SaaS* for on-line employee deputy record keeping
(* Software as a Service)

Increase an efficiency of employee deputy record keeping in organization including the time and attendance system via on-line remote access by using SaaS cloud service as a part of BUSINESS INTELLIGENCE InLook system®

Solution was awarded by EuroCloud Slovakia Award 2014 in category:
Best business impact on company innovation using Cloud service

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Product:

SaaS* for on-line employee deputy record keeping

(the workflow and workforce management system)

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Support of organizational management process by implementation of Business Intelligence solution

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InLook system® Excellence
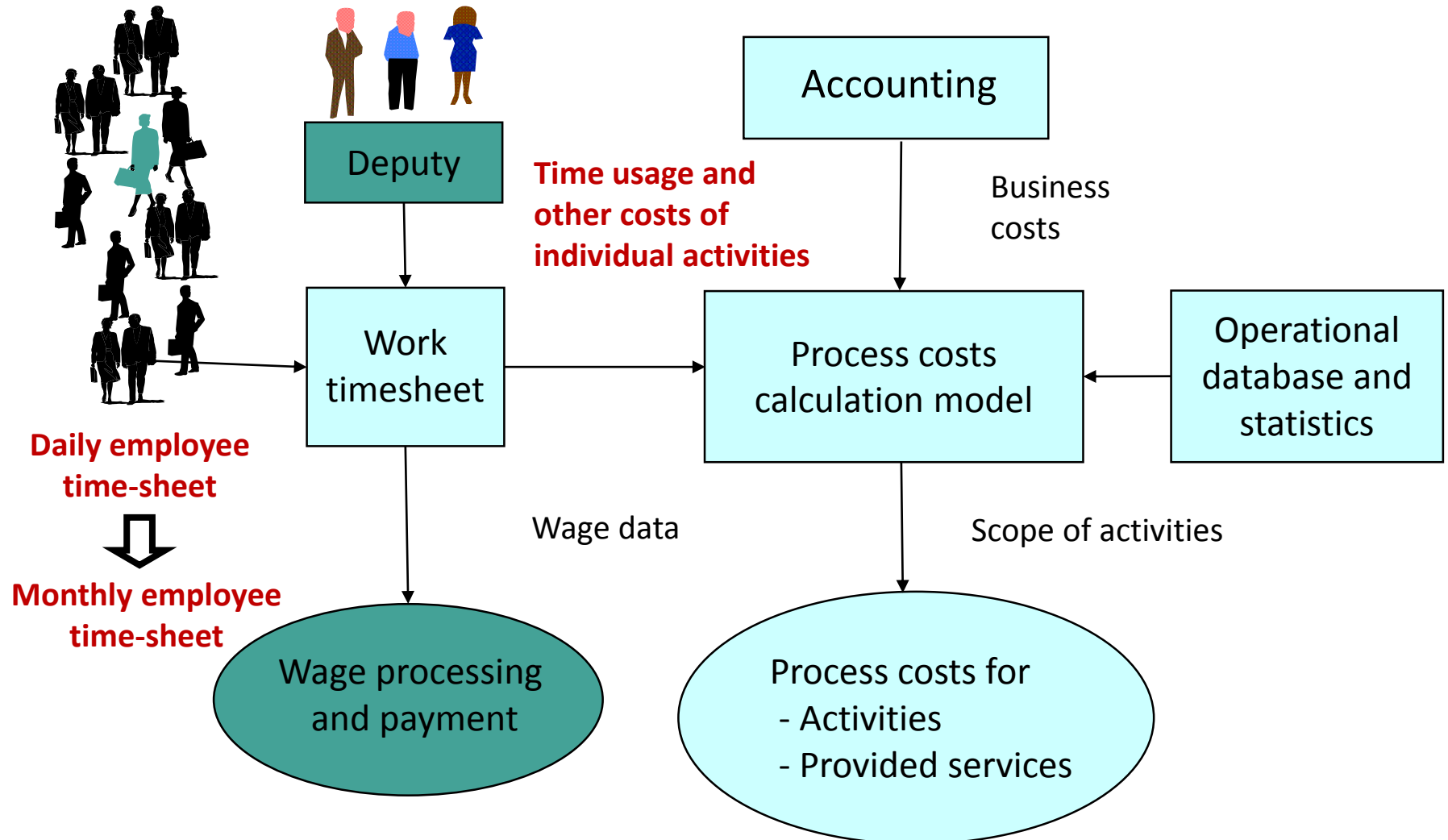
(tool for increasing internal value of organization)

The solution will ensure the improvement of the organization performance and streamlining of the management knowledge and expertise.

(* Software as a Service)

Employee deputy record keeping

By **employee deputy record keeping** we mean:

- detect employee presence / absence at workplace,
- define which employee will deputize for other absenting employee (it can be more employees as well with different deputy allocation),
- specify scope of work and number of hours of deputy for absenting employee,
- check required competence (validity of license),
- calculate the wage for deputy,
- generate the monthly accounts of time and attendance at the end of month in required form (reports and batch files) linked to the personal and wage system.

(**WFWM - the workflow and workforce management system**)

The essence of deputy is the execution of employee activities

- Streamlining of this agenda is based on application of **SaaS solution**.
- By using a mobile device with internet connection, the supervisor finds a relevant employee in systemization of functions and records his absence in the "time and attendance" agenda **directly in the field**, not after his return to the office.
- He gets from the system, which **activities** according to the schedule should the employee execute, on which object and which are the required **competences** for this work's execution.
- Based on this information, the supervisor assigns suitable employees for deputy in the given day and specifies the allocation of the total deputy time.
- The system itself determines the **wage** in EUR based on given methodology and data from relevant cost center.

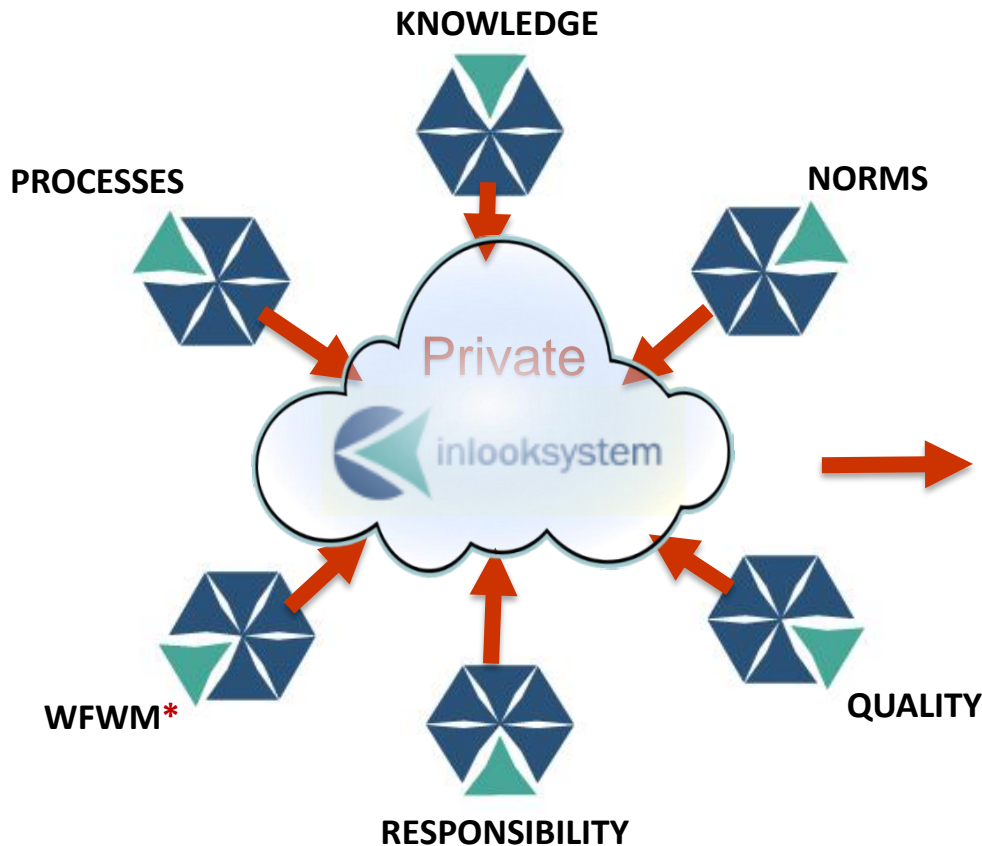Further streamlining of SaaS for on-line employee deputy record keeping lies in lowering the time demand:

- **The supervisor doesn't process the agenda of employees in bulk at the end of the month, but records the absence of employees** and the deputy **on the relevant day** (1st to last absenting employee including deputy for 1st to last day of deputy).

- To all **non-absenting employees** the **timesheet is filled out automatically** based on the prescript.

On-line employee deputy record keeping

Our solution provides via **on-line** remote access **not only** processing of "employee deputy record keeping" **linked** to "time and attendance" agenda but also **displays** following related **information about**:

- performed activities (activity schedules),
- workplace (object, location),
- price of work (price list price and real price),
- required competences (competence management),
- wage claim for deputy

inlooksystem = **PROCESSES** + **KNOWLEDGE** + **NORMS** + **QUALITY** + **RESPONSIBILITY** + **WFWM***

* WFWM - the workflow and workforce management system

Business Intelligence solutions

KNOWLEDGE

PROCESSES

NORMS

Private

inlooksystem

WFWM*

RESPONSIBILITY

QUALITY

Management decision support

Management of Organisational Behavior

Process Management

Management of Laws, Codes and Rules

Organisational Management

Information Management

Quality Management

Corporate Social Responsibility

InLook system® Excellence – integrates into the **CLOUD service** environment the **important connections** of organization operations from different data and information sources.

* WFWM - the workflow and workforce management system
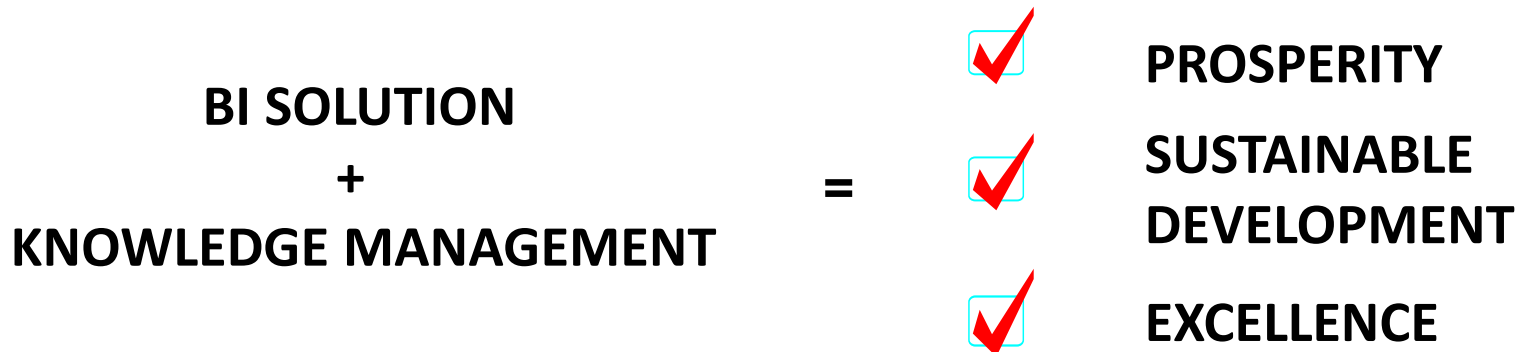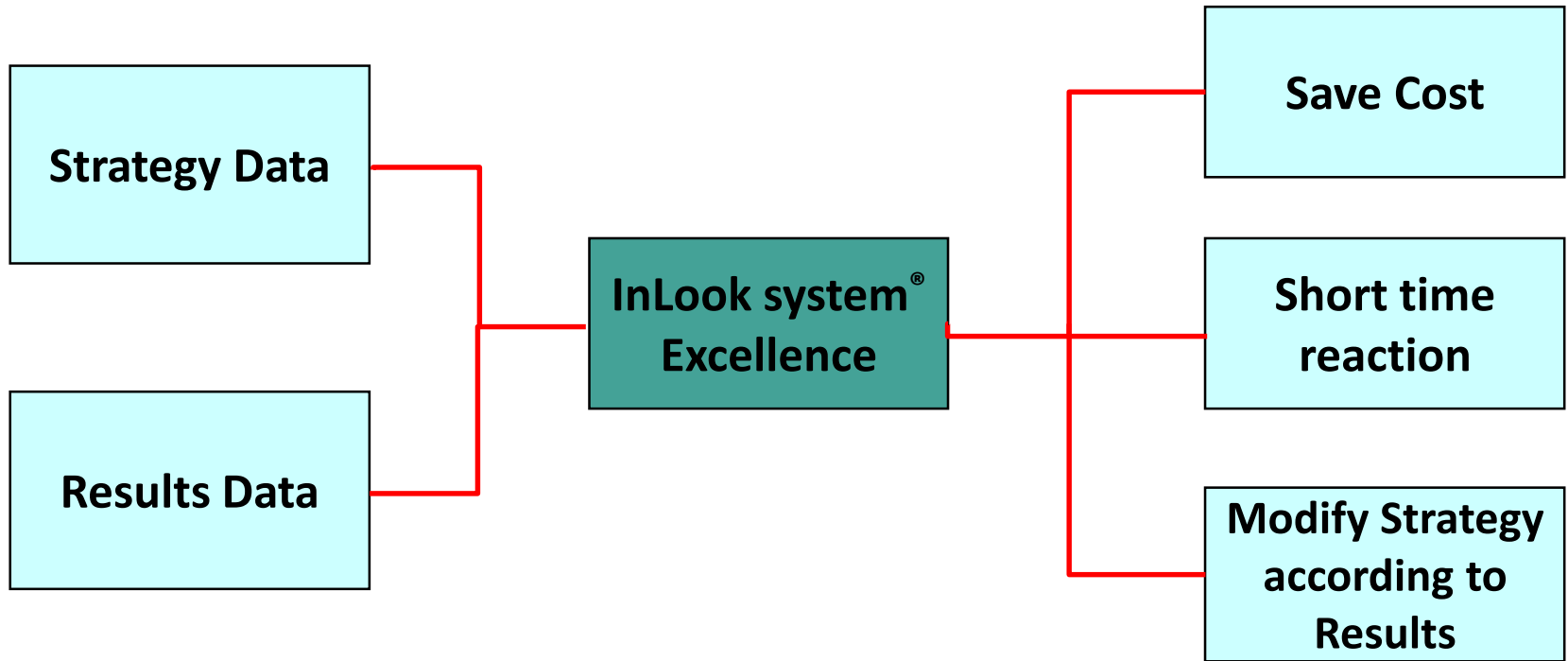
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Business Intelligence solutions

- The **management decision support systems** are becoming the inevitable prerequisite for survival in the present period of changes.

- To enable the managers to make the right decisions, they must be provided with enough relevant and objective information reflecting current situation, sometimes even in real time.

- Most of the currently used information systems are not able to quickly and correctly evaluate large number of records and data kept in different databases across organization.

- The solution to this problem is using **InLook system® Excellence,** which uses **Cloud computing + SaaS** platform and **Business Intelligence** (BI) technology.

- Using special InLook system® **dynamic reports** we can display the **internal system view** of processed data and identify possible **"defects"** or **process discontinuity.**

InLook system® Excellence

By using **InLook system**® **Excellence** in management of your organization you will gain:

- **streamlined performance management system** (realized based on Balanced Scorecard methodology with support of strategic cost management model),
- **on-line** view on the central job positions evidence directly linked with the **organization process model** and job scheduling including the workplaces,
- on-line evidence of required employee competences (**competence management**) based on the system of organization standards (rules, policies, methods),
- **on-line employee deputy record keeping** and standardization of the method of wage calculation for deputy within all organization parts and deployed places of work,
- **reduced costs and risks** arising from implemented projects and organization, process or technology changes within organization.

By using **SaaS** solution the overview of **employee performance** and cost of work during the month will be improved and the ability of unauthorized data manipulation will be decreased (the correction of data in case of errors can be performed by authorized person only). The advantage of this solution is the direct **financial effect**, achieved by immediate reaction on problems that has arisen in operations by **taking more effective actions still during the current month**, compared to the situation, when data are processed all at once at the end of month.

BI SOLUTION

+

KNOWLEDGE MANAGEMENT

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✓ **PROSPERITY**

✓ **SUSTAINABLE DEVELOPMENT**

✓ **EXCELLENCE**

Strategy Data

Results Data

**InLook system®
Excellence**

Save Cost

Short time reaction

Modify Strategy according to Results

InLook system® is **EU registered trademark** no. 004913265 registered in accordance with the licensed business subject for the GOODS AND SERVICES LIST according to Nice Classification classes 9, 35, 38, 42.

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Details of the Service

Name of Service: SaaS for on-line employee deputy record keeping
Link to Service: www.inlook.eu/en/blog/
Status of Service: Ready for Market