

Product Information
April 2011

CareSys Time & Attendance

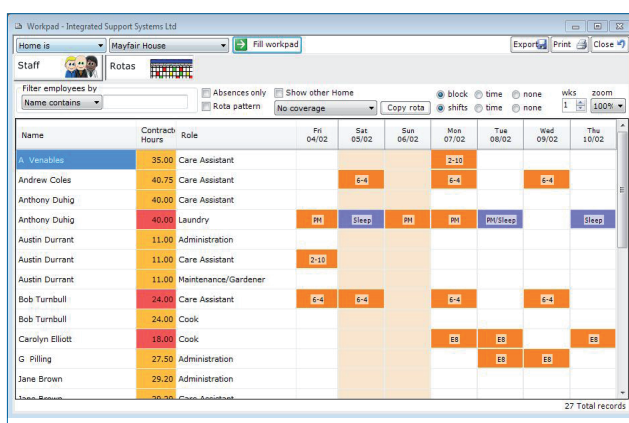
Staff Management

For every care organisation, staff are the single largest cost and ensuring that everyone is paid accurately is a very important element of the effective running of the business. However, managing staff time goes beyond simply paying accurately, it is also important to ensure that the correct number of staff are on duty at any stage and that any shortfall can be quickly resolved without resorting to agency staff. CareSys provides a comprehensive process to manage staff time, all the way from clocking in through to getting paid. The process can be used in many different ways, including manual timesheets, generating timesheets from the rota, and even smart shifts that can avoid the need for a rota.

CareSys Access Management Terminal

Where a clocking in system is required the CareSys Access Management Terminal provides a highly robust wall mounted time clock device that has been designed purely to meet the unique needs of care providers. This device automatically manages interaction with the main CareSys system so there are no manual processes involved in maintaining the information. However, in the event of power or communications failure then the device is able to manage these situations and will continue operating, reconnecting to the main system automatically. When staff clock in and out, their timesheets are automatically created, based on either personal or impersonal shift profiles, or against the rota. There are comprehensive exception handling process for situations where staff are late or forget to clock in, as well as reporting and enquiry processes to give full evidence of staff attendance.

Rotas



Name	Contract Hours	Role	Fri 04/02	Sat 05/02	Sun 06/02	Mon 07/02	Tue 08/02	Wed 09/02	Thu 10/02
Variables	35.00	Care Assistant				E-10			
Andrew Coles	40.75	Care Assistant		E-4		E-4		E-4	
Anthony Duhig	40.00	Care Assistant							
Anthony Duhig	40.00	Laundry	PH	Sleep	PH	PH	PH/Sleep		Sleep
Austin Durrant	11.00	Administration							
Austin Durrant	11.00	Care Assistant		2-10					
Austin Durrant	11.00	Maintenance/Gardener							
Bob Turnbull	24.00	Care Assistant		E-4	E-4		E-4		E-4
Bob Turnbull	24.00	Cook							
Carolyn Elliott	18.00	Cook				E-3	E-3		E-3
G Pilling	27.50	Administration					E-3	E-3	
Jane Brown	29.20	Administration							
Jane Brown	29.20	Care Assistant							

The rota provides a number of benefits, including ensuring that sufficient staff are on duty at any time of day, ensuring that staff are aware of their rota plan, as well as providing a basis for the eventual timesheets. CareSys provides all the features unique to care providers, including multiple jobs per worker, the option to work at many locations and an unlimited number of pay rates. The rota is fully integrated with the staff diary, both in terms of it reflecting diary events, and also allowing rota time to be easily converted to diary events for sickness.

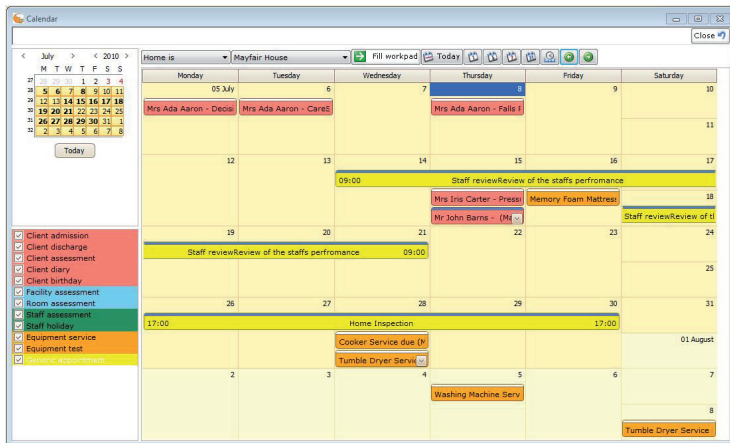
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Timesheets



Timesheets can be created from clocking in events, by converting the rota to timesheets, or by manually entering timesheets. In all cases, the timesheet entries are able to be processed through to the CareSys payroll, or exported to a number of alternative payroll systems. All the necessary tracking for hours and cost against budgets and the rota are available to ensure staff costs are fully controllable and measurable.

"The efficiency of the data storage and the reduction of time required to access and process information is phenomenal, particularly with regard to the Time and Attendance software which is linked to the Wages function. The monthly wages function, which was once a two day administration task, is now a one hour job".

- Nick Weaver

Weavers Care Home

For more information

About Advanced Health & Care

Advanced Health & Care is a leading supplier of IT management systems for urgent & unplanned care, homecare, residential care, hospices, mobile information for community carers and back-office management systems for NHS trusts, local authorities and care providers.

Working with partners in the NHS, local government and the private sector, Advanced Health & Care is delivering IT solutions in support of safe, efficient care delivery with integrated management information. Advanced's unique proposition is its range of integrated care solutions offering visibility of information for both the commissioner and care provider.

The Advanced Health & Care suite of products includes: Adastra, iNurse, Odyssey CareAssess, Crosscare, CareSys, eFinancials Smart Business Suite, Saturn & StaffPlan.

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