



Softworks Solutions for Care Homes

Employee Rostering, Time & Attendance, HR and Absence Management

Softworks assists Care Homes to deliver high-quality, cost effective care within budget, while focusing on your most important resource - your people. We understand your primary focus is patient care, so we want to automate as much of the employee management processes as possible. Our Rostering, Time & Attendance, HR, Skills Tracking and Absence Management solutions can help you build a clear picture of your employees, through detailed data and reports on HR, skills, attendance, activity, scheduling and holiday leave. Our solutions have been proven to assist Care Homes with operational efficiency, cost control, regulatory compliance and employee empowerment.

Softworks Workforce Management Solutions are easy to use and can empower Care Homes to;

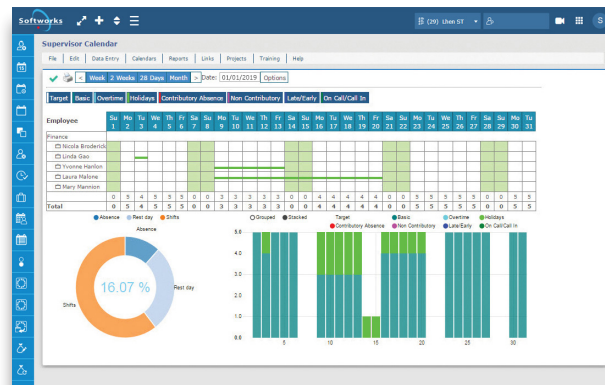
- Make the best possible use of your existing workforce and minimise the use of agency staff with Softworks roster optimisation tools.
- Allow managers to work within predefined budget allocations and optimise schedules accordingly.
- Reduce overtime, absenteeism and other unplanned costs.
- Eliminate paper-based schedules and Excel spreadsheets along with time consuming administrative tasks and needless errors.
- Ensure compliance with the European Working Time Directive and Health & Safety requirements.

We can provide you with solutions to assist with

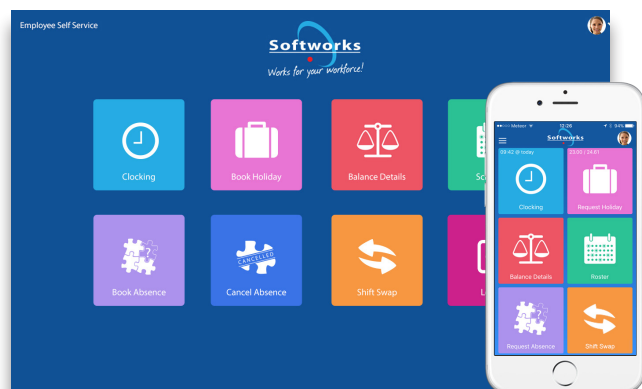
- **HR Management** - Full HR system to track employee information including; contract start dates, probation review periods, personnel information, performance reviews and visa dates. Alternatively, Softworks can integrate with your existing HR system.
- **Skills Management** - Complete skills management solution to track employee skills, training & qualifications, detect training needs and manage employee learning requirements. Includes automated alerts when employee skills or training are due to expire.
- **Rostering** - Easy to use rostering system that can track staffing levels throughout the day, roster costs, budgets, employees working in multiple cost centres, contract hours and comments on a daily roster.
- **Time & Attendance / Clocking** - Multiple clocking methods including; biometric, proximity and pin clocking terminals. If you already have clocking hardware, we may be able to integrate depending on the system.
- **Employee Demographics, Absence & Analytics** - Real time, dynamic information on employee trends such as; absences, lates and leaving early to provide accurate management information.
- **Employee Status Panel** - Real time view of all employees currently clocked to work, allowing full control of information across multiple sites.
- **European Working Time Directive** - Easy to view EWTD module to ensure compliance with the legislation and notification of any breaches.
- **Employee Self Service & Mobile App** - Easy to use employee self-service solution to give employees' access to their information such as their rosters, holidays, absences and shift swaps.
- **Patient Acuity** - Identify the amount of nursing care needed for each patient based on the level of dependency, intensity, complexity and tasks to be completed.

Easy to use Workforce Management solutions because life is complicated enough!

HR Module including eForms



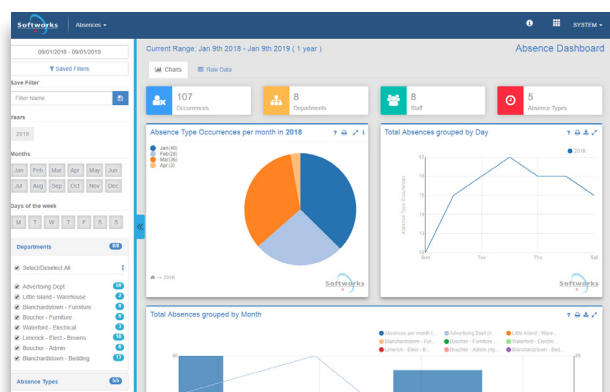
Supervisor Team Calendar



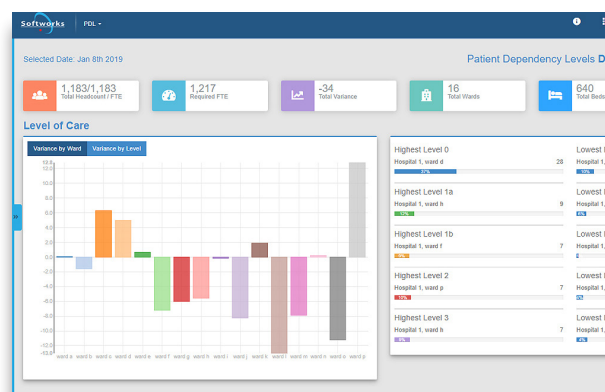
Employee Self Service & Mobile App

Filter:	Name	Number	Hours	Contract Avg. Hours	Job Title	Monday 11/09/17	Tuesday 12/09/17	Wednesday 13/09/17	Thursday 14/09/17
HCA's	Andrew Altar	205	37:30	0:00	<None>	Fix Std Day	Fix Std Day	Fix Std Day	Fix Std Day
	Alan Barnik	5	37:30	0:00	Cleaner	Standard Day	Standard Day	Standard Day	Standard Day
	Agnesia Bento	176	37:30	0:00	<None>	Standard Day	Standard Day	Standard Day	Standard Day
	Severyn Billane Holland	180	37:30	0:00	<None>	Standard Day	Standard Day	Standard Day	Standard Day
	Rachel Booth	194	37:30	0:00	<None>	Fix Std Day	Fix Std Day	Fix Std Day	Fix Std Day
	Michelle Cahill	99	37:30	0:00	Cleaner	Standard Day	Standard Day	Standard Day	Standard Day
	Ross Carberry	191	37:30	0:00	<None>	Fix Late	Fix Late	Fix Late	Fix Late
	Unzula Chirali	202	37:30	0:00	<None>	Fix Std Day	Fix Std Day	Fix Std Day	Fix Std Day
	Suzanne Connroy	204	37:30	0:00	<None>	Standard Day	Standard Day	Standard Day	Standard Day
	Tejas Pizumrice	207	37:30	0:00	<None>	Standard Day	Standard Day	Standard Day	Standard Day
	Cost					0.00	0.00	0.00	0.00
	Budget		100.00						
	Total employees:	10	375.00	0:00		0:00	0:00	0:00	0:00
	Shifts					10	10	10	10
	Fix Std Day					3	3	3	3
	Rest Day					0	0	0	0
	Standard Day					6	6	6	6

Employee Rostering including Costs



Employee Demographics, Absence & Analytics Dashboard



Patient Acuity

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



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