mitrefinch

Intelligent Workforce Management

TIME IS MONEY

In the field, on the shop floor or in the warehouse, Mitrefinch are the leaders in technological innovations that keep track of your most valuable resource - your people

INTELLIGENT WORKFORCE MANAGEMENT

Get the **right** people, with the **right** skills,
in the **right** place, at the **right** time

In today's challenging business environment, organizations are faced with the difficult task of cutting costs while remaining competitive.

Staying on top requires real expertise, a willingness to be flexible, and constant innovation.

Mitrefinch offers a cost-effective route to bigger profits through better business efficiency. Mitrefinch solutions are fully customised to accommodate the working patterns and work rules of your business, supporting flexi-time and shift work across multiple sites and pay centres.

Mitrefinch TMS will save you vital management time and reduce administration costs - giving your business a razor sharp competitive edge.

Overall, Mitrefinch solutions enable businesses to manage and deploy staff more efficiently and in doing so reduce costs, increase productivity and gain greater operational control.

**Deploy resources more effectively
and gain greater operational control.**

ABOUT MITREFINCH

Mitrefinch specialise in the development of intelligent Workforce Management and Time and Attendance solutions.

Our solutions enable organisations to better measure, analyse and manage employees' working time, and deploy human resources more effectively.

Used by over 4,000 organisations around the world, and across a broad range of industries, our clients are benefiting from improved payroll accuracy, reduced payroll costs, more efficient payroll administration, superior planning and control of employee schedules and jobs, as well as accurate on-site reporting for Workplace Health & Safety requirements.

As well as Sydney and Melbourne, Mitrefinch also have offices in the UK, Ireland, Canada, the US, Singapore and New Zealand.

Time and Attendance

Mobile Workforce Management

Biometric Time and Attendance

Rostering

Labour Costing

Absence Management

Employee Self-Service

HR Management

Work Health and Safety

**We manufacture all our own
hardware and develop our own
software – so we can provide
support on everything you
might need.**

TIME AND ATTENDANCE

Managing your workforce in an efficient, fast and smart way can significantly improve your business in terms of profit and productivity.

One way to ensure you're getting the most from your staff - and to discover better ways to manage your team's working hours - is to integrate an employee time and attendance system into your business.

As well as monitoring employees' working times, an employee time and attendance system collects attendance information which you can analyse to find better ways to increase productivity - not to mention, reducing administration costs and time.

Here at Mitrefinch, we understand the importance of simplified and automated time and attendance software. As the pioneers of computerised clocking-in systems during the 1980s, we have been designing and developing intelligent workforce management solutions for over 30 years.

Today, our time management system (TMS) is used by some of the world's leading organisations, across a wide range of industries; including manufacturing, transport, retail, health and service centres.

DATA CAPTURE TO SUIT EVERY ORGANISATION

Just as every business is different, so too are an organisation's time and attendance needs.

At Mitrefinch, we acknowledge this and work with you to create a solution that works well for the specific needs of your business.

For instance, employee data can be collected from a number of different systems. Swipe cards and computer-based log-ins are common options, while more advanced technologies such as mobile phones, PDAs and biometric technology can also be utilised.

Mitrefinch time and attendance software (TMS) is fully customisable and offers a wide range of functions and reports, ensuring that it operates they way you need it to. This includes, dealing with various awards and work rules, different currencies, checking payroll, planning future work and running "what if" scenarios.

BIOMETRIC TIME AND ATTENDANCE

Biometric time and attendance systems work by measuring features of the body that are unique to each person, and thus offer greater accuracy in attendance tracking and access control.

Mitrefinch utilise award-winning Lumidigm multi-spectral imaging technology in all biometric time and attendance terminals. Lumidigm is able to collect and process biometric images in a manner that makes fingerprint authentication and identification more robust, more inclusive and more reliable than other fingerprint sensors, which are vulnerable to a variety of conditions including the presence of topical contaminants, moisture, and bright ambient light.

Mitrefinch can incorporate a range of biometric devices into your time and attendance system. These can be used as the sole means of registering attendance, or to verify identity in combination with a swipe or fob card which must be used to gain access to pre-approved areas.

Discover how biometrics can improve your time and attendance system.

Simply stated, our sensors work where other technologies fail.

"With the size of our payroll doubling to about 700 employees across more than 50 locations since the introduction of Mitrefinch TMS we are pleased to say that the product and the Mitrefinch team have been more than capable of managing this growth.."

**Human Resources Manager,
Ted's Camera Stores**

LABOUR COSTING

The ability to accurately manage performance and cost jobs is an extremely valuable strategic asset, allowing you to measure the capacity and efficiency of departments and employees, and make swift decisions on production priorities. Cost control is even more important where project teams operate across multiple contracts and sites, costed and payable at hourly rates.

Our powerful Labour Costing system allows you to plan daily and weekly tasks across multiple cost centres, compare planned tasks and budgets with those already achieved, and track projects by hours, quantity, or cost.

"We have significantly more cost control over our projects – with the ability to monitor and forecast what those costs will be."

**General Manager,
WA – Programmed Integrated Workforce**

desktop   laptop   mobile   tablet

**Allocate employee time
to specific jobs or projects.**

MOBILE WORKFORCE MANAGEMENT

Is your organisation ready to take advantage of mobile working? Mitrefinch's mobile workforce management applications developed for Smartphones (iPhone, Blackberry and Android), iPads/tablets, notebooks and the latest devices improve workplace productivity by making it easier for supervisors and employees to complete a wide range of work related and administrative tasks from any location, at any time.

By utilising the mobile devices they are already familiar with, employees can clock on or off specific jobs from remote work sites, view appointments, projects schedules and review their work information on the spot. While supervisors and managers can monitor real time operations and on-site records.

To support today's flexible working practices such as job sharing, flexi-time, and remote offices, Mitrefinch's time and attendance software and HR systems are available with web functionality, allowing your organisation to monitor the time and attendance of all employees, and automate time-intensive administrative tasks.

EMPLOYEE SELF-SERVICE

Empower your employees by allowing them to view their own Time and Attendance information. Employees can view messages, request work changes, check attendance, request leave and more.

Our web based Workforce Management Solutions and Employee Self Service functionality are available as fully integrated solutions or as separate modules.

EMPLOYEE SELF SERVICE BENEFITS

Take advantage of flexible working practices such as mobile working, work from home and flexi-time.

Staff can clock in/out of tasks, appointments and projects via desktop PCs, laptops, iPads/notebooks and the latest communications devices anytime, anywhere.

Manage multiple sites and remote staff with ease.

ABSENCE MANAGEMENT

Employee absence has a direct impact on the profitability of your business – both in terms of paying staff who are absent and hiring temporary staff, and also through reduced productivity.

Here at Mitrefinch, we understand the importance of effective workforce management and our time management systems (TMS) - have been designed to simplify these tasks.

Our employee absence management software has been designed to help monitor absenteeism and determine the impact that employee attendance has on your bottom line.

Although a sick day here and there may not seem like much to an employee, the disruption that this generates can be widespread.

Cover will need to be found for the shift, which could mean bringing in other team members who had previously had the day off.

Temporary staff may be hired which means much higher pay rates - and these individuals will often require some level of training in order to carry out the work.

In addition, the time spent by members of management or HR in dealing with scheduling changes could better be used in other ways.

"Mitrefinch TMS easily accommodates all our award and workplace agreements across four businesses for over 650 factory employees."

**Payroll Manager,
EGR Group**

"The reporting function allows us to monitor anomalies, absences and sickness, and the ability to email these reports is extremely useful."

**Payroll Supervisor,
The Wrigley Company**

ROSTERING

Rostering and managing the contracted hours of staff in a cost-effective and fully-compliant fashion can be a complicated and time-consuming task, especially if you operate a flexi-time policy.
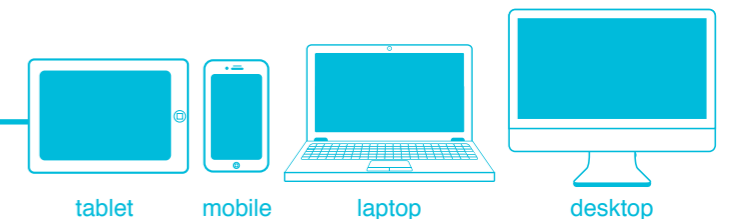
Mitrefinch's time and attendance software, TMS, automates this workforce management task for you - keeping your operating costs as low as possible, ensuring that the right staff are on hand to serve your customers, and that you are in compliance with employee legislation and health and safety requirements. Secure in the knowledge that all this is taken care of, you can concentrate on the strategic and operational running of your business.

TMS allows you to roster staff to fixed and flexible shifts according to predefined budgets. Any subsequent roster changes will trigger a notification if the shift is in danger of exceeding budget. Because staff can be assigned to shifts according to necessary skills/training, and contracted hours, the risk of error or non-compliance is removed.

TMS is fully-adaptable to your workforce management requirements: you can schedule staff numbers to mirror forecasted customer numbers over a given period, or 'on-the-fly' to meet emergency requirements.

"Their experienced staff were able to assess our requirements and then incorporate changes into the software that we so desperately needed. Not many software companies are as personal nor capable of modifying their product as quickly as Mitrefinch."

**Infrastructure Support Manager,
Macquarie University, Campus Experience**

tablet   mobile   laptop   desktop

HR FUNCTIONALITY

With Mitrefinch's HR Manager Functionality all your employee data, files and correspondence are centrally stored, making the filing and retrieving of vital information quick and easy to manage. The stored information can be used to run reports on past and present data, such as training and development requirements.

Greatly reduce time spent on data-input, filling out forms, and dealing with employee queries. Your employees can view their annual leave entitlements and requests for leave can be approved or queried automatically. Employee reviews and recruitment processes can be monitored and recorded on the system.

Mitrefinch Time and Attendance is a user-friendly and affordable system that will save you time and money and ensure you comply with all relevant employee legislation.

"We have found Mitrefinch to be excellent value for money and their support is extremely responsive."

HR Manager,
Capilano Honey Limited

WORKPLACE HEALTH AND SAFETY

Track the real-time whereabouts of employees in the event of emergency, significantly increasing the safety of staff, visitors and customers by keeping an accurate record of people on-site or in the building. This ensures you are in compliance with Health and Safety regulations, and can also reduce your insurance premiums. The real-time mustering and zone registration reports save time for Emergency Services attending any incident, and eliminates the likelihood of taking needless risks to rescue people who may already be safe and sound.

FATIGUE MANAGEMENT

An automated Time and Attendance System can assist you in implementing an effective Fatigue Management plan, by monitoring employee time and attendance data, carefully planning rosters and work schedules, automating alerts and warnings, and, in the event of an accident, providing a complete auditable trail of compliance.

Immediate access to data regarding who is on-site in an emergency.

"Mitrefinch TMS has greatly reduced the time needed to process payroll across our 45 sites. It has also improved the accuracy of our clock cards and eliminated overpayments."

Technical Development Support Officer, TNT Express

"I would certainly recommend Mitrefinch TMS to other organisations. Their 'can do' approach is supported by the delivery of systems that work consistently as we require. The flexibility and reliability of Mitrefinch and their solutions put them ahead of other system suppliers and were some of the main reasons for their selection as preferred supplier to Aer Lingus."

Helping you manage your most valuable resource - **your people.**

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