



**Halton Women's Place**  
*Healthy Relationships • Healthy Communities*

## ***Halton Women's Place implements Softworks Time & Attendance and Absence Management Solutions***

**Case Study**

*Halton Women's Place provides a safe haven, information, and education to support a future without abuse for women and their children. The organization opened its doors in Milton Southern Ontario, Canada in October 1980. In the first two years of operation more than 500 women and children were accommodated and more than 700 crisis calls were received. From the day it opened it has been running at near capacity and is now responding to more than 2500 crisis calls a year.*

## Halton Women's Place implements Softworks Time, Attendance and Absence Management Solutions

Halton Women's Place approached Softworks to provide them with a solution to assist them to manage their employees' time, attendance and absences. Their key requirements were as follows;

- **Automation** - They required an automated system to easily track employee time and attendance.
- **Absence Management** - They wanted a system to manage planned and unplanned absences including sick time and vacation.
- **Accuracy** - They wanted to ensure accurate collection of hours worked by employees for payroll and legislative compliance.
- **Reporting** - They were looking for a system that could assist with reporting requirements.

### The Wish List

Before Softworks, Halton Women's Place was manually tracking hours, overtime and absences including sick leave and vacation. They had multiple spreadsheets and had no easy way to generate reports. They wanted to automate as much of this process as possible. The full wish list was as follows;

- Automated time and attendance system that could track employee time and attendance and export to payroll.
- Vacation and other leave tracking including sick leave.
- A system that was easy to use.
- Electronic approvals for absences and vacation.
- Ability to generate meaningful reports for management.

- Elimination of possible errors associated with manual adjustments linked with paper based timesheets.
- Enable supervisors and managers to view, at a glance, all current and future absences.

### Choosing Softworks

Softworks along with other Time and Attendance system providers was invited to demonstrate their solutions. Softworks was selected as the system satisfied the organization's key requirements and criteria. They chose Softworks hosted option. By choosing this option, they were able to avail of the web based features and flexibility that they required. They chose the following modules from the Softworks Suite;

- Time & Attendance.
- Employee and Manager Self Service.
- Softworks Alerts.

The benefits of Softworks modular approach is that Halton Women's Place was able to choose only the modules that they required at the time, yet they still have the ability to choose other modules at a later stage if required.



*Pictured: Sam Scolaro & Janice Hamilton, Halton Women's Place with Lisa McLaren, Softworks Project Manager.*

## The Results

By automating the management of time and attendance, Halton Women's Place are now able to ensure the accurate collection of hours, worked by employees, for payroll. Furthermore, they have eliminated many of the previous manual procedures and multiple Excel spreadsheets.

Halton Women's Place is pleased with the results to date and have seen the following improvements to their processes;

- The integration to payroll has made it easier to manage the Time and Attendance data between systems.
- Categorized absences are helping the organization to manage the information better.

- They have increased reporting capabilities.
- Employee and manager self service options are working well for the organization.

According to Janice Hamilton, Business Manager at Halton Women's Place;

*“ Email based approvals for vacation and absences are now very easy for managers and employees. The rules are helping to manage balances and entitlements. ”*

They also like the fact that

*“ The system is web based and can therefore be accessed from anywhere. ”*

## 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 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)