



Workflow-Employee Self Service

Increase efficiency by actively involving staff

Working time management in particular generates an enormous administrative workload in connection with routine procedures. The HR department is regularly called upon to provide information on working hour balances, belatedly add time entries and manage holiday requests. This takes up valuable time which is then missing for more important tasks. ATOSS Time Control has a highly efficient solution to offer here: an employee portal with integrated workflows.

Workflow-Employee Self Service not only provides information, it also actively involves the workforce in administrative procedures. Staff can view their holiday balances themselves before submitting their requests, for example. After approval by the manager, the result is automatically fed into the working time management system and workforce scheduling system. In addition to allowing master data to be updated, forgotten time entries to be added and paperless absence requests to be submitted, the module also provides analyses, overtime balances, absence calendars and monthly reports.

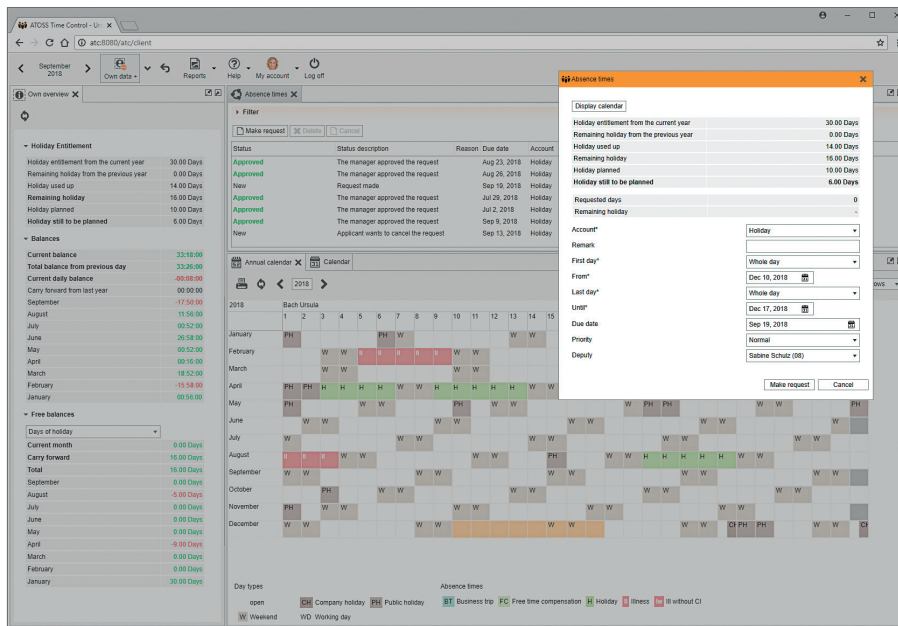
Existing standard workflows can be adapted to most operational structures by means of approval chains and notifications,

either by e-mail or using the internal message system. And if a workflow really does have to be individually tailored, this can be done conveniently and straightforwardly by XML file. This means that even more complex workflows are not a problem: you can parameterize workflows yourself via XML and configure the events. Both the entry fields and the visual display of the workflow can be individually adapted in the XML document. What has to happen if a request is overdue, submitted, approved, or deleted? In this way, it is possible to define responses to these events – perfectly in line with your company procedures.

Access to Workflow ESS is via a standard web browser or the Windows client. Self-explanatory menu navigation makes the application intuitive, so costly training is not necessary. An authorization concept precisely regulates access to data and the roles of individuals in particular workflows.

ATOSS Workflow-Employee Self Service is a module of ATOSS Time Control, the comprehensive solution for efficient time and attendance management. Available in the cloud and on premise.

Make your routine activities even simpler



Holiday requests made easy: the employee receives all information such as calendar and residual leave, and can name a holiday substitute right away. Applications and approvals are generated directly from the calendar.

Holiday request workflow

Nobody can keep all the relevant factors in their head when it comes to holiday planning. For this reason, ATOSS Time Control automatically checks the residual leave of the applicant each time a request is submitted, as well as any minimum staffing requirements in departments. The standard version provides two approval instances – the substitute and the time-management representative – but approval chains can be extended: as soon as the substitute has agreed, the planned holiday is visible in workforce scheduling with a special labeling. After approval by the time-management representative, the holiday is automatically entered.

Clocking records request workflow

If staff members forget to stamp, they can submit an application for one or more clocking records. Here it is possible to specify both the relevant cost centers and the working time account. Over and above this, it is also possible to include projects or orders and activities. This means the time administrator does not have to correct the details manually. The stamp sets applied for are simply approved with a click once they have been checked.

Error lock workflow

To accelerate processing even further, staff can have an error protocol displayed showing all missing clocking records and they can then add these directly. Upon approval by the time-management representative, the corrected stamp sets are directly fed into the working time management system.

Master data change workflow

Name changes and address corrections when staff move house can be carried out directly, so applications to the personnel department are no longer necessary. Upon approval by the time-management representative, the changes are fed into the system directly.

Allocate hours function

- Ex-post allocation of accumulated hours to various working time accounts and cost centers
- In conjunction with the Project Tracking module: allocation to a project or order and activity

Own data view

- Display of own calendar with absences and scheduled deployments
- Current overview of balances and holiday status
- Processing of internal messages
- Access and display of employee-specific documents
- Time data table for registered staff

Employee information view

- Display of employee calendar with absences and scheduled deployments, depending on authorization
- Display of departmental calendar with absences and scheduled deployments

Reportings

- Display of all reports of the licensed modules available, depending on authorization and taking into account the rights concept
- Output to internal preview, e.g. as a PDF or HTML
- Reports are sent to employees on a time-controlled basis by e-mail or in the client in a previously defined directory

AT A GLANCE

- Significant reduction in personnel department workload
- Saves time and costs due to paperless administration
- Fewer errors due to structured processes
- Increased transparency and and greater motivation
- High investment reliability due to individual adaptability