



Knovada Work Scheduling System

Effective and efficient human resource work scheduling



Call today or visit our web site at www.knovada.com and learn just how fast your applications can be online (866) 890-3121

Knovada Payroll and Work Scheduling



Online Work Scheduling Module

With the Knovada Payroll and Work Scheduling System the system administrator can maintain employee accruals, holidays, payroll dates, work shifts, employee payroll deductions, per diem, employee banking information, payroll deposit information, hiring forms and various payroll related forms. The employee payroll information can be integrated with your accounting system. The employee view their work schedule and fill out work requests over the web. Once the work request is submitted the system will automatically create a workflow process if necessary. This rules based system allows you to ensure that the proper routing of each request occurs. The system will also track the progress of a request and if some fails to respond in a predetermined amount of time an email can be sent to the request originator notifying them of the delay. Each individual required in the signature process can give a reply status of accept or decline to the request along with adding comments for further explanation. The integrated signature process will determine the next individual to be email in the signature process based upon the reply status. Once the work request is completed, the request originator is notified and allowed to review the request signature process history and the request status is automatically updated. Managers or supervisors can fill out work scheduling information for their direct reports. The work schedule is displayed in an easy to read calendar format with pending requests displayed in blue and red requests displayed in red. The Knovada Work Scheduling System allows you to limit the types of work requests an employee can enter without requiring management approval. The database driven system allows for the ability to customize the levels of security and the functionality available at each level.

Knovada Hosting & Integration Services

Website Programming and Customization – Knovada will work with you to integrate our systems with your existing website or create a custom web presence from the ground up.

Rapid application development – Module and tool-based programming framework speeds the development and launch of our applications for fastest time to market.

Scalable database format – Our systems are designed in a copyrighted database format to easily grow as your needs grow.

Application Hosting – Knovada can host our applications for you at our remote data center for fast and cost-effective integration.

Application Management – Knovada engineers will customize, tune, and size your database applications, plus provide ongoing maintenance services to ensure consistent performance and uninterrupted availability.

Security Services – Knovada provides a complete security solution to preserve your data and reduce the risk of unauthorized access to our systems; services include virus scanning and protection plus data backup and recovery.

Knovada Payroll and Work Scheduling System Capabilities

Maintains the following information for each of the employees:

Accrual levels for each of the company designated leave categories.

Past, present and future company approved holidays.

Past, present and future payroll dates.

Payroll shifts and standard start and end shift times.

Employee payroll deductions information.

Banking information and employee bank account information.

Employee electronic payroll payment options and amounts to be deposited in each designated account.

Employee per diem information.

Employee hiring and company policy forms,

Employee banking information for integration with your company's accounting system.

- Display and monitor employees work schedule over the web or internal network.
- Centralizes work scheduling management for improved efficiency.
- Create a proactive work scheduling environment.
- Provides for audit trails to track both work requests submitted by employees and management's response to such requests.
- Employees can enter and track their work requests up to one year in advance.
- The system uses email for notifications to manage the submission and management action to work requests; thereby eliminating the manual effort involved in managing the flow work requests and management action.
- System has an automated work request process flow system to reduce the need for human intervention.
- Reduces work request oversights that lead to employee frustration.
- The system provides an auditable work history for each employee.
- Integrates with your current web site to preserve branding and ease of use for applicants.