



Rostering / Time & Attendance

Optimise staff coverage for each shift, control costs and minimise compliance risk

An automated solution to streamline roster management and time-tracking for your people

HR teams are typically under-resourced and overstretched, and if your team is processing employee time cards and manually creating rosters, this can be a huge drain on time and resources. Manual processes also present significant risks to any organisation. Ensuring accuracy and compliance while balancing fair work shifts, overtime, paid time off and countless other Award entitlements can be a key challenge.

Fortunately, technology can help. ELMO's integrated Rostering / Time & Attendance solution can help manage your personnel so they are in the right place at the right time. With accurate time and attendance tracking, not only can you effectively control costs and forecast future staffing needs, you can also empower your employees to be in control of their own time and availability with shift trading and other self-management tools.

The end result is less administrative burden on managers and HR teams, and more time to devote to people management.

Other modules also available in ELMO Pay



Self-Service



Payroll



Roster Staff

Save time with accurate labour cost and labour percentage of revenue forecast. Proactively manage staff with shift trading, leave and unavailability requests for real-time roster management.



Time Tracking

Automatic and stress-free time tracking solution with real-time reporting. Gather data to help control staffing costs and ensure your people are paid correctly.



Compliance Risk Management

Using ELMO's powerful Business Rules Engine and Award Library, ensure compliance obligations relating to Modern Awards and Enterprise Bargaining Agreements are met.

Key Benefits

Our intuitive and easy-to-use rostering calendar provides managers with a clear view to effectively schedule weekly, fortnightly or monthly staff rosters, accounting for staff availability, leave requests, or special events / campaigns to ensure optimal staff coverage

ELMO Rostering / Time & Attendance also empowers your employees to track their own time and attendance on desktop or mobile devices to provide accurate and real-time reporting. This in turn provides your organisation with the ability to more effectively control costs and enforce your pay and business rules through automation.

ELMO's Business Rules Engine reduces your organisation's compliance risk exposure and helps take the pain out of Award interpretation by automating your payroll and roster calculations to ensure staff are paid correctly, according to the shifts they worked and their eligible entitlements.



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Key Features

- ✓ Intuitive roster management
- ✓ Staff schedule for special events and campaigns
- ✓ Accurate real-time wages cost forecasts against revenue
- ✓ Fatigue and overtime management
- ✓ Staff communication management
- ✓ Staff self-service with shift offers and swaps, leave and unavailability request
- ✓ Time tracking with GPS location
- ✓ Time and absence management with real time dashboards
- ✓ Self-service functionality for staff and managers
- ✓ Centralised time and attendance data tracking
- ✓ Industry Award library
- ✓ Configurable tools to automate your compliance

Great alone, better together!

Harness additional benefits from ELMO Rostering / Time & Attendance with the following complementary modules:



Self-Service

Combine the self-management rostering and availability features of ELMO Rostering / Time & Attendance with ELMO Self-Service to obtain full tracking and approval of staff leave requests - enabling you to identify potential staffing shortfalls in real-time and ensure optimal staff coverage for each shift.



Payroll

Ensure staff are paid correctly in accordance with compliance requirements by retrieving timesheet and Award rate information from ELMO Rostering / Time & Attendance. Provide seamless, cloud-based payroll services to your organisation with ELMO Payroll, which is Single Touch Payroll (STP) and SuperStream compliant in Australia, and Payday Ready and KiwiSaver compliant in New Zealand.



1 vendor dashboard user-experience

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