

MiWise

'Simplifying HR processes, increasing employee efficiency, and reducing the costs of managing your workforce.'



'Employee Self-Service (ESS) is an increasingly prevalent trend in Human Resources and Workforce Management that allows an employee to handle many job-related tasks that otherwise would have fallen to management or administrative staff. **MiWise** eliminates paperwork and unnecessary phone calls back and forth to HR, whilst drastically reducing costs. With minimal training, employees can access personnel information anytime, enabling HR and Payroll to be more efficient and productive with their time.'

With MiWise you can:

- Save time & reduce costs by placing employee & HR information in the hands of the employee.
- Enable individual employees to access real-time information on their rosters, holidays balances etc.
- Streamline HR & Payroll processes by reducing the number of calls received from employees.
- Allow employees to view absence figures including, type, category & duration of absence.

At a Glance, MiWise:

Reduces/Eliminates the need for training employees to use ClockWise

In situations where a number of employees have restricted or zero access to a computer or are not computer literate, MiWise enables HR to give employees a way to view their own information in an easy to use format that requires only minimal training.

Presents information that is clear and immediately understandable

Information is presented on one clear, easy to read screen with easy to use icons that can quickly and easily bring the employee to the information they need without the need for drop down menus and a 3 step process.

Increases the efficiency of Human Resources, Payroll and Operations Staff due to reduced queries from employees.

Employees have full access to their balance, roster, absence, personnel and clocking details. With detailed information to hand employees can access any information they need without the need to call HR or Payroll.

[← BACK](#)

- [View Balance details](#)
- [View Clockings](#)
- [View Personnel details](#)
- [View Roster details](#)
- [View Absence details](#)

2006

Employee Absence Information

Employee	Date range	From	To	Duration	Category	Type	Authorised
Joe Bloggs 12345678	1 Jan 2006 - 31 Dec 2006	06 Feb 2006		1 day	Uncertified Sick	Taken	
		27 Mar 2006	29 Mar 2006	2.5 days	Certified Sick	Taken	
		13 Apr 2006	18 Apr 2006	2 days	Holidays	Taken	J. Smith
		18 May 2006	26 May 2006	7 days	Holidays	Taken	J. Smith
		29 Jun 2006	30 Jun 2006	2 days	Holidays	Planned	

Employee Absence Information

[← BACK](#)

- [View Balance details](#)
- [View Clockings](#)
- [View Personnel details](#)
- [View Roster details](#)
- [View Absence details](#)

Employee Personnel Information

Personnel	
Firstname	Joseph
Surname	Bloggs
Date of birth	22/08/1974
Gender	Male
Address	111 Main Street Bray Co. Wicklow
Home phone	(01) 2066126
Mobile	087 1234 5678
Email	JoeBloggs@gmail.com

Employment	
Employee number	12345678
Date Started	12 Aug 2003
Date Permanent	12 Nov 2003
Employee status	Fulltime permanent
Work Pattern	Standard week
Department	Process line 2
Location	Naas depot
Job Title	Quality control officer
Grade	E9
Supervisor	Clarke Kent (432235)

Employee Personnel Information

MiWise

Employee Balance Information

Employee: Joe Bloggs 12345678
 Balance category: Holidays
 Year: 1st Jan 2006 to 31st Dec 2006

Your entitlement for the year is: **22 days**
 Carried over from 2005 is: **2 days**

Less days booked for 2005: **-5 days**

Current balance: **19 days remaining**

List of holidays

from	to	duration
2 Aug 2006	4 Aug 2006	3 days
23 Aug 2006		1 day
8 Sep 2006		1 day

2006

- Holidays
- Time in lieu
- Flexitime

View holiday entitlement and current balance for **Annual Leave and Flexitime**:

- Carried over (from previous year)
- Taken (leave you have already taken)
- Current (leave you have yet to take)
- List of holidays for year

Employee Clocking Information

Employee: Joe Bloggs 12345678
 Date range: 18 Apr 2006 to 16 Apr 2006 (week 17)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In	10:00	09:30	08:52	09:08	09:08		
Out	17:54	16:02	16:30	13:08	15:25		
In				13:45			
Out				13:54			

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Target	06:30	06:30	06:30	06:30	06:30			32:30
Worked	07:54	08:32	07:38	04:08	06:25			32:38
Basic	05:30	05:30	05:30	04:08	05:25			26:04
Late	00:30							00:30
Time + half		01:00			05:25			01:00
Double time								
Flexi balance	05:20	05:22	05:30	04:08	04:04	04:04	04:04	

Week 17

View **Clocking Information**:

- By day/week
- In and out times (lates/earlies)
- Target V worked balances
- Time and a half, double time and flexi balance figures.

Employee Roster Information

Employee: Joe Bloggs 12345678
 Month: April 2006

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1 Rest day	2 Rest day
3 Row 09:00-05:30	4 Row 09:00-05:30	5 Row 09:00-05:30	6 Row 09:00-05:30	7 Row Fri 09:00-04:30	8 Rest day	9 Rest day
10 Row 09:00-05:30	11 Row 09:00-05:30	12 Row 09:00-05:30	13 Row 09:00-05:30	14 Rest day	15 Rest day	16 Rest day
17 Rest day	18 Row 09:00-05:30	19 Row 09:00-05:30	20 Row 09:00-05:30	21 Row Fri 09:00-04:30	22 Rest day	23 Rest day
24 Row 09:00-05:30	25 Row 09:00-05:30	26 Row 09:00-05:30	27 Row 09:00-05:30	28 Row Fri 09:00-04:30	29 Rest day	30 Rest day

April 2006

View monthly **roster details**:

- Current roster/shift details
- View rest days