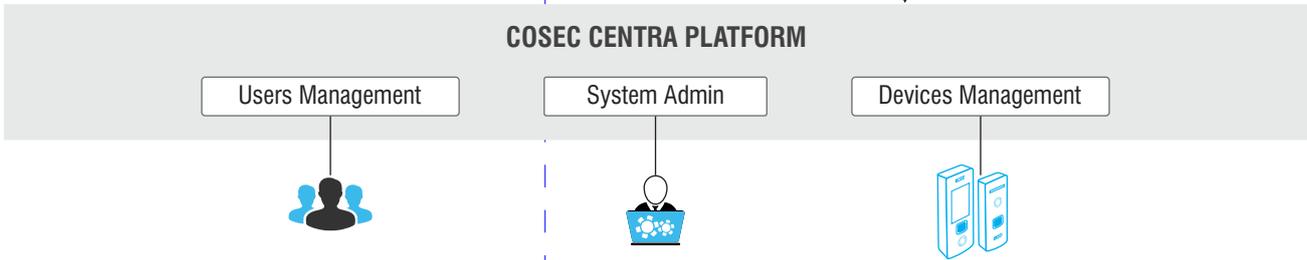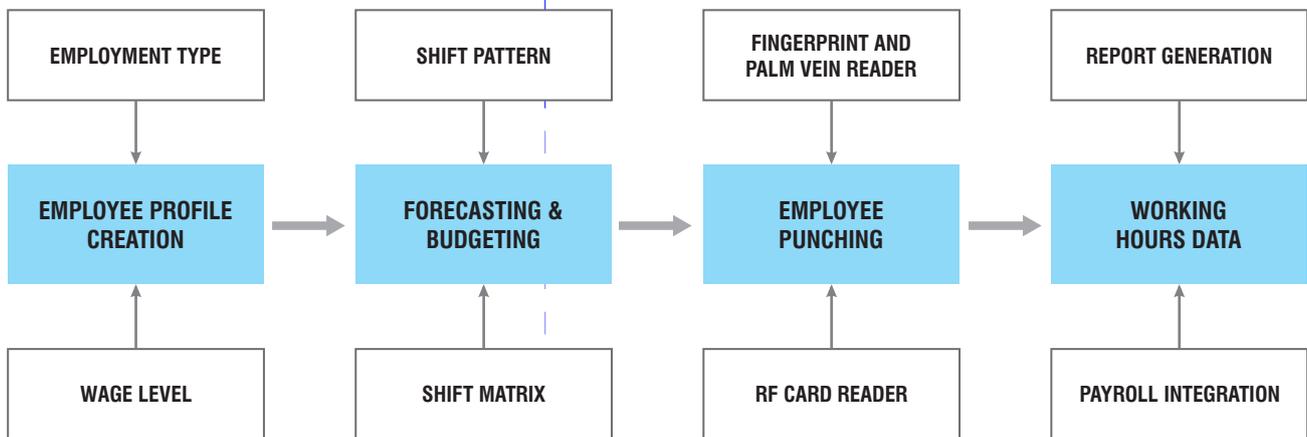## ROSTER MANAGEMENT

Workforce planning is always challenging due to many dynamic factors. The planner has to match available head count, skills and time while optimizing cost. They spend a lot of their time in forecasting, budgeting and assigning employees to shifts. This not only reduces productivity of managers, but also increases the chances of flaws and inaccuracies in roster due to manual assignment.

Matrix COSEC CENTRA Roster Management is a comprehensive tool to automate workforce planning. It facilitates proper forecasting and budgeting of staffing requirements. COSEC CENTRA Roster Management simplifies the process of defining and managing employee's duties and timings. Managers can generate comprehensive workforce analysis reports and export data to 3rd party applications.

TIME ATTENDANCE MODULE	EMPLOYEE SELF SERVICE PORTAL	ACCESS CONTROL MODULE	VISITOR MANAGEMENT MODULE	CAFETERIA MANAGEMENT MODULE	ROSTER MANAGEMENT MODULE	CONTRACT WORKERS MANAGEMENT	JOB PROCESSING AND COSTING
TAM	ESS	ACM	VMM	CMM	RSM	CWM	JPC

COSEC CENTRA PLATFORM

Users Management System Admin Devices Management

ROSTER MANAGEMENT PROCESS

EMPLOYMENT TYPE		SHIFT PATTERN		FINGERPRINT AND PALM VEIN READER		REPORT GENERATION
↓		↓		↓		↓
EMPLOYEE PROFILE CREATION	→	FORECASTING & BUDGETING	→	EMPLOYEE PUNCHING	→	WORKING HOURS DATA
↑		↑		↑		↑
WAGE LEVEL		SHIFT MATRIX		RF CARD READER		PAYROLL INTEGRATION

KEY FEATURES

Employee Profile Creation
Proper employee information with all required details at one central place can eliminate multiple spreadsheets and related confusions and chaos. Using COSEC Roster Management, a manager can create complete user profile with personal details, roster policies, employment contract, employment type, base pay rate, work profile and other job related details. The manager can pull out this detail and get a report anytime just by few clicks.

Employment Type and Contract
An authorized person can create employment type for each employee from "full time" or "part time" options and also create additional employment types depending on requirement. A contract master is created with start time and end time for each day in a week.

Defining Attendance Policy
To achieve accurate attendance data, COSEC Roster allows defining attendance policies such as maximum number of punches allowed, late-in/late-out, early-in/early-out, break late-in/late-out and minimum time after which over time starts.

Region based Labor Rules
COSEC Roster Management offers options for customizing labor rules based on an organization's region. Some rules such as minimum and maximum hours per day/week, maximum shifts per day, consecutive hours per shift or shift duration, maximum work days in a week, etc. can be configured.

Special Days
Special Days are different from normal days and need separate forecasting. Many times wages and number of employees are also different on such days such as Christmas holidays.

Shift Pattern and Shift Matrix
Shift Pattern needs to be configured when an employee has to work on multiple profiles in a given day while Shift Matrix is useful when the schedule of an employee remains the same over a period of time. Shift Matrix is an accumulation of shifts and shift patterns over a range of period. This feature saves manager's time by eliminating repeated assignment of shifts.

COSEC ROSTER MANAGEMENT BENEFITS

FUNCTION	BENEFITS
Auto Roster Creation	Proper Visibility of Workload, Availability and Options
Shift Pattern and Shift Matrix	Saves Manager's Time from Routine Work
ESS Access to Users	Reduction in Absenteeism and Increase Employee Satisfaction
Automated Attendance Capturing	Increase in Productivity, Discipline and Morale
Integration with 3rd Party Applications	Seamless Organization for better Speed and Control
Reports	Easy Interpretation and Decision Making
Mails and SMS Notification	Better Work Planning

Multi-week Forecasting and Budgeting

Matrix Roster Management helps managers in forecasting employee requirements and the cost associated with them. Employee forecasting is done using three parameters:

1. Designation of Employee
2. Category of Employee based on Skills
3. Number of Employees

A day-wise budget is also calculated based on the shifts, number of employees and their respective wage levels.

Roster Creation- Auto and Manual

COSEC CENTRA RSM offers options to create a roster - auto roster and manual roster. Auto roster generates a roster based on the schedule and forecast configured for the selected department. It fetches a list of employees automatically based on designation, skill and availability. In a manual roster process, blank roster is created with shift, date and day. The manager has to fetch and fill employee data manually.

Department-wise Roster

Each department may have different shifts, work time, special days, etc. based on work profiles. Department-wise roster helps managers in assigning designations, closure days, special days, forecast and schedule for their departments separately.

Attendance Correction and Authorization

Attendance Correction allows the user to make modifications in their punch timings using ESS portal. This can be done only if punch history of the user is found for that particular day or a shift has been assigned. Attendance Correction and Authorization is possible for an individual or an entire department.
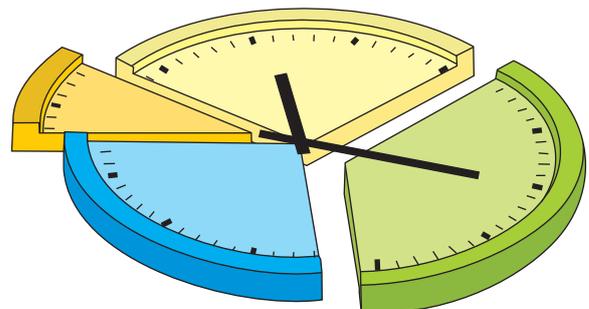
ESS Access

Using COSEC CENTRA ESS portal, the employees can perform multiple Roster Management functions. An employee can apply for his unavailability in advance so that proxies can be decided and non-manned duties can be assigned. Moreover, an employee can accept or reject a shift which has been assigned to him. A manager can check availability of all his team members and plan accordingly.

Notifications

COSEC Roster Management sends notifications to employees on various events to avoid communication gaps. Notification on any update or change in the roster helps to plan other activities in advance. It also sends a message to remind employees of their shifts to ensure complete workforce is available as planned.

Payroll Integration

Matrix COSEC Roster Management allows creating a customized template with employee working hours and other details to integrate it with 3rd party payroll software. HR can save a lot of time and prevent errors by eliminating all manual data entry in the payroll software.

FIXED AND FLEXIBLE SHIFTS

An authorized person can configure fixed or flexible shift types in COSEC CENTRA RSM. In case of fixed shift, shift start time, end time, break time and work duration are fixed. For a flexible shift, the overall time period between which the shift should start and end, break duration, number of hours after which an employee can take a break and the minimum work hours between two breaks can be defined.

Workforce Analysis Report

Matrix COSEC Roster Management provides a range of reports to analyze workforce planning. It provides a list of work schedules; unavailable employees; department-wise unmanned positions in shifts; wage level; roster details; etc. by applying various filters. Further, it generates a forecast v/s budget report to show the difference between forecasted workforce and the budget against actual workforce and the budget.

REPORTS:

- Employment Type
- Work Profile
- Wage Level
- Award and Penalty
- Roster Policy
- Hour Exception
- Special Day
- Overtime
- User Schedule
- Unavailability
- Non Man Duties

- Shift Coverage
- Duties by Designation
- Forecast
- Budget
- Attendance
- Authorization
- Detailed Duties
- Meal Penalty
- Leave Application
- Leave Credit/Debit
- Leave Encashment

ORDERING INFORMATION

COSEC CENTRA RSM100	Roster Management Software License for 100 Users
COSEC CENTRA RSM1000	Roster Management Software License for 1,000 Users
COSEC CENTRA RSM10000	Roster Management Software License for 10,000 Users

ABOUT MATRIX

Established in 1991, Matrix is a leader in Telecom and Security solutions for modern businesses and enterprises. An innovative, technology driven and customer focused organization; Matrix is committed to keep pace with the revolutions in the telecom and security industries. With around 30% of its human resources dedicated to the development of new products, Matrix has launched cutting-edge products like IP-PBX, Universal Gateways, VoIP Gateways and Terminals, GSM Gateways, Access Control and Time-Attendance Systems, Video Surveillance System and Fire Alarm Systems. These solutions are feature-rich, reliable and conform to the international standards. Having global foot-prints in Asia, Europe, North America, South America and Africa through an extensive network of more than 500 channel partners, Matrix ensures that the products serve the needs of its customers faster and longer. Matrix has gained trust and admiration of customers representing the entire spectrum of industries. Matrix has won many international awards for its innovative products.

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Due to continuous technology upgradations, product specifications are subject to change without notice.