



WORKFORCE MANAGEMENT

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AN PIONEERING AND REALISTIC TACTIC FOR WORKFORCE GOVERNANCE

Reach the benchmarks swiftly through staff productivity optimization

CONSTITUENTS



- **Absence/leave:** For taking time off the staff and HR coordinate effectively.
- **Scheduling:** WFM acts as a schedule designer especially for workers on hourly pay roll.
- **Payroll:** Streamline the earnings by storing all the financial data in a central place.
- **Benefits:** Minimize dependence on databases and multiple sources.
- **Time clocks:** Alleviate discrepancies through effective monitoring.
- **Onboarding tasks:** A single hub to manage onboarding activities.

PROVISIONS OF WFM



Forecasting:

In order to obtain success from workforce predictions should be carried out for long term, short and medium staffing needs. The schedules become ineffective while incorporating inaccurate forecasts. In order to assure the appropriate figure of manpower for a particular activity, firstly workout the correct figure. This figure mainly worked out by operations team.

Time management:

It is essential for the effective management of the workforce and should be flexible like working hours of employees. The practices related to validating and recording authentic hours worked by an employee is related to scheduling of the staff. Thus it is highly imperative that time management is in sync with other constituents.

Scheduling:

Main components for staff scheduling comprise of integration, automation and optimization. Scheduling of the staff is an intricate exercise requiring addressing of various contradictory objectives. The primary target of staff scheduling lies in creating schedules that satisfy contractual and legal needs considering qualifications of employees, availability and operational time preferences.

Monitoring:

The more promptly there is detection of deviations, the better it is for response. Monitoring on a real time basis symbolizes comparison of objectives with real information, thereby determining accuracy of forecasts.

Key Characteristics of Workforce Management are

1. Productivity Enhancement
2. Reduction in Errors
3. Cost Cutting
4. Elimination of Time Wastage
5. Enhancement of Analytical Functioning
6. Progress in Client Satisfaction



It is imperative that the companies adopt a mean and lean approach for edging out the competitors. This emphasizes on extracting the best with minimalist expenditures. Strategic management is the best approach for optimizing workforce and payroll for achieving profitability.