

WORK Time™ Solved.

By giving instant access to real-time information about your labour supply, WORK Time™ helps make sure you're always properly staffed and functioning at an optimal level.

This module is part 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 Management™ is a comprehensive administration and tactical planning tool for the day-to-day management of working time; WORK Employee Self Service™ allows employees to make their own changes to working hours, such as swapping shifts and booking holiday time; and WORK Time™ captures the real-time labour supply information that is used by the other modules.

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 management. These tools are also key to supporting organisations who wish to adopt Lean Employee Resourcing in radical and transformational change to working time

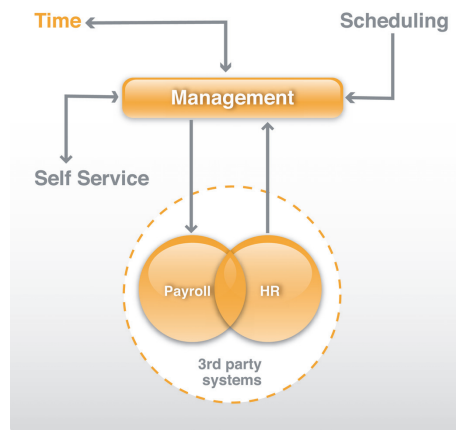
Work Time™ is the data collection engine that provides real-time information on individual employees. It helps pinpoint staff shortages as they arise, allows punctuality and hours worked to be monitored, and gives payroll the information needed to calculate accurate pay – all with minimal overheads.

Make a difference with WORK Time™

WORK Time™ helps to control labour costs and increase productivity and workforce flexibility by:

- Identifying labour availability and shortfalls, making your organisation more responsive
- Giving instant information on your team status and employee punctuality
- Providing accurate data on hours actually worked to assist payroll
- Allowing managers to remain in control with a host of flexible user-friendly features
- Collecting time recording information from sources including biometric terminals, magnetic strip or smart cards, mobile phones, in-vehicle or handheld devices and computer log-ins
- 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

Import rotas automatically

Up-to-date employee and shift information is imported into WORK Time.™

Get up-to-date information

Information collated by WORK Time™ is updated constantly, giving you an accurate picture of your employees' status and availability whenever you need it.

Monitor terminals in real-time

The clock monitor function checks and records data from your clocking-in terminals every second, providing a continuous real-time overview of staff movements.

Share data with WORK Management™

Hours recorded by WORK Time™ – including late or early clock outs – can be updated into the WORK Management™ module so that your personnel records keep track of actual hours worked. The management authorisation feature puts real flexibility at managers' fingertips, allowing them to alter the account type that hours will be added to or deducted from, and helping them create tailored reports on employee working time.

Plan flexible schedules

If you have employees working flexible shift times, the software will allow you to use WORK Time™ without a planned schedule, and still be able to import working hours into WORK Management.™

Export clock reports

All the information captured by WORK Time™ can be exported to CSV or Excel for further analysis and assessment against your business goals.

Enjoy web-based access

WORK Time™ uses a simple web-based interface so you don't need any desktop applications to be able to view the data. Your HR and management teams can access all the details they need from any standard web browser, and we can also configure the system so that off-site managers can access the information from remote web-enabled mobile devices.

A suite of tools

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

- WORK Scheduling™ – designs shift patterns and rotas
- WORK Management™ – administration and tactical planning of working time
- WORK Employee Self Service™ – helps employees to manage their own working hours

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.