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## Mitrefinch Self Service Tools

### **Empower employees and supervisors**

To support today's flexible work practices such as job-sharing, flex-time, and remote working, Mitrefinch Self Service Tools enable employees to manage their own time and attendance information on their PC, mobile device or notebook.

Supervisors can also monitor and track employee activity and automate time-intensive administrative tasks remotely. The time saved can be allocated to high-level strategic issues that make a real difference to your organization's bottom line.

### **Employee-specific functionality**

With Self Service tools employees can now conduct a range of activities that would previously have meant contacting their supervisor or HR.

With access to the net they can now check their leave entitlements and book vacations, view their weekly shift planner, apply for 'Shift Swaps' and request changes to their work records based on actual hours worked.

The Availability to Work feature also allows staff to highlight shifts that they are available to work outside their normal working week. This is particularly useful for organizations with casual and part-time employees.

### **Supervisor-specific functionality**

Self Service tools provide supervisors with access to real-time employee attendance data enabling them to monitor clocking and job information, flexi-time balances, entitlements, absence stats and planned leave.

Once an employee has submitted a request the system informs their manager or supervisor via an automated email alert, enabling them to approve or decline the request accordingly.

Messaging functionality allows supervisors to send messages to staff, groups or individual employees. They can then view responses and take necessary action such as scheduling an employee to work an offered shift.