



Softworks Solutions for Home Care & Community Care Providers

Employee Rostering, Time & Attendance, HR and Absence Management

Softworks assists Home Care & Community Care Providers to deliver high-quality, cost effective care within budget, while focusing on your most important resource - your people. 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 Home Care & Community Care Providers with operational efficiency, cost control, regulatory compliance and employee empowerment.

Softworks Workforce Management Solutions are easy to use and can empower Home Care & Community Care Providers to;

- Allocate resources where and when they are needed through innovative automated scheduling 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

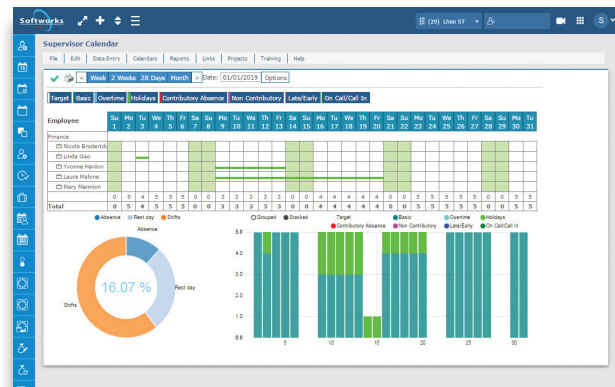
- **HR Management** - Full HR system to track employee information including; contract start dates, probation review periods, personnel information, performance reviews and visa dates. Alternatively, Softworks can integrate with your existing HR system.
- **Skills Management** - Complete skills management 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** - An easy to use roosting system, so that you can ensure that available employees have the correct

skills and have complied with the pre-defined criteria for roster selection. Easily identify any gaps or under resourcing with graphical displaying of information.

- **Softworks ESS & 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. Softworks app enables employees to record their own time and attendance, request holidays and other absences and check work rosters via their smart phones/tablets from wherever they are. At point of clocking, includes GPS coordinates if required.
- **Clocking Terminals or Assumed Hours Email Timesheets** - As well as being able to clock using our mobile app, we have multiple other clocking methods available 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 EWT module to ensure compliance with the legislation and notification of any breaches.
- **Action Manager** - Single screen to allow managers to action upon any outstanding tasks, such as; holiday requests, missed clocking and overtime approval - eliminating missed clocking exception reports.

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

HR Module including eForms

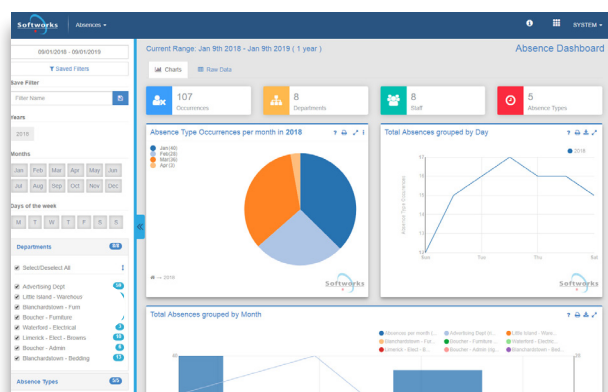


Supervisor Team Calendar



Employee Self Service & Mobile App

eRostering



Employee Demographics, Absence & Analytics Dashboard

Single Screen Action Manager

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



For further information about Softworks Solutions for Home Care & Community Care Providers
Contact us: hello@softworks.com or visit softworks.com