

# WORK Employee Self Service™

## Solved.

Giving employees access to WORK Employee Self Service™ means they can request holidays, swap shifts – and help reduce admin time while increasing your organisation's efficiency.

This module is a component of our sophisticated WORK Suite™ application, which is designed to help you with long range planning and daily management of shift work, labour supply and hours worked flexibly over the year.

Each module adds a range of specific features to the application, giving you a flexible and powerful tool that helps your organisation run more efficiently and profitably. The following modules are part of WORK Suite™: WORK Scheduling™ makes it easy to design innovative shift patterns and rotas; WORK Management™ is a comprehensive administration and tactical planning tool for the day-to-day management of working time; WORK Time™ captures the real-time labour supply information that is used by the other modules; and WORK Employee Self Service™ allows employees to make their own changes to working hours, such as swapping shifts and booking holiday time.

This flexible suite of software solves all the complex issues involved with planning and managing dynamic working environments, from large scale strategic change to day-to-day tactical management. These tools are also key to supporting organisations who wish to adopt Lean Employee Resourcing in radical and transformational change to working time.

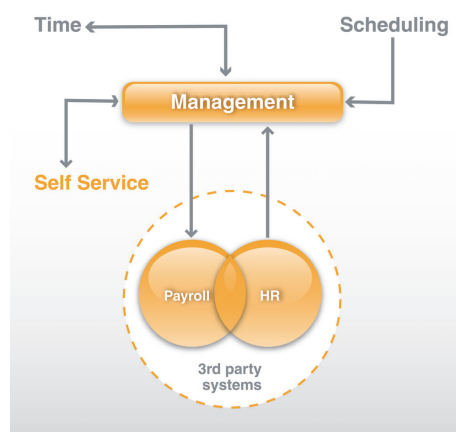
WORK Employee Self Service™ allows employees to make working time adjustments and book time off as their own situations change day by day. Easy to manage and simple to use, the module reduces administration while empowering employees to make changes to the shifts they work.

### Make a difference with WORK Employee Self Service™

WORK Employee Self Service™ helps manage time off and other workforce variables by:

- Helping to plan work schedules in a proactive and structured way
- Enabling organisations to control the information that is presented to people at different levels
- Allowing employees to check their overtime, timebanks and holiday availability online
- Providing the means for employees to request overtime, holidays or other changes
- Giving real-time updates that allow requests to be tracked, considered, authorised and notified
- Using the same modern and easy-to-use interface as our other WORK Suite™ tools, so you have a familiar framework

### WORK Suite™



shiftsrotaproductivitywork  
forceschedulingplanning  
rosteringcontrolflexibility

### **Keep things secure**

A flexible security interface gives organisations complete control over the system, ensuring that personnel only see information appropriate to their position. Groups of employees are assigned to their relevant hierarchy using drag and drop, while a simple tick box system means that each individual's authorisation level can be easily customised.

### **Link directly to WORK Suite™**

Once a request for a work pattern variation has been accepted, the main WORK Suite™ database is automatically updated. The real-time information used by other WORK Suite™ modules therefore remains accurate at all times, allowing management to check requests as required and ensure that working time regulations are complied with.

### **Give employees the access they need**

Each employee has their own self service login and password, and the system can be accessed via the web from on-site workstations by any number of employees. This is particularly useful if an employee doesn't have regular computer access, or where access is limited to rest periods.

### **Navigate quickly and easily**

Navigation is quick and easy, even for those with little experience of computers. With options to view work patterns, to make requests, and to send and receive messages about a request – all controlled by easily-recognised icons with visual similarities to commonly used operating systems – users soon get used to the software and are able to use it with confidence.

### **Select appropriate activities**

The activities that employees can undertake online are specified by the organisation, but commonly include employees of similar skill sets swapping shifts, supervisors authorising holidays, managers controlling absence records, and managers agreeing to overtime when required.

### **Log every action**

WORK Employee Self Service™ logs all request approvals and rejections, allowing them to be easily tracked and monitored.

### **Use any standard web browser**

WORK Employee Self Service™ uses a simple web-based interface so no desktop applications are needed to view the data – your HR and management teams can access all the details they need from any standard web browser. We can also configure the system so that off-site managers can access the information from remote web-enabled mobile devices.

### **A suite of tools**

WORK Employee Self Service™ is just one module in our WORK Suite™ application. Remember that you will also benefit from:

- WORK Scheduling™ – designs shift patterns and rotas
- WORK Management™ – administration and tactical planning of working time
- WORK Time™ – delivers real-time labour supply information

All of the software modules are of course fully supported by our Service and Response Level Agreements which ensure users receive full on-going software support.

**workingtimesolutions**  
limited

If you would like to reduce administration time while giving employees a degree of control over their shifts, simply get in touch with Working Time Solutions to find out how we can help.

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