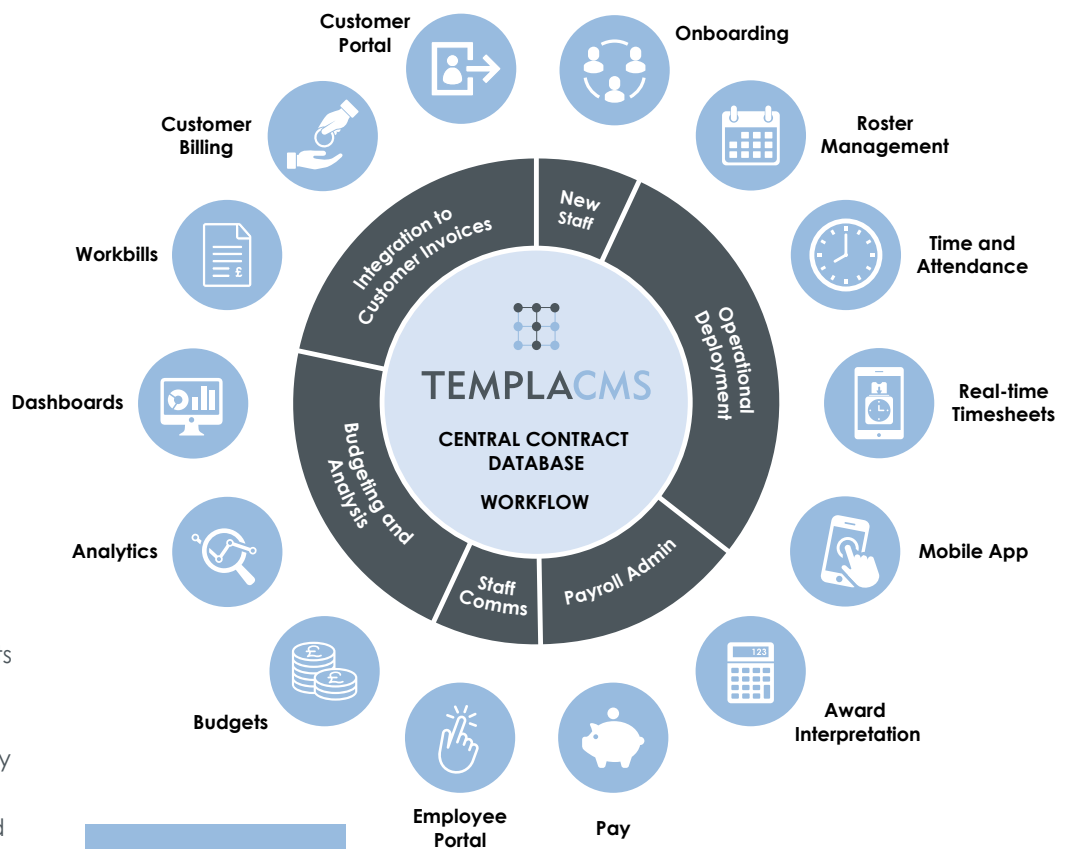# INTEGRATED WORKFORCE MANAGEMENT

Maximise Labour Efficiency and Productivity with Integrated Software

In the competitive, labour-intensive worlds of FM and contract cleaning, there is no more crucial task than the efficient and cost-effective management of your front-line operatives.

Welcome to the world of workforce management - ensuring that the right staff are in the right place at the right time, completing their contracted shifts in full and being paid correctly. It sounds easy, but managing hundreds of remote staff in a way that leaves clients satisfied, while keeping your wage budgets and profit margins intact has never been simple.

With TemplaCMS Integrated Workforce Management, a combination of contract management software and tightly integrated mobile apps, you stay in full control of this vital element of your company's day-to-day operation.

Customer Portal · Onboarding · Roster Management · Time and Attendance · Real-time Timesheets · Mobile App · Award Interpretation · Pay · Employee Portal · Budgets · Analytics · Dashboards · Workbills · Customer Billing

TEMPLACMS
CENTRAL CONTRACT DATABASE
WORKFLOW

Integration to Customer Invoices · New Staff · Operational Deployment · Payroll Admin · Staff Comms · Budgeting and Analysis

Testimonial

"In cleaning we spend so much of our time managing our greatest and costliest asset, that any opportunity to do it better and more cost efficiently has got to be worth investigating. TemplaCMS Workforce Management has hugely increased our ability to do this."

LEE ANDREWS – CEO, DOC CLEANING

Closer engagement with front-line staff | Lower administration costs | Tighter financial control

HOW WORKFORCE MANAGEMENT BENEFITS ALL YOUR STAKEHOLDERS

EMPLOYEES

- Onboarding administers new staff quickly to the system.
- T&A check-in means staff know where they stand.
- Integrated timesheets increase accuracy of staff payments.
- Periodic and one-off work assignments undertaken internally are communicated to your mobile workforce via the Mobile App, with full photograph and sign-off facility.
- Interactive Employee Portal allows staff access to payslips, holidays, personal data and company documents at a time convenient to them.

CLIENTS

- T&A confirms commitment to transparency and contract compliance, promoting better client relations.
- Clients view invoices, contract documentation, KPI reports and much more via a secure portal.
- Roster Manager ensures full cover across all sites.

HR

- New starter details captured electronically using Advanced Forms, including photos and RTW.
- Workflow speeds up the mobilisation of large new contracts with automated decision-making, authorisation and document flow.
- Self-service Employee Portal reduces the volume of phone calls and emails to HR/Admin teams.

OPERATIONS

- Ops managers view and amend timesheets online in real time.
- Roster Manager allows simple 'drag and drop' planning of absence and holiday cover technology. Future timesheets are updated automatically.
- T&A shows managers which staff have checked in and delivers duty of care for lone workers.
- Managers review shift completion and make necessary adjustments before authorising to payroll, avoiding over payments.

PAYROLL

- Starters, leavers and changes in terms automatically update timesheets.
- No rekeying of hours from timesheets to payroll software.
- Manages holiday entitlement for multi-site staff
- Payroll overspend reported by exception using Workflow.
- Actual v budget pay is viewable before payroll is released.

FINANCE

- No periodic or one-off assignments undertaken by internal or external staff without labour being allocated and client invoice created.
- Budgets and Analytics control all expenditure versus budget, with wage variance viewed in real time.
- Up to date data on attendance, RTW compliance and financial performance sent to managers' Dashboards, placing compliance responsibility firmly with management and ensuring prompt corrective action.

Workforce Management - how is TemplaCMS different?

To fully embrace digital technology and the benefits it brings, you will carry out workforce management using our integrated contract management system, complete with in-built workflow and document control.

Full integration is what sets TemplaCMS apart and reduces the time you spend on administration, controls your overhead, protects your margin and gives you full visibility of how the business is performing.

Full Integration means no exporting of data between unconnected systems or spreadsheets.

A single database of staff, clients, suppliers and contracts means no duplication of data entry, resulting in fewer errors and reduced administration time.

Unique in the world of contract cleaning software, Workflow automates decision-making, allowing field management and office-based staff to process transactions, before they are electronically moved around the company for further work or authorisation. It dramatically speeds up key processes such as onboarding, timesheet review and payroll processing.