

## Time & Attendance and Self-Service *via Web*

Celayix Web Xpress automates frequent manager-employee related processes and interactions. Routine tasks such as forwarding schedules, confirming shifts, submitting time sheets, specifying availability and requesting time off are all managed over the Internet through Web Xpress.

***Schedule Publishing.*** Once schedules have been prepared and finalized, Schedule Publishing automates the distribution process by allowing employees to view their schedules over the Internet.

***Work Confirmations.*** Work Confirmations allow employees to accept or decline assignments so that unfilled shifts can be easily identified. Schedulers can then focus on filling declined shifts rather than spending unproductive cycles on shifts that don't require attention.

***Availability and Time Off Requests.*** Employees simply submit their availability and time-off requests allowing schedulers to quickly assign available staff to open shifts.

***Electronic Timesheets.*** Employee timesheets are completed online and submitted directly into Celayix Time and Attendance for easy payroll and bill processing.

### **BENEFITS:**

- No re-keying of timesheets for payroll and billing;
- Less time spent collecting availability and time off information;
- Less time spent answering employee questions and updating employee data;
- Faster scheduling and planning;
- Faster communication and distribution of schedules, files and information;
- Faster access to employee and company related information;
- More accurate payroll; and
- Shorter billing cycles.

***Contact us today for more information on how  
Celayix Web Xpress help your organization.***

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