



PROMARK WORKFORCE MANAGEMENT

ProRoster



STAFF ROSTERING

With ProRoster, your company can ensure that the right resources are available when needed.

The planner can easily adjust the employees' clock-in and clock-out times and swap shifts between employees before publishing the plan. The working hours for each employee are validated against working time rules, as the solution contains both the planned and actual working hours. In addition, the planner can see the impact of the plan in terms of time, allowing him/her to verify that it is within the limits.

The plans are available to the employees on a web portal or mobile phone, and they can be notified in case of changes to their work plan.

It reduces administrative time, provides better overview and increased flexibility for your company as well as your employees – and makes sure that working time rules are complied with.



ProRoster

WEB-BASED STAFF ROSTERING

SIMPLE, CLEAR AND EFFICIENT STAFF ROSTER PLANNING

ProRoster is a web-based module for staff rostering, ensuring that the right staffing is present when needed. The module runs in a web browser and therefore no installation is required. User access and the data that is presented can be controlled at departmental and group level.

HANDY OVERVIEW WITH RELEVANT INFORMATION

ProRoster presents staffing in a clear and intuitive format based on the employees' normal working hours/rotations. The individual planner can customize the format so that relevant information (such as overtime, company holidays, planned absence and remaining holiday) is visible in the planning view – and the view settings are saved. This makes it easy to adjust the normal work schedule.

OVERVIEW AND DETAILS AT THE SAME TIME

With the advanced filtering and grouping options, a detailed overview can be created with just a few clicks, and you can easily return to the general overview.

FLEXIBLE PERIOD DISPLAY

THE TEAM LEADER'S PLANNING TOOL

The planner works in a local copy of the plan. Through the flexible navigation, the planner can enter a start date and select a period of 1-6 weeks to be displayed in the planning window. And with a single click it is possible to "jump" to the next period.

Plan and filter	Employees	Manager	Saturday 25 April	Sunday 26 April	Monday 27 April	Tuesday 28 April	Wednesday 29 April	Thursday 30 April	Friday 1 May	Total hours
Plan* ALLE - Alle	BS 120 - Bente Simonsen		FRI	FRI	DAG 08:00 - 16:00	DAG 08:00 - 16:00	DAG 08:00 - 16:00	DAG 08:00 - 16:00	DAG 08:00 - 15:30	37:00
Filter	A 650 - Birgitte Hansen		FRI	FRI	DAG 08:00 - 16:00	DAG 08:00 - 16:00	DAG 08:00 - 16:00	DAG 08:00 - 16:00	DAG 08:00 - 15:30	37:00
APPLY	BM 406 - Birgit Madsen				13:00 - 21:00	13:00 - 21:00	13:00 - 21:00	13:00 - 21:00	13:00 - 21:00	40:00
Stamp	AT 080 - Birgitte Timesen		FRI	FRI	DAG 08:00 - 16:00	DAG 08:00 - 16:00	DAG 08:00 - 16:00	DAG 08:00 - 16:00	DAG 08:00 - 15:30	37:00
Absences	BS 420 - Britt Schoning									0:00
Quick filters	BH 9 - Bo Haslund		FRI	FRI	DAG 07:00 - 15:00	DAG 07:00 - 15:00	DAG 07:00 - 15:00	DAG 07:00 - 15:00	DAG 07:00 - 14:30	37:00
	Total hours		15:00	15:00	554:36	562:06	569:36	569:36	521:06	
	Total number of employees		93	93	94	93	94	94	94	

COPY PLAN TO NEW PERIOD

If the planner is making a plan that resembles a previous period, he/she can take a copy of the relevant plan as a starting point. This avoids starting from scratch.

SINGLE OR MULTIPLE ADJUSTMENTS OF SHIFTS

Planning is carried out by adjusting the working hours – i.e. adjusting clock-in and clock-out times – as needed. This can be done either for the individual day and employee or by selecting and performing the change for multiple employees or multiple days at the same time. In addition, the planner can swap shifts between the employees.

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MULTIPLE SHIFTS ON THE SAME DAY

With ProRoster, the planner can also plan multiple shifts on the same day for employees. Both for the same function and for different roles – and thus perhaps a different remuneration of the employee.

THE PLAN'S IMPACT IN TIME

The planner can choose to display the impact of the plan in terms of time, allowing him/her to verify that it is within the limits.

PUBLISHED WHEN A PLAN IS READY

When a plan or changes to the plan are ready, it is published and thereby made available to the employees.

MANAGEMENT OF MORE PLANNERS

If more planners work with the same employees, ProRoster can also make sure that no plans overlap and that the individual planner only releases his/her own changes.

VALIDATION TO COMPLY WITH WORKING TIME RULES

All plans are stored and validated centrally by ProMark. This ensures compliance with working time rules and allows for centralised follow-up on the planning.

LOG OF PREVIOUS REGISTRATIONS

It is also possible to see the log from previous periods showing the actual clock-in and clock-out times. This allows the planner to see deviations from what was planned.

WORK PLAN AT HAND

THE EMPLOYEE'S WORK PLAN AT HAND

ProRoster is closely integrated with the ProMobile app, making it a flexible tool for communication with the employee.

NOTIFICATION ABOUT CHANGES

The plans are distributed to the employees when they are ready and are always available on the various platforms such as portal and mobile. If the company also has the ProNofity module, all affected employees can be notified if the plans change.

Day	Shift	Time
Mon 20	Dag	07:00 - 15:00
Tue 21	Dag	07:00 - 15:00
Wed 22	Dag	07:00 - 15:00
Thu 23	Dag	07:00 - 15:00
Fri 24	Day team	07:00 - 14:30 Friday
Sat 25	Weekend	
Sun 26	Weekend	

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PLANNING CLOSE TO THE EMPLOYEES INCREASES FLEXIBILITY

REDUCED ADMINISTRATIVE TIME AND GREATER FLEXIBILITY

With ProRoster, roster planning can be moved out to the team leader in each individual department/unit. Planning close to the individual employee makes it possible to reduce the time spent on administration, just as it results in greater flexibility in relation to current conditions in production.

EASY AND CLEAR OVERVIEW

The web-based user interface provides a quick and clear overview of all the necessary data gathered in the same screen.

TIME IMPACT VISIBLE

The time impact of the plan is visible during the planning process which allows for strict management in relation to the limits within the company.

CONTINUALLY UPDATED WORK PLAN

The employee will always have an overview of his/her working hours – even in case of changes to the plan.

FLEXIBLE PLANNING AND COMPLIANCE WITH WORKING TIME RULES

ProRoster provides the company with a highly flexible and user-friendly planning tool, ensuring that the right resources are present when they are needed – while adhering to the working time rules.

TWO MODULES FOR EMPLOYEE SCHEDULING: PROROSTER AND PROSCHEDULE

ProMark offers two scheduling modules:

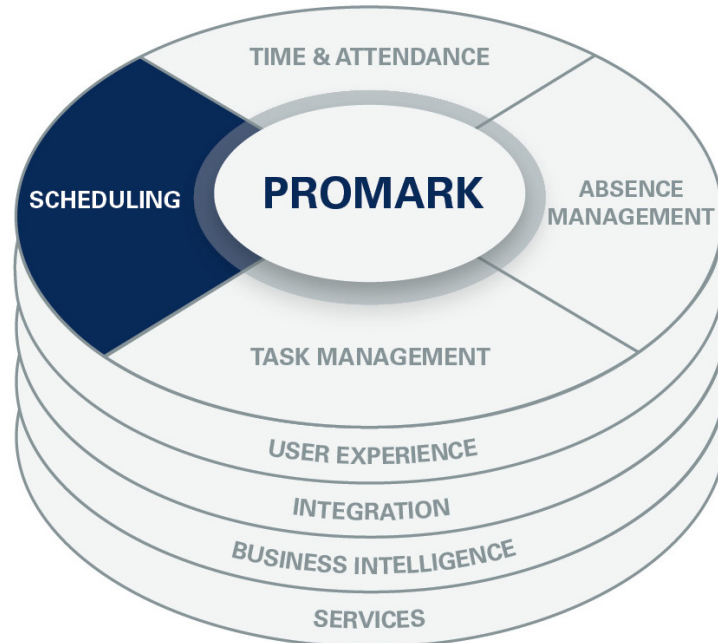
- **ProRoster** – staff rostering based on rotations and employee work hours.
- **ProSchedule** – shift scheduling based on demands for manpower (and possibly qualifications), and subsequently allocating the shifts to the relevant employees. ProSchedule even allows self-service for the employees. See separate product sheet.

The modules can be used in combination as all data is stored centrally in ProMark.

PROMARK WORKFORCE MANAGEMENT

ProRoster is part of Scheduling in ProMark Workforce Management. With ProMark we help to manage companies' largest and most valuable and strategic resource – the workforce.

Go to www.mark-info.co.uk for more information about all opportunities.



TIME AND ATTENDANCE

Registration of working hours and deviation reasons validated against collective and local agreements creates the correct payroll basis



ABSENCE MANAGEMENT

Advanced handling of accrual, use and transfer of holiday. Sickness management with distribution on the right accounts and workflows for follow-up and overview



TASK MANAGEMENT

Registration of employee activities (job, project and process) refines ERP data for follow-up on resources and productivity



SCHEDULING

Staff rostering and shift scheduling for effective use of company resources – even in case of deviations



USER EXPERIENCE

Smartphones, portal and terminals for registration, overview and approvals



INTEGRATION

Standard integration to payroll, HR and ERP ensures exchange of important data



BUSINESS INTELLIGENCE

Reports and analysis of data for measuring absence, productivity and savings



SERVICES

Hotline, private cloud, application management, superuser service and hardware service that ease the daily operation of ProMark

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MARK INFORMATION

Mark Information is an innovative software company offering Workforce Management solutions from offices in Denmark, Sweden, Norway, United Kingdom and Romania. Mark Information's Workforce Management solution ProMark enables customers to optimise productivity and generate savings through scheduling the right resources, at the right time, for the right job and ensures that resources are remunerated correctly in the most effective way. Mark Information services global corporations and has more than 1000 installations and 300,000 users. Read more at www.mark-info.co.uk.

