

# WORK Management™

## Solved.

Reducing waste and ensuring efficiency means staying in control of working time. WORK Management™ gives you the tools to do this easily every day, by providing a central repository for your workforce management data.

This module is the hub of our sophisticated WORK Suite™ application, which is designed to help you with long range planning and daily management of shift work, labour supply and hours worked flexibly over the year.

Each module adds a range of specific features to the application, giving you a flexible and powerful tool that helps your organisation run more efficiently and profitably. The following modules are part of WORK Suite™: WORK Scheduling™ makes it easy to design innovative shift patterns and rotas; WORK Employee Self Service™ allows employees to make their own changes to working hours, such as swapping shifts and booking holiday time; WORK Time™ captures the real-time labour supply information of employees' attendance compared to plan; and WORK Management™ is a comprehensive administration and tactical planning tool for the day-to-day management of working time.

This flexible suite of software solves all the complex issues involved with planning and managing dynamic working environments, from large scale strategic change to day-to-day tactical administration. These tools are also key to supporting organisations who wish to adopt Lean Employee Resourcing in radical and transformational change to working time.

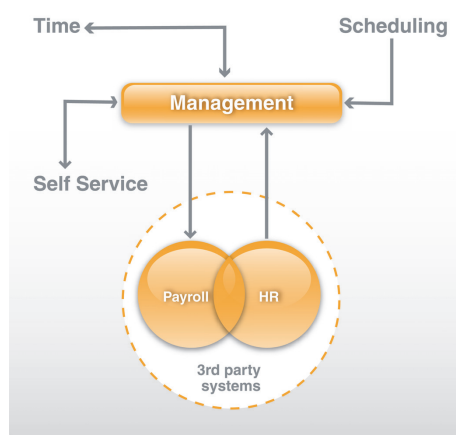
**Work Management™** is used by those who manage shifts, rosters and all Lean-ER™. It handles the assignment of labour rotas and monitors variations as they arise, giving administrators access to all the data they need to make key decisions on working time. They can compile highly detailed working time reports and really stay in control.

### Make a difference with WORK Management™

WORK Management™ helps to ensure efficient and cost-effective resource management by:

- Providing a central repository for all workforce management data
- Effectively managing the working time environment leading to increased productivity and reduced costs
- Providing essential decision support and management information
- Providing a module which can be customised to match the needs of your organisation
- Adapting to your current and future business requirements
- Using the same modern and easy-to-use interface as our other WORK Suite™ tools, so you have a familiar framework

### WORK Suite™



shifts rotas productivity work  
forces scheduling planning  
rostering control flexibility

### **View live rota information**

WORK Management™ quickly and easily turns the calendars compiled by the WORK Scheduling™ module into the live working time arrangements that are used by your organisation. The module can also incorporate rota data from third-party systems, giving you one master calendar from which to work. All schedules can then be accessed from one central database, allowing managers or supervisors to view the details of all shifts, exceptions and rest periods, giving them a clear picture of the cover provided.

### **Keep track of personnel**

A detailed personnel database stores a wide range of employee information, including addresses, photographs, next-of-kin details, skills, permits/licences, and other data as required. Staff in specific departments at different sites can access the data as appropriate to their security, with full data entry and review facilities included. Data from other mainstream HR systems can also be imported.

### **Stay secure**

'Who sees what?' remains under the control of your administrator, as specific access privileges can be granted to certain individuals or user groups while ensuring that sensitive information remains unavailable to unauthorised personnel.

### **View schedules easily**

WORK Management™ has been designed to be simple and logical to use, with all compiled rotas and employee details easily accessed using 'right click' options within the Schedule Viewer screen.

### **Allocate and transfer staff**

Personnel can be assigned easily to specific lines of a rota calendar. Team skill sets can be pre-defined so that teams can be assigned with the right combination of skills. WORK Management™ also handles the reallocation and transfer of staff across schedules, departments and sites, and holds everyone's full year-to-date records.

### **Record every detail**

Once an employee has been assigned to a schedule, every detail of their working day can be recorded including reserve or bank hours, overtime, sickness or other absence. Future events such as training courses or holidays can also be planned in. The system is fully

customisable and can be tailored to record any or all of these details, allowing reports on each employee's working time to be compiled.

### **Maintain the cover you need**

When cover is needed, WORK Management™ makes it simple to arrange. Full cover analysis is represented graphically, highlighting in detail shortfalls and variations in the plan, while a search function helps users identify the best potential sources of additional cover as required.

### **Comply with working time regulations**

All current working time regulations are covered by the module, making it straightforward for users to check that regulations are not being breached, and that unfair or illegal arrangements don't result from any changes that are made.

### **Keep a record**

Full historical records are maintained for each employee, so it's simple to generate reports and statistics that incorporate all information relating to shifts or rota calendars.

### **Generate reports**

WORK Management™ includes an extensive reporting facility. In addition, the powerful search engine puts a huge range of resources and information at your fingertips.

#### **A suite of tools**

WORK Management™ is just one module in our WORK Suite™ application. Remember that you will also benefit from:

- WORK Scheduling™ – designs shift patterns and rotas
- WORK Employee Self Service™ – helps employees to manage their own working hours
- WORK Time™ – delivers real-time labour supply information

All of the software modules are of course fully supported by our Service and Response Level Agreements which ensure users receive full on-going software support.

**workingtimesolutions**  
limited

If you would like to make sure your organisation's resources are being used efficiently and cost-effectively, simply get in touch with Working Time Solutions to find out how we can help.

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