



Softworks

Works for your workforce!

Softworks Solutions for Managing Employees Across Multiple Sites

Employee Rostering, Time & Attendance, HR and Absence Management

Managing rosters that ensure you have the right people, in the right place, at the right time is never easy, but it becomes increasingly difficult when you add to this, managing multiple hourly teams in multiple client locations. Not only do you often have more employees to keep track of, but also each location will more than likely have its own unique requirements based on your client's business and culture. Softworks can help you to manage complex rostering, drive efficiencies, cut costs and ensure regulatory compliance.

Softworks Workforce Management Solutions can empower you to;

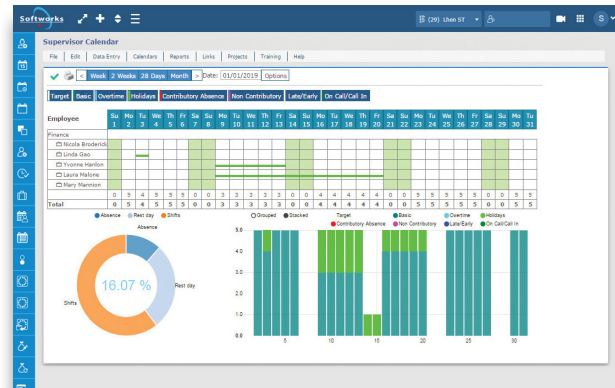
- Ensure you have the right people, at the right site, at the right time. Easily view any gaps in your scheduling and make the best possible use of your workforce.
- Automate the cycle of workforce administration from staff induction to rostering and right through to payroll authorisation.
- Allow managers to work within predefined budget allocations and optimise schedules accordingly.
- Ensure compliance with legislation and health & safety requirements.

We can provide you with solutions to assist with

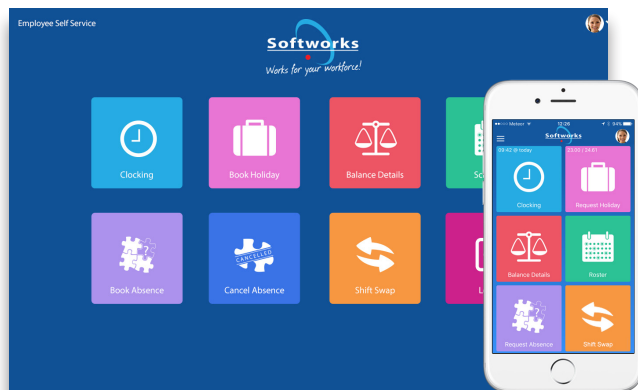
- **Rostering** - Manage and optimise rosters across your clients' sites, enabling effective scheduling and management of teams across multiple locations.
- **Time & Attendance** - Build a clear picture of employee time through detailed data and reports on attendance, absenteeism, overtime, flexi-balances, rostering and holiday leave.
- **Payroll Integration** - Save administration time, eliminate errors and avoid duplication by automating the tracking of your employees' time and attendance, apply your unique pay rules and integrate this data directly into your payroll system.
- **Skills Management** - Complete skills management solution to track employee skills, training & qualifications. Detect training needs including; site induction requirements and manage employee learning requirements.
- **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.
- **Softworks ESS & Mobile App** - Easy to use employee self-service solutions enabling employees to check rosters, record their own time and attendance, request holidays and other absences via PCs, laptops, smart phones and tablets.
- **Clocking Terminals or Assumed Hours Email Timesheets** - As well as being able to clock using our mobile app (includes GPS location), we have many other clocking methods available including; biometric, proximity, pin clocking terminals along with email timesheets for those who don't clock.
- **Employee Demographics, Absence & Analytics** - Real time, dynamic information on employee trends such as absences, lates and leaving early to provide accurate management information.
- **Action Manager** - Single screen to allow managers to action upon any outstanding tasks, such as; holiday requests, missed clocking and overtime approval. This eliminates running many exception reports.

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

HR Module including eForms

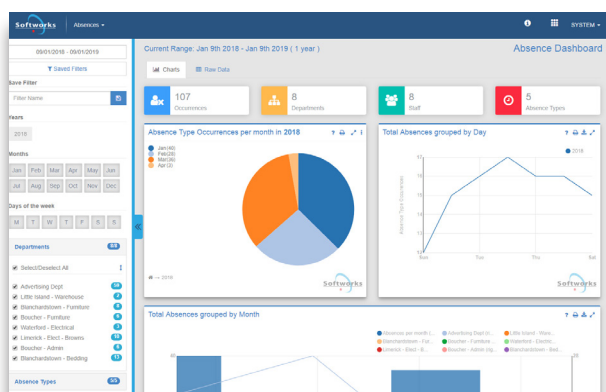


Supervisor Team Calendar



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
Contact us: hello@softworks.com or visit softworks.com