



OFFER CAPACITY

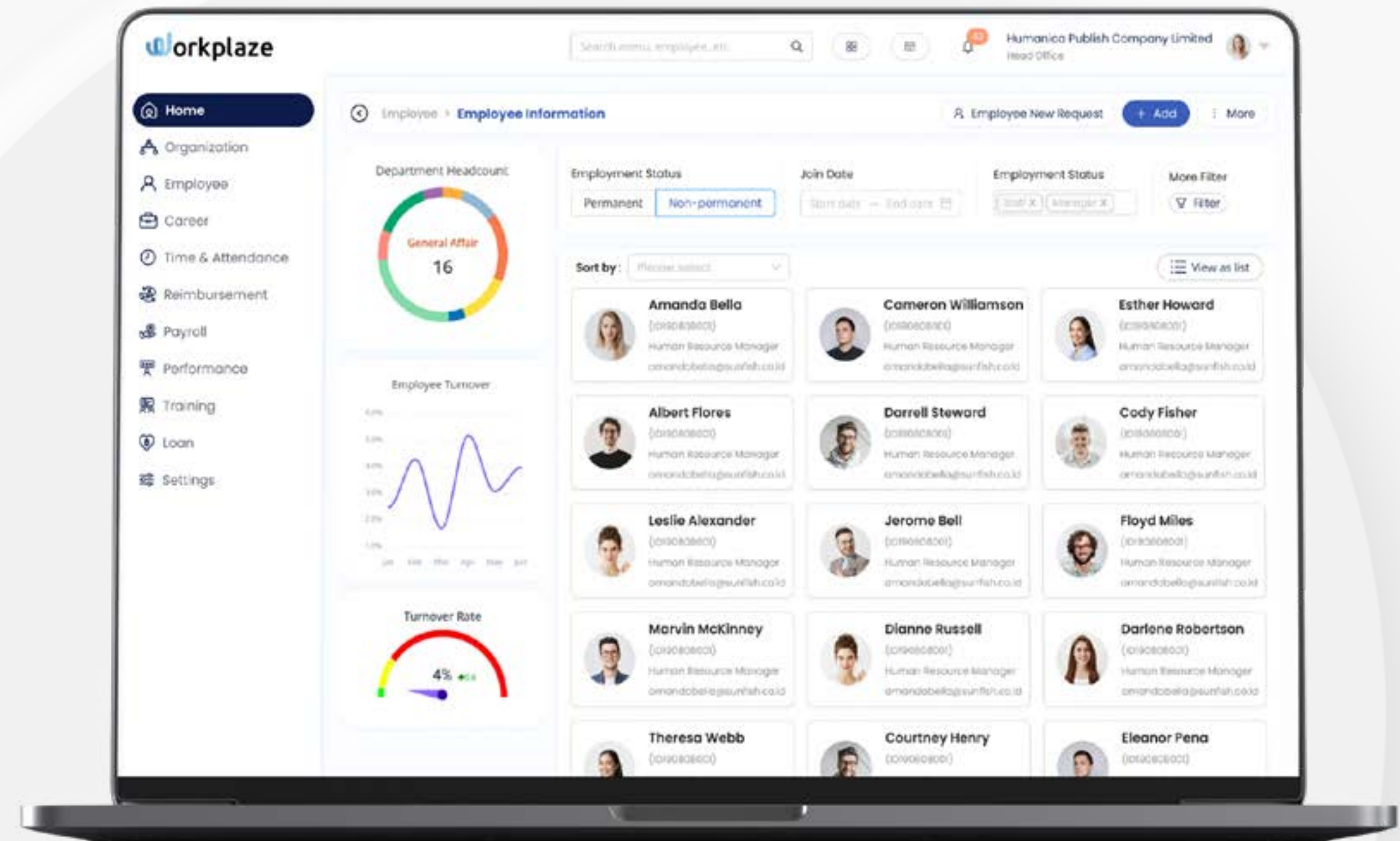
Move from outdated systems of records to a digital workplace administration

EMPLOYEE MANAGEMENT

Workplaze includes detailed employee records. 30+ data categories support 300 data types and a vast range of pre-defined and flexible data and flexible data fields.

Employees can self update data directly or via approval as configurations allow. Employee specific dashboards visualize pertinent EI and transactional data in user friendly summaries.

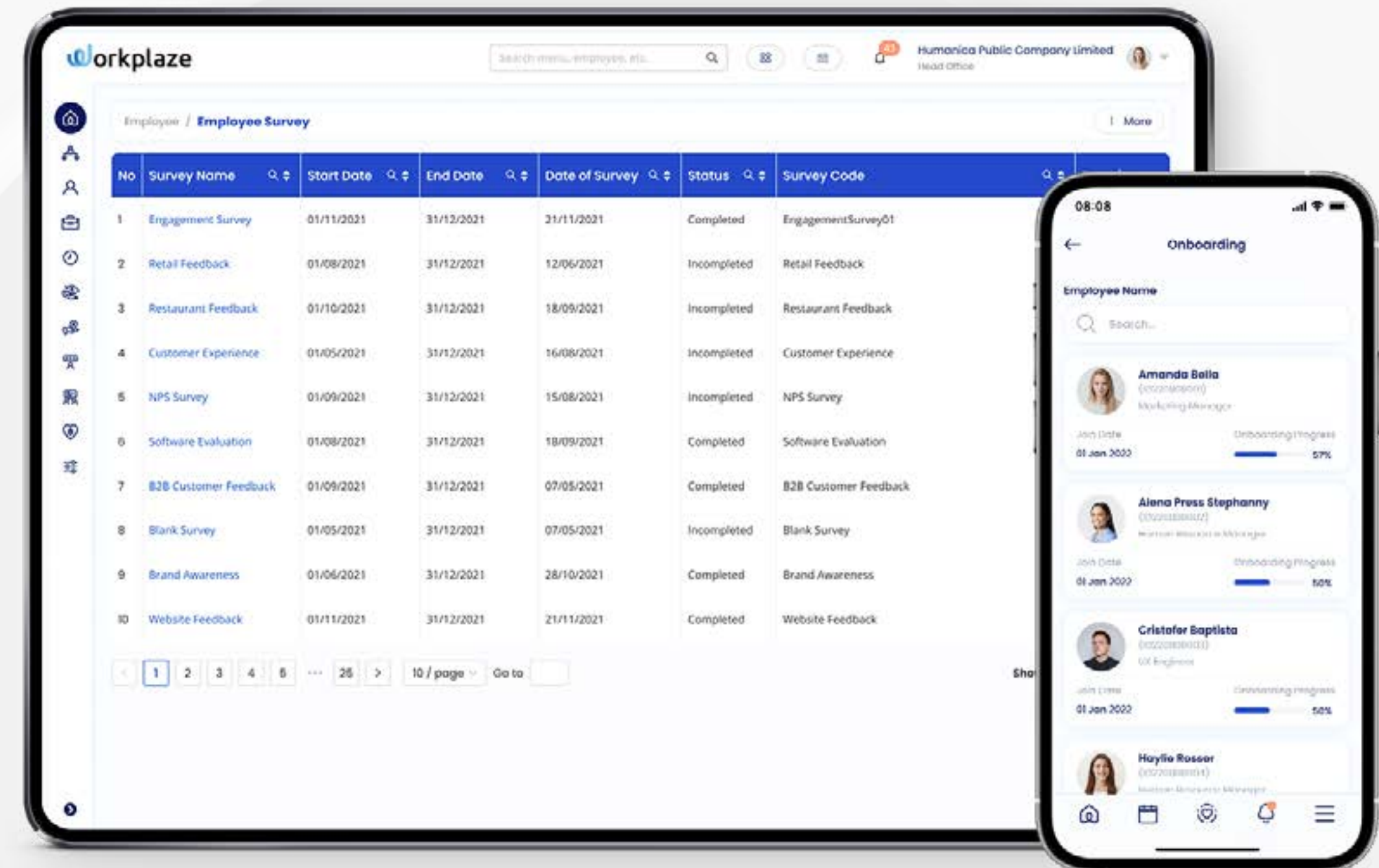
Configurable alerts notify managers when an employee exceeds user definable thresholds such as frequent lateness, too much overtime work, etc.

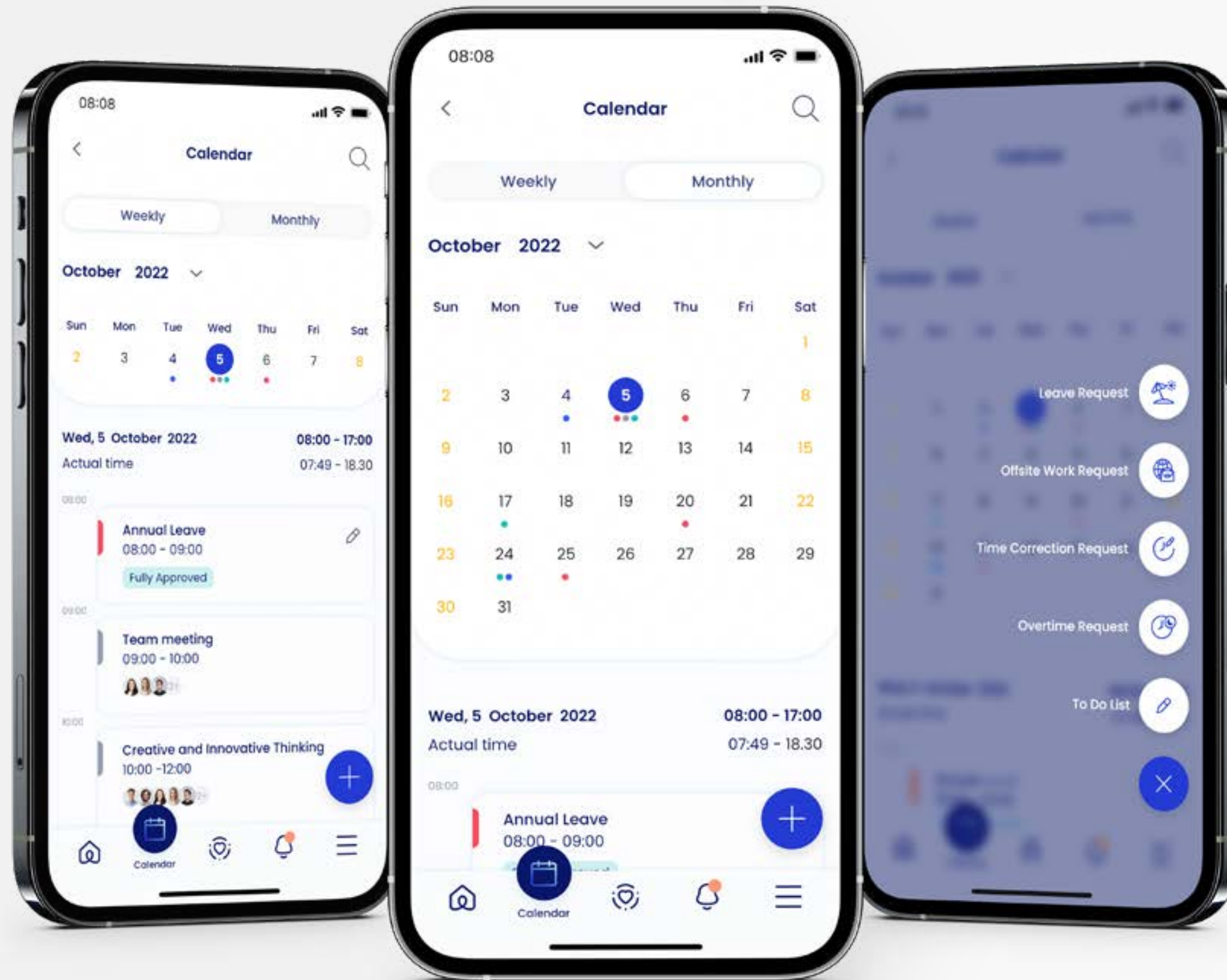


ONBOARDING

With the Onboarding feature, Workplaze allows the HR department to formalize and automate the full onboarding process for new employees to improve their joining experience while minimizing administration workload. To ensure a successful integration of new employees, the HR department may create various induction steps and item lists. These steps and items can range from: scheduled for training, access configured, inventory issued, ID cards and uniforms issued, surveys to be taken, etc.

Multiple users can be tagged to complete different steps which can be ticked off a checklist with a completion date. Reminders, dashboards, and alerts are some of the tools that track the onboarding progress including critical information such as GDPR, privacy, NDA and others and to ensure compliance with the company's regulatory framework.





SCHEDULING

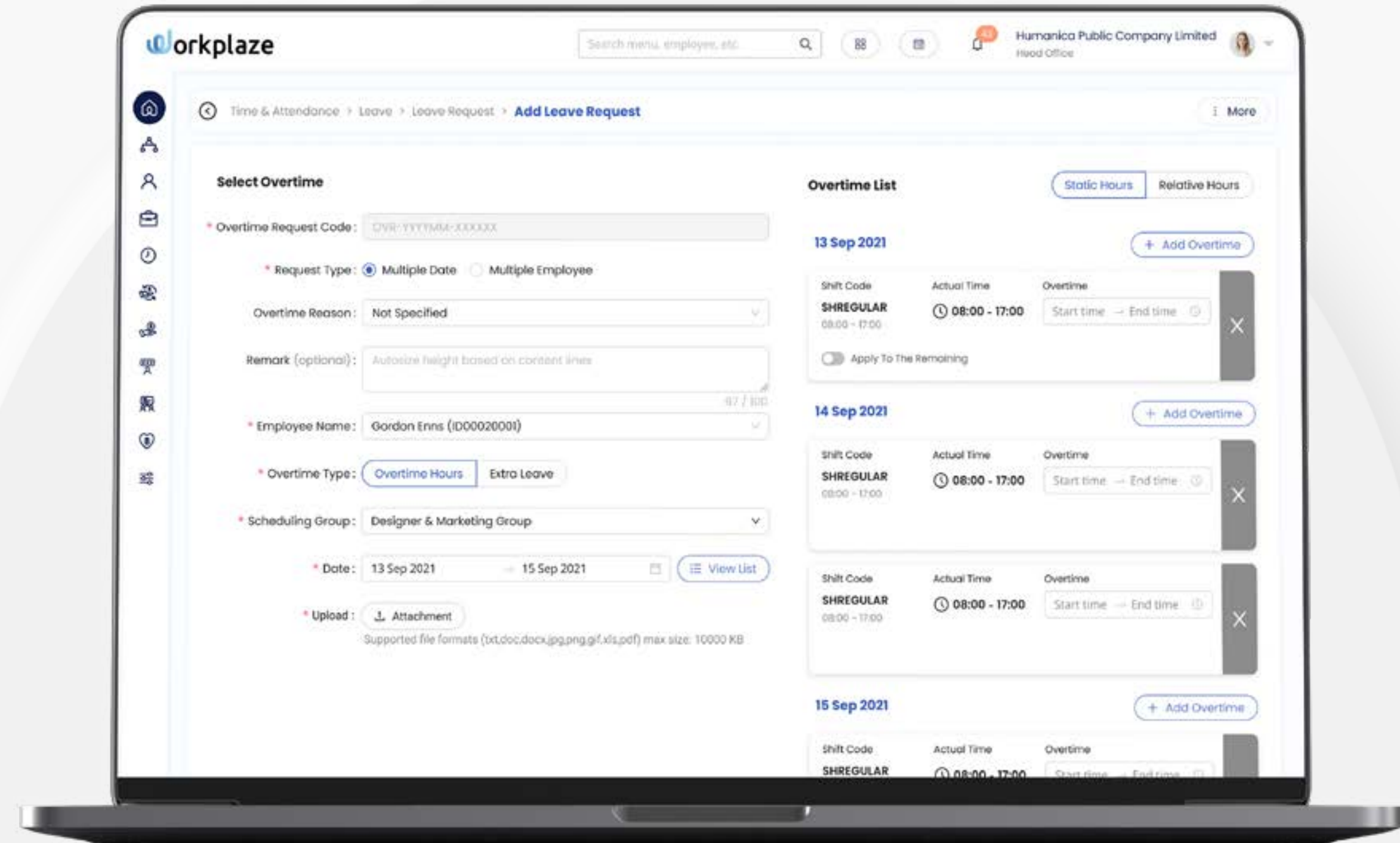
Workplaze's scheduling system centers around the concept of providing great flexibility and visibility when managing shifts and schedules for employees working on standard fixed shifts or rosters across multiple locations and to facilitate better communication between managers and employees when scheduling ad hoc shift changes.

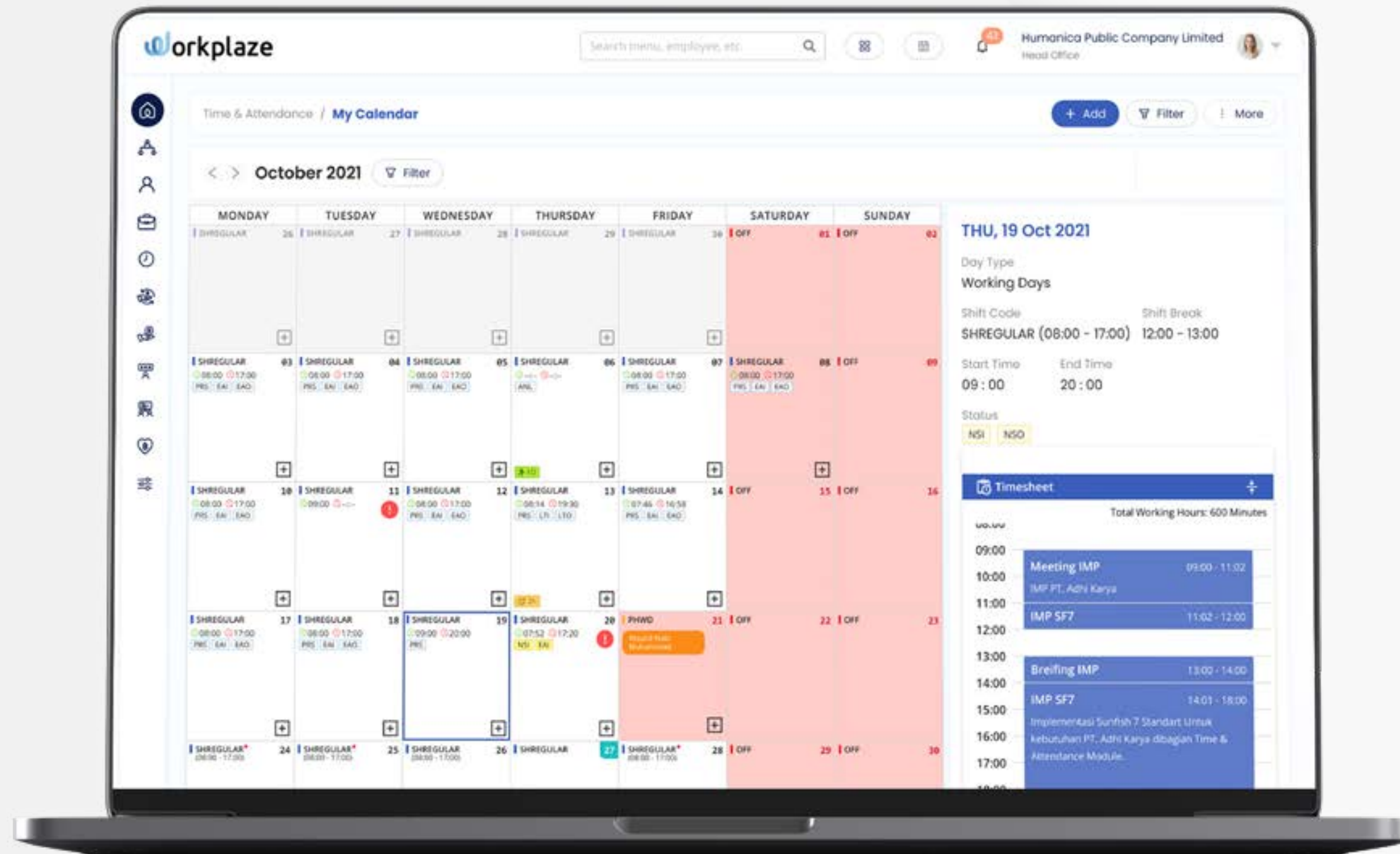
Authorized users can easily set up an unlimited number of shifts and schedules for multiple roles which can then be used to determine work schedules for individuals, groups or departments on fixed standard plans (e.g. 8 am to 5 pm) or when allowing supervisors to set daily rostering including split and overnight shifts. Supported are flexible shift schedules as well as shift swapping while maintaining the automated calculation of minimum working hours.

ATTENDANCE MANAGEMENT

Workplaze allows employees to manage their work time status with automation to control compliance for even the most complex organizational regulations. Unlimited status types related to absence, presence and overtime are supported with varying limits by type, and flexible field configuration for type specific data.

Multiple leave types can be generated with automated allocation of allotments based on highly flexible criteria. Employees can review balances and request leave in line with respective policies. New balances can be provided annually, based on join date, or custom periods while pro-rating, grace periods, overdraws expiration, payout of balances are automatically calculated. Part of this feature is the travel management: from booking workflows, travel budgeting, to the automation of travel allowances, cash advances and adjustment of time zones.





TIMESHEETS

Timesheets helps companies to organize their employees' work, to keep track of work on different tasks, to report on work hours related to projects and their stages, and to maintain productivity as well as achieve results.

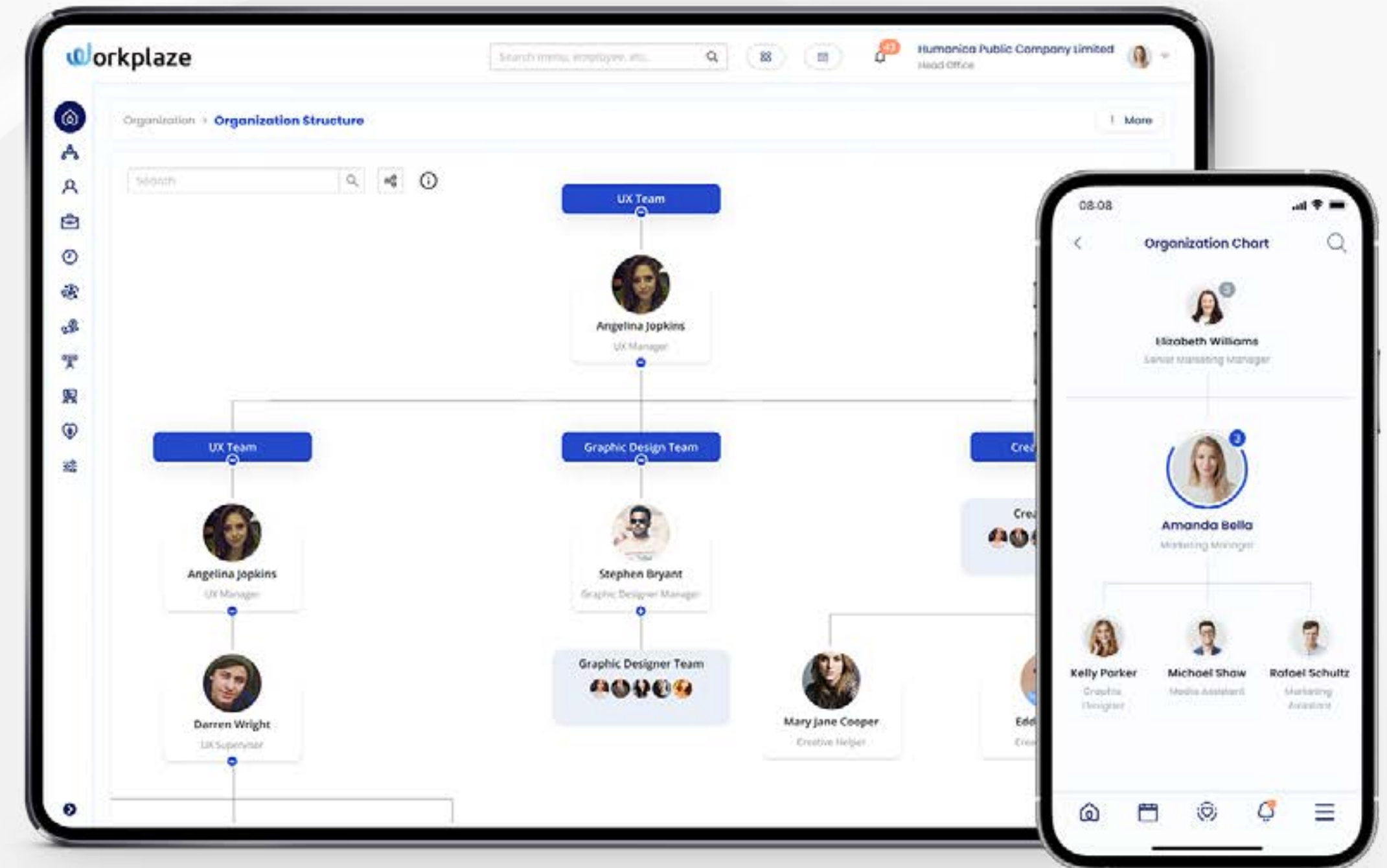
Employees can track detailed records of general work as well as by project/client including specific tasks information and task type categorization. In line with company's needs timesheet entries can be made mandatory as part of the daily sign out process, or if that is not feasible, they can be submitted periodically and then routed to supervisors for approvals (as needed).

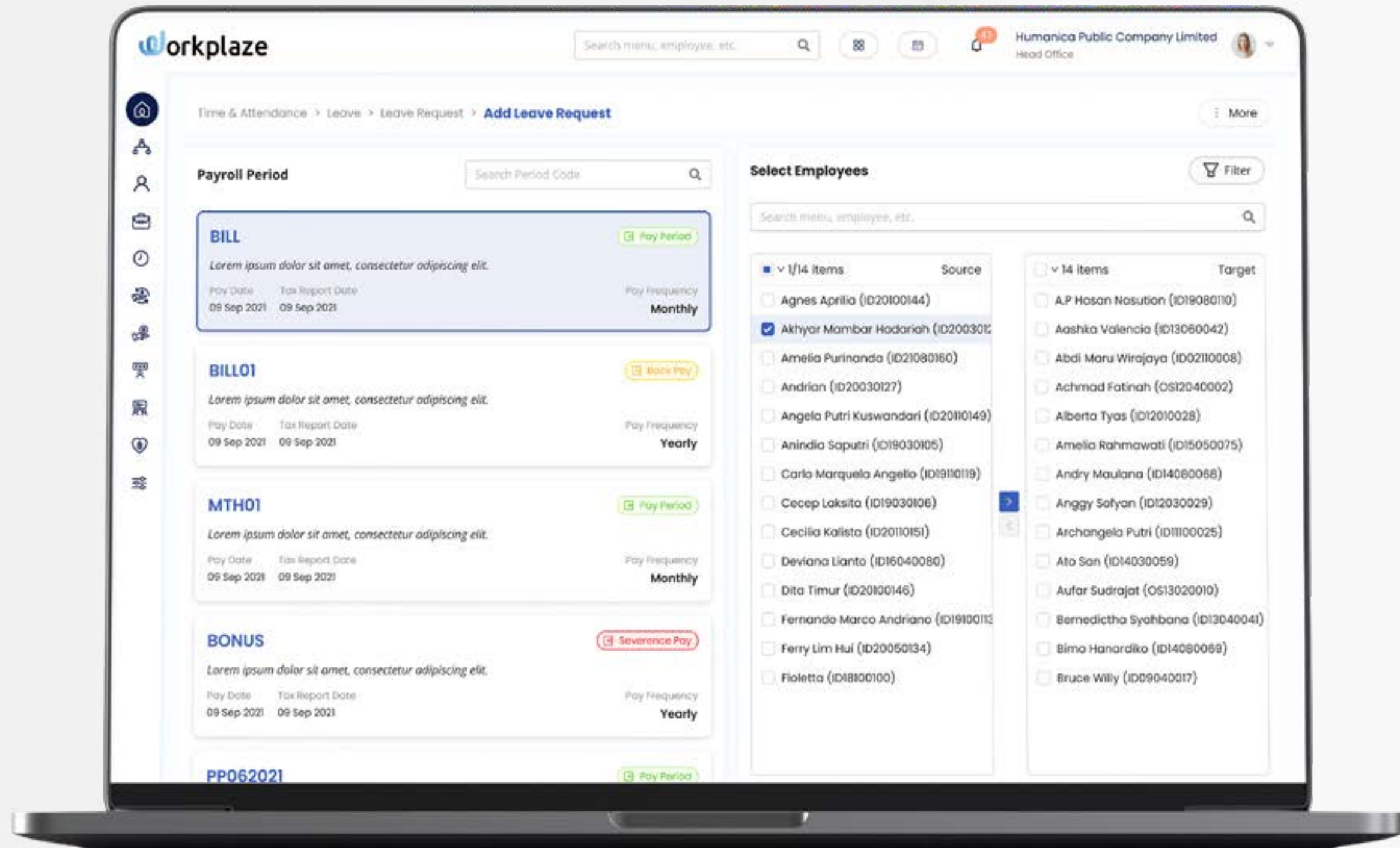
Once entered, timesheet data can then be used for generating costing and billing data. The system automatically calculates labor usage for analysis of project or activity type costing. Activities can be marked as billable and tracked as well for generating charging reports to customers using time & material charging.

ORGANIZATION STRUCTURE

Workplaze visualizes and manages the organization's structure to support mission specific requirements. Drillable, multi-format charts allow users to navigate charts with structured data, track job descriptions, grades, etc. It supports traditional functional hierarchy, manager & supervisory relationships, temporary assignments, advisors/position in neck.

Administrators can create, remodel, and/or add org charts as often as necessary with our easy-to-use drag and drop tools. All versions and changes are being tracked in a history log that can be viewed any time.





PAYROLL

From unlimited components for calculating allowances, deductions and neutral components; to supporting components with mixed currencies, gross/net tax methods, inter cost center allocations, and multiple companies; to using variables to automate pay - Workplaze supports complex, user definable compensation plans to fulfill almost any calculation requirement.

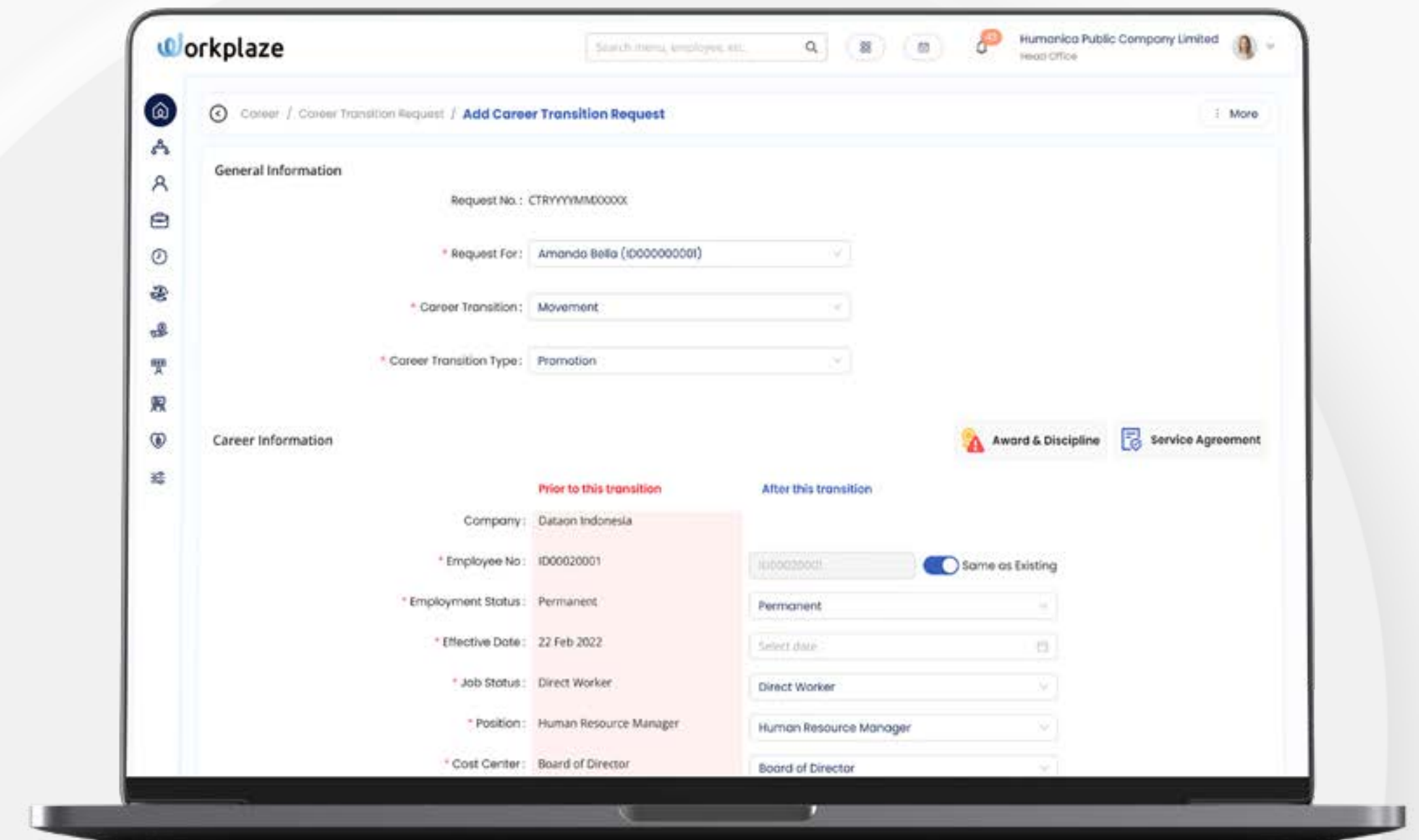
Users can generate bank files for most banks in their native formats, or use our included pay transfer service to auto process payroll lodgements to multiple banks including employee defined payment splitting.

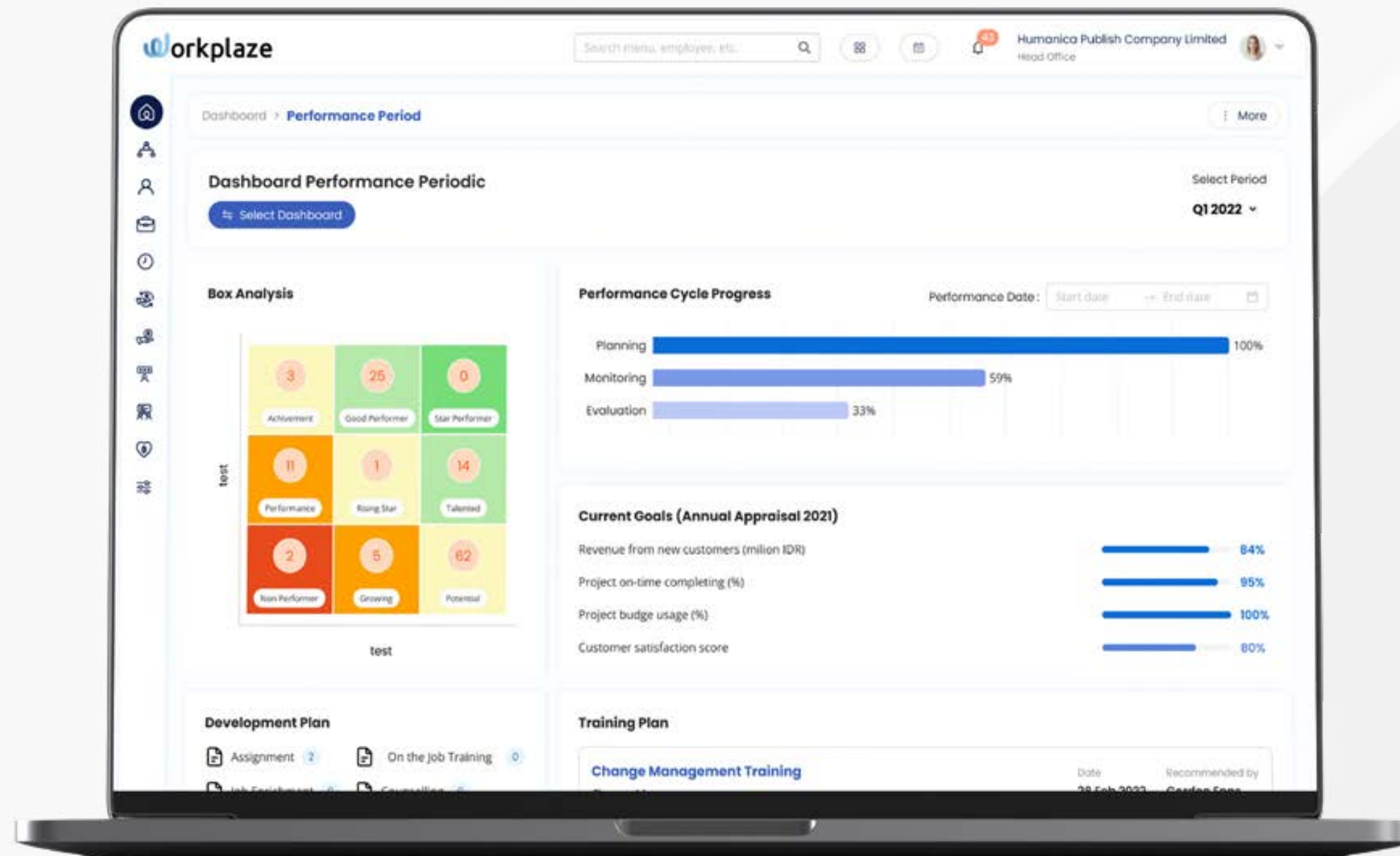
Workplaze also allows job grade pay ratios and ranges tracking as well as mapping salary increments to transparent, equitable calculations while ensuring that rewards are allocated for achievement/performance.

CAREER ADMINISTRATION

With Workplaze the HR department can seamlessly manage career transitions and related workflow changes from hiring to rotation, mutation, promotion, to termination and offboarding. The system support multi-company structures and career transitions within a group.

It track changes related to the new career step in a before-after style that include supervisors, managers, payroll information, service agreements, etc. and automatically feeds back adjustments to other features like organization chart, employee master information and payroll.





DASHBOARDS

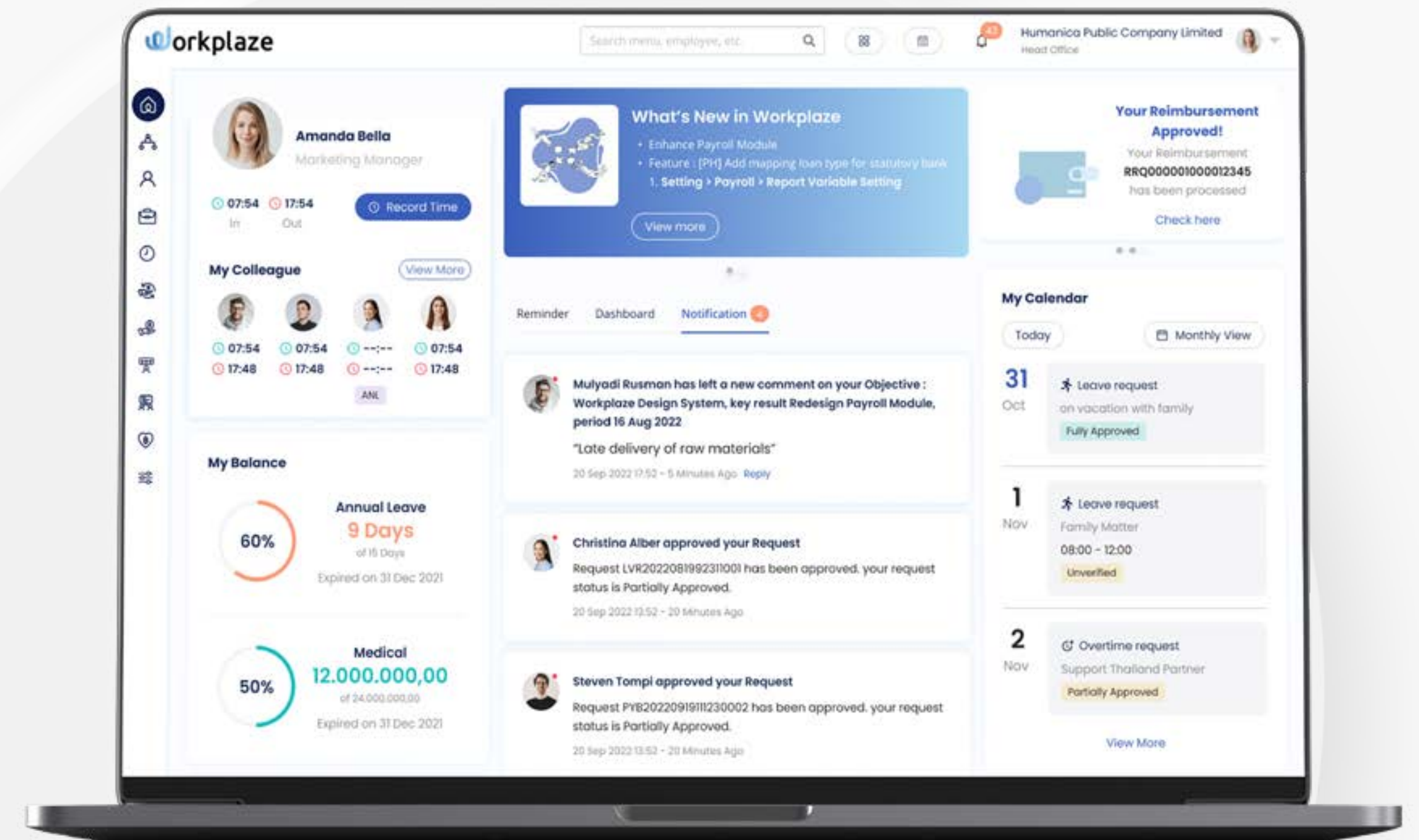
Workplaze is equipped with powerful business intelligence tools that summarize all employee relevant data such as organizational, leave, loan, payroll, performance (and more) with configurable, drillable graphical dashboards and inApp analytics based on included data warehousing.

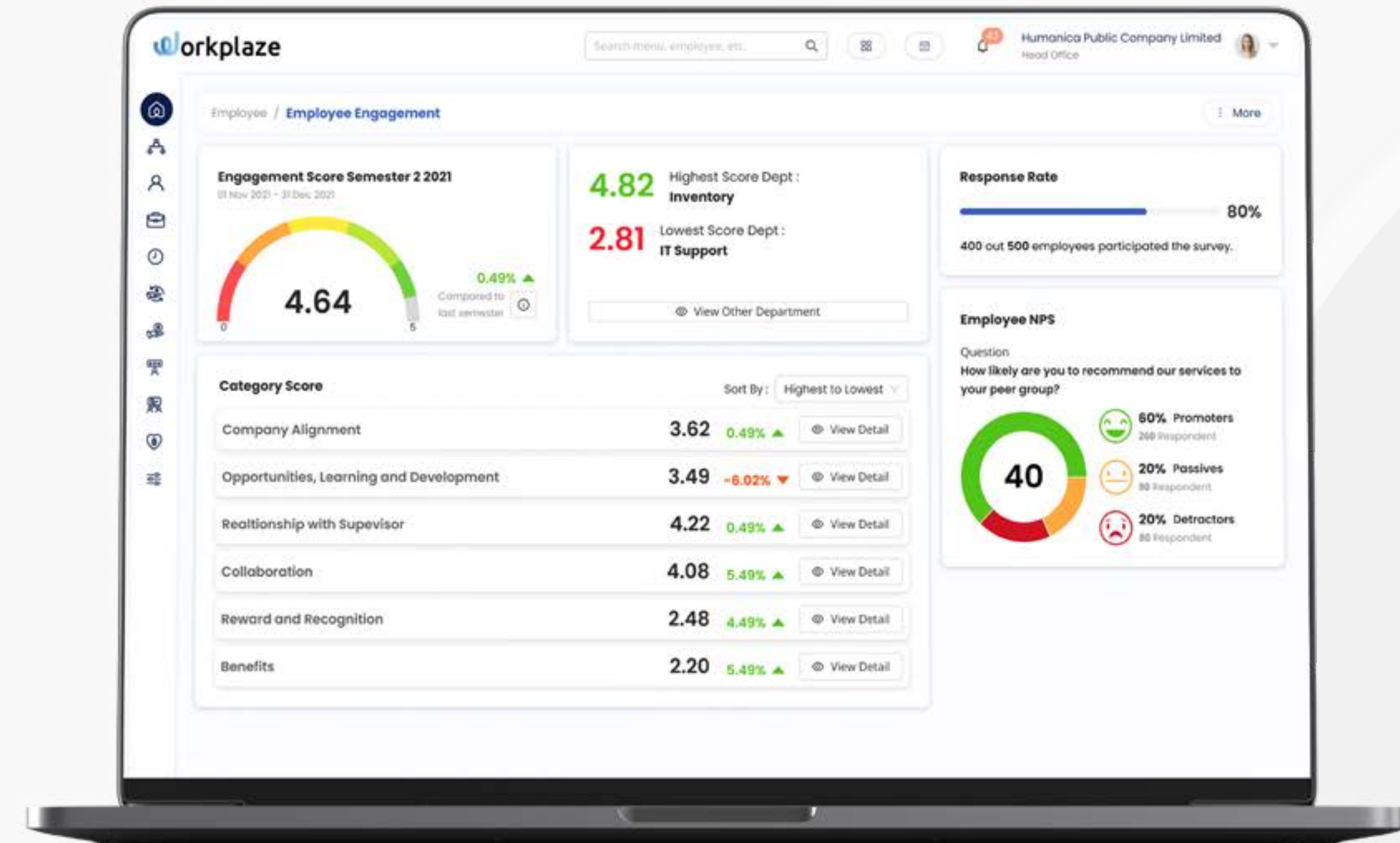
A variety of customizable performance indicators, charts, pies, alerts and reminders can be assembled in personalized, role-based and access privilege based pre-defined feature related dashboards so users can monitor processes and performance issues belonging into their area of expertise. Our dashboards effectively generate multi-dimensional, insightful data views that identify trends and trend drivers and can be understood by everyone.

ANNOUNCEMENTS

Workplaze announcements are an easy and timely way for the company or teams to communicate with everyone and keep employees engaged in company or group wide activities, to update policies, share information and celebrate accomplishments.

Approved announcements are visible on each employee's homepage and on their mobile app, so that no one will ever miss out again on important happenings.





POLLING & SURVEYS

Giving employees a voice to share their sentiments allows executives to improve everyone's experience and ensure they are moving towards the same goals. With the polling and survey feature, Workplaze provides a way to gauge employees' sentiments related to their work, work-culture and environment.

It also allows you to seek opinions and test employee reactions to upcoming changes in strategy, production planning, and new initiatives. Responses are compiled automatically for a clear and concise picture of employees' views on company issues.



**A PLAZE FOR YOU
TO **GROW****

