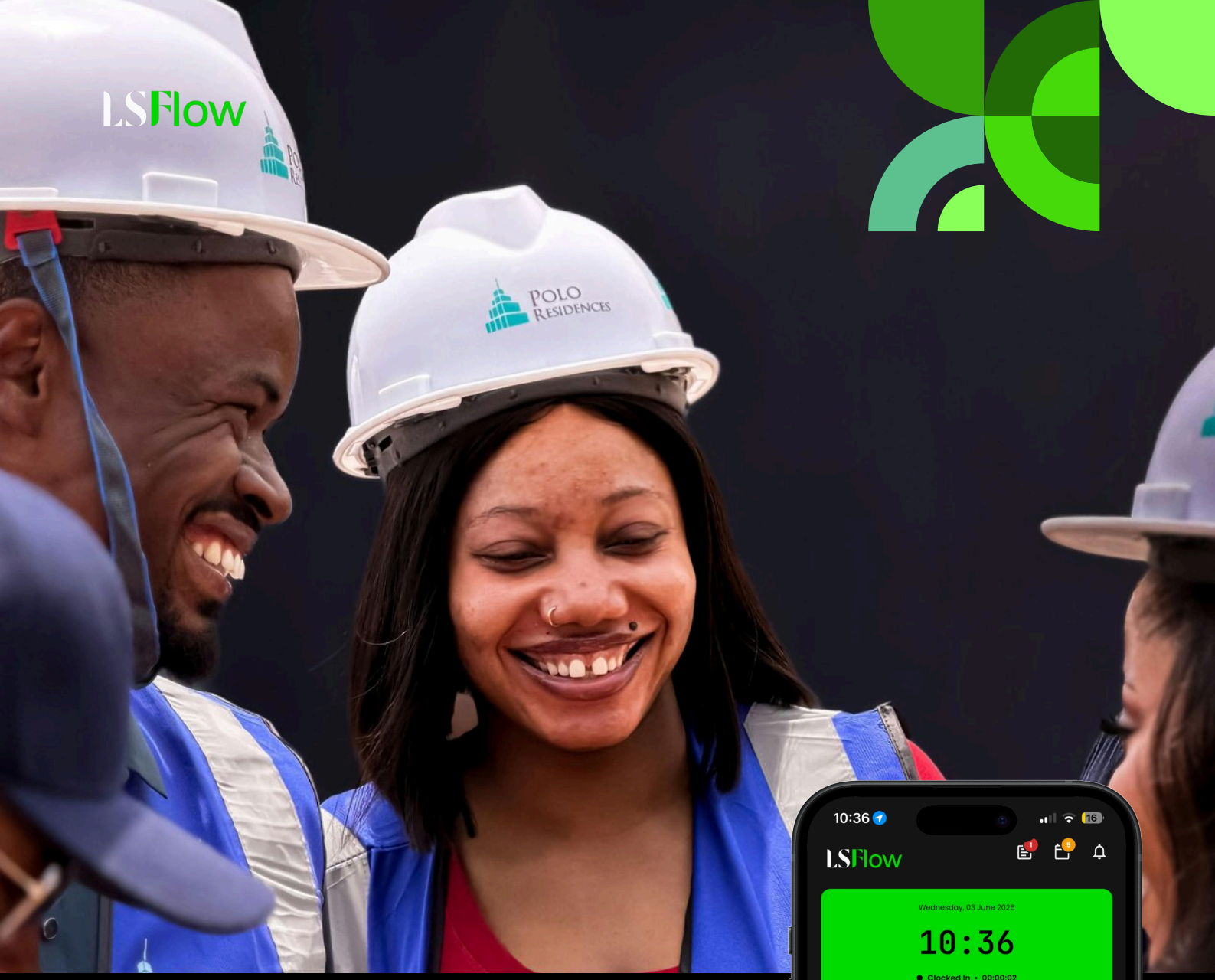
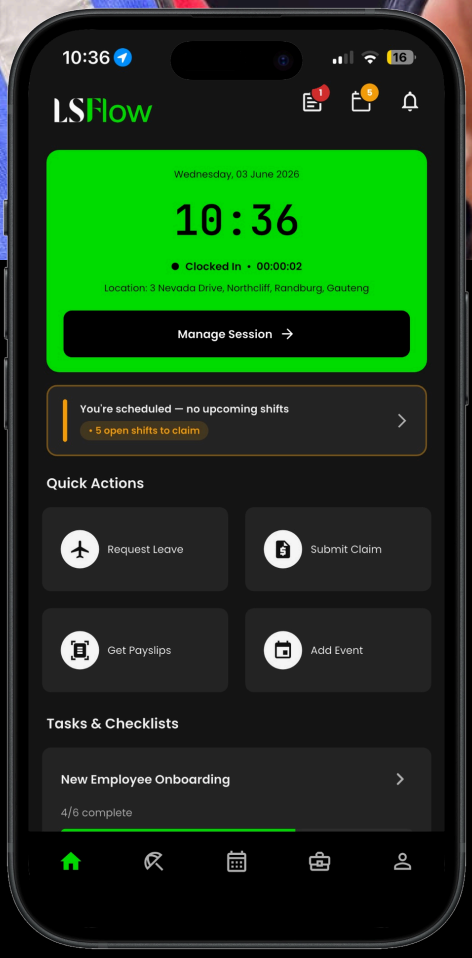
LSFlow





Module 03

Timesheets & Attendance

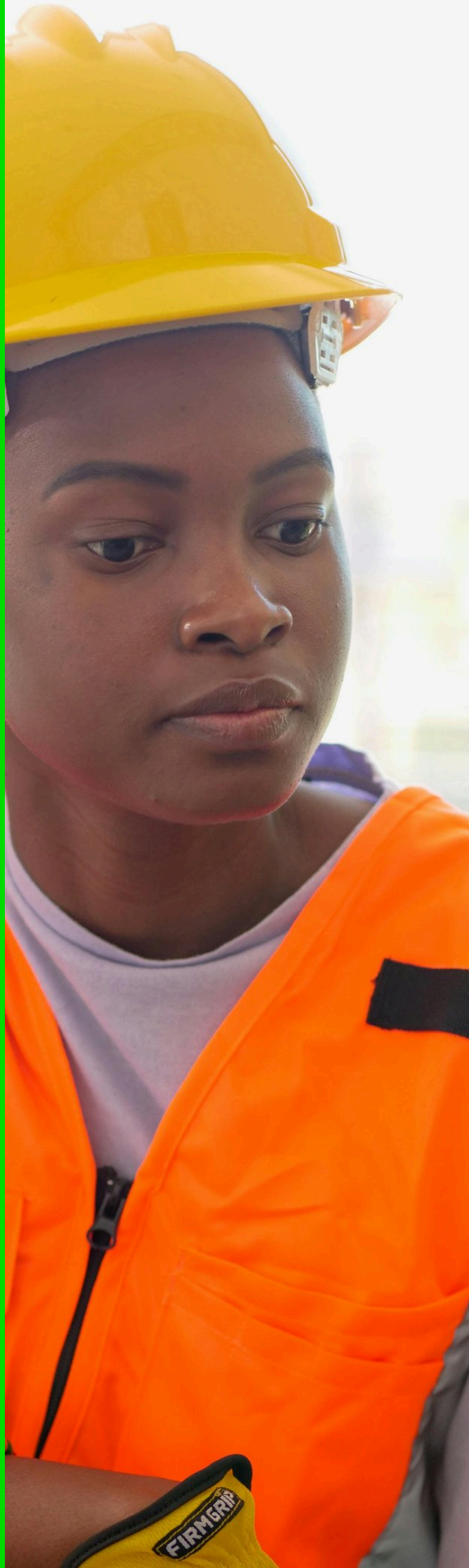
Verified clock-ins from any phone or site kiosk, costed to the right job and sent straight to Sage 300 People.

Payroll is only as accurate as the hours behind it.

Paper timesheets, buddy clocking and hours typed into spreadsheets at month end all end up in payroll. On projects, nobody can say which site or job those hours belong to.

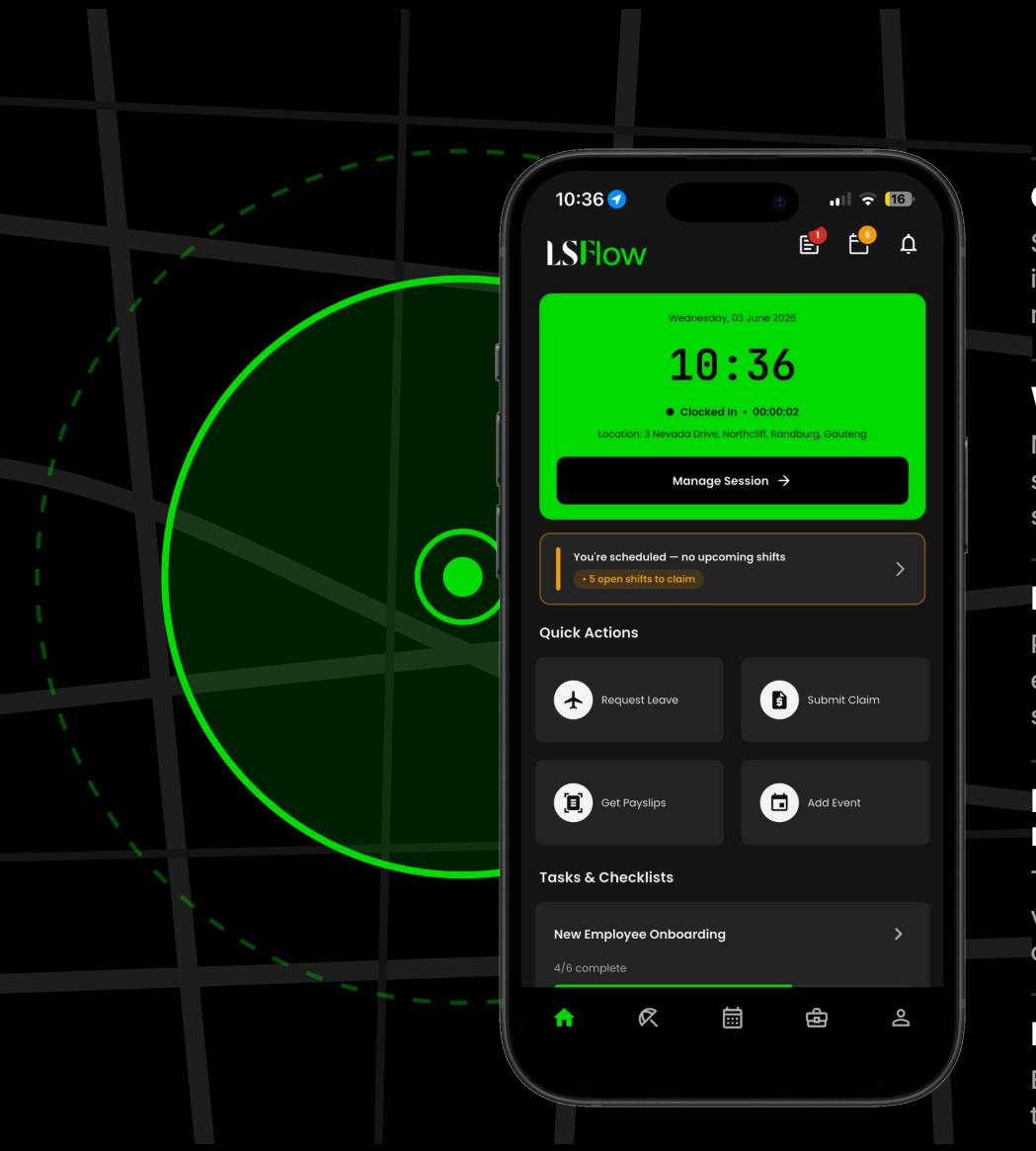
LSFlow records every shift on the employee's phone or a site kiosk with a verified location, even without signal, checks it before payroll and sends it to Sage 300 People with the job costing already attached.

GPS	Every clock-in verified against your work zones
Per job	Hours allocated to site and project as they are worked
1 click	Confirmed timesheets sent to Sage 300 People



Clock in where the work is.

Draw work zones around your sites. LSFlow checks every clock-in against them, so the hours you pay for were worked where they should be.



Geofenced work zones

Set a zone per site. Clock-ins outside it are flagged, blocked or sent to the manager as an alert.

Works offline

No signal on site? Clock events are stored on the phone and sync as soon as it reconnects.

Kiosk mode

Put a shared tablet at the site entrance for teams without their own smartphone.

Location and device on record

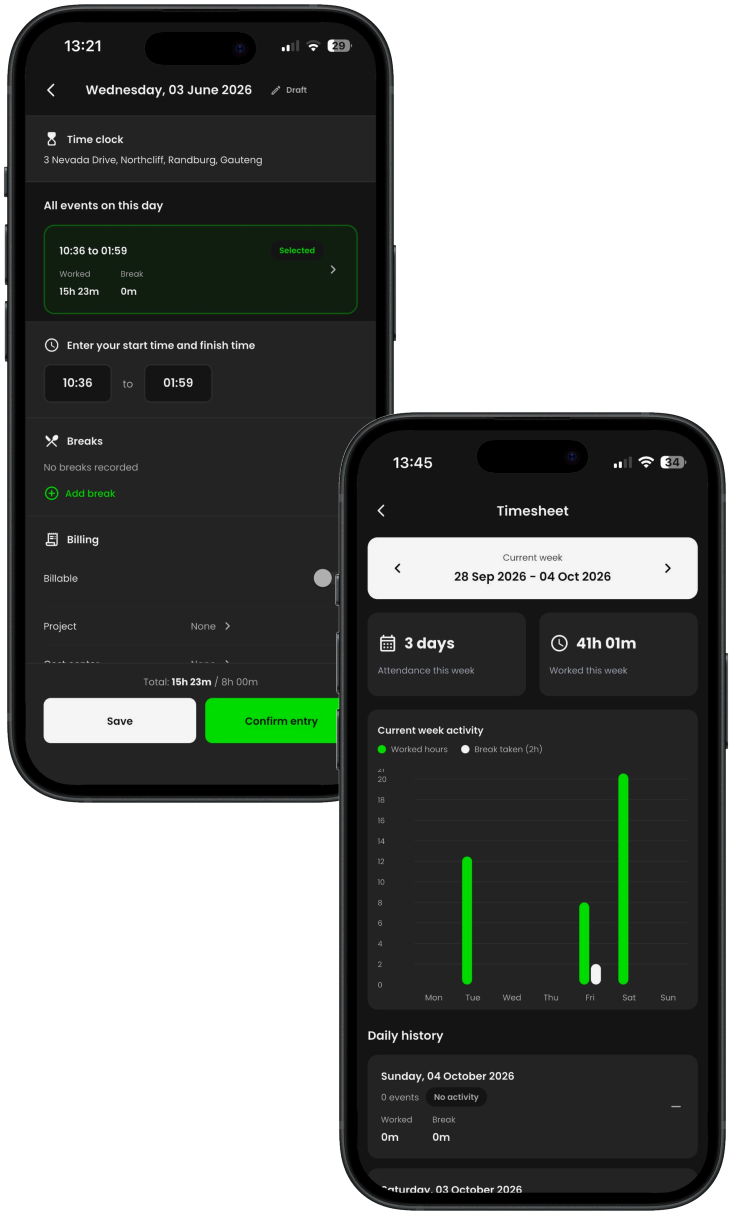
The address, phone model and app version are logged against every clock-in.

No buddy clocking

Each employee clocks in signed in to their own account.

Timesheets that fill themselves in.

Clock-ins become timesheet entries automatically. Employees check their week, add breaks and confirm each day.



Breaks and net hours

Breaks are recorded on the shift and taken off the worked time.

Employee confirmation

Employees review and confirm their own entries before they go to payroll.

Weekly view

Days attended, hours worked and a daily history, always up to date.

Overtime

Shifts past the daily threshold are split into normal and overtime hours automatically.

Billable

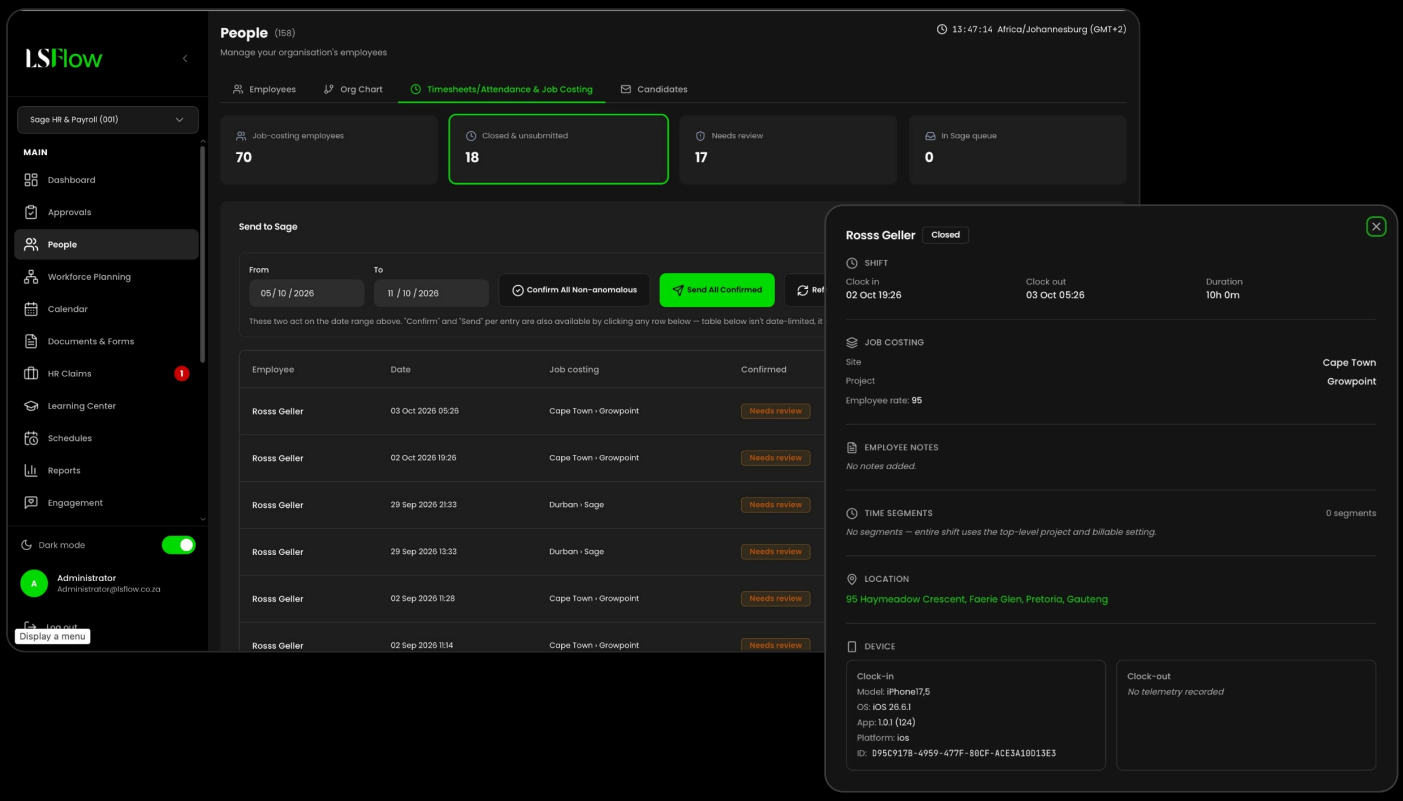
Mark time as billable and allocate it to a project or cost centre.

Flags

Unusual entries are flagged for review instead of slipping into payroll.

From the clock to Sage job costing.

LSFlow reads your job costing structure from Sage 300 People, so employees allocate hours to the same sites and projects your finance team reports on.



01

Clock in

The shift starts on the phone or kiosk, inside a work zone.

02

Allocate

Pick the site and project from your Sage levels. The employee rate comes with it.

03

Review

Confirm every clean entry in one go and look only at the flagged ones.

04

Send to Sage

Confirmed timesheets go to Sage 300 People, ready for payroll.

LSFlow

Run your next payroll on verified hours.

Start with a free 30 to 90 day pilot for up to 50 employees, with no commitment, and see the difference in your first pay run.

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