Manual Flex HRM & HRM mobile

This is a general manual for Flex HRM and HRM mobile. We hope that the system is easy to navigate, otherwise we would like to remind you that we at Aspia offer all our customers support in the system, meaning that we help you with system related questions as well as your salary issues.

Our support is available every weekday between 8am and 5pm.

Contact information is payroll.support.se@aspiagroup.com or 08-46 47 300.

Best Regards

support

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164 74 Kista
www.aspia.se

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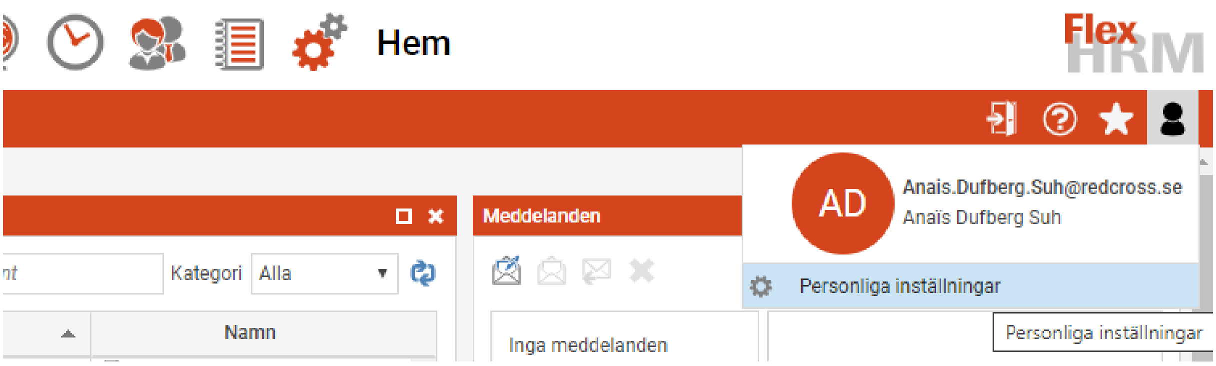
Login

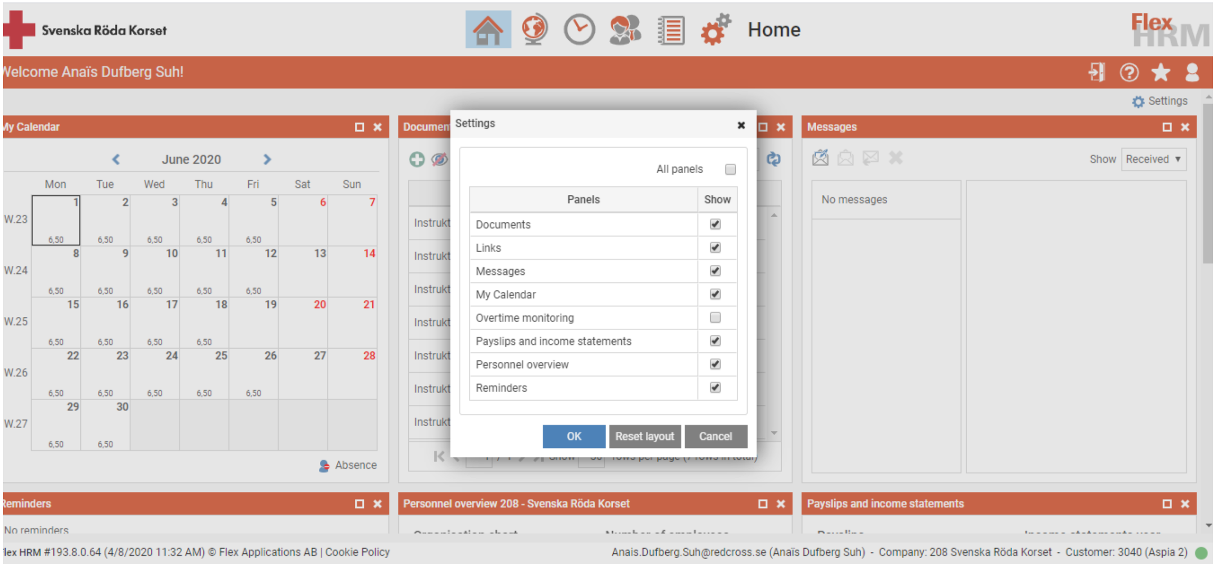
You log into Flex HRM at https://aspia2.flexhosting.se/HRM/Login?ReturnUrl=%2fHRM%2f with your e-mail address. At the first login you order a password by clicking on the text "Forgot login?" below the box with Password (see image below). Then you get a password via email and can log in using it. You will be asked to change the password immediately.

You can easily change password and language by clicking on the icon of a person in your top right corner on your dashboard, then Personliga inställningar/my profile, Språk och nationella inställningar/Language and national settings, Språk/language, and spara/save.



Home Page

On the home page you will find at set of information which variates depending on your work title. You can also adjust and delete / add what information you want to see through settings.



Pay slips and verification information

You can see your pay slip directly on the start page. Your verification information will also be published here January 31 next year.

Monthly time reporting and absence reporting

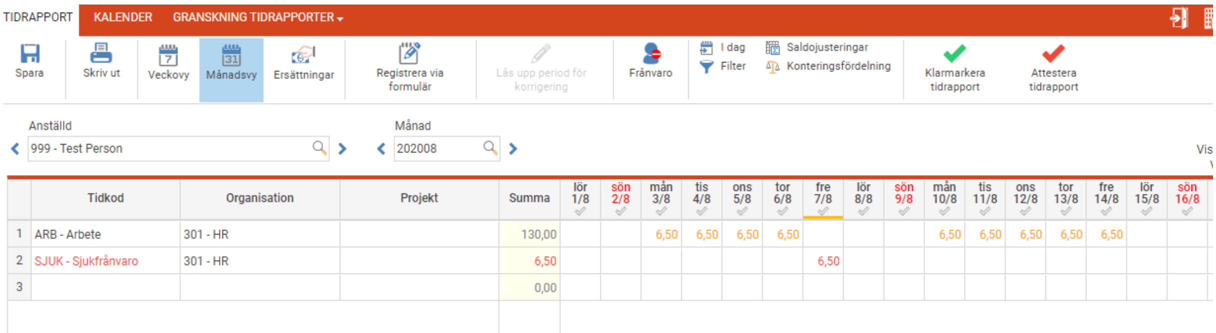
SRK has monthly time and absence reporting, and it is mandatory to check your time report every month, even if you have deviations from your regular hours.

Regardless of your actual working hours, there is in Flex always a base schedule at the foundation of the program. For a full-time delegate, field staff as well as seconded, this schedule is a 40-hour work week, Monday - Friday with lunch 12:00 - 13:00. The schedule in Flex controls the calculation of among other R&R, absence, vacation or sick leave.

If you have absence to report this is done in Flex. If you do not have any deviations from your regular schedule, you can easily mark the current months' time report as correct by clicking on "Submit time report" at the end of each month.

Report absence and attendance

Press "Time" in the top menu. Employees with regulated working hours report in "Daily view" and employees with goal-oriented hours in "Monthly view".

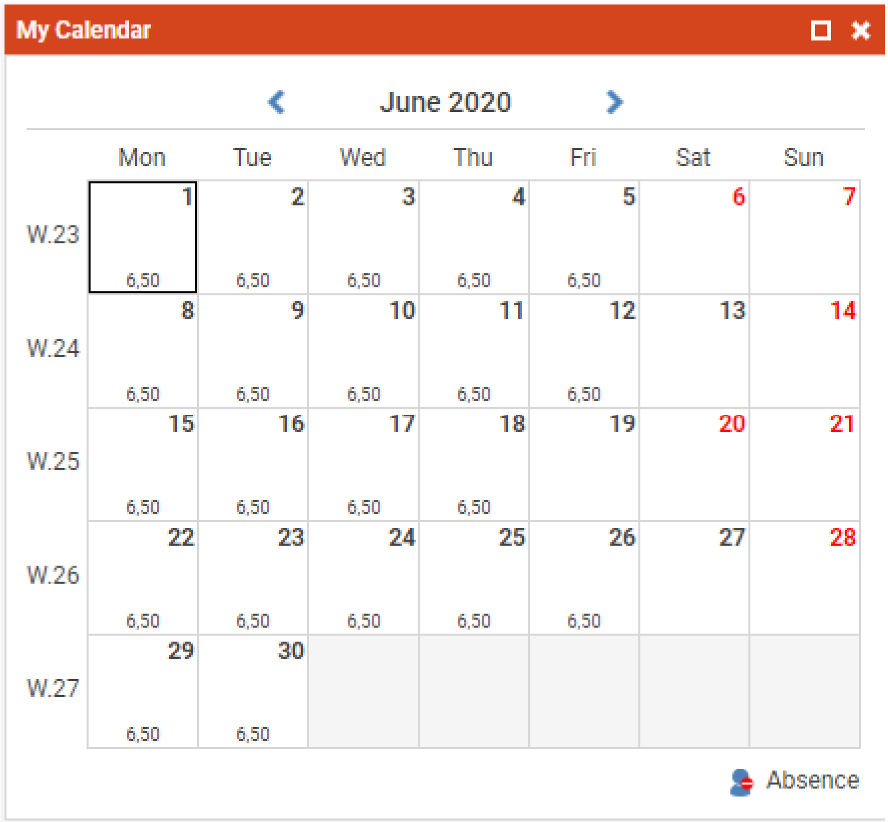


To select different types of absence (e.g. sick, VAB care of sick child) or different attendance codes (e.g. work on a work-free day) put your marker on a new line and a magnifying glass is displayed where you can search and select the applicable code.

Click Save. When you save, the absence is automatically added to your report, see the picture below.

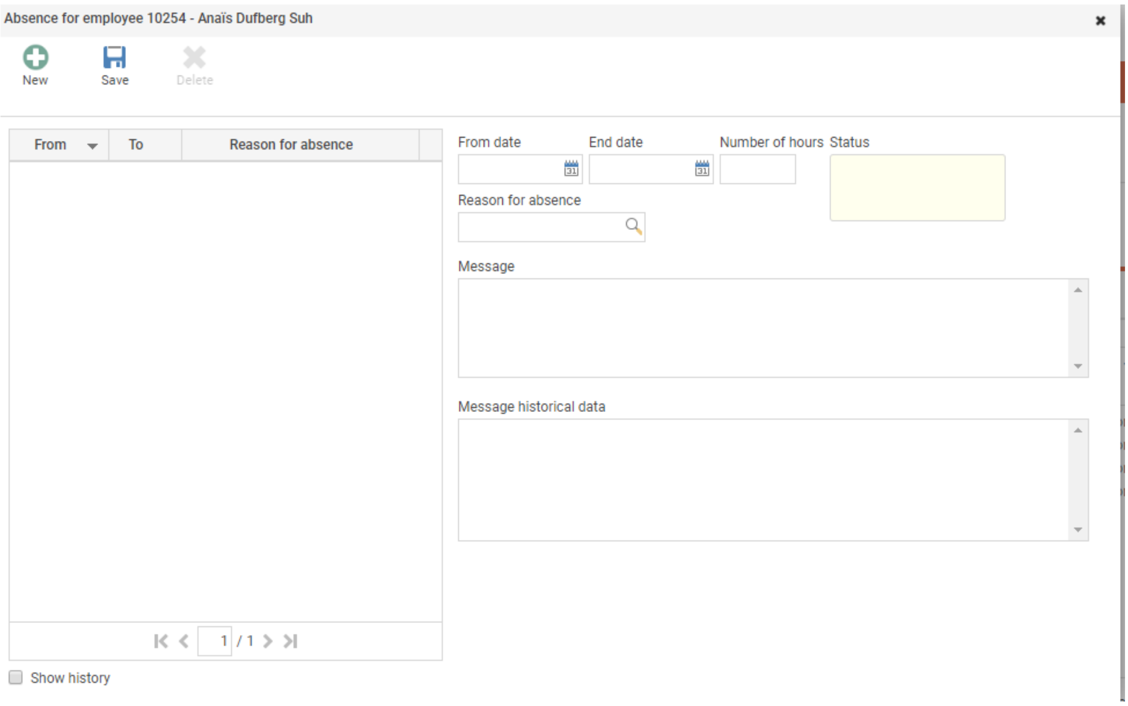
Reporting via the calendar on the home page

You can also time report via the calendar on the home page. Double-click the current day or click Absence.
You get a quick overview of your absence on a monthly basis. You can quickly change the month using the arrows.



Application for scheduled leave

To apply for vacation or other forms of scheduled leave, use the “Absence” application located under “Time”.
Select the button called "Absence" and specify the date for which the application relates and the reason.
In the message box you can fill in a text to clarify.
Click Save.
When you’ve applied for leave, an e-mail is sent to the manager for approval.

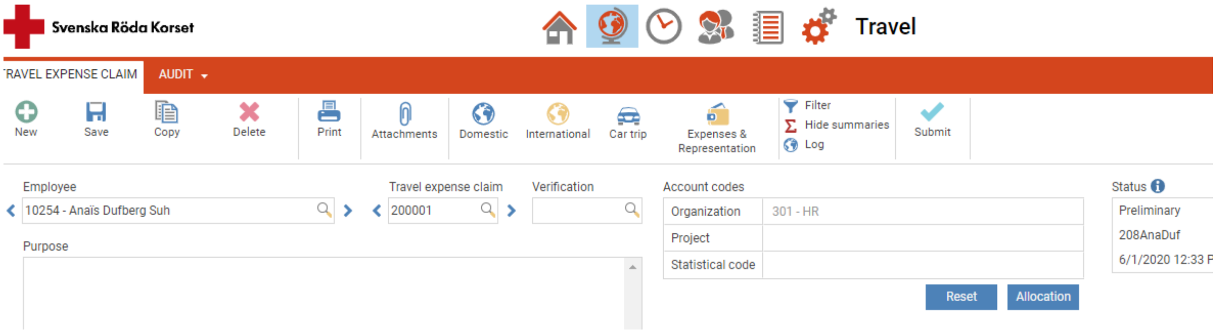


Travel expense claim

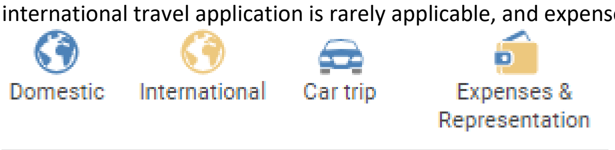
To register your travel expenses and other expenses, click on the globe called Travel in the upper icon bar. Here, travel expenses are recorded with information on, among other things, visited places, dates and times for when the journey has begun or ended. The account also records the expenses for among other accommodation and meals that you have had during the trip as well as any expenses in connection with representation.

Expense claim

To start a new claim, click on "new". Then enter the required information. If you have multiple expenses all going under the same cost center, project or customer, you can submit it all under one claim and specify the expenses during posting.



Then you specify the category via the applications Domestic (travel), Foreign (travel), Car trip, Expenses & Representation and register the expenses you have had. As an international delegate for the Swedish Red Cross, the domestic and international travel application is rarely applicable, and expenses should be registered under Expenses & Representation.



When reviewing a claim, use the arrows to scroll through the expenses.

Use the right / left arrow keys to scroll through the different registration steps.

Car trip

Click the Car trip application.

Enter the dates and approximate times for the journey when it started and ended. Enter all other relevant information and proceed to enter account codes. Click save.

Ones you have registered all expenses applicable to this period, click Submit.

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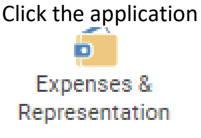
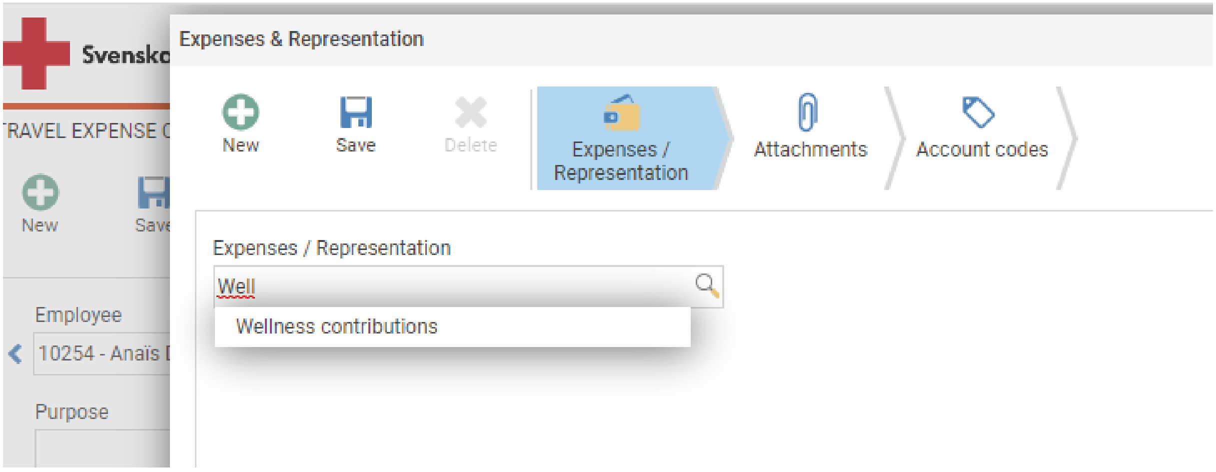
Expenses & Representation

Expenses

Click the application Expenses & Representation to register a receipt.

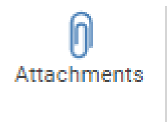


State what category of receipt you have. You can either enter information so search or click on the magnifying glass.



Enter all required information and prices including tax. Remember that if you do not have supporting documentation on what exchange rate has been applied on your purchase, the only applicable exchange rate will be found via OANDA https://www1.oanda.com/currency/converter/. This exchange rate information in a screenshot or supporting documents like receipt from exchange agency or the exchange rate information provided by your bank directly connected to the expense, should be attached to your expense claim. When using OANDA remember to apply the exact date of purchase associated with your expense.

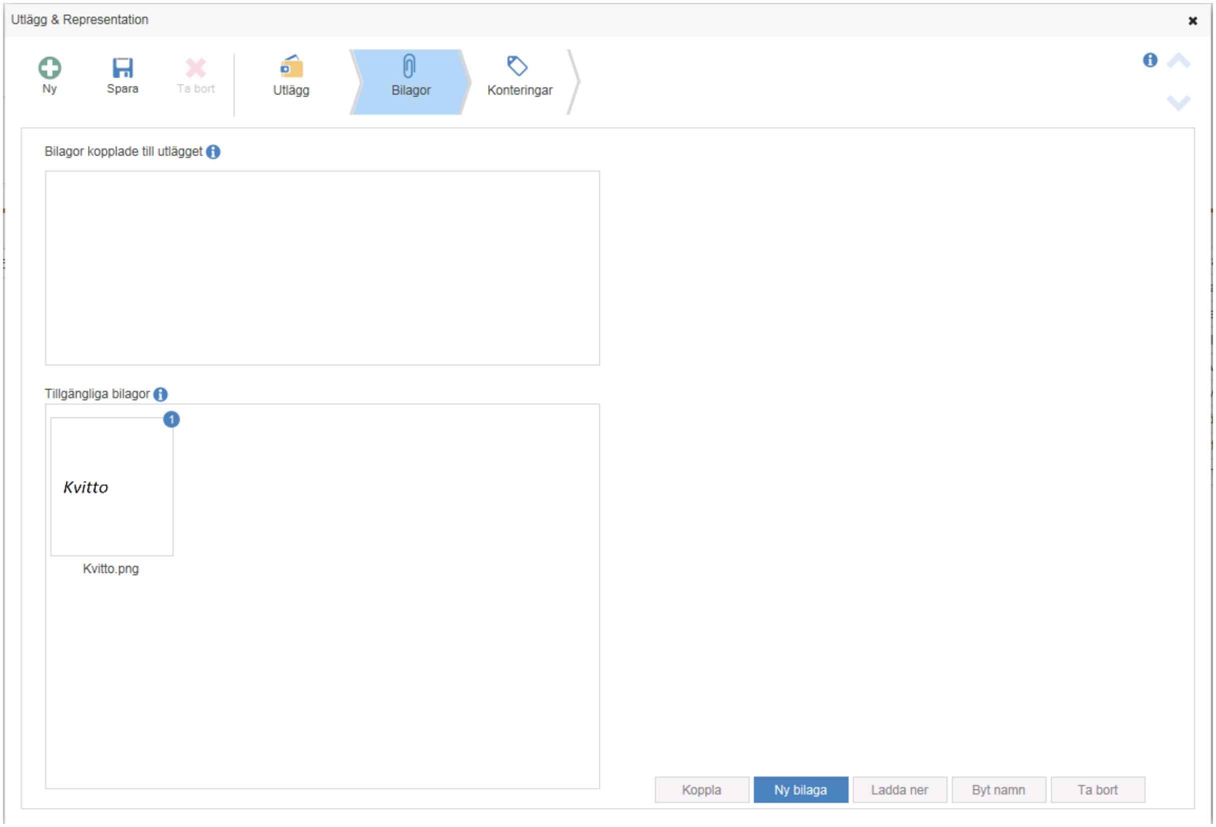
Attachments



If you have photographed the receipt via the HRM mobile app, the receipt is automatically in the box for available attachments in your web version.

To attach an attachment to a specific claim, you can simply drag and drop the attachment to the applicable claim. You can also click Connect and do it manually.

If you have saved the receipt in your computer, click New attachment to enter your files and select an attachment. Then you attach the receipt in the same way as the picture below.



Save and submit claim when done by clicking Submit.

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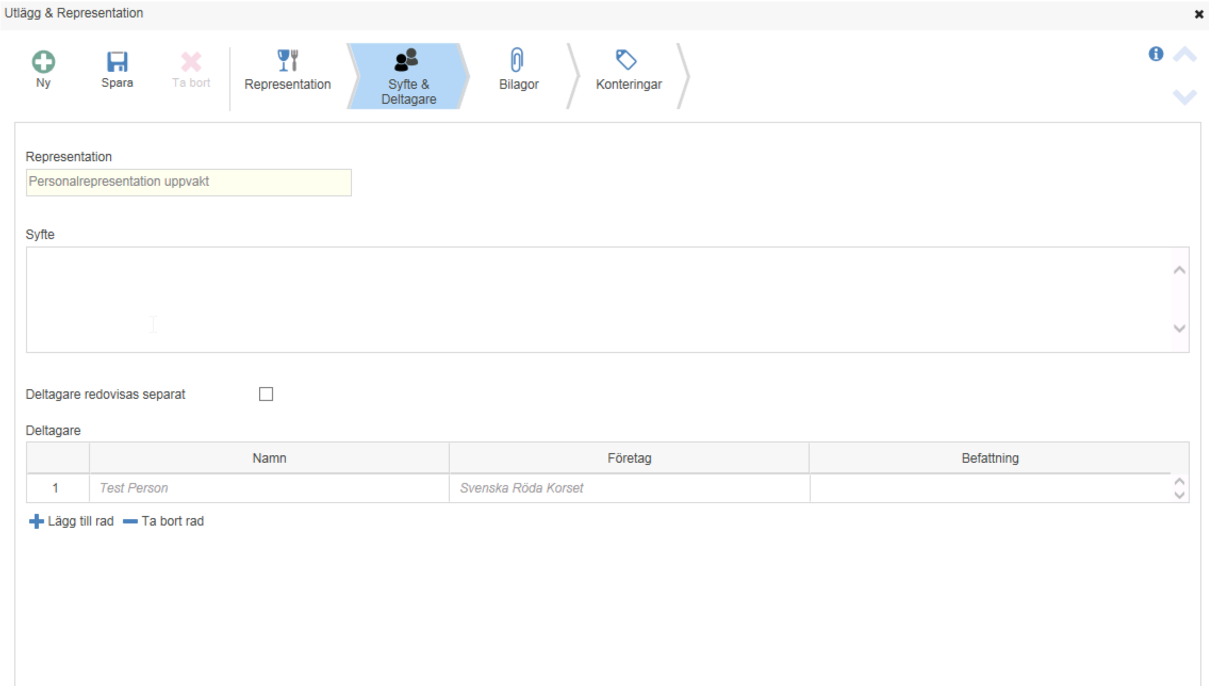
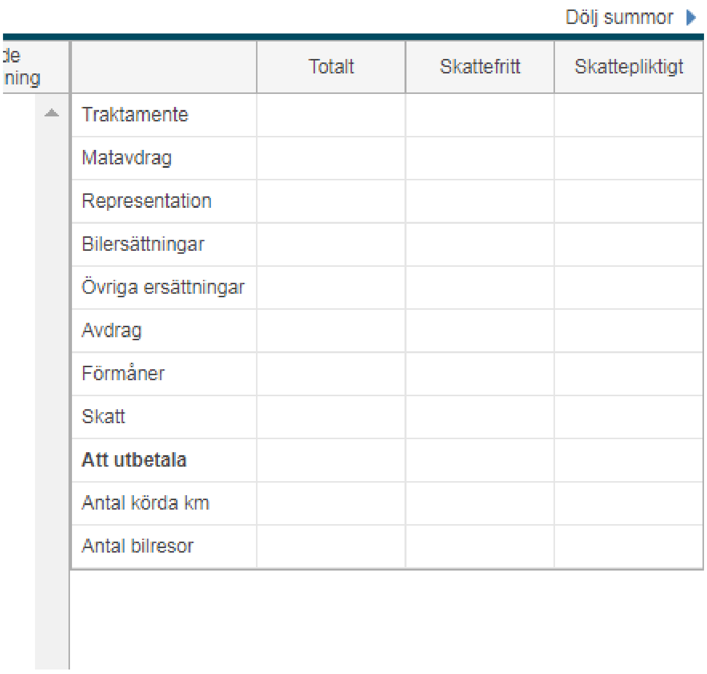
Representation

If you choose to classify your expense as Representation, a new tab will appear - Purpose & Participants. Here you specify the purpose of the representation and the persons who participated. Similar to regular expenses, you need to provide attachments and the correct codes for accounting.



Summary of expense claims

Click Show summaries and you will get a quick summary of your claims and see immediately how much you will be reimbursed.



Print your expense claim for approval

When you are finished print your expense claim by clicking the Print button.
Now your expense report opens in a PDF on the screen and you can print a copy of your expense report.
Print the expense report and send along with the original receipts to your HR administrator at SRC HR INT.

Submit your expense claims

When you have registered the expense claim they should be submitted for approval, which you do by clicking on the green check sign Submit.

If you have many expenses to submit, you can do so under Review where you can manage multiple expenses at once.
Select Submit all or select one by one by checking the box under Submit.

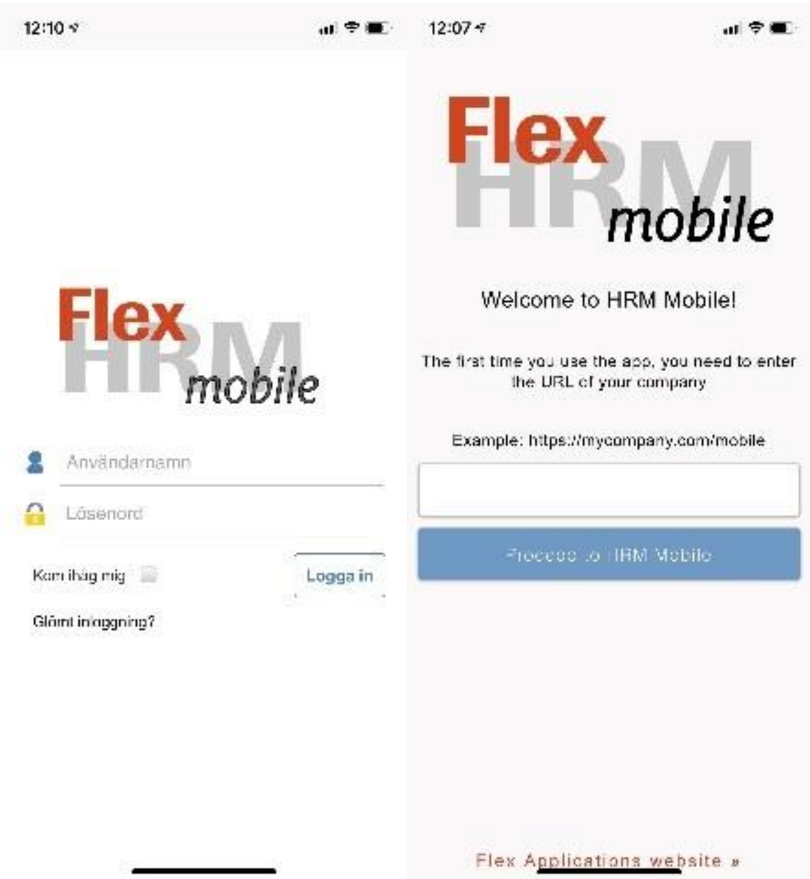
Click View to open the expense claim in a new tab. If you click View attachments, you will see a preview of all attachments that are linked to the claim.

Flex HRM Mobile

Login via Mobile Device

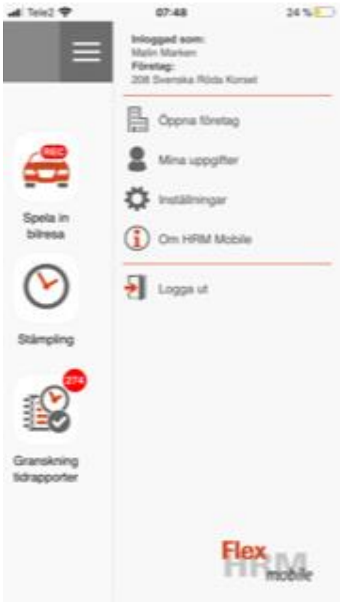
Via the Appstore or Google play you download the HRM Mobile app.

The first time you launch the app, you must enter the link: https://aspia2.flexhosting.se/Mobile .
You then log in with the same information as on the web.

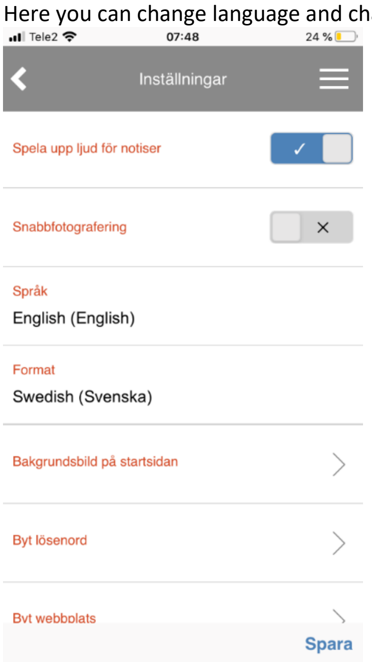


Home page

If you click on the three lines *Settings* you can make certain layout adaptations.

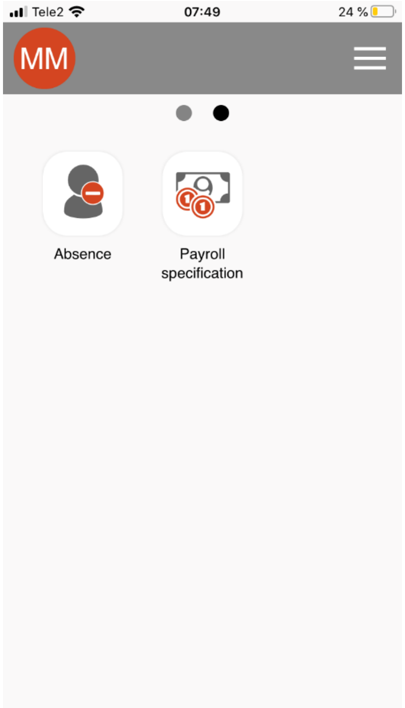


Here you can change language and change background image.



Absence

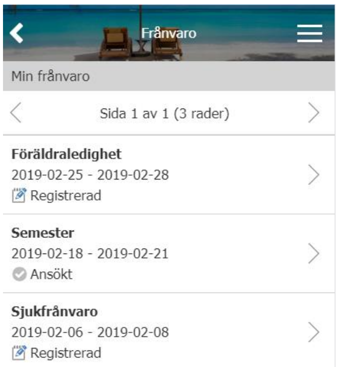
To open the absence manager, click Absence



Here you can apply for vacation.
Click the plus to add new absences.
You will find history under the three lines to the right.
Enter from date and click Ok then enter empty date and click Ok.

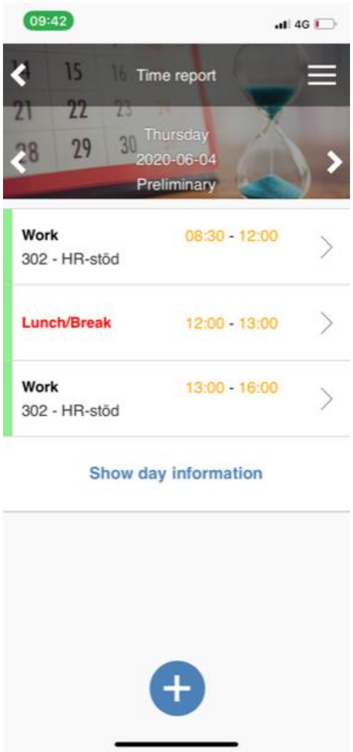
If you set an interval of one day, you can choose to specify the number of hours
If the absence is for several days, you directly select the reason for the absence.
Enter a message, if necessary, and select Save.

In the overview you now see your registered absence, if your company uses the function of absence granting, the status can be “applied”, which means that the absence must be granted before it expires in the time report.

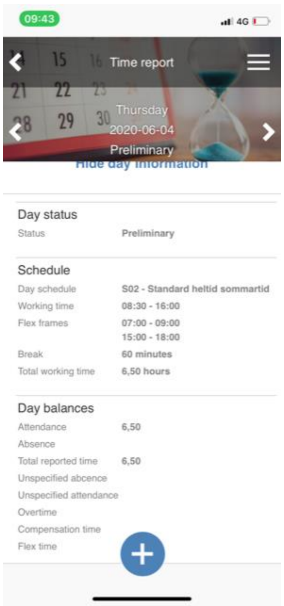


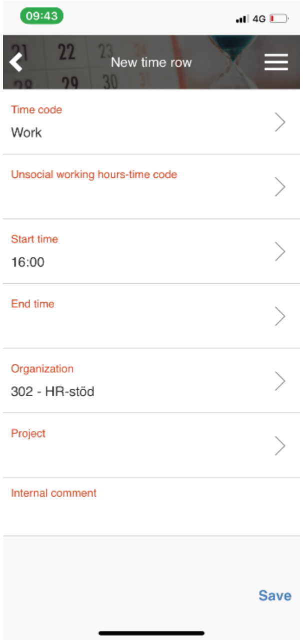
Time report and Submit time report

You find your time report under the symbol *Time Report.* You can find your schedule and get an overview of your monthly report.



On the ”plus sign” you can add changes to you report, but mostly you just submit the report in the end of the month.

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09:43
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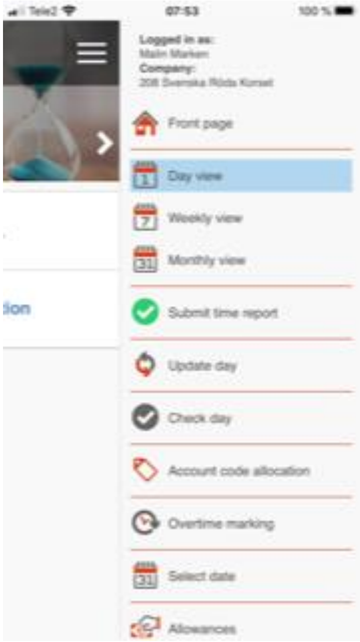
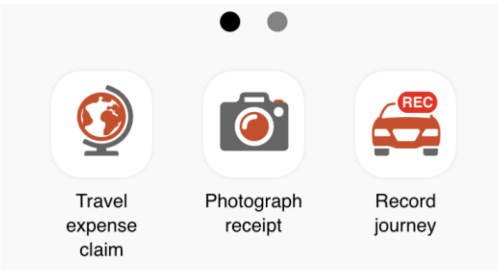
Page 1 of 1 (9 rows)
ARB - Work
LUNCH - Lunch/Break
RESH - Travel time weekend days
RESV - Travel time week days
SJUK - Sick leave
TFP - Temporary parental leave
VAB - Care of sick child
VAN - Care of close relative
VANT - Care of close relative part of day

Once you have registered all the absence for the entire period, you can submit the report by clicking on report, clicking on the three lines, and then Submit.



Registration of expense claim

To create a claim, click on Travel expense claim.



Here you can see your latest travel claims for the current period. To create a new claim, click + to start the registration.

Under Travel you register the allowance, both for domestic and foreign allowance. **This is not applicable to you as a delegate.**

During a car journey, you must register car journeys in the service if you are driving a private car. It is important to enter a case before saving the journey.

Under Expenses, you register expenses made and you can also directly attach attachments to the travel invoice, either by downloading a file from the phone or by photographing the receipt.

Remember that all original receipts must be submitted to HR for the expenses to be valid and that the applicable exchange rate is found via OANDA https://www1.oanda.com/currency/converter/. This exchange rate information in a screenshot, or the exchange rate information provided by your bank directly connected to the expense should be attached to your expense claim. When using OANDA remember to apply the exact date of purchase associated with your expense.

Submit claim

When you are done with your travel expenses for the entire period, you can submit all claims by clicking on the three lines and Submit.

Here you will also find more information about your claims, the applied accounting information and details. You can also browse through previous travel bills as well as add and remove claims.

The claims must be supported by original receipts that are sent to your HR administrator at SRC HR INT along with a printout of your claim. For more information on how to print your claim see section called "Print your expense claim for approval".