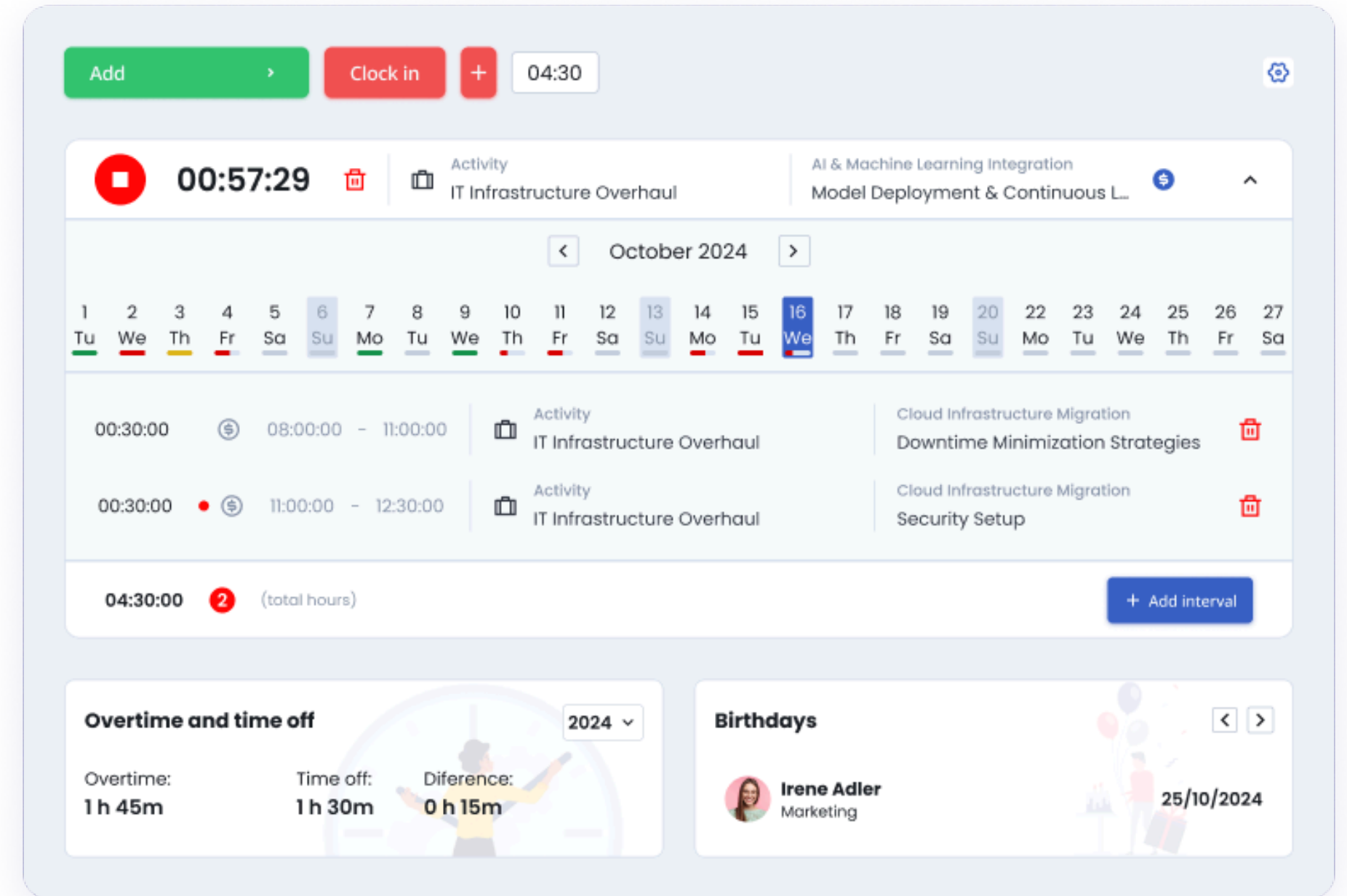
With HR iFlow, you can see projects across your organization clearly, track the progress of your teams, and make informed decisions.

✓ Informed

You can access the app from anywhere, on any device, and stay up to date with all the information you need with real-time progress reports.

✓ Easy

Employees can record working hours as billable, supporting a transparent relationship with clients, fair payment, and precise tracking of costs allocated to each project.



✓ Organized

Activities are efficiently organized into projects, sections, and subprojects, allowing optimal management and better control of each stage.

Record of worked hours

HR iFlow generates detailed reports on employees' hours worked, and you can freeze a timesheet precisely as it is, ensuring a clear and accurate record. This ensures that the schedule is followed and tasks are completed as planned.

- With the location attendance report, you monitor attendance on every work point, quickly and easily.
- For employees with mobile work locations, you can check attendance with GPS location and clock-in photo.

Teams: All Teams
Locations: All Locations
Users: All Users

Employees' Timesheet

<

December

>

L - Annual Leave
OT - Overtime Hours
TO - Time Off

Planning

Live attendance

Calculation Schedule

Settings

Print

Download

																																Work hours			Leave hours						
Current number	Full name ^	Daily hours																														Total worked hours					from which:		+		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Total (day)	Total (night)	Work days (night)	Holiday	Holiday (day)		Holiday (night)	TO
		We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr									
1	Daisy Montana	8	6	8			L	L	L	8	8			8	8	8	8	6			8	8	6	8	8			6	8	8	8	8	152	152							
2	Emily Watson	8	8	8					8	8	8					8	8	8				0	8	8	8					8	8	8	119	119					1		
3	Irene Adler	8	8	12				8	8	11 ¹⁵	4	4		8	8	12	4	10 ⁴⁵				8	4	10	8			8	4	10	8	8	174	126	48	44				0 ⁴⁵	
4	James McCoy	8	6	8			8	6	9	8	8			8	8	8	8	6			8	8	6	8	8			6	8	8	8	8	175	175							
5	Johnny Silverhand	8	6	8			8	6	8	8	8			8	8	8	8	6			9	8	6	8	8			6	8	8	8	8	175	175							
6	Katy Stevens	8	6	8			8	6	8	8	8			8	8	8	8	6			8	8	6	8	8			6	8	8	8	8	174	174							
7	Landon Davison	8	6	L			L	6	8	8	8			8	8	8	8	6			8	8	6	8	8			6	8	8	8	8	158	158							
8	Laura Dorney	8	6	8			8	6	8	8	8			8	8	8	8	6			L	L	L	L	L			6	8	8	8	8	136	136							
9	Madison Grey	8	6	8			8	6	8	8	8			8	8	8	8	6			8	8	6	8	8			6	8	8	8	8	174	174							
10	Mark Smith	8	6	8			L	L	L	L	L			L	L	L	8	6			8	8	6	8	8			6	8	8	8	8	112	112							
11	Martin Luke	8	6	8			8	6	8	8	8			8	8	8	8	6			8	8	6	8	8			6	8	8	8	8	174	174							
12	Matthew McCartney	8	6	8			8	6	8	8	8			8	8	8	8	6			8	8	6	8	8			6	8	8	8	8	174	174							
13	Thomas Brady	8	6	8			8	6	8	8	8			8	8	8	8	6			8	8	6	8	8			L	L	L	8	8	152	152							
14	Zahid Krueger	8	6	8			8	6	8	8	8			8	9 ³⁰	8	8	6			8	6 ⁴⁵	6	8	8			6	8	8	8	8	174 ¹⁵	174 ¹⁵					1 ¹⁵		

iPR: Performance Reviews

1

The evaluations module in HR iFlow is the perfect tool to check your company's performance and knowledge level.

2















View reports based on the assessment session, individual responses, or the group of questions required.

3

Create customized review templates and collect responses anonymously, encouraging honest feedback.

Total reviews							
New							
Unstarted							
Ongoing							
Completed							
Session progress							
6							
+ 4							
0 1							
2							
4							
82%							

Settings

<input type="checkbox"/>	Reviewer	Employee reviewed	Review session	Due date	Status	Progress	Score
<input type="checkbox"/>	 Madison Grey Programming	 Zahid Krueger Programming	Employee-employee	18/07/2024	Partly	6/16	-
<input type="checkbox"/>	 Landon Davison Programming	 Zahid Krueger Programming	Employee-employee	18/07/2024	Completed	16/16	9.40
<input type="checkbox"/>	 Martin Luke Support	 Thomas Brady Support	Employee-employee	18/07/2024	Completed	16/16	7.05
<input type="checkbox"/>	 Katy Stevens Web Design	 Matthew McCarney Web Design	Employee-employee	18/07/2024	Completed	16/16	4.80
<input type="checkbox"/>	 Mark Smith Support	 Thomas Brady Support	Employee-employee	18/07/2024	Partly	6/16	-
<input type="checkbox"/>	 Daisy Montana Programming	 Zahid Krueger Programming	Employee-employee	18/07/2024	Partly	2/16	-
<input type="checkbox"/>	 Emily Watson Web Design	 Matthew McCarney Web Design	Employee-employee	18/07/2024	None	0/16	-

Unlock Your Team's Potential with iPR



Rapidity

The time spent submitting evaluations is reduced by 85%, and employees receive notifications about surveys that will complete them



Automated reports

Employee evaluation reports are automatically generated and presented as charts and percentages for unambiguous interpretation



Privacy

Employee responses are private. The team leader or administrator is the only one with access to the recorded information



Custom templates

All existing templates can be modified or may be added new models depending on the organization's requirements

iFlex: Overtime Management

The HR iFlow app is a helpful tool for managing the overtime worked by your employees, even when it's done during weekends, holidays, or in different shifts.

Furthermore, you can decide how to compensate for these extra hours by granting time off or through payment.

Default date interval Print Download

Full name	Event type	Type	From date	On date	Hours
Emilly Watson	Overtime compensation	Overtime pay	07/02/2024	16/02/2024	02:15
Emilly Watson	Overtime compensation	Overtime pay	13/02/2024	16/02/2024	02:45
Emilly Watson	Overtime compensation	Overtime pay	13/02/2024	16/02/2024	02:00
Katy Stevens	Overtime compensation	Overtime pay	08/02/2024	16/02/2024	02:00
Zahid Krueger	Overtime compensation	Overtime pay	14/02/2024	16/02/2024	01:45
Daisy Montana	Overtime compensation	Overtime		16/02/2024	02:00



Emily Watson
#ID 25256

Contact
Email: emwatson@gmail.com
Telefon: +40212655223

COMPENSATION OVERTIME	
	Hours
Compensatory time	00:00
Overtime pay	05:00
Available hours	02:15



Customizable hour bank



Report set on filters




100% accurate calculations


iDocs: Document Management System


All company and employee documents are digitally archived and accessible from any device.


- ✓ Automatically generate documents
 - ✓ Upload any external documents
 - ✓ Password protection and encryption
 - ✓ Different levels of permissions to ensure privacy
 - ✓ Upload files in different type of formats
 - ✓ Customize document templates for ease of access
- ✓ Three digital signature options are available
 - ✓ Sort by folders, series, and numbers





Thomas Brady
#ID: 69685

 Time off rquest

 Business trip order


 Annual leave request

Signature name	Signee
Employee signature 1	 Emily Watson
Admin	 Zahid Krueger

✓ Signed Electronic Signature

Signees (1)
✓ Zahid Krueger

Attachments and connections


 Drag & drop your files here
20MB max file size

Choose file

Annexed to:


Link document

Event

 Paid Leave
21.11.2024 - 24.11.2024

Signatures

Write Draw Upload



Add folder

Contracts	<input checked="" type="checkbox"/>
Job descriptions	<input type="checkbox"/>
Requests	<input type="checkbox"/>
Certificates	<input type="checkbox"/>

Benefits of iDocs



Communication between employees and management

The employee adds a leave request and sends it to the administrator to be signed, after which he can quickly determine if the document has been approved and signed in the personal profile.



Swiftly sending information

You communicate company policies directly to employees. Each user in the account is notified, saving you time spent informing the staff about new regulations.



Legal compliance

Avoid missing requests or employee certificates with the HR iFlow digital archive, where all documents are stored and accessible. Download any file to any device with internet access in just a few clicks.

iNotify: HR iFlow

General Reminders

With iNotify, you successfully manage general reminders and all essential deadlines. Easily set reminders, add notes, and get notifications at the right time!

You can create reminders for any employee and subject, such as events, reviews, documents, signatures, or general reminders.

🔔 04/01/2024

24/01/2024

13/01/2024

04/01/2024

⊕ Add new

< 01 - January 2024 >

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Message

Notify me 2 days before

☐ Send email

Clear reminderSet reminder

Record of activities in the company

In HR iFlow, you can generate automatic reports on different categories, such as:



Clocking



Annual Paid Leave



Attendance



Food Coupons



Evaluations



Events



Activities



Employees

You have access to information anytime and anywhere

1

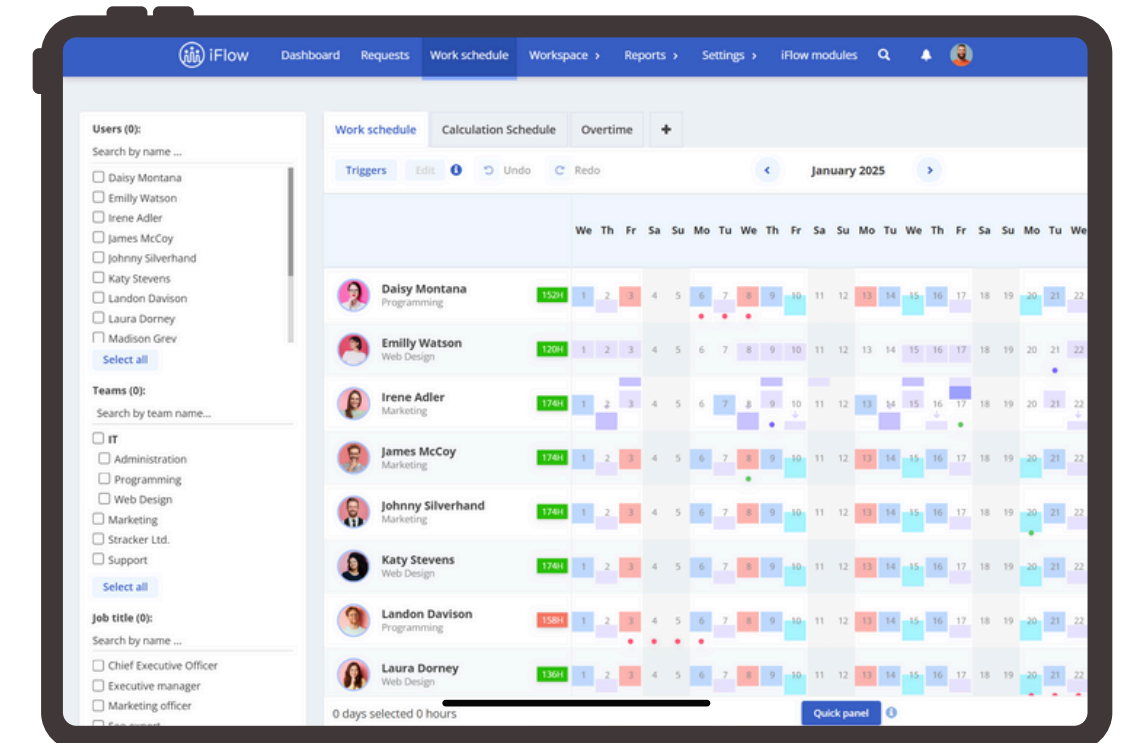
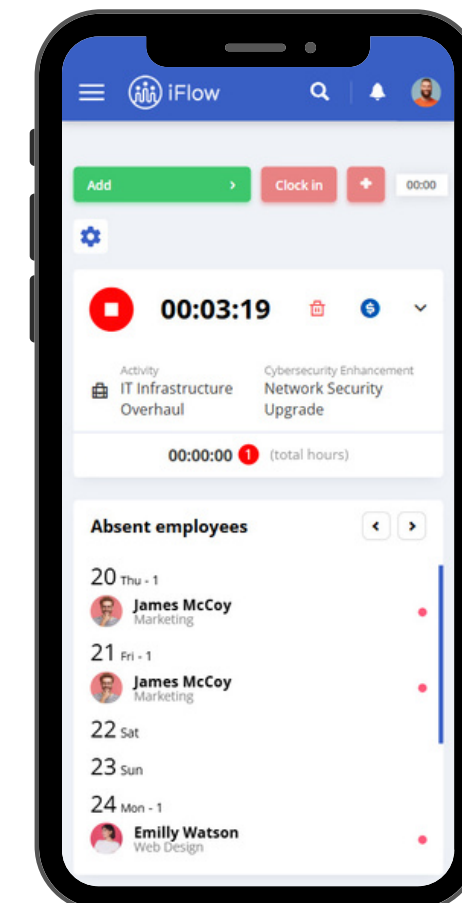
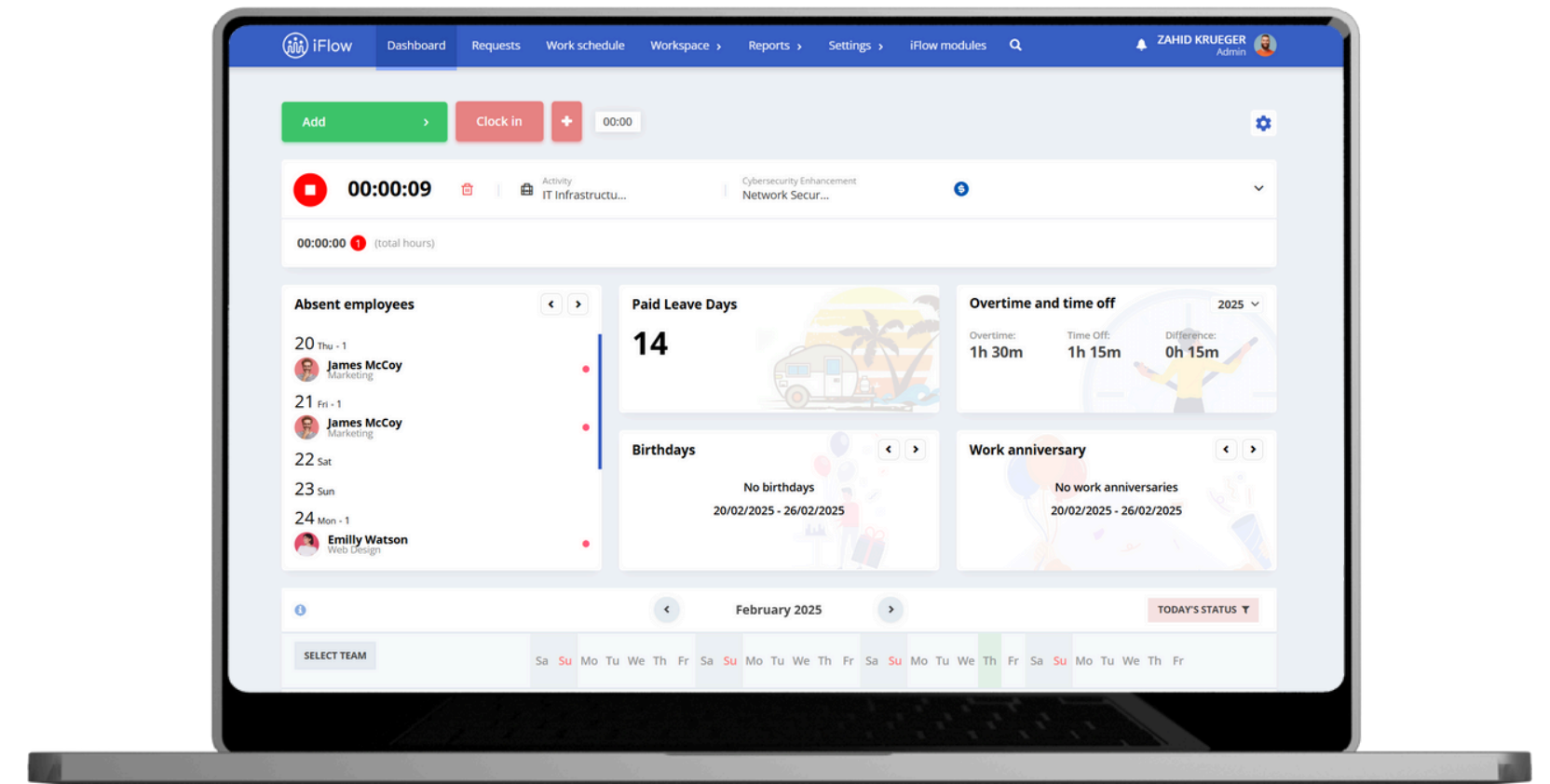
Timing software can be used on any smart device with access to the internet, and all data is updated to the minute.

2

You receive notifications about employee activities, identified errors, and other actions from the account.

3

Find out quick and precise answers to all questions related to employees, holidays, work schedules, etc.



Data security

- ✓ Strict policy for the protection of personal data
- ✓ The transfer of any and all information is encrypted
- ✓ Employees' data and details are not shared with anyone
- ✓ HR iFlow app has an Anonymized database
- ✓ Employee access control in the HR iFlow system

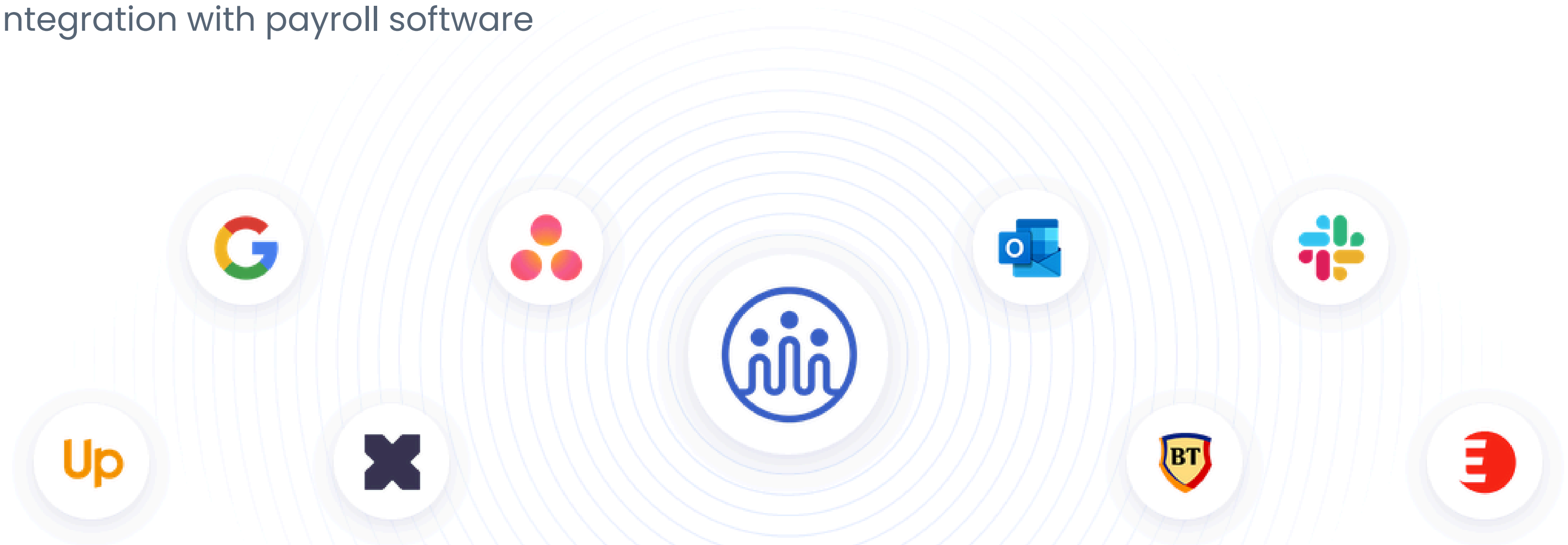
Cloud based SAAS

- ✓ Thanks to Cloud technology, the HR iFlow app saves all your information daily without needing particular infrastructure (servers, routers, NAS, etc.)
- ✓ Your IT staff doesn't have to worry about daily backups and doesn't need to invest in additional equipment!

Integrations with other apps

Based on needs, resources, or utility, any company that may want to process and transfer data from HR iFlow to another destination can do so via API key, for example:

- ✓ Integration with timekeeping devices with access control
- ✓ Integration with payroll software



Technical support

Irene Adler

How do I create an account?



HR iFlow Support

Please go to <https://iflow.ro/en/> then click on the New account button



Tutorials

You are guided through your HR iFlow experience from the start



Support

Our team is ready to assist you at all times



Precise

All your questions about the app are answered in a clear manner



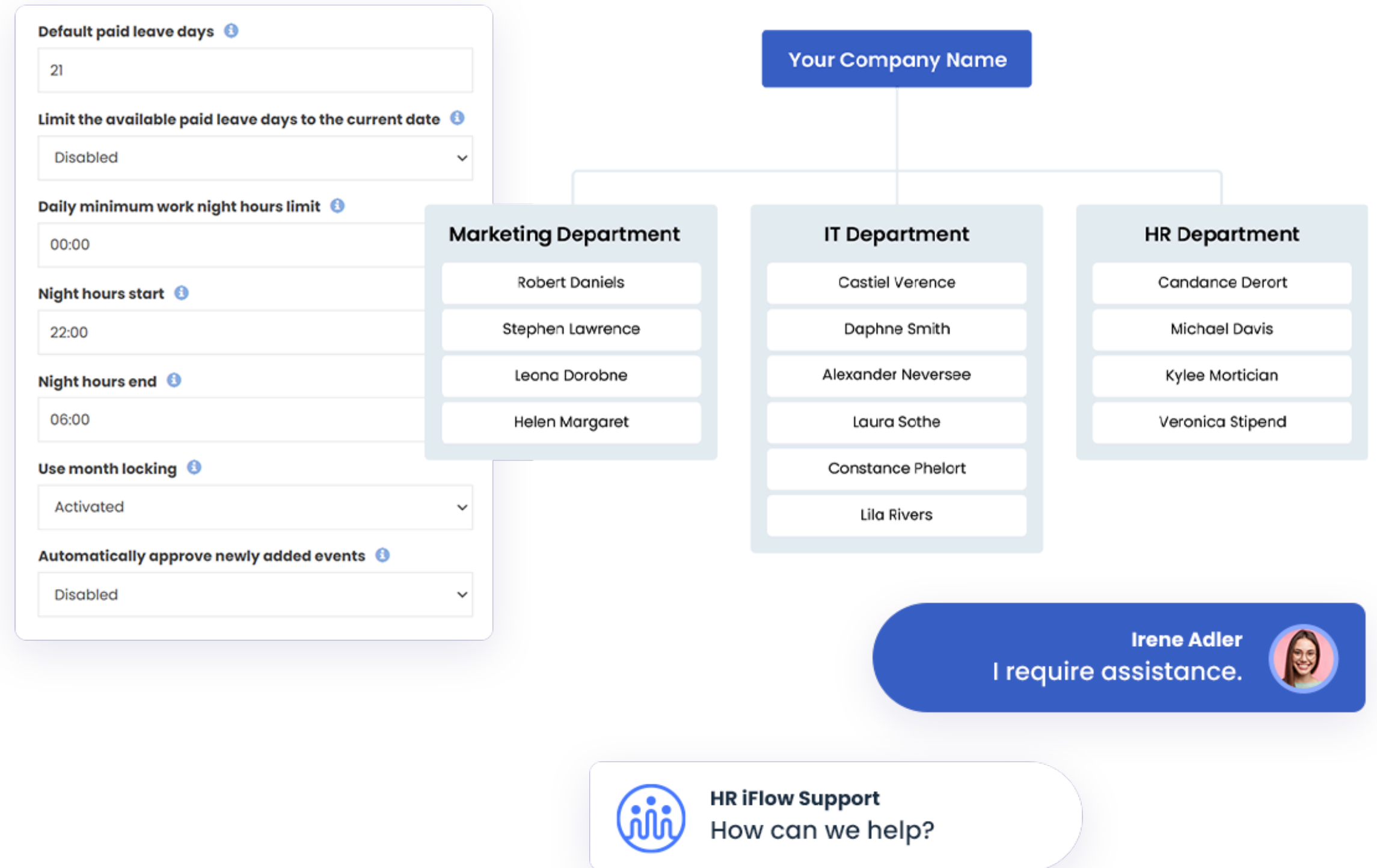
Prompt

You receive solutions in the shortest possible time for any difficulty encountered

Account setup

For the most enjoyable experience with the HR iFlow app, our team will handle the account setup and set the necessary settings according to your company's requirements.

- ✓ Importing employees into the system
- ✓ Creating the organization chart in HR iFlow
- ✓ The customer has the complete documentation
- ✓ Employees working in HR iFlow are available for technical support for any existing question





Thank you for your interest in the HR iFlow app

We invite you to talk about your company's needs
and how HR iFlow can help you.

SCHEDULE A DEMO