

Easily manage **flexitime**, **flexible working** and **family friendly** policies.



### **Flexible Solution**

*For twenty five years Softworks has been assisting leading organisations to manage the working day in a way that makes them more efficient, productive and profitable. Our award winning Flexitime Solution has been developed following close consultation with our clients who wanted a system that could easily and accurately manage flexible working hours. Softworks Flexitime Solution is recognised as being one of the most innovative, feature rich and easy to use products on the market today.*

### **At a Glance, The Benefits:**

#### *Innovative, Feature Rich & Easy to Use Solution*

Say goodbye to spreadsheets and manual processes and hello to one of the most cutting edge systems available for managing your employee's flexitime. With Softworks Flexitime, all your employee's working hours are captured to the minute. Work patterns are easily set up within the system to cater for flexitime and hours in excess of the standard week are put into a flexi balance.

#### *Save time, eliminate errors and duplication*

Significantly reduce the number of queries from employees to line managers, HR and payroll. Administrative tasks and backlogs are dramatically reduced, leaving staff to get on with more strategic and productive tasks.

#### *Easily edit, authorise & analyse working hours*

Hierarchical workflow authorisation allows supervisors to easily and quickly edit, authorise and analyse working hours, holidays and absences all in one screen. Furthermore employees have the facility to check flexi balances, holiday balances and view approval status of holiday requests and without having to contact supervisors or HR for information.

#### *Management Reporting and Analytics*

Softworks solution provides employee data and information when and where it is needed, in a flexible, comprehensive, intuitive manner. Build a clear picture of employee time through detailed data and reports on flexi-balances, attendance, absenteeism and holiday leave.

#### *Scalable & Configurable to your needs*

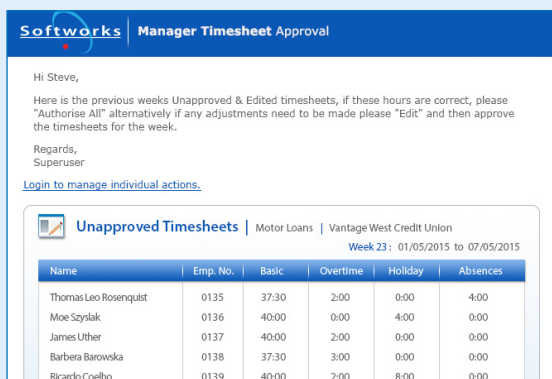
Scalable and completely configurable, it applies and automates processing your organisation's unique pay rules and policies accurately and consistently and is fully compliant with legislation.

#### *Employee Self Service included as standard*

With employee self-service included as standard your employees are always aware of when they are close to reaching their target, banked, debit or credit hours and can take time off or work more hours accordingly. Employees love the fact that they can easily check flexi balances, request holidays and absences and view timesheets. The system is easily accessible via web, iPad, smartphone or whatever way works for your organisation.

## Key Capabilities

- Supports flexible and family-friendly working arrangements.
- Eliminates paper and spreadsheet forms and timesheets.
- Standardises organisational policies and rules.
- Formalises workflow authorisation.
- Saves time, eliminates errors and duplication. Encourages employee self-service.
- Accurate up-to date absence & timesheet data. Reduces absenteeism.
- Fair and equitable application of policy for all employees.
- Facilitates compliance with health & safety / employment legislation.
- Automates pay, employment contract and custom and practice entitlement.
- Generates accurate data for payroll.



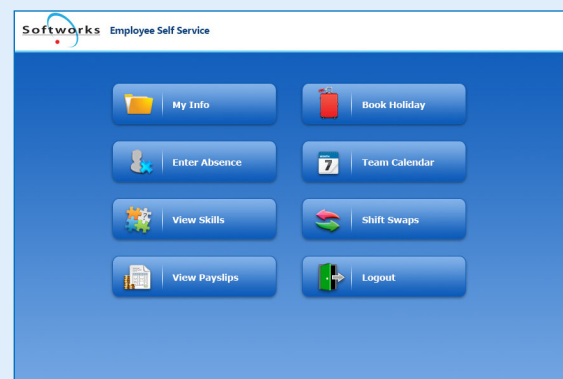
Hi Steve,

Here is the previous weeks Unapproved & Edited timesheets, if these hours are correct, please "Authorise All" alternatively if any adjustments need to be made please "Edit" and then approve the timesheets for the week.

Regards,  
Superuser

[Login to manage individual actions.](#)

Name	Emp. No.	Basic	Overtime	Holiday	Absences
Thomas Leo Rosenquist	0135	37:30	2:00	0:00	4:00
Moe Szylak	0136	40:00	0:00	4:00	0:00
James Ulther	0137	40:00	2:00	0:00	0:00
Barbera Barowska	0138	37:30	3:00	0:00	0:00
Ricardo Coelho	0139	40:00	2:00	8:00	0:00



## Features

- Manages and automates your flexible working options.
- Allows you to track and report on employees availing of flexible working.
- Enables you to implement and monitor staff absence, attendance and other policies through defined targets.
- Allows you to manage various shift patterns
- Promotes line manager and employee self service.
- Manages any number of employees and schedules.
- Advanced reporting and analytics.
- Receive and approve employee timesheets, holiday and absence requests via actionable email alerts.

