

HonourWise Timesheets



"Introducing an attendance management solution to your organisation should not involve a cultural shift in your working environment. At Softworks, we configure solutions to fit with your company's culture."

EMPOWER YOUR EMPLOYEES AND ORGANISATION...

Designed to accommodate the complete spectrum of salaried and hourly-paid, as well as on and off-site employees, HonourWise Timesheets provide an unobtrusive method of recording employee attendance. HonourWise Timesheets provide your organisation with an advanced "screen based" information system that supports the collection of "exception only" employee data. It is particularly suited to organisations supporting a high level of salaried staff or where a "non-clocking" employee empowerment culture exists.

At a Glance, HonourWise Timesheets

Emulate Your Organisation's Timesheets on a Computer Screen

A powerful calculation engine applies your company's unique pay rules and policies consistently and accurately across your organisation. The system assumes that employees work the normal hours expected and, as a result, intervention is only necessary when an adjustment for absences, overtime etc. is required.

Formalise Authorisation Workflow and Company Best Practice

Hierarchical workflow authorisation allows supervisors to easily and quickly edit, authorise and analyse holidays, absences, overtime etc. all on one screen. The easy to use summary sign off screen, if used regularly, can help promote best practice and standards. Drill down facilities are available for those who wish to view the data in more detail.

Deliver Rich Employee Self-Service Throughout Your Company

Reducing the paper trail that terminates in HR and Payroll departments, HonourWise Timesheets revolutionise the way employee information is disseminated and accumulated, allowing key HR and payroll staff to focus on more strategic issues. Employees can view and edit their time, enter absences, submit requests for leave, review their schedules, view the status of leave and balances from their PC, Kiosk or via the intranet. Empowering employees with ownership of their own data can boost morale and individual productivity.

Adhere to EU Legislation

Under the Working Time Directive, employers are obliged to record the working hours, rest periods and holiday balances of all employees, including salaried employees and senior management levels. HonourWise Timesheets provide an unobtrusive method of recording and complying with the Directive.

Enable Better Decision Making

Up to date, real-time and comprehensive information gives your management team better control. Supervisors can benchmark their department's performance in terms of absence, overtime etc., against the company's average and determine whether necessary steps need to be taken to reduce these incidences. The timesheets can also automatically feed your payroll system and link to other systems, such as HR and finance systems, further helping to streamline and automate your processes.

Promote Family-Friendly Work Environments

With more emphasis now on work-life balance, HonourWise can help manage employee schedules affected by annualised hours, job sharing, tele-working, flexi-time and part-time working.

Provide Iron Clad Security

Multi level security profiles grant viewing/editing privileges to specified users or to all levels of employees if required. Computerised Timesheets also provide sign-off options that prevent unauthorised changes to information prior to a supervisors' approval. Together with a full audit trail, advanced system security profiles ensure confidentiality of employee data.

Fast and Comprehensive Reporting Tools

In business, information is everything. Decisions are being made in shorter cycles and centralisation of information is critical. Fast and comprehensive reporting tools can help your organisation respond more quickly to change. Disseminating valuable information to all levels of management delivers a more complete picture of your organisation's operations and can facilitate better overall decision-making.

HonourWise Trend Analysis and Graphics module is unrivalled in its reporting speed and functionality. It is one of the most advanced management reporting tools available. It highlights costs, percentages, patterns, rankings, reasons and trends in absence, overtime, late arrival, annual leave etc. and comes complete with full graphical reporting capabilities.

At a Glance, Trend Analysis and Graphics

Assists Management in Decision Making

HonourWise provides employee data and information when and where it is needed, in a flexible, comprehensive, intuitive manner. Supervisors can benchmark their department's performance in terms of absence, overtime, lateness, etc., against the company's average and determine whether necessary steps need to be taken to reduce these incidences.

Facilitates Manpower Planning

Management can use HonourWise to determine if there is a specific correlation between absences and overtime worked and assess whether more employees are required to work in specific locations. Similarly by analysing reasons for overtime, management can assess whether more employees are required to work in specific locations or whether overtime is due to another factor, eg. employee absence, manpower planning issues, business related issues, the need to re-assess production targets etc.

Enhances Cost Control

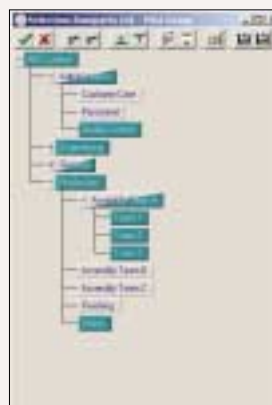
As labour costs dig even deeper into a company's overheads, it becomes increasingly important to define and analyse hidden costs. HonourWise allows your management team to easily identify costs associated with absenteeism, approved/unapproved overtime, questionable sickness absences, rosters, lates, early finishes and long breaks.

Provides Management with Greater Control

By taking advantage of email technology, the system can be configured to email reports at certain times of the day ensuring your management team always has up to date information to hand.

Produces Easy-to-Read Information in Graphical Format

The system has been designed for ease of use. Line managers can easily navigate and access information with limited training. Graphical reporting capabilities allow management to access accurate real-time reports in easy to read/view graphics such as bar-charts, piecharts, column and line charts etc.



GRAPHICAL COMPANY HIERARCHY SCREEN ENABLES USERS TO EASILY FILTER AND SELECT DEPARTMENTS OR INDIVIDUALS FOR REPORTING PURPOSES.

Reports

The HonourWise suite of solutions goes beyond mere attendance recording. Through intuitive screens it captures 100% of an organisation's rules and work practices as well as providing in-depth analysis of attendance trends, overtime, absence etc., with full graphical reporting capabilities. HonourWise stores core employee personnel details for data tracking and review/reporting purposes. HonourWise Timesheets can be used to generate the following reports:

Benchmark Reports - Compare and contrast one department's performance against another or against the company average.

Trend Analysis - Compare, cost and reference absenteeism and overtime trends by personnel criteria such as department, day, month, employee status, doctor, training etc.

Cost Analysis - Determine the "true cost" of absenteeism cover over time.

Ranking Reports - Highlight employees' absence, overtime or punctuality and rank reports by either duration, number of occasions and/or costs. You can also use the report for positive reinforcement to focus on those employees who show the superior work habits you may wish all employees to emulate.

Bradford Factor Report - Measure an employee's irregularity of attendance to see if short spells of absence are greater than occasional, longer periods of absence.

Reasons for Overtime - Run overtime reports to evaluate the reasons for overtime eg. busy period of the year, absenteeism etc.

Planned Absence Reports - Plan for pre-booked absences in departments/teams, and allow your management team to organise staffing levels accordingly and ensure an adequate staffing level is maintained at all times.

Shift Roster Reports - View a range of report options such as scheduled employee shifts, hours rostered per shift, holidays (taken or planned) and rest days. In the event of an unscheduled absence, the system can be used to quickly identify other employees who may be in a position to provide cover.

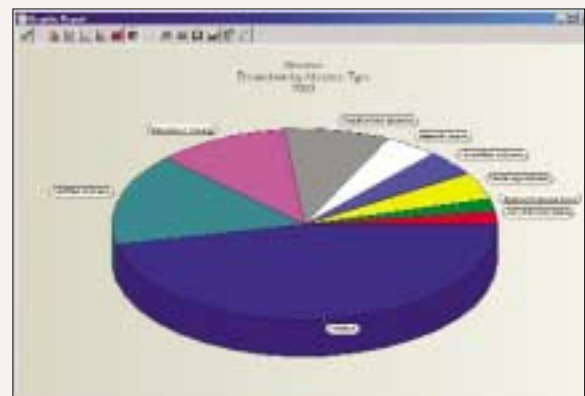
Category Balances and Accruals/Liabilities - Review employee balance details at a glance. For the purpose of tracking balances against thresholds eg. holidays, sick leave, training etc an unlimited number of balance categories can be set up and/or accrued.

Timesheet/Hours Report - Capture the actual hours worked by employees such as basic and time and a half etc. or use it as a summary payslip.

Historical Absence Reports - Monitor employee absence, the nature, reasons and patterns of absence.

Exception Reports - Highlight any anomalies or variances in the workplace such as absences, overtime and changed/unscheduled shift work.

Pattern Matching - Measure certain absence patterns in your organisation, for example on days of sporting fixtures, bank holiday weekends or school holidays.



REPORTS ARE AVAILABLE IN EASY TO VIEW/READ GRAPHICAL FORMAT AND CAN ALSO BE EXPORTED TO OTHER PROGRAMMES.

