



## Bringing order to busy bees

# Flex HRM TIME

## Smart Time Reporting for the Entire Company

Do you, like us, think logging hours should be fast and simple? Flex HRM Time automates your company's time reporting, letting you and your employees focus on what really matters. Always accessible via web and app – anytime, anywhere.



### Some Examples of How Flex HRM Time Makes Everyday Work Easier

#### Report Time Anywhere

Easily report time via computer, tablet, mobile, or time terminal. Since Flex HRM is fully web-based, you can report time wherever you are – smooth and flexible for those on the go.

#### For All Employee Groups

Report exact hours, total time, or just deviations – whichever method fits your needs. Flex HRM Time supports all registration types, and you can even mix them if different groups require different approaches.

#### Project Reporting

Build your own project structure, set budgeted hours and costs, and then follow up with clear and informative tools.

#### Invoicing

Work done for customers or projects can quickly be transferred to invoicing. Get a complete invoice basis, ready to send to your financial system – just adjust if needed and send.

#### Perfect Overview

Choose daily, weekly, or monthly views of schedules, hours, and balances. A smart calendar gives you an instant overview of your employees with flexible filtering options.

#### Overtime Monitoring

Easily track worked overtime per employee and avoid excessive overtime orders. Select how graphs and data should be presented for clear insights.

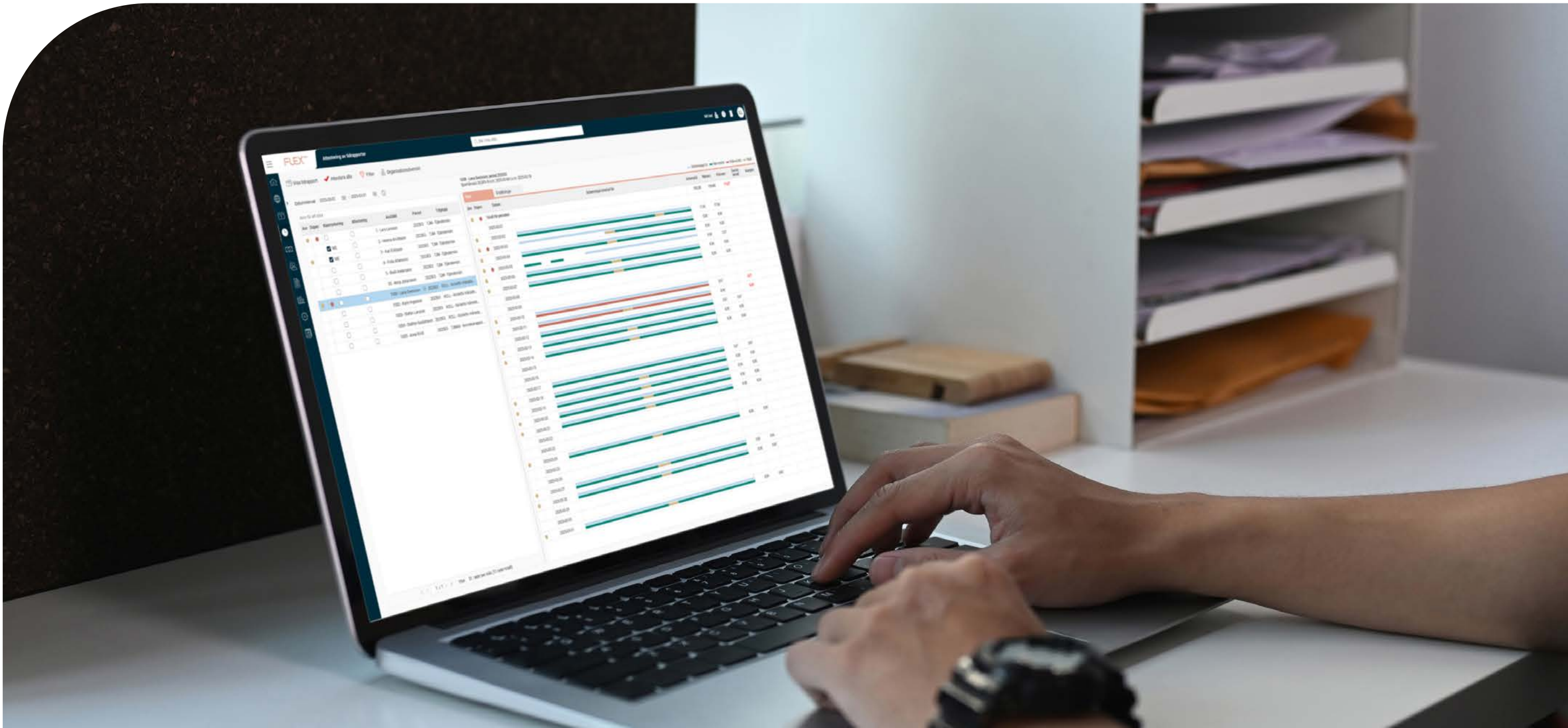


Discover All the Features and Benefits

- Project reporting – Register and track time by project, client, order, activity, or custom codes.
- Clock-in/out options – Punch time via web, app, or standalone terminal.
- Mobile app – Report and review time, check balances, manage absence requests – just as easily on the go as at your desk.
- GPS functionality – Let the app locate your position and automatically suggest the right client or project.
- Absence management – Register, review, and track absences seamlessly for both managers and employees.
- Balances – Get a clear overview of flex, comp time, overtime, and other balances.
- Reminders – Automated notifications via email, push notification, or dashboard keep everyone on top of deadlines.

Discover All the Features and Benefits

- Review workflows – Set approval levels that fit your organization, with full visibility of all reports. Automate parts of the review process with predefined criteria.
- Standard reports – Access a wide range of ready-made reports for time, absence, projects, budgets, and more.
- Report generator – Create customized reports in just a few clicks.
- Invoicing – Generate ready-to-use data from time reports and import it into your accounting system in just a few clicks.
- Overtime control – Automatic warnings help managers stay within overtime limits.
- Multi-language – Choose system menus and texts in Swedish, Norwegian, Danish, Finnish, or English.
- Group management – Switch between companies and get a consolidated overview.
- Nordic compliance – Fully adapted to Swedish, Norwegian, Danish, and Finnish time regulations.
- Integration made easy – Sync seamlessly with other systems via ready-made integrations or open API.



# More Examples of How Flex HRM Time Makes Everyday Work Easier

## Absence Requests

Apply for absence from any device. The approving manager instantly receives a notification, and once approved, the absence is automatically added to the timesheet. You can also manage balances efficiently by defining your own balance types and setting floor and ceiling limits.

## Smooth Approvals

Easily view deviations and the status of all timesheets you are authorized to approve. And of course, you can approve directly in the app! Push notifications remind you to review and finalize on time – because we love structure and order.

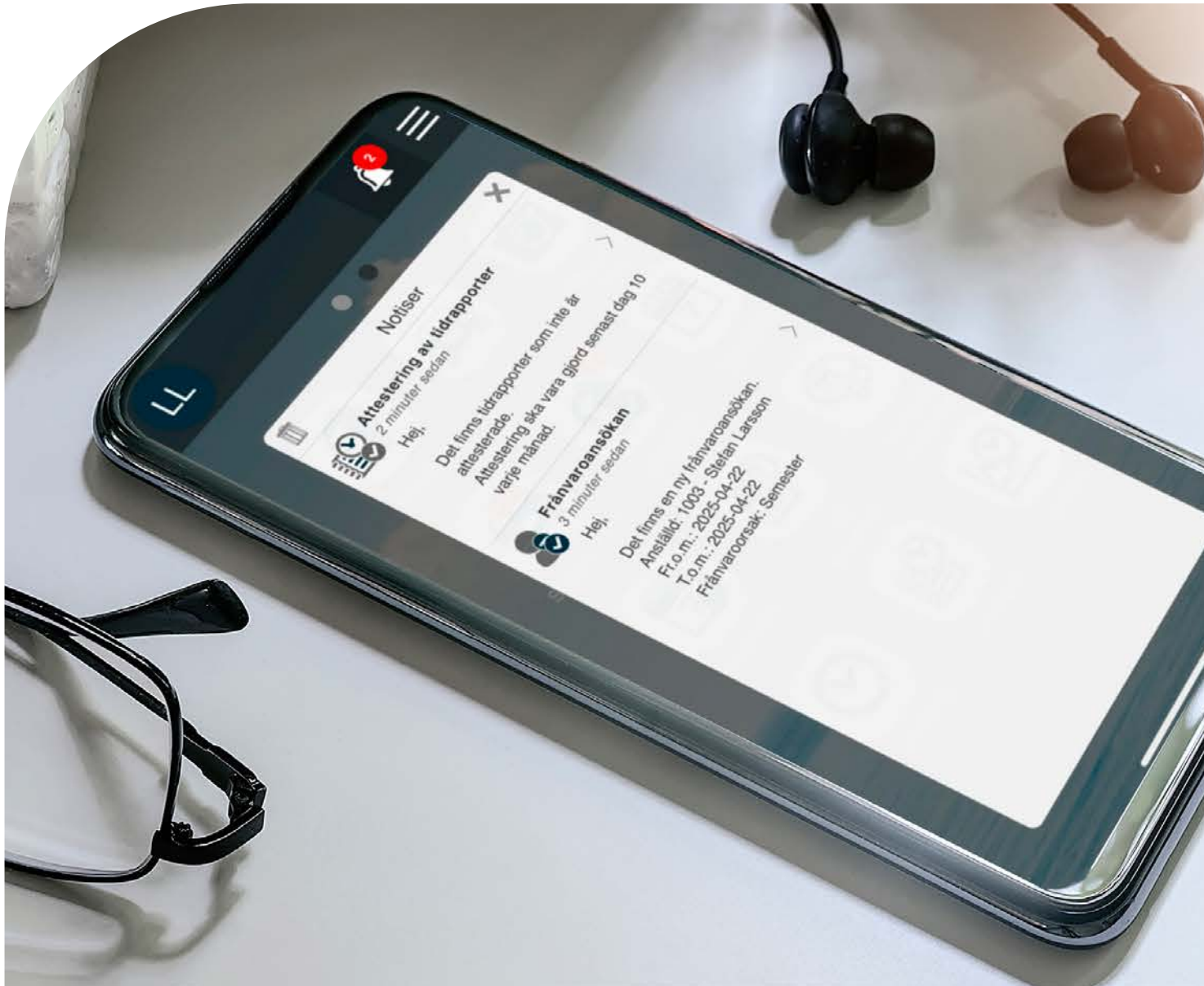
## Reports and Key Figures

A user-friendly dashboard delivers up-to-date KPIs, along with a wide selection of standard reports and a report generator where you can build customized reports exactly as you want them. Flex HRM makes it easy to turn numbers and data into valuable insights.

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I would definitely recommend Flex to other companies! Especially for organizations with lots of different agreements, complex rules, and varying working hours. In our procurement process, we saw that not many suppliers could deliver what we needed. But Flex could – and it has worked really well!

*Johanna Wiberg, Ports of Stockholm*





# Flex HRM Plan

## Smarter Scheduling and Staffing

Tired of Excel puzzles, scheduling conflicts, and understaffed shifts? Flex HRM Plan simplifies scheduling and staffing across your entire organization. The winning formula? Innovative automation combined with built-in controls to ensure accuracy every time.

### Some Examples of How Flex HRM Plan Makes Everyday Work Easier

#### Tailored to Your Needs

Assign staff to projects, departments, or any unit that fits your business. View schedules per day, week, month, or using custom date ranges – flexible by design.

#### Automatic Staffing

Let the system do the work! Define your criteria and get a staffing proposal you can either use as-is or adjust to perfection.

#### Swap and Choose

Give employees a voice – they can request preferred shifts or apply to swap shifts with colleagues in just a few clicks.

#### Always Have Your Schedule at Hand

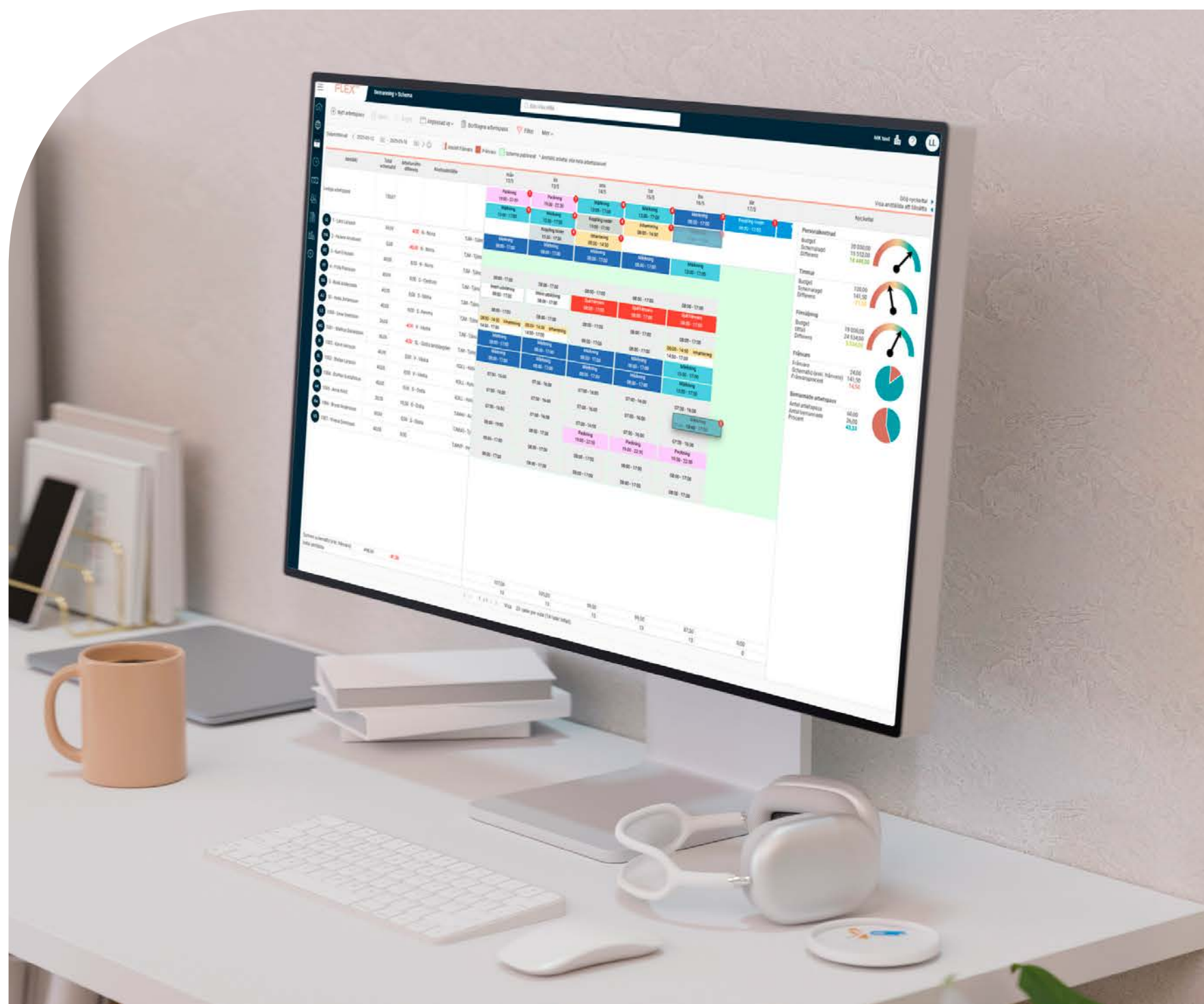
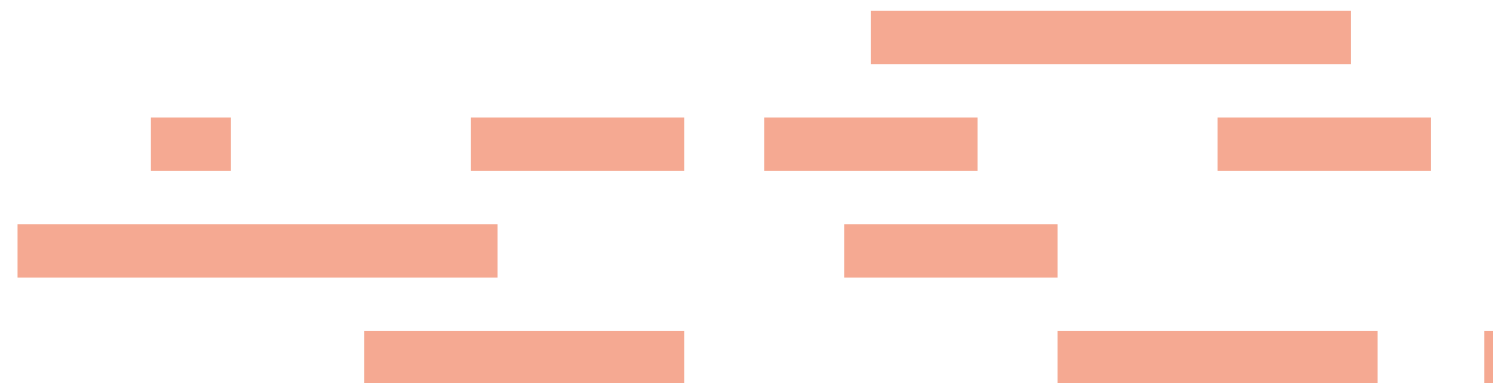
No more paper copies or endless “who’s working when” questions! Employees access schedules directly via web or app. For extra convenience, sync schedules with Outlook, Google Calendar, or other digital planners.



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When we were replacing our system, we chose Flex because it met the greatest number of our requirements. On top of that, the service was excellent, and the fact that Flex is continuously developing the system was also an important reason why we chose them.

Nina Lindgren, Wallenstam AB



## Create Schedules Without the Hassle

With innovative shortcuts, scheduling and staffing becomes hassle-free. Use base schedules you can repeat for any number of weeks, and drag and drop shifts quickly and smoothly wherever you need them.

## The Right Skills in the Right Place

Smart views and features make it super easy to define the skills required for a specific assignment – and let the system match the right employee to the job.

## No Double Work

If you prefer to create schedules and staff them in the same view, the smart Staffing Planner has you covered. Get a perfect overview and apply updates for the whole team in one smooth move.

## Key Figures for Smarter Decisions

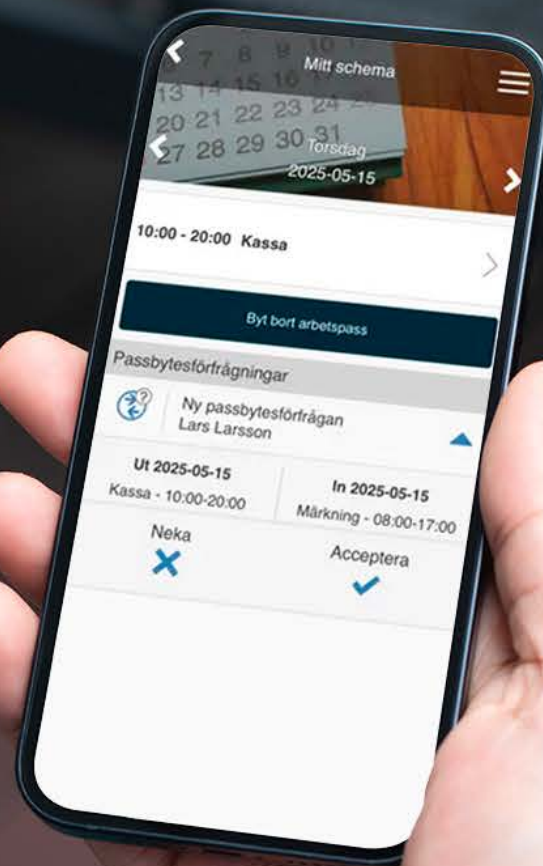
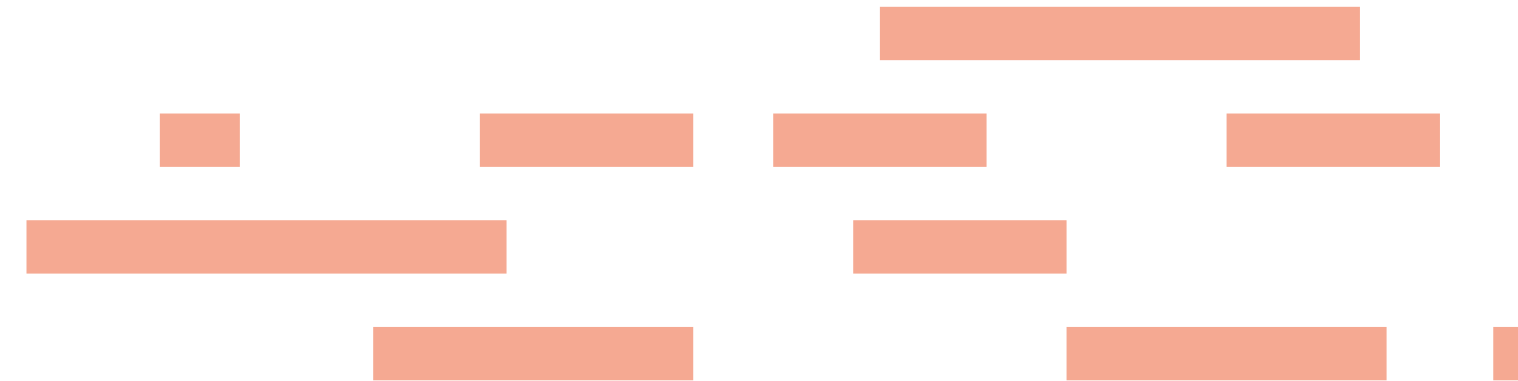
Flex HRM Plan comes with powerful features for metrics and analysis. Everything you need to optimize staffing and make smarter decisions – just a click away.

## What Does Staffing Cost?

Avoid costly surprises! Easily calculate all types of personnel expenses and compare them with your budget. Naturally, extra costs for overtime and unsocial hours are included too.

## Discover All the Features and Benefits:

- Full staffing overview – With intuitive graphics, instantly see where staff is missing, where there is overstaffing, and which employees are available. Add staff in just a few clicks and move shifts quickly with drag-and-drop.
- Match with the right skills – Let the system sort and filter employees based on skills and qualifications. A smart way to ensure the right competence in the right place.
- Use any accounting dimension – Easily adapt staffing to your organization by choosing which coding register to staff against.
- Auto-staffing – Automate even more by letting the system assign suitable employees to open shifts based on your defined parameters.
- Working time compliance – Built-in checks help you stay on top of rest periods, breaks, and other working time rules.
- Real-time KPIs – Get full control during planning with key figures for personnel costs, hours, sales, absence, and staffed shifts.
- Report generator – Create customized reports in just a few clicks.
- Multi-language – Choose system menus and texts in Swedish, Norwegian, Danish, Finnish, or English.
- Group management – Switch between companies and get a consolidated overview of the entire group.
- Nordic compliance – Fully adapted to Swedish, Norwegian, Danish, and Finnish working time regulations.
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## A Few Examples of How Flex HRM Plan Makes Life Easier for Employees

### Mobile App

With the app, employees always have the latest schedule right in their pocket and can easily stay connected with the team. Just as convenient at the desk as on the go!

### Shift Requests

Simplify communication with employees by sending requests for open shifts via text message or email.

### Shift Swaps

Let employees swap shifts with each other directly – or simply request available shifts with ease.



# An HRM System That Transforms Your Everyday Work

We offer an innovative solution with a seamless workflow – freeing up time for what really matters. No more Excel headaches, missed deadlines, misplaced data, or double work – just structure and efficiency.

With Flex HRM you have everything you need to manage staffing, time reporting, project accounting, travel expenses, HR support, and payroll.

The best part? Flex HRM is modular. Choose one part or several – and scale up or down as your business evolves.

