Softworks Solutions for Hospitals

Employee Rostering, Time & Attendance, HR and Absence Management

Softworks assists Hospitals to deliver high-quality, cost effective care within budget, while focusing on your most important resource - your people. Our eRostering & Optimisation, Time & Attendance, Flexible & Mobile Working and Absence Management Solutions have been designed to address the unique challenges of public and private hospitals. Softworks can provide you with a completely automated workforce management environment. We can help you to manage complex rostering, drive efficiencies, cut costs, reduce absenteeism and ensure regulatory compliance, while simultaneously delivering exceptional patient care.
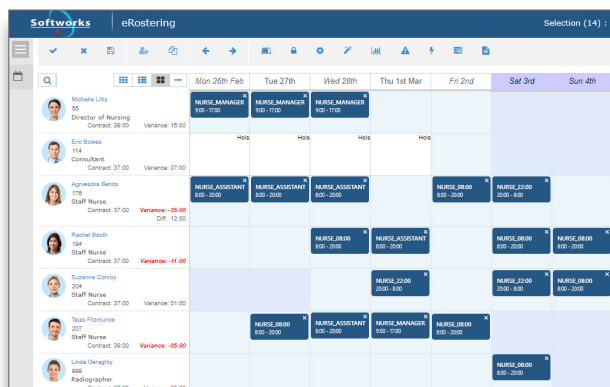
Softworks Workforce Management Solutions are easy to use and can empower Hospitals to;

- Automate the cycle of workforce administration from staff induction to rostering and right through to payroll authorisation.

- Make the best possible use of your existing workforce and minimise the use of agency staff with our roster optimisation tools

- Allow managers to work within predefined budget allocations and optimise schedules accordingly.

- Reduce overtime, absenteeism and other unplanned costs.

- Ensure compliance with the European Working Time Directive and Health & Safety requirements.
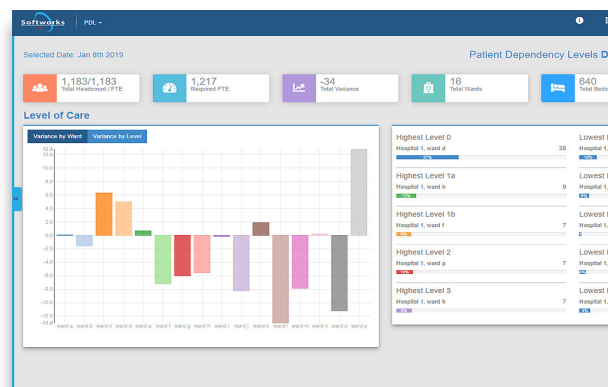
We can provide you with solutions to assist with

- **Rostering** - Manage and optimise rosters across your entire hospital, enabling effective scheduling and management of staff across all job functions, departments, teams and 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.

- **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.

- **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, 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.

- **European Working Time Directive** - Easy to view EWTD 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.
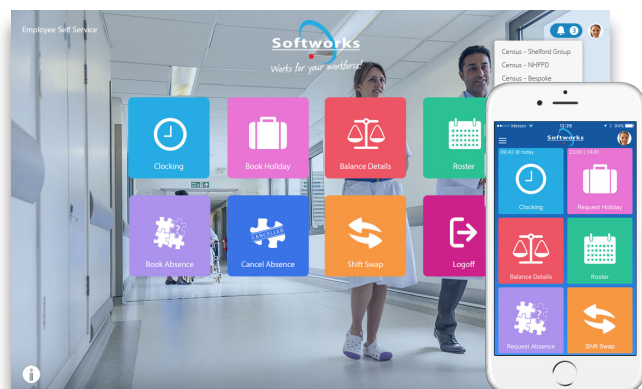
softworks.com

Softworks
Works for your workforce!

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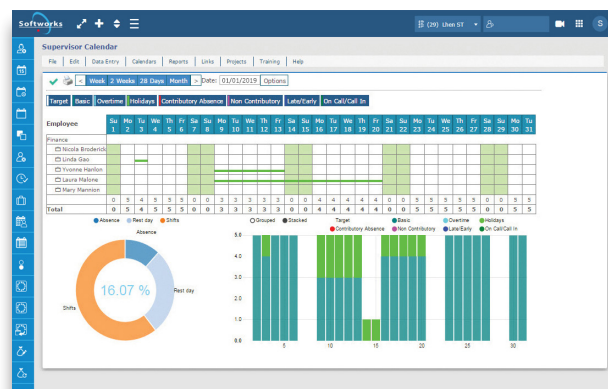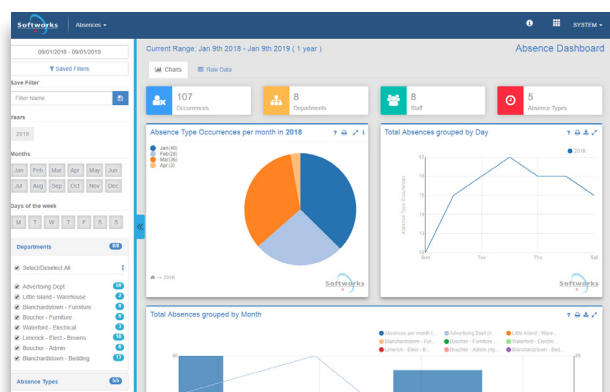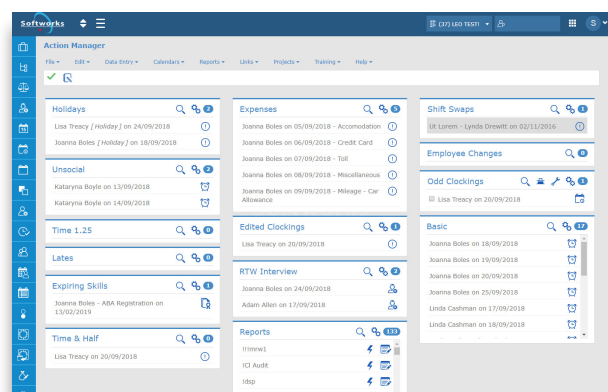

eRostering

Patient Acuity

Employee Self Service & Mobile App

Supervisor Team Calendar

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