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 unobstrusive 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 automactially 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

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Features & Functions include...

Automatic Email Noticiation

Promps 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
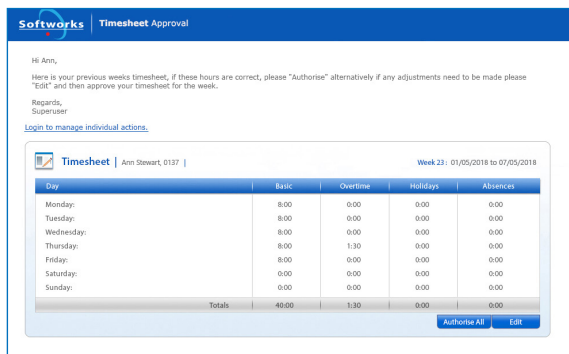overtime, absences, annual leave, flexi-balances, etc.

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!
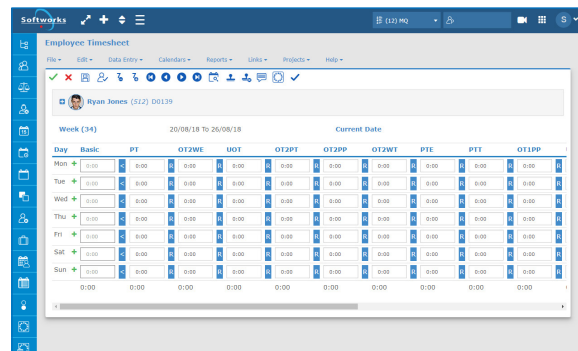
Step 1 - Email to Employee

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
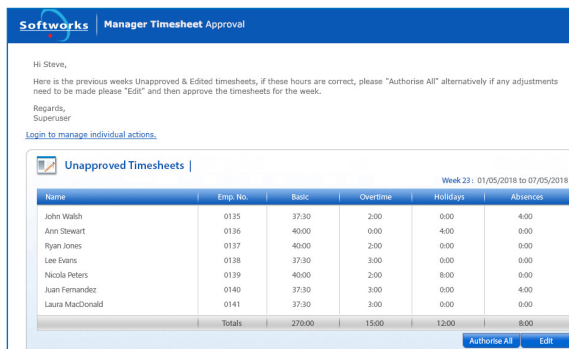taken directly to this easy to use editing screen.

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.

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