

COSEC Roster Management



Presentation Agenda

- Introduction
- Roster Management
- Benefits
- Target Customers
- Salient Features
- Reports

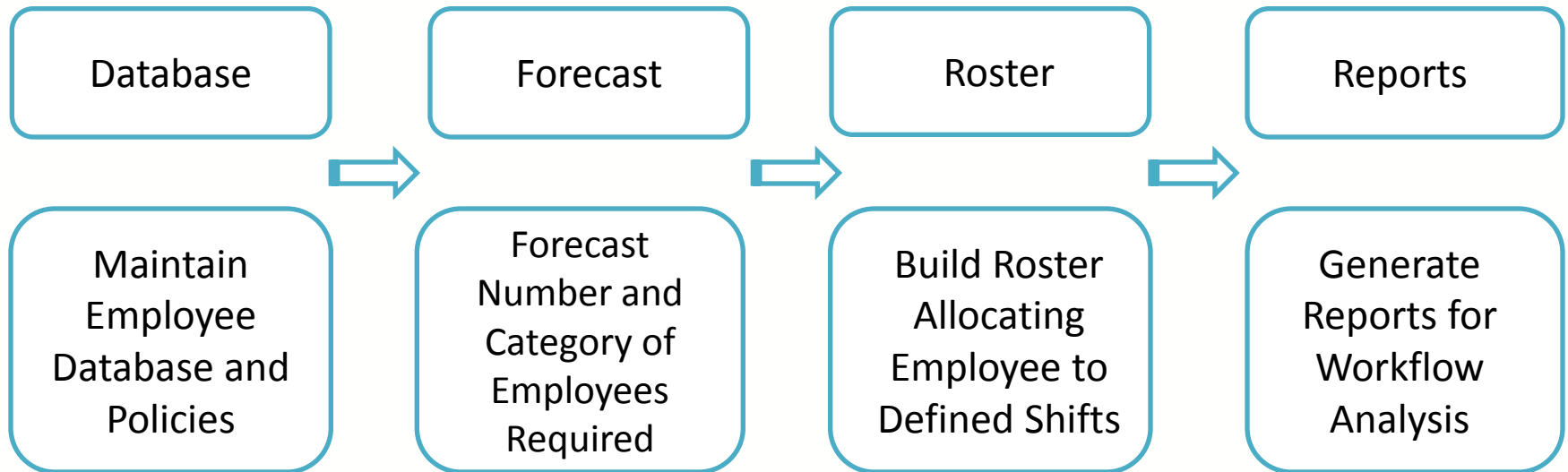


What is Roster Management?

- Proper Planning of the Workforce
- Allocating the Right Person with the Right Skill to the Right Task at the Right Time
- Forecasting the Number of Employees Considering the Budget and the Skill Required



How Roster Process Works?



Matrix Roster Management

- Allocates the Right People with the Right Skill in the Right Place at the Right Time
- Defines List of Employees and their Work Policies
- Plans Workforce by Forecasting Requirements of Employees
- Builds Auto/Manual Roster for each Predefined Department
- Manages Employee Leave Management
- Provides Complete Workforce Analysis Reports
- Exports Data to Third Party Payroll Software



Benefits of Roster Management

- Efficiently Plans Workforce
- Reduces Administrative Work
- Manages Cost of Manpower
- Improves Overall Productivity of the Organization
- Facilitates Easy duty Acceptance/ Rejection using ESS
- Prevents Work Policy Violation
- Provides Automatic Leave Management
- Enables Smooth and Error-free Data Export to Payroll



Why COSEC Roster Management?

- Fair, Balanced and Cost Effective Roster
- Roster in Sync with Regional Labor Laws
- Forecast of the Workforce for Flexible Duration
- Automatic/ Manual Roster Generation
- Automatic Leave Management
- Pay Rate Flexibility
- Multiple Fixed and Flexible Shifts
- Authentic Data Export to Payroll Software
- Various Workforce Analysis Reports in Multiple Formats



Target Customers



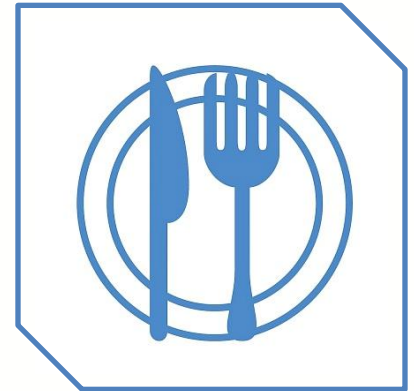
Aviation



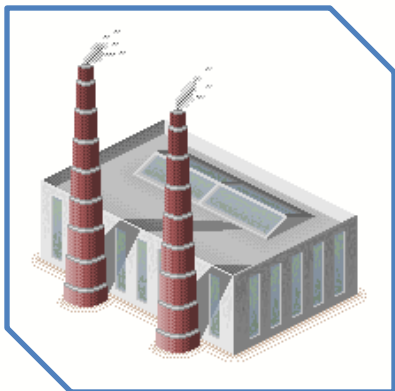
Retail



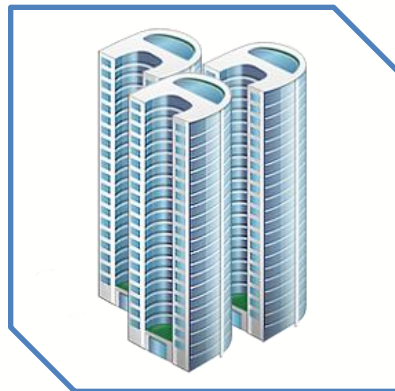
Hotel



Restaurant



Factory



Corporate



Hospital



**And Many
More....**

Salient Features

Detailed Employment Contract

- Defines a Detailed Employment Contract to Avoid Discrepancies at a Later Stage
- Defines Employment Type like Part Time, Full time, Permanent, Temporary, etc.
- Maintains a List of Different Employee Contracts and Types
- Helps in Easy Swapping of Employee from One Employment Contract or Type to Another



Detailed Employment Contract

Employment Contract [?] [X]

Code:

Name:

Default:

Time Duration

Sun: Mon: Tue: Wed: Thu: Fri: Sat:

Time Period

Day: [v]

Start Time: End Time:

Day	Start Time	End Time	
Monday	09:00	18:00	<input checked="" type="checkbox"/>
Tuesday	09:00	18:00	<input checked="" type="checkbox"/>
Wednesday	09:00	18:00	<input checked="" type="checkbox"/>
Thursday	09:00	18:00	<input checked="" type="checkbox"/>
Friday	09:00	18:00	<input checked="" type="checkbox"/>



Labor Laws

- Roster Generation Depending on the Regional Laws
- Maintains List of Defined Laws Applicable to Different Employees
- Prevention of Law Violation
- Alert to Notify Law Violation



Labor Laws

General Rules
? X

Code	<input type="text" value="FACT"/>		
Name	<input type="text" value="Factory"/>		
Minimum work hours per day	<input type="text" value="HH"/> : <input type="text" value="MM"/>	Maximum Work Hours Per Day	<input type="text" value="HH"/> : <input type="text" value="MM"/>
Minimum Weekly Work Hours	<input type="text" value="HHH"/> : <input type="text" value="MM"/>	Maximum Weekly Work Hours	<input type="text" value="HHH"/> : <input type="text" value="MM"/>
Maximum Consecutive Work Hours per day	<input type="text" value="HH"/> : <input type="text" value="MM"/>	Minimum Off Hours	<input type="text" value="HHH"/> : <input type="text" value="MM"/>
Minimum Intershift Hours	<input type="text" value="HH"/> : <input type="text" value="MM"/>	Maximum Spread of Hours	<input type="text" value="HH"/> : <input type="text" value="MM"/>
Minimum Consecutive Hours Per Shift	<input type="text" value="HH"/> : <input type="text" value="MM"/>	Maximum Consecutive Work days	<input type="text"/>
Maximum Shifts Per Day	<input type="text"/>	Maximum Weekly Work Days	<input type="text"/>
Default	<input type="checkbox"/>		

Pay Rate Flexibility

- Flexible Pay Rate Calculation as a Percentage of Basic Wage
- Separate Pay Rate for Contract and Non-Contractual Hours
- Special Pay Rate for Defined Days and Time-period like Weekends, Night Shift, etc.
- List of Different Flexibility Pay Rate Structures
- Reduction of Human Error in Payroll Calculation



Pay Rate Flexibility

Award and Penalty [?] [X]

Code

Name

Base Pay Rate % of Wage Level for contract hours

Base Pay Rate % of Wage Level for non contract hours

Default

Rate Exception

Day ▼

Start Time End Time

Exception rate % of Base Pay Rate



Flexible Overtime Policy

- Shift-wise or Hourly Daily Overtime Calculation
- Weekly Overtime Calculation
- Penalty Overtime Calculation:
 - Meal Overtime
 - Rest Period Overtime
 - Inter-shift Overtime
 - Max Consecutive Working Days Overtime
- Rounded Overtime Calculation Facility



Special Days

- Department-wise Special Days like Festivals, National Holidays, Labor Day etc.
- Different Wage Rates for Employees Working on Such Days
- Separate Forecast and Roster Depending on Need of Employees for Such Days



Shifts

- Fixed and Flexible Shifts Options
- Fixed Shift
 - Fixed Shift Start Time, End Time and Break Time
- Flexible Shift
 - Fixed Overall Time-period
 - Flexibility to Start and End the Shift In-between the Given Time-period



Shift Pattern and Matrix

- Shift Pattern for Employees Who Work in Multiple Shifts During a Day
- Shift Matrix for Employees whose Schedule Remain the Same for a Period of Time
- Manual Entry of Daily Shifts
- Time Saving for HR and Managers



Shift Pattern and Matrix

Shift Matrix [?] [X]

Code:

Name:

Select: Shift Shift Pattern

[Pin Icon]

Day	Shift/Shift Pattern	
1	▼ Day Off	[X]
2	▲ ▼ Software Support	[X]
3	▲ ▼ Mid shift	[X]
4	▲ ▼ General Shift	[X]
5	▲ ▼ Night Shift	[X]
6	▲ ▼ Pros Shift	[X]
7	▲ Training Shift	[X]

Shift Pattern [?] [X]

Code:

Name:

Shift: [Pin Icon]

Code	Name	
CH	Chemistry	[X]
EN	English	[X]
PH	Physics	[X]



Attendance Policy

- Authenticated Attendance Data
- Various Attendance Policies like Late In/Early Out, Time Period After which Overtime Starts, etc.
- Authorization to Admin for Attendance Correction like Punch Missed for Assigned Shift, Punch Found for Late In, etc.



Leave Management

- Different Types of Leave Policy Definition
- Leave Groups Formation
- Fixed or Slab-wise Accrual Policy
- Leave Accrual Bi-weekly or Monthly Scheduler
- Manual Leave Credit/Debit Facility
- Leave Encashment Facility
- Reduction of Human Error



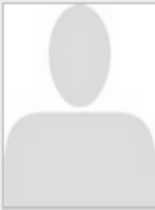
Detailed Employee Database

- Strong and Detailed Employee Database Creation
- Database Includes:
 - Roster Policies like Employment Type, Contract, Pay Rate, Labor Laws, etc.
 - Organizational Hierarchy Details like Department, Designation, Category, etc.
 - Personal and Bank Details



Detailed Employee Database

User Configuration ? X

ID	<input type="text" value="729"/>	 <input type="button" value="Upload"/> <small>[Supported File Formats: *.jpg,bmp,png]</small>
Reference No	<input type="text" value="729"/>	
Name	<input type="text" value="John"/>	
Short Name	<input type="text" value="John"/>	
Active	<input checked="" type="checkbox"/>	
Module	<input style="border: none; border-bottom: 1px solid gray; width: 100%;" type="text" value="Roster"/>	

General	Employment Contract	<input type="text" value="ADM"/>	*	Administration
Personal	Employment Type	<input type="text" value="EMP2"/>	*	Part Time
	Award and Penalty	<input type="text" value="APT1"/>	*	Award100
Contact	Base Pay Rate	<input type="text" value="100.0000"/>		
Group	Work Profile Type	<input type="text" value="SWE"/>	*	SW Executive
	General Rules	<input type="text" value="GRL1"/>	*	General Rule 1
ESS	Policy	<input type="text" value="PCY1"/>	*	Policy 1
	Hour Exception	<input type="text"/>	*	
Roster	Leave Group	<input type="text" value="1"/>	*	Leave Group 1
Bank Details	Overtime Policy	<input type="text" value="1"/>	*	Default OT Policy
Access Details				
Assign Devices				
Device Details				
e-Canteen				



Forecast

- Multi-Week Forecast Including Special Days
- Detailed Forecast for Each Day which Includes :
 - Total Budget
 - Designation of Employee
 - Skills level of Employee
 - Number of Employees
- Accurate Budget Calculation based on:
 - Shifts
 - Number of Employees
 - Wage Level



Forecast

	Monday	Tuesday	Wednesday	Thursday
Forecasted Budget	1200.00	1000.00	700.00	1500.00
RE :Restaurant	I.			3
	ii.			3
	iii.			3
KF :KFC	I.			3
	ii.			3
	iii.			4
R2 :Aroma	I.			3
	ii.			3
	iii.			0

Forecast

Support

Day:

Shift:

Designation	Category	No. Of User
Engineer	Floor Supervisor	<input type="text" value="1"/>
Engineer	Waiter	<input type="text" value="1"/>
Engineer	Manager	<input type="text" value="1"/>
BUSINESS MANAGER		<input type="text" value="1"/>
Designation=1		<input type="text" value="0"/>

			3
			3
			3
			3
			3
			3
			4
			3
			3
			0

No. of positions (designations)
 No. of skills (category)
 No. of Staff



Automatic Roster

- Automatic Department-wise Roster Generation on Weekly or Monthly Basis
- Department-Wise Roster Generation based on Forecast
- Roster Employee Allocation Based on Contract, Designation, Skill and the Number Required
- Time Saving for Managers and Administration



Automatic Roster

Auto Roster Summary
? X

Previous
Support [09 Jan 12 - 15 Jan 12]
Next

	09 Jan 12 Mon	10 Jan 12 Tue	11 Jan 12 Wed	12 Jan 12 Thu	13 Jan 12 Fri	14 Jan 12 Sat	15 Jan 12 Sun	Summary
Rostered User	2[7]	3[0]	2[0]	2[11]	1[0]			10[18]
Rostered Budget	↓675.00	↑1035.00	↑720.00	↓405.00	↓315.00			↓3150.00
Forecasted Budget	1200.00	1000.00	700.00	1500.00	1240.00			5640.00
Unavailability	0	0	0	0	0			0
Day Off	0	0	0	0	0			0
Rejected Shifts	0	0	0	1	0			1

Shift Details...

Designation Details...

Legend : Special Day Closure Day

Back
Close

Manual Roster

- Department-wise Roster
- Manual Allocation of Shifts and Employees
- Option of Choosing any Employee as per Requirement



Scheduler

- Scheduler for:
 - Roster Generation
 - Leave Accrual
- Bi-Weekly or Monthly Schedule Parameters
- Multiple Selection Parameters



Integration with ESS

- Unavailability Application for Employees
- Shift Acceptance/Rejection by Employees
- Unmanned Duties Proxy Decision Making



Notifications and Reminder

- Roster Update or Change Notifications
- Shift Reminder to Employees
- No Shift Confusions
- Complete Workforce Presence Assurance
- Increased Productivity



Payroll Integration

- Data Export to Third Party Payroll Software
- Export of Authenticated Data
- Salary Calculation Devoid of Human Error
- Time saving for HR and Accounts



Reports

Comprehensive Reports

- Range of Master Reports to View the Database of Policy Sets
- Range of Transaction Reports to Analyze the Policy Related Events Occurred
- Complete Workforce Analysis
- Forecast and Budget Analysis
- Available in Various Formats



Report Generation

User Schedule

Back Close

Find... 1 of 1 100%

Main Report

Print Export Search Page Select Zoom

Run by: System Admin

User

ID	Name
00050	Summy
00050	Summy

Department: Department-
Company: THOMSON RUB
Date: 21/03/2012
Date: 22/03/2012

Page 1 of 1
Date: 22/03/2012 17:09

Shift Break Details

t	End	Start	End
0	00:00		

Export

File Format: Crystal Reports (RPT)

Page Range: _

All Pages
 Select Pages

From:
To:

File Format

- Crystal Reports (RPT)
- PDF
- Microsoft Excel (97-2003)
- Microsoft Excel (97-2003) Data-Only
- Microsoft Excel Workbook Data-only
- Microsoft Word (97-2003)
- Microsoft Word (97-2003) - Editable
- Rich Text Format (RTF)
- Character Separated Values (CSV)
- XML

Page Select

Report File Formats

- Report Export in following File Formats
 - PDF
 - XML
 - Rich Text Format
 - MS Excel
 - MS Excel (Data Only)
 - Crystal Report (RPT)
 - MS-Word
 - MS-Word Editable
 - Character Separated Values (CSV)



COSEC Roster Reports

- Transaction Reports
 - User Schedule
 - Unavailability
 - Non manned duties
 - Shift Coverage
 - Duties by Designation
 - Forecast
 - Budget
 - Roster
 - Shifts by User
 - User by hour
 - Attendance
 - Authorization
 - Detailed Duties
 - Meal Penalties
 - Leave Application
 - Leave Debit/ Credit
 - Leave Encashment
 - Overtime
- Master Reports
 - Employment Contract
 - Employment Type
 - Wage Level
 - Award and Penalty
 - Overtime Policy Master
 - General Rules
 - Policy
 - Shift
 - Shift Pattern
 - Shift Matrix
 - Hour Exception
 - Special Day
 - Work Profile
 - Leave
 - Leave Group



Report: Budget and Shift

Matrix COMSEC Page 1 of 1

Budget Report from 09/01/2012 to 15/01/2012

Run by: System Admin Date: 07/01/2012 18:00

Department:	Date	Budget		
		Forecasted	Actual	Difference
Support	09/01/2012	1200.00	675.00	525.00
	10/01/2012	1000.00	1035.00	-35.00
	11/01/2012	700.00	720.00	-20.00
	12/01/2012	1500.00	405.00	1095.00
	13/01/2012	1240.00	315.00	925.00
	14/01/2012	700.00	0.00	700.00
	15/01/2012	1500.00	0.00	1500.00

Matrix COMSEC Page 1 of 1

Shift

Run by: System Admin Date: 07/01/2012 16:03

Sr	No	Code	Name	Start Time	End Time	Break Start	Break End	Flexible	Shift
1	BA		Bar	18:00	02:00	22:00	23:00	No	
2	DO		Day Off	00:00	00:00			No	
3	GS		General Shift	09:00	18:00	13:00	14:00	No	
4	HK		Housekeeping	08:00	17:00	13:00	14:00	No	
5	KF		KFC	14:00	18:00			No	
6	NA		Not Applicable	00:00	00:00	00:00	00:00	No	
7	PA		Parking	06:00	15:00	13:00	14:00	No	
8	R2		Aroma	18:00	23:00			No	
9	RE		Restaurant	11:00	14:00			No	
10	UA		Unavailable	00:00	00:00			No	

Thank You

For Further Information Please Contact:

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Visit us at www.MatrixComSec.com

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