

The background features a large, light blue circular graphic. Inside the circle, there are three stylized human figures in a light blue color, arranged in a row. The figures are composed of simple shapes: a circle for the head and a rounded, U-shaped body. The overall aesthetic is clean and modern.

# **HRiFlow**

**Complete time &  
attendance solution**

# Table of contents

## Human resources

- 04** Recruitment
- 05** Teams & departments
- 06** Employee profile & documents
- 07** Leave management
- 08** Employee self-service
- 17** Performance reviews
- 18** Reminders

## Clock in system

- 09** Work schedule
- 10** Time tracking devices
- 11** Online timekeeping
- 13** Overtime management
- 14** Tracking time on projects
- 15** Project management
- 16** HR reports

## Useful

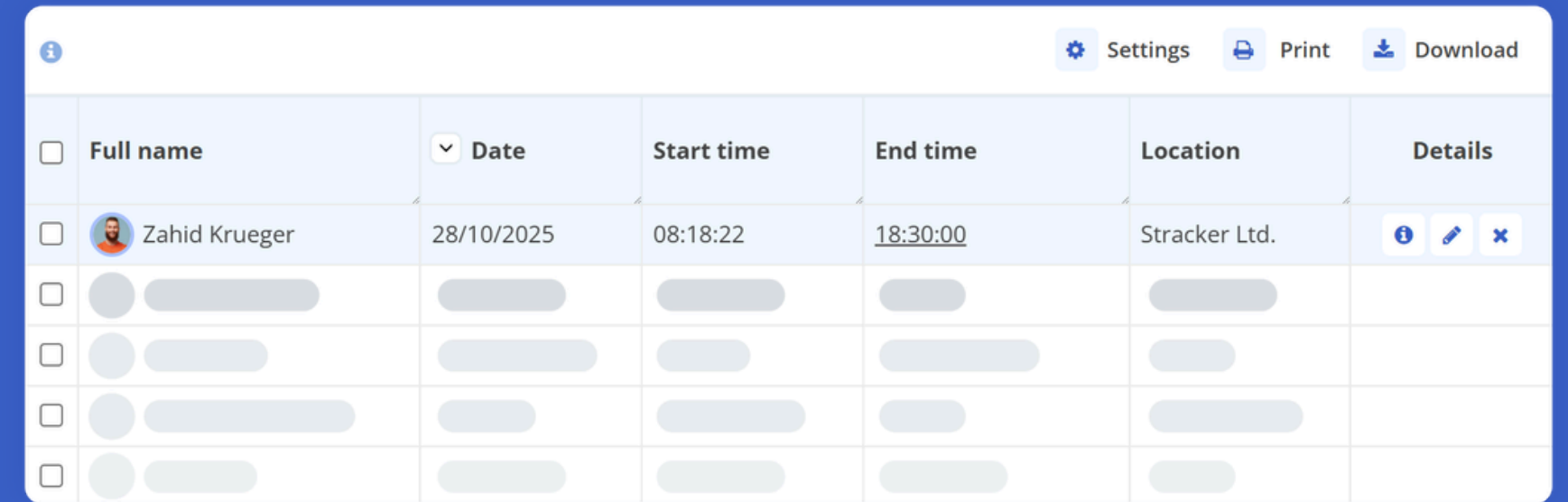
- 03** What is HRiFlow?
- 19** Integrations
- 20** Data security
- 21** HRiFlow team
- 22** Testimonials

# What is HRiFlow?









HRiFlow is a complete human resources app that helps you manage your entire HR process.

You can run **recruitment** campaigns, **manage timesheets**, **leave requests**, **documents**, **track the time** spent on projects and much more, all in one app.

We invite you to discover how HRiFlow can support your work.



A screenshot of a timesheet table in the HRiFlow application. The table has columns for 'Full name', 'Date', 'Start time', 'End time', 'Location', and 'Details'. The first row shows a record for 'Zahid Krueger' on '28/10/2025' with a start time of '08:18:22' and an end time of '18:30:00' at 'Stracker Ltd.'. There are icons for 'Settings', 'Print', and 'Download' at the top right of the table.

<input type="checkbox"/>	Full name	Date	Start time	End time	Location	Details
<input type="checkbox"/>	 Zahid Krueger	28/10/2025	08:18:22	18:30:00	Stracker Ltd.	  
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						



Planning

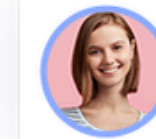
Live attendance

# Recruitment

Create job **postings**, manage candidates, schedule interviews, and send automated email invitations.

Each candidate is linked to the job they are applying for, and their application status, along with other personal or relevant details.

Candidates who did not pass the selection but show potential can be **archived** and used as a database for future recruitment sessions.



**Melanie Smith**  
CEO / Admin

## RECRUITMENT

### Candidate name

Mark Jacobs



### Application date

27/01/2026

### Phone number

0799 370 886

### Email

markjacobs@streckermarkt.com

### State

INTERVIEW

Plan interview

## INTERVIEWING

< January 2026 >

20 Tuesday

21 Wednesday

22 Thursday

Interview time: 9:30

Duration: 60 min

Interview

Notifications: On

Interviewer

Monica Giller



### Job name

### State

### Department

Sales Consultant

DRAFT

Sales

Maintenance Technician

FINALIZED

Programming

Marketing Expert

IN PROGRESS

Administrative Assistant

CANCELLED

Admin

Senior Accountant

DRAFT

Accounting

Edit planning

# Teams and departments

You can organize employees by **roles**, **teams**, and **departments**. The organizational chart updates in real time and can be downloaded to Excel, or printed to PDF.

- ✓ Choose what employee information appears in the organizational chart
- ✓ Filter HR reports by teams or departments

Additionally, for security and clear access rights, you can set permission levels for each user type: **employee**, **team leader** or **administrator**.

+ Add team

 Add department

<input type="checkbox"/>	Team name	Employees	Team Leaders
<input type="checkbox"/>	 IT	7	Zahid Krueger
<input type="checkbox"/>	 Marketing	6	Daisy Montana
<input type="checkbox"/>	 Support	3	Thomas Brady

Administrative



Melanie Smith

Admin

Job title: CEO  
Phone number: 03552365  
Email: melaniesmith@strackerltdtest.com

✓ Virtual team



Marketing Department



Landon Davison

Job title: Junior Marketing  
Phone number: 032352365  
Email: landondavison@strackerltdtest.com



Irene Adler

Job title: Senior Marketing  
Phone number: 03534565  
Email: ireneadler@strackerltdtest.com

# Employee profile & documents

Personal employee documents are **generated** and **archived digitally** in an electronic folder. These can be signed directly in the app, eliminating the need for physical presence.

- ✓ Customizable document templates
- ✓ Different permission levels to ensure confidentiality
- ✓ Protection via 2FA, password, or encryption
- ✓ Sorting by folders, series, and numbers



Irene Adler  
#ID 25256

## Documents and files



Drag & drop your files here  
PNG, PDF... - 20 MB max file size.

Choose file

New document

All documents

Draft

Waiting for signatures

Name

Owner

Created

Shared with me

Requests

22/11/2022

Certificates

22/11/2022



Annual leave request

06/12/2024

06/12/2024



Overtime request

Irene Adler

06/11/2025 - 15:18

Irene Adler

27/10/2025 - 10:45

Irene Adler

27/10/2025 - 10:41



Waiting for signature

## Signatures

Write

Draw

Upload



Drag & drop your files here  
JPEG, PNG - 8 MB max file size

Choose file

Cancel

Save

# Leave allocation and leave history

The app maintains a complete and up-to-date record of all leave days. On the “Today’s Status” dashboard, you can see who is absent, the reason, and who is covering their responsibilities.

- ✓ **Annual leave allocation** and tracking: see how many days have been used and how many remain
- ✓ Ability to set **special leave days**: wedding, caregiving, blood donation, etc.
- ✓ Possibility to **grant bonus days** for seniority, birthdays, or special events
- ✓ **Plan leave periods**, manage replacements, and get notifications in case of **overlapping**

Event planning

Auto planning

## Add Paid Leave Planning

Employees: Irene Adler

Year \* 2026 Remaining days 23 Total days 23

Start date \* 13/07/2026 End date \* 17/07/2026

Start date \* 05/10/2026 End date \* 09/10/2026

Add new event interval

Working days

10



Irene Adler

Programming - team member

**Paid Leave** 2 Working days

**Paid leave type:** Annual leave

**Paid leave for year:** 2025

**Interval:** 19/02/2026 - 20/02/2026

**Overlapping with:**



Emily Watson - Paid Leave 1/2

Document

Regenerate document

6

7

8

9

10

11

12

• Paid Leave 2 Working days (19/02 - 20/02) ...

Overlapping with:



# Employee self-service



Employees can **submit paid leave requests** or other events and track their status directly in the HRiFlow app.



Supervisors receive notifications **in the app** and can **approve or reject** the requests in real time.



Documents are **automatically generated** from the system's database and can be exported or stored in the **employee's file**.

Add



Clock in



## Signees (2):

- Irene Adler
- ✓ Zahid Krueger



Root folder / Irene Adler

Annual leave request

## Attachments and connections i



Drag & drop your files here

20 MB max file size

## Annexed to

Link document

## Event



Paid Leave  
24.02.2026 - 27.02.2026

## Comments

Write message...

**B** *I* U @ 😊



Waiting for signatures (1)

Electronic

Edit document

# Work schedule

You can plan employees' schedules, even when teams have different hours or employees work flexible schedules.

- ✓ You can create **shift and work schedule templates** and assign them to employees as needed
- ✓ Employees can **swap shifts** with each other, with leader's approval
- ✓ You receive **alerts** when working hours exceed the regular/established work hours

Each employee knows exactly when they need to come to work, the time of their breaks, their days off, and more.

The screenshot displays a user interface for managing work schedules. It features a list of employees on the left, including Daisy M. (PR, Social) and Emily Watson (PR). A central calendar grid shows work hours for each employee, with color-coded blocks representing different shifts. Overlaid on the interface are several configuration windows:

- Add calculation tab:** A window for creating new calculation tabs, with 'Calculation Schedule' entered in the 'Name' field and 'Work schedule' in the 'Source tab' dropdown.
- Triggers list:** A window for defining triggers. It shows a trigger 'If employee is employed.' with an 'AND' operator. Below it are buttons for 'Add trigger', 'Add AND/OR', 'THEN', 'Add action', 'ELSE', and 'Add group'.
- Add action:** A window for defining actions. It shows an action 'Copy work schedule to the current calculation tab.' with a checked checkbox and 'Add' button.
- Other filters:** A list of filters for the calendar view, including 'Days with errors', 'Without schedule', '<8h/day', '>8h/day', 'Waiting approval', and 'Partially approved'.

Alerts are visible on the right side of the calendar, such as: 'Doesn't have 2 consecutive free days on week 02/02/2026 - 08/02/2026.' and 'Doesn't have 2 consecutive free days on week 09/02/2026 - 15/02/2026.'

# Electronic timekeeping devices



Clocking in with RFID cards on an office device



Clocking in with RFID cards on an industrial device



Clocking in with Suprema access control device



Facial recognition



RFID Card

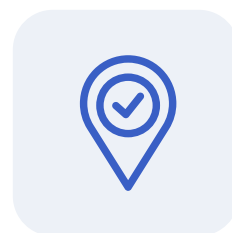
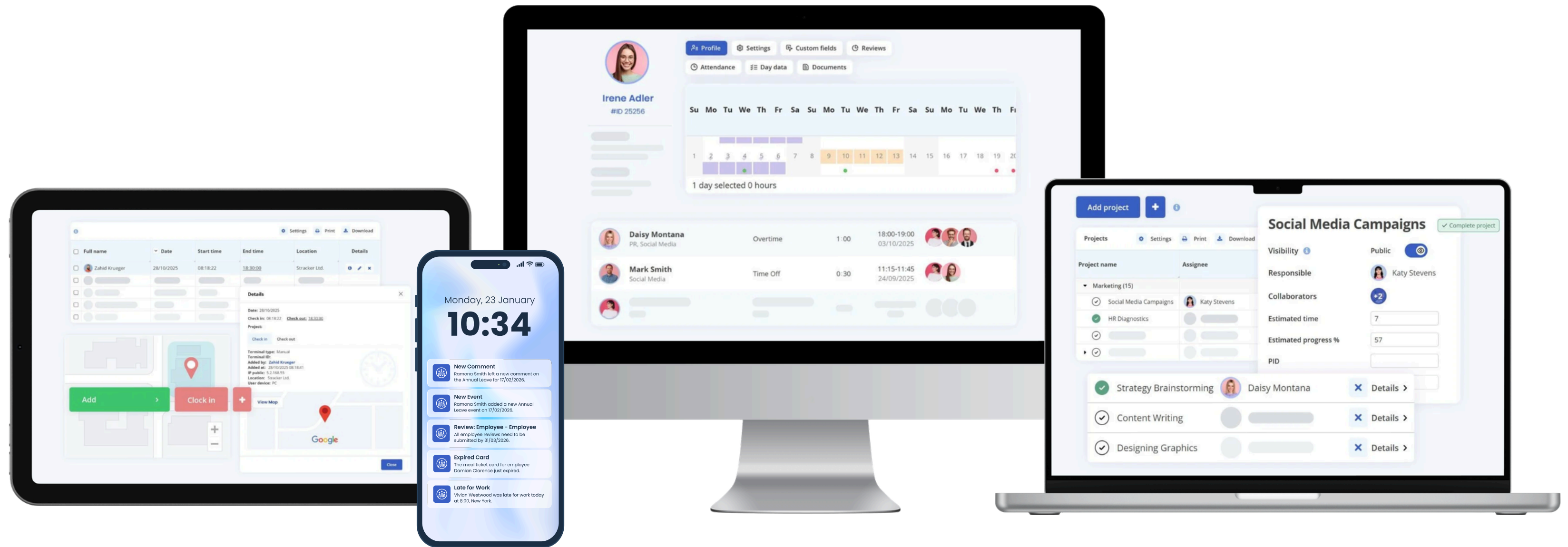


Fingerprint



Bluetooth or NFC

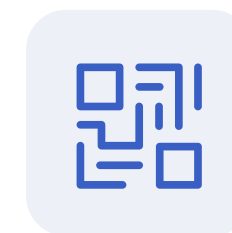
# Online time clocking



GPS



Geofencing



QR Code



Personal link

# Data accuracy in HRiFlow



Employees can clock in themselves, or the team leader can **record attendance** for their team members



The app captures **GPS location** to make sure employees are at the correct location



The employee's **photo capture** from the time-tracking devices prevents the risk of card swapping between colleagues



**Use geofencing**

The screenshot displays the HRiFlow application interface. At the top, there are navigation options: Settings, Print, and Download. Below this is a table with columns for Full name, Date, Start time, End time, Location, and Details. The first row shows a record for Zahid Krueger on 28/10/2025, with a start time of 08:18:22 and an end time of 18:30:00 at Stracker Ltd. A 'Details' modal is open, showing the date, check in/out times, project name, and terminal information. At the bottom of the screen, there are several floating action buttons: a green 'Add' button, a red 'Clock in' button with a plus sign, and a grey button with a plus sign.

Full name	Date	Start time	End time	Location	Details
Zahid Krueger	28/10/2025	08:18:22	18:30:00	Stracker Ltd.	

**Details**







Date: 28/10/2025  
Check in: 08:18:22 Check out: 18:30:00  
Project:  
Terminal type: Manual  
Terminal ID:  
Added by: Zahid Krueger  
Added at: 28/10/2025 08:18:41  
IP public: 5.2.168.55  
Location: Stracker Ltd.  
User device: PC

Add > Clock in +

# Overtime management

HRiFlow helps you track overtime hours, including those worked on **weekends or legal holidays**, and compensate employees appropriately.

Compensation can be provided as **time off** or **payment**. Additionally, various bonuses or other types of compensation can be configured, if needed.

	<b>Daisy Montana</b> PR, Social Media	Overtime	1:00	18:00-19:00 03/10/2025	
	<b>Mark Smith</b> Social Media	Time Off	0:30	11:15-11:45 24/09/2025	
					

## OVERTIME COMPENSATION

	Comp.	Avail.
Compensatory time	03:30	27:15
Overtime pay	05:00	00:00

Name	Compensation
<input checked="" type="checkbox"/> Compensatory time ⓘ	100 %
<input checked="" type="checkbox"/> Overtime pay ⓘ	100 %
<input type="checkbox"/> Overtime canceled ⓘ	100 %
	100 %
<input type="checkbox"/> Overtime pay (week days) ⓘ	100 %

● Overtime compensation Overtime pay 2:30 ...



**James McCoy**  
Programming



**James McCoy**  
Programming

1 2 3 4 5 6

### Overtime compensation

24/02/2026

Overtime pay

2:30

Overtime date: 16/05/2024

Edit

Delete

Reject

Approve

# Clock in on projects

The app lets you track **time spent on projects**, organized by activities, projects, and sub-projects.

- ✓ Project visibility settings: public and private modes
- ✓ Activity overview for each project or employee during a specific period of time
- ✓ Overview of the team and employees' productivity

Projects		Settings	Print	Download
Project name	Assignee			
Marketing (15)				
<input checked="" type="checkbox"/> Social Media Campaigns	Katy Stevens			

Add >
Clock in +
 Billable time

Project  
Marketing

Activity  
Social Media

02:00:00 1

**Add project time** ✕

Date: 25/02/2026 ✕

**01:30:00**

Project name: Social Media Campaign ▾

Marketing

Start time \*: 12:30      End time: 14:30      Total hours: 02:00:00

Billable time

Cancel Add

14

To real attendance ↗



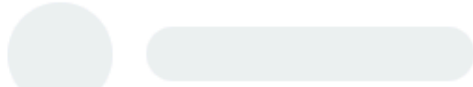
i 📅 Date interval 📌 All

Current number	Project	Subproject	Full name	February						
				1 Su	2 Mo	3 Tu	4 We	5 Th	6 Fr	
1	Email Marketing	Content Writing	Daisy Montana			3 <sup>30</sup>	2 <sup>30</sup>			
2	Email Marketing	Audience Monitoring	Daisy Montana					2		
3	Programming	Data Migration Plan	Irene Adler			6 <sup>30</sup>				
4	Programming	Downtime Minimization Strategies	Irene Adler				5 <sup>30</sup>			
			Zahid Krueger							5

# Project management

Managers can create projects, assign collaborators, and track **project status and progress** for the involved employees.


- ✓ Mark projects as billable time, configure the currency, unit of measure, and cost per hour
- ✓ Calculate and bill hours allocated to clients with precision

✓ Strategy Brainstorming	 Daisy Montana	<a href="#">✕ Details &gt;</a>
✓ Content Writing		<a href="#">✕ Details &gt;</a>
✓ Designing Graphics		<a href="#">✕ Details &gt;</a>

[Add project](#) [+](#) [i](#)

### Social Media Campaigns

Visibility [i](#) Public

Responsible  Katy Stevens


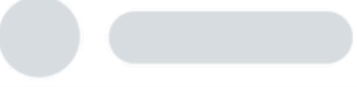
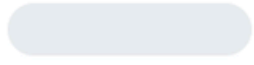
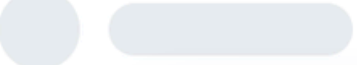
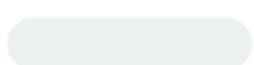

Collaborators [+2](#)

Estimated time

Estimated progress %

[✓ Complete project](#)

**Projects** [Settings](#) [Print](#) [Download](#)

Project name	Assignee
▼ Marketing (15)	
✓ Social Media Campaigns	 Katy Stevens
✓ HR Diagnostics	
✓ 	
▶ ✓ 	

**Billable time**

# HR reports

Based on the data provided by employees, **various reports** are generated and can be downloaded: attendance sheets, paid leaves, absences, overtime, meal vouchers, and other important records.

- ✓ Diverse filtering options: by teams, departments, employees
- ✓ Real-time and up-to-date reports, based on the information introduced into the app
- ✓ The option to save a frozen and unchanged version of an employee's timesheet report

|



**Paid Leave Planning**

>

Current number	Full name ^	Daily hours																															Work hours					Leave hours				
																																	TWH	WSH		from which:		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)	Total	Total (day)	Total (night)	BT	OT	L	M
1	Daisy Montana	8	8	9			8	8	8	8			8	8	BT	BT	BT			BT	8	8	M	M			M	8	8	8	8	161	161		160	160		32	1			24
2	Emily Watson	M	M	8			8	8	8	8			8	8	8	8	0	0	8	8	8	8					8	8	8	8	168	168		168	168						16	32
3	Irene Adler	M	M	8			L	8	L	8	8			9	11	8	8	8			8	8	8	8			L	8	8	8	8	148	148		144	144		4			24	16
4	James McCoy	BT	BT	BT			8	8	8	8			8	8	8	8				8	8	8	8				8	8	8	8	184	184		184	184		24					
5	Johnny Silverhand	8	8	8			8	8	8	8			8	8	8	8				8	8	8	8				8	8	8	8	184	184		184	184							
6	Katy Stevens	8	8	8			8	8	8	8			8	8	8	8				8	8	8	8				8	8	8	8	184	184		184	184							
7	Landon Davison	M	M	8			8	8	8	8			8	8	8	8				8	8	8	8				8	8	8	8	184	184		184	184							
8	Madison Grey	8	8	8			8	8	8	8			8	8	8	8				8	8	8	8				8	8	8	8	184	184		184	184							
9	Mark Smith	8	8	8			8	8	8	8			8	8	8	8				8	8	8	8				8	8	8	8	184	184		184	184							
10	Matthew McCartney	8	8	8			8	8	8	8			8	8	8	8				8	8	8	8				8	8	8	8	184	184		184	184							
11	Thomas Brady	8	8	8			8	8	8	8			8	8	8	8				8	8	8	8				8	8	8	8	184	184		184	184							
12	Zahid Krueger	8	8	8			8	8	8	8			8	8	8	8				8	8	8	8				8	8	8	8	184	184		184	184							

Planning
Live attendance

**Choose location**

- 234 - Stracker Ltd.
- Austin
- Brooklyn Office
- Dallas
- 456 - Houston
- Jacksonville
- 244 - Los Angeles
- Main Headquarters
- New York - office
- San Diego
- 341 - San Francisco
- San Jose

To real attendance →

📅 Date interval 🌐 All

Current number	Project	Subproject	Full name	February			
				1 Su	2 Mo	3 Tu	4 We
1	Email Marketing	Content Writing	Daisy Montana			3 <sup>30</sup>	2 <sup>30</sup>
2	Email Marketing	Audience Monitoring	Daisy Montana				
3	Programming	Data Migration Plan	Irene Adler			6 <sup>30</sup>	
4	Programming	Downtime Minimization Strategies	Irene Adler				5 <sup>30</sup>
			Zahid Krueger				
5	Programming	Cloud Platform Selection	James McCoy		6		
			Security Setup	James McCoy			5 <sup>30</sup>
		Finding inspiration	Zahid Krueger			1 <sup>30</sup>	

No.	Full name	Overtime
1	Daisy Montana	13h 30m <sup>(6)</sup>
2	Emily Watson	13h 0m <sup>(6)</sup>
3		
4		
5		

↓
Download


# Performance reviews

With this module, you assess employees' performance and know-how.

Create **review session templates** or customize the standard ones available in the app, collect answers, and generate reports with the review session results, and compare them with past sessions.


The review sessions are **private**. Only the team leader or the admin can access this data.

**Review for:**



**Daisy Montana**  
PR, Social Media Marketing Manager  
18/03/2015

**Reviewer:**



**Landon Davison**  
PR Specialist  
08/06/2020

## Self-Review 2025



8.70

Irene Adler

Junior Marketing

**Productivity**

Group / 6 questions

9.20

**Leadership**

Group / 5 questions

7.40

**Communication**

Group / 6 questions

8.21

## Self-Review 2026



9.48

Irene Adler

Junior Marketing

**Productivity**

Group / 6 questions

9.70

**Leadership**





Group / 5 questions

8.90

**Communication**

Group / 6 questions

9.25

<input type="checkbox"/>	 <b>Matthew McCartney</b> Web Design	<input checked="" type="checkbox"/>	 <b>Katy Stevens</b> Social Media	Employee - Employee
<input type="checkbox"/>	 <b>Madison Grey</b> Web Design	<input checked="" type="checkbox"/>	 <b>Landon Davison</b> PR	Employee - Employee

Total reviews: **36**    New reviews: **0**    Reviews not started: **8**    Reviews in progress: **2**    Completed reviews: **26**    Session progress: **72.22%**

# Reminders

With iNotify, you successfully manage all important deadlines. Set reminders, add notes, and receive **notifications regarding** these events at the right time.

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



**Daisy Montana** - PR, Social Media  
National ID is soon to expire.



< 06 - June 2025 >

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						

Message

The ID card is about to expire.

Notify me 3 days before

Send email at 08:00

Clear reminder




Set reminder



## Reminders

New reminder

Mark all as finalized

-  **Annual leave request** 16/06/2025  
**Daisy Montana** - Programming  
The annual leave requests need to be signed.
-  **Annual leave request** 16/06/2025  
**Daisy Montana** - Programming  
The annual leave requests need to be signed.
-  **Review - Review Time** 16/06/2025  
**Company** - Stracker Ltd.  
The reviews need to be filled in.

## Reminders

Inbox

Finalized

Future

# Integration with other apps

Any company that wishes to process and transfer data from HRiFlow to another destination can do so by configuring an API key.

- ✓ Clock in devices with access control
- ✓ Employee and bill management
- ✓ Meal vouchers providers

Upon request, and as possibilities allow, integration with other systems can also be achieved.



# Data security

- ✓ Strict policies for data protection
- ✓ The transfer of all information is encrypted
- ✓ Employees' data is not shared with anyone
- ✓ The HRiFlow app has an anonymized database
- ✓ Employee access control in the HRiFlow system

# Cloud based SAAS

- ✓ Thanks to Cloud technology, the HRiFlow 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.



# HRiFlow team

We are always ready to help you and are just a phone call or email away for any questions you may have!



Telephone number:  
**0799370886**



Email address:  
**contact@hriflow.ro**



Do you have questions?  
**Schedule a demo**



# What our clients say about us

COMPANY: DECATHLON



A user-friendly, efficient application that encompasses all our needs. The application was immediately loved by our colleagues, receiving many appreciations regarding the time it saves, the diverse functionalities, the existing reports, and the ease of access anytime and from any device.

We appreciate the daily support offered and the openness regarding the needs of our company.



COMPANY: ELECTROGRUP



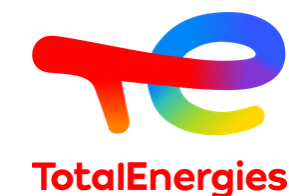
The HRiFlow time-tracking application is simple and intuitive, making it easy for our colleagues to use anytime and from any device. At the same time, it allows us to monitor the overall situation of all employees, with all information securely stored in the cloud. Throughout the implementation process, we were closely supported by HRiFlow consultants. Any issue we encountered was addressed clearly and promptly, taking into account our needs and feedback.



COMPANY: TOTAL ENERGIES



A useful and user-friendly application, but above all, simple to use and intuitive! We greatly appreciate that the HRiFlow team promptly responds to our requests and implements the changes we need. The application facilitates the work of the HR department and other departments – downloading timesheet reports is done with a simple click.



# Perfect for any industry



## IT

Digital clock-in and project management for client billable projects.



## Accounting

Automated reports and overtime compensation.



## Commerce

Clock in at diverse locations and precise GPS localization.



## Production

Monitored work activities with secured access control.



## Construction

Time tracking on-site with high-performance and durable devices.



## HoReCa

Time tracking adapted to shifts and customized work schedules.



## Food industry

Detailed activity reports and events planning.



## Remote work

GPS-based time tracking and centralized digital requests.



# Thank you for your interest in the HRiFlow app.

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

[SCHEDULE A DEMO](#)