

# Take5 Rosters

## Comprehensive rostering and workforce management

NOW YOU CAN optimize your workforce deployment



**Take5 Rosters** is a comprehensive rostering and workforce management software application that helps HR and operational personnel manage all aspects of workforce deployment to ensure that the business's manpower requirements are fully optimized. This intuitive system allows the busiest supervisors and managers to focus on their core work. **Take5 Rosters** is applicable to industries such as manufacturing, hospitality, and retail that employ a labour force that mainly works and is remunerated on a time period basis and requires comprehensive shift management capabilities. Attendance data is automatically synchronised with attendance tracking systems, reviewed, calculated and processed all the way through to payroll for payment to employees. **Take5 Rosters** ensures that employees are engaged and paid in compliance with corporate HR working policies and local statutory regulations.

In addition to the web-based interface, **Take5 Rosters** provides powerful mobile Apps for 'on the go' rostering and management capabilities including roster review and assignment, employee access for shift assignments and many other key functions.

## User Definable Set-up

Rostering module enables you to:

- Collect ATS data from multiple attendance systems including those using biometric technology
- Define work and attendance locations
- Define shifts or rostering in accordance with industry specific working hours
- Define working calendars in accordance with region and industry specific workdays requirements

## Workforce Planning

Workforce planning processes are based on:

- Employee's pre-set number of working months or days
- User definable criteria for intelligent rostering
- User definable overtime hours, leave type and workdays
- Approval workflow for overtime and leave in each workplace through Take5 Portal

## Configuration Rules

Flexible configuration of attendance data management enables you to:

- Define validation rules for lateness, early leave or absence
- Define statistical data that will be further processed in Payroll Management module for
  - Overtime calculation or absence deduction
  - Leave payment or deduction calculation
  - Allowance types defined according to different shifts and calculated with attendance data
- Record attendance accurately to a minute

## Integration

- The system supports universal upload formats including TXT, CSV and HTML
- Supports a user definable process schedule of attendance data integration as a background task

## Regulation Compliance

When integrated with Take5 Payroll, the system will ensure regulatory compliance in the following areas:

- Validation of weekly, monthly, quarterly or yearly accumulated working hours
- Calculation of over time according to the pre-defined accumulated working hours
- Working hours stipulated by laws and regulations

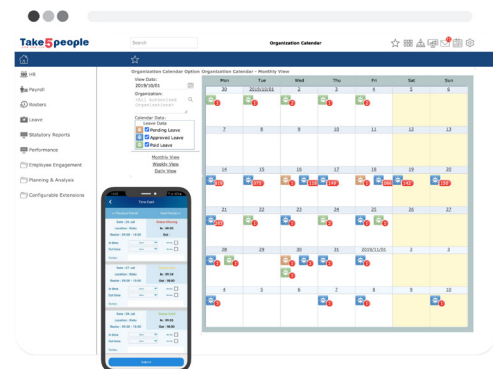
## Operational Excellence

Standard business processes help you improve operational effectiveness, including:

- Dynamic viewing of the attendance data including exception reporting
- Abnormal attendance data sent to HR by email at a pre-set time period
- Enables user to review, amend and confirm attendance data to ensure accurate payroll calculation
- Enables holistic view of total workforce per organization entity and work type via Take5 Portal
- Enables employee's inquiry of historical and current status of attendance, overtime and shift schedule via Take5 Portal

## Standard Reporting

- Employee's Roster Detail Report (Web page and mobile app)
- Roster Detail based on attendance period
- Total Working Hours based on attendance period
- Attendance Statistics Summary



## ABOUT TAKES5 PEOPLE

Take5 People focuses on the digitalization of human resource management, providing cross-regional, highly scalable and configurable HR and Payroll solutions for customers throughout Asia, currently supporting China, Taiwan, Hong Kong, Macao, Singapore and Malaysia. Through comprehensive solutions that covers the entire employee life cycle from recruitment to retirement, Take5 People helps companies optimize the workplace experience.

For more details, please visit our website: [take5people.com](http://take5people.com)

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