

RosterWise



Flexible shift arrangements are required by many organisations in order to maximise productivity, to provide excellent customer service and to manage employee work-life balance. This particularly applies to the service and retail industry. Why manually prepare your shifts and rosters when you can save time, reduce costs and maximise employee productivity with Softworks new advanced employee allocation rostering system? Employees can even Self-Roster!

RosterWise is an easy to use solution that allows Managers and Supervisors to view the number of employees due to start at a particular point within the working day and the duties to be worked within a shift in a particular, ward, department or section of the business. With RosterWise it is very easy to build rosters, as you need them e.g. as staff are required for scheduled tasks, day or night duties. Available in both a desktop and web version, RosterWise is perfectly designed to help streamline and automate your employee Time & Attendance whilst giving you budgeted V Actual cost analysis and taking into account all combinations of legislation and local practice requirements.

At a Glance, the RosterWise:

Delivers more accurate information than paper-based schedules

A proactive management tool, RosterWise reduces errors associated with manually prepared schedules. Managers can be confident that less time will be spent preparing weekly shifts and rosters, reducing costs and overtime. A computerised roster system frees up management time by reducing time spent on non-value added administrative tasks and allowing them to focus on more important aspects of the business e.g. customer service.

Employee Self-Rostering

Piloted as a solution to widespread unhappiness about the way managers organised rosters, Self-Rostering gives employees' greater control over their scheduling and organisation of their work. Self-Rostering also reduces pressure on line managers and improves staff retention because it is a fair and just system and empowers staff to have control in when and where they work.

Budget V Actual - Streamlines and automates processes for you

By integrating with your payroll system and eliminating paper based rosters, there will be no need for payroll staff to spend excessive time checking hours worked against scheduled budgeted rosters. Hours spent on administration will be dramatically reduced and with RosterWise Managers can cost out rosters and compare it to budgeted payroll.

Gives you control

By linking with ClockWise, the Roster Module gives you a full overview of your employee time and attendance. While staffing levels may depend on various elements i.e. skills, preferences, experience, there is other factors that influence your shifts and rosters. By running reports on historical information such as overtime, absences, sick leave, training etc, it becomes easier to anticipate staffing levels for a similar period in the to ensure you have adequate skilled staff assigned.

ROSTERING ALLOCATION SCREEN

The screenshot shows a software interface for rostering allocation. On the left, there is a list of tasks with columns for Start, End, Length, Skill, and Cnt. The tasks include various nursing roles (e.g., CNM1 Early, CNM1 Lates, Staff Nurse Early) and other roles like Receptionist and Triage Nurse. The main area is a grid where rows represent tasks and columns represent dates from 09/01 to 15/01. The grid cells are color-coded: green for available tasks, red for filled tasks, and blue for attendance tasks. A legend at the top identifies these colors: Shift Not Available (red), Shift to be Filled (green), Closed (blue), Filled Task (red), Read only (green), Relief Task (blue), Attendance Task (blue), and Un-Published Private (red).

The Rostering Allocation Screen allows users to view the number of employees due to start at a particular point within a working day and the duties to be worked. It also enables Managers to identify skill sets, show skill gaps and cost out rosters compared to budgeted payroll.

At a glance, on one screen, Managers can see who is scheduled to work and when, without scrolling through the working records of many employees in a particular department. With this information, managers can instantly see who may be available to work, what skills they have, and how they fit in with what jobs/roles/tasks have to be completed. Should extra staff be required to carry out highly skilled tasks, a Manager can instantly see who is available with the relevant skills to complete the job or task. Rosters can also be quickly and temporarily changed to meet new requirements and unplanned events.

With the Allocation Summary Screen, HR and Payroll can view detailed analysis of the monetary breakdown associated with a particular roster should employees work exactly to the allocation as designed. Payroll can also view the over time bill in the premium section and view the costs associated with the rostered tasks in the post section.

ALLOCATION SUMMARY SCREEN

The screenshot shows a table titled 'Allocation summary' with columns for Employee, Number, Worked, Bas €, OT1 €, and OT2 €. The table lists individual employees and their associated costs, along with summary rows for 'Grand Totals', 'Employees', 'Premiums', and 'Post Code'.

Employee	Number	Worked	Bas €	OT1 €	OT2 €
Grand Totals		137.00	1,463.52	698.92	0.00
Employees :	Emp. No.				
Frank Corbett	1309	5.30	52.50	45.00	0.00
Christy Farrelly	9879876	16.00	232.50	11.26	0.00
John Isherwood	00002	7.30	100.76	54.96	0.00
Jane Leonard	0001	5.30	26.25	22.50	0.00
Connie MacC...	9908771	23.45	150.00	309.39	0.00
Michael Maher	00009	8.00	82.50	56.25	0.00
Karen McGuire	1312	8.00	47.03	32.06	0.00
Bary F. D'Brien	1177117	15.00	217.50	11.26	0.00
Jane O'Driscoll	61002	7.30	82.50	45.00	0.00
Philip O'Sullivan	10191887	15.00	217.50	11.26	0.00
Colette Poppel	4593	17.15	171.98	43.73	0.00
Michael Singl...	45	8.00	82.50	56.25	0.00
Premiums :	Abbrev				
No Premium	NP	89.45	836.54	532.67	0.00
10% Premium	10%P	47.15	606.98	66.25	0.00
Post Code					
Nurse CNM1	CMN1	11.00	78.75	67.50	0.00
Nurse CNM2	CMN2	7.30	100.76	54.96	0.00
Ward Manager	WM1	65.15	644.48	383.96	0.00

EMPLOYEE SELF ROSTERING

The screenshot shows a 'Self Rostering' interface for February 2006. It features a calendar grid from Monday to Sunday. A legend on the right lists various rostering options: Post/Task, Warnings, Shift Swap, Employee Preference, Overtime Preference, Holidays, Absence, Targetted to work (finalised), Targetted to work (planned), Rest day (finalised), and Rest day (planned). The user's name 'Sheila Al Omar (5682)' and department 'Lamb Ward' are displayed. At the bottom, the date is 05/02/06, the shift is 'Nursing Blanket 8hr', and the target is 8:00.

Employee Self-Rostering is a "bottom up" approach to scheduling work, giving staff more control over the pattern of their working week. Parameters are set, by agreeing in advance the levels of staff and skill mix required throughout the working day. With Self-Rostering, Supervisors and Managers can work out the number of staff and type of skills needed each day, and staff can put forward the times they would like to work. This information can then be used to compile shift patterns that match individual preferences as closely as possible, whilst maintaining agreed levels of cover at all times.

Because you have other things to do...