

Roster Manager



Time is money.....So why manually prepare your shifts and rosters when you can save time, reduce costs and maximise employee productivity with a computerised rostering system?

An easy to use solution, ClockWise Time & Attendance / Flexitime from Softworks includes a powerful Roster Manager that allows managers and supervisors to plan employee time and attendance while, at the same time, giving the flexibility to make amendments to rosters and schedules in the event of change. Available as both a desktop and web version, the Roster Manager is perfectly designed to help streamline and control your employee Time & Attendance.

At a Glance, the Roster Manager:

Delivers more accurate information than paper-based schedules

A proactive management tool, the Roster Manager reduces errors associated with manually prepared schedules. Management 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.

Is easy to use

Allowing you to set up repeatable patterns or build flexible rosters "on the fly", the ClockWise Roster Manager gives you day to day control over your employee working hours. Employees can easily be scheduled into a number of shifts and departments and can also be rostered to work split shifts, so the workload can be distributed as necessary

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 rosters. By also removing the need for payroll staff to manually enter working hours into the payroll system, hours spent on administration will be dramatically reduced.

Gives you control

By linking with ClockWise, the Roster Manager gives you a full overview of your employee time and attendance. While staffing levels may depend on the number of guests staying at your hotel, there are 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 future period to ensure you have adequate staff on board.

Roster Manager

EMPLOYEE SHIFT ALLOCATION

Employee Name	Number	Total	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
George Apple	145075	38.00	Rest Day	Reception	Reception	Porters Desk	Porters Desk	Rest Day	Reception
Jim Armstrong	10081	34.45	Main Bar	Main Bar	Main Bar	Main Bar	Main Bar	Rest Day	Rest Day
Teresa Armstrong	10065	40.00	Reception	Reception	Reception	Reception	Rest Day	Reception	Rest Day
Ralph Bird	803987	60.00	Rest Day	Rest Day	Restaurant	Restaurant	Restaurant	Restaurant	Restaurant
Sandra Blackmore	10041	34.45	Rest Day	Conference	Conference	Conference	Conference	Banqueting	Rest Day
David Byron	14052	46.45	Rest Day	Rest Day	Main Bar	Main Bar	Main Bar	Main Bar	Main Bar
Emmet Canning	10073	39.00	Porters Desk	Rest Day	Rest Day	Porters Desk	Porters Desk	Porters Desk	Porters Desk
Eileen Dunphy	10009	34.45	Rest Day	Conference	Conference	Conference	Conference	Banqueting	Rest Day
Jun Filly	10118	34.45	Conference	Conference	Rest Day	Conference	Conference	Banqueting	Rest Day
Hugo First	10013	34.45	Conference	Conference	Rest Day	Conference	Conference	Banqueting	Rest Day
Byan Heuson	53121	20.51	Rest Day	Rest Day	Pool Area	Pool Area	Pool Area	Pool Area	Pool Area
Kay Meade	10183	36.00	Rest Day	Rest Day	Restaurant	Restaurant	Restaurant	Restaurant	Restaurant
Liz Walsh	10225	36.00	Rest Day	Rest Day	Restaurant	Restaurant	Restaurant	Restaurant	Restaurant
13 Employees shown			36:27	51:57	87:21	107:51	99:51	87:54	64:54
			5	7	10	13	12	11	7

The shift staffing levels screen allows users to view the number of employees due to start at a particular point within the working day and the shifts to be worked. With Roster Manager it is very easy to build rosters as you need them e.g. as new conferences, weddings etc. are booked. The system also gives the flexibility to change rosters if staff are unavailable to work their schedules due to sickness absence etc.

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, should extra staff be required. Rosters can be quickly and temporarily changed to meet the new requirements.

With the **Roster Manager**, it is easy to roster employees onto particular shifts and to create new shifts as required. Part-time staff employed during seasonal periods can also be quickly and easily added in. Rosters can be easily changed to accommodate holidays, absences etc.

EMPLOYEE ROSTER DETAILS

Sandra Blackmore 10041
Team 3

Date: Thursday 15 January 2004

Shift: Conference

New Shift Name: [Empty]

Rule: Standard Rule

Department: Team 3

In: 07:30, 15:30, 0:00, 0:00, 0:00, 0:00

Out: [Empty]

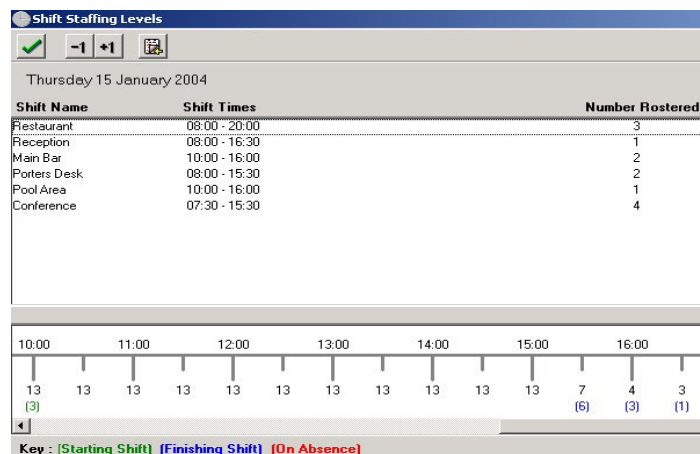
Shift Based On: <None>

ALL SHIFTS: Assembly Nights, Banqueting, Cleaners Evenings, Conference, Full Time Rec Attend, General Office Roster Mon/Thu, General Office Roster Fri, Main Bar, NTR, Office

RULES: Company Shutdown Rule, Flex Rule 1, Public Holiday Rule, Standard Rule, Unscheduled Day Rule

PARTIAL SHIFT MATCHES: [Empty]

SHIFT STAFFING LEVELS



In a working environment where a minimum number of employees is required to cover any one shift, the **Roster Manager** gives management full visibility of days shifts, night shifts, weekends, overtime etc. This allows managers to immediately see how many employees are scheduled to work at any time.

Because you have other things to do...