

Employee and Manager Self-Service Major Extension

Contractor Workforce Management now includes all these time saving features that engage employees, help managers be more effective, and build teamwork and collaboration. All are designed to be 100% mobile-friendly.

EMPLOYEE OPTIONS

- ▶ Employee message board
- ▶ Company org. chart
- ▶ View timesheet
- ▶ Missing clock-in/out alert
- ▶ Request changes to clock-in/out
- ▶ View schedule
- ▶ Confirm schedule
- ▶ View job schedule
- ▶ View open shifts
- ▶ Request extra work
- ▶ Request paid or unpaid time off
- ▶ Set up restrictions/preferences
- ▶ Send messages to manager
- ▶ Unlimited view of timecards
- ▶ Unlimited view of payroll check history from any payroll provider
- ▶ W-2 online from any payroll
- ▶ Receive automated alerts
- ▶ Automated happy birthday, happy anniversary, thank you for working on a holiday messages

Employee Automated Texts/Emails

- ▶ Next shift reminders
- ▶ License expiring
- ▶ Training expiring
- ▶ Immigration documents expiring
- ▶ Background check expired
- ▶ Happy birthday
- ▶ Happy anniversary
- ▶ Thank you for working on a holiday

MANAGER OPTIONS

- ▶ Approve attendance request changes
- ▶ See who is where, what's going on with advanced manager dashboard
- ▶ See maps for employee home locations and job sites
- ▶ Publish open shifts
- ▶ Approve extra work requests
- ▶ Approve unpaid or paid time off requests
- ▶ Send employees messages
- ▶ Manage work orders
- ▶ Track equipment
- ▶ Perform inspections
- ▶ Receive automated alerts and reminders

Manager Automated Texts/Emails

- ▶ No show
- ▶ Employee clocked out early
- ▶ Over or under budget
- ▶ Overtime early warning
- ▶ Forgot a work order
- ▶ Equipment needs checking
- ▶ Employee license expiring
- ▶ Employee training expiring
- ▶ Employee Immigration documents expiring
- ▶ Employee background check expired
- ▶ Empty schedules
- ▶ Forgot to approve/disapprove employee requests
- ▶ Problem with a schedule (employee banned, not trained, terminated)
- ▶ Too many time and attendance edits

Contact Adam White at adamw@mitcsoftware.com to request an individual presentation.