

# WorkForce Suite For Higher Education

Higher education providers require a comprehensive approach to manage their workforce, due to industry specific requirements and challenges such as:

- Managing diverse workforce including sessional teachers and workers with multiple positions across sites/departments
- Rate determination based on activity, credentials, location, faculty, and more
- Proper allocation of time to correct cost centres
- Approval workflows based on organisational structure
- Retrospective adjustments to prior periods.

These challenges and nuanced requirements make it difficult for most workforce management, HR and payroll applications to manage, resulting in a higher risk for manual errors and noncompliance issues.

WorkForce Suite minimises the complexity associated with managing a variable workforce, especially for higher education providers, where employees have multiple positions, rates, and approvers, and the institution needs to demonstrate compliance with hundreds of regulations, individual agreements, and employment policies.

Globally, over 20 higher education providers already enjoy the benefits of WorkForce Suite so their HR and payroll departments have more time to focus on strategic matters. As a result, administrators have an accurate view of labour movement and costs across the organisation.



## How WorkForce Suite Can Help Higher Education Providers

### Multiple Positions

Higher education providers often have employees who work multiple jobs and report to separate managers within a single pay period. WorkForce Suite simplifies compliance with modern awards and enterprise agreements by allowing employee time to be allocated to the employee's various cost centres and automatically determine applicable rates and accurately calculates gross pay.

#### Key Features

- Manages multiple job positions simultaneously for a single employee
- Tracks and enforces distinct pay rates and rules by position
- Supports different managers and approval workflows for each position
- Provides a complete view of all employee positions and timesheets.

### Activity Based Costing

Activity Based Costing provides the ability to track labour against multiple cost centres including subjects, locations, faculty, activities, and more. All time accounting is tailored to your requirements to ensure accurate allocation of costs within the different areas of your organisation.

#### Key Features

- Stores an unlimited number of labour fields, hierarchies, and allocation splits between labour costing parameters
- Supports labour distribution lists imported from external systems
- Provides pre-built integration for look-up lists from major project tracking systems
- Synchronises hours and costs with applicable 3rd party solutions, e.g. financial systems

## Leave and Accrual Management

Employees can be self-sufficient with managing their leave with an easy-to-use request process that provides insight into projected balances, potential violations and other alerts.

### Key Features

- Supports an unlimited number of leave types with variations allowed across the employee population based on the specific requirements of the organisation
- Enables employees to easily request time off, check accrual balances, project future accrual balances based on accrual rules and planned leave via self-service functionality
- Provides better reporting on absences and extended leave for administrators, dramatically reducing manual administration normally required for absence and leave, regulatory compliance, and consistent practices across multiple locations
- Detects trends based on organisational rules (e.g. an employee has called in sick 3 Fridays in the last 60 days) Ensures employees are submitting valid requests, and managers have full visibility to any risks associated with leave request approvals via rules driven workflows

## Gross Pay Calculations

Pay employees with confidence and ensure compliance with policies set forth in organisational policies and individual employment contracts.

### Key Features

- Provides Automatic rate calculation based on employee details, activities performed, credentials, faculty, location, and more
- Automatically calculates minimum engagement hours

## Retrospective Adjustments

Retrospective processing is WorkForce Software's forte as our solution allows authorised users to amend any prior period. The amended timesheet is completely separate from the original timesheet, and the application keeps both versions for auditing and reporting.

### Key Features

- Effective dated rules and employee data ensure amended timesheets are reprocessed with the rules, rates and other parameters in place for the employee during the specified period
- Automatically calculates net difference between original and amended timesheets and passes the data to the payroll system for inclusion in the next pay run

- Off-cycle capabilities allow amended timesheets to be sent to payroll for payment outside of normal pay cycles
- Any impact to the accrual balances and other accumulators are in an automated manner
- Full audit trail and access to prior versions of timesheets



## Full Audit Capabilities

Organisations with a high volume of transactions need the ability to track all changes in the event a transaction needs to be audited. With WorkForce Suite, you always have a clear understanding of the progression of each transaction.

### Key Features

- Full audit trail for any data added, changed or deleted, including the user ID, date/time of the change, initiating IP address, and a snapshot of the data prior to the change
- All retroactive changes retain the original timesheet and all amended versions along with when they were approved, processed and amended
- Standard audit reports are included with the application and can be modified, or new reports developed, according to your requirements

## Delegation

Managers and administrators can be given the ability to delegate authority to peers or individuals within their teams to perform specific functions on their behalf.

### Key Features

- Delegation can be on a temporary or permanent basis and revoked at anytime
- Organisations have the control to determine who can delegate, and what they can delegate, based on highly configurable role based security