



Softworks Solutions for Hotels

Employee Rostering, Time & Attendance, HR and Absence Management

Softworks Workforce Management Solutions can assist you to manage and automate employee time & attendance, scheduling, holidays and absences. Softworks makes it easy for you to manage complex rostering including, rostering for split shifts and choosing the best available member of staff for shifts, based on their availability and/or skill set.

Softworks Workforce Management Solutions can empower you to;

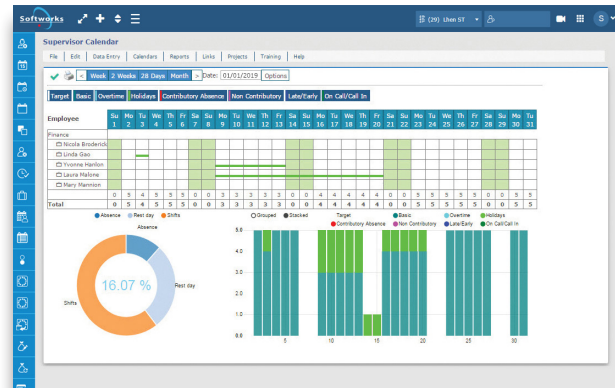
- Ensure you have the right staff, in the right place, at the right time, at the right cost. Easily view any gaps in your scheduling and make the best possible use of your workforce.
- Automate the cycle of workforce administration from staff induction to rostering and right through to payroll authorisation.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

We can provide you with solutions to assist with

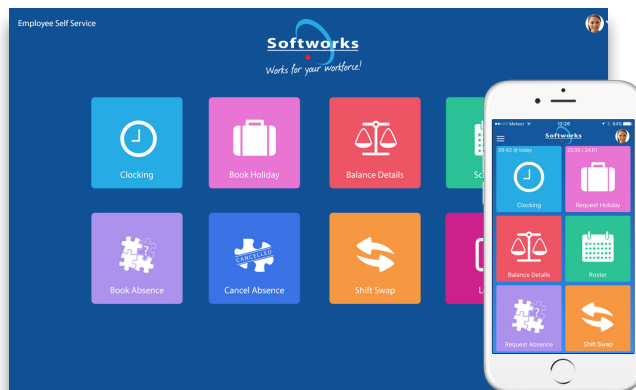
- **Rostering / Scheduling** - Ability to roster for split shifts and roster for members of staff, who have multiple job roles, at multiple rates of pay, as well as managing seasonal staff and rehires.
- **Workforce Optimisation** - Optimise workforce scheduling and deployment by aligning labour resources with customer demand thereby, enabling you to deliver exceptional customer service.
- **Payroll Integration** - Automate the tracking of your employees' time and attendance and integrate this data directly into your payroll system. Attribute correct job role cost to correct department.
- **Skills Management** - Track employee skills, training & qualifications and detect training needs.
- **HR Management** - Manage employee information including; contract start dates, probation review periods, personnel information, performance reviews and visa expiry dates.
- **Softworks ESS & Mobile App** - Easy to use employee self-service solutions enabling employees to check rosters, record time and attendance and request holidays via smart phones and tablets.
- **Clocking Terminals** - Multiple 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.
- **Action Manager** - Single screen to allow department managers to action upon any outstanding tasks, such as; holiday requests, missed clocking, overtime approval and return to work interviews.

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

HR Module including eForms

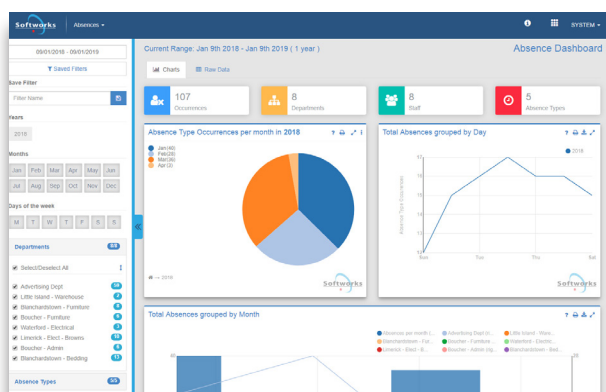


Supervisor Team Calendar



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