



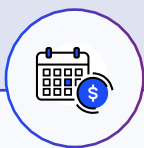
# Rostering, Time & Attendance

Streamlined roster management and time tracking to enable you to manage your staffing and business costs



Rostering staff can be filled with uncertainty and may also lead to poor business and resourcing outcomes. It's tough to keep up with staff availability, last-minute changes, and cost estimations – all more so when you're navigating complex award structures to ensure employees are paid what they are owed in compliant manner.

ELMO's Rostering / Time & Attendance solution simplifies these complexities. It accurately tracks time and attendance, controls costs, forecast future staffing needs, and provides your employees with empowering self-management tools.



## Cost visibility

Rosters and timesheet costs are calculated in real-time, based on your modern award for reliability and visibility into your people and business cost.



## Convenient employee access

Roster issues and changes are automatically notified to all employees. Employees can flag availability, swap shifts and clock in online.



## Efficiently connected

Integrates leave transactions to ensure employees are not rostered when they have scheduled absences.

## Why you'll love it

Empower your employees to track their own time and attendance on any device, providing accurate, real-time reporting, as well as the ability to more effectively control costs, and enforce your pay and business rules through automation.

Our intuitive rostering calendar enables effective scheduling and workforce optimisation through real-time wage forecasts. We advise you when there are changes in your modern award for you to review and sign off so you are always in control and be assured of your compliance.



*"Using ELMO has taken away a lot of the inefficiencies in the past where staff would need to come up to the payroll or the finance team to help them with solutions. The cloud-based solution lets them do it online 24/7 themselves which makes things a lot more efficient."*

Leigh Taylor,  
Executive General Manager,  
Finance at the Sydney Swans

## Key Features

- Cloud-based platform means you can access anywhere, any time on any device
- Staff communication management
- Time and absence management with real time dashboards
- Centralised time and attendance data tracking
- Online Self-Service access for employees and managers reducing paperwork and data entry
  - Online punch-clock to clock in and out of shifts
  - Submit and approve timesheets
  - View next shift
- Staff schedule for special events and campaigns
- Detailed reporting on roster cost, coverage, tardiness and timesheets
- Seamlessly connected to ELMO Payroll, approved timesheets are swiftly processed in the next pay cycle

# Releasing HR's Full Potential

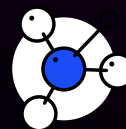
The **only** HR platform that truly fits the needs of mid-sized businesses in Australia and New Zealand.



Onboarding



Recruitment



HR Core



Payroll &  
Remuneration



Performance  
Management



Learning  
Management



Founded in 2002, ELMO Software is the trusted provider of cloud-based HR technology solutions to 2,500+ mid-sized organisations and over one million end users across Australia and New Zealand.

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