



# **SOFTWARES WORKFORCE MANAGEMENT**

## **EXTENDED PROFILE**



## OVERVIEW

Softworks Workforce Management is a fully-customizable modular HR software solution. Softworks Workforce Management software is available as a “build your solution” system where clients can select from a set of core HR and payroll functions such as scheduling, expense tracking, absence management, and attendance management.

One of the unique modules offered as part of Softworks Workforce Management is Biometrics. Clock-in/clock-out can be managed by biometric access which has the potential to reduce errors in attendance management and prevent “buddy clocking”.

Softworks Workforce Management's employee self-service enables employees to access real-time workflow information such as their rosters, holiday balances, and absence figures. This self-service portal can be simplified for those employees who don't have regular access to a computer or have low levels of training in HR software.

## FEATURE OVERVIEW



## SOFTWARE SPECIFICATION

| OVERVIEW              |                                |
|-----------------------|--------------------------------|
| PRODUCT NAME          | Softworks Workforce Management |
| SOFTWARE FEATURES     |                                |
| ABSENCE MANAGEMENT    | ✓                              |
| BENEFITS ENROLLMENT   | ✓                              |
| COBRA                 | ✓                              |
| COMPENSATION          | ✓                              |
| COMPLIANCE            | ✓                              |
| DISCIPLINARY ACTION   | ✗                              |
| EMPLOYEE SELF SERVICE | ✓                              |
| FMLA                  | ✗                              |
| HEALTH & SAFETY       | ✓                              |
| MANAGER SELF SERVICE  | ✓                              |
| ON & OFF BOARDING     | ✗                              |
| PAYROLL               | ✓                              |

|                              |   |
|------------------------------|---|
| PERFORMANCE MANAGEMENT       | ✓ |
| RECRUITMENT                  | ✗ |
| REVIEWS                      | ✗ |
| SOCIAL NETWORKING            | ✗ |
| SUCCESSION MANAGEMENT        | ✗ |
| TIME & ATTENDANCE            | ✓ |
| TRAINING & SKILLS            | ✗ |
| VACATION & SICK LEAVE        | ✓ |
| WORKFLOW                     | ✗ |
| WORKFORCE ANALYTICS          | ✓ |
| TRAVEL & EXPENSES            | ✗ |
| <b>ORGANIZATION SIZE</b>     |   |
| ENTERPRISE (1000+ EMPLOYEES) | ✓ |
| MEDIUM (251-1000 EMPLOYEES)  | ✓ |
| SMALL (1-250 EMPLOYEES)      | ✓ |
| <b>PLATFORM</b>              |   |
| CLOUD                        | ✓ |
| INSTALLED                    | ✗ |
| <b>PRODUCT INFO</b>          |   |
| MODULAR                      | ✓ |

|                     |   |
|---------------------|---|
| MULTI LANGUAGE      | ✗ |
| MULTI CURRENCY      | ✗ |
| CUSTOMIZABLE        | ✓ |
| FURTHER INFORMATION |   |



## SOFTWARE SCREENSHOTS

Employee Status Panel    Selection: **Male**    User: SYSTEM    Profile: Super User       

File    Edit    Data Entry    Calendars    Reports    Projects    Rostering    Training    Samples    Help

Key:  In     Out     Absence     Part Absence     Holiday     Part Holiday        Filter:

**Flexi Time | 7**    6 ■ 1 ■

| Status                   | Time Name                                 | No.  | Phone | Status                   | Time Name                              | No.  | Phone |
|--------------------------|---|------|-------|--------------------------|--|------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> Akter, Andrew    | 0114 |       | <input type="checkbox"/> | <input type="checkbox"/> Hynes, Paul   | 1944 |       |
| <input type="checkbox"/> | <input type="checkbox"/> Carberry, Ross   | 0028 |       | <input type="checkbox"/> | <input type="checkbox"/> Murphy, Gary  | 0062 |       |
| <input type="checkbox"/> | <input type="checkbox"/> Fitzmaurice, Ted | 0049 |       | <input type="checkbox"/> | <input type="checkbox"/> Murray, Jason | 0063 |       |
| <input type="checkbox"/> | <input type="checkbox"/> Hind, Adam       | 1943 |       |                          |  |      |       |

**Flexible Workers | 2**    2 ■ 0 ■

| Status                   | Time Name                              | No.  | Phone | Status                   | Time Name                            | No.  | Phone |
|--------------------------|--|------|-------|--------------------------|--------------------------------------|------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> Adigeu, Imran | 0194 |       | <input type="checkbox"/> | <input type="checkbox"/> Bowes, Eric | 2194 |       |

**Full Time | 6**    5 ■ 1 ■

| Status                   | Time Name                               | No. | Phone | Status                   | Time Name                               | No. | Phone |
|--------------------------|---|-----|-------|--------------------------|---|-----|-------|
| <input type="checkbox"/> | <input type="checkbox"/> Fox, Rafal     | 172 |       | <input type="checkbox"/> | <input type="checkbox"/> Lund, Jaroslav | 213 |       |
| <input type="checkbox"/> | <input type="checkbox"/> Harvey, Norman | 168 |       | <input type="checkbox"/> | <input type="checkbox"/> Malone, Mark   | 10  |       |
| <input type="checkbox"/> | <input type="checkbox"/> Keane, Tomas   | 12  |       | <input type="checkbox"/> | <input type="checkbox"/> McDonnell, Enk | 152 |       |

**Full Time | 2**    2 ■ 0 ■

| Status                   | Time Name                                | No.  | Phone | Status                   | Time Name                                  | No.  | Phone |
|--------------------------|--|------|-------|--------------------------|--|------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> Komas, Miroslav | 1948 |       | <input type="checkbox"/> | <input type="checkbox"/> McGuigan, Michael | 0061 |       |

