

WorkForce Suite for **Government and Public Sector**



In today's rapidly changing workplace, the public sector needs to be able to adapt and adjust workforce practices—sometimes at a moment's notice—while still providing their community with the highest levels of service and efficient budget management. However, this can be challenging when locked into workforce management practices that are rooted in bespoke solutions, manual processes, and workarounds.

The WorkForce Suite helps provide greater compliance with complex pay rules, visibility and control over labour costs while boosting employee engagement and community satisfaction with employee time and attendance, activity tracking, rosters, and absence and leave management across all departments and job types.

Simplified Compliance with Unmatched Data Accuracy and Award Interpretation Automation:

With accurate data capture and automated award interpretation, public sector entities can be confident that employees are paid the right amount, every time—avoiding wage theft claims, as well as payroll leakage, including rounding errors and 'buddy punching.'

- **Precise time capture** with multiple time capture options, such as time clocks with optional badge readers and biometrics and mobile devices options that support geo-location capture, if required
- **Pre-built best practices** for labour laws and common business, award, and enterprise agreement rules, including overtime penalty rates and allowances
- **Real-time, automated pay calculations** for unique requirements using configuration without compromise, including annualised salaries for accurate and consistent payment
- **Effective-dated rules** to allow pre-configuration or retrospective calculation of new or updated rules
- **Proactively receive notifications** when there is risk of a rule violation or a situation that could result in unplanned labour costs or staffing shortages
- **Prove compliance** with a complete audit trail of every change

Making Your Workforce Productive in the Moment

The distraction of administrative noise can shift an employee's focus away from activities that drive operational performance. Keep non-urgent tasks out of the way with:

- **The WorkForce Hub's** one-stop-shop approach that enables self-service, communication, and transparency with a mobile first and responsive design to deliver a seamless experience across desktop, smart phone, and tablet
- **The WorkForce Assistant's** AI-enabled digital prioritised list of actionable tasks and insights with proactive notifications for urgent items such as a no-show for a shift, last minute roster changes, unplanned overtime, and insufficient rests or breaks.

Rostering to Meet Departmental Needs

Many public sector departments either use disparate rostering solutions to meet the unique needs of various areas, or departments must live with limitations and workarounds to realise the benefits of a single solution. With the WorkForce Suite's rostering capabilities, each department or area can roster their employees using the method(s) that makes the most sense for their operational needs all within a consistent and stunning user experience. Rostering methods include:

- **Template-based** to create and assign a recurring and ongoing roster or rotating shift patterns with effective -dates
- **Job-based** to ensure employees are qualified, available, and fit for duty to perform a function and do not violate any rules, such as insufficient rest periods or working too many hours
- **Demand-based** for highly variable working environments, such as emergency services, health agencies, and parks and recreation, using forecasted labour demand to optimise rosters

Keep Labour Costs on Track

Combining real-time calculations and activity-based costing features provide actionable insights into where your labour dollars are being spent and help you keep budgets on track with:

- **Unlimited labour distribution fields** to meet your organisation's unique requirements
- **Accurate data capture** with validation, filters, and sorting of entries
- **Imported departmental budgets, grants, or other funding sources** to report against actual labour dollar spend

Streamline Absence and Leave Management

Simplifying compliance and management of absence and leave policies is easy with the WorkForce Suite's absence and leave management capabilities. Key benefits include:

- **Leave of absence management** including eligibility determination, workflows, and auto-population and storage of required documentation
- **Enforce approval workflows** based on time off type and other qualifying criteria
- **Validate requests before submission** against projected time-off balances that account for planned usage, accrual rules, and status changes

Boost Employee Engagement with Improved Communications

Employees won't feel left in the dark with streamlined communications that provide them with the information they need, when they need it.

- **Fair and predictive rostering** to empower better integration with personal obligations and interests
- **Collaborative approach to rostering** with self-service features to update availability, swap shifts, request time off, and pick-up extra shifts
- **Reduce payroll errors and inquiries** with real-time visibility into gross pay and hours before payroll processing

Let Us Help You Address Your Unique Workforce Management Challenges Together.

Our Workforce Management software experts in Government and Public Sector can provide you with a personalised demo so you can see how we make work easy for over 3.6 million individuals in 65 countries. **Speak to our team today!**

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