PEOPLE FIRST WORKFORCE MANAGEMENT

MHR

ALIGNING BUSINESS AND EMPLOYEE WORKING OBJECTIVES

With People First Workforce Management, you can reduce business costs, increase productivity and achieve more success by aligning your organizational workforce needs with employee working preferences. You can cut the admin burden and costs of manual attendance and absence processes, because People First Workforce Management enables you to record and analyze employee absence and attendance information in real-time.

People First Workforce Management simplifies inputs and reduces duplication, driving other processes such as HR and payroll. This cuts not only time and effort, but also your compliance risk by increasing the accuracy and quality of your records.

The delivery of correct and transparent data ensures that employees are rewarded correctly. Plus, by enabling policies and procedures to be signposted and adhered to, People First Workforce Management helps deliver fairness and equality across the organisation.

Empower your employees with an intuitively-easy solution

people first

OVERCOMING YOUR WORKFORCE CHALLENGES

People First Workforce Management enables you to:

- streamline time, attendance and absence processes

- increase productivity to enable the organization to do more with less

- reduce the costs of HR processes without creating additional business risks

- empower employees to take responsibility for reporting their working practices

- ensure compliance with policies and procedures across a dispersed workforce

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Cut costs, grow efficiency and strengthen performance

YOUR ONGOING BUSINESS BENEFITS

☑ **Reduce cost** by automating manual time and attendance processes

☑ **Minimize risks** by reducing duplication errors while increasing data accuracy to ensure compliance with regulations

☑ **Improve data accuracy** to support equal enforcement of policies and procedures for PTO, absence and pay

☑ **Increase efficiency** by simplifying, automating and integrating time-consuming processes for employees

☑ **Boost productivity** by empowering individuals to take responsibility for their workforce patterns and reporting

☑ **Build workforce resilience** with analysis of accurate data that highlights workforce or employee issues, enabling proactive action

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FEATURES

Scheduling

- Working patterns record the days and hours a person is expected to work – they can be any length and accommodate rolling shift patterns

- Shift start and end times, including overnight shifts

- Preview of expected working schedule at any point of the year

- Employees can utilize the People First app to clock in and out, book holidays and record absence. Managers can approve and reject time and absence requests directly in the app

Time recording

- Input of start and end times with full geolocation and time zones

- Automatic clock-ins use system time. Employees and HR administrators can manually enter and correct time data, with modified entries re-submitted for approval

- Record time as normal or overtime (for agreed overtime)

- Record when working from home

- Record the reason for overtime

- Enable overtime to be converted to time off in lieu (TOIL) and automatically added to an employees leave allowance once approved

Absence management

- Absence reason, supplementary fields and attachments allow other information to be stored against an absence

- Absence dashboard allows individuals to see category totals, year overview and how their allowance was calculated. Exports allow data to be extracted for further analysis

- Allowance calculation accommodates multiple changes to policy and working hours, including full pro-rata for starters, leavers and part-time staff, with manual adjustment capability for administrators

- Caters for international rules around absence, with configurable eligibility and threshold rules for each policy group

- Overview of time recorded for a week for person and department, with easy access to those records requiring approval or those that have been rejected

- Import and export of time worked

- Integration with third party payroll systems for approved data

- Automated absence entitlement calculations over multiple roles based on FTE values

See how easier meets better with People First.
For more on how you can streamline and transform your HR, payroll & finance processes, including a People First demo, just get in touch.

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