Optimising workforce performance while reducing costs

e-tivity® enterprise

About E-tivity Corporation

E-tivity® **Corporation** is a developer and supplier of easy to use Workforce Management solutions, specialising in rostering, time and attendance, job order, billing and work rule interpretation.

With over three decades of experience in Workforce Management, our solutions are improving labour efficiency and reducing costs at more than 15,000 sites around the world in the following vertical markets:

- Hospitality
- Retail
- Professional/Business Services
- Health & Community Services
- Utilities
- Manufacturing
- Government Administration & Defence
- Arts, Entertainment and Recreation

Our solutions are technologically innovative and we continually evolve our products and services to deliver the most comprehensive, flexible and best value Workforce Management solutions to our clients.

Our flagship product, **E-tivity Enterprise** offers the full breadth of functionality needed to optimise the efficiency and productivity of your workforce. This robust, high performance Workforce Management software easily scales to accommodate your current and future business requirements with an extensive range of optional modules.

Reduce labour costs and increase productivity

E-tivity Enterprise provides organisations with a comprehensive suite of management tools to reduce labour costs, improve organisational efficiencies, enhance employee communication and to optimise the performance of your workforce in every location.

E-tivity Enterprise is an easy to use, web-based, Workforce Management solution developed for complex working conditions.

E-tivity Enterprise delivers real productivity gains by automating: work requirement forecasts; staff rostering; and how employee attendance is evaluated and interpreted.

E-tivity Workforce Management solutions optimise human resources by:

- Reducing labour costs
- Increasing staff productivity
- Improving customer service and
- Maximising employee satisfaction

E-tivity Enterprise automates staff rosters, budgets, timesheets and payroll processes

"**E-tivity Enterprise** has provided excellent visibility for managers who can immediately see the wage and overtime costs they're committing to. The **E-tivity Work Rule Interpreter** also means managers are notified when award rules have been breached, again reducing wage-related costs ... we are expecting potential savings of around $3 million per annum."

Phil Taylor, *CFO, Michael Hill*

The E-tivity Enterprise solution

E-tivity Enterprise offers an extensive range of modules which integrate seamlessly to meet your specific industry and business needs.

Time & Attendance – reduce payroll errors by eliminating data entry and automating processing

E-tivity Time & Attendance puts an end to the cumbersome task of manually collecting and entering employee timesheet information by automatically capturing and interpreting each employee's working hours in real-time from a variety of devices.

E-tivity Enterprise offers the flexibility of entering data via web based timesheets, electronic time clocks and integration with various third party products to significantly improve data accuracy and payroll efficiency.

E-tivity Time & Attendance tracks employee movements between departments and sites, highlighting timesheets with any exceptions, according to predefined rules, and either approves them automatically or flags them for Supervisor or Manager approval.

The tight integration between **E-tivity Time & Attendance** and **E-tivity Work Rule Interpreter** minimises human error by ensuring **E-tivity Enterprise** accurately interrogates your employee clockings and applies the correct interpretation of work rules in real-time.

> **E-tivity Enterprise simplifies and streamlines your payroll process**

Automatic work rule interpretation in staff rosters and timesheets

Every organisation needs to adhere consistently to governing work rules. Breaching these agreements can have major repercussions for your business.

From interpreting employee timesheets to costing rosters, **E-tivity Work Rule Interpreter** uses a powerful and unique rules-based engine to automatically apply a consistent interpretation of specific work rules for each employee. Simple and easy to use, **E-tivity Work Rule Interpreter** manages the most complex work rules.

By automating work rule interpretation, payroll processing becomes streamlined and simplified while accuracy and consistency is improved. Calculating employee benefits, while considering all the rules governing overtime, public holidays, leave, paid time off, penalties and allowances, is a simple task for **E-tivity's** Work Rule Engine.

> "The strength of the **E-tivity Work Rule Interpreter** is beyond anything I've seen. Previously a written timesheet was received and we were manually calculating the hours, penalty rates, overtime and departmental costing, then keying those interpreted timesheets into the payroll system.
>
> Work rule interpretation is now completed automatically and at any time, we can look at what payroll is costing us."
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> **Geoff Rossiter,** *Payroll Manager, Starwood Centralised Services*

Smart and dynamic rostering for optimal staffing while minimising cost

E-tivity Scheduling simplifies the time consuming and complex task of staff rostering by using mathematical algorithms to generate the optimum roster every time, reducing labour costs by up to 10 percent.

E-tivity Enterprise offers a comprehensive range of rostering methodologies that complement each other or operate as standalone modules.

> ❯ **E-tivity Fixed & Rotational Scheduling** caters to companies with the simplest to the most complex rotational rostering requirements. Fixed Shifts scheduling uses individual and group profiles to improve efficiency.

> ❯ **E-tivity Event Scheduling** enables Business Managers to build, maintain and reuse actual shifts and/or staffing requirements for repetitive events.

> ❯ **E-tivity Volume Scheduling** optimises rosters based on standard business fluctuations in revenues, transaction volumes, foot traffic, etc, for greater efficiency and productivity. **E-tivity Enterprise** uses this information and your company specific labour standards to calculate the correct staffing levels for your business.

> ❯ **E-tivity Job Order & Billing** enables users in relevant industries to manage both the rostering and billing of staff.

> ❯ **E-tivity Late Changes** helps managers make cost effective decisions when dealing with last minute changes to rosters.

> ❯ **E-tivity Budgeting** allows different areas of an organisation to set budgets for labour and monitor these in real time as rosters change.

> ❯ **E-tivity Automatic Staff Assignment** assists in making decisions on the assignment of personnel to shifts, based on criteria such as staff availability, cost, competencies and minimum break between shifts etc.

> ❯ **E-tivity Forecasting** determines future volume projections based on historical trends, taking the guess work out of a complex process. **E-tivity Enterprise** then uses this information within other modules.

E-tivity Enterprise puts the right employees in the right place at the right time with the right skills for the right cost, positively affecting profitability

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"With **E-tivity Enterprise,** we can get a snapshot of the current roster at any time which means we can actually make decisions before incurring costs.

"Since introducing **E-tivity Enterprise,** we've probably made a 10 percent saving in staff costs which, when you're talking about 650 employees, is actually quite a significant reduction."

Adam Koch, *General Manager, Travelex, Asia Pacific, Retail Division*

The E-tivity essential elements

The **E-tivity Enterprise** solution includes all the essential elements needed to effectively manage your human capital:

›   **E-tivity Organisation Structure** is the backbone of **E-tivity Enterprise**, providing the flexibility to design, manage and report on your organisational structure, regardless of whether it is divisional, geographic or site based.

›   **E-tivity's Site and Security Manager** provides comprehensive security for both user access levels and data transfer. It controls all user access privileges across the **E-tivity Enterprise** range, determining what data employees may view, edit or delete while ensuring the secure transmission of information.

›   **E-tivity Reports Manager** provides real time reporting on demand.

›   **E-tivity Data Exchange** enables the transfer of data between a variety of systems for complete business integration with third party products including ERP, Payroll, Financial and Business Intelligence systems.

E-tivity Enterprise is easy to access and use

Operating from a central database, **E-tivity Enterprise** leverages the internet or your organisation's intranet to provide access to the most remote sites and workers. It can be delivered as a hosted solution from **E-tivity Corporation's** state of the art, secure data centre or as a licensed application to be managed internally.

Other modules that enhance your use of **E-tivity Enterprise** include:

›   **E-tivity Alerts and Audits** - monitors key activities within **E-tivity Enterprise,** which can be traced back to a specific user or process, and generates alerts when proactive management action is needed.

›   **E-tivity Employee Self Service** - allows employees to: view their rosters, complete timesheets and submit them for approval, apply for leave and update personal details. All submissions require supervisor approval and follow a workflow process.

"We had three different countries to consider, all with varying key trading periods, so having a product which was simple to install was critical. Compared to other applications in the market, **E-tivity Enterprise** is significantly more logical, clear and straightforward."

Phil Taylor, CFO, Michael Hill

All the essential elements needed to effectively manage your human capital

Efficient communication with employees

E-tivity Enterprise improves the way you communicate with your employees, with options for SMS, email and bulletin board messaging. So whether it is a general announcement about important workplace changes, you're informing employees of their current schedule or trying to find a replacement for a shift, you always have a way to get the message across.

Workforce Management solutions delivered on time and to budget

E-tivity Corporation works closely and consultatively with clients to identify and address any organisational inefficiencies and to improve the employer/employee relationship. We have developed a professional services methodology known as **E-tivity Continuum** to ensure consistent service delivery of our **E-tivity Workforce Management** solution, on time and to budget.

E-tivity's Continuum philosophy provides an outstanding quality of service and expert knowledge in every interaction you have with us. To ensure the seamless implementation of your **E-tivity Enterprise** solution, we focus on being highly responsive and flexible to your organisation's needs from the initial sales contact right through the implementation and to our ongoing support of your solution.

E-tivity Corporation invests heavily in Research and Development and actively seeks input from our customers to ensure that our solutions provide practical solutions to real-world workforce management problems.

> *We focus on being highly responsive and flexible to your organisation's needs*

"**E-tivity Corporation** understands the legislation, pay rules and work rules under which we operate, and can guide us in how to manage our business more effectively. We've been very impressed with the expertise and knowledge of the **E-tivity Corporation** consultants and support staff, and their ability to share how other clients have handled similar challenges to the ones we face."

Vicky Hopper, National HR Manager, Southern Cross Protection

Contact us to see how we can optimise the management of your workforce.

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