



SAP Time Management by Workorce Software

Presentasjon av løsningen desember 2022



Litt om oss

”

Til sammen har vi erfaring i en
mannslder innen området tid

”



Hallgeir Moen
Workforce Management Software
Specialist i WorkForce Software
Jobbet over 25 år innen området tid



Marita Johansen
Senior Manager/
Konsultentsjef i Sariba
Jobbet over 20 år med området tid

Om Sariba

-ledere og medarbeidere som får til mer

Sariba AS er et **HXM konsulenthus** som lever av å gjøre hverdagen bedre og enklere for **alle som jobber innen HR**.

Vi veileder deg gjennom alle stegene i **HR-prosessene** og tilbyr deg de beste løsningene markedet har å by på.

Vårt fokus er **helhetlige og smarte løsninger** som passer våre **kunders behov**

Vi tilbyr løsninger som henger sammen gjennom samme produktleverandør, SAP



SAP® Qualified
Partner-Packaged Solution

etablert i

2000

antall ansatte

70

Omsetning 2021

97

millioner nok

Du finner oss i

Oslo
Stavanger
Spania
Sverige

vår visjon

”

Ledere og medarbeidere
som får til mer

vi leverer produkter og tjenester innen

HR-strategi
HR-prosess
HR-teknologi

sariba.com

sariba^{HR}

Sariba er stolt av å være partner med WorkForce Software

sariba^{HR}

workforce[®]
SOFTWARE

sariba^{HR}



workforce
SOFTWARE

sariba^{HR}

Hvorfor er vi partnere?

WorkForce Software tilbyr **fleksible og brukervennlige løsninger** for Workforce management som gjør kundenes avanserte behov innen området enkle!

Løsningene dekker ikke bare området tid i et **HR perspektiv**, men også i et **planleggings, produksjons- og kostperspektiv**

Med Sariba sin **unike kunnskap** om Norge, Sverige, SAP Successfactors og området tid sammen med WorkForce Software sine **gode produkter**, vil vi kunne gjøre enda mer for kundene våre!

HXM

Sammen setter
medarbeiderne i
sentrum



sariba^{HR}

Om WorkForce Software og SAP:

Verdien av partnerskapet



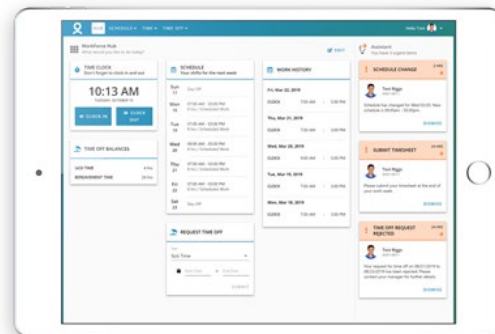
Proven and **Successful**
Partnership with a
Global Provider for
10 years



7 Years as a SOLEX
Partner



225+ Joint
Customers and
2.1M Users



SAP® Solution Extensions

01

Embedded

Access and interact with SAP
Solution Extensions through
the SuccessFactors dashboard
via Menus and/or a number of
various tiles

02

Employee Data Interface

Shared from SuccessFactors
Employee Central to SAP
Solution Extensions using the
integration pack with CPI or
Boomi as the transport
mechanism via Web Services

03

Payroll Data Interface

Calculated hours and,
optionally, gross pay is
retrieved from the SAP Time
and Attendance Management's
download site for the customer
to SuccessFactors Employee
Central FTP using CPI or Boomi

04

Single Sign-On

Straight-forward “set and
forget” configuration. Once
it's set up, there's no further
work to be done

#1 VENDOR

Voted by Real Users
4 Years in a Row

“WorkForce Software received strong positive feedback
on their vendor capabilities, product features, and
emotional footprint. In particular, WorkForce scored
#1 for creating business value and ROI”

David Piazza, President,
Info-Tech - Software Reviews



SAP SuccessFactors Time & Attendance Management

Deeper Dive

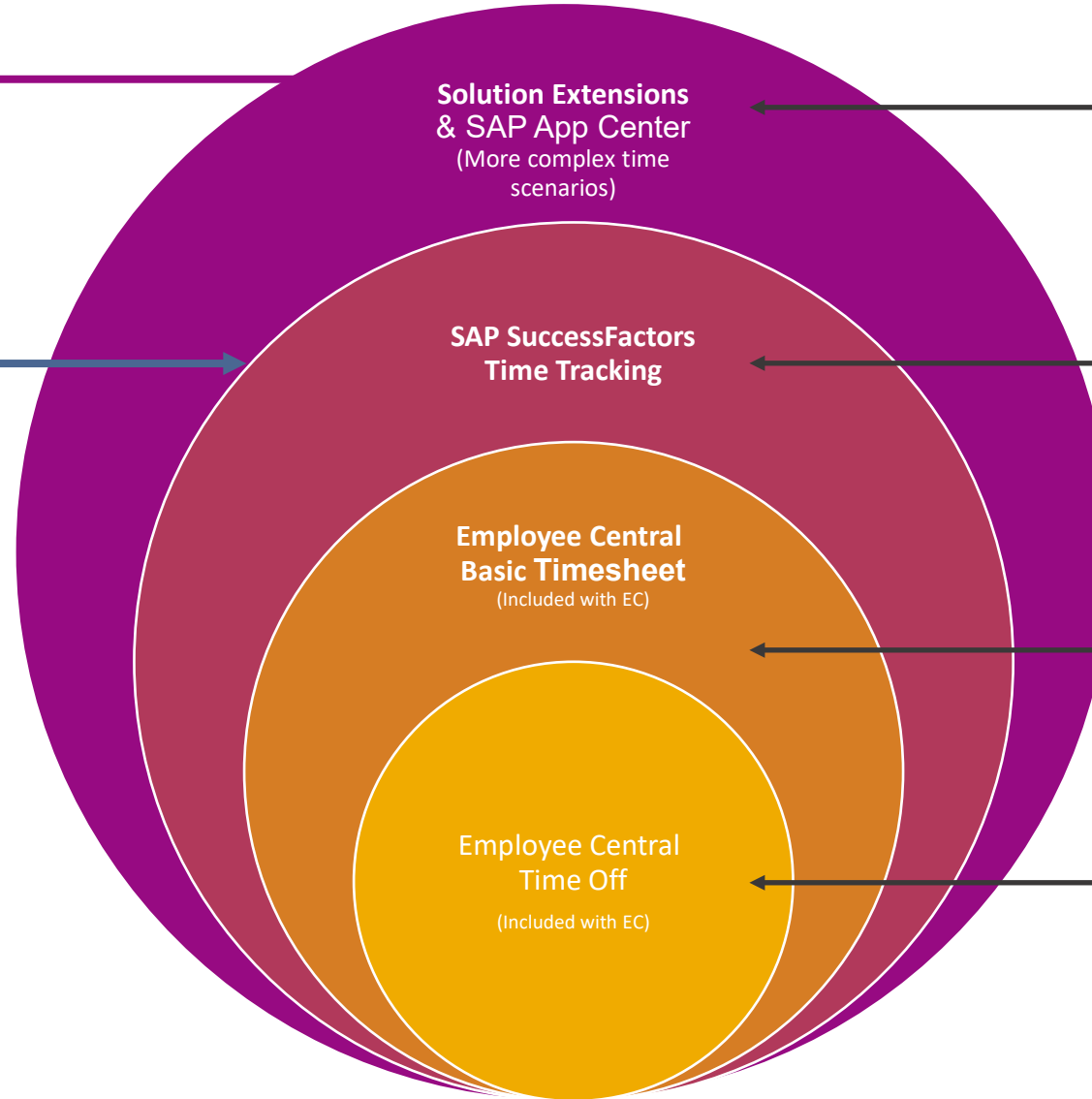


- ✓ Shift Bidding
- ✓ Forecasting & Scheduling
- ✓ Advanced Scheduling
- ✓ Automated Callouts
- ✓ Leave Case Management
- ✓ Hardware Sales, Service

- ✓ Clock Terminal Integration Service*
- ✓ Clock-in/Clock-out (web & mobile)*
- ✓ Cross-Midnight (attendances)
- ✓ Enhanced time evaluation result handling
- ✓ Alerts (e.g. fatigue regulations)
- ✓ Digital Assistant
- ✓ Project time recording

Universal Time Sheet (2023/4)

- SAP SFSF Time Tracking
- Fieldglass
- CATS



SAP Time & Attendance Management, Absence & Leave Management and WorkForce Forecasting & Scheduling

For customers with advanced scheduling, complex (highly industry-specific) hourly workforce processes and Compliance Mgmt

SAP SuccessFactors Time Tracking

For customers who need time tracking & scheduling for salary and low complexity hourly employees; supports shift-based employees who need to clock-in and out and who work shifts across midnight and public holidays

Employee Central Basic Timesheet

For customers with rudimentary time tracking and scheduling requirements for salary and basic hourly employees

Employee Central Time Off; Absence & Leave

Comprehensive capabilities that can be deployed for all types of absences (PTO, seniority leave, Illness, Flex Time, etc.)

A woman with dark hair is looking down at a white sign she is holding. The background is a red brick wall.

**Vi ser nærmere på SAP
time management by
WorkForce Software og
skiftplanlegging!**



SAP SuccessFactors 



Time & Attendance Management



Why SAP Time and Attendance Management by WorkForce Software?

More than just a simple RFP check-box solution



- In-depth support for complex business practices
- Multiple scheduling options, like rotation & skill based,
- An advanced T&A Calculation engine which uses a combination of the ease of parameter with the possibility of creating custom rules
- Absence case management

Easy to do your job, not just a pretty user interface



- Single view into employee data
- Complete view of time and labor data for your entire organization
- Easily view to timesheet version control with support for retroactive timesheet changes
- Automated scheduling with easy ad-hoc changes and callouts

Compliance is core to workforce management... not just a bolt-on



- Offers a comprehensive library of over 300+ pre-configured templates
- Preconfigured with regulatory updates for a number of national leave laws
- Country-specific business rules – deployed in 55 countries
- 11 Pre-configured parameter driven Norwegian templates



Norwegian Templates

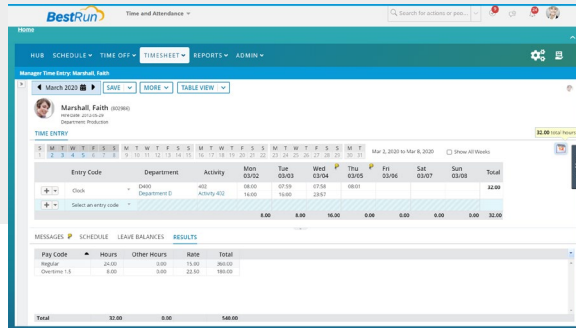
Template ID ▾	Template Name ▾	Version ▾	Functional Area ▾
HOL-015	Nordics Holiday Calendars	1	Holiday
ABS-132	Norway Adoption Leave	1	Absence Management
ABS-127	Norway Annual Holiday	1	Absence Management
ABS-131	Norway Child Care Leave	1	Absence Management
CAL-097	Norway General Overtime with Caps	1	Calculations
CGT-144	Norway Hours of Work	1	Compliance
ABS-130	Norway Joint Parental Leave	1	Absence Management
ABS-126	Norway Maternity Leave	1	Absence Management
ABS-129	Norway Paternity Leave	1	Absence Management
CAL-098	Norway Premium or TOIL for Work on Rest ...	1	Calculations
ABS-125	Norway Sick Leave	1	Absence Management



SAP Time and Attendance by WorkForce Software



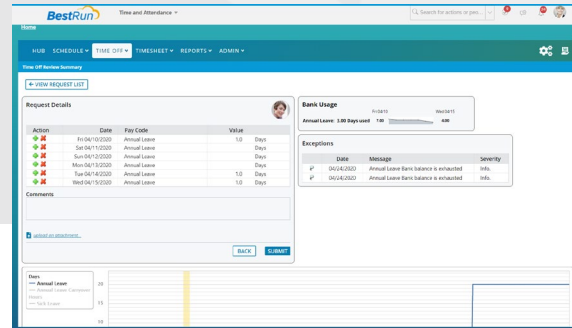
Time and Attendance



- Record time based on project, work order, or across multiple departments
- Proactive exceptions for managers via dashboard
- Visibility into differentials and premiums with preview of gross hours and pay



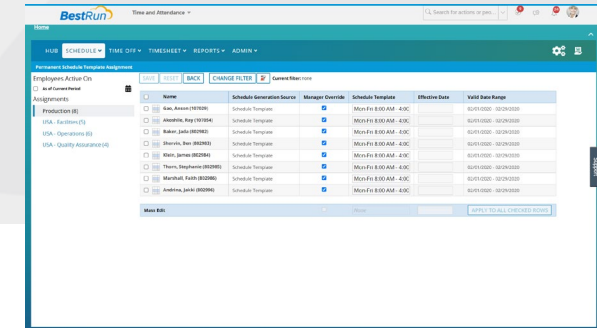
Time Off Requests



- Employee visibility into future projected bank balances
- Highly flexible accrual rule configuration including probationary, carryover, termination, and grandfather policies
- Validates time off requests against current and projected time off balances and configurable rules
- Approval hierarchies based on time off type and other qualifying rules
- Manager visibility into team absence calendars



Template-Driven Scheduling



- Create simple schedule templates and rotation patterns
- Assign base schedules to individual employees or groups of employees
- Made one-off changes to an employee schedule without affecting the ongoing base schedule





Workforce Scheduling

Why do you need to schedule their employees?

Part-time and non-salaried

It's uncommon that customer will have only full-time, salaried employees that work the same hours and days each week.

Meet business demand

Many customers need to schedule employees to ensure they can meet their business need/demand.

Skill based scheduling

Ensures that tasks which require specific skills and qualifications are scheduled effectively utilising only qualified employees

Compliance requirements

Based on legislation, collective or union agreements and employee contracts the schedule will need to be compliant with these rules

Timesheets based on schedule

Schedules are often used to create a default timesheet for an employee, where only exceptions to the plan are recorded



Understanding the Scheduling Approaches

Start by identifying the right approach for each group within an organization

Approach	Standard	Job	Demand	Pattern
Typical Characteristics	- Employees are typically assigned standard schedules that can be consistent on a weekly basis or rotate across multiple weeks and don't change frequently - Supports ad hoc and manual scheduling and/or updates - Qualifications do not need to be confirmed - May assign activities to be performed and/or breaks during a shift - Flexible working arrangements, such as communicating core vs flex hours	- Shifts and labor requirements are often static or fixed for a given location or group - Labor requirements may vary seasonally or specific events (e.g., shutdowns, maintenance, and outages) - Schedule assignment is driven by constraints such as assigned shift or rotation patterns, skills, certifications, licenses, work/hour limits, etc. - Unique scheduling rules, including overtime equalization, and priority scheduling - Automatically, find, contact, and assign qualified, fit-for-duty workers to fill vacant shifts - Supports adjustments on the fly, including conforming to any scheduling constraints, if applicable	- Labor demand is highly variable and can fluctuate throughout the day based on customer demand or other business KPIs - Shifts are not static/fixed times or days - Employees may or may not need to have specific skills to perform the work - Employees may perform multiple roles within a single shift. - Employees are more flexible on when and/or where they work on any given day - Supports adjustments on the fly, including conforming to any scheduling constraints, if applicable	- Employees are typically assigned standard schedules that can be consistent on a weekly basis or rotate across multiple weeks and don't change frequently - Supports ad hoc and manual scheduling and/or updates - Common scheduling rules - Max hours in a day - Required rest period and break rules - Contracted hours - May assign activities to be performed and/or breaks during a shift
Typical Industry Fit	- Services - Financial Services (excl. retail banking call centers) - Higher Education - State and Local Government (excl. public safety) - Manufacturing (non-union)	- Manufacturing (union) - Energy and Utilities - Public Safety in State and Local Government - Mining - Petrochemical and Refining	- Retail - Retail Banking and Call Centers in Financial Services - Healthcare (excl. Acuity)	- Services - Financial Services (excl. retail banking call centers) - Higher Education - State and Local Government (excl. public safety) - Manufacturing (non-union)



Scheduling Products

Standard Scheduling



- Simple, pre-determined schedule
- Employees are assigned to a schedule template which identifies the days per week and hours or start and end times per day.
- Schedule template can be assigned to an employee with effective dates.
- Schedule templates can include labour distribution fields (i.e. cost centres, locations, etc.) and non-worked time (i.e. days off, on call shifts, etc.)
- Multiple schedule templates can be linked together to create a rotation pattern.
- Does NOT consider availability, qualifications, or unfilled shifts.

Job Scheduling



- Automatically creates a schedule at the click of a button
- Fills shifts based on the customer-defined constraints (rules) and preferences. There is no limit as to the number of rule sets that can be created.
- Schedules are hidden from employee view until it is 'Published'
- Supports different views: detailed, daily, weekly, 2-weeks, and 4-weekly.
- Supports supplemental fields such as Event or Work Order on a shift
- Unfilled shifts are displayed on the schedule.
- Includes more advanced features such as employee defined availability, shift swaps, and callouts.

Demand Scheduling



- Automatically creates a schedule at the click of a button
- Fills shifts based on the customer-defined constraints (rules) and preferences; however, rules are limited compared to Advanced Scheduler.
- Can forecast labour demand down to 15-minute increments per day per task (position) based on a business driver (i.e. sales, transactions, traffic, etc.) Each driver can have their own labour standard.
- Provides a graph indicating if enough employees are scheduled to meet the business demand.
- Can calculate the cost of a schedule which can then be displayed on screen and compared against budgets.

Pattern Scheduling



- Easily set-up and include activities to be performed and/or breaks throughout each shift
- Modern, mobile first and responsive user experience that enables users to view and dynamically adjust schedules with ease
- Easily set-up and assign non-7-day rotation patterns
- Schedules are not visible to employees until they are published
- Supports employee-led shift swaps with manager approval



Our scheduling options

Coleen **Abel**
Manager

Schedule Editor

Edit Schedule actions 

Publish

No updates in view 

Company

< 14/11/2022 - 20/11/2022 >

Mon, 14/11

Tue, 15/11

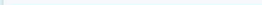
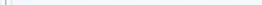
● Wed, 16/11

Thu, 17/11

Fri, 18/11

Sat, 19/11

Sun, 20/11

Company		Corporate		Global		North		Site 1		Dept. 1A		Unassigned (0)		Stats	
	Betts, Wilton Total hours: 40h	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 									
	Bloom, Lanny Total hours: 40h	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 									
	Carmichael, Janine Total hours: 40h	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 									
	Coates, Van Total hours: 40h	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 									
	Doss, Margarita Total hours: 40h	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 									
	Leal, Mary Total hours: 40h	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 									
	Marino, Frances Total hours: 40h	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 									
	Rodrigues, Chelsea Total hours: 40h	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 									
	Wolf, Tad Total hours: 40h	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 	08:00 - 16:00 8h 									

Job Scheduling

Kyle Dillard
Manager

January 2023																						
Employee	1 Sun	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat	8 Sun	9 Mon	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat	15 Sun	16 Mon	17 Tue	18 Wed	19 Thu	20 Fri	21 Sat	22 Sun
Acevedo, Cherie		OPERA 10:00	OPERA 10:00	OPERA 10:00	OPERA 10:00	OPERA 10:00			OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00		OPERA 06:00	OPERA 06:00			OPERA 06:00		
Albert, Billie		OPERA 10:00	OPERA 10:00	OPERA 10:00	OPERA 10:00	OPERA 10:00			OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00			OPERA 06:00	OPERA 06:00	OPERA 06:00	OPERA 06:00	OPERA 06:00		
Alford, Hilda		OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00			OPERA 06:00	OPERA 06:00	OPERA 06:00	OPERA 06:00	OPERA 06:00			OPERA 10:00	OPERA 10:00	OPERA 10:00	OPERA 10:00	OPERA 10:00		
Baird, Lauren		OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00			OPERA 06:00	OPERA 06:00	OPERA 06:00	OPERA 06:00	OPERA 06:00			OPERA 10:00	OPERA 10:00	OPERA 10:00	OPERA 10:00	OPERA 10:00		
Barrera, August		OPERA 10:00	OPERA 10:00	OPERA 10:00	OPERA 10:00	OPERA 10:00			OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00			OPERA 06:00	OPERA 06:00	OPERA 06:00	OPERA 06:00	OPERA 06:00		
Battle, Jeannette		OPERA 06:00	OPERA 06:00	OPERA 06:00	OPERA 06:00	OPERA 06:00			OPERA 10:00	OPERA 10:00	OPERA 10:00	OPERA 10:00	OPERA 10:00			OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00		
Bright, Rudy		OPERA 06:00	OPERA 06:00	OPERA 06:00	OPERA 06:00	OPERA 06:00			OPERA 10:00	OPERA 10:00	OPERA 10:00	OPERA 10:00	OPERA 10:00			OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00		
Clemons, Lee		OPERA 06:00	OPERA 06:00	OPERA 06:00	OPERA 06:00	OPERA 06:00			OPERA 10:00	OPERA 10:00	OPERA 10:00	OPERA 10:00	OPERA 10:00			OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00		
Cleveland, Monte		OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00	OPERA 02:00			OPERA 06:00	OPERA 06:00	OPERA 06:00	OPERA 06:00	OPERA 06:00			OPERA 10:00	OPERA 10:00	OPERA 10:00	OPERA 10:00	OPERA 10:00		
Totals		40	40	40	40	40			40	40	40	40	40	1		40	40	39	39	40		

Kyle Dillard
Manager

Kyle Dillard
Manager

Modify Schedule

DETAIL

DAY

WEEK

TWO WEEKS

FOUR WEEKS

MODEL

EMPLOYEE

Location 203

Q

 POST AUTO SCHEDULEThu 05/05 - Wed 06/01 

Filter Values



- Use Default Constraints:

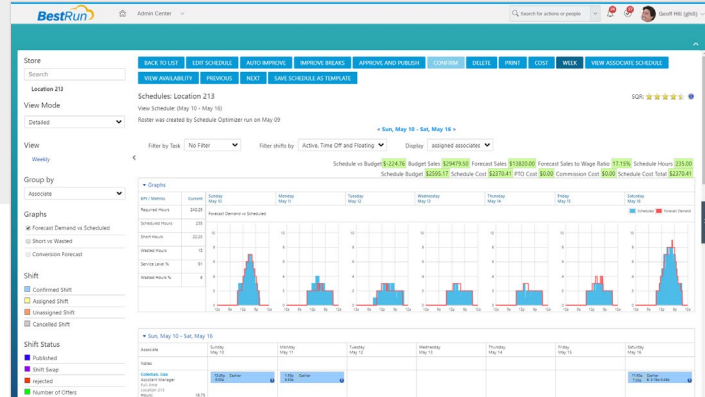
 **VALIDATE ALL**

[illegible]

SAP Workforce Forecasting and Scheduling by WorkForce Software



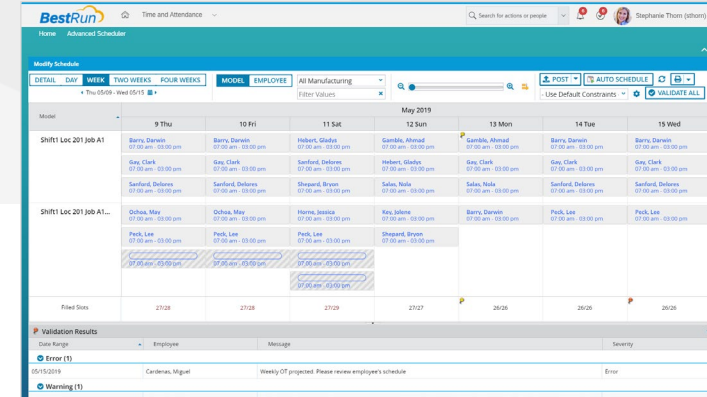
Forecasting and Optimization



- Import historic data from key business systems such as sales, traffic, and transactions
- Create workforce demand in 15-minute increments
- Create fully optimized schedules, aligning them to important KPIs, such as budgets and service level
- Ensure compliance with working rules



Advanced Scheduling



- Qualification based scheduling ensures training and certification requirements are met
- Configurable work hour limits and rest periods ensure workers are not at risk of fatigue
- Minimum and maximum capacity requirements for each facility, department, or product line help to maximize productivity



Demand Scheduling

Joe Bell **Jbell**
Manager

Schedules: Store 211

View Schedule: (January 24 - January 30)

Schedule was not created from a template

SQR: ★★★★★ ⓘ

< Sun, Jan 24 - Sat, Jan 30 >

Filter by Task

No Filter

 Filter shifts by

Active, Time Off and Floating

 Display

assigned associates

Schedule vs Budget

-\$390.76

 Budget Sales

\$38846.00

 Forecast Sales

\$22497.00

 Sales Per Labour Hour

\$83.01

 Forecast Sales to Wage Ratio

15.41%

 Schedule Hours

271.00

Schedule Budget

\$3564.72

 Schedule Cost

\$3173.96

 PTO Cost

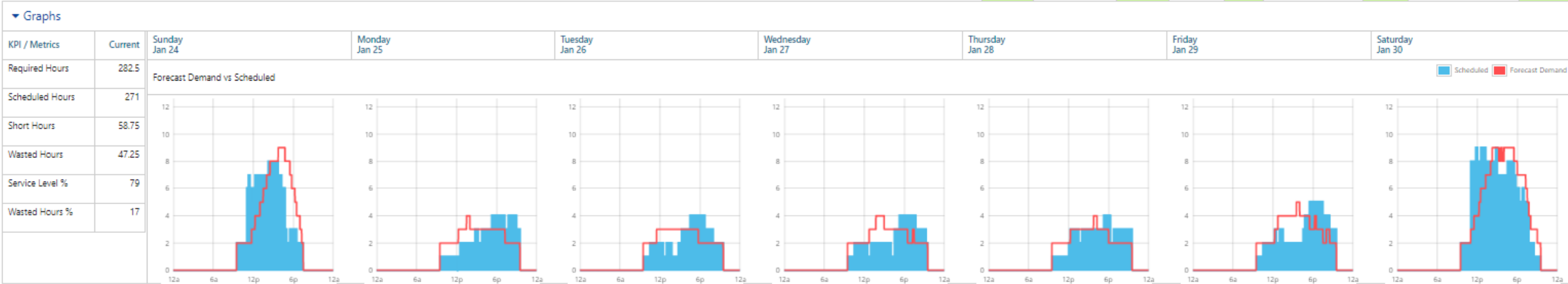
\$78.00

 Commission Cost

\$292.44

 Schedule Cost Total

\$3544.40



▼ Sun, Jan 24 - Sat, Jan 30

Associate	Sunday Jan 24	Monday Jan 25	Tuesday Jan 26	Wednesday Jan 27	Thursday Jan 28	Friday Jan 29	Saturday Jan 30
Notes							
Marshall, Stephen Assistant Manager Full-time Store 211 Hours: 41.00 Total Hours: 41.00 Cost: \$577.75 PTO Cost: \$0.00 Schedule Cost Total: \$577.75	9:30a 7:30p MANAGEMENT B: 11:30a-12:00p	9:30a 5:15p MANAGEMENT B: 12:00p-12:30p			11:30a 6:15p MANAGEMENT B: 1:30p-2:00p	10:30a 9:30p MANAGEMENT B: 12:30p-1:00p	9:30a 7:00p MANAGEMENT B: 1:15p-1:45p
Franklin, James Sales Associate Part-time Store 211 Hours: 27.50 Total Hours: 27.50 / 29 Cost: \$77.50 PTO Cost: \$8.00 Schedule Cost Total: \$85.50	11:00a 4:15p SALES ASSISTANT	5:00p 9:30p SALES ASSISTANT	4:15p 9:30p SALES ASSISTANT		9:30a 4:45p SALES ASSISTANT B: 11:30a-12:00p	9:00a 5:00p SALES ASSISTANT * Vacation 9:00am - 5:00pm	11:00a 4:45p SALES ASSISTANT

A stage with a wooden floor and walls, illuminated by spotlights. The word "Demo" is written in the center in a white, sans-serif font. The background is a warm, reddish-brown color, and the floor is made of wooden planks. There are several spotlights on the ceiling and floor, creating a dramatic effect.

Demo

Spørsmål?



Kontaktinformasjon

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