



Rostering

[BENEFITS]

Streamline data entry

StarGarden's WEB-based rostering is the fastest way to record employee time.

Provide transparency

Any employee or manager with the appropriate authority (role, position) can view the browser-based rosters. This provides the best opportunity to spot problems in advance.

Optimize your staff costs

Position-based and/or employee-based rostering. Use competency filters and skill matching to meet shift requirements.

Give employees better service

Employees can view their roster on-line.

Cost optimization

Employees can be temporarily or permanently transferred between jobs, cost centers or even organizations "on the fly" for any amount of time. Employee salary and benefit costs are reallocated to match the transfer.

Fully integrated with Payroll

Any roster change is consumed by the payroll to result in the most accurate pay and eliminating post-pay period adjustments.

Detailed Costing

Automatically distribute detailed pay and benefit costs to any job, equipment or cost centre.

Competency Checks

Substitutions can be checked for availability and competency.

The StarGarden Rostering manages even the most complex work schedules and rosters. Once schedules have been defined and assigned to employees or rosters, managers can transfer employees between rosters and make changes to existing rosters as they occur. This allows front line managers to have better control over their rosters. Rosters generate time for employees which is directly interfaced to payroll so any changes made to rosters are automatically reflected in pay.

StarGarden rostering is specifically designed for organizations with complex awards yet where the employees favor social rostering around consistent schedules. StarGarden helps optimize labor costs by way of its unique ability to transfer employees to other jobs, equipment or cost centers 'on the fly' with or without base pay, benefit or allowance information.

A sophisticated but logical collection of tables allows the StarGarden Rostering to generate simple or complex rosters into the future. Future rosters can be re-generated at any-time based on changing requirements in the organization. Rosters can be adjusted at any time before, during, or after a shift and many customers prefer to manage all their payroll adjustments via the rostering interface.

- ▲ Default roster plans are used to define and change schedules for any number of employees
- ▲ Line managers have the ability to transfer employees and maximize available resources.
- ▲ Rosters automatically feed Payroll removing the need to enter timesheets

The screenshot displays the StarGarden Rostering software interface. At the top, it shows 'Employees per page 11', 'Start Date 2006-03-08', and 'Days to Display 7'. Below this is a table of employee rosters with columns for Employee Name, Employee Number, Team, FTE, and days of the week (Wed, Thu, Fri, Sat, Sun, Mon, Tue) with corresponding start and end times. A pop-up window for 'Taylor, Bill' shows details like Shift Summary, Address, Qualifications, and Set In Charge Flag. Another window shows 'Group Work Plan' for 'Shif One (SHFT1)' with a table of employee assignments including names like Raymond, Harry, Pamela, Martin, Jane, Susan, Lara, Richard, Harvey, and Jay, along with their employee numbers, teams, FTEs, and shift times. A callout box points to the 'Group or individual Work Plans' section.

100% browser-based

Rich browser interface with automatic searches and draggable windows. Deploy StarGarden in any combination of local area network, intranet and internet.

Reporting

Powerful reporting options with PDF and Excel output and re-usable report scenarios.

Seamless integration

Seamless integration with Payroll and other StarGarden HR Suite modules. Integration can be extended to your other applications.

Security

Role/Position based access and security.

Data inheritance

Automatic data inheritance of position and award data to the employee position level.

Date effective

Fully event-driven and date-effective with before/after image of data changes. All transactions are auditable in full detail.

Expert knowledge

StarGarden is a human resource and identity management specialist. We really understand your issues. Ask our customers!

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- ▲ Non working days are planned and assigned to non-working plans that are then attached to employees or groups of employees
- ▲ Absence planning and history can help schedule and manage employee leave requests and provide absence based reporting
- ▲ Employees can be substituted or transferred for all or part of a shift or across multiple shifts and StarGarden will automatically transfer the detailed wage and benefit costs.
- ▲ Shifts can be split

StarGarden also allows for the definition and assignment of complex shift premiums to your rosters. Premiums are assigned by flagging certain time periods to attract the premium. Premiums can be flat dollar amounts, amount/hour, amount/shift, or a rate factor. These premiums are directly integrated to payroll.

Collective Agreement Interpretation

Paycodes can be nested to provide a powerful "short-hand" for managing complex collections of pay codes. For example, while some users might just define a single overtime code, others might define that overtime paycode as two codes: a regular time code and a premium code. The regular and premium sub-codes might be costed to different cost-centers or possibly carry different benefit overheads and have different accrual implications. In this way, nested paycodes can represent very complex combinations of pay, premium, leave and benefit codes even including special considerations for meal breaks and other overheads.

These can then be used as defaults or over-rides in any roster.

- ▲ Unlimited, user-defined earning codes, summarization classes for earnings, benefits and deductions, payroll types
- ▲ Detailed or summary time entry and distributed data entry. Default time generation (automatic pay) or generate pay from detailed employee schedules which can include overtime and premium pay.
- ▲ Maintenance of full detailed transactions for as long as required
- ▲ Validation reporting for standard errors (missing or excess time, etc.)
- ▲ Equipment/Job costing/Cost Center assignments from within the roster.
- ▲ Optional prorating of employer benefit costs to the employee cost centers worked. Prorating of employee benefit costs can be based upon either hours or dollars.

