

# WORK PLACE MANAGEMENT

The Workplace Management module is a proven industry-graded time-based application, collecting data on accesses, clocking, absences, overtime and employee bookings to projects and jobs.

It is about managing efficiently your work force and controlling daily prevalent time theft in the work environment, the way in which it occurred, prevention - what could be done to reduce it. The core is a mini-system consisting of hardware and software in unison to address the people-related and workplace-related area integration.

## **Resource Availability and Allocation**

The Resource Availability and Allocation meets the need for having a forward view of availability of people by skill and by time period. Resources include individual employees, equipment used in the work process and sub-contract staff. As in all other modules, flexibility in field descriptions occurs throughout the whole module such that "resource" may be known as skill, craft, trade or any other designation preferred by the customer.

Elements involved in the implementation are amongst them : person-scheduling, team-skill scheduling, forward labor availability, equipment scheduling, equipment summary scheduling, and forward equipment availability. The Resource Availability and Allocation fully supports Job Costing as well.

Roster View

Schedule for Group H2 Hrn 5 Hari [Jum`at - Kamis] from 12th October 2001 to 11th November 2001

Options

Employee Number	Name	OCT 15 MON	OCT 16 TUE	OCT 17 WED	OCT 18 THU	OCT 19 FRI	OCT 20 SAT	OCT 21 SUN
10701	- DWI HANDOKO	506	506	506	506	506	OFF	01
10801	- SULIATI	506	506	506	506	506	OFF	01
1151301	- SEGA WATI	506	506	506	506	506	OFF	01
1155601	- INDAH WATI	506	506	506	506	506	OFF	01
1159001	- SUHARTINI	506	506	506	506	506	OFF	01
11601	- PURNOMO	506	506	506	506	506	OFF	01
1164501	- DAHLIA ANWAR	506	506	506	506	506	OFF	01
1169601	- ROSIDA	506	506	506	506	506	OFF	01
512001	- SUKARNI	506	506	506	506	506	OFF	01
520801	- NGATEMI	506	506	506	506	506	OFF	01
530901	- TUNAH	506	506	506	506	506	OFF	01

Allocate Copy Shift Allocate S/B

Validate Detail

Group Attendance Roster Screen

## Roster Generation

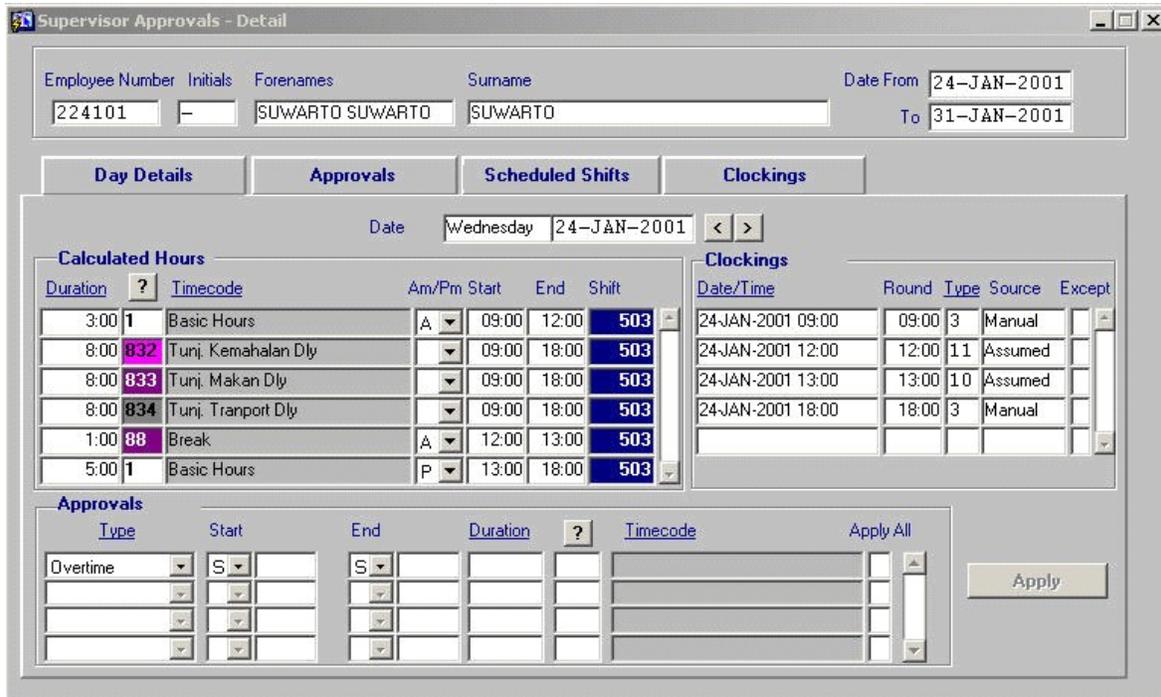
The Roster Generation function covers two distinct functional areas : Planning area and Operational area. Within the planning area, the manning requirement is defined for a substantial period as determined by the user. This period would typically be between one week and six months or longer, depending on the practicalities of predicting the workload. The longer the planning period is, the more effectively will the roster system be able to achieve the various balancing and continuity issues. In the planning area, the system is able to take into account the scheduled availability and absences of staff, such as joiners, leavers, holidays and other planned absences. Here, different solutions are modeled to determine the best and most economical solution to deliver the business requirement. Once agreed, the

planned schedule is released and put into operations. The Attendance Management ensures that monitoring and control of all the rosters are adhered, and that irregularities are acknowledged and authorized by line-managers.



### **Attendance Management**

The control and management of all elements of employee work-attendance - both forward in time and retrospectively - is handled by Attendance Management and consists of the following components : exception-based attendance, full time and attendance, annualized hours option, flexible day working option, historical attendance, payroll interface, and leave interface. It provides a comprehensive, yet easy way of integration to a variety of badge-reading clocking-terminals to cover the collection of unlimited attendance data, identification of lateness, absence and overtime by reference to sophisticated shift and shift-plan structures, and the maintenance of extremely useful historical information. At the end of the day, information from this sub-module are automatically transferred from remote workplace data-collection terminals to the Payroll, Leave and Personnel Administration modules for processing and record keeping.



Supervisor Shift Approval Screen

## Access Control

Access Control provides comprehensive security access control, plus staff and visitor monitoring, supported from inexpensive, simple control of access through doors, turnstiles or barriers to full on-line networked access-control and monitoring. Employee details in XQUIS Human Capital Management System core database are supplemented with permissions for each person as to which doors or area's may be entered on which days of the week and between which times. The Access Control terminals or controllers then store all relevant information for up to 100,000 people in their own processor and memory and quickly respond to the entry of a badge to allow or disallow access.