



**Softworks**

*Works for your workforce!*

## ***How AIDS Committee of Toronto uses Softworks to manage employee Time and Attendance***

**Case Study**

*Founded in 1983 by a group of community volunteers, today the AIDS Committee of Toronto (ACT) is Canada's largest HIV service organization. It works to reduce new HIV infections in Toronto and promotes the independence, dignity, health and well-being of people living with HIV and AIDS and those at increased risk of HIV.*

## How AIDS Committee Toronto is using Softworks to manage employee Time and Attendance

### Project Background

Canada's largest HIV service organization, ACT is working towards a city with zero new HIV Infections and zero HIV-related stigma and discrimination through sexual health education, prevention and outreach.

ACT employs approximately 50 staff in downtown Toronto and has an extensive network of over 400 volunteers with a broad community outreach.

### The Challenge - real time tracking and data on agency staff

Prior to using Softworks Time and Attendance and Employee Self-Service, ACT had difficulty getting accurate information on employee hours worked. ACT is unionized and needed to be able to report accurately on holiday entitlements, sick time, hours worked and time in lieu.

### Solution Requirements

After reviewing their business challenges and objectives ACT decided to search for a Workforce Management Solution to manage employee Time and Attendance which could provide real-time reporting and allow employees to check their own balances.

### Confidentiality and real time data

ACT needed a system that provided confidentiality, real time reporting and accurate time tracking of agency staff.

### Employee Self-Service

ACT wanted to empower employees to check their time in lieu and holiday balances real-time using the employee Self Service mobile App.

### ACT chose the following modules from the Softworks suite

- Time and Attendance
- Employee Self Service

### Successful Project Management

Key to the ease of project implementation was the creation of a dedicated Project Team made up of the IT Manager, HR Manager and Payroll Specialist from ACT along with the Softworks Project Manager.

This integrated team approach was a big factor for success, along with frequent feedback from the end users during the training rollout phase, and frequent trouble shooting sessions with the Softworks Project Manager.

“ *The Softworks Project Manager was wonderful to work with and extremely helpful. We could not have rolled out this new system as efficiently as we did without the ongoing support of the Softworks Project Manager.* ”

Sergio Martinez, Manager Human Resources ACT

## The Benefits

According to Sergio Martinez, Manager Human Resources ACT the key benefits of implementing Softworks Workforce Management Solutions are:

### Improved Efficiency

“ *Softworks has had a tremendous impact on the organization’s ability to be more efficient with time tracking, reporting, legislative compliance around confidentiality and privacy, and have better business outcomes.* ”

## Staff Satisfaction

“ *ACT staff are extremely happy with the product and with the accessibility to accurate real time balances. Compliance with union and legislative requirements has also been a huge factor in staff satisfaction.* ”

## ABOUT SOFTWORKS

Softworks helps companies streamline processes, increase productivity and reduce costs through improved management, scheduling and utilization of labour resources. Softworks offer reliable, proven easy to use, intuitive solutions for Time & Attendance, Labour Scheduling/Rostering, HR and Absence Management allowing both private and public organizations to better ensure compliance, reduce errors, eliminate redundancies and improve reporting – while promoting a safe, positive working environment for all employees.

For further information about Softworks solutions:

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or

Visit us : [softworks.com](http://softworks.com)