

WorkForce Suite for

Energy and Utilities



Employee safety and organisational compliance are top concerns in the Energy and Utilities sector, yet they can be extremely difficult to manage. Reduction of operational expenses is critical, and with distributed energy comes an even more distributed workforce that must be managed for cost and compliance.

The WorkForce Suite provides:



- ✓ **Complete coverage** for all employee types and locations
- ✓ **Flexible data capture options**, including group time entry, mobile and phone entry with interactive voice response (IVR)
- ✓ **Tools to reduce overtime** and mitigate employee fatigue
- ✓ **Activity based costing** for granular labour distribution data
- ✓ **Seamless integration** with work order systems, HR and payroll

Field Operations

- **Flexible time recording:** Accurately collect hours worked through multiple time recording methods, from an online web clock, mobile device, or high-volume crew entry screens.
- **Real-time workforce visibility:** Manage employee rosters and avoid overtime expenses with real-time visibility across your entire workforce.
- **Work order tracking:** Synchronise all labour associated to specific work orders in the system and allocate work order hours to specific activity codes to ensure accurate timekeeping.
- **Activity based costing:** Allocate expenses for each vehicle by associating vehicle usage to the driver's time and labour distribution.
- **Absence and attendance tracking:** Alert managers in real-time when staff are absent or violating a critical attendance policy, ensuring that appropriate resources are available to the public.
- **Workforce alerts:** Automatically alert management to exceptions, when labour thresholds are met, or when specified events occur so action can be taken immediately.
- **Escalate urgent tasks:** Empower managers to be more productive in the moment with the AI-enabled WorkForce Assistant, which lists urgent and actionable tasks in priority order using an urgency model.

Safety

- **Work-hour controls for risk workers:** Manage compliance for employees in High-Risk Maintenance, Operations, Emergency Response, and individuals who perform or direct risk-significant maintenance and operations.
- **Work-hour limits:** Ensure employees work hours limits meet safety standards whether thresholds are defined within a single day or across a range of days.
- **Break requirements:** Manage daily rest and meal breaks (paid and unpaid) and minimum rest periods between shifts (such as 10-hours between shifts)
- **Day-off requirements:** Administer days off according to state regulations and regulated employee type.
- **Minimise fatigue risks:** Administer day-off requirements to ensure employees get proper rest especially during states of emergencies such as power outages. Examples include: 1 day off in any 7 days; and, 3 days off in each non-overlapping 15-day block.

Human Resources

- **Labour law compliance:** Simplify compliance with national and local labour laws including Australia's National Employment Standards (NES) and modern awards and New Zealand's Employment Relations Act (ERA).
- **Enterprise agreement compliance:** Support different pay rates, complex overtime and shift rules, and benefit accrual calculations, along with overtime equalisation reporting.
- **Leave case management:** Protect employee rights with end-to-end case management for all leaves of absence.
- **Accrual management:** Track and record all accrual types, including annual leave, long service leave, time off in lieu, rostered days off, and sick time, as well as attendance policy events, including early and late arrivals and leavings.
- **Employee self-service:** Boost morale by allowing employees to input their own roster preferences, check time-off balances, and request time off.
- **Multiple jobs support:** Track time for employees with more than one job at any given time accounting for different approvers, pay rates, policies, and more.

Finance and Payroll

- **Cost tracking:** Allocate labour expenses to the appropriate state, operating unit, department, etc., to ensure accuracy.
- **Budget management:** Maintain detailed budget reporting to verify operating costs for state regulators to approved rates.
- **Payroll calculations:** Accurately calculate hours worked and overtime for payroll.
- **Policy and rule management:** Automatically calculate all premiums and other special pay rates based on rules configured in the system.
- **Payroll system integration:** Synchronise all time information with your payroll system for greater accuracy and efficiency.