Softworks

Works for your workforce!

Softworks Solutions for not-for-profit organisations

Time & Attendance, Labour Scheduling, HR and Absence Management

As a not-for-profit organisation your people are your greatest resource. Softworks Workforce Management Solutions make it easy to manage employee hours, flexitime, time in lieu, holidays and absences. We can help you streamline internal processes, reduce administration, generate reports and encourage employee self-service.
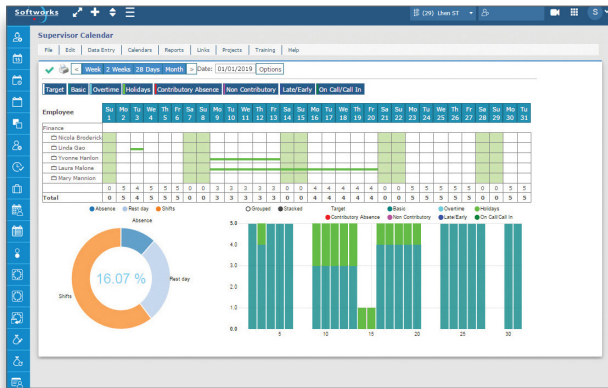
Softworks solutions can empower you to;

- Spend more time on strategic work that contributes to your organisation's core purpose by reducing administration time related to your employees Time and Attendance.

- Improve accuracy by automating time consuming manual processes around employee rosters, timesheets, holiday and absence tracking and link this directly to payroll.

- Make a positive impact on staff satisfaction, efficiency, reporting and legislative compliance.

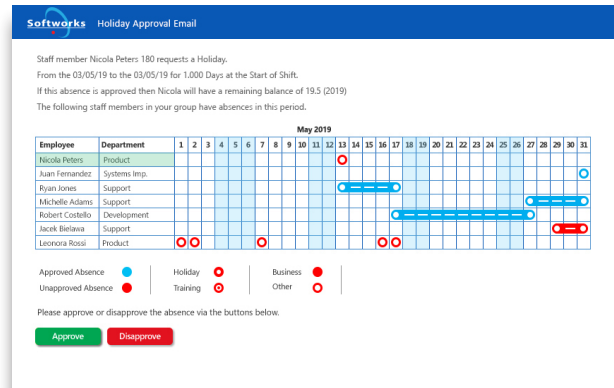## We can provide you with solutions to assist with

- **Time & Attendance** - Build a clear picture of employee time including attendance, absenteeism, overtime, flexitime balances and holidays.

- **Rostering/Scheduling** - Easily create rosters/schedules to manage employee's variable working hours, times and days and track employee's dispersed at multiple locations in real time.

- **HR Management** - Manage employee information including contract start dates, probation review periods, personnel information and performance. Alternatively Softworks can integrate with your existing HR system.

- **Skills Management** - Complete skills management solution to track employee skills, training & qualifications, detect training needs and manage employee learning requirements.

- **Employee Self-Service & Mobile App** - Employee self-service solutions enabling employees to check rosters, record their own time and attendance, request holidays and other absences via PCs, laptops, smartphones and tablets.

- **Multiple Clocking Options** - As well our mobile app, we have multiple other clocking options including biometric, proximity pin clocking terminals and email timesheets for those who don't clock.

- **Reporting** - Improve accuracy and transparency across your organisation with our easy to use reports which give you a deep insight into employee trends such as absences, lates and leaving early.

- **Action Manager** - Single screen to ensure you always have accurate, real-time employee information to hand so you can take appropriate action.

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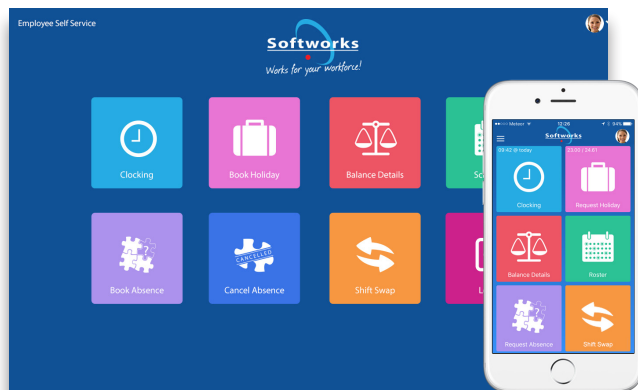
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Easy to use Workforce Management solutions because life is complicated enough!
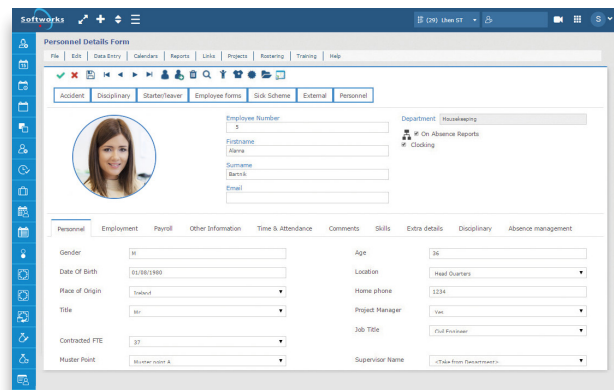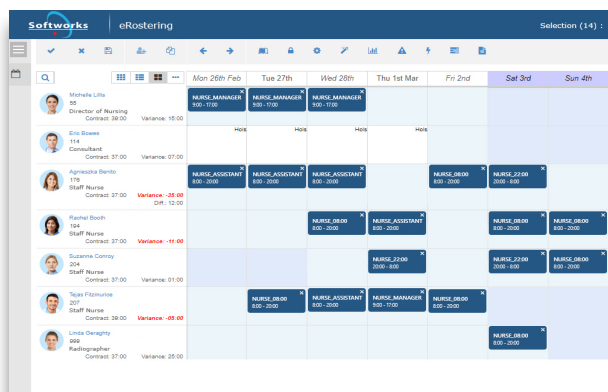
Supervisor Team Calendar
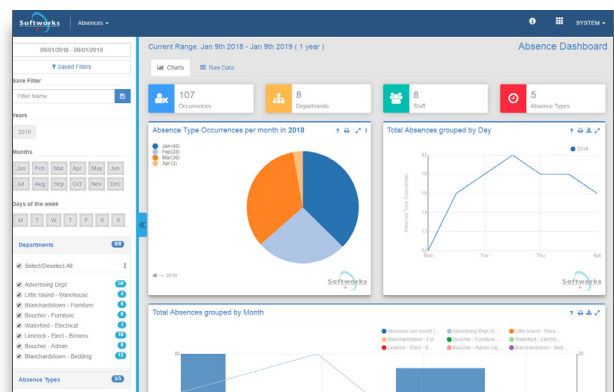
Holiday Approval Email

Employee Self Service & Mobile App

HR Module including eForms

eRostering

Employee Demographics, Absence & Analytics Dashboard

Softworks is compatible with 100's of different time terminals...

For further information about Softworks Solutions for Manufacturing
Contact us: hello@softworks.com or visit softworks.com