

Multiple Roles

Easy time management of staff with multiple roles



Staff engaged across various departments or sectors of an organisation can pose difficult managerial challenges, particularly if these staff move from one site to another or have managers in different departments to report in to. As with all workplaces, clear management structures are important but in these circumstances they can be much more difficult to achieve.

The **Etarmis** flexible workforce solution delivers seamless, transparent management of employees with multiple roles, providing a clear overview of their responsibilities and working hours. By recording their locations and hours worked, the system brings together all their roles in a single employee record and also identifies the primary manager for handling absence requests.

Bight Allan

Managers	Managers	Managers	Managers	Managers	Managers	Managers	Managers
Stat	Active	Order	Manager	From date	To date	Creation date	Creator
✓	Standard Manager	Breton Tracy	20/04/2015		20/04/2015 17:59:34	FCD	
✓	Email Requests	Allen Bill	20/04/2015		20/04/2015 17:59:34	FCD	
✓	Standard Manager	Travis Mike	20/04/2015		20/04/2015 17:59:34	FCD	
✓	Email Requests	Wells John	20/04/2015		20/04/2015 18:00:35	FCD	

FEATURES

- Assign multiple managers to single employees
- Management of employees with multiple roles within an organisation
- Accessible by multiple managers with specific areas of responsibility, e.g. Line manager, HR, payroll
- Interface or communicate with other HR systems – SAP, Oracle etc
- All roles listed in employee record
- Identification of primary manager for handling of absence requests

BENEFITS

- Maintains efficiency with seamless management of staff with multiple roles, even across remote sites
- Reduces errors and payroll queries and improves workforce retention
- Transparency across all management departments
- Facilitates easy communication between employee and multiple managers

“We needed to bridge the gap for employees who operated between multiple offices, create a centralised view of people’s movements, leave or absence and reduce reliance on paper processes for reporting.”

John Carlin, North Lanarkshire Analyst/Programmer

With centralised recording, all managers receive accurate and reliable information with no overlap risks or duplication of hours. In addition, **Etarmis** can be configured to send reports to one, or several managers which in turn reduces errors and payroll queries by the employee and helps to enhance job satisfaction and workforce retention.

Reports are created in real-time, helping to streamline processes for greater efficiency and transparency.

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Stat Order	Recurrence	ID	Daily program
0	5	106	Receptionist (106)
40	2	104	Cleaner (104)
50	1	103	Leisure Centre Assistant (103)
60	1	105	Library Assistant (105)

About hfx

hfx introduced the concept of flexible working hours over 40 years ago and is a leading provider of time management systems to both the public and private sectors today.

Etarmis, with its 'one card – one solution', incorporates access control, photo ID, time and attendance recording, flexitime management and provides seamless integration with major HR and payroll systems. **Etarmis** can be configured to meet exact requirements and supports unlimited numbers of work patterns.

hfx services clients across the public and private sectors throughout the UK, including Home Office, Merck, Bentley Motors, adidas, Buhler Sortex Ltd, The Society of Motor Manufacturers & Traders (SMMT), Eaton Limited, MoD, National Farmers' Union, Borough Council of King's Lynn & West Norfolk, North Lanarkshire Council, East Renfrewshire Council, Isle of Man Government, MoJ, Met Police, Flintshire County Council, Office for National Statistics, UK Intellectual Property Office, NHS Business Services Authority, Pembrokeshire County Council, Science and Technology Facilities Council and many more.

"People feel a sense of ownership over their working life. They are encouraged to make the best working choices for them, which can also often mean a better work / home life balance."

John Carlin, North Lanarkshire Analyst/Programmer

Apply any flexible working policy securely, transparently and with consistency.

To find out more about **hfx** and our solutions please call **01438 822170**, visit **www.hfx.co.uk** or email **sales@hfx.co.uk**

Flexible working solutions