

Main Software Functionality

- Unlimited and definable Coverage Profiles allow specification of the number of employees required per job function, location or event across any time period
- Unlimited Pay Profiles enable multiple pay schemes and rates down to individual employee level
- Unlimited 'standard' shifts can be defined by drawing on a time grid using the mouse
- Lateness, early leaving and unpaid/paid break rules can be defined for each job function
- Staff roster can be defined for any period in advance, can be changed at any time even after clockings have been received and printed, e-mailed or sent by text for an individual, job function or whole organisation
- Staff roster can be compiled from a repeating pattern, standard shifts, manually adjusted 'standard' shifts or manually entered work patterns for each employee for each day
- Definable Absence recording with reasons, e.g. sickness with general illness, injury, etc
- Request notes facility for any day/employee combination with unlimited free text
- Pay can be authorised manually or automatically when shift times agree with the electronic attendance record. No unauthorised time can be paid.
- Reports include weekly timesheet with full absence, holiday and payroll analysis and payroll output by any definable period and time of day
- Staff personnel database including emergency contact details, previous employment, periodical reviews, training attended, etc
- Configurable output file for export to Excel spreadsheet and PDF
- Report Generator provides definable output to CSV format file
- Optional integration with a variety of electronic staff attendance recording devices including on-line and off-line terminals, handheld units, web-based timesheet entry, mobile phone app, etc
- Optional integration with third party payroll systems including Sage, Pegasus, Star, Iris, etc.
- Optional Event Management module allows definition of coverage required by event by job function with client invoicing and staff costs recharging/payment
- Optional integration with easyLog's care-Log+ care home management software application for recording the care and administration processes for any residential or supported living care service provider

Software Technology Overview

All easyLog software applications have been written to operate through a web-based thin client / server approach that separates the operation of the software into appropriate layers. The server handles all database queries and passes (encrypted) data on demand to the client. The client handles the User Interface, local hardware connections and file exports. The communication channel is a network and can be a LAN, WAN, VPN or the Internet. The server application is typically installed on a Microsoft SQL Server database.

Company Overview

easyLog Limited is a UK-based software house formed following a management buyout from a London stock exchange listed company.

easyLog provides solutions for both on-site and remote staff scheduling and attendance monitoring together with event management. The company is a leading supplier to the care sector with specialist applications for the residential, supported living and domiciliary sectors.

EMPLOYEE SCHEDULING • ATTENDANCE MANAGEMENT • CARE MANAGEMENT



Meadhurst Villas, 40-42 Whetsted Road, Five Oak Green, Tonbridge, Kent. TN12 6RS

Tel: 0845 225 7615 Fax: 01892 834202 E-mail: info@easylog.co.uk Web: easyLog.co.uk

All trademarks recognised



**Creating a staff schedule the way you do...
...monitoring and analysing activity the way you would want to.**

SCHEDULE STAFF PAY STAFF INVOICE CLIENTS



Clockings



Rota Reports



Employees



Event Tasks



Pay Profiles

A staff scheduling system for organisations that

- Operate over extended hours or 24/7
- Employ part time staff
- Have flexible working patterns



Staff Scheduling

easyLog+S is a powerful and flexible staff scheduling application that allows today's businesses to rota staff efficiently and cost-effectively to ensure that any job function, location or event has the correct staff numbers. Clear alternative views of the staff schedule enable you to instantly understand where and when an employee is working, if the correct coverage is in place and who is qualified and available to fill any highlighted shortfall. Holidays, sickness absence, maternity leave and training time are shown on the rota and accurate reporting analysis delivers instant management and trend information.

Benefits of easyLog+S

- Money saving budget-based staff scheduling
- Automatic accurate pay analysis output directly from the staff rota
- Authorisation and attendance records ensure good staff timekeeping and management
- Saves administration time by reduced staff queries over pay, holidays, shift hours, etc



Pay Analysis

easyLog+S allows you to define unlimited pay profiles. This means however simple or complex the pay rate structure you operate, easyLog+S will output the correct figures for each employee automatically, accurately and efficiently every pay period.

You may have different pay rates for weekdays, weekends and night working, individual staff that earn alternative rates for working in a different job function, location or with a certain client type, employees that are paid a higher rate after they have worked their contracted hours over a definable period: All and more are possible within easyLog+S. And the payroll analysis can be automatically transferred into a third party payroll product including Sage, Pegasus, Star or Iris; saving you time and improving accuracy.

Employee Attendance Recording

Managers authorise staff hours from a clear, user friendly screen. Alternatively employees can be asked to record their attendance electronically and this input is automatically matched with the rota to provide an instant comparison of forecasted versus actual attendance. Rules can be defined for late attendance and early leaving penalties with e-mail and SMS text alerts then sent to supervisors on any occurrence. Discrepancies between attendance and shift times are highlighted and these periods can not be paid unless authorised. easyLog offers a variety of recording devices ranging from real time fingerprint and tag recognition to low cost battery powered terminals that can be easily moved between locations through to collecting proof of attendance from a desktop PC application, network logon or mobile phone.

Event Management and Client Invoicing

An additional module enables easyLog+S to be a powerful planning, scheduling and invoicing tool for any organisation that operates event-based staff schedules and/or needs to invoice a client for their staff time. The staff and job function requirements for an event can be defined and easy to use tools help you create the staff schedule for the correct budget. Multiple clients can be invoiced from any event but not only for staff time. Any staff expenses or items purchased can be charged to the client and likewise reimbursed to the employee as part of the payroll output.

Basic Pay Hours	Basic Pay Value	Weekend Hours	Weekend Value
16:00	104.00		
24:00	156.00	16:00	112.00
12:00	78.00	6:00	42.00
12:00	78.00		

05/09 - Care Assistants	Required	05/09	06/09	07/09	08/09	09/09	10/09	11/09	12/09	13/09	14/09	15/09	16/09	17/09	18/09	19/09	20/09	21/09	22/09	23/09	24/09	25/09	26/09	27/09	28/09	29/09	30/09	
Brown, Nadine																												
Chen, Jay																												
Hens, Linda																												
Smith, Tony																												
Taylor, Jenny																												
Smith, Tony																												
Hens, Linda																												
Lemman, Bronagh																												
Norton, Louise																												
Phelan, Kate																												



A Scheduling Solution for:

- Call Centres
- Care Homes
- Event Organisers
- Hotels
- Leisure Centres
- Manufacturers
- Retail
- Service Providers
- Sports Venues

