



## Softworks eRostering/Employee Scheduling

Employee rostering is often one of the most complex and difficult tasks for organisations. Softworks can provide you with a completely automated rostering solution. We can help you to manage complex rostering, drive efficiencies, cut costs, reduce absenteeism and ensure regulatory compliance, while simultaneously delivering exceptional customer service.

### Softworks eRostering solutions can assist you to:

- ✓ Save time, reduce administration and eliminate paper-based rosters and the errors associated with manually prepared schedules.
- ✓ Streamline and automate your rostering processes and generate real time reports and analytics.
- ✓ Map employee tasks with skills & constraints including gender balancing, languages, years of service & seniority.
- ✓ Easily create rosters that take into account employees preferences, fairness of shift distribution including; bank holidays, weekends and night shifts, as well as monitoring the contract hours being used for employees across your organisation.
- ✓ Generate your ideal staffing levels and visually display any gaps and identify the best personnel, based on required skills and availability, to complete these shifts.
- ✓ Show accurate costing for your staff allocation including, premium rates or any overtime rules.
- ✓ Give employees' greater control over their rostering preferences and organisation of their work. Enable employees to easily check their rosters using the Softworks app.
- ✓ Manage last minute roster changes using "Softworks Real-Time Gaps Screen" that provides a rolled-up view of any gaps you may have in your roster across the organisation, grouping them by department, area, date and most importantly the severity of the gap.
- ✓ Fill any staffing gaps using "Softworks Vacancy Alerter" that allows you to send triggers via email and text to any available staff to request them to fill the shift. This can be restricted to staff who comply with your organisational rules and current legislation.
- ✓ Once all employees have been rostered and last-minute gaps filled, "Softworks Daily Planner Screen" will provide you with live detail on employees who are expected to be working along with who is due in throughout the day!

# Softworks eRostering Wizard

Softworks eRostering 'wizard' gives you the ability to build your entire rosters at the touch of a button, freeing up key personnel; to spend more time on customer service and where the organisation needs them most. Softworks have clients who automate their rosters over a year in advance.

**STEP 1**

Choose your ideal staffing levels taking into account; roster preferences, annual leave, legislative compliance and fairness.

**STEP 2**

At the click of a button allocate your staff.

**STEP 3**

Identify any real time gaps and choose appropriate staff to fill.

**STEP 4**

Publish your roster and visually display your real-time staffing levels.

*Right people, right skills, right place, right time!*