



Labour



Part of the eProphet Back Office System

Process, manage and control employee labour data and costs at your store

Overview

The eProphet Daily Labour system performs automatic entry of employee shift clockings directly into eProphet. These clockings are then reviewed for exceptions and reported on to show current store labour levels and costs throughout the day. When the week is complete, eProphet Daily Labour connects to the Abcom Payroll administration software for highly automated payroll processing.

Features

- > Will accept clocking downloads from a variety of timeclock brands including HP, ZipNet and Olivetti timeclocks.
- > Clockings can be reviewed through a powerful and flexible clocking review screen. An entire week can be reviewed at once or an individual day can be reviewed.
- > Clocking imbalances such as an employee clocking on but forgetting to clock off are easily identified and rectified before they are sent to the administration for payroll processing.
- > Any required manual entry of clockings is simple and quick. Any missing clocking can be easily inserted at any point in an employee's clocking record, with all subsequent clockings being shifted down accordingly.
- > Roster to actual clocking variations are highlighted clearly in the clocking review and variation reasons can be recorded as appropriate for administration records.
- > Downloaded clockings are retained for auditing purposes and to assist in resolving any employee payment queries.
- > Employee data is imported easily from the administration via internet connectivity.
- > The Daily Activity Report and Labour Reports can be used to provide management with an ongoing snapshot of actual vs projected labour costs and hours for the day so far.
- > Finalised clockings are sent to the administration at the end of the week using a secure internet connection. All clocking data is encrypted with 128 bit encryption so that sensitive payroll data cannot be opened by a third party other than the paymaster.
- > Labour costs are automatically calculated for complex awards, yielding accurate labour costs that take all penalties and allowances into account. Extensive cost breakdowns are also available.
- > Employee leave can be entered in the system as it is taken or in advance for upload to the administration.
- > Employee meetings can be recorded easily and quickly in the eProphet Labour system so that employees are correctly paid for their time. Meeting attendance can also be reviewed for each employee over time.

Benefits

- ACCURATE LABOUR COSTS.** eProphet Labour uses an extensive and powerful labour award interpretation engine, providing accurate labour costs for management analysis and control
- SIMPLE DATA TRANSFER.** Clockings are sent to the administration via internet connectivity. This eliminates the need for the admin to gain access to the store PC to download data for payroll processing. Clockings are sent to a secure web server at a time convenient to the store and the administration downloads them from the web server at a time convenient to them.
- ROSTER INTEGRATION.** Roster data is automatically imported into labour so that projected to actual labour comparisons can be made.
- SAVES YOU TIME.** Clocking review is simple and intuitive, saving your managers time and improving the accuracy of the review process and subsequent payment to employees.
- NO TIMECLOCK UPGRADE NORMALLY REQUIRED.** eProphet Daily Labour can handle many existing timeclock brands and can be upgraded to utilise other timeclocks in the future
- RECORD KEEPING.** Being a critical component in the employee payroll process, daily labour keeps accurate time stamped copies of original clockings downloaded from the timeclock before modification by a manager.
- EFFECTIVE DAY OPERATION.** A daily labour close process that is integrated into your eProphet system close, ensures that recorded clockings are always assigned to the correct processing day for true labour costing comparison purposes.
- ERROR TRAPPING.** Clocking review errors will be highlighted automatically in the clocking review to simplify correction.
- CENTRALLY MAINTAINED AWARDS.** Employee awards are maintained centrally by Abcom to ensure labour calculations are accurate. Custom employee agreement awards created by the paymaster are maintained at the store administration and sent to the store for labour calculations.

Technical Aspects

Only available to eProphet users.

eProphet Labour internet enabled functionality requires an approved broadband internet connection.



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