ELMO
CLOUD HR & PAYROLL

Pay

Rostering / Time & Attendance

Streamlined roster management and time tracking to enable you to manage your staffing and business costs

Interpret timesheets according to your awards simply and effectively

Rostering staff can be filled with uncertainty and may also lead to poor business and resourcing outcomes, regardless of whether you are carrying out full or partial manual rostering. Knowing when your staff are available, managing last minute shift changes and estimating costs according to your awards are not only stressful, but often unreliable.

Upon completion of the roster, interpreting the time worked according to the award requires up-to-date knowledge to navigate the complex award structures and ensure employees paid what they are owed in compliant manner.

Fortunately, technology can help. ELMO's integrated Rostering / Time & Attendance solution can help manage your personnel so they are in the right place at the right time. With accurate time and attendance tracking, not only can you effectively control costs and forecast future staffing needs, you can also empower your employees to be in control of their own time and availability with shift trading and other self-management tools.

Other modules also available in
ELMO Pay

Self-Service

Cost Visibility

Rosters and timesheet costs are calculated in real-time, based on your modern award for reliability and visibility into your people and business cost

Set your roster budget and get immediate visibility if your roster costs fall outside your allocated budget so you can review and adjust if necessary

Employees Access Anywhere Conveniently

Roster issue and changes are automatically notified to all employees

Employees can access clock-in portals anywhere on any device within an IP jurisdiction you determine

Employees can flag availability, swap shifts and clock in online

Efficiently Connected

Being connected to other ELMO modules ensures your data is always up to date and reduces reliance on data entry and reconciliation

Integrates your leave transactions to ensure employees are not rostered when they have scheduled absences

Connected to ELMO Payroll to pay approved timesheets in the next available pay cycle
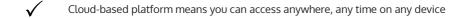
Secure, Reliable and Compliant

» Role based permissions allow you to decide what your staff can and cannot access, maintain or approve to keep your controls in place
» Our software is ISO27001:2013 certified so you can be sure your data is always secure
» We advise you when there are changes in your modern award for you to review and sign off so you are always in control and be assured of your compliance

Rostering / Time & Attendance

Features and Benefits

✓ Cloud-based platform means you can access anywhere, any time on any device

✓ Time and absence management with real time dashboards

✓ Staff communication management

✓ Centralised time and attendance data tracking

✓ Online Self-Service access for employees and managers reducing paperwork and data entry
  • Online punch-clock to clock in and out of shifts
  • Submit and approve timesheets
  • View next shift

✓ Staff schedule for special events and campaigns

✓ Detailed reporting on roster cost, coverage, tardiness and timesheets

Great alone, better together!

Harness additional benefits from ELMO Rostering / Time & Attendance with the following complementary module:

Self-Service   Combine the self-management rostering and availability features of ELMO Rostering / Time & Attendance with ELMO Self-Service to obtain full tracking and approval of staff leave requests - enabling you to identify potential staffing shortfalls in real-time and ensure optimal staff coverage for each shift.

ELMO
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ONE vendor
ONE dashboard
ONE user-experience

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