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.

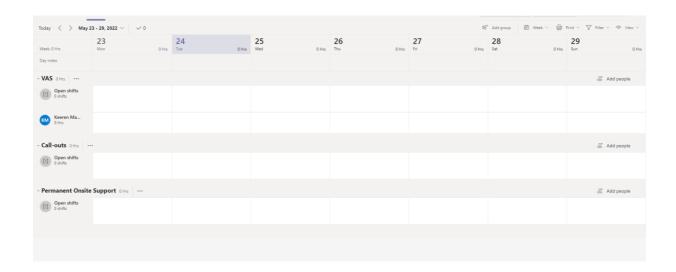
Benefits

- 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

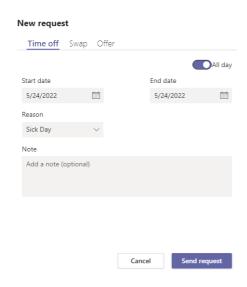
Risks

- 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



Requests



Settings

