Softworks
Works for your workforce!

Element Six simplifies Rostering and streamlines Time and Attendance with Softworks

Element Six is a global leader in the design, development and production of synthetic diamond and tungsten carbide supermaterials. Part of the De Beers Group, they employ over 1,900 people with primary manufacturing sites located in the United Kingdom, Ireland, Germany, South Africa and the United States of America.

Element Six harnesses the unique properties of synthetic diamond and tungsten carbide to deliver supermaterials that improve the efficiency, performance and reliability of industrial tools and technology. Their manufacturing facility in Shannon, Ireland, employs in the region of 600 people.

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Project Background

Element Six works in a highly skilled and precise manufacturing environment on a 24 hour a day, 7 day a week basis in their Shannon, Ireland site.

Element Six had HR Management and Building Access Control solutions in place capturing time logged in and out of the building, absence and annual leave, however this information wasn't automatically linked to timesheets or rostering meaning many processes relating to these areas required manual intervention. These manual processes were creating a good deal of administrative work for supervisors, managers and HR team members both in the work itself and in the management of employee enquiries.

Element Six was confident that implementing a Workforce Management Solution to utilise data related to time and attendance would bring many benefits for their business, such as improved visibility of time and attendance, a reduction in time spent on manual processes, simplified rostering and improved accuracy of timesheets for payroll purposes.

Solution Requirements

Element Six had the following key requirements for their Workforce Management Solution.

Integration with existing solutions

Element Six had existing solutions in place for HR Management, Building Access Control and Payroll. Their chosen Workforce Management solution needed to be able to interface with these solutions seamlessly to transfer data where required e.g. between the Access Control Solution and timesheets, between timesheets and Payroll and between HR Management or holiday tracking and rostering.

Rostering/Scheduling

The chosen solution needed to be able to create and manage rosters across multiple teams and departments to accommodate Element Six's working pattern.

Electronic Timesheets

Element Six didn't need employees to clock in or out using a separate time management system as their existing Building Access Control Solution recorded this data. However, they wanted this information to be sent to an electronic timesheet that employees and supervisors could then review and approve on a weekly and monthly basis, before it was sent to payroll. The timesheet needed to take rules for contract hours, additional hours, night shifts and premiums into account.

Element Six chose a cloud-based Workforce Management Solution from Softworks with the following modules:

- Time and Attendance
- Employee Scheduling / Rostering
- Absence Tracking
- Employee Self-Service
- Alerts and Reporting

Project Rollout

Element Six's HR team worked with a project manager at Softworks to capture a list of their business rules related to employment, rostering, attendance, absence tracking, company hierarchy, holiday balances, overtime and access/security policies, to ensure these rules were reflected in the new Workforce Management Solution.

Element Six established a pilot team made up of members of the HR team, managers and supervisors. The pilot team tested an exhaustive list of use cases and processes to make sure the

solution could deliver on Element Six's rostering, time, attendance and pay rule requirements. When the team was satisfied the solution was meeting all of the specified requirements it was rolled out to employees. Softworks provided training to a team of super users and to 70 supervisors.

The Benefits

Element Six has experienced the following benefits since implementing the Softworks Workforce Management Solution.

Streamlined Rostering/Scheduling

Softworks Rostering module seamlessly incorporates absence information from Element Six's HR solution ensuring less adjustments and revisions are needed to rosters once completed. Rostering has been simplified significantly allowing Element Six to create a full roster for the entire company in as little as 20 minutes. Supervisors and managers spend far less time on creating and managing rosters so they are freed up to perform other business critical tasks.

Time saved managing timesheets

Prior to the introduction of Softworks Workforce Management Solution, Element Six was using an existing legacy solution for timesheets. This system created challenges for the business because making changes was complicated and the process of managing and adjusting timesheets was time consuming.

Element Six, HR had this to say

" We had a considerable number of queries each month when employees forgot to enter some of the time they had worked, due to the complexity of working an array of different shift patterns. "

The Softworks solution has simplified the management of timesheets considerably and employees can review their hours on a daily basis if they wish. Supervisors can approve or change timesheets before they are sent to payroll. The new solution has reduced the amount of time spent managing timesheets and has improved their accuracy which has benefits for all users.

" Employee engagement has improved significantly and employees are no longer making errors in entering their timesheets as the process is automated. "

Simplified Payroll Process

Now that electronic timesheets are reviewed and approved by employees, supervisors and managers on a weekly and monthly basis, the creation of the payroll file has been simplified and its accuracy has improved.

" Employees can now review their hours on a daily or monthly basis prior to payroll being run which has improved transparency across the business. From both an employer and employee perspective it makes the payroll process easier to manage with accurate and on-time data. "

" Payroll was a manual process and took approx. 12 hours per month to complete compared to approximately 4 hours now with Softworks. "

Proactive Alerts

Element Six is now benefiting from a completely automated workforce environment with event-driven, actionable alerts from the Softworks Alerts and Workflow module. The alerts remind supervisors and managers of

tasks they need to carry out such as approving timesheets. Approval can be done directly from the email alerts with no need to log into the Softworks solution.

Easier and quicker admin

Managers can also get a head start on administrative tasks by logging into the Softworks Action Manager to get a real-time overview of tasks that require attention e.g. authorising overtime or additional hours. Here they can also see any infringements that may need attention such as late or missing clockings which allows managers to proactively deal with issues as they happen instead of playing catch up.

> " *As a business, we can run accurate reports and this helps with costing labour and ensuring that we are compliant with the Organisational Working Time Directive.* "

Employee Empowerment

Softworks used Microsoft Azure Single Sign-On to give employees easy access to the Self-Service module on their PCs. Through Self-Service, employees can now view their timesheets quicker and easier than they could with the previous solution.

> " *Employees can now review their hours on a daily/monthly basis prior to payroll being run which has improved transparency across the business.* "

> " *Employees are very happy with the system as they are not 'forgetting' to put their hours through for payment, and this has increased engagement across the site. In addition, our management team finds Softworks a pro-active tool in aiding them to manage their staff, and in particular in managing flexibility across the team.* "

ABOUT SOFTWORKS

Softworks helps companies streamline processes, increase productivity and reduce costs through improved management, rostering and utilisation 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 organisations 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:

Email us : **hello@softworks.com**

or

Visit us : **softworks.com**