

Time & Attendance/Flexitime

Automates time, attendance and employee activity.



Time & Attendance/Flexitime

Softworks Time & Attendance/Flexitime is one of the most powerful tools available for recording and analysing hours worked. Used to manage employee attendance and produce real-time reports for analysis by management as well as to collate personnel information. It allows you to build a clear picture of employee time through detailed data and reports on attendance, absenteeism, overtime, flexi-balances, rostering and holiday leave. Scalable and completely configurable, it applies and automates processing your organisation's unique pay rules and policies accurately and consistently and is fully compliant with legislation.

At a Glance, Time & Attendance/Flexitime:

Standardises Organisational Policies & Rules

Through intuitive screens, Softworks solution captures 100% of your organisation's rules/policies and shift/rostering requirements.

Formalises Workflow Authorisation

Hierarchical workflow authorisation allows supervisors to easily and quickly edit, authorise and analyse overtime, holidays, absences etc. all on one screen.

Reduces Absenteeism

By providing accurate real-time attendance information Softworks solution alerts users, by email or via onscreen exception analysis, of any potential problem employees or departments.

Saves Time, Eliminates Errors and Duplication

Frees HR, Payroll and line managers from the costly and administrative burdens that can take up to 80% of their time, enabling them to focus on more important and strategic issues.

Encourages Employee Self-Service

Employees have the facility to check current holiday balances, hours worked, overtime earned etc. They can also view approval status of holiday requests and flexi balances without having to contact supervisors or HR for information.

Facilitates Compliance with Health & Safety Requirements

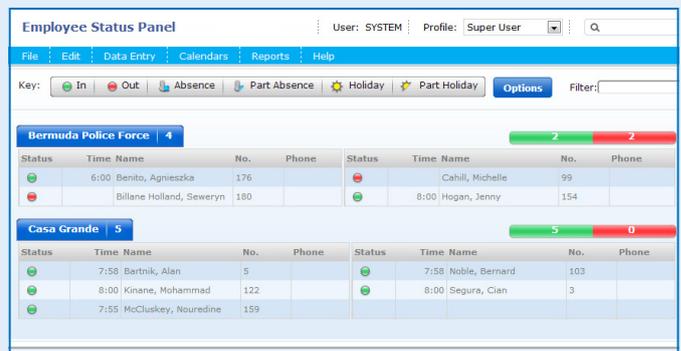
Softworks solution can be linked to a company's fire alarm system. In an emergency a roll call can be automatically produced, detailing exactly who is registered on the premises.

Supports Flexible and Family Friendly Working Arrangements

With the emphasis now on Work-life balance, Softworks solution can help manage employee schedules affected by flexi-time, annualised hours, job sharing, tele-working and part-time working.

Ensures Compliance with the Working Time Directive

This easy to use module stores the parameters of the directive and is updated as new legislation comes into place. Highlights actual or possible future violations of the terms of the directive and its powerful library automatically generates reasons for infringements.



| Employee Status Panel | | | | | | | | | |
|---|------|-------------------------|-----|-------|--------|------|------------------|-----|-------|
| User: SYSTEM Profile: Super User | | | | | | | | | |
| File Edit Data Entry Calendars Reports Help | | | | | | | | | |
| Key: In Out Absence Part Absence Holiday Part Holiday Options Filter: | | | | | | | | | |
| Bermuda Police Force 4 | | | | | | | | | |
| Status | Time | Name | No. | Phone | Status | Time | Name | No. | Phone |
| ● | 6:00 | Benito, Agnieszka | 176 | | ● | | Cahill, Michelle | 99 | |
| ● | | Bilane Holland, Seweryn | 180 | | ● | 8:00 | Hogan, Jenny | 154 | |
| Casa Grande 5 | | | | | | | | | |
| Status | Time | Name | No. | Phone | Status | Time | Name | No. | Phone |
| ● | 7:58 | Bartnik, Alan | 5 | | ● | 7:58 | Noble, Bernard | 103 | |
| ● | 8:00 | Kinane, Mohammad | 122 | | ● | 8:00 | Segura, Cian | 3 | |
| ● | 7:55 | McCluskey, Nouredine | 159 | | | | | | |

Fig.1 - Employee Status Panel

Intuitive, Easy to Use Solutions

The Softworks suite of solutions goes beyond mere attendance recording. Through intuitive screens it captures 100% of an organisation's rules and work practices as well as providing in-depth analysis of attendance trends, overtime, absence etc., with full graphical reporting capabilities. Softworks stores core employee personnel details for data tracking and review / reporting purposes.

At a Glance:

Assists Management in Decision Making

Softworks solution provides employee data and information when and where it is needed, in a flexible, comprehensive, intuitive manner.

Supervisors can benchmark their department's performance in terms of absence, overtime, lateness, etc., against the company's average and determine whether necessary steps need to be taken to reduce these incidences.

Enhances Cost Control

As labour costs dig even deeper into a company's overheads, it becomes increasingly important to define and analyse hidden costs.

Softworks solution allows your management team to easily identify costs associated with absenteeism, approved/unapproved overtime, questionable sickness absence, unproductive rosters, lates, early finishes and long breaks.

Facilitates Manpower Planning

Makes new schedules or makes ad hoc adjustments based on the demands of the business or due to unforeseen events i.e. absenteeism.

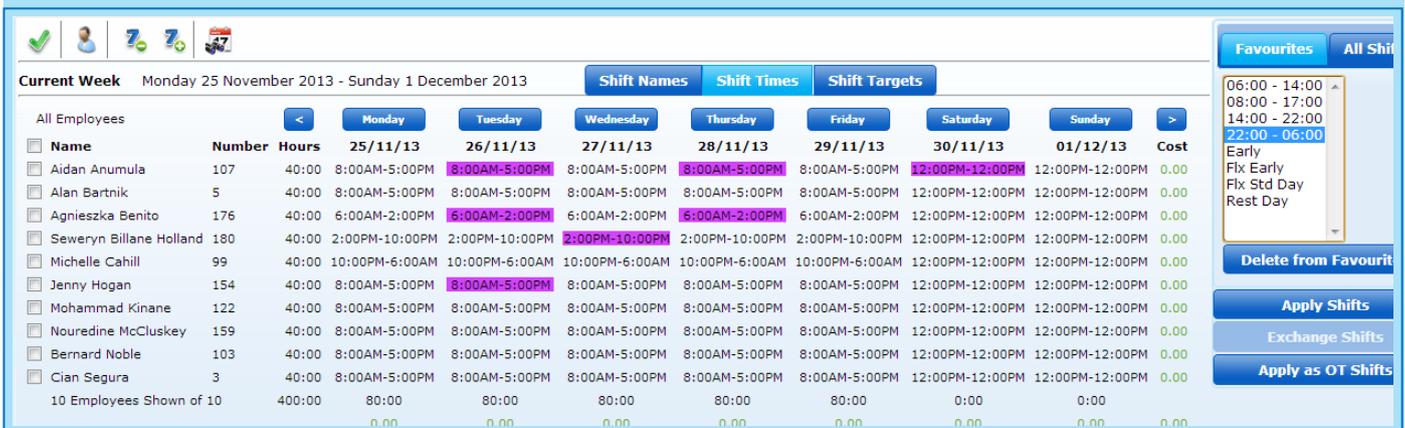
Provides Management with Greater Control

By taking advantage of email technology, the system can be configured to email key reports at certain times of the day, week, month... ensuring your management team always has up to date standardised information to hand.

"Mini HR" module

Designed to compliment and integrate with an existing HR system or provide the functionality if one doesn't exist already.

Softworks HR is parameter driven and fully user configurable.



| All Employees | | Hours | Monday 25/11/13 | Tuesday 26/11/13 | Wednesday 27/11/13 | Thursday 28/11/13 | Friday 29/11/13 | Saturday 30/11/13 | Sunday 01/12/13 | Cost |
|--------------------------|-------------------------|--------|----------------------|------------------|--------------------|-------------------|-----------------|-------------------|-----------------|------|
| <input type="checkbox"/> | Aidan Anumula | 107 | 40:00 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 12:00PM-12:00PM | 12:00PM-12:00PM | 0.00 |
| <input type="checkbox"/> | Alan Bartnik | 5 | 40:00 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 12:00PM-12:00PM | 12:00PM-12:00PM | 0.00 |
| <input type="checkbox"/> | Agnieszka Benito | 176 | 40:00 6:00AM-2:00PM | 6:00AM-2:00PM | 6:00AM-2:00PM | 6:00AM-2:00PM | 6:00AM-2:00PM | 12:00PM-12:00PM | 12:00PM-12:00PM | 0.00 |
| <input type="checkbox"/> | Seweryn Billane Holland | 180 | 40:00 2:00PM-10:00PM | 2:00PM-10:00PM | 2:00PM-10:00PM | 2:00PM-10:00PM | 2:00PM-10:00PM | 12:00PM-12:00PM | 12:00PM-12:00PM | 0.00 |
| <input type="checkbox"/> | Michelle Cahill | 99 | 40:00 10:00PM-6:00AM | 10:00PM-6:00AM | 10:00PM-6:00AM | 10:00PM-6:00AM | 10:00PM-6:00AM | 12:00PM-12:00PM | 12:00PM-12:00PM | 0.00 |
| <input type="checkbox"/> | Jenny Hogan | 154 | 40:00 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 12:00PM-12:00PM | 12:00PM-12:00PM | 0.00 |
| <input type="checkbox"/> | Mohammad Kinane | 122 | 40:00 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 12:00PM-12:00PM | 12:00PM-12:00PM | 0.00 |
| <input type="checkbox"/> | Nouredine McCluskey | 159 | 40:00 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 12:00PM-12:00PM | 12:00PM-12:00PM | 0.00 |
| <input type="checkbox"/> | Bernard Noble | 103 | 40:00 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 12:00PM-12:00PM | 12:00PM-12:00PM | 0.00 |
| <input type="checkbox"/> | Cian Segura | 3 | 40:00 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 8:00AM-5:00PM | 12:00PM-12:00PM | 12:00PM-12:00PM | 0.00 |
| 10 Employees Shown of 10 | | 400:00 | 80:00 | 80:00 | 80:00 | 80:00 | 80:00 | 0:00 | 0:00 | 0.00 |

Fig.2 - Roster Manager

Fast and Comprehensive Reporting Tools

Softworks fast and comprehensive reporting tools can help your organisation respond more quickly to change. Disseminating valuable information to all levels of management delivers a more complete picture of your organisation's operations and can facilitate better overall decision-making.

Benchmark Reports:

Compare and contrast one department's performance against another or against the company average.

Trend Analysis:

Compare, cost and reference absenteeism and overtime trends by criteria such as department, day, month, shift, employee status, years service, skills etc.

Cost Analysis:

Determine the "true cost" of absenteeism, forecast payroll, monitor overtime, estimate roster costs and holiday leave liability analysis.

Ranking Reports:

Highlight employees' absence, overtime or punctuality and rank reports by either duration, number of occasions and/or costs.

Bradford Factor Report:

Measure an employee's irregularity of attendance to see if short spells of absence are greater than occasional, longer periods of absence.

Reasons for Overtime:

Run overtime reports to evaluate the reasons for overtime eg. busy period of the year, absenteeism etc.

Planned Absence Reports:

Plan for pre-booked absences in departments/teams, and allow your management team to organise staffing levels accordingly and ensure an adequate staffing level is maintained at all times.

Shift Roster Reports:

View a range of reports such as; scheduled employee shifts, hours rostered per shift, holidays and rest days. In the event of an unscheduled absence, the system can be used to quickly identify employees who may be able to provide cover.

Easy-to-Read Information in Graphical Format

Line managers can easily navigate and access information with limited training. Graphical reporting capabilities allow management to access accurate real-time reports in easy to read/view graphics.

Category Balances Accruals and Leave Liability

Review employee – balance details at a glance. For the purpose of tracking balances against thresholds eg. holidays, sick leave, training etc. an unlimited number of balance categories can be set up and/or accrued.

Historical Absence Reports:

Monitor employee absence, the nature, reasons and patterns of absence.

Exception Reports:

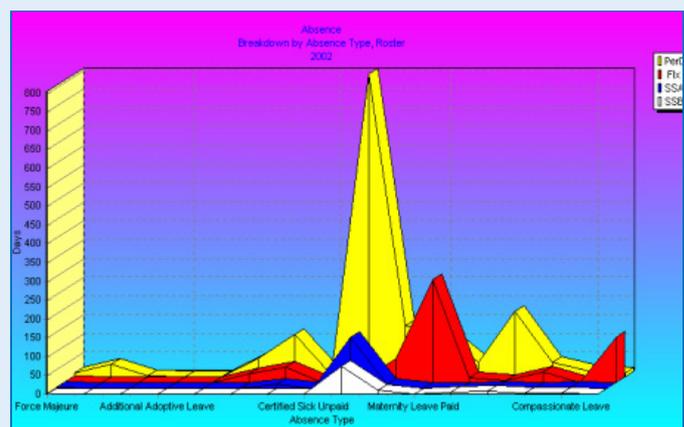
Highlight any anomalies or variances in the workplace such as absences, overtime and changed/unscheduled shift work.

Pattern Matching:

Measure certain absence patterns in your organisation, for example on days of sporting fixtures, bank holiday weekends or school holidays.

290701 10:28:08 Employee Summary Balance Report
Ann Holidays 2001

| Department | Entitle | Start/End Adjust | Taken | Taken To Date | Balance | Accrued 29/07/01 | Cost 29/07/01 |
|---------------------------|----------------|---------------------|----------------|---------------|---------------|---------------------|------------------|
| ... Maintenance 1 | | | | | | | |
| 341 George Curlin | 160.00 | 0.00 | 137.00 | 80.30 | 23.00 | -44.56 | -433.95 |
| 343 Kyle Scott | 160.00 | 0.00 | 130.00 | 29.30 | 30.00 | -37.56 | -270.93 |
| 621 Patrick Doherty | 160.00 | 0.00 | 160.00 | 0.00 | 0.00 | -42.06 | -433.47 |
| 817 Thomas Fleming | 160.00 | 0.00 | 148.30 | 54.00 | 11.30 | -56.26 | -370.10 |
| 1009 Shane Doherty | 160.00 | -30.41 | 100.00 | 8.00 | 29.18 | -38.37 | -0.00 |
| 1011 James Black | 160.00 | -10.57 | 83.30 | 17.00 | 65.32 | -2.24 | -0.00 |
| 1012 Patrick Gallagher | 160.00 | -34.11 | 41.30 | 0.00 | 84.18 | 16.21 | 0.00 |
| 1024 Christopher McMacken | 160.00 | -82.51 | 76.00 | 0.00 | 1.09 | -66.47 | -0.00 |
| Total | 1280.00 | -158.51 | 876.30 | 189.30 | 244.88 | -212.54 | -1748.05 |
| ... Maintenance 2 | | | | | | | |
| 587 Tom Mc Daid | 160.00 | 0.00 | 132.00 | 132.00 | 28.00 | -14.06 | -142.46 |
| 708 Johnston Young | 160.00 | 0.00 | 2.00 | 2.00 | 138.00 | 115.53 | 1170.54 |
| 711 Leslie Rendshaw | 160.00 | 0.00 | 152.30 | 79.30 | 7.30 | -60.26 | -610.50 |
| 1005 William Hunter | 160.00 | -9.12 | 144.30 | 25.30 | 6.17 | -61.39 | -0.00 |
| 1008 James Lockhart | 160.00 | -30.41 | 129.00 | 0.00 | 0.18 | -67.37 | -0.00 |
| 1015 William Mc Shane | 160.00 | -42.57 | 82.30 | 16.30 | 34.32 | -33.24 | -0.00 |
| 1022 Sean Cassidy | 160.00 | -76.42 | 46.00 | 0.00 | 37.17 | -30.39 | -0.00 |
| 1023 Kevin Casey | 160.00 | -79.46 | 76.00 | 0.00 | 4.13 | -63.43 | -0.00 |
| Total | 1280.00 | -239.20 | 764.30 | 255.30 | 276.89 | -218.43 | 417.58 |
| Overall Total | 2560.00 | -398.01 | 1641.00 | 444.60 | 521.78 | -431.07 | -1330.87 |



Additional Features

Unlimited 'On-Line' Data Storage

Lets management access and use previous records to project plan for the future and spot historical trends.

Flexible Data Collection Options

Collects data from a variety of sources to suit your environment, your requirements and your employees who will be using the system. Data collection options include magnetic strip, proximity, biometric or smart card readers, smartphone, computerised timesheets, assumed times and PC/web login/out facilities.

Automatic Email Notification

Prompts users and supervisors to complete and/or approve timesheets, holiday requests, overtime etc. prior to the payroll run.

Graphical Employee Calendar

Permits users to view colour-coded annual employee information at a glance.

Graphical Company Hierarchy Screen

Works in conjunction with the integral reporting module, enabling users to easily filter and select groups or individuals they wish to report on.

Graphical Reporting Tool

Permits reports, percentages, patterns and trends in overtime, absences, annual leave, flexi-balances etc. to be viewed in graphical format e.g. pie charts, bar charts, line graphs etc.

Expense Module/Cash Values

Utilising our expense module, ExpenseWise, it is possible to handle both hours and cash values.

Export Tool

Information can be exported from other programmes for further analysis e.g. spreadsheets, word processing, presentation tools as well as facilitating the use of third party SQL report writers.

Multi-Company, Multi-Site Availability

Captures information at a central source no matter where the office premises are located or in which time zone.

Full Audit Trail Functionality

Ensures confidentiality of employee data due to advanced system security profiles and audit trail tracking.

HR & Payroll Data Integration & Interface

Helps streamline processes throughout your organisation by interfacing with HR and payroll systems.

Online Training Library

Online library of most frequently viewed features and training clips. Broken into bite sized 3-5 minute clips.

Help Buttons

Provides intuitive help facilities and a step-by-step walk through to make the system easy to use.

Secondary Access

Allows management to assign user rights for authorisation purposes to another manager/user in the event that they will be absent from the company for a given period of time.

On-Premise and Cloud Based Solutions Available

Delivered either on-premise or as a Hosted/SAAS/Cloud implementation.



Fig.5 - Employee Calendar

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