



ROSTERING SYSTEM FOR BPOS

ORGANIZE AND STREAMLINE SHIFT SCHEDULING
REDUCE TIME ON REPETITIVE MANUAL WORK



Reduce the time you take to arrange shift work by up to 80%

The SilverStar rostering software program is made for the creation of shifts for employees. This system is web based so you do not need to install any software to use it.

The SilverStar Rostering System allows you to

- Know exactly who is available for a shift at the required time
- Have a simple way of knowing that all shifts have been allocated
- Know the times and costs for rates that apply at different times of the week or special days of the year
- Send roster of shift details to workers by email or SMS

Some Key SilverStar Rostering Benefits

- Unlimited entries
- Accidental double allocation of workers cannot occur
- Rates may be related to each shift position that break up the times and costs in an itemized list
- Shift times that have not yet been allocated to workers are clearly visible
- Shifts can be specified and color coded
- Employees may work in multiple locations and multiple shifts in one day
- Accumulated hours of time between two dates may be displayed and exported to an accounting package
- Workers can allocate themselves to shifts or view only their shifts online if allowed by the administrator
- Total shift times are based on administrator verification of time actually worked
- A break within a shift is allowed for
- The location where a shift is worked may have an allowance of time set for a period of days
- Copying of groups of shifts to future times
- Emailing of shifts
- Send SMS's of shifts to workers mobile phones.
- A worker cannot be allocated to a shift such as time before/after a shift or recurring times when a worker is not available, eg, weekends, day/evening.
- A worker allocated to a shift cannot be allocated to a second simultaneous shift.
- All this data is stored in a secure database that can be easily backed up.