



Softworks

Works for your workforce!

Honour Based Timesheets

Designed to accommodate the complete spectrum of salaried and hourly-paid, as well as on and off-site employees. Softworks Honour Based Timesheets provide an unobtrusive method of recording employee attendance. We provide your organisation with an advanced "screen based" information system that supports the collection of "exception only" employee data. It is particularly suited to organisations supporting a high level of salaried staff or where a "non-clocking" employee empowerment culture exists.

At a Glance, The Benefits:

Automated Email Authorisation of Timesheets

Enabling supervisors to easily and quickly edit, authorise and analyse, holidays, absences, additional time etc. all on one screen. The easy to use summary sign off screen helps promote best practices and standards.

Regulatory Compliance

Ensuring legislative compliance, can be challenging with on-going amendments and changes to employment law. In most jurisdictions, employers have a statutory duty to keep records and take reasonable steps to ensure that working hours and policies are complied with. Provides an unobtrusive method of recording and complying with legislation.

Employee Self-Service & Empowerment

Employees can view and edit their time, enter absences, submit request for leave, review their schedules, view the status of leave and balances. Empowering employees with ownership of their own data can boost morale, individual productivity and staff retention.

Real-Time Decision Making

Up to date, real-time and comprehensive information gives your management team better control. Supervisors can benchmark their department's performance in terms of absence, overtime etc. against the company's average and determine whether necessary steps need to be taken to reduce these incidences.

The timesheets can also automatically feed your payroll system and link to other systems, such as HR and finance systems, further helping to streamline and automate your processes.

Promotion of Family-Friendly Work Environments

Assist you manage flexible working options such as job sharing, tele-working, flexi-time, part-time working and annualised hours. Flexible working brings many benefits to an organisation including better retention rates, reduced costs and improved productivity

Features & Functions include...

Automatic Email Notication

Prompts users and supervisors to complete and/or approve timesheets, vacation/holiday requests, additional hours etc prior to payroll run.

Graphical Employee Calendar

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

Reporting

Reports on percentages, patterns and trends in overtime, absences, annual leave, flexi-balances, etc.

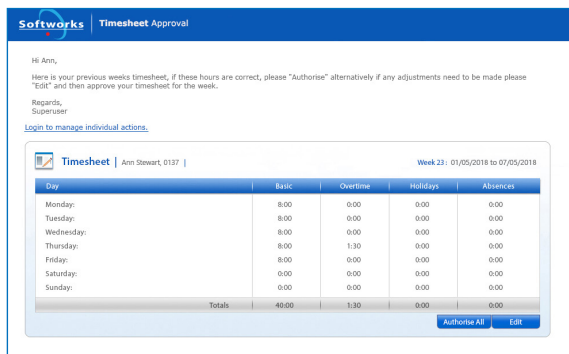
Multi Company / Multi Site

Allows information to be captured at a central source no matter where office premises are located.

HR & Payroll Integration and Interface

Helps streamline processes throughout your organisation by seamlessly integrating and complimenting your HR and payroll systems.

Time Sheet Automation, Made Simple!



Hi Ann,

Here is your previous weeks timesheet, if these hours are correct, please "Authorise" alternatively if any adjustments need to be made please "Edit" and then approve your timesheet for the week.

Regards,
Superuser

[Login to manage individual actions.](#)

Day	Basic	Overtime	Holidays	Absences
Monday:	8:00	0:00	0:00	0:00
Tuesday:	8:00	0:00	0:00	0:00
Wednesday:	8:00	0:00	0:00	0:00
Thursday:	8:00	1:30	0:00	0:00
Friday:	8:00	0:00	0:00	0:00
Saturday:	0:00	0:00	0:00	0:00
Sunday:	0:00	0:00	0:00	0:00
Totals:	40:00	1:30	0:00	0:00

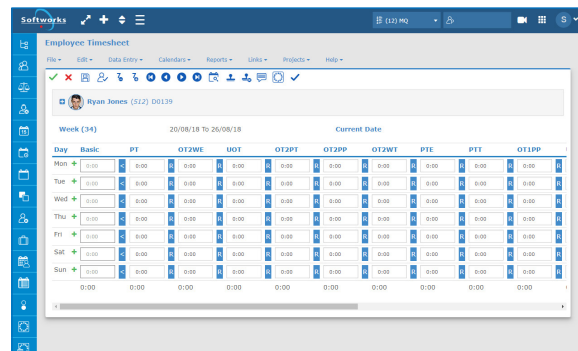
[Authorise All](#) [Edit](#)

Step 1 - Email to Employee

Employee receives an automated email with their timesheet. They can then choose to simply **approve**, or if they have additional hours they can **edit**.

Step 2 - Editing if Required

If the employee needs to **edit** their timesheet, they simply click edit in the above email and are taken directly to this easy to use editing screen.

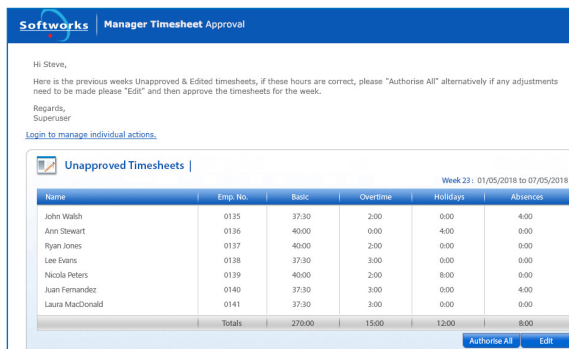


Employee Timesheet

File Edit Data Entry Calendar Reports Links Projects Help

Week (34) 20/08/18 To 26/08/18 Current Date

Day	Basic	PT	OT2WE	UOT	OT2PT	OT2PP	OT2WT	PTE	PIT	OT1PP
Mon	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Tue	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Wed	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Thu	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Fri	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Sat	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Sun	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Totals	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00



Hi Steve,

Here is the previous weeks Unapproved & Edited timesheets, if these hours are correct, please "Authorise All" alternatively if any adjustments need to be made please "Edit" and then approve the timesheets for the week.

Regards,
Superuser

[Login to manage individual actions.](#)

Name	Emp. No.	Basic	Overtime	Holidays	Absences
John Walsh	0135	37:30	2:00	0:00	4:00
Ann Stewart	0136	40:00	0:00	4:00	0:00
Ryan Jones	0137	40:00	2:00	0:00	0:00
Lee Evans	0138	37:30	3:00	0:00	0:00
Nicola Peters	0139	40:00	2:00	0:00	0:00
Juan Fernandez	0140	37:30	3:00	0:00	4:00
Laura MacDonald	0141	37:30	3:00	0:00	0:00
Totals		270:00	15:00	12:00	8:00

[Authorise All](#) [Edit](#)

Step 3 - Email to Manager

The manager receives an email informing them of employee(s) who have edited timesheet(s) for approval & employee(s) who have not approved timesheets.