

Business Case – Daily Time Management

Problem

The current way we manage shifts and clock-in and clock-outs can become cumbersome for the different departments and Remote Teams.

Solution

Microsoft has a built-in app in MS Teams called Shifts that allows management to manage remote users for different teams seamlessly. Clock-ins and clock-outs can also be done through this app.

Benefits

- Zero Cost to use App. The app is available for free
- Use case - WFH teams can be managed with MS shifts. Onsite support teams can utilize MS shifts instead of clocking in every morning by sending messages. Members that do not have smart phones can use the Shift app every morning and afternoon
- Reports can be exported for all clock-ins and clock outs for all shift workers or all members.
- Shift work can be planned and captured using MS Excel. This can then be imported into MS Shifts for easier management.
- Basic reports that can track the following through one place for all respective team leaders and managers.
 - ✓ Date
 - ✓ Employee Name
 - ✓ Clock In Time
 - ✓ Clock Out Time
 - ✓ Shift Start Time
 - ✓ Shift End Time
 - ✓ Total Hours worked
 - ✓ Location Clock in/Clock Out
- App allows one to set-up different teams with different clock in and clock out times
- Simpler management of clock in and out times with shift management

Risks

- There would be a duplication of features available in the current ERS Biometric software in use.
- The above would need to be reviewed and clarified with members.
- Conflict of policies related to HR requirements for clock in and clock out times.
- Staff may feel micromanaged with another app.

Calendar Screenshot with a view of the different teams

Today	<	>	May 23 - 29, 2022	0	15*	Add group	Week	Print	Filter	View
Week	0 Hrs	23	24	25	26	27	28	29	0 Hrs	0 Hrs
Day notes										
- VAS	0 Hrs	***								Add people
Open shifts	0 shifts									
Keeren Ma...	0 Hrs									
- Call-outs	0 Hrs	***								Add people
Open shifts	0 shifts									
- Permanent Onsite Support	0 Hrs	***								Add people
Open shifts	0 shifts									

Requests

New request

Time off Swap Offer

☒ All day

Start date

5/24/2022

End date

5/24/2022

Reason

Sick Day

Note

Add a note (optional)

Cancel

Send request

Settings

Time zone

Team time zone

(UTC+02:00) Harare, Pretoria



Closest city

Johannesburg



Schedule

Start of week

Monday



Copying shifts

Include shift activities when copying shifts.

☒ On

Open shifts

Allow employees on this team to view and request open shifts on the schedule.

☒ On

Requests

Manage the list used for time off requests.

Add, remove, or change the options people can choose from when requesting time off.

Sick Day



Off



Vacation



Parental Leave



Unpaid



[Add custom option](#)

Time clock

Time tracking and reporting

Time clock comes with mobile clock in and out, exportable time reports, and optional location detection.

[Change settings](#)