

# EmpLive® Workforce Management Solutions

## Overview

EmpLive® is a cloud-based workforce management suite designed to simplify and automate an organisation's rostering, attendance, and pay rule calculation processes.

*"We chose EmpLive, because it is the best-in-breed employee rostering software and integrates with our HR and payroll systems, which is a huge benefit for us."*

Executive Manager, Respite & Client Services, Cara

The suite's flexible and robust award interpreter, convenient self-service, data collection options, and detailed reports give employers all the tools they need to manage diverse and multi-site workforces in real time.

Furthermore, EmpLive tightly integrates with virtually any payroll system, providing greater efficiency by sending work hour and pay data directly to payroll. Demonstrated to produce measurable gains, EmpLive is relied on by hundreds of organisations in industries such as retail, healthcare, hospitality, security, aged care, disability services and recruitment, who report significant savings in their annual payroll costs through more efficient workforce management.

## Rostering

EmpLive's configurable rostering tool helps you to easily build rosters based on the requirements of your business. Rosters are automatically populated from a powerful rule's engine, which checks employee skills, availability, leave and other specified rules to ensure rosters are compliant and tightly align staffing levels with business demand. Template rosters are also available to assist with managing the varying needs of staff levels.

EmpLive's new NDIS module allows customers to add one or more clients to an employee's rostered shift/s. Rosters can be viewed per client and client billing exports are also available.

## Managing Rosters

Roster codes signify employee status on shifts, e.g. employee on leave, sick, or their response to shifts offered to them via SMS, push notification or Employee Self-Service. View shift status at a glance—green/red colours clearly indicate shifts that are filled and unfilled. Employees can be added to rosters automatically (Autofill by the rules engine), or from a list populated by the search tool or typed in directly via the user-friendly auto-complete feature.

Mon, Oct 05 Cost: \$2,733.04 Budget: \$1,750.00	Tue, Oct 06 Cost: \$889.30 Budget: \$1,750.00	Wed, Oct 07 Cost: \$1,730.78 Budget: \$1,750.00	Thu, Oct 08 Cost: \$1,581.47 Budget: \$1,750.00	Fri, Oct 09 Cost: \$1,361.59 Budget: \$1,750.00
0600-1400 (P) EEN	0600-1400 (P) EEN	0600-1400 (P) EEN	0600-1400 (P) EEN	0600-1400 (P) EEN
Archer, Shaun	Archer, Shaun	Archer, Shaun	Archer, Shaun	Archer, Shaun
Bob, Billy	Baker, Colin	Baker, Colin	Baker, Colin	Bob, Billy
0900-1730 (P) Carer	0900-1730 (P) Carer	0900-1730 (P) Carer	0900-1730 (P) Carer	0900-1730 (P) Carer
Craw, Wayne	Craw, Wayne	Craw, Wayne	Craw, Wayne	Craw, Wayne
Taylor, Apple	Siddle, Sharleen	Siddle, Sharleen	Hero, Debbie	Siddle, Sharleen
Training 1400-2200 (P) RN	1400-2200 (P) RN	1400-2200 (P) RN	Starc, Tim	1400-2200 (P) RN
Anderson, Anne	Anderson, Anne	Starc, Tim	Anderson, Anne	Anderson, Anne
2200-0600 On Call	2200-0600 (P) Sleepover	2200-0600 Sleepover	2200-0600 Sleepover	2200-0600 Sleepover
Smith, Peter	Baker, Colin	Smith, Peter*	Smith, Peter*	Smith, Peter*

Roster summary—displays total hours, employee rostered hours, roster costs and budget.

For last minute replacements, EmpLive includes a Multi Offer feature where multiple compliant employees can be automatically offered a shift on a first-in-first-serve basis. Confirmation messages are automatically generated and sent to employees.

## Roster Costing

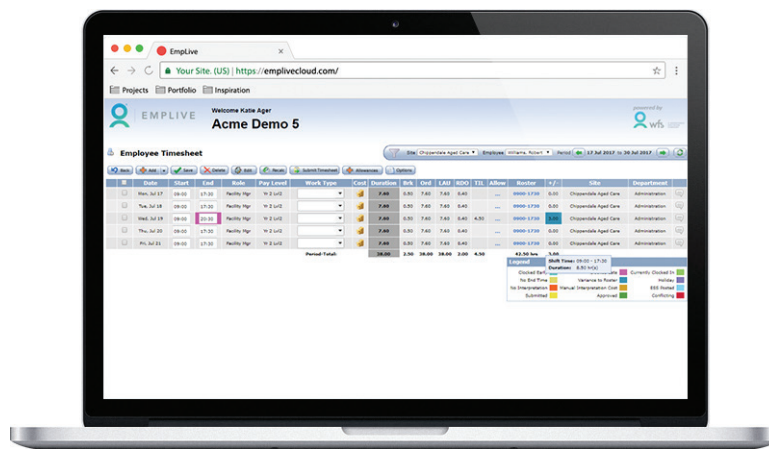
Roster costs are broken down by date range, day, shift and employee. All dollar amounts displayed have been calculated via the award interpreter to give customers an insight into their future roster costs. Costs are updated in real-time.

## Time & Attendance

Emplive Time & Attendance enables you to efficiently manage your workforce in real time. Our automated award interpretation engine handles even the most complex award rules—reducing administrative efforts, streamlining compliance, and providing a complete view of work-hour and pay data across your organisation.

## Intuitive Employee Timesheet

Coloured exceptions highlight timesheet anomalies, such as arrived late, early, failed to clock in, sick, etc. Exceptions can be managed in bulk, meaning managers are not required to check every employee's timesheet, only those that did not work their planned hours. Automated award interpretation allows managers to see a breakdown of the employee hours they are approving, and the comments field records manager notes against timesheet entries. The timesheet also displays the shift the employee was rostered for and highlights any variation between the planned roster and actual hours worked.



## Mobile app

Emplive's mobile app allows employees to view and manage their rosters, leave applications and includes the option for employees to clock in/out. The mobile app clocking includes geo location tracking where exceptions are created in real-time when the employees' clock outside of the defined location zone.

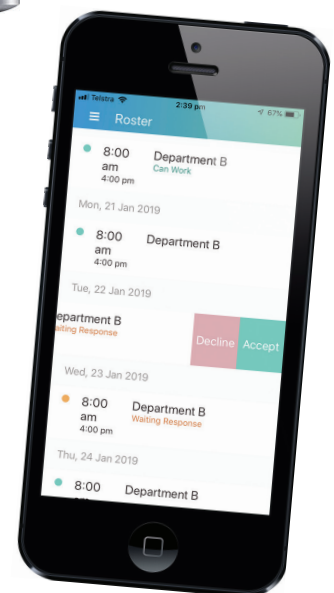
Employees can be notified of shift offers via a push notification. The native app allows employees to also accept/decline offered shifts.

## Employee Self-Service

Emplive's Employee Self-Service (ESS) allows employees ready access to timely information from virtually any web-enabled device.

Self-service features include:

- View notices sent from management
- View and update contact information where applicable
- Update availability to work
- Apply for leave
- View rosters
- View and submit timesheets
- Accept and confirm shifts
- Swap shifts with suitably qualified and available employees.



## Benefits

### Cloud Delivery

The EmpLive suite is a pure web-based application, available through a browser without the use of plug-ins or other downloads. Professionally hosted in our secure Sydney data centre, taking advantage of the cloud confers the following benefits:

- Users are always on the latest version of the product
- Rapid deployment
- Convenient access and increased user adoption
- Reduced support needs
- No upfront software cost
- No infrastructure costs (servers / other software)
- Seamless expansion as your organisation grows
- Ready access to the latest features and improvements

### Australian employers are harnessing the cloud

Companies that deploy automated time and attendance software have workers who are, on average, working at 12% more of their capacity than those who rely on manual processes or spreadsheets (83% vs. 74%).

### Transforming Your Workforce Processes

EmpLive's powerful rostering and timekeeping automation provide a significant return on the investment. Yet, cost savings are merely one of the advantages of implementing this powerful suite.

This flexible platform can help your organisation shift from reactive and administrative to nimble and strategic. Here are some of the ways that gaining a complete view of your labour activities, creating more consistent and scalable processes, and putting timely information in your managers' hands can transform your organisation:

**Maximise payroll efficiency** – Automatically calculate award interpretation, to remove potential errors well before they affect payroll, and eliminate “time theft” with fully integrated biometric terminals (time clocks), so that your payroll costs reflect exactly the amount that employees are due

**Actively manage labour costs** – Sophisticated rostering capabilities enable supervisors to rapidly create and adjust rosters based on the best combination of available skills and personnel

**Boost accountability and morale** – Employees gain more confidence in how their shifts and pay are determined, and also play a more active role by selecting their availability online

**Give your supervisors more focus** – Real-time access allows them to identify and resolve issues directly, rather than sending enquiries to your payroll office

**Simplify labour compliance** – Key regulatory requirements are automatically met in the system, eliminating hours of work and dramatically reducing risk

**Measure and enhance productivity** – Standard reports provide objective, data-based guidance on how to improve your business

**Contact us today to learn how the EmpLive suite—backed by our team of dedicated experts—can help your organisation optimise its workforce processes.**

Visit [wfsaustralia.com](http://wfsaustralia.com) or call us at **61 2 8399 1688**