

## Softworks Solutions for the Public Sector

*Flexitime/Time & Attendance, Automated Rostering, Holiday and Absence Management Solutions*

*For 27 years Softworks has been assisting Public Sector organisations. Our Solutions make it easy for you to manage employee hours, flexitime, time in lieu, holidays and planned and unplanned absences. We can assist you to streamline internal processes, reduce administration, generate reports and encourage employee self-service.*

### Softworks Workforce Management Solutions can empower you to;

- Accurately record hours worked; maintain flexi balances, time in lieu and manage planned/unplanned absences.
- Automate the cycle of workforce administration from staff induction to rostering and right through to payroll authorisation.
- Optimise workforce scheduling and deployment by aligning labour resources with demand.
- Ensure compliance with working time legislation and health & safety requirements.

### We can provide you with solutions to assist with

- **Time & Attendance** - Build a clear picture of employee time including attendance, absenteeism, overtime, flexi-balances, scheduling and holidays.
- **Rostering/Scheduling** - Manage and optimise schedules across your entire organisation.
- **Skills Management** - Complete skills management solution to track employee skills, training & qualifications,

detect training needs and manage employee learning requirements.

- **HR Management** - Full HR system to track employee information or alternatively, Softworks can integrate with your existing HR system.
- **Softworks ESS & Mobile App** - 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.
- **Multiple Clocking Options** - As well our mobile app, we have multiple other clocking options including biometric, proximity pin clocking terminals and 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 managers action any outstanding tasks, such as; holiday requests, missed clocking and overtime approval.

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

**Personnel Details Form**

File | Edit | Data Entry | Calendars | Reports | Links | Projects | Rostering | Training | Help

Accident | Disciplinary | Starter/leaver | Employee forms | Sick Scheme | External | Personnel

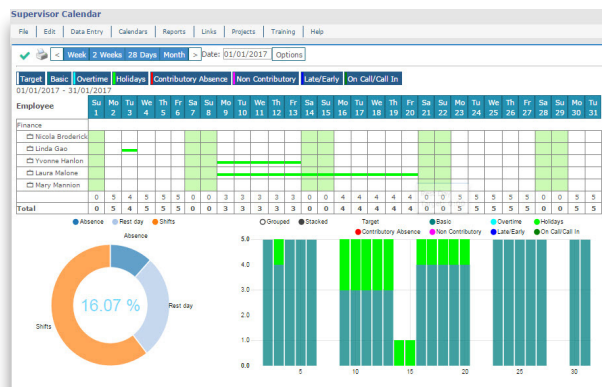
Employee Number: 5  
 Firstname: Alana  
 Surname: Bartnik  
 Email: [blank]

Department: [blank]  
 On Absence: [blank]  
 Clocking: [blank]

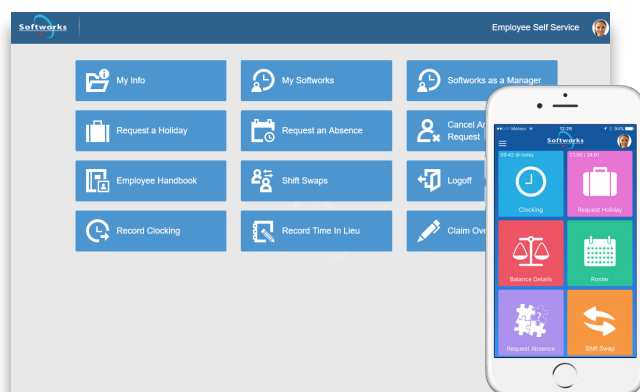
Gender: M | Age: [blank]  
 Date Of Birth: 01/08/1980 | Location: [blank]  
 Place of Origin: Ireland | Home phone: [blank]  
 Title: Mr. | Project Manager: [blank]  
 Job Title: [blank]

Personnel | Employment | Payroll | Other Information | Time & Attendance | Comments | Skills | Extra details | Disciplinary

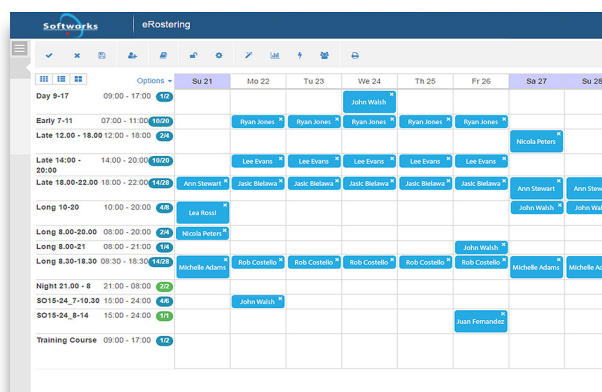
HR Module including eForms



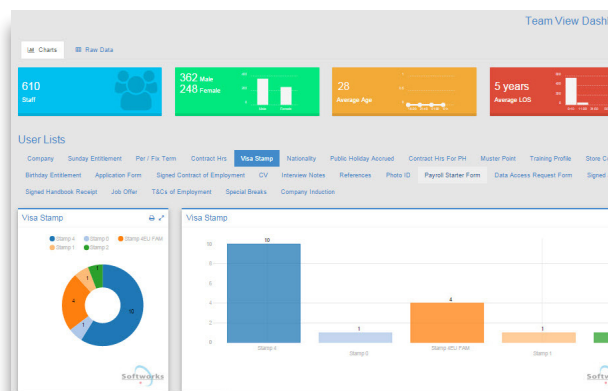
Supervisor Team Calendar



Employee Self Service & Mobile App



Automated Rostering



Employee Demographics, Absence & Analytics Dashboard

**Action Manager**

File | Edit | Data Entry | Calendars | Reports | Links | Projects | Training | Help

Holiday Days request: Amanda Doyle on 16/03/17, Amanda Doyle on 21/03/17

Expenses: Amanda Doyle on 06/02/17, Jennifer Loughane on 07/02/17, Jennifer Loughane on 08/02/17, Jennifer Loughane on 14/02/17

Work on Rest Day: Catalina Camell - Shift 0, Catalina Camell - Shift 1, Catalina Camell - Shift 2, Catalina Camell - Shift 3, Catalina Camell - Shift 4

Reports: ldp\_userinf, ldp1, ldp2, ldp2.1, Absence % Report, Absence Count Report

Single Screen Action Manager

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

