



# Work Time Planning Solution

Easily create and manage employee work patterns over multiple sites with our Worktime Planning Solution, so your business can improve productivity and operate with maximum efficiency. Our Worktime Planning Solution is a must for ambitious companies where a drive for growth underpins every strategy.

## Overview of the solution:

The Zalaris Worktime Planning Solution provides seamless overview for managers and administrators to quickly create and maintain work schedules, while employees can view their own and their co-workers' work schedules. Ease the burden on your HR team with this simple solution that enhances productivity and collaboration. Worktime planning and management can be role-based or customised for an individual employee, giving you complete flexibility.

## Features of the solution:

### For employees:

- ✓ User-friendly way for employees to see their personal working time.
- ✓ Ability to view co-workers' worktime plans to improve collaboration.
- ✓ Available as a desktop portal or a mobile option for use anywhere, anytime.
- ✓ Daily, weekly, monthly and calendar views.

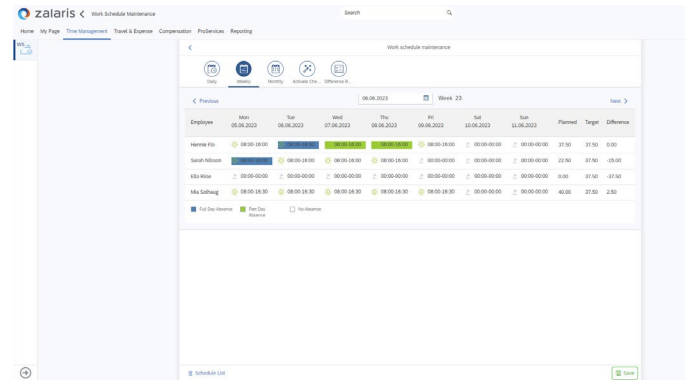
### For employers:

- ✓ Quickly and easily create and manage worktime schedules.
- ✓ Manage employees' worktime schedules over several work sites.
- ✓ Full-visibility overview for expanding organisations.
- ✓ Daily, weekly, monthly and calendar views.

## Benefits of the solution:

The Zalaris Worktime Planning Solution ensures your organisation deploys its workforce in the most productive way, managing allocation of staff over the tasks to be completed, taking account of daily working time and breaks, and maintaining a multi-site overview whilst also assigning schedules to individuals.

Our Worktime Planning Solution defines a set of standard work schedules for each region, including the public holiday calendar for the country where every employee is based, and can be



aligned with payroll via Zalaris' integrated HR and payroll solution, PeopleHub. The result is streamlined data management and fewer mistakes, increasing efficiency and improving employee engagement.

Employees can see their planned work hours, break time and break duration, as well as group data for co-workers reporting to the same manager.

## How does it scale your HR & Payroll?

Zalaris' Worktime Planning Solution is perfect for growing organisations with ever-more sophisticated needs and a requirement for accurate worktime scheduling over multiple territories.

Standard work schedules are allocated to employees as part of the hire process but managers and HR administrators can then create individual work schedules assigned to specific members of staff or to certain roles. With the Zalaris Worktime Planning Solution there is flexibility to create full-time schedules, part-time schedules or shift plans, all with daily working time and breaks, and cycles can run over several weeks.

You benefit from seamless employee search functionality for HR administrators, who can search by personal number, payroll area or company code, for example. When an employee or group of employees are selected, the HR administrator can easily create, edit or maintain their work schedules – however often these need to be changed, however agile your business, however many staff you have, however many countries they are based in, and whether you are a fast-paced start-up or an established multinational.

Whatever your needs for worktime planning are, Zalaris' Worktime Planning Solution is the answer.

Want to get started? **Get in touch with us and get started!**