

WorkForce Suite for Petrochemicals

From complex pay rules to industry-specific compliance regulations, your workforce management needs are anything but simple. Our WorkForce Suite empowers petrochemical manufacturers, refineries, and other members of the petrochemical industry to reduce labour costs, enable strategic scheduling, protect employee safety, and ensure compliance with government and industry regulations. WorkForce Suite's robust capabilities will help you:

- Digitalise labour activities across the enterprise
- Offer flexible data collection options for each employee group
- Simplify scheduling while upholding work hour limits and break requirements
- Automate subsistence, travel, and bonus payments
- Track and report detailed operating expenses, including labour distribution
- Improve employee satisfaction with flexible, easy-to-use self-service tools
- Simplify annual finance, operations, and budgetary reporting requirements



WorkForce Suite supports multiple functions and business processes on a single platform for maximum efficiency and bottom-line results. Consider how WorkForce Suite meets the needs of every user type, including:

Field Crews

- **Flexible Time Recording:** Enter transactions via badge scanners, biometric readers, web clocks, mobile, and interactive voice response (IVR) systems
- **Labour Tracking:** Provide real-time data on hours and minutes worked, per diem, travel and subsistence payments by employee to avoid overpayments and reduce unplanned overtime
- **Trade Union Contract Compliance:** Demonstrate compliance with complex pay rules, including overtime equalisation and benefit accrual calculations
- **Labour Law Compliance:** Accurately calculate overtime payments in compliance with national and local wage and hour laws

Finance

- **Cost Tracking:** Allocate labour expenses to the appropriate state, operating unit, department, etc., to ensure accuracy
- **Budget Management:** Maintain detailed budget reporting to verify operating costs for each vehicle, rig, or department throughout the organisation

Fleet Maintenance

- **Maintenance Notifications:** Track mileage per vehicle to ensure timely maintenance service
- **Activity Based Costing:** Allocate expenses for each vehicle by associating vehicle usage to the driver's time and labour distribution

Human Resources

- **Labour Law Compliance:** Streamline compliance with the Working Time Directive, in addition to all national, local, and company-specific labour regulations
- **Attendance Tracking:** Automate the tracking and recording of all annual leave, absences, and tardy events

Management

- **Proactive Notifications:** Proactively alert managers when action is required, from reviewing timesheets and time-off requests to addressing incomplete or incorrect information
- **Absence & Tardy Tracking:** Real-time absence and tardy alerts empower managers to redistribute resources and preserve production outcomes
- **Real-time Metrics:** Key performance indicator charts display real-time metrics for fast, accurate decision making
- **Simplify Scheduling:** Enable advanced scheduling capabilities to comply with complex scheduling criteria such as skill level or certification requirements

Payroll

- **Time Recording:** Accurately and easily collect hours worked to ensure accurate pay across the organisation
- **Payroll Calculations:** Automatically calculate hours worked and overtime for payroll
- **Policy & Rule Management:** Determine when premiums apply and automatically calculate premium pay rates based on the configured rules
- **Payroll System Integration:** Increase efficiencies and reduce errors by synchronising time-entry data with any leading or in-house payroll system

Work Order Tracking

- **Flexible Time Recording:** Allocate work-order hours to specific activity codes to ensure accurate timekeeping
- **Labour Budget Management:** Track time and costs associated to specific work orders for more complete, accurate, and timely budget information
- **Work Order Systems Integration:** Synchronise labour associated to specific work orders in the system to ensure accuracy, eliminate redundant data entry, and manage fixed assets



For more information

Visit workforcesoftware.com or call us at +44 1908 242 042