

The WorkForce Suite

Getting the World Back to Work

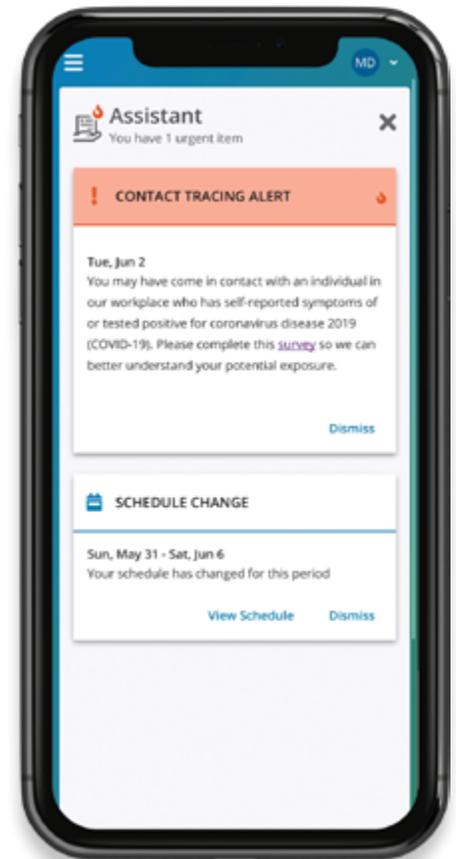


The world is returning to work, but it is not the same workplace. Coping with lower occupancy limits, new ways of conducting business, and constraints due to employee absenteeism can be overwhelming. With so many moving parts, a strategic and agile approach to workforce management can stabilize the disorder and keep business on track. The WorkForce Suite, a leading enterprise cloud workforce management solution for complex work environments, is here to help businesses and employees get back to work safely while keeping productivity at optimum levels.

Prioritizing Health and Safety for a Productive Return to Work

For employees to have a productive return to work, they need to feel safe and supported. Putting measures in place to protect their health and well-being while optimizing costs will be essential to an organization's ability to thrive in these uncharted waters. The WorkForce Suite can help ensure a safe and productive return to work by:

- **Triggering a remote pre-shift health screening** that protects employee privacy and either clears them to report to a worksite or provides next steps if clearance is denied
- **Preventing entry or time reporting for at-risk employees** who have not participated in pre-shift health screening measures
- **Enabling contactless time reporting** to minimize physical interaction with shared devices or equipment
- **Communicating next steps to employees** who may have come in contact with an individual reporting exposure to COVID-19 or with a confirmed diagnosis
- **Predicting ideal staffing levels** with machine learning labor forecasting to optimize schedules to ensure every schedule is better than the last
- **Managing unpredictable absenteeism** due to family obligations like childcare and education, health risks, and other personal and professional obligations



A Multi-Layered Approach to Health and Safety Checks

The best defense to prevent exposure is eliminating points of failure in the screening process. The WorkForce Suite enables a multi-layered approach to health and safety checks with:

- Pre-shift health questionnaires automatically sent prior to an employee's return to work where responses are evaluated to determine potential risks and communicate proof of clearance or communicate next steps in the event of a denial
- Integration with door access systems to send the results of the pre-shift health questionnaires to deny entry if an employee did not receive clearance to report to work
- Capture or receive results of pre-shift health and safety checks (e.g. thermal temperature checks or personal protection equipment inspections) and prevent time entry if not completed
- Online pulse surveys to learn how employees feel about the safety measures in place during their shift, such as social distancing, access to personal protection equipment, and cleaning and sanitation efforts

Contactless Time Reporting

To avoid the risk of potential exposure from shared devices and equipment, the WorkForce Suite supports contactless time reporting options, including:

- Time clocks with proximity badge readers where employees simply wave their badge at the reader and the transaction type (e.g. in or out) is automatically determined and recorded
- Automatic capture of employee photos at the time clock which are attached to the respective employee's transaction on the timesheet
- Online time clocks to enable clocking in via personal or company-issued devices with optional geo-location and approved zones to confirm employees are at their assigned worksite

Simplify Contact Tracing and Notification

Urgency is the name of the game when it comes to stopping the spread of COVID-19. Knowing where and with whom employees have worked will simplify contact tracing and notification. With the WorkForce Suite, organizations can:

- Run analytics and gain valuable insights into which individuals a COVID-positive or -exposed employee may have overlapping work patterns and assign a risk score to prioritize contact notifications

- Trigger contact notifications with surveys to capture further information about employee whereabouts and interactions and provide information on next steps based on official guidelines from reputable and recognized authorities

Responsible and Productive Scheduling

In uncertain times such as these, it can be challenging to predict your staffing needs with everchanging guidelines and boundaries. The WorkForce Suite's future-ready advanced scheduling techniques help organizations:

- Run what-if scenarios to determine if it makes sense to re-open a location based on occupancy limits, social distancing guidelines, and demand
- Make every schedule better than the last with machine learning labor forecasting that continually improves accuracy and optimizes staffing levels in as little as 15-minute intervals based on organizational business drivers
- Prioritize the roles essential to operations and account for new roles and activities
- Stagger shift start and end times to promote social distancing
- Quickly find replacement staff when a pre-shift health check identifies an at-risk team member

Easing Challenges Related to Increased Absenteeism

Absenteeism and leave events are increasing at a rapid pace—whether attributed to an employee's or a loved one's health and wellbeing or personal obligations that cannot be avoided such as childcare and education needs. With governments enacting new and varied legislation to protect employees against unfair dismissal, organizations need to remain up to date with the latest changes and adjust staffing to address employees' unplanned time away from work. The WorkForce Suite eases the impact with:

- Simplified compliance and streamlined case management for regulated and organization-specific continuous or intermittent leaves of absence
- Regulatory update services for the US and Canada to keep organizations up to date and compliant with changing regulations
- Advanced scheduling techniques to promote knowledge transfer to ensure essential skillsets can be filled in the event of unplanned absences
- Flexible schedules that give employees the freedom to manage personal responsibilities while meeting their work obligations