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# **Employee Work Management System (EWMS)**

## **Welcome to Antier Solutions**

We are delighted to have you as part of the Antier Solutions team. As we continue to drive innovation and excellence in everything we do, our internal systems must reflect transparency, accountability, and efficiency.

One such tool is the **Employee Work Management System (EWMS)**, a central platform designed to help you track, manage, and report your daily work activities, project involvement, and billable hours. Your active participation in using this system correctly is vital for individual performance tracking, project progress, client reporting, and overall organizational success.

This document outlines the purpose, procedures, expectations, and compliance framework for using EWMS. We ask for your full cooperation in adhering to these guidelines.

## **Purpose of EWMS**

The **Employee Work Management System (EWMS)** has been implemented to:

* **Log Daily Work Hours:** Accurately capture the time spent on tasks across various projects.
* **Monitor Project Progress:** Provide visibility to managers and stakeholders on project timelines and deliverables.
* **Differentiate Billable vs. Non-Billable Work:** Identify and classify the nature of work, which is critical for client billing and internal time analysis.
* **Support Resource Planning:** Offer insights that allow efficient allocation of resources based on workload and availability.
* **Enhance Project Reporting:** Facilitate data-driven reporting to clients, improve forecasting, and support audit requirements.

## **Getting Started with EWMS**

### **1. Account Setup**

New employees will receive EWMS login credentials from the HR team during the onboarding process. These credentials are unique and must not be shared with others.

### **2. System Orientation**

Your Team Lead (TL) or a designated HR representative will provide a brief walkthrough of the EWMS platform, which includes:

* How to log daily work hours
* How to select the correct project and task codes
* Navigating the system's dashboard and reporting features

### **3. Project Assignment**

You will be mapped to specific projects in EWMS based on your current assignments. This mapping is done by your TL, Technical Project Manager (TPM), or Department Head.

## **Daily Usage Expectations**

To maintain consistency and ensure accurate reporting, please follow these daily best practices:

### **Daily Login**

You are expected to log into EWMS at the beginning of each working day to record your work activities in real time.

### **Work Logging**

All tasks performed must be recorded under the correct project and task codes. Ensure details are specific and accurate to avoid reporting errors.

### **Timely Submission**

All daily logs must be submitted **before the end of each working day** or as per your team’s internal cut-off timelines (e.g., by EOD or a defined weekly schedule).

### **Billable vs. Non-Billable Time**

Always select the correct classification (billable or non-billable) for each task. If you are unsure, please consult your Team Lead or Project Manager.

## **Compliance & Monitoring**

### **Monitoring and Review**

EWMS entries are monitored by your TL, TPM, Department Head, and the HR team to ensure accurate reflection of daily effort and productivity.

### **Weekly Audit Reviews**

Regular weekly audits are conducted to verify:

* All assigned employees have submitted logs
* Entries match expected work hours and project involvement
* Correct use of project and task codes

Any anomalies such as missing entries, mismatches, or incorrect logs will be flagged and addressed.

### **Leave or Absence Tracking**

If you're on planned or unplanned leave, this must be updated in EWMS to maintain accurate attendance records. Failure to log leave days can result in discrepancies in timesheets and performance reports.

## **Disciplinary Process for Non-Compliance**

We understand that occasional oversight may occur. However, consistent failure to adhere to EWMS usage guidelines will be addressed through a progressive disciplinary framework:

### **1st Instance – Reminder Email**

You will receive a polite reminder outlining the missed expectations and requesting timely compliance going forward.

### **2nd Instance – One-on-One Meeting**

If the issue persists, a formal discussion will be scheduled with your Team Lead or HR to understand the root cause and provide support or training as needed.

### **Continued Non-Compliance – Disciplinary Action**

Repeated failure to comply may result in formal disciplinary action, which could include written warnings or impact on performance evaluations, in line with Antier’s HR policies.

## **Need Help or Have Questions?**

If you require any help with using EWMS or have questions related to work logging, project assignments, or task categorization:

* Reach out to your **Team Lead** for project-specific guidance.
* Contact the **HR team** for system-related support, login issues, or policy clarifications. You can write to us at hroperations@antiersolutions.com

We’re here to support you and ensure that your experience with EWMS is smooth and productive.