Softworks

HR Management

At the heart of Softworks Workforce Solutions is a very comprehensive Human Resource core application which can be used as a stand-alone HR Management or to complement an existing HR Management system. This module streamlines HR process and has powerful workflow capabilities, reporting functionality which can greatly reduce time-consuming data entry and administrative tasks. Human Resource Managers and HR Staff can access personnel details, employment, time and attendance, absence and skills information fast and efficiently.

At a Glance - The Benefits

Reduces Administration and Streamlines Operations

1 Softworks HR Management gives your Human Resource department the tools and processes they need to be efficient and responsive when dealing with employee queries. HR staff can quickly adjust to changing business and regulatory requirements, steamline administrative tasks and control workforce management costs. They can be confident that information is accurate, up to date and considerably less time will be spent on administration allowing them to focus on other aspects of their role. Auto generated emails eliminating paper, improving speed of response and reducing errors.

Automates Processes

2 Manual timesheet entries are eliminated and errors in manual calculations are reduced. Errors or omissions are be backdated, and grace periods for overtime, flex-balances etc. are automatically rounded. Assists finance in accessing information on the pay type, bank details, insurance, pensions etc. of employees. Reports on absence and overtime costs.

Empowers your Employees

3 Attract, retain and motivate employees by giving them more control and input over their working day via employee self-service facilities. Empowers employees and eliminates paperwork and unnecessary phone calls back and forth to HR, whilst dramatically reducing costs.

Ensures Compliance

4 Assists HR departments to ensure that all employees receive and complete the required documentation and information in line with regulatory compliance. Full audit trail of all documentation

Softworks

Health & Safety

The Employee Status Panel provides a muster point for evacuation purposes by displaying which employees are in or out at any given time. It enables management to account for all employees at all times in case of emergency. The system refreshes itself every 60 seconds to ensure all information is in real-time. Employees can be searched by name or employee number and are highlighted in red when located

Features & Functions

Personnel Management - HR Master-data, personnel administration, recruitment and salary administration.

Organisational Management - Organisational structure, staffing schedules & job description

Payroll System - Salary management, statutory reporting, attendance management for salary calculation.

Time Management - Shift planning, time recording, absence & leave management

Personal Developement - Training and event management, additional training determination and training assessment.

Access Control - Employee access, restrictions, health and safety

Employee Self Service - Personnel information, leave application, shift swaps

Providing Solutions For

- *Time, attendance and activity tracking*
- *Schedule building and management*
- *Flexible working and family friendly policies*
- *Managing personnel information*
- *Automating payroll information*
- *Reporting costs against revenue*
- *Recording holidays, maternity and parental leave*
- *Employee self-service & empowerment*
- *Corporate learning & training programs*

Offices

Softworks Ireland
T: +353 1 286 6126
sales@softworks-workforce.ie

Softworks UK
T: +44 1527 888 060
sales@softworks-workforce.co.uk

Softworks USA
T: +1 415 432 4400
sales@softworks-workforce.com

Softworks Canada
T. +1 905 361 9821
sales@softworks-workforce.com