

Human Resources Mgmt.

Retail Backbone White Paper

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.



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.

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

Benefits

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

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Birmingham	BOURNE, LOGAN		4.00	3.62	-0.38	S				
Birmingham	BOYLE, ALASDAIR		25.00	34.53	9.53	S				
Riminaham			16.00	21 25	5 35	¢				

- Prevent assigning overtime hours
- ♦ Overlap Report

Day

- Prevent scheduling conflicts

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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
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
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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

CONTACT US

For more information about Retail Backbone or to schedule a demo, please email us at **info@retailbackbone.com** or visit our website: **www.retailbackbone.com**