



iWS™

integrated workforce solutions

# Fully Integrated Rostering and Payroll



[www.iwsaustralia.com.au](http://www.iwsaustralia.com.au)

# Why choose IWS?



Before convincing you of “Why you should choose IWS?” let’s first address the issue of “Why you should choose Business Process Outsourcing (BPO)”

Businesses who opt to outsource generally do so for some of the following reasons:

- They acknowledge that wasting time on performing non-core or administrative processes does nothing to drive their bottom line;
- They recognise that focusing on their core business functions is the key to gaining competitive advantage and long term growth;
- They refuse to see key employees performing administrative tasks;
- They want the security of knowing an expert is handling a function which requires specialised skills and knowledge;
- They seek to achieve massive cost savings.

Why pay up to 5 times the price to perform a function ‘in-house’ when you can achieve the same result (if not better) by allowing someone else to do it for you?!

## **WHY CHOOSE IWS?**

- Because of our uncompromising customer service
- Because we’ve been in this business for over 20 years
- Because we’re pioneers in this technology
- Because we can save you a fortune

# Features and benefits of an IWS service

Our Integrated Rostering and Payroll Solution is the first of its kind and provides a seamless way to better manage your human resources.

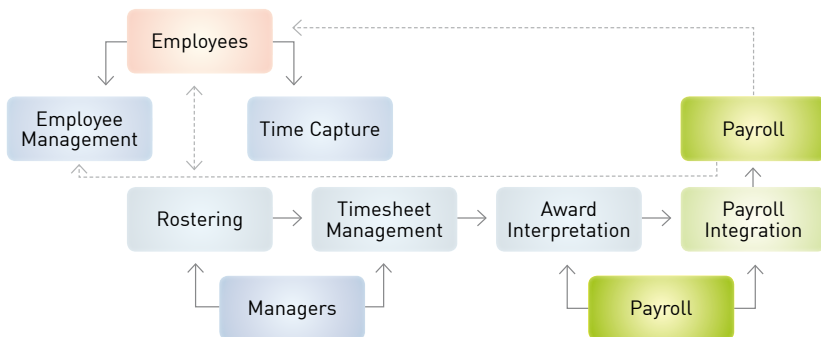
- Create rosters in minutes
- Build rosters to budgets
- Communicate shifts via SMS and Email
- Approve timesheets with a click of a button
- Manage your employees details via your online account
- Access your rosters and timesheets 24/7 from anywhere in the world
- Wash your hands entirely of payroll processing and calculation

IWS will save you time!

Will save you money!

And will take the frustration out of managing your rostering and payroll!

- IWS requires no hardware or software installation
- IWS can be accessed anywhere, anytime by both staff and management
- IWS utilises the latest security measures
- IWS allows additions and enhancements to be easily implemented
- IWS costs far less than traditional solutions



# Features and benefits of an IWS service

---

## **INCREASE YOUR MANAGEMENT CONTROL**

- Login to your online account and view historical, current and future rosters 24/7 from anywhere in the world
- Manage employee capabilities by assigning specified roles/ tasks to your team
- View completed timesheets and have the right to final approval prior to payroll payment

---

## **HALVE THE TIME IT TAKES TO MANAGE YOUR ROSTERS AND TIMESHEETS**

- Rosters can be automatically generated with the single click of a button based on predetermined work rules and employee availability
- Employee availabilities are managed through your online account and are viewable throughout the roster creation process
- The easy to use drop down menu makes building a roster and approving timesheets, quick, easy and hassle free

---

## **ENSURE ACCURATE FIGURES ALL THE TIME, EVERY TIME**

- Be assured of accurate roster and timesheet totals every time with everything being calculated automatically
- IWS can apply your award to your account so with a few clicks of the mouse button you have accurate, up to date and real time costings on your labour

---

## **IMPROVE THE COMMUNICATION WITH EMPLOYEES**

- Click a button to SMS and/or Email each employee their personalised shifts for the period
- Employees can 'confirm' their shifts via text or email
- Employees can view their shifts via their own, personalised IWS roster account

---

## **HAVE YOUR PAYROLL PROCESSED BY EXPERTS**

- Our expert team ensures accurate and compliant payroll processing
- Gross, Net, PAYG, Super, Pay Advices, Payment Summaries, End of
- Financial Year processing—we'll do it all for you!

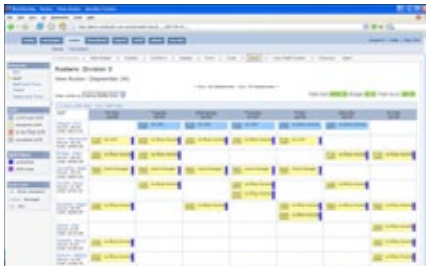
# Rostering solution

## ROSTER VIEWS

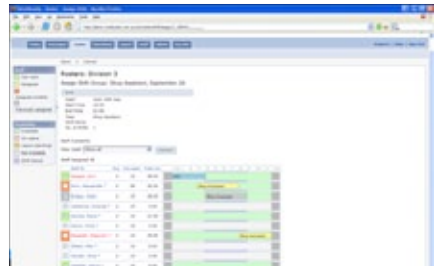
- View roster by team member (allowing rosters to be created via either experience or just pure cost i.e. the cheapest possible structure instantly)
- Event
- Tasks (all rosters costed by team member/day/week etc for effective budgeting and forecasting)
- Time
- Location

## COSTING

- Total roster dollar cost (based on awards which are constantly updated through our payroll specialists. Note: this includes penalty rates as required)
- Total roster hours
- Budget roster cost against sales/revenue projected
- Costs by employees, shift, day, task, department
- Costs by individual cost centres – e.g. bar, gaming, retail etc



Roster view by week



Roster view by day

## ROSTER COMMUNICATION

- All roster shifts/changes/cancellations can be sent via:
  - Email
  - SMS
  - Online
  - Printed

# Time and attendance solution

## TIME AND ATTENDANCE

Time clock options vary and many times we can adapt our system to suit your current electronic capturing system. Most of our clients favour a biometric scanner otherwise known as a finger scanner. This device easily attached to any USB port of a POS (register) or computer. There is no need for your employees to have general internet access. If there is no facility for a USB connection an alternative solution is a standalone FG70. This attendance capturing device requires only an electricity supply and internet cable.



Biometric/USB connection (example only)

## TIME SHEET

- Clock in/out of shifts
- Clock in/out of breaks
- Collation of all timecards into a simple, easy to understand timesheet
- Management of timesheets across multiple departments of geographic locations
- Provide real-time timesheets displaying clocked times and exceptions
- Approval and adjustment process for timesheets
- Provides actual wage costs (inc. Penalty) in real time.
- Calculate Budget Costs vs. Actual Costs shift to shift

Demonstration Account Monday, 18 November 2007

Support | Help | Sign Out

---

Home | Payroll | **Attendance**

Back to Summary | **2007 Timesheet** | Approve | Adjust | Print | Previous | Next

**Timesheets: Division 3**

Daily Timesheet: Tuesday, 13 November 2007

Filter by Status:  All  Filter

■ has exceptions 
 ■ split forward 
 ■ approved 
 ■ locked 
 ■ exported

Emp	Staff	Division	Task	Former Start	Former End	Actual Start	Actual End	Pay Start	Pay End	Total Hours	Pay Type	Additional
<input checked="" type="checkbox"/>	8518	Harlyn, Allison	Division 3	Shop Assistant	00:00	14:00	00:00	11:00	00:00	11:00		18.00
<input checked="" type="checkbox"/>	8518	Camellil, Agnesita	Division 3	Shop Assistant	00:00	14:00	00:00	14:00	00:00	14:00		04.00
<input checked="" type="checkbox"/>	8518	Harlyn, Melissa	Division 3	SDC	07:00	18:00	06:00	18:00	06:00	18:00		08.00
<input checked="" type="checkbox"/>	8510	James, Joseph	Division 3	Manager	06:00	15:00	06:00	15:00	06:00	15:00		09.00
<input checked="" type="checkbox"/>	8507	Smith, Henry	Division 3	Shop Assistant	18:00	21:00		18:00	21:00	03.00		03.00
<input checked="" type="checkbox"/>	8519	Briggs, Helen	Division 3	Shop Assistant	18:00	20:00				02.00		02.00

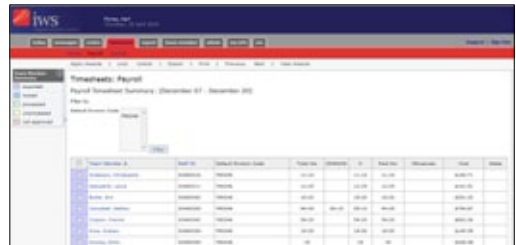
Approve | Adjust

Timesheet management

# Payroll processing

## PAYROLL

- Calculation of Gross, Net and PAYG for each employee
- Calculate employees superannuation contributions and processes to individual superannuation funds
- Manage all leave accruals
- Compliant payroll reporting
- Payment of employees via EFT
- Compliant pay advices for all employees
- Employee master file management
- Management of entire End of Financial Year process
- IWS are a Payroll Bureau associated with Westpac. At no time is your money in the hands of IWS ensuring compliance with Risk Management Outlines.



The screenshot displays the IWS payroll processing software interface. It features a navigation menu at the top with options like 'Home', 'Payroll', 'Reporting', 'Administration', and 'Help'. The main content area shows a 'Personnel: Payroll' section with a table of payroll data. The table has columns for 'Employee ID', 'Employee Name', 'Payroll Period', 'Gross Pay', 'PAYG', 'Superannuation', 'Net Pay', and 'EFT'. The data is organized into a grid with multiple rows representing different employees and their payroll details.

End to End Payroll Processing

## EMPLOYEE PAYROLL ACCOUNT ACCESS

- Online Pay Office Account for all employees
  - Provides access to pay advices, leave accruals and personal information
  - Head Office and administrator ability to restrict areas



The screenshot shows the IWS Pay Office interface. It features a navigation menu at the top with options like 'Home', 'Pay Office', 'Reporting', 'Administration', and 'Help'. The main content area shows a 'Your Personal Details' section with a table of payroll data. The table has columns for 'Employee ID', 'Employee Name', 'Payroll Period', 'Gross Pay', 'PAYG', 'Superannuation', 'Net Pay', and 'EFT'. The data is organized into a grid with multiple rows representing different employees and their payroll details.

Employee access to pay advice



The screenshot shows the IWS Pay Office interface. It features a navigation menu at the top with options like 'Home', 'Pay Office', 'Reporting', 'Administration', and 'Help'. The main content area shows a 'Your Personal Details' section with a table of payroll data. The table has columns for 'Employee ID', 'Employee Name', 'Payroll Period', 'Gross Pay', 'PAYG', 'Superannuation', 'Net Pay', and 'EFT'. The data is organized into a grid with multiple rows representing different employees and their payroll details.

Employee personal info i.e. next of kin or change of address

## Businesses that enjoy IWS Services.



Workforce  
Specialists

### Tamara James

Workforce Specialist

Ph 0408 461 236 | Email [tamara.james@pulsehr.com.au](mailto:tamara.james@pulsehr.com.au) | Skype Tamara.James

### Caryn Jones

Workforce Specialist

Ph 0478 219 976 | Email [caryn.jones@pulsehr.com.au](mailto:caryn.jones@pulsehr.com.au) | Skype Caryn.Jones

[www.pulsehr.com.au](http://www.pulsehr.com.au) | Find us on LinkedIn