



# Get to know our Department & Job Tracking module

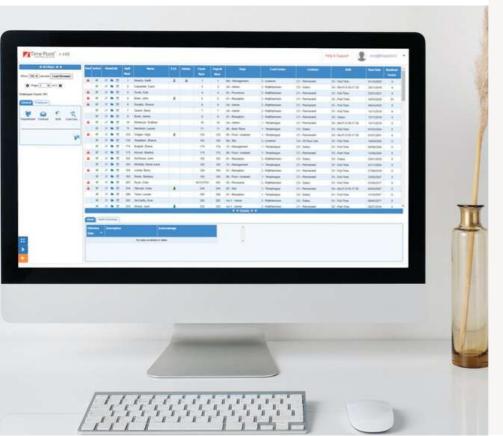
## SCHEDULING STAFF ROLES & HOURS MADE EASY

Fast and easy to use, simply roster actual staff hours across one or more departments, locations or job roles.

Applies multiple hourly pay rates in accordance with the department or role worked by each staff member.

View roster coverage per hour, by department or job role. Highlights any gaps or shortfalls in staff coverage.

When linking to payroll, simply apply hours and rates clocked to that department or role.



#### **Key Features**

At different payrates

Multi-pay rate payroll link

Schedule roles & hours

Highlights staff coverage gaps

Projected & actual staff costs

By department, job or role

Select job on mobile clocking app

Budgeting & forecasting cost analysis





### **Department & Job Tracking**



#### For the way you work today

An intuitive, fast, and easy-to-use workforce management & HR system

#### **Staff Coverage Made Easy**

Ensure the right people are in the right place at the right times.

#### **Staff Roles & Times**

Simply roster the actual staff hours by job role, location or department.

#### **Multiple Pay Rates**

Applies the hourly pay rate and time worked to the department or role.

#### **Payroll Ready**

Timesheets cover hours and pay rates by the department or role for all staff members.

#### **Highlights Gaps & Shortfalls**

View roster staff coverage per hour by department or role with gaps highlighted.

#### **Edit & Update**

Manage staff attendance by department or role either before or after the event.

#### **Remote Job Clocking**

Select job or location when clocking on their phone app or default to rostered.

#### **Budgeting & Forecasting**

Plan and analyse staff costs and revenue across the entire business.



#### **Connect Your Staff**

#### **Staff App**

- My Clock
- My Rosters
- My Balances
- My Holidays
- My Calendars
- My Requests ✓ My Pending
- ✓ My Jobs
- My Documents
- My Details

