



WORK Management™

Working Time Solutions' WORK Management system provides a comprehensive administration and tactical planning tool for the day-to-day management of the working time environment. The system will handle the assignment of labour to rotas, monitor any type of change and provide a central repository of data for the shift, roster and annual hours system administrator.

Why WORK Management?

WORK Management 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.

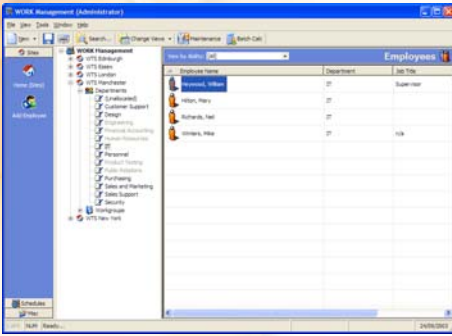
Strategic software tools

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

Consultancy Services

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

Personnel Database



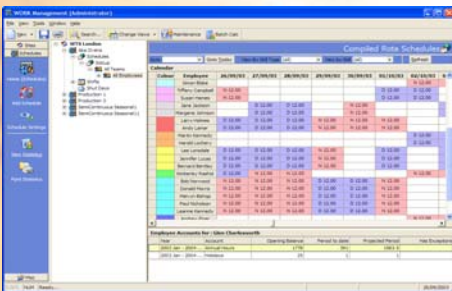
A detailed personnel database is built into WORK Management, providing the users with the ability to store a wide range of employee information including; addresses, employee photograph, next-of-kin details, skills, absence and other user-definable data. Employee records are held within a company hierarchy and can be assigned/moved between various sites and to specific departments within those sites. The system provides full data entry and review facilities, and if required can import data from other mainstream corporate Human Resource systems.

Integrating Rota Calendars

To enable assignment of workforce personnel into a Rota, WORK Management utilises Calendars compiled using the WORK Scheduling™ package. This means that planned schedules, once agreed, can become the basis of live working time arrangements. Rota data in an appropriate format from third-party systems may also be read into WORK Management.

Once imported, Schedules can be viewed in one common location, providing details of all shifts and rest periods rostered for each team or individual, within each Calendar. Shut-days, shut-down periods and Bank Holidays are held and highlighted on the rota calendar.

Labour Allocation



WORK Management provides a simple drag and drop routine to allow the assignment of personnel to a specific line of a rota calendar, on the basis of appropriate skill and experience. Team skill-sets can be defined to ensure appropriately skilled staffing within a multi-skilled team. This module also handles Re-allocations and Transfers of staff across schedules, departments and sites together with their full year-to-date records.

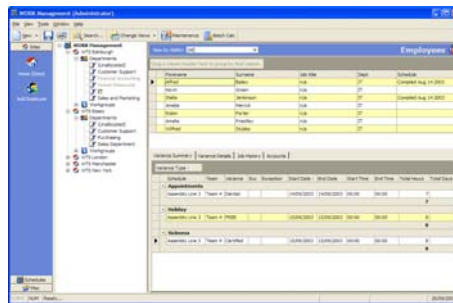
Cover Analysis

Full cover analysis is represented graphically for management control purposes, showing levels of planned cover, shortfalls and variations in the plan. WORK Management also helps the user to identify the best potential sources of additional cover.

Exception Monitoring

Once personnel have been assigned to a schedule, the user is able to monitor and maintain information relating to the working hours and time utilisation e.g. record reserve or bank hours, overtime usage or enter the occurrence of sickness or other forms of absence. Future events such as training courses, holidays and other planned absence from work can also be entered in advance. This is achieved through the WORK Management Variance Management and Employee Accounts module, a powerful user function that will allow the systems administrator to define variance types and link entries to employee accounts in order to record and report on key working time information. In this module the user has full control of the information they wish to record.

Historical Allocation Data



Information relating to the tasks or rota calendars to which an employee has previously been assigned, can be quickly located from within the personnel database; this includes dates, department changes, schedule allocations and details of any exceptions recorded for each employee.

In this way a full historical record is maintained from which reports and statistical analysis can be carried out.

Security

WORK Management 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 utilise the software.

Reporting

Standard reports are provided with the system and data maps can be made available such that clients with IT resource may generate reports using third-party products such as Crystal Reports. A powerful search engine allows the user to quickly identify and locate resources and other ad-hoc information based on a fully user-specified search criteria.