Human Resources Mgmt.

Streamline HR Activities

Employees are an organization's most valuable asset, but also its biggest expense. Keeping your employees in focus while staying within budget can be a difficult undertaking. The Human Resources functionality within Retail Backbone was created to help our clients reduce labor costs and consolidate activities without increasing time or effort. For many of our clients, Retail Backbone has evolved into the mission-critical software application used by their employees. Therefore, it is a natural extension to have the Human Resource features within the platform that the employees are already using every day.

A Retail Backbone client reported saving approximately $200,000 in labor costs within the first year of utilizing the time reports in the Online Staff Scheduler and Time Clock.

Utilize the platform you are already using.

Integrated Staff Scheduler & Time Clock

There are a ton of timeclock software packages on the market, but managing your employees' time involves a lot more than just knowing when they punched in and punched out. Having a single web-based portal for staff scheduling and time clock allows our clients to manage their workforce much more efficiently. As each employee arrives for work, they can use Retail Backbone to punch in for the beginning of their shift. Meanwhile, the managers can also use Retail Backbone to create the work schedules for the employees under their supervision. Having these features integrated into a single platform allows the employer to make sure that they have enough coverage and their employees are showing up for shifts on time. Gain the following benefits by using Retail Backbone's Online Staff Scheduler and Time Clock.

Benefits

- Create, post and view staff schedules online from anywhere at any time.

- Build schedule templates and business rules to fit your scheduling needs.

- Utilize the centralized time clock and eliminate the risks associated with using computer clocks.

- Customize the alert system to send notifications when employees are early or late for shifts.

- Take advantage of the many reports available to you.

Integrated Staff Scheduler & Time Clock

Featured Reports

Take advantage of the many reports available to you with the Human Resource Management module. Popular reports include:

◇ Summary Report

 - Determine employees' clocked time and total hours worked
 - Export and send directly to payroll

◇ Scheduled vs. Actual Report

 - Ensure scheduled hours = hours worked

Store	Birmingham ⌄	Staff			
Date Range	⌄	Group By	Staff		
Start Date	02/01/2016	End Date	02/07/2016		

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Store	Staff	Scheduled	Actual	Variance	Budg
Birmingham	ALLEN, KATIE	4.00	0.00	-4.00	$
Birmingham	BOLLINI, GINA	8.00	8.83	0.83	$
Birmingham	BOURNE, LOGAN	4.00	3.62	-0.38	$
Birmingham	BOYLE, ALASDAIR	25.00	34.53	9.53	$
Birmingham	GEORGIA, PHILIP	16.00	21.35	5.35	$

 - Prevent assigning overtime hours

◇ Overlap Report

 - Prevent scheduling conflicts

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Store	Birmingham ⌄	Department	⌄
Start Date	02/01/2016 ⌄	Payroll Department	⌄

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Day	Date	Dept	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM	Total
Monday	2/1/2016 12:00:00 AM	Retail	0	0	4	4	4	4	4	3	3	4	4	3	3	3	3	0	0	46
Tuesday	2/2/2016 12:00:00 AM	Retail	0	0	3	3	3	3	3	4	4	4	4	3	3	3	3	0	0	43
Wednesday	2/3/2016 12:00:00 AM	Retail	0	0	4	4	4	4	4	4	3	3	3	3	3	3	3	0	0	45
Thursday	2/4/2016 12:00:00 AM	Retail	0	0	3	3	3	3	3	3	3	4	4	4	4	3	3	0	0	43
Friday	2/5/2016 12:00:00 AM	Retail	0	0	3	3	3	4	4	4	4	4	4	4	3	3	0	0	0	43
Saturday	2/6/2016 12:00:00 AM	Retail	0	0	4	4	4	5	5	5	6	6	5	5	5	5	0	0	0	59
Sunday	2/7/2016 12:00:00 AM	Retail	0	0	0	3	4	5	5	5	5	5	5	3	0	0	0	0	0	40
TOTALS		Retail	0	0	21	24	25	28	28	28	28	30	29	25	21	20	12	0	0	319

Client Intranet Portal

Let Retail Backbone retain your employee information and documentation.

Managing employee information and documentation is a cumbersome, but invaluable, responsibility. From posting employee announcements to maintaining wage history, Retail Backbone's Client Intranet Portal gives you the ability to post your own content in a way that makes sense for your organization. With the Human Resources module, you have the ability to create your own navigation options (tabs, menus, submenus) and customize employee access based on their security clearance, department, etc.

Features	Benefits
Manage Employee Forms	• Post forms and documents for employees to download Examples: W-4, 401k, Benefit Election Form
Track / Monitor Employee Information	• Monitor the completion of required training sessions • Maintain employee wages and wage history • Record employment dates • Track PTO accruals • Identify missing information

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