



WORK Contracts™

Working Time Solutions' WORK Contracts project and resource management system provides a comprehensive planning tool for the assignment of labour, equipment and material resources to contracts and a central repository and decision support system for all project, contract and resource data.

Why WORK Contracts?

WORK Contracts is a core module of the WORK suite of software products from Working Time Solutions Limited. These products have been designed to meet the requirements of users who deal with the long-range planning and daily management of shift work, labour projects and flexible annual hours working on a regular basis. All of the WORK products are easy to use and have a modern feel which provides the user with a familiar interface on which to work.

WORK Contracts can be utilised by any organisation providing labour for contract or project based products or services, using in-house, temporary, agency or contract employees on the basis of the specific labour requirements for the completion of the contract. These may include; Machinery maintenance contractors, Design and build engineers, Project based production contractors, Offshore and sub-sea engineers, Civil engineering contractors, Film and event production teams, Facilities management providers.

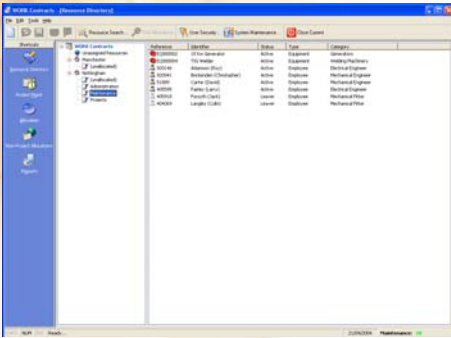
Strategic software tools

- WORK Scheduling™
- WORK Management™
- WORK Contracts™

Consultancy Services

- Working Time Audit
- Annual Hours
- Viability Assessment
- Project Implementation
- Risk Assessment
- Training and Education

Resource Directory



A central directory allows the user to view basic details of all registered resources, whether employees, contractors, items of equipment, machinery or even materials. The resources can be assigned to user-definable locations, and departmental structures created within each location. A simple Resource Wizard allows the user to register new resources on an ad-hoc basis, alternatively import routines may be utilised to populate the database from a 3rd party system.

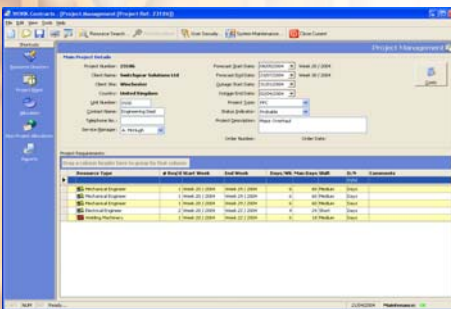
Resource Database



Resource details are split into employee and equipment categories, each having its own data screen. The employee category maintains key information on employees, contractors, agency and temporary staff. This includes general personal information,

next-of-kin details, training, licenses and the ability to store digital copies of driving licenses, certificates, permits etc. The equipment category maintains details of manufacturer, model and serial numbers, testing and calibration certificates etc., again with the ability to store digital images and documents.

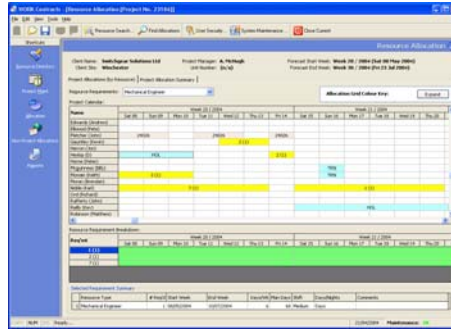
Contract Database



The contract database allows the user to set up future contracts, or amend existing contracts, with key date and project length information and estimates of resource requirements in terms of skill, experience, licensing etc. In this way a clear picture of the resource needs for a contract are built up in terms of levels and duration, prior to commencement.

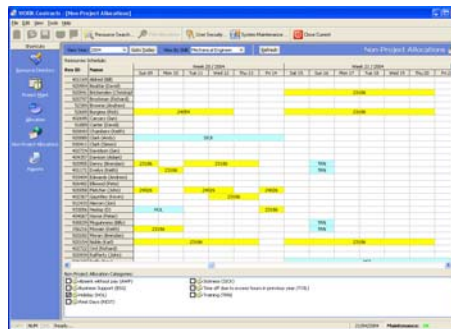
The system also provides full contract costing information with build up of labour, materials and overhead costs, based on the requirements specified. This module can be fine tuned and developed on a bespoke basis to meet specific client needs.

Resource Allocation



Allocation of resources to contracts is a simple routine which fully supports the decision making process by providing comprehensive information on staff skills, grades, experience and any current contractual commitments, plus individual non-contractual commitments such as holidays, sickness and training etc. Resources can be linked to their allocated contract in line with their availability and skill profile. In this way contracts can be planned, costed and administered effectively and easily throughout their duration.

Non-Contract Allocations



There are inevitably times when a resource is unavailable for allocation (employee holidays, sickness or training, or servicing for equipment). These times are managed through the Non-Contract Allocation area. Here, the user is able to view all existing allocations for each resource, and mark specific dates as being a Non-Contract Allocation. This prevents any other Contract-based allocation being made for that resource on the dates specified. All Non-Contract Allocations can be user defined.

Monitoring and Reporting

Comprehensive reporting provides access to data in a variety of outputs including gantt charts, graphs, data printouts and output files to external systems such as Microsoft® Excel. Data maps can be made available so clients with IT resource may generate reports using third-party reporting products such as Crystal Reports.

Security

WORK Contracts contains a user-definable security module, allowing the administrator to apply specific access privileges to each group of users. This ensures that sensitive information is not available to unauthorised users, and also allows the administrator to govern to what extent each user group can use the software.