DemandFlow People, HR and Timesheets

DEMANDFLOW®

Staff, skills, calendars, leave, weekly timesheets, approvals and project cost actuals in the system that runs the projects

DATA SHEET

Most delivery organisations keep their people in one system, their timesheets in another and their project costs in a third. Hours are approved in a tool that knows nothing about the project they were booked to, utilisation is worked out in a spreadsheet at month end, and the cost of a project's own people reaches its finance tracker weeks late, if at all.

DemandFlow® keeps the staff record, the working calendar, the leave, the weekly timesheet, the manager's approval, the utilisation view and the project finance tracker together. A timesheet is booked to the same project, vacancy, deal or operations activity that the rest of the platform plans and funds, approval goes to the staff member's own line manager, and approved hours are costed at the staff member's day rate and offered to the project's finance tracker as actuals.

What it is

A people and HR module for mixed employee and contractor workforces: staff records with personal, contact, emergency, status, role, engagement, working pattern and compensation tabs; business units, divisions and departments as an organisation chain; effective-dated employment history; a skills taxonomy with proficiency levels per staff member; training and certification records against a shared credential catalogue; working calendars with regional bank holidays; leave requests; time types with multipliers and premiums; weekly timesheets with submit, approve and reject; utilisation by person, team or department; resource availability and capacity against demand; and reconciliation of approved timesheets into project finance trackers.

It sits inside DemandFlow, so staff hold the resource roles that project tasks ask for, bookings count against the same capacity the resourcing screens show, Microsoft 365 users are matched to staff records, and the contractor portal, onboarding, Key Information Documents and IR35 determinations of the recruitment module share the same person model.

What an operations team gets

- **One staff record.** Employee, contractor, managed service or work package engagement, with vendor and purchase contract, manager, department, resource roles, job function, pay grade, working pattern and day rate on one record.
- **An organisation that reconciles itself.** Department is a lookup; division and cost centre are derived from the department chain, and every change of hire, promotion, transfer, compensation, manager, status or engagement is written as an effective-dated history row.
- **Timesheets booked to real work.** Monday to Sunday hours per row against a project, vacancy, deal or operations activity, with a time type and optional work task, story or budget code.
- **Approval by the line manager.** Submit stamps the staff member's manager as approver; the Approvals screen lists that manager's queue with total and overtime hours and Approve and Reject buttons.
- **Project actuals without re-keying.** Approved hours are costed per staff per month from hours, day rate and time type and posted onto the finance tracker's lines on confirmation.
- **Utilisation from approved hours.** A heat map, chart and grid by person, team or department against capacity hours, by month or week, plus effort against plan per task.
- **Capacity that respects calendars and leave.** A day's capacity comes from the working pattern, falls to zero on non-working days and calendar holidays, and is reduced by approved leave.

- **Skills and training in view.** Skills linked to staff with proficiency and requirement, training and certifications with expiry and renewal frequency, and a resource role match from job title.
- **Microsoft 365 in step.** Intune users matched to staff by work email then name, with licences written to the staff record; Entra users created from the staff record.



Staff	Week commencing	Week ending	Status	Awaiting approval from	Total hours
Andrew Partridge	2026-10-19	2026-10-25	Submitted	Karen Whitfield	37.5
Nadia Kowalski	2026-10-19	2026-10-25	Approved	Robert Chen	41.5
Alison Tremayne	2026-10-19	2026-10-25	Submitted	Karen Whitfield	40
Tom Griffiths	2026-10-19	2026-10-25	Approved	Karen Whitfield	37.5
Fatima Al-Rashid	2026-10-19	2026-10-25	Submitted	Karen Whitfield	37.5
Mohammed Hussain	2026-10-19	2026-10-25	Approved	Karen Whitfield	37.5
Aisha Begum	2026-10-19	2026-10-25	Approved	Karen Whitfield	37.5
Emma Richardson	2026-10-19	2026-10-25	Approved	Karen Whitfield	41.5
Simon Hartley	2026-10-19	2026-10-25	Approved	Robert Chen	37.5
Martin Kavanagh	2026-10-19	2026-10-25	Submitted	Karen Whitfield	40
Daniel Cooper	2026-10-19	2026-10-25	Submitted	Karen Whitfield	37.5
Ravi Patel	2026-10-19	2026-10-25	Approved	Karen Whitfield	37.5
Keith Bancroft	2026-10-19	2026-10-25	Approved	Karen Whitfield	40
Callum Douglas	2026-10-19	2026-10-25	Approved	Karen Whitfield	37.5
Olumide Adeyemi	2026-10-19	2026-10-25	Approved	Robert Chen	37.5
Andrew Partridge	2026-10-12	2026-10-18	Approved	Karen Whitfield	37.5
Nadia Kowalski	2026-10-12	2026-10-18	Approved	Robert Chen	37.5
Alison Tremayne	2026-10-12	2026-10-18	Approved	Karen Whitfield	40

FIGURE 1. THE TIMESHEETS LIST: STAFF MEMBER, WEEK COMMENCING AND ENDING, STATUS SUBMITTED OR APPROVED, WHO THE SHEET IS AWAITING APPROVAL FROM AND TOTAL HOURS, WITH ADD TIMESHEET IN THE TOOLBAR

The staff record and the organisation

A staff record carries Personal Details, Contact and Emergency Contact tabs; a Status tab with Active or Inactive, start, end and probation end dates, notice period, location and manager; a Role tab with role, resource roles, job code, department, one of 18 job functions, derived division and cost centre and pay grade; an Engagement tab with staff type (Employee, Contractor, Managed Service or Work Package), contract type, vendor and purchase contract; a Working Pattern tab with working days, capacity, hours per day and working calendar; a Compensation tab with day rate, salary, currency and spend type; and a Carbon Profile tab.

Panels on the record hold leave requests, assigned licences, training records, skills, skill levels, department memberships, employment history, documents and

Organisation chain. Entity, business unit, division and department are linked records. A department has a manager, cost centre, budgets, an auto-approve flag, a headcount tile counted from its memberships and a staff panel. A staff member's primary department is a lookup, and division and cost centre are derived from it; matrix membership of further departments is held as links. Business units also have a map view.

Employment history. Hire, promotion, transfer, compensation, manager, status and engagement changes made on the record are written as effective-dated history rows, with a hire baseline seeded on first use, so the record answers who reported to whom and on what terms at any date.

notes. The staff dashboard shows totals, DemandFlow users, staff types and job functions. Match resource roles suggests resource roles from the job title so a new starter can be planned against work straight away.

One person model. Contacts, leads, candidates and patent inventors share one person record with skills, credentials, languages, work history and education beneath it. Staff records are HR records in their own right, linked to the person's DemandFlow user and email, so the HR data stays where HR controls it while recruitment, CRM and IP read the same person.

Skills, training and calendars

Skills. A skills taxonomy with up to ten aliases per skill, retirement and merge, and an approval status. Skills are linked to staff, and skill level rows record proficiency (Basic, Working, Good or Excellent), whether the skill is Mandatory or Desirable, and experience. Candidate skills carry a 1 to 5 proficiency, verification and evidence, and candidate certifications are resolved against the credential catalogue of 2,724 credentials and awarding bodies that every tenant shares.

Training. Training records with type (including certification), category, mandatory flag, status, completed and expiry dates, renewal frequency, provider, certificate reference, result, effectiveness assessment and related skill: the evidence ISO 9001 clause 7.2 and ISO 27001 control A.6.3 ask for.

Working calendars. Named calendars for England and Wales, Scotland, Northern Ireland or other regions, each with hours per day, working days, week start and a list of holidays, with one marked as the default. A staff member's working pattern points at a calendar, and capacity percent is derived from the working days.

Leave. Leave requests on the staff record with a time type, start and end dates, half days, days, status (requested, approved, rejected or cancelled), approver, who decided and when, and a note. Approved full and half days reduce capacity on the days concerned.

Time types. Worked, Absence, Break and On-call categories with a multiplier, premium per hour, paid and billable flags, whether the type counts towards overtime, and an active flag.

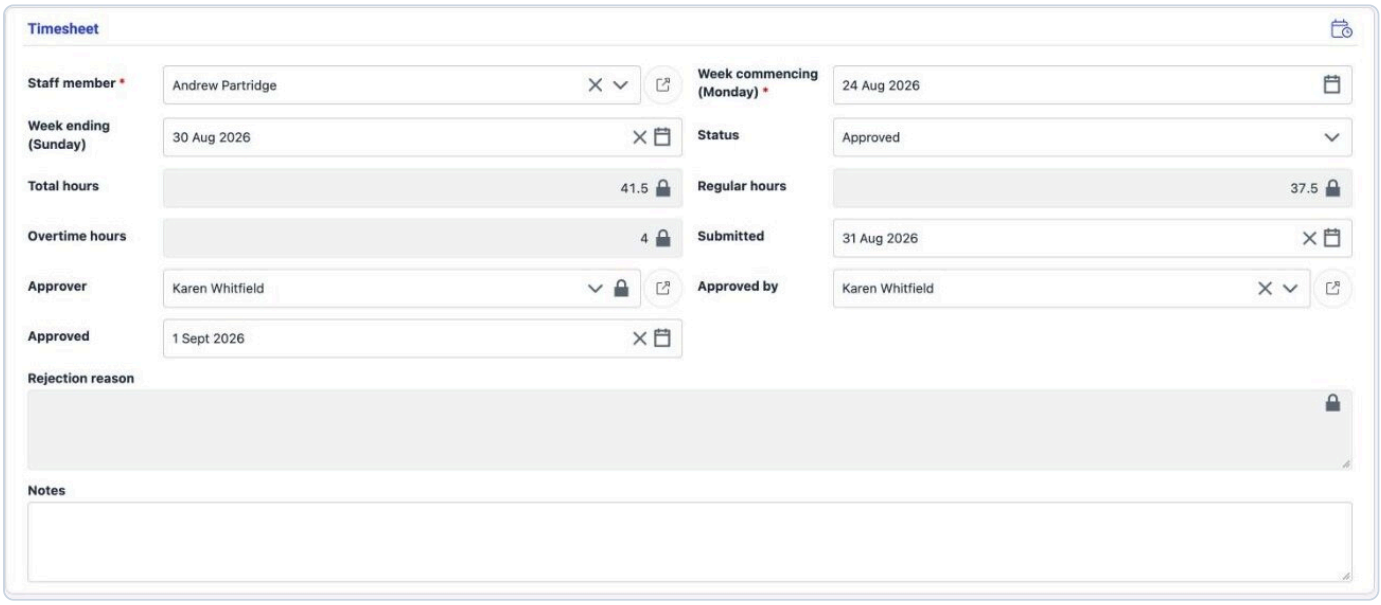


FIGURE 2. A WEEKLY TIMESHEET RECORD: STAFF MEMBER, WEEK COMMENCING MONDAY AND ENDING SUNDAY, STATUS APPROVED, TOTAL 41.5 HOURS WITH 37.5 REGULAR AND 4 OVERTIME, THE APPROVER, WHO APPROVED IT, AND THE SUBMITTED AND APPROVED DATES

Timesheets and approvals

The weekly editor holds one row per piece of work with hours from Monday to Sunday. Each row has a time type and is booked to a project, a vacancy, a deal or an

Approvals. The Approvals screen lists the submitted timesheets waiting on the logged-in manager, with the staff member, week commencing, total and overtime

operations activity, with an optional work task, story or budget code and a description. The sheet keeps total, regular and overtime hours. A row that is incomplete blocks submission, so nothing reaches a manager that cannot be approved.

Submit stamps the staff member's line manager as the approver and the submitted date, and the status moves from Draft to Submitted. The sheet has four statuses: Draft, Submitted, Approved and Rejected.

hours and the submitted date. Approve records who approved and when; Reject returns the sheet to Draft with a reason the staff member sees on the record.

Contractor timesheets. Contractors on a placement submit timesheets per period and expense claims with receipt uploads through the worker portal, where the placement comes from the signed token and the records are built server side. Imported contractor timesheets from Dynamics are kept as their own records.



FIGURE 3. TIMESHEET APPROVALS: A MANAGER'S QUEUE OF SUBMITTED SHEETS WITH STAFF MEMBER, WEEK COMMENCING, TOTAL AND OVERTIME HOURS, THE SUBMITTED DATE AND APPROVE AND REJECT ACTIONS

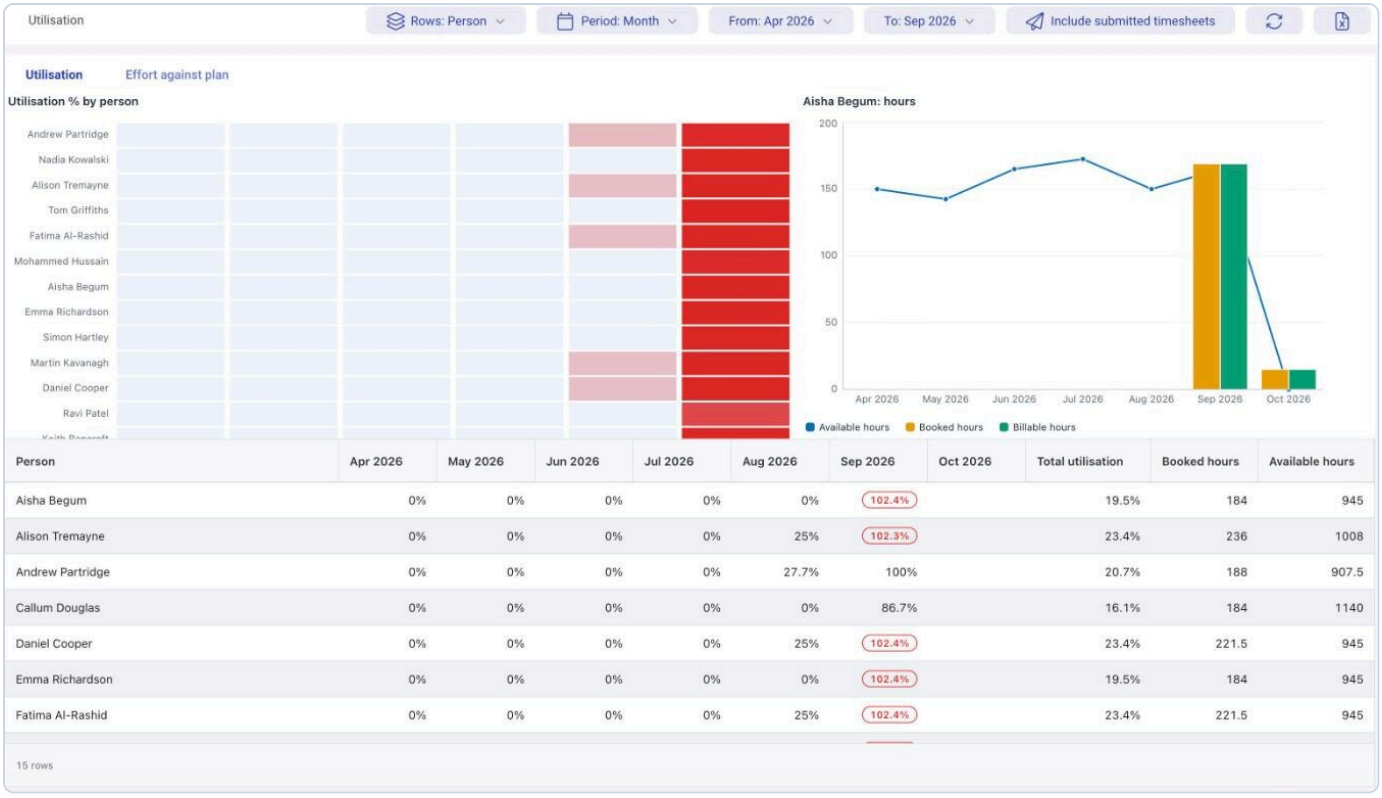
Utilisation, capacity and project cost

Utilisation. Rows by person, team or department, by month or week, over a chosen period, from approved timesheets with submitted sheets included on request. A heat map of utilisation percent, a chart of available, booked and billable hours for the selected person, and a grid with monthly utilisation, total utilisation, booked hours and available hours; months over capacity are highlighted. A second tab shows effort against plan per task. The screen only reads; it changes nothing.

Capacity and availability. A day's capacity is the staff member's capacity reduced by approved leave, zero on non-working days and calendar holidays, with a weekly average and hours. Resource availability folds work tasks, support tasks, backlog items and project allocations into daily load against capacity, amber from 80 percent and red at or over. Capacity and demand is a heat map by department, role, skill or team, and project allocations carry a percentage and a booking status of requested, proposed, soft, hard, rejected or released.

Finance reconciliation. When a project's finance tracker opens, approved timesheets booked to that project that have not yet been reconciled are costed per staff member per month: hours divided by hours per day, times the day rate, times the time type multiplier, plus any premium. They are offered in a popout; OK posts actual cost and days onto the tracker lines matched by staff member, creates missing lines with the staff member's spend type and day rate, and marks the timesheets reconciled. The user confirms every time; nothing posts silently, and the behaviour can be switched off per tenant.

Microsoft 365. Sync MS Users reads the tenant's Intune users, matches them to staff by work email then name, shows a grid to pick from and writes the staff record and its assigned licences. Create MS User creates the Entra user from the staff record and stores its id, and MS Admin opens the user in Entra.



Person	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026	Oct 2026	Total utilisation	Booked hours	Available hours
Aisha Begum	0%	0%	0%	0%	0%	102.4%		19.5%	184	945
Alison Tremayne	0%	0%	0%	0%	25%	102.3%		23.4%	236	1008
Andrew Partridge	0%	0%	0%	0%	27.7%	100%		20.7%	188	907.5
Callum Douglas	0%	0%	0%	0%	0%	86.7%		16.1%	184	1140
Daniel Cooper	0%	0%	0%	0%	25%	102.4%		23.4%	221.5	945
Emma Richardson	0%	0%	0%	0%	0%	102.4%		19.5%	184	945
Fatima Al-Rashid	0%	0%	0%	0%	25%	102.4%		23.4%	221.5	945

15 rows

FIGURE 4. UTILISATION BY PERSON, APRIL TO SEPTEMBER 2026: THE MONTHLY HEAT MAP, THE SELECTED PERSON'S AVAILABLE, BOOKED AND BILLABLE HOURS, AND THE GRID WITH MONTHLY UTILISATION, BOOKED AND AVAILABLE HOURS, WITH MONTHS OVER 100 PERCENT HIGHLIGHTED

Recruitment, onboarding and compliance

The recruitment module shares the person model. Onboarding profiles instantiate an onboarding case with tasks and background checks for each placement; a daily sweep expires lapsed checks and tasks, writes task history and emails a summary; the onboarding workspace shows tiles, a case view and per task actions to issue a Key Information Document, record a check, record IR35, send an e-sign pack or upload a file.

Key Information Documents under Regulation 13A are issued from the application with per tenant wording and an approval snapshot, and a gate blocks Send offer until one exists. A placement can be sent to an IR35 partner tool, with the determination held on the placement. Candidate data retention runs nightly against a configurable retention period, raising erasure requests for review and carrying out approved erasures.

Summary of specifications

Item	Detail
Staff record	Personal, Contact, Emergency Contact, Status, Role, Engagement, Working Pattern, Compensation and Carbon Profile tabs; 4 staff types (Employee, Contractor, Managed Service, Work Package); 18 job functions; manager, department, resource roles, vendor, purchase contract, day rate, salary, currency, spend type
Organisation	Entity, business unit, division, department chain; department manager, cost centre, budgets, auto-approve, headcount tile; division and cost centre derived from department; matrix memberships as links; business unit map view
Employment history	Effective-dated rows for hire, promotion, transfer, compensation, manager, status and engagement changes made on the record; hire baseline seeded on first use

Item	Detail
Skills and training	Skill taxonomy with aliases, retirement, merge and approval status; staff skill links; skill levels Basic, Working, Good, Excellent with Mandatory or Desirable; training records with type, category, mandatory, status, dates, renewal frequency, provider, certificate reference, result, effectiveness and related skill; shared credential catalogue of 2,724 entries
Calendars and leave	Working calendars by region with hours per day, working days, week start, holidays and a default; leave requests with time type, dates, half days, status requested, approved, rejected, cancelled, approver and decision
Time types	Worked, Absence, Break, On-call; multiplier, premium per hour, paid, billable, counts towards overtime, active
Timesheets	Weekly Monday to Sunday editor; rows booked to project, vacancy, deal or operations activity with time type, work task, story, budget code and description; total, regular and overtime hours; statuses Draft, Submitted, Approved, Rejected; incomplete rows block submit; approver is the line manager
Approvals	Queue of submitted sheets for the logged-in manager; Approve records approver and date; Reject returns to Draft with a reason
Utilisation	By person, team or department; month or week; approved timesheets, submitted optional; heat map, hours chart, grid; effort against plan per task; read only
Capacity	Daily capacity from working pattern, calendar holidays and approved leave; availability from work tasks, support tasks, backlog and allocations, amber from 80 percent, red at 100; capacity and demand heat map by department, role, skill or team; allocation booking status requested, proposed, soft, hard, rejected, released
Finance reconciliation	Approved, unreconciled timesheets on a project costed per staff per month (hours / hours per day x day rate x multiplier plus premium); posted to finance tracker lines on confirmation; missing lines created; per tenant off switch
Contractor portal	Placement summary, timesheet per period, expense claims with receipt upload, history; placement from the signed token; records built server side
Microsoft 365	Intune user sync matched by work email then name with licences written to staff; Entra user creation from the staff record; deep link to the Entra user
Recruitment and compliance	Onboarding profiles, cases, tasks and background checks with a daily sweep; Key Information Documents with per tenant wording and offer gate; IR35 partner determination on the placement; candidate retention sweep and erasure requests

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