



USER GUIDE

Complete guide and tips on using TimeFlow

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SETTING UP A TRIAL ACCOUNT

When you launch **TimeFlow** for the first time you need to create an account. In this guide we will setup a 30 day free trial account.

To set up a trial account:

1. Click the tab **Create 30-Day Free Trial Account**.
2. Fill in your **Application Account** and **Billing Account** information.
3. Click **Create My Trial Account**.

Once your account is setup you can login and start using **TimeFlow** straight away!

The trial version includes all the features of the licensed version and the data that you enter during the trial period will securely be transferred to any future subscription plan you might purchase.

The screenshot shows the 'Duoserve TimeFlow Login' window with the 'Existing Account Login' tab selected. The 'Account Login' section has fields for 'Account Name' and 'Account Password', a 'Remember my account information' checkbox (checked), and a 'Launch when Windows starts' checkbox (unchecked). There are 'Login' and 'Cancel' buttons, and a link for 'Forgot your Account Login?'. The 'New Accounts' section has a link for 'Sign Up for 30-Day Free Trial >>' and a 'Sign Up Now >>' button. A status bar at the bottom says 'Not logged into account.'

The screenshot shows the 'Duoserve TimeFlow Login' window with the 'Create 30-Day Free Trial Account' tab selected. The 'Application Account (used to login to the application)' section has fields for 'Account User Name', 'Account Password', 'Confirm Password', and 'Total Computers' (set to 1). The 'Duoserve Billing Account (not shared with users)' section has a checkbox for 'I already have a Duoserve Account' (unchecked) and fields for 'Billing Email Address', 'Billing Password', 'Confirm Password', 'Company Name', 'First Name', 'Last Name', and 'Phone'. A green 'Create My Trial Account' button is at the bottom right. A status bar at the bottom says 'Not logged into account.'

INITIAL SETUP

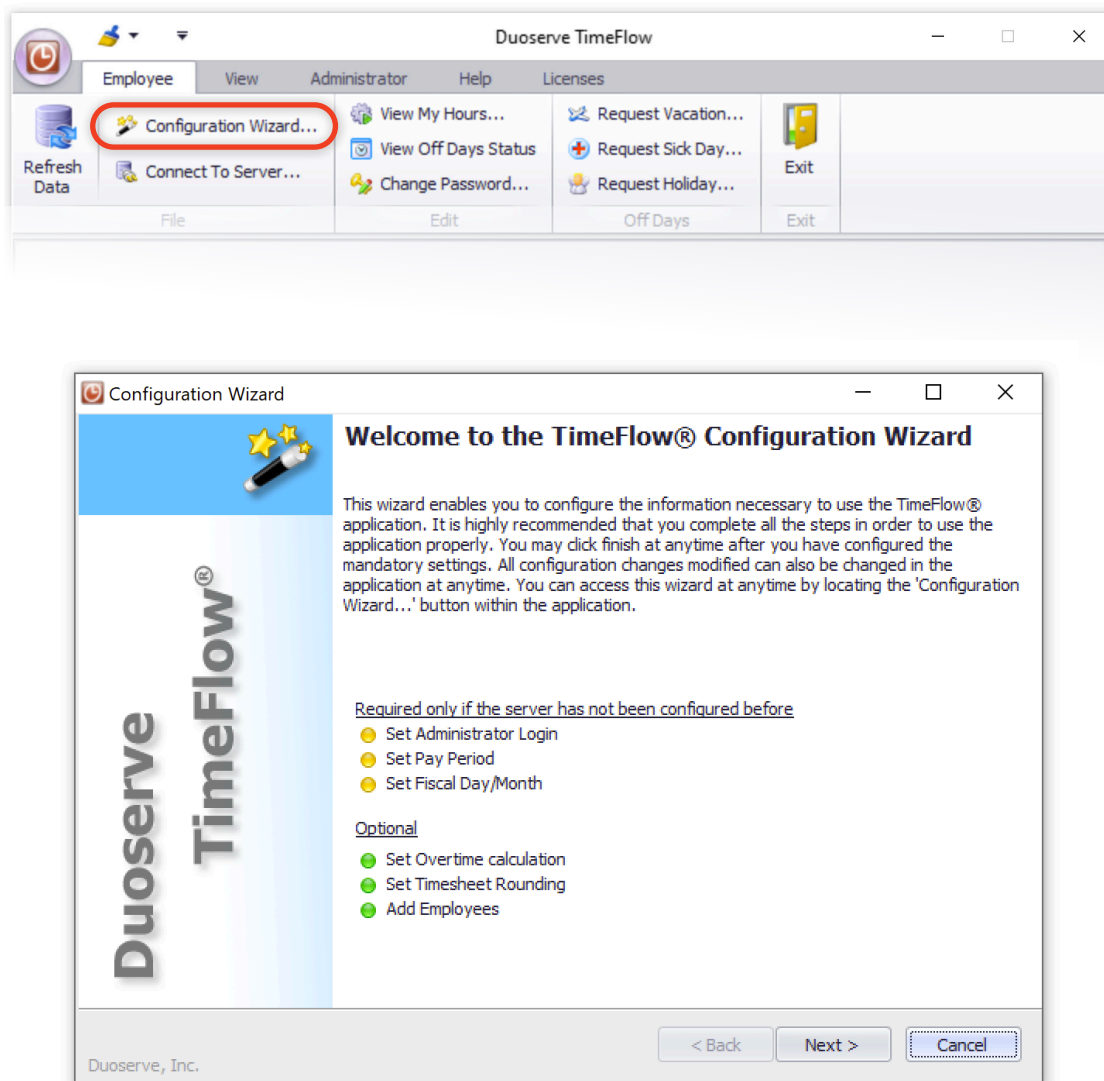
Creating an admin account password

When you login to TimeFlow for the first time, you will be taken through the **Configuration Wizard** which will help you get started.

Note that if you for some reason by-pass the Configuration Wizard when first opening TimeFlow, you can always reach it again by

clicking Configuration Wizard -button under the **Employee** -tab.

If you cancelled the Configuration Wizard the password for the Administrator Login will be *blank* until you choose to change the password.



The **Configuration Wizard** will guide you through and set up some initial steps. This includes three required steps and an additional three optional steps.

1 Configuration Wizard

Congratulations, you have successfully connected to the Server!
This page allows you to proceed and configure the server you have just connected to or end the wizard and run the application.

Choose one of the following options:

☒ I want to continue running this wizard and proceed to configure server settings (e.g. add employees).

☐ I will be upgrading the TimeFlow™ Server from a previous installation and do not need to configure this server.

☐ I have previously configured this server and would like to skip this wizard.

< Back Next > Cancel

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Choose whether you want to continue running the Wizard or Upgrade from a previous installation.

2 Configuration Wizard

Set Administrator Password (Required Step 1 of 3)
This page allows you to add or change the administrator password

Changing the password is a crucial step in securing the application. The administrator password will be requested throughout the application to verify that only administrative personnel can view or change timesheets, time off, and other sensitive information. Due to the high security in the application losing the administrator password will require a complete uninstall of the server and loss of data. Please make sure you do not forget the administrator password as the data loss may be irreversible and viewing of crucial data will be impossible.

Set Password

Old Password:

New Password:

Confirm Password:

Change Password

If you have already set the administrator password you may click 'Next' without changing the password.

< Back Next > Cancel

Duoserve, Inc.

Set Administrator Password (Required Step 1 of 3)

3 Configuration Wizard

Set Pay Period (Required Step 2 of 3)
This page allows you to set pay period and fiscal day/month information that is crucial for time related operations.

Generating payroll reports will automatically provide correct report date ranges based on the following values:

Pay Period Begins On - Day of the week your pay period will begin on.
Weeks In Pay Period - Length of time in weeks that employees get their pay.

Pay Period Begins On:

Weeks In Pay Period:

< Back Next > Cancel

Duoserve, Inc.

Set Pay Period (Required Step 2 of 3)

4 Configuration Wizard

Set Fiscal Day/Month (Required Step 3 of 3)
This page allows you to set pay period and fiscal day/month information that is crucial for time related operations.

Fiscal Day/Month define when yearly financial transactions begin.
For example the fiscal year will define when time off accruals reset such as vacation, holiday, and sick days.

Fiscal Day:

Fiscal Month:

< Back Next > Cancel

Duoserve, Inc.

Set Fiscal Day/Month (Required Step 3 of 3)

5 Configuration Wizard

Complete recommended steps or finish

Choosing to continue will allow you to change overtime calculation settings, timesheet rounding, and add employees.
How would you like to proceed?

☒ Continue running this wizard and proceed to the optional settings.

☐ Finish running this wizard and modify optional settings at a later time.

< Back Next > Cancel

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Continue running the optional settings or Finish running the Wizard.

6 Configuration Wizard

Set Overtime Calculation (Optional Step 1 of 3)
This page allows you to set the overtime interval and overtime hours.

Overtime calculation settings are used to determine when an employee will begin a different pay rate for working overtime.

Overtime Interval - The length of time that the rate of pay will reset back to regular pay.
Pay Overtime After - Number of regular hours an employee must work before they begin accruing overtime pay rates.
Please note that the regular and overtime pay rates are configured in the 'Employee Form'.

Overtime Interval: ☐ Biweekly ☒ Weekly ☐ Daily

Pay Overtime After:

< Back Next > Cancel

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Set Overtime Calculation (Optional Step 1 of 3)

7 Configuration Wizard

Set Timesheet Rounding (Optional Step 2 of 3)

This page allows you to set the rounding for employee timesheet entries.

Timesheet rounding is an optional feature that will either round up or down timesheet entries.

For example if a 15 minute rounding is used and an employee were to punch in at 9:08 it will round to 9:15. If the employee were to punch in at 9:07 with will round to 9:00.

Select a value in minutes to Round In and Out times. Entering a '0' value will disable rounding.

Round to Nearest: Minutes

< Back Next > Cancel

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Set Timesheet Rounding (Optional Step 2 of 3)

8 Configuration Wizard

Add Employees (Optional Step 3 of 3)

This page allows you to add employees

Enter employee information below. Only the required information is requested in this wizard. You will have the opportunity to set other employee fields when the application is started.

Required Employee Fields

First Name: <input type="text" value="Chris"/>	Regular Wage: <input type="text" value="\$15.00"/>
Last Name: <input type="text" value="Johnson"/>	Overtime Wage: <input type="text" value="\$18.00"/>
Username: <input type="text" value="Cjohnson"/>	Employee TimeZone: <input type="text" value="(GMT-08:00) Pacific Time (US & Ca...)"/>
Password: <input type="password" value="*****"/>	

Record 1 of 1 **+** -

< Back Next > Cancel

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Add Employees (Optional Step 2 of 3) - Click the + sign to add employees and enter their information.

Configuration Wizard

Congratulations, you are now ready to begin using TimeFlow®.

☒ Don't show this wizard again at next startup.

Duoserve TimeFlow™ 2008

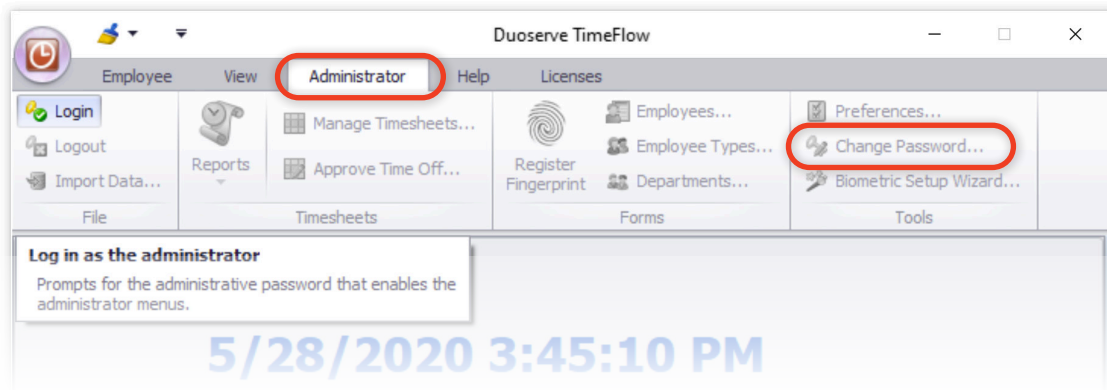
Click 'Finish' to save all the configuration changes you have made and go to the TimeFlow® application.

< Back Finish Cancel

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You've now completed the Configuration Wizard.

If you cancelled the **Configuration Wizard** you can also create an admin password as follows:



1. Click the **Administrator** -tab.
2. Leave the password *blank* and click **OK**.
3. Click **Change Password...**
4. Enter a secure password of your choice.
5. Click **Set Password**.

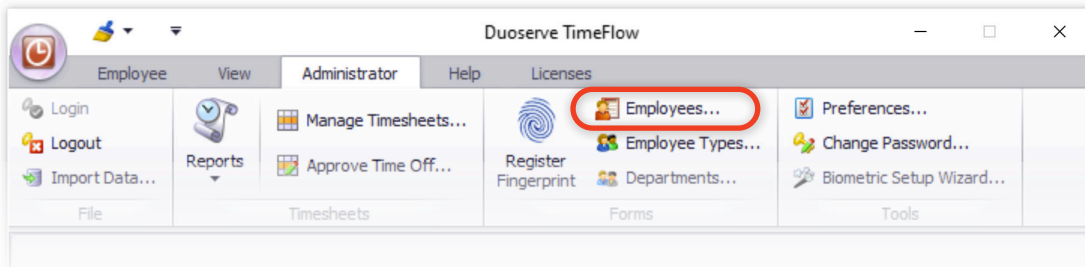


Note that as a safety precaution, if you click any other tab in TimeFlow you'll automatically be logged out as an admin.

MANAGING EMPLOYEES

Add, remove and manage employees

Click the **Employees** -button to open up the **Employee Form** window.



1

By clicking **Add Employee** a person is added to the system.

2

Fill in the information for the employee. Note that the first set of fields are required and the rest are optional. Once you have created the entry for an employee, click save.

The screenshot shows the 'Employee Form - TimeFlow' window. The 'Add Employee' button is highlighted with a red circle. The 'Search for Employee...' dropdown is highlighted with a red circle. The 'Employee and Wage Information - Required' section is highlighted with a red circle. The form includes fields for ID, First Name, Last Name, Username, Password, Regular Wage, Overtime Wage, Department, and Time Zone. It also has sections for Biometric (Optional), Work Periods, and Shift Information. The bottom status bar indicates 'Record 0 of 1' and 'Employee password. Blank passwords are not recommended.'

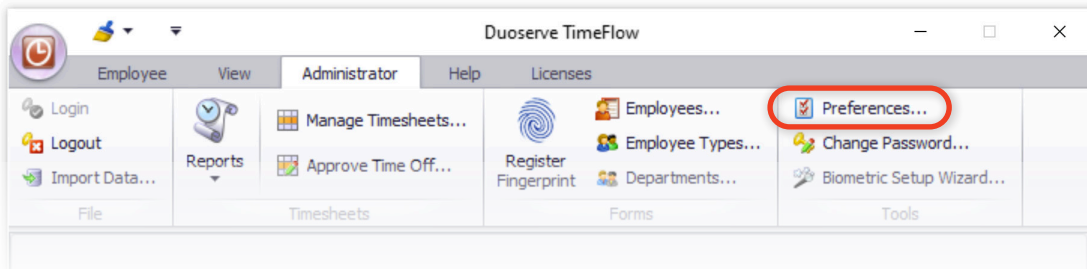
3

In this drop-down menu you can search for employees that you have added to your system. Once they are added, they are ready to clock in and out of their work-shift.

PAYROLL PREFERENCES

Setting the Pay Period, Overtime Calculation and Rounding of minutes

Click the **Preferences** -button to open up the **Payroll Preferences** window.



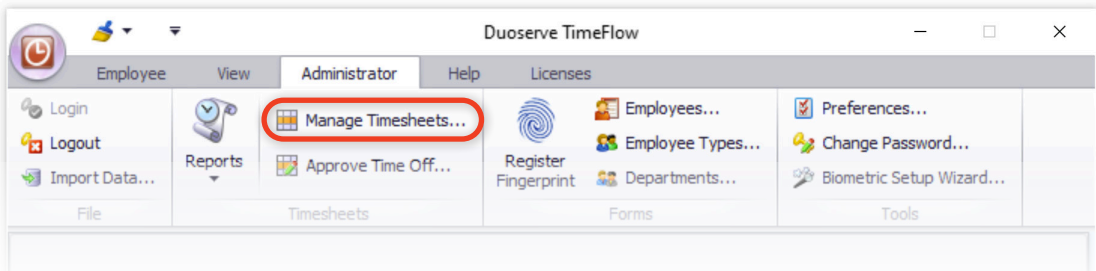
Payroll preferences will be applied to all employees and will take effect each time you run a payroll report. The payroll settings manually when you are ready to run the payroll report, if you need to do so for a specific employee or situation.

- **Pay Period** - Here you set up the interval for your pay period. The **Pay Period Begin Date** can be when you started using TimeFlow, but you can set it to any date in the past when your pay period begun. You can set your Pay Period Interval to **Weekly, Bi-Weekly, Semi-Monthly, Monthly** or customize it to your liking. You can also set when your fiscal year begins. For most companies this is January 1st.
- **Overtime Calculation** - Calculates overtime for employees for a specific period. You can set it to **Daily, Weekly or Bi-Weekly** and decide after how many hours overtime pay should be paid out.
- **Rounding** - Leaving it at 0 will show the exact timesheet in and out to the minute and second, if it's rounded to the nearest 15 minutes, for example, if a person clocked in at 9:08am, it will show their in entry as 9:15am.

MANAGING TIMESHEETS

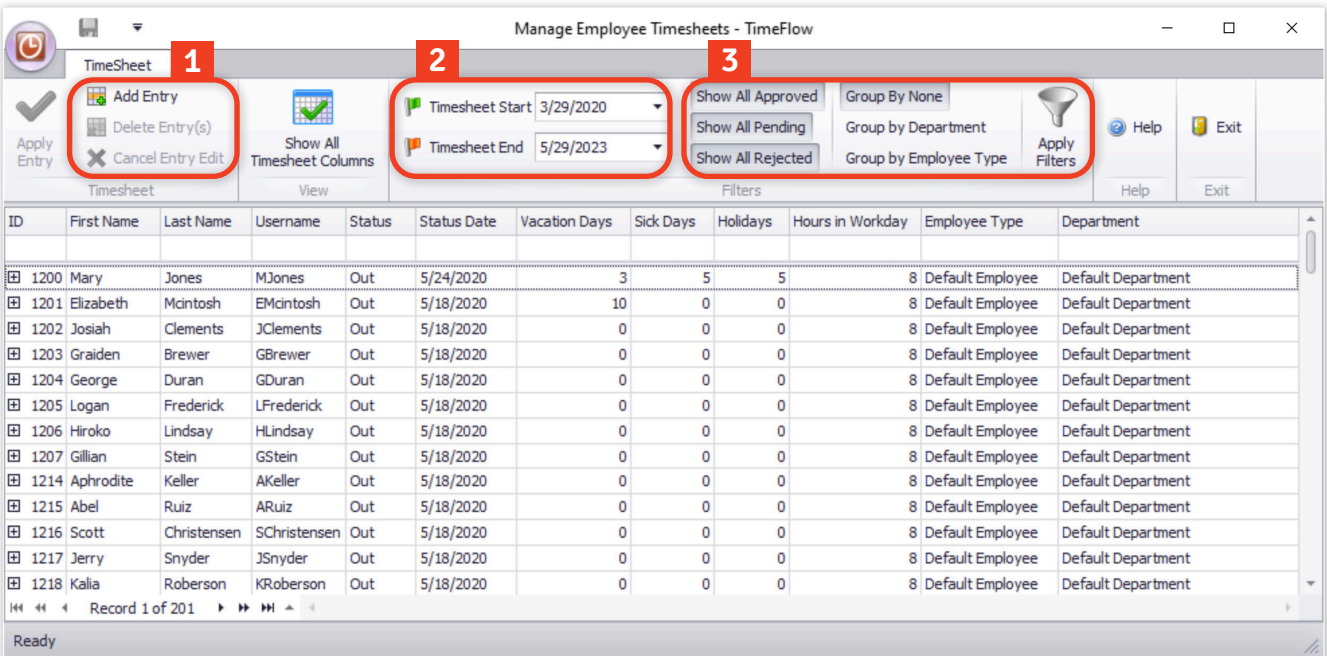
Input information and search the database

Click the **Manage Timesheets** -button to open up the **Manage Employee Timesheets** -window.



1
Add or delete Timesheet Entries.



2
Select a specific time-period to display.



3
Filter the displayed information.



Note that the time-period by default is set to start one month prior to today's date and stretch three years into the future. This is to prevent hiding entries that for example was accidentally entered with the wrong year. You are of course free to change the time-period to your liking.

ID	First Name	Last Name	Username
 1200	Mary	Jones	MJones
 1201	Elizabeth	Mcintosh	EMcintosh
 1202	Josiah	Clements	JClements
 1203	Graiden	Brewer	GBrewer
 1204	George	Duran	GDuran

To view the information for an employee, click the **Plus-icon** next the their ID-number. Here you get the option to add a new timesheet entry or view prior entries.

1

Mary has 6 vacation day entries and 18 work day entries.

2


Each row shows detailed information about entry **Type**, time when the employee **Clocked in**, **Clocked out**, the **Status** of an entry, whether it's a **Paid** entry, as well as the **IP address** or name of the device that was used to create the entry.

3

Click here to add a new timesheet entry.

Click to expand / contract

5

Manage Employee Timesheets - TimeFlow												
TimeSheet		Add Entry		Delete Entry(s)		Cancel Entry Edit		Show All Timesheet Columns		Timesheet Start 3/29/2020		Timesheet End 5/29/2023
TimeSheet		View		Filters		Show All Approved		Show All Pending		Show All Rejected		Group By None
												Group by Department
												Group by Employee Type
												Apply Filters
												Help
												Exit
ID	First Name	Last Name	Username	Status	Status Date	Vacation Days	Sick Days	Holidays	Hours in Workday	Employee Type	Department	
 1200	Mary	Jones	MJones	Out	5/24/2020	3	5	5	8	Default Employee	Default Department	
Type: Vacation (Count=6)												
Type: Work (Count=18)												
Work	5/4/2020	10:22:00 AM	5/4/2020	5:55:00 PM	Approved							
Work	5/5/2020	1:23:36 PM	5/5/2020	5:25:00 PM	Approved							
Work	5/6/2020	8:21:36 AM	5/6/2020	12:19:44 PM	Approved							
Work	5/7/2020	9:00:00 AM	5/7/2020	5:01:00 PM	Approved							
Work	5/12/2020	1:10:50 PM	5/12/2020	6:40:45 PM	Approved							
Work	5/13/2020	9:11:50 AM	5/13/2020	5:12:50 PM	Approved							
Work	5/14/2020	7:35:00 AM	5/14/2020	12:00:00 PM	Approved							
Work	5/14/2020	1:14:00 PM	5/14/2020	6:06:00 PM	Approved							
Work	5/15/2020	8:14:00 AM	5/15/2020	12:01:00 PM	Approved							
Work	5/15/2020	12:35:00 PM	5/15/2020	5:50:00 PM	Approved							
Work	5/18/2020	9:12:00 AM	5/18/2020	4:55:00 PM	Approved							
Work	5/21/2020	9:00:00 AM	5/21/2020	5:00:00 PM	Approved							
1201	Elizabeth	Mcintosh	EMcintosh	Out	5/18/2020	10	0	0	8	Default Employee	Default Department	
1202	Josiah	Clements	JClements	Out	5/18/2020	0	0	0	8	Default Employee	Default Department	

4

Click here to select a row.

5

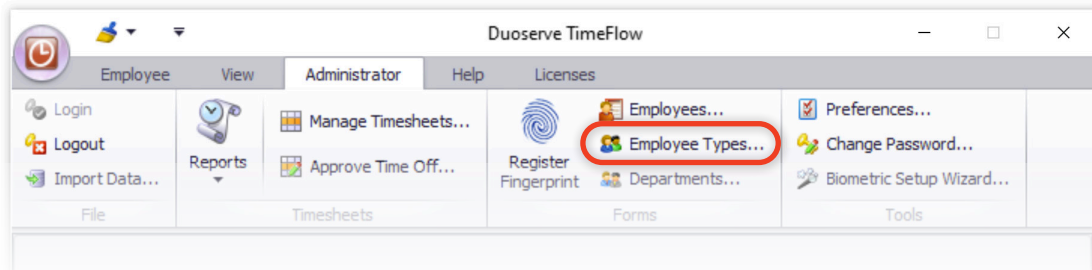
Click to apply change

You also have the possibility to import employees from an existing comma delimited file, such as a **.csv**, **.txt**, or **.tab** file.

MANAGING OFF-DAY REQUESTS

Enable, approve and manage off-days

If you want employees to be able to request off-days and be able to track them you can set this up by clicking **Employee Types...**

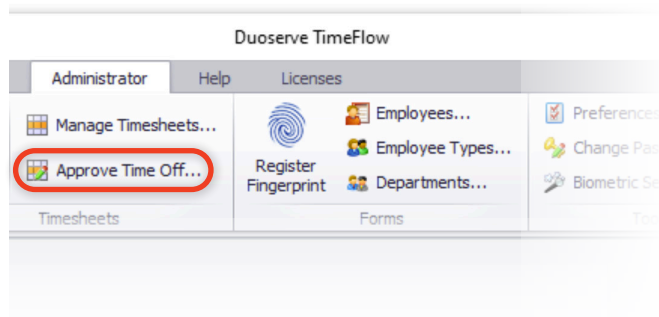


Once you set up an employee type with accrual rules, employees will be able to request off-days. To edit the information, simply click the cell you wish to change.

A screenshot of the 'Employee Type' window in Duoserve TimeFlow. The window has a title bar 'Employee Type' and a menu bar with 'Manage Employee Types', 'Save', 'Add Employee Type', 'Delete Employee Type', 'Search by Employee T...', 'Help', and 'Exit'. The 'Basic Data' section is expanded, showing a table with columns 'ID', 'Name', and 'Accrue Days Off'. The 'Vacation' section is also expanded, showing a table with columns 'Accrue Vacations', 'Vacations Start After (Days)', 'Vacations Start At (Days)', 'Days to Accrue', 'Accrue Every (Days)', 'Accrue Limit (Days)', 'Start and Reset Accrual', and 'Days to Carry Over'. The 'Sick Leave' and 'Holidays' sections are also expanded, showing similar tables. The status bar at the bottom indicates 'Record 1 of 2' and 'Ready'.

- **Accrue Vacations** - Indicates whether or not the employee type accrues vacation days. If this is checked, this employee type will accrue vacation days based on the parameters set below it.
- **Vacations Start After (Days)** - The number of days following the dates that vacations begin to accrue. If you hired someone on 1/1/2021 and you set this value to 30 days, their first vacation will be accrued on 1/31/2021.
- **Vacations Start At** - Number of day that vacations will start at initially and during each interval reset. If it's 0, it will begin accruing based on 0 + 'days to accrue'.
- **Days to Accrue** - The number of vacation days to accrue at each accrual interval. These days will be automatically added to the employee's profile as vacation days in the employee form.
- **Accrue After (Days)** - The interval at which vacation days will be accrued (e.g. every 30 days)
- **Accrue Limit (Days)** - The maximum number of vacation days that can be accrued per accrual interval. If set to 10, for example, and the reset period is 'fiscal year', this employee type will not allow the employee to accrue more than 10 vacation days between 1/1/2021 and 1/1/2022. It will stop accruing when it reaches 10.
- **Start and Reset Accrual** - The start date of the first accrual and the frequency of resetting accruals to 'Vacations Start At' value. You can set this to be Never - meaning it will keep accruing and never reset, Fiscal year (1/1 every year), or it can reset based on the employee's Date Hired each year.
- **Days to Carry Over** - How many days should be carried over into the next accrual period.

Each requested off-day will be marked as **Pending** until the Admin clicks on the **Approve Time Off...**-button which will shows all the pending off-day requests.



The active **plus-icon** indicates that the employee has made an off-day request.

ID	First Name	Last Name	Username
 1200	Mary	Jones	MJones
 1201	Elizabeth	Mcintosh	EMcintosh
 1202	Josiah	Clements	JClements
 1203	Graidan	Brewer	GBrewer
 1204	George	Duran	GDuran

To approve or reject the request, click the **plus-icon**, then the arrow to show the entries, then change the status accordingly and click **Apply Entry**.

Click to expand / contract

ID	First Name	Last Name	Username	Status	Status Date	Vacation Days	Sick Days	Holidays	Hours in Workday	Employee Type	Department																					
1200	Mary	Jones	MJones	Out	5/24/2020		3	5	5	8	Default Employee	Default Department																				
<div> <div>Type: Vacation (Count=3)</div> <table> <tr> <td>Vacation</td> <td>5/26/2020 9:00:00 AM</td> <td>5/26/2020 5:00:00 PM</td> <td>Pending</td> <td><input checked="" type="checkbox"/></td> <td>192.168.48.129</td> <td>192.168.48.129</td> </tr> <tr> <td>Vacation</td> <td>5/28/2020 9:00:00 AM</td> <td>5/28/2020 5:00:00 PM</td> <td>Pending</td> <td><input checked="" type="checkbox"/></td> <td>192.168.48.129</td> <td>192.168.48.129</td> </tr> <tr> <td>Vacation</td> <td>5/29/2020 9:00:00 AM</td> <td>5/29/2020 5:00:00 PM</td> <td>Pending</td> <td><input checked="" type="checkbox"/></td> <td>192.168.48.129</td> <td>192.168.48.129</td> </tr> </table> </div>												Vacation	5/26/2020 9:00:00 AM	5/26/2020 5:00:00 PM	Pending	<input checked="" type="checkbox"/>	192.168.48.129	192.168.48.129	Vacation	5/28/2020 9:00:00 AM	5/28/2020 5:00:00 PM	Pending	<input checked="" type="checkbox"/>	192.168.48.129	192.168.48.129	Vacation	5/29/2020 9:00:00 AM	5/29/2020 5:00:00 PM	Pending	<input checked="" type="checkbox"/>	192.168.48.129	192.168.48.129
Vacation	5/26/2020 9:00:00 AM	5/26/2020 5:00:00 PM	Pending	<input checked="" type="checkbox"/>	192.168.48.129	192.168.48.129																										
Vacation	5/28/2020 9:00:00 AM	5/28/2020 5:00:00 PM	Pending	<input checked="" type="checkbox"/>	192.168.48.129	192.168.48.129																										
Vacation	5/29/2020 9:00:00 AM	5/29/2020 5:00:00 PM	Pending	<input checked="" type="checkbox"/>	192.168.48.129	192.168.48.129																										
1201	Elizabeth	Mcintosh	EMcintosh	Out	5/18/2020		10	0			Default Employee	Default Department																				
1202	Josiah	Clements	JClements	Out	5/18/2020		0	0			Default Employee	Default Department																				

1 Click **Apply Entry** to save the changes.

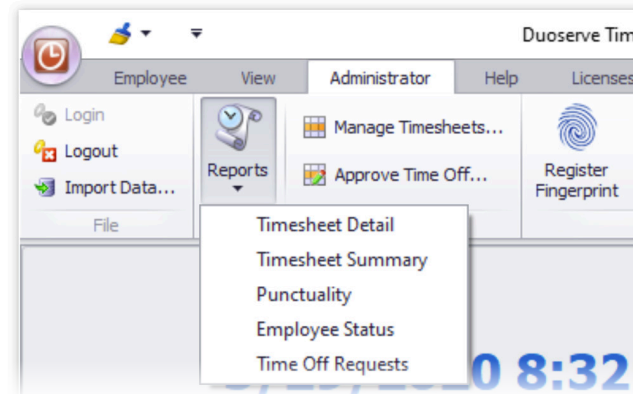
2 Change the **Status** of the Off-day request.

CREATING REPORTS

For preview, print or file export

Clicking the **Reports** -button will give you the option to compile reports, either into a file or for printing. To run a payroll report, click **Timesheet Detail**.

This will load a form with the default settings. It will show all of the employees and their entries for the last pay period and will use the settings that we entered in the **Preferences** panel earlier. You now get the option to overview these preferences again and make any potential changes when creating each report.



1

Shows all the employees in your system, with the option of sorting them by department. Employees can be individually selected and deselected by clicking the **checkbox** next to their name.

2

Preview or directly **Print** the selected Report -options.

3

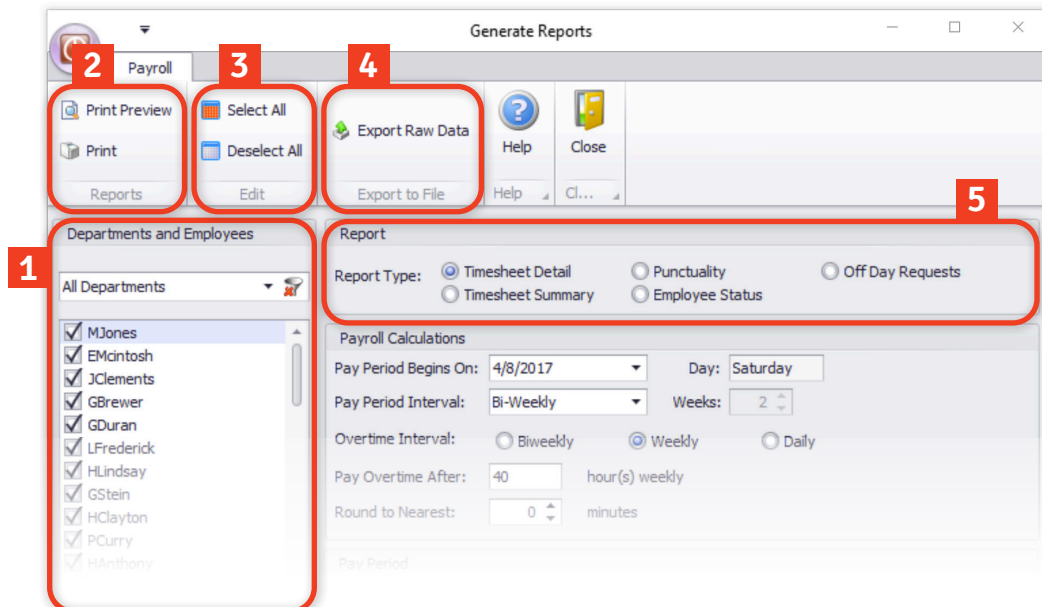
Select or **Deselect** all employees in your list

4

Export the selected Report -options as a **.csv** file.

5

Select the **Report Type** you wish to generate.



Report Types

- **Timesheet Detail** will display individual in and timesheet out entries throughout each Pay Period. (p. 11)
- **Timesheet Summary** displays the total work week hours for each Pay Period. (p. 12)
- **Punctuality** calculates lateness/leaving early based on the employee(s) Shift In and Out. (p. 13)
- **Employee Status** displays a summary of all information stored about the employee(s). (p. 14)
- **Off Day Requests** displays the statutes of off day requests the employee(s) have made to the administrator. (p. 15)

Generate Reports

Payroll

Print Preview Select All Export Raw Data Help Close

Print Deselect All

Reports Edit Export to File Help Cl...

Departments and Employees

All Departments

MJones
EMintosh
JClements
GBrewer
GDuran
LFrederick
HLindsay
GStein
HClayton
PCurry
HAnthony
LHoover
PWright
MCline
AKeller
ARuiz
SChristensen
JSnyder
KRoberson
JStafford
BGill
BJoyce
EFernandez
LIngram
TInwe

Report

Report Type: ☒ Timesheet Detail ☐ Punctuality ☐ Off Day Requests
☐ Timesheet Summary ☐ Employee Status

Payroll Calculations

Pay Period Begins On: 4/8/2017 Day: Saturday

Pay Period Interval: Bi-Weekly Weeks: 2

Overtime Interval: ☐ Biweekly ☒ Weekly ☐ Daily

Pay Overtime After: 40 hour(s) weekly

Round to Nearest: 0 minutes

Pay Period

Select Pay Period: Saturday, May 2, 2020 - Saturday, May 16, 2020 | Last Pay Period

March 2020							April 2020							May 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
23	24	25	26	27	28	29				1	2	3	4						1	2
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30
29	30	31												31	1	2	3	4	5	6

Today

Checked all employees - selected 201 record(s).

1

The **Payroll Calculations** determine what the **Timesheet Detail** or **Timesheet Summary** will display. These settings default to the ones made in the **Payroll Preferences** -panel.

2

The **Pay Period** determine the period that the report will span.

Time Sheet Report - Detail

Punch in-Punch out period > 16 hrs

Hours carry on to next work day

Department: All Departments
 Pay Period: 5/6/2020 - 5/20/2020
 Rounding (minutes): 0
 Overtime Interval (days): 1
 Overtime After (hours): 8
 Date Printed: 6/10/2020 12:05:56 PM

Employee	Date/Time In - Date/Time Out	Type	IP In	IP Out	Regular	Overtime	Total Hrs.
----------	------------------------------	------	-------	--------	---------	----------	------------

Josiah Clements

Work Week Period: 5/6/2020 - 5/13/2020

5/6/2020 1:05:00 PM - 5/6/2020 5:03:59 PM	Work	192.168.2.18	Server	3.98	.00	3.98
5/7/2020 9:07:00 AM - 5/7/2020 4:55:00 PM	Work	192.168.2.18	192.168.2.18	7.80	.00	7.80
5/8/2020 8:15:00 AM - 5/8/2020 2:21:00 PM	Work	FRONTDESK	192.168.2.15	6.10	.00	6.10
5/11/2020 8:03:00 AM - 5/11/2020 12:04:00 PM	Work	192.168.2.18	192.168.2.15	4.02	.00	4.02
5/11/2020 12:54:22 PM - 5/11/2020 5:54:34 PM	Work	FRONTDESK	192.168.2.15	3.98	1.02	5.00
5/12/2020 1:03:00 PM - 5/12/2020 6:00:00 PM	Work	FRONTDESK	FRONTDESK	4.95	.00	4.95
Work Week Totals:				30.83	1.02	31.85

Work Week Period: 5/13/2020 - 5/20/2020

5/13/2020 7:35:00 AM - 5/13/2020 12:00:00 PM	Work	192.168.2.15	192.168.2.15	4.42	.00	4.42
5/14/2020 8:14:00 AM - 5/14/2020 4:01:00 PM	Work	192.168.2.15	192.168.2.15	7.78	.00	7.78
5/15/2020 10:20:00 AM - 5/15/2020 5:50:00 PM	Work	192.168.2.15	FRONTDESK	7.50	.00	7.50
5/18/2020 9:00:00 AM - 5/18/2020 5:01:00 PM	Work			8.00	.02	8.02
Work Week Totals:				27.7	0.02	27.72

Pay Period Hours: 58.53 1.04
 Wages Per Hour: x \$21.00 x \$25.00
Total Earnings: $\frac{\$1,229.1}{3} + \$26.00 = \$1,255.13$

Mary Jones

Work Week Period: 5/6/2020 - 5/13/2020

5/6/2020 8:21:36 AM - 5/6/2020 12:19:44 PM	Work	FRONTDESK	FRONTDESK	3.97	.00	3.97
5/7/2020 9:00:00 AM - 5/7/2020 5:01:00 PM	Work	Server		8.00	.02	8.02
5/12/2020 1:10:50 PM - 5/12/2020 6:40:45 PM	Work	192.168.2.15	FRONTDESK	5.50	.00	5.50
Work Week Totals:				17.47	0.02	17.49

Work Week Period: 5/13/2020 - 5/20/2020

5/13/2020 9:11:50 AM - 5/13/2020 5:12:50 PM	Work	FRONTDESK	FRONTDESK	8.00	.02	8.02
5/14/2020 7:35:00 AM - 5/14/2020 12:00:00 PM	Work	192.168.2.15	192.168.2.15	4.42	.00	4.42
5/14/2020 1:14:00 PM - 5/14/2020 6:06:00 PM	Work	192.168.2.15	FRONTDESK	3.58	1.29	4.87
5/15/2020 8:14:00 AM - 5/15/2020 12:01:00 PM	Work	192.168.2.15	192.168.2.15	3.78	.00	3.78
5/15/2020 12:35:00 PM - 5/15/2020 5:50:00 PM	Work	192.168.2.15	FRONTDESK	4.22	1.03	5.25
5/18/2020 9:12:00 AM - 5/18/2020 4:55:00 PM	Work			7.72	.00	7.72
Work Week Totals:				31.72	2.34	34.06


Pay Period Hours: 49.19 2.36
 Wages Per Hour: x \$25.00 x \$30.00
Total Earnings: $\frac{\$1,229.7}{5} + \$70.80 = \$1,300.55$

1/1

The **Time Sheet Report** format will display individual timesheet in and timesheet out entries throughout each pay period. The 'IP Address In'/'IP Address Out' is automatically inserted by our software when the employee punches in or punches out so the manager can track potentially dishonest employees (e.g. avoid buddy punching).

The Regular hours field displays the total number of non-overtime hours each employee has worked on a certain day. Overtime hours displays any number of hours that is above 'Overtime After' shown on the top left, based on administrator's previously set preferences. The Work Hours column displays the total number of hours per day and sums up all the hours worked for that pay period. 'Total Earnings' displays the sum of total earnings for regular hours and overtime hours per pay period.

Time Sheet Report - Summary

 The Summary report will not show warnings and errors. Please run the Detail report in order to view possible errors and individual timesheet entries. We suggest using this report after you have confirmed that all entries are correct.

Department: All Departments
 Pay Period: 4/1/2020 - 7/11/2020
 Rounding (minutes): 0
 Overtime Interval (days): 7
 Overtime After (hours): 40
 Date Printed: 5/30/2020 12:14:10 PM

Employee	Regular	Overtime	Total Hours
Abel Ruiz			
Work Week Period: 5/13/2020 - 5/20/2020			
Work Week Totals:	8.18	0	8.18
Pay Period Hours:	8.18	0	
Wages Per Hour: x	\$15.00	x \$20.00	
Total Earnings:	\$122.70	+ \$0.00 =	\$122.70
Aphrodite Keller			
Work Week Period: 5/13/2020 - 5/20/2020			
Work Week Totals:	9	0	9
Pay Period Hours:	9	0	
Wages Per Hour: x	\$15.00	x \$20.00	
Total Earnings:	\$135.00	+ \$0.00 =	\$135.00
Elizabeth McIntosh			
Work Week Period: 4/29/2020 - 5/6/2020			
Work Week Totals:	16.94	0	16.94
Work Week Period: 5/6/2020 - 5/13/2020			
Work Week Totals:	39.63	0	39.63
Work Week Period: 5/13/2020 - 5/20/2020			
Work Week Totals:	47.08	0	47.08
Pay Period Hours:	103.65	0	
Wages Per Hour: x	\$10.00	x \$15.00	
Total Earnings:	\$1,036.50	+ \$0.00 =	\$1,036.50
George Duran			
Work Week Period: 5/13/2020 - 5/20/2020			
Work Week Totals:	9.65	0	9.65
Pay Period Hours:	9.65	0	
Wages Per Hour: x	\$15.00	x \$20.00	
Total Earnings:	\$144.75	+ \$0.00 =	\$144.75
Gillian Stein			
Work Week Period: 5/13/2020 - 5/20/2020			
Work Week Totals:	7.93	0	7.93

1/5

The **Time Sheet Summary** displays the total work week hours for each pay period. The Regular hours field displays the total number of non-overtime hours each employee has worked on a certain day. Overtime hours displays any number of hours that is above 'Overtime After' shown on the top left, based on administrator's previously set preferences.

The Work Hours column displays the total number of hours per day and sums up all the hours worked for that pay period. 'Total Earnings' displays the sum of total earnings for regular hours and overtime hours per pay period. This report is recommended for advanced administrators who need to obtain only the amounts their employees need to get paid, and who do not care about seeing the details of punch in and punch out entries.

Time Sheet Report - Punctuality

Department: All Departments
 Period: 4/1/2020 - 7/11/2020
 Date Printed: 5/30/2020 12:20:48 PM

Employee	Date/Time In	Date/Time Out	Came Late/Left Early	Came Early/Left Late	IP Address
Abel Ruiz					
Shift Hours: 9:00 AM - 5:00 PM					
	5/18/2020 9:01:00 AM		0 hrs 1 min	0 hrs 0 min	
		5/18/2020 5:12:00 PM	0 hrs 0 min	0 hrs 12 min	
		Totals:	0.02 (00:01:00)	0.2 (00:12:00)	
		Net Total:	0.18 (00:11:00)		
Aphrodite Keller					
Shift Hours: 9:00 AM - 5:00 PM					
	5/18/2020 8:00:00 AM		0 hrs 0 min	1 hrs 0 min	
		5/18/2020 5:00:00 PM	0 hrs 0 min	0 hrs 0 min	
		Totals:	0 (00:00:00)	1 (01:00:00)	
		Net Total:	1 (01:00:00)		
Elizabeth McIntosh					
Shift Hours: 9:00 AM - 5:00 PM					
	5/4/2020 8:05:33 AM		0 hrs 0 min	0 hrs 54 min	192.168.2.15
		5/4/2020 5:01:00 PM	0 hrs 0 min	0 hrs 1 min	192.168.2.15
	5/5/2020 8:59:00 AM		0 hrs 0 min	0 hrs 1 min	192.168.2.15
		5/5/2020 4:59:59 PM	0 hrs 0 min	0 hrs 0 min	Server
	5/6/2020 9:02:00 AM		0 hrs 2 min	0 hrs 0 min	Server
		5/6/2020 5:01:59 PM	0 hrs 0 min	0 hrs 1 min	FRONTDESK
	5/7/2020 1:03:00 PM		4 hrs 3 min	0 hrs 0 min	FRONTDESK
		5/7/2020 6:00:00 PM	0 hrs 0 min	1 hrs 0 min	192.168.2.18
	5/8/2020 8:03:00 AM		0 hrs 0 min	0 hrs 57 min	192.168.2.18
		5/8/2020 5:21:33 PM	0 hrs 0 min	0 hrs 21 min	192.168.2.15
	5/11/2020 8:15:00 AM		0 hrs 0 min	0 hrs 45 min	192.168.2.15
		5/11/2020 5:21:00 PM	0 hrs 0 min	0 hrs 21 min	192.168.2.15
	5/12/2020 7:35:00 AM		0 hrs 0 min	1 hrs 25 min	192.168.2.15
		5/12/2020 5:00:00 PM	0 hrs 0 min	0 hrs 0 min	FRONTDESK
	5/15/2020 11:45:00 AM		2 hrs 45 min	0 hrs 0 min	FRONTDESK
		5/15/2020 5:15:00 PM	0 hrs 0 min	0 hrs 15 min	
	5/18/2020 8:00:00 AM		0 hrs 0 min	1 hrs 0 min	
		5/18/2020 4:35:00 PM	0 hrs 25 min	0 hrs 0 min	
		Totals:	7.25 (07:15:01)	7.05 (07:02:59)	
		Net Total:	-0.2 (-00:12:02)		
George Duran					
Shift Hours: 9:00 AM - 5:00 PM					
	5/18/2020 7:00:00 AM		0 hrs 0 min	2 hrs 0 min	Server
		5/18/2020 4:39:00 PM	0 hrs 21 min	0 hrs 0 min	

1/5

The **Punctuality Report** displays individual employees' timesheet in and timesheet entries for the selected pay period and calculates lateness/leaving early based on the employees Shift In and Shift Out. If the employee came to work early or left late, either column ('Came Late' or 'Left Early') will be set to 'N/A'. If, however, an employee came in at 9:03 AM, see first timesheet entry below, and the employee's Shift Hours are 9:00 AM to 5:00 PM, the system will mark that this employee came in 3 minutes late.

Like Timesheet Detail Report, this report also displays the IP In and IP Out addresses so administrators can track employees that may be dishonest about their hours.

Employee List

Department: All Departments
Date Printed: 5/30/2020 12:27:38 PM

Employee	Username	Regular Wage	Overtime Wage	Status	Status Date
Abel Ruiz	ARuiz	\$15.00	\$20.00	Out	5/18/2020 5:12:00 PM
Aphrodite Keller	AKeller	\$15.00	\$20.00	Out	5/18/2020 5:00:00 PM
Elizabeth McIntosh	EMcintosh	\$10.00	\$15.00	Out	5/18/2020 4:35:00 PM
George Duran	GDuran	\$15.00	\$20.00	Out	5/18/2020 4:39:00 PM
Gillian Stein	GStein	\$15.00	\$20.00	Out	5/18/2020 4:55:59 PM
Graiden Brewer	GBrewer	\$35.00	\$40.00	Out	5/18/2020 5:05:05 PM
Halla Clayton	HClayton	\$15.00	\$20.00	Out	5/18/2020 2:59:59 PM
Hammett Anthony	HAnthony	\$15.00	\$20.00	Out	5/18/2020 4:55:00 PM
Hiroko Lindsay	HLindsay	\$15.00	\$20.00	Out	5/18/2020 5:04:00 PM
Jerry Snyder	JSnyder	\$15.00	\$20.00	Out	5/18/2020 4:56:00 PM
John Smith	JSmith	\$0.00	\$0.00	Out	5/22/2020 11:07:48 AM
Josiah Clements	JClements	\$21.00	\$25.00	Out	5/18/2020 5:01:00 PM
Kalia Roberson	KRoberson	\$15.00	\$20.00	Out	5/18/2020 4:59:00 PM
Lance Hoover	LHoover	\$15.00	\$20.00	Out	5/18/2020 5:01:00 PM
Logan Frederick	LFrederick	\$15.00	\$20.00	Out	5/18/2020 5:00:36 PM
Magee Cline	MCline	\$15.00	\$20.00	Out	5/18/2020 5:02:00 PM
Mary Jones	MJones	\$25.00	\$30.00	Out	5/24/2020 3:55:42 AM
Patricia Wright	PWright	\$15.00	\$20.00	Out	5/18/2020 5:02:00 PM
Petra Curry	PCurry	\$15.00	\$20.00	Out	5/18/2020 5:00:00 PM
Scott Christensen	SChristensen	\$15.00	\$20.00	Out	5/18/2020 4:59:00 PM

1/1

The **Employee Status** Report displays summary information about the employees including the employee name, username, regular and overtime wage, current status and the status date. This report is useful for administrators that want to quickly look up the statuses of all (or some) of their employees or verify if employees are being dishonest by looking at their status (e.g. 'In') and verifying if they are at their workstation.

Employee Days Off Requests Report

Department: All Departments
Pay Period: 4/1/2020 - 7/11/2020
Date Printed: 5/30/2020 12:28:00 PM

Employee	Request Type	Date/Time In	Date/Time Out	Status	Paid
Elizabeth McIntosh					
Shift Hours: 9:00 AM - 5:00 PM					
	Vacation	5/13/2020 9:00:00 AM	5/14/2020 6:00:00 PM	Approved	Yes
	Vacation	5/25/2020 9:00:00 AM	5/26/2020 5:00:00 PM	Pending	Yes
Mary Jones					
Shift Hours: 9:00 AM - 5:00 PM					
	Vacation	5/20/2020 9:00:00 AM	5/20/2020 5:00:00 PM	Rejected	Yes
	Vacation	5/25/2020 9:00:00 AM	5/25/2020 5:00:00 PM	Approved	Yes
	Vacation	5/26/2020 9:00:00 AM	5/26/2020 5:00:00 PM	Pending	Yes
	Vacation	5/28/2020 9:00:00 AM	5/28/2020 5:00:00 PM	Pending	Yes
	Vacation	5/29/2020 9:00:00 AM	5/29/2020 5:00:00 PM	Pending	Yes
	Vacation	6/10/2020 9:00:00 AM	6/10/2020 5:00:00 PM	Approved	Yes

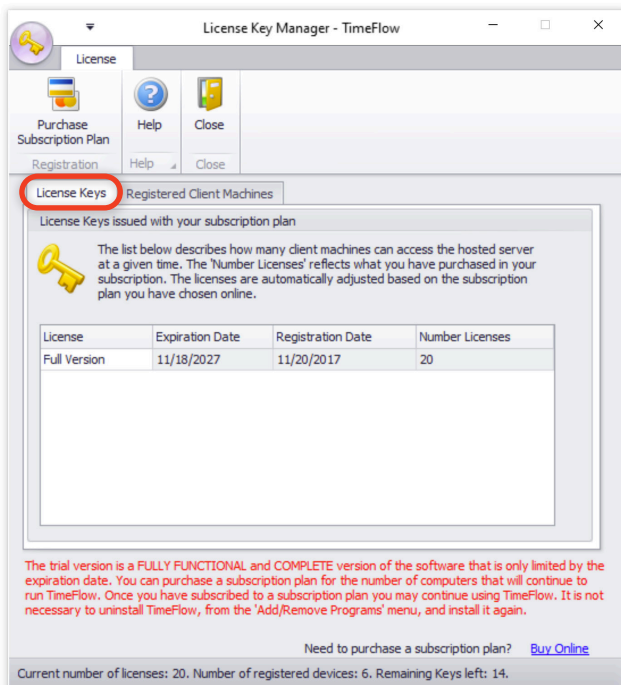
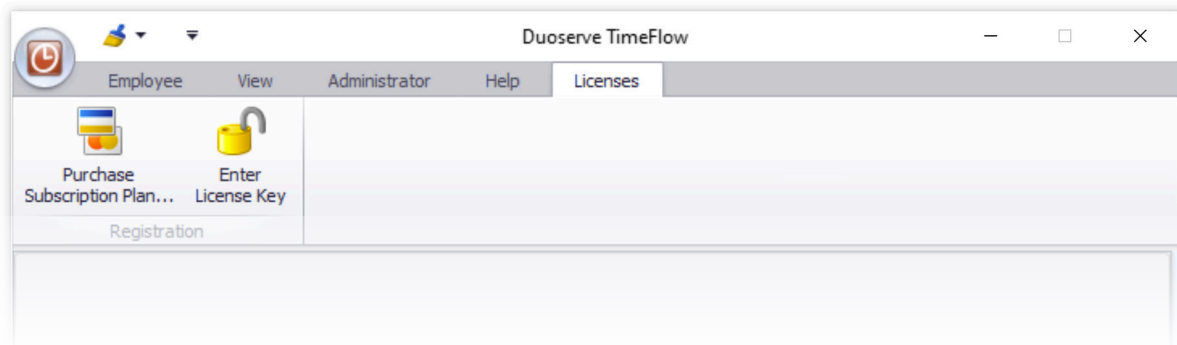
1/1

The **Employee Days Off Request Report** displays the statutes of off day requests employees have made to the administrator. The Request Type is shown being either vacation, holiday, or sick, the date range they are requesting, the current status (Approved, Pending, or Rejected), and whether it is a paid or non-paid request.

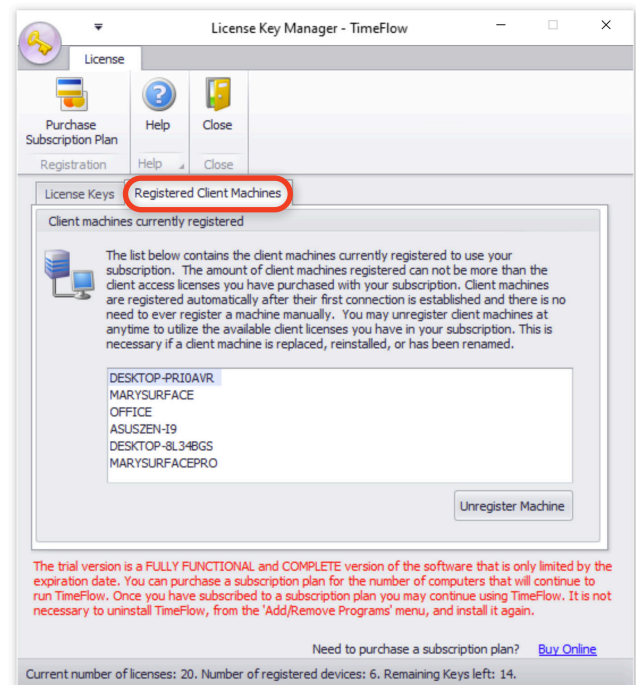
PURCHASING A SUBSCRIPTION

Manage License Keys and Registered Client Machines

On the **Licenses** -tab, the **Purchase Subscription Plan** -button will take you to the **Duoserve** website. If your trial has expired, you will need to purchase a subscription in order to continue using **TimeFlow**. Once you purchase a subscription, everything is setup automatically. Your payment will update the license key for your account and you can continue to use the software with all the information entered during your trial.



Clicking the **Enter License Key** -button will show the admin the current license or licenses that are active. It will also show you whether you are in the trial or subscribed - how many you have used and how many you have left.

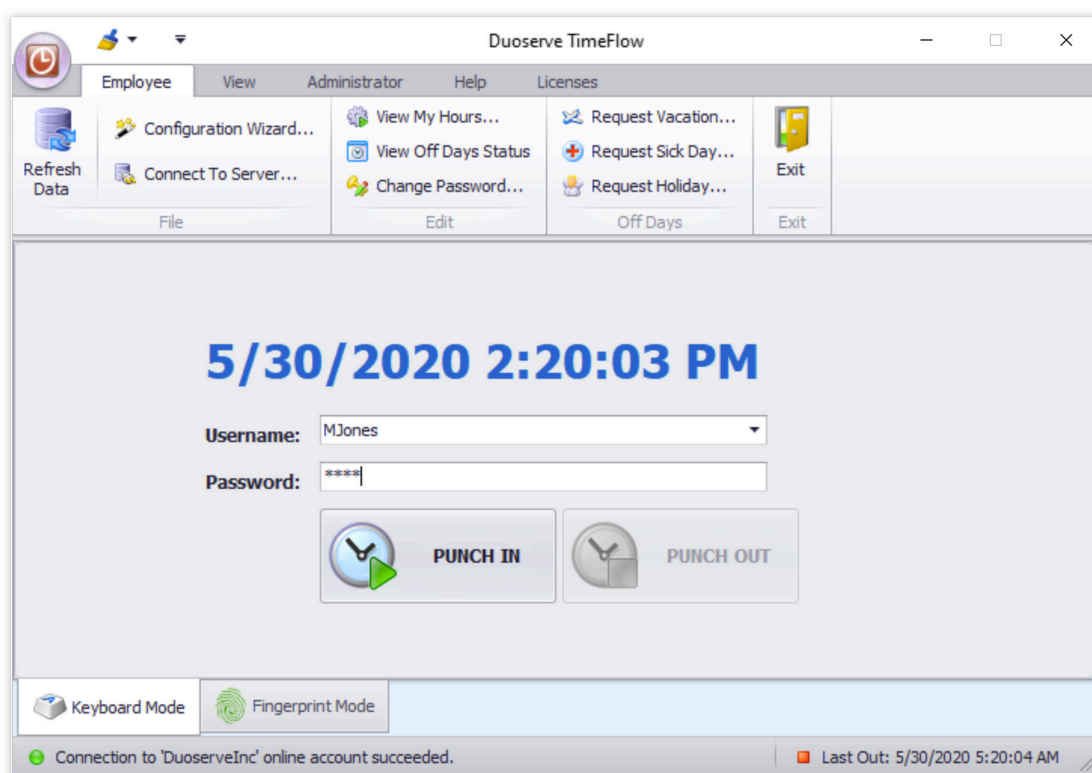


The **Registered Client Machines** -tab shows all the computers that have connected with TimeFlow and are using a license. If you want to remove a machine from the list, simply select it and click 'Unregister Machine'. This will give room for a new machine to connect.

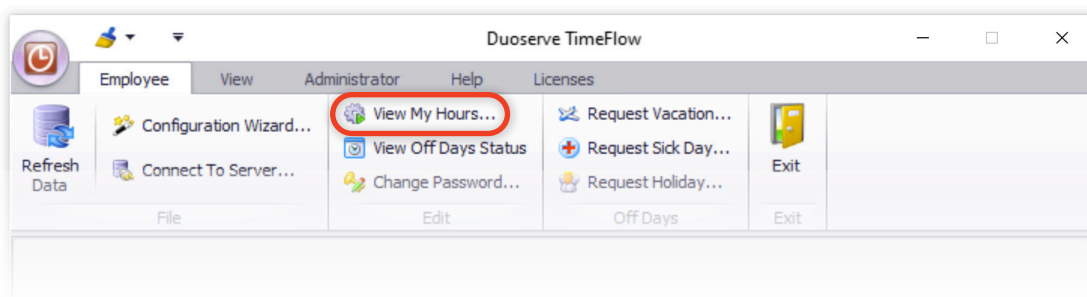
USING TIMEFLOW AS AN EMPLOYEE

Clock In, Clock Out, Manage Reports and Request Off-days

Once the admin has set up the employee profiles and assigned their passwords it's very easy for employees to clock in and out. Under the **Employee** -tab, they select their username, enter their password and click **Punch In** or **Punch Out**. It's that simple!



Each employee can check their worked hours by selecting their username in the dropdown menu and then clicking **View My Hours...** They can then click **Print Preview** and either save the document as PDF or print it.



1

Select the **Report Type** you wish to generate.

2

Select the **Payroll Calculation** settings and the **Pay Period**.

Generate Reports

Payroll

Print Preview, Print, Select All, Deselect All, Export Raw Data, Help, Close

Employee: MJones

Report

Report Type: ☒ Timesheet Detail, ☐ Timesheet Summary, ☐ Punctuality, ☐ Employee Status, ☐ Off Day Requests

Payroll Calculations

Pay Period Begins On: 4/8/2017, Day: Saturday

Pay Period Interval: Bi-Weekly, Weeks: 2

Overtime Interval: ☐ Biweekly, ☒ Weekly, ☐ Daily

Pay Overtime After: 40 hour(s) weekly

Round to Nearest: 0 minutes

Pay Period

Select Pay Period: Saturday, May 2, 2020 - Saturday, May 16, 2020 | Last Pay Period

Calendar view for May 2020 showing dates from 1 to 31.

Checked all employees - selected 1 record(s).

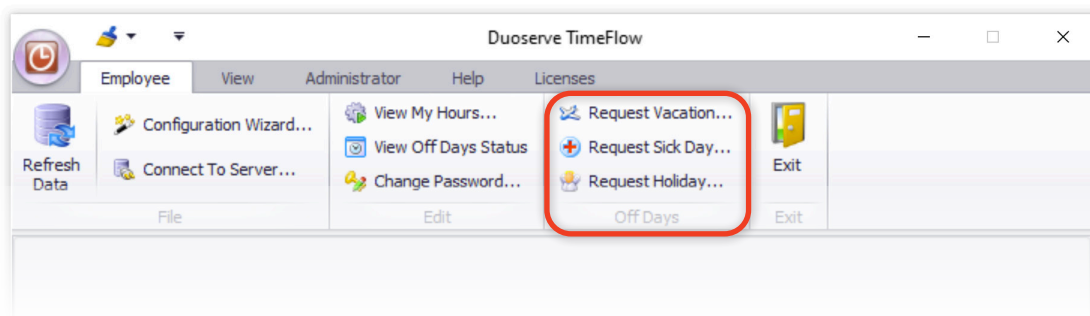
3

Click **Print Preview** to generate the report, or **Print** to directly print the report.

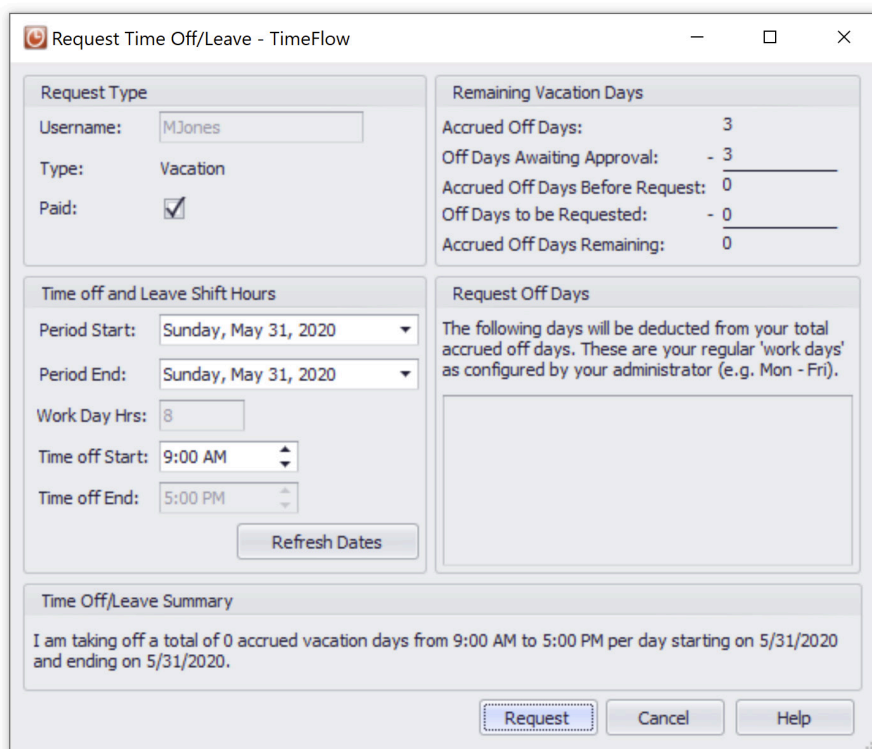
4

Export the selected Report -options as a **.csv** file.

Each employee can request off-days by clicking any of the **Off Days** -options under the **Employee** -tab.

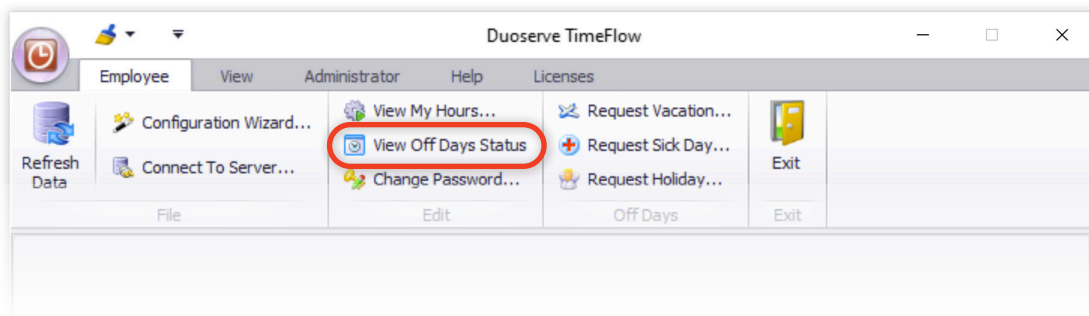


The **Request Time Off/Leave** -window will let the employee select the period for the request as well as if he/she wishes the leave to be paid.



Once the employee clicks **Request**, it will be put in the system and the admin will have to review it and **Approve** or **Reject** the entry. If the admin approves it, the employee will not be able to clock in for work on the requested off-day, and their vacation day will be deducted from the total amount they have accrued or were originally given.

By clicking the **View Off Days Status** -button, employees can get a summary and print or save their status as a PDF.

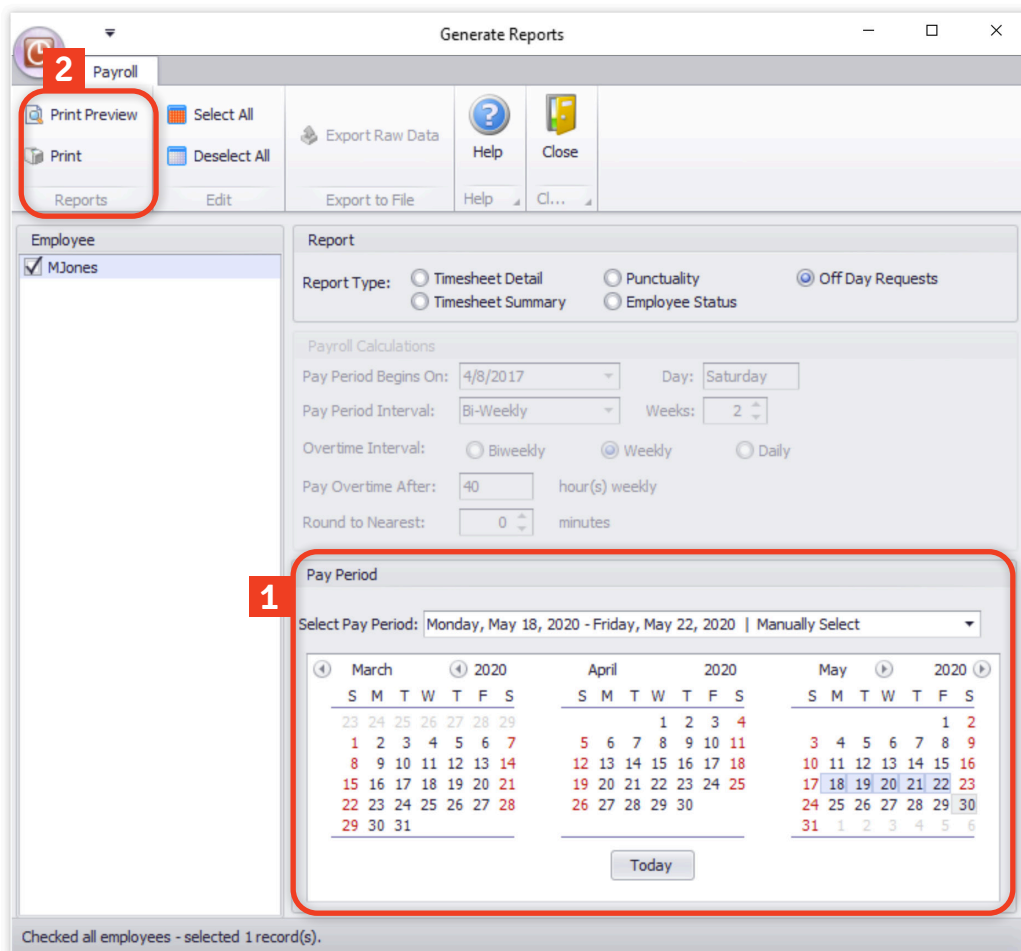


1

Select the **Pay Period** you wish to generate a report for by clicking and dragging across the dates on the calendar.

2

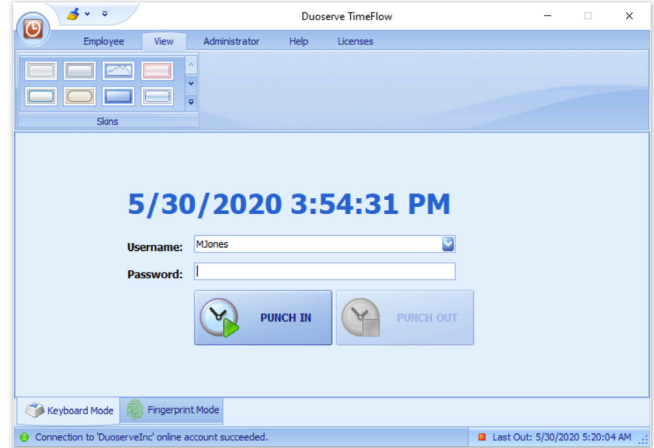
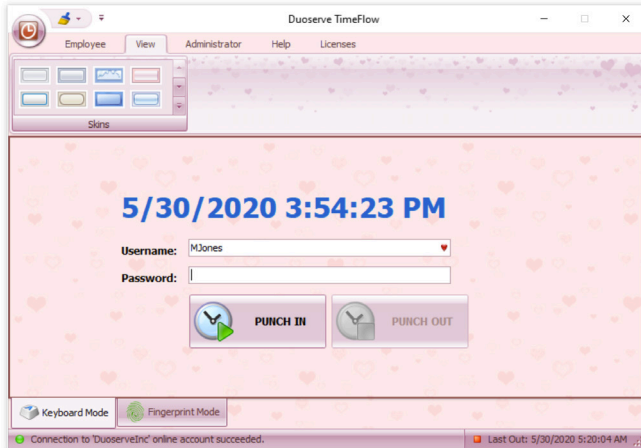
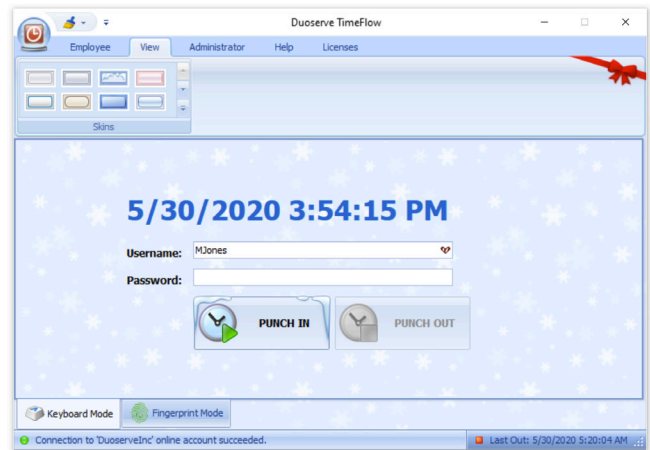
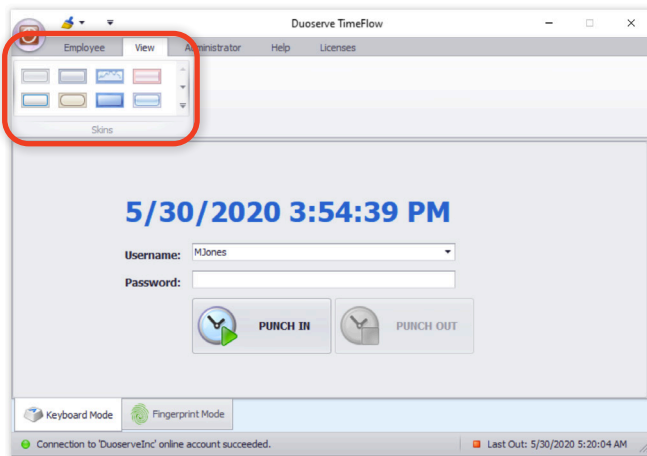
Click **Print Preview** to generate the report, or **Print** to directly print the report.



SKINS

Change the appearance of TimeFlow

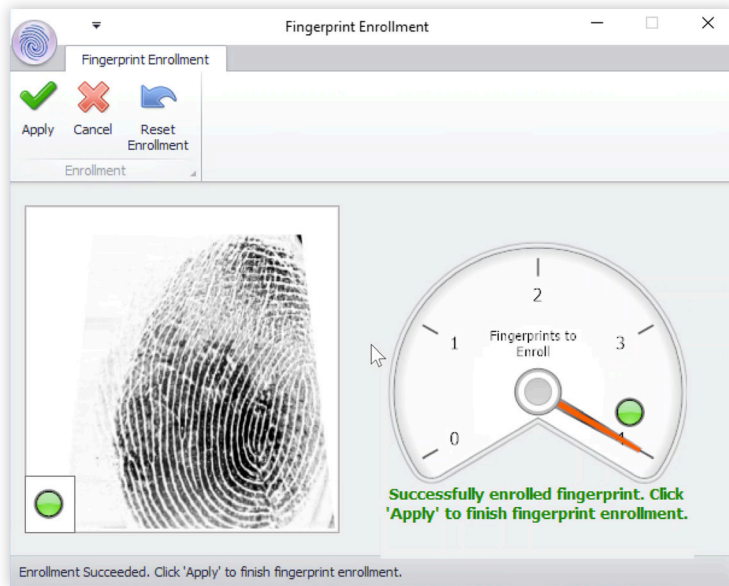
Under the **View** -tab you can change the look of the interface of TimeFlow by selecting any of the skins available.



BIOMETRIC FINGERPRINT OPTION

Login with your fingerprint instead of a username and password

TimeFlow allows you to add a biometric fingerprint reader to your subscription. This requires the purchase of a biometric device from Duoserve and the purchase of an additional biometric subscription.



It's an external USB device that connects to your computer. The administrator can then register each employee's fingerprint, and they can begin to clock in and out with their fingerprints instead of using their username and password. This further increases the security at your organisation and prevents exploits like buddy-punching.

INQUIRE FURTHER ABOUT THIS FEATURE AT [SUPPORT.DUOSERVE.COM](https://support.duoserve.com)

Thanks for choosing TimeFlow!

If you have any questions, please feel free to contact us via support at support.duoserve.com.



TIMEFLOW

CONNECTED SOFTWARE. EVERYWHERE

support.duoseerve.com

www.duoseerve.com/time-clock-software