



Web-based Workforce Management



Key Benefits

- ⊙ Makes the benefits of Open Options available over the WEB
- ⊙ Allows employees and administrators to have access wherever required
- ⊙ Gives employees more control and flexibility over their working time
- ⊙ Removes unnecessary layers of administration
- ⊙ Provides each employee with the ability to view and update personal information on-line
- ⊙ Allows managers and supervisors to take charge of day-to-day management of workforce time



Open Options is fully scalable and is used by organisations of all sizes across single and multiple locations. Industry-acclaimed for its easy-to-use and intuitive structure, Open Options can be tailored to any organisation's requirements and work rules whilst supporting legislative directives. Information can be viewed by individuals based on their own user-definable access rights to improve information flow whilst maintaining confidentiality. The system also integrates with HR, Payroll, Finance and Business systems to provide seamless dissemination of information and improve communications.

My-Options

My-Options offers a web-based solution for organisations that require the flexibility to allow employees and administrators to have access whenever required. My-Options permits managers to have greater accessibility to the information they need to help plan, manage and administer the attendance of their people.

Managing the Workforce

Fully configurable to match the needs of each manager, the easy-to-use screen layouts prove to be a real administration partner. The system has been designed to be as intuitive as possible and so minimise the time required to administer the workforce.

My-Options takes the inherent qualities of Open Options and makes them available to help manage the daily administration tasks, either through your Intranet or the Internet.

Daily Administration

My-Options has a single simple to use view for clearing exceptions to planned attendance. Screen layouts follow the standard Open Options graphical look and feel to indicate unexpected absences, missed clockings or overtime that can be quickly cleared.

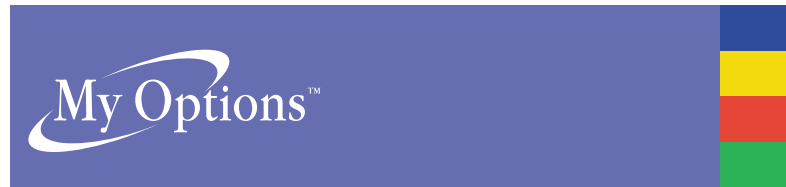
Booking Absences

Absences may be booked before or after the event using your own plain English codes. When booking, the system will compare the planned booking against individual entitlements and accrual rules to ensure they are not exceeded.

Open Options

Open Options, the UK's leading workforce management system, helps organisations maximise the investment in their people by providing a solution to manage all aspects of workforce time. It has been designed for HR, Finance and Operations managers to reduce the burden of people management whilst driving down costs, improving efficiencies and maximising staff deployment.





Approving Overtime

Overtime may be pre-authorised or booked retrospectively to suit your organisation's method of working. The system will automatically apply your rules for payment, time off in lieu, etc., as appropriate.

Resource Planning

My-Options has a resource planning function that allows you to view how your team is rostered into the future in a wall chart style. This view shows Manning Levels and Skills Availability and enables you to make decisions when booking absences or changing shift patterns that do not impact service levels. Changes for absence and shift patterns can be made from within the wallchart view itself. Resource Planning provides the tools to help you react to dynamically changing requirements for manpower.

Employee Self-Service –The Web Kiosk

My-Options allows your employees to have access to their own records relating to their personal details and their absence and attendance record. Each employee is given his or her own unique log on ID and password and allocated functional rights. Individuals can be given permission to enquire about their own up-to-date information held on Open Options or additional permission to record their own attendance and activities undertaken via timesheets and so removes unnecessary layers of administration. My-Options will also allow you to set up processes to ensure employees add required information.

Recording Attendance and Absence

Individuals are able to register their attendance on any day in a specified working week to provide a permanent attendance record. Absences can be requested for holidays, doctor's appointments and other planned absences that are in turn submitted for supervisory approval.

Booking Activities

Activities can be booked through My-Options via the electronic time sheet which ensures full reconciliation with attendance details for each person.

Administering Personnel Records

My-Options provides each employee with the ability to view and update personal information on line. This allows each person to see exactly what information is held on their file and correct it as appropriate. Information that can be updated may include address information, health details and emergency contacts.

Flexible Working

Where organisations run flexible work schemes, employees can view their attended hours and compare them against the contracted hours. Each person can then request that any additional hours be paid as overtime or added to the flexible balance if appropriate.

Employee Enquiries

Once the employee has entered their ID and password, they will be able to enquire on the following:

- **Attendance Record**

The employee can view details relating to their attendance for any specified tax week or pay week. This includes clocking times, absences, overtime or payments.

- **Holiday Card**

Individuals can view their holiday entitlement alongside any holidays taken or planned, including Bank Holidays.

- **Flexi-Balance**

With the increase in flexible working and adoption of flexi-time - and other schemes - people want an easy way to view their actual attended hours against their flexi-time contracted hours. My-Options allows individuals to view the daily debit and credit hours for the previous 30 days.

- **Activity Bookings**

My-Options allows individuals to see the work activities they have booked, either via the web timesheets or other data capture methods.

- **Individual Work Rosters**

Where organisations are using Open Options Workforce Scheduling, employees can view their planned work roster through My-Options.



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