



NAME: John XXIII College

INDUSTRY: Residential Accommodation (University Students)

WEBSITE: <http://johnxxiii.anu.edu.au>

VITAL STATS:

- Key mission: providing world class student accommodation for Australian National University (ANU) students.
- Currently 34+ staff all located at site.
- Head Office (administration area) located on site with 9 staff.
- Other Staffing areas include: Catering, Tavern & Maintenance.

Summary

Streamlining their workforce management with easyEMPLOYER has allowed John XXIII College to change the way they manage their staff.

Moving from staff management that involved mostly manual handling of tasks to an automated system with little need for manual intervention has enabled them to achieve considerable time savings including shaving 80% off their payroll processing time.

easyEMPLOYER has also enabled more sophisticated communications across the organisation, increased visibility of their workforce and associated labour costs, and enabled greater co-ordination across their departments.

Key Issues

- Time consuming manual process for creating and managing rosters.
- Considerable overhead managing staff availability through emails and post it notes and difficulty manually applying availability when creating rosters.
- Unable to 100% accurately track working times of staff - leading to known and unknown time creep with shifts and approved leave.
- Time consuming process to track down staff generated paper timesheets each week.
- Unable to track staff performance and quickly reference reports on staff attendance for performance reviews / pay negotiations.
- Laborious payroll processing with potential for error causing additional resolution overheads.
- Unable to have 100% visibility and understanding of labour costs or budget requirements across departments within the organisation.

Solutions

- **Staff managed availability / leave with an approval system** for departmental supervisors and administration head office.
- **Streamlined roster solution** to enable departmental supervisors to maintain their own rosters.
- **Automatic communication systems** that have streamlined communication between staff & department supervisors / managers. Shifts, swaps and changes all communicated to staff via email / SMS.



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- **Biometric 'self-service kiosks'** for accurate staff clocking, checking shifts, viewing notices.
- **Automatic synchronisation of staff shift times with online timesheets**, preventing the need to chase down paper timesheets each week.
- **Customised business rules system** to enforce budgets throughout the system.
- **Real time access to clocked times and attendance levels**, accessible from any device with an internet connection (i.e. at work, at home, head office, on the run).
- **Award management system** for easy management of relevant industry awards coupled with a redefinition of payroll categories to significantly improve payroll process efficiency.
- **Timesheet approval system** including exception handling for departmental supervisors and managers.
- **Timesheet processing system** for automatic application of relevant awards to fortnightly timesheets to generate payroll totals for all staff.
- **Automated payroll solution** for instant transfer of data from easyEMPLOYER to MYOB for payroll processing.
- **Accurate labour cost and attendance reporting** for departmental supervisors, managers and the administration head office.
- **Centralised multi-site management system** to access all departments within the organisation from a single online interface with one user account, accessible from anywhere with an Internet connection.

Outcomes

Time savings:

- Considerable time savings (up to 10 hours per week) for admin office staff when managing availability / leave, creating and maintaining rosters and authorising and approving timesheets and leave.
- Significant time saving for payroll processing – currently estimated at around 80% of total time spent processing payroll.

\$\$\$ savings:

- Eliminated large amounts of paper required for rosters, timesheets, leave requests and payroll.
- An estimated financial savings is hard to determine but easyEMPLOYER has eliminated excess wages paid for staff time on extended paid breaks, unpaid lunches, late starts, unauthorised late finishes, countless hours of supervisors checking paper timesheets against roster, data entry errors resulting in multiple changes, additional pays to correct payroll errors and up to 10 hours a fortnight spent doing solely payroll items. The time saved now allows the Business Manager & Finance Officer to focus on other duties. End result: money saved, time saved, resources saved – all of substantial monetary savings.
- Return on Investment (ROI) within 6months.

Eliminating errors:

- Increased accuracy across all areas of staff administration.
- Eliminated the potential for human error with manual processes and data entry into payroll system (timesheets, new employees, pay rates).

Gaining visibility & control:

- Increased accountability as staff working times are automatically recorded and reflected in timesheets.



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- Departmental supervisor are given more information when making staff management decisions (rostering more staff, approving additional shift times, etc) reducing the management overhead for administrative staff.
- Detailed labour cost and attendance reporting across the organisation.
- Gained control of their staff management processes and now have peace of mind knowing things are being done effectively.

Client Feedback

“HRMWEB has streamlined the way we manage our workforce and it has saved us time, money and effort which can now be focused towards providing an excellent accommodation experience for our students.

HRMWEB put easyEMPLOYER into our organisation to assist us with managing our staff - it was delivered on time, on budget and with minimal impact on our daily operations. HRMWEB made the change easy with excellent support, training and understanding. Support is always just an E-Mail or phone call away – quick and friendly!

easyEMPLOYER has helped us deal with all the administrative tasks associated with managing our staff from rostering, performance reviews all the way to payroll. Rostering, time collection and management of timesheets has all been made quicker and easier for us. We no longer have wasted resources such as paper, time including double handling of documents.

Payroll is no longer a burden with automatic transfer of hours worked and pay rates into MYOB. easyEMPLOYER has also made it easier to maintain pay conditions when requiring award transitional updates. The accuracy not only ensures that our Staff are being paid correctly but provides the upmost confidence of our external auditors that our payroll obligations are being met to a high standard. Additionally, HRMWEB even assisted us to redefine our payroll categories which significantly improved the efficiency of our payroll processing.

easyEMPLOYER provides us with wage forecasting, budget controls, leave tracking and business rules that all work to control our labour costs and this has resulted in significant money savings across our organisation. That’s crucial in our industry where we have to balance tight budgets against providing world class accommodation for our students. The system also keeps staff up to date with who is on leave within the organisation and the printed timesheets for quick reference have received positive feedback with their clear, easy understanding format/layout.

We are really happy with the service provided by HRMWEB and the benefits provided by their easyEMPLOYER solution. We recommend that businesses wanting to save time and money as well as make staff admin easier and keep their staff happy get in touch with HRMWEB.”

Alicia Jeffrey
Business Manager / Bursar
John XXIII College



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