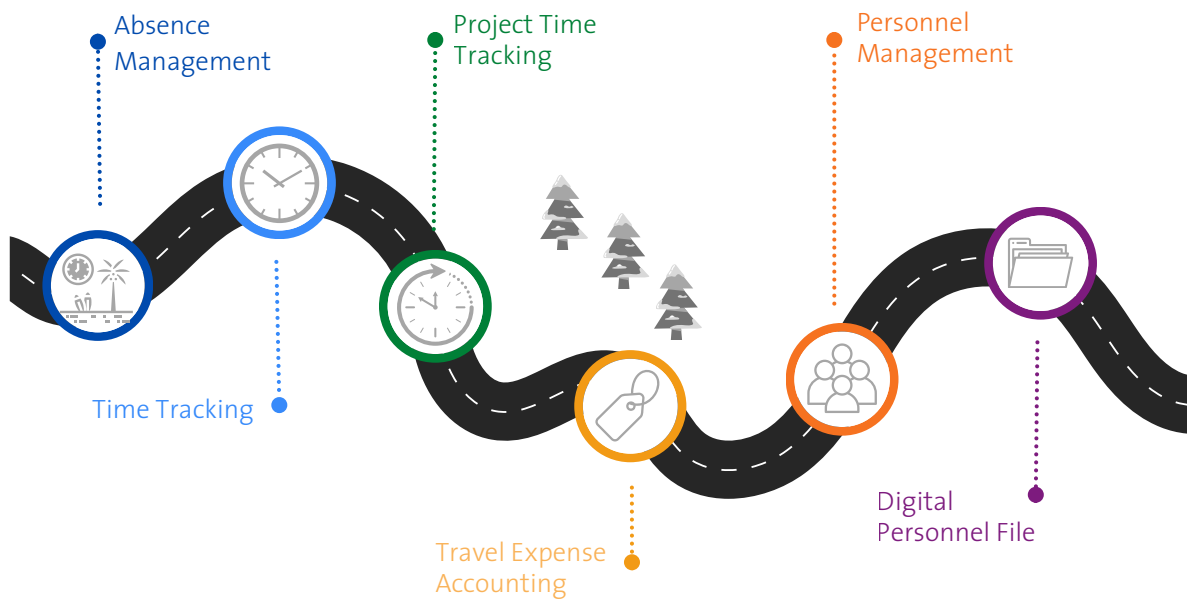




# SIMPLIFY YOUR HR

Your needs – our software

# WORKFLOW OVERVIEW



As HR software experts, we make everyday life easier for managers and employees with individual solutions. Discover modern HR software on-premise or standardized from the cloud. Made in Austria – used worldwide.

## YOUR NEEDS – OUR HR SOFTWARE

### AS INDIVIDUAL AS YOUR COMPANY

Our solutions noticeably relieve your HR department and reduce administrative tasks to a minimum. This gives you room for strategic topics and the further development of your core business – with the security and flexibility that companies need.

### CONSULTING – TAILOR-MADE SOLUTIONS FOR YOUR HR MANAGEMENT

Every company is unique – and so is its software. Our experienced consultants analyze your specific requirements and develop the right HR solution together with you. From implementation to long-term support, we are your reliable partner to optimally design your HR management.

## USABILITY - EFFICIENCY FROM THE VERY FIRST CLICK

Our software already includes all relevant collective agreements and time evaluation rules “out of the box.” Thanks to preconfigured standards, setup is completed in no time – with less effort and more productivity.

Intuitive Operation: The employee portal Webdesk EWP is so user-friendly that you can get started right away – without time-consuming training, without detours. Clear navigation saves time and resources.

## »MAKE YOUR WORK FLOW« – DIE WORKFLOW-ENGINE

Automate your HR processes: From vacation requests to travel expense claims, our workflow engine takes care of recurring tasks for you. No more lengthy email chains – all processes run efficiently in the background, allowing you to focus on what really matters. And with automatic status updates, you are always kept informed.

# TIME TRACKING MADE

## TIME TRACKING AT CORPORATE LEVEL – FLEXIBLE. SECURE. GLOBAL.

Workflow offers flexible and legally compliant time tracking for companies in Germany and Austria. Our solutions adapt individually to your requirements – efficient, scalable, and optimized for corporations.

## YOUR TIME IN THE BEST HANDS

With our customized time management software, your employees track working hours easily and accurately – precisely aligned with the requirements of your company in Germany and Austria. Automatic time evaluation is carried out according to the respective legal requirements and internal guidelines, while intelligent automation significantly reduces administrative effort.

- Tracking working hours
- Vacation and absence requests
- Evaluation of working hours

# KEY FEATURES

## EMPLOYEE SELF SERVICE



- Time tracking via web/app or terminal
- Personal master data/accounts
- Monthly time report
- Personal calendar and group calendar
- Automatic notification of maximum working hours
- Clear attendance list
- Simple vacation request and much more

## WORKFLOWS

- Electronic sick note
- Time correction request
- Lifting of maximum working hours
- Requests for statutory absences
- Collective time correction and collective absences
- Overtime and account correction request
- Requests for customer-specific absences
- Out-of-scope request
- Special individual workflows



## MANAGER SELF SERVICE & ADMINISTRATION

- Monthly approval of working hours
- Annual account evaluations
- Filters & irregularities
- Automatic report delivery via email
- Early warning system
- Interface to payroll/salary
- Automatic import of master data
- Vacation prorating & overtime calculation
- Various working time models and much more...



# VERSATILE TRACKING METHODS – THE RIGHT SOLUTION FOR EVERY WAY OF WORKING

## 1. Time Tracking via Hardware Terminal

The proven method for secure and simple time tracking: Our terminals are fast and intuitive to use. Working hours can be recorded using a simple booking medium (e.g., card or key fob). Ideal for companies with fixed workplaces.



## 2. Time Tracking via Web Browser

Employees can record their working hours directly through the web browser on a PC or notebook – no additional software installation required. Particularly suitable for companies that need a quick and easy solution.



## 3. Mobile Time Tracking via App

For field staff or employees without a fixed workplace, our app is the ideal solution. Time entries can be made anytime and anywhere using a smartphone or tablet.





# PRECISE PROJECT TIMES FOR LARGE ENTERPRISES

The project time tracking solution from Workflow is the ideal complement to classic time tracking. Our scalable solution enables precise live bookings of project times and supports task-focused work in large teams. With customized workflows, you not only increase efficiency but also enhance employee satisfaction. Maximum control, maximum flexibility – perfect for global enterprises.

## FAST AND AVAILABLE EVERYWHERE

Track project times live or retrospectively, whether on PC or smartphone

## ACCURACY AND UP-TO-DATE INFORMATION

Accurate and current project times for billing and project management

## BOOST YOUR PRODUCTIVITY

With comprehensive evaluations, comparisons, and productivity reports



Bill more accurately while saving time!

Thanks to a wide range of interfaces, your billable project times can be transferred directly to all common invoicing programs.

## OPTIMIZED WORKFLOWS

With our user-friendly project time tracking, your employees can easily book working hours via start/stop function using smartphone, web, or app directly to projects, orders, cost centers, or work steps. Retrospective entries are also possible. Targeted permissions ensure that only active projects can be booked, preventing incorrect entries on completed projects.



## SEAMLESS SYSTEM INTEGRATION



Our project time tracking imports current projects directly from leading systems such as SAP, BMD, or CRM. This eliminates duplicate data maintenance. Standardized interfaces automatically transfer recorded times to third-party systems, significantly reducing your administrative workload.

## DETAILED EVALUATIONS

Our project time tracking provides you with up-to-date evaluations at any time as a basis for your billing. With just one click, you can export reports as Excel or PDF files. Weekly, monthly, or quarterly reports can conveniently be delivered to you by email.



## YOUR INDIVIDUAL PROJECT TIME TRACKING



Our solution enables one-time or regular import of your existing project structures and ensures seamless transfer of booked project times to external systems. Benefit from configurable interfaces and the extensive expertise of our consultants to make your processes more efficient.

## KEY FEATURES



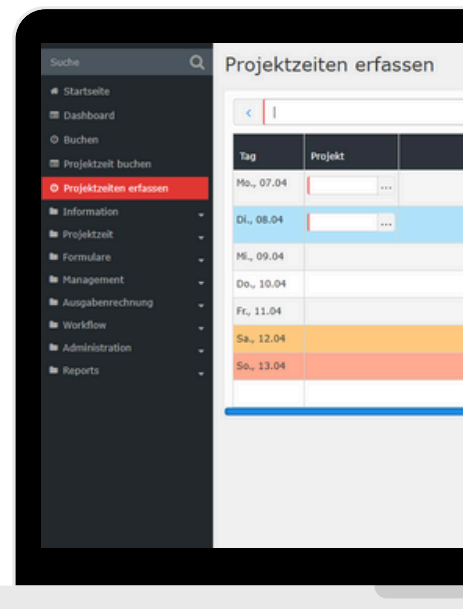
### PROJECT TIME TRACKING

- Project Time START/STOP booking at the workplace or via smartphone
- Subsequent recording/modification of project time efforts is possible through the entry form



### EVALUATION & OPTIMIZATION

- Overview of employees' project times within the team
- Billing of billable services
- Comprehensive reports for management and project administrators
- Comparison of attendance and project time



# TRAVEL EXPENSE MANAGEMENT PRECISE & UNCOMPLICATED

Workflow offers a comprehensive HR solution that covers the entire process of business trips according to your needs. From the request and digital receipt capture to the automated billing of travel and other expenses – everything is handled efficiently and securely. Our modular solution integrates seamlessly into your existing systems and ensures the highest security standards.

## STRESS-FREE TRAVEL MANAGEMENT

Request, track and settle business trips – anytime and from anywhere

## ALL IN ONE PORTAL

Requesting, billing (including receipt upload), reporting and interfaces

## NO MORE CALCULATIONS

Automatic travel expense calculation in accordance with applicable legislation, including integration into payroll processing



With the modern web interface of Webdesk Travel, planning, recording and billing of business trips has never been easier.

The system knows all applicable laws and knows exactly how much your employees are entitled to.

## YOUR DIGITAL ASSISTANT FOR BUSINESS TRIPS

The modern and easy-to-use user interface enables efficient entry of travel expenses. Incorrect entries are avoided in the billing form thanks to intelligent validation procedures. The travel assistant guides employees through the relevant sections of the travel expense claim. Efficient and fast planning and billing of trips is no longer a problem.



## COMPLIANCE IN FOCUS



In many companies, business trips must be requested in advance in order to ensure compliance with travel policies. Our solution simplifies this process via the travel request, in which the expected costs can be applied for in advance. The travel approver thus receives a clear basis for making a decision.



## ACTIONS AT THE PUSH OF A BUTTON



Travel times and working hours during a business trip can be entered directly in the settlement form. This prevents inconsistencies between the time recording system and the travel expense report. Managers receive a clear request, which can be approved via web or smartphone.

Approved travel expense reports can be paid out by the travel admin at the push of a button via an interface on a specified date. In the overview of their business trips, travellers can always see whether – and on which date – the travel expense settlement has been paid out.

## KEY FEATURES



### Travel Planning and Approval

- Travel planning incl. approval workflow
- Recording of resources and estimated costs
- Storage of all relevant documents in the digital travel file



### Travel Expense Settlement

- Automatic calculation of travel expenses
- Direct receipt upload
- Automatic route calculation via Google Maps integration



### Evaluations

- Clear evaluations with permission control
- Configurable reports by cost and travel time
- Screen view, print view, PDF & Excel formats



# PERSONNEL MANAGEMENT: SIMPLE & EFFICIENT

With our HR solution for effective personnel management, you will find all employee data in a clear interface. All important information such as salary data, contact details, personnel master data, cost centres, qualifications, etc. are centrally available in one place and can be accessed quickly at any time.

## GOODBYE TO ADMINISTRATIVE CHAOS

Manage master data, qualifications, documents and organisational plans in just one portal

## EMPLOYEE DATA AT A GLANCE

All important information is only two clicks away

## YOU'RE IN CONTROL

Statistics, key figures and evaluations directly in your HR Expert Dashboard



The simple organisation and the integrated digital document management system save you bulky folders and hours of searching. At the same time, your data is perfectly protected thanks to our modern permission control.

## THE FOUNDATION OF PERSONNEL ADMINISTRATION

Every efficient HR administration needs a foundation – and in the case of HR, this means personnel and organisational master data. With Workflow's flexible solution, either the employee or the organisational object (team, department, position) is at the centre – and all “related” data is never more than 2 clicks away. No isolated solutions are necessary anymore, as all information can be managed exactly where HR professionals expect it!



## EMPLOYEE SELF SERVICE



Through an innovative employee self-service system, employees can independently view and manage their working hours, personal data and leave requests. This leads to less bureaucracy, higher efficiency and increased individual responsibility and employee satisfaction.

## MANAGE EMPLOYEE DATA

Our personnel management solution is the universal tool for efficient management of your employee data. You can define job profiles, manage employees' qualifications and tasks, map the staffing plan and company organisational chart, and plan or document employee training and development.



## KEY FEATURES



### Personnel Development

- Planning and documentation of employee appraisals
- Storage of job profiles
- Qualification manager



### Master data administrations

- Personnel master data / salary data
- Private and business contact details
- Digital personnel file incl. integration into the document management system
- Employment status
- Management of time schedules



### Evaluations & Reports

- Customisable HR Expert Dashboard with the most important key figures
- Clear reports for salary and more



# YOUR NEEDS – OUR HR SOFTWARE

Our solutions noticeably relieve your HR department and reduce administrative tasks to a minimum. This gives you more room for strategic topics and the further development of your core business – with the security and flexibility that large companies need.



## DATAWAREHOUSE AND REPORTING

Get the most out of your existing data. With the optional Data Warehouse connection, you can analyse data using the reporting tool of your choice.



## GROUPWARE INTEGRATION

With the optional integration of your groupware system (Microsoft Office 365 Exchange, Exchange On-Premise / Outlook, HCL), absences are automatically transferred to the personal Webdesk calendar and displayed. An automatic “Out of Office” notification is also integrated. This greatly simplifies holiday and appointment planning.



## SINGLE-SIGN-ON

By default, your employees’ passwords are managed and stored in encrypted form in the system. Alternatively, the SSO module enables integration via SAML 2.0 or ADFS so that the storage of passwords can be outsourced to the customer’s system.

When one of your employees accesses the HR software, the system checks:

- a) whether it is a valid Active Directory account and
- b) whether the employee has access rights to the system.

If both checks are successful, the user is automatically logged in and can work as usual.



## AUTOMATIC DATA IMPORT

Based on Workflow technology, an automatic data import can be implemented. For example, project master data or personnel master data can be imported periodically (hourly, daily, weekly, etc.).



## BOOKING TERMINAL

Use our time tracking solution in combination with our time tracking hardware. This option is particularly suitable for large companies.

# YOUR NEEDS - OUR HR SOFTWARE

Our modular system architecture offers a wide range of options tailored to your requirements. Various interfaces and extensions are available depending on your needs.



## AUTHORISATION CONCEPTS

Each menu item in the application can be individually assigned to a person, group, role or client. In a further step, it is also possible to specify for each user interface which person-specific data may be queried or changed.



## INTERNATIONALISATION

Our software is available in German and English. Each text module can be modified by the customer and thus adapted to the company's own language. Additional translations can be created by the customer.



## DEVELOPMENT & APIS

Open interfaces (APIs) allow the creation of custom code that runs on the Webdesk platform or communicates separately with Webdesk using the documented interfaces. The connection can be made via Java, JavaScript and XML or JSON web services.



## JOB- AND CONNECTOR FRAMEWORK

Periodic jobs perform many small tasks that ensure the system works correctly. The connector framework allows flexible definition of periodic data import or export.



## CUSTOMIZING

Every frequently used screen action is configurable. This means that any number of configurations of this action can be created under their own names and used as separate menu items. Using this principle, customised user interfaces can be configured for different user groups.



## CUSTOMER SUPPORT

Customer service is very important to us. Our competent and reliable customer service team will support you from day one.

# THESE COMPANIES RELY ON WORKFLOW

Our solutions are successfully used in a wide range of companies – from regional SMEs to international corporations. They prove themselves every day in a wide variety of industries and structures. The result: stable processes, satisfied users and long-term partnerships. For us, this is clear proof that trust is built on quality, reliability and experience.

## OUR PARTNER



A selection of our customers – you can find more at [www.workflow.at](http://www.workflow.at)



# WHAT OUR CUSTOMERS SAY

Whether it's time tracking, travel expense reporting or project times, our solutions make your everyday work a lot easier. They simplify complex workflows, make processes transparent and create more space for what really matters. What's especially important here? Our customers' experiences. Because they know best what really works and how much Workflow makes their everyday work easier.

## VOICES FROM THE FIELD

Klara Praxmarer  
Techem Messtechnik GmbH

As a long-standing customer, we are extremely satisfied with Workflow's time tracking system. The user interface is simple, clear and reduced to the essentials, which has led to a high level of acceptance among our employees. Workflow ensures accurate and error-free documentation, which is indispensable for managing 300 to 500 employees across Austria. We can wholeheartedly recommend Workflow as a time tracking system.



Markus Frank  
Real-Treuhand Management GmbH

Workflow has been a reliable partner in the field of HR/time tracking software for several years. Customers receive expert support, particularly when it comes to customised solutions and interfaces.

Michael Dalsasso  
ZHS Office & Facilitymanagement GmbH

ZHS has been a customer of Workflow for almost 25 years. As an affiliate of Raiffeisen Bank International, we support around 8,000 licensees with Workflow solutions. The comprehensive portfolio – from time management and travel expense accounting to project time recording – impresses with its reliable interfaces and high flexibility. We particularly appreciate the solutions tailored to our needs, as well as the mobile time recording. Workflow and its competent team are an indispensable partner for us!

# CONTACT US...



[sales@workflow.at](mailto:sales@workflow.at)



+43 (0)1 718 88 42



Wagenseilgasse 14  
1120 Wien



[www.workflow.at](http://www.workflow.at)

