



# Fully Integrated Rostering and Payroll

CLIENT PRESENTATION

[www.iwsaustralia.com.au](http://www.iwsaustralia.com.au)

 Enter

## Why choose IWS?



Before convincing you of “Why you should choose IWS?” let’s first address the issue of “Why you should choose Business Process Outsourcing (BPO)”

Businesses who opt to outsource generally do so for some of the following reasons:

- They acknowledge that wasting time on performing non-core or administrative processes does nothing to drive their bottom line;
- They recognise that focusing on their core business functions is the key to gaining competitive advantage and long term growth;
- They refuse to see key employees performing administrative tasks;
- They want the security of knowing an expert is handling a function which requires specialised skills and knowledge;
- They seek to achieve massive cost savings.

Why pay up to 5 times the price to perform a function ‘in-house’ when you can achieve the same result (if not better) by allowing someone else to do it for you?!

### **WHY CHOOSE IWS?**

- Because of our uncompromising customer service
- Because we’ve been in this business for over 20 years
- Because we’re pioneers in this technology
- Because we can save you a fortune

## Features and benefits of an IWS service



Our Integrated Rostering and Payroll Solution is the first of its kind and provides a seamless way to better manage your human resources.

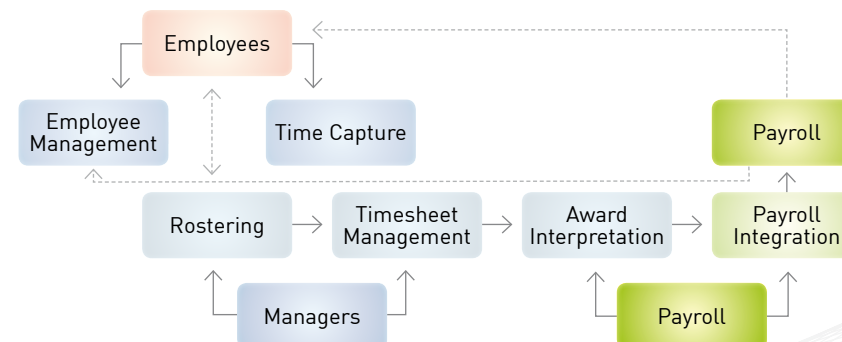
- Create rosters in minutes
- Build rosters to budgets
- Communicate shifts via SMS and Email
- Approve timesheets with a click of a button
- Manage your employees details via your online account
- Access your rosters and timesheets 24/7 from anywhere in the world
- Wash your hands entirely of payroll processing and calculation

IWS will save you time!

Will save you money!

And will take the frustration out of managing your rostering and payroll!!

- IWS requires no hardware or software installation
- IWS can be accessed anywhere, anytime by both staff and management
- IWS utilises the latest security measures
- IWS allows additions and enhancements to be easily implemented
- IWS costs far less than traditional solutions



## Features and benefits of an IWS service



### INCREASE YOUR MANAGEMENT CONTROL

- ✎ Login to your online account and view historical, current and future rosters 24/7 from anywhere in the world
- ✎ Manage employee capabilities by assigning specified roles/ tasks to your team
- ✎ View completed timesheets and have the right to final approval prior to payroll payment

### HALVE THE TIME IT TAKES TO MANAGE YOUR ROSTERS AND TIMESHEETS

- ✎ Rosters can be automatically generated with the single click of a button based on predetermined work rules and employee availability
- ✎ Employee availabilities are managed through your online account and are viewable throughout the roster creation process
- ✎ The easy to use drop down menu makes building a roster and approving timesheets, quick, easy and hassle free

### ENSURE ACCURATE FIGURES ALL THE TIME, EVERY TIME

- ✎ Be assured of accurate roster and timesheet totals every time with everything being calculated automatically
- ✎ IWS can apply your award to your account so with a few clicks of the mouse button you have accurate, up to date and real time costings on your labour

### IMPROVE THE COMMUNICATION WITH EMPLOYEES

- ✎ Click a button to SMS and/or Email each employee their personalised shifts for the period
- ✎ Employees can 'confirm' their shifts via text or email
- ✎ Employees can view their shifts via their own, personalised IWS roster account

### HAVE YOUR PAYROLL PROCESSED BY EXPERTS

- ✎ Our expert team ensures accurate and compliant payroll processing
- ✎ Gross, Net, PAYG, Super, Pay Advices, Payment Summaries, End of Financial Year processing—we'll do it all for you!





## Functionality + process

1. Rostering solution
2. Time and attendance solution
3. Time sheet solution
4. Payroll processing
5. Employee self service

# Rostering solution

## 1. Rostering solution

Roster Views, Costing  
Roster Communication

2. Time and attendance solution
3. Time sheet solution
4. Payroll processing
5. Employee self service

## 1. IWS Rostering Solution

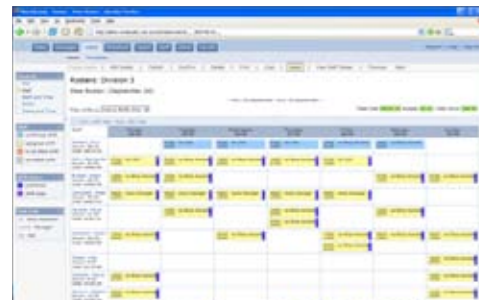
### ROSTER VIEWS

- View roster by team member (allowing rosters to be created via either experience or just pure cost i.e. the cheapest possible structure instantly)
- Event
- Tasks (all rosters costed by team member/day/week etc for effective budgeting & forecasting)
- Time
- Location

### COSTING

- Total roster dollar cost (based on awards which are constantly updated through our payroll specialists. Note: this includes penalty rates as required)
- Total roster hours
- Budget roster cost against sales/revenue projected
- Costs by employees, shift, day, task, department
- Costs by individual cost centres – e.g. bar, gaming, retail etc

Roster view by week



Roster view by day



# Rostering solution

## 1. Rostering solution

Roster Views, Costing

Roster Communication

## 2. Time and attendance solution

## 3. Time sheet solution

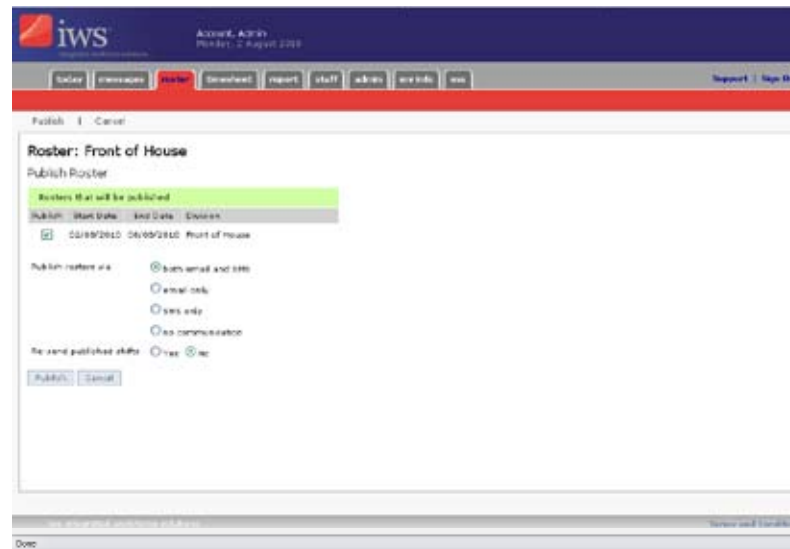
## 4. Payroll processing

## 5. Employee self service

### ROSTER COMMUNICATION

- All roster shifts/changes/cancellations can be sent via:
  - Email
  - SMS
  - Online
  - Printed

Roster communication



The screenshot shows the IWS web application interface for roster communication. The top navigation bar includes links for 'Home', 'Rosters', 'Time & Attendance', 'Reports', 'Staff', 'Admin', 'Help', and 'Logout'. The main content area is titled 'Roster: Front of House' and contains a 'Publish Roster' section. This section includes a table with columns for 'Shift', 'Start Date', and 'End Date'. Below the table, there are radio button options for 'Publish roster via:' (Email, SMS, or No communication) and 'Re-send published shifts:' (Yes or No). At the bottom of the form are 'Publish' and 'Cancel' buttons.

## Time and attendance solution

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### 2. Time Collection and Attendance Solution

Time clock options vary and many times we can adapt our system to suit your current electronic capturing system. Most of our clients favour a biometric scanner otherwise known as a finger scanner. This device easily attached to any USB port of a POS (register) or computer. There is no need for your employees to have general internet access. If there is no facility for a USB connection an alternative solution is a standalone FG70. This attendance capturing device requires only an electricity supply and internet cable.

Biometric scanner



Biometric/USB connection  
(example only)





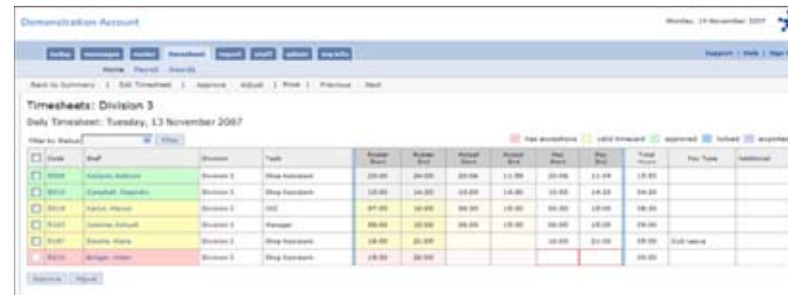
# Time sheet solution

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## 3. Time Sheet Solution

- Clock in/out of shifts
- Clock in/out of breaks
- Collation of all timecards into a simple, easy to understand timesheet
- Management of timesheets across multiple departments or geographic locations
- Provide real-time timesheets displaying clocked times and exceptions
- Approval and adjustment process for timesheets
- Provides actual wage costs (inc. Penalty) in real time.
- Calculate Budget Costs vs. Actual Costs shift to shift

Timesheet management



The screenshot displays the 'Timesheets: Division 3' interface for Tuesday, 13 November 2007. It includes a table with columns for Employee, Shift, Division, Type, Budget, Actual, and Total. The table lists several employees and their corresponding timesheet data.

Employee	Shift	Division	Type	Budget	Actual	Total
0001	Dayshift	Division 3	Stop	20.00	20.00	20.00
0002	Dayshift	Division 3	Stop	20.00	20.00	20.00
0003	Dayshift	Division 3	Stop	20.00	20.00	20.00
0004	Dayshift	Division 3	Stop	20.00	20.00	20.00
0005	Dayshift	Division 3	Stop	20.00	20.00	20.00
0006	Dayshift	Division 3	Stop	20.00	20.00	20.00
0007	Dayshift	Division 3	Stop	20.00	20.00	20.00
0008	Dayshift	Division 3	Stop	20.00	20.00	20.00
0009	Dayshift	Division 3	Stop	20.00	20.00	20.00
0010	Dayshift	Division 3	Stop	20.00	20.00	20.00

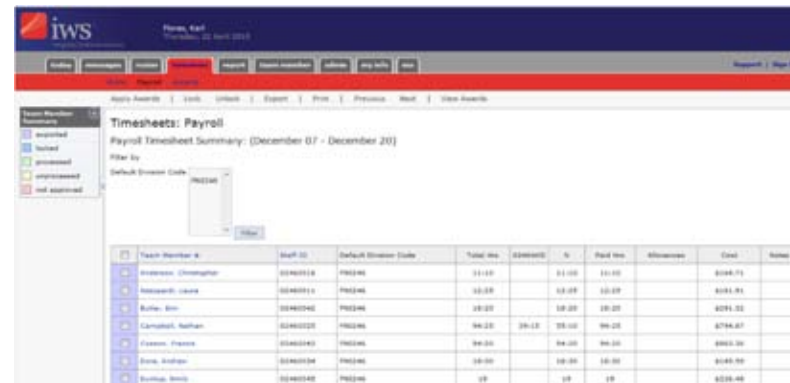
# Payroll processing

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## 4. End to End Payroll Processing

- Calculation of Gross, Net and PAYG for each employee
- Calculate employees superannuation contributions and processes to individual superannuation funds
- Manage all leave accruals
- Compliant payroll reporting
- Payment of employees via EFT
- Compliant pay advices for all employees
- Employee master file management
- Management of entire End of Financial Year process
- IWS are a Payroll Bureau associated with Westpac. At no time is your money in the hands of IWS ensuring compliance with Risk Management Outlines.

End to End Payroll Processing



Team Member	Staff ID	Default Division Code	Total hrs	Overtime	%	Overtime	Cost	Notes
Anderson, Christopher	00000010	000000	11:00	01:00	11:00		\$194.71	
Anderson, Luke	00000011	000000	10:00	00:00	10:00		\$161.01	
Baker, Ben	00000040	000000	10:00	00:00	10:00		\$161.01	
Carroll, Nathan	00000020	000000	04:00	00:00	04:00		\$74.67	
Conan, James	00000040	000000	04:00	00:00	04:00		\$74.67	
Dave, Andrew	00000024	000000	10:00	00:00	10:00		\$161.01	
Dunlop, Mark	00000040	000000	10:00	00:00	10:00		\$161.01	

# Employee self service

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## 5. Employee Self Service Solution

### EMPLOYEE PAYROLL ACCOUNT ACCESS

- Online Pay Office Account for all employees
  - Provides access to pay advices, leave accruals and personal information
  - Head Office and administrator ability to restrict areas

Employee access to pay advice



Employee personal info i.e. next of kin or change of address



## Testimonials

## Q+A

### **I am concerned about Privacy. Does everyone have the same level of access to the information stored in the system.**

No. The IWS system will allow you to set up access for staff at various levels for employees and supervisors, ensuring that sensitive information remains private and secure.

### **Can all team members see each other's availability in the rosters?**

No. You can choose to allow some staff to see this information or none at all. The choice is yours.

### **What is the banking bureau for IWS?**

IWS are a Payroll Bureau associated with Westpac. At no time is your money in the hands of IWS, ensuring compliance with Risk Management Outlines. All money is electronically transferred between banks directly.

### **How long is my data stored for?**

It is never deleted or removed from your direct access.

### **If we join IWS are we locked into a contract?**

No. We do not enforce time periods or contracts. We are proud that our members choose to stay with us on their own terms.

### **Do you have event logs of who's logged in when, what information they accessed and what changes they made.**

Yes. This information can be made available on request.



## Q+A

**Can different levels of permissions be assigned – read/write/delete**

Yes. We can give permission levels to your staff as required.

**Will customisation of the product be allowed?**

Yes. We align ourselves to mirror your current management processes.

**Are upgrades included in the annual price?**

Yes. As upgrades are developed you will be advised.

**Do you have extensive help documentation?**

Yes. User guides and extensive phone support is available

**What are the support/ help desk hours?**

9am – 5pm, Monday - Friday. A 1300 number is provided.

**What is your average response time?**

Same day – within 24hours

## For the first time

Fully integrated rostering and payroll



## Contact us

### FOR ALL ENQUIRIES

Please phone us on 1300 797 497 or email Jacinta Creedy at [Jacinta.C@iwsaustralia.com.au](mailto:Jacinta.C@iwsaustralia.com.au)

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