**Key Benefits**

Using the TRACCS Mobile Time and Attendance app offers 4 major benefits.

* Virtual elimination of the time consuming end of pay period timesheet validation and exception resolution.
* Better client management as a result of the ability to interact proactively with clients before issues escalate.
* For NDIA or similar claim in arrears funding or fee for service it offers a real and practical way of significantly boosting Agency cash flow
* Better worker management and visibility as result of real time access to worker job completions, start time and end times.

**Overview**

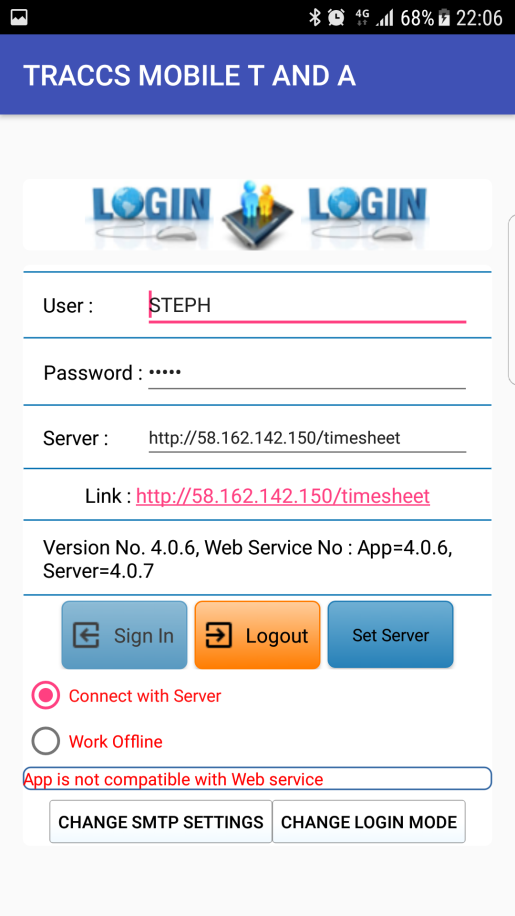
**TRACCS Mobile Time and Attendance** is an easy to use App for support workers operating in Aged Care and NDIS environments allowing.

* Notification to workers when rosters are published
* Viewing of workers daily diary for any published roster day including rostered hours per day and pay period and claimed kilometres per day or pay period
* Display of individual shift details including worker and client alerts, special instructions and shift specific task lists
* Display of worker alerts for any shift added, edited or deleted since the diary was published – with forced worker acknowledgement
* Real time recording of start and end of rostered shifts
* Forced worker acknowledgement of client alerts
* Checking off service specific task lists in real time
* Mapping of routes via google maps
* Recording of client OP Notes and Case Notes
* Recording of Worker Travel Claims
* Recording of Client and/or Staff incidents
* Recording of Worker Leave applications

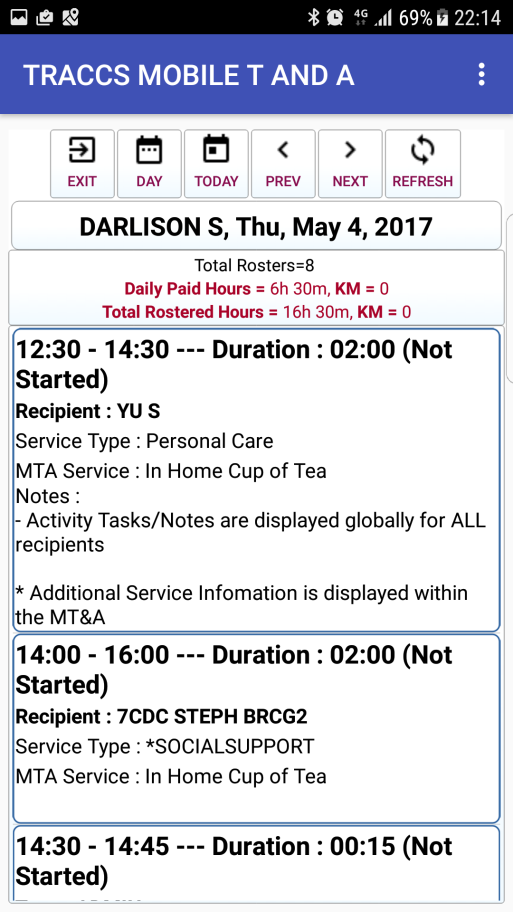
**Operation**

The app interacts in real time with the TRACCS database to allow rostering staff up to date information on what shifts have been started, not started and completed

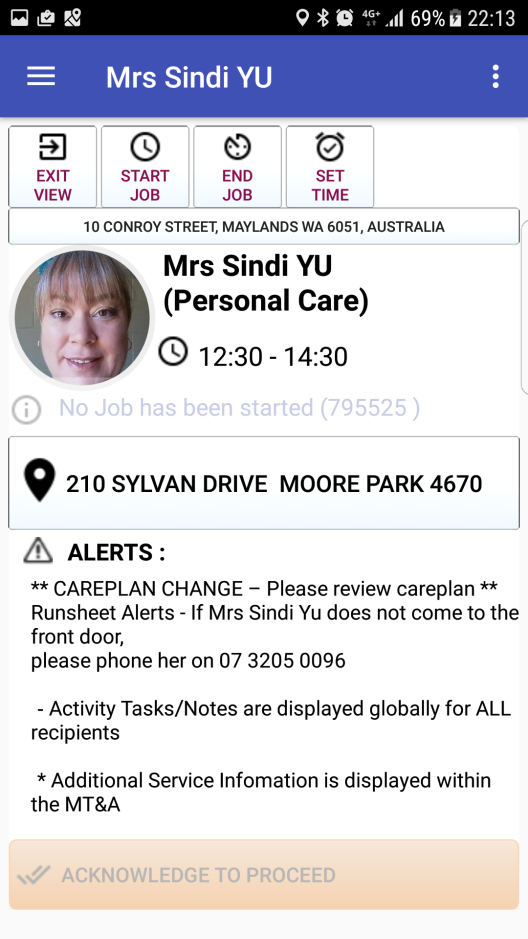
**APP LOGIN SCREEN**



**DAILY DIARY SCREEN**



**FORCED ALERT ACKNOWLEDGEMENT**



The app operates in both offline and online mode so if there is an internet black spot or internet outage – the worker can continue to use the app normally.

Start and end of services recorded by workers using the app are uploaded in real time to the TRACCS database and interacts with an automatic alerts system based on agency defined distribution lists and tolerances, allowing timely email notification to relevant stakeholders for any early start, late start, early finish, late finish, overstay, under stay or no show.

Because the completion of shifts is registered in real time – there is no longer any need for paper based rosters, lengthy end of pay period timesheet checking/validation or exception resolution. Essentially pays are approved daily on the day of or day after the completion of services recorded on the app.

The app also allows the agency to act in a proactive positive manner with clients in relation to workers who may be running late, as rostering staff are alerted to late starts immediately and

Rostering staff has the opportunity to interact proactively with the client – instead of having to deal with irate clients ringing to complain.

**ADDITIONAL FUNCTIONALITY**

Apart from the core time and attendance functionality – workers also have the ability to interact with the office in real time for a number of additional worker situations

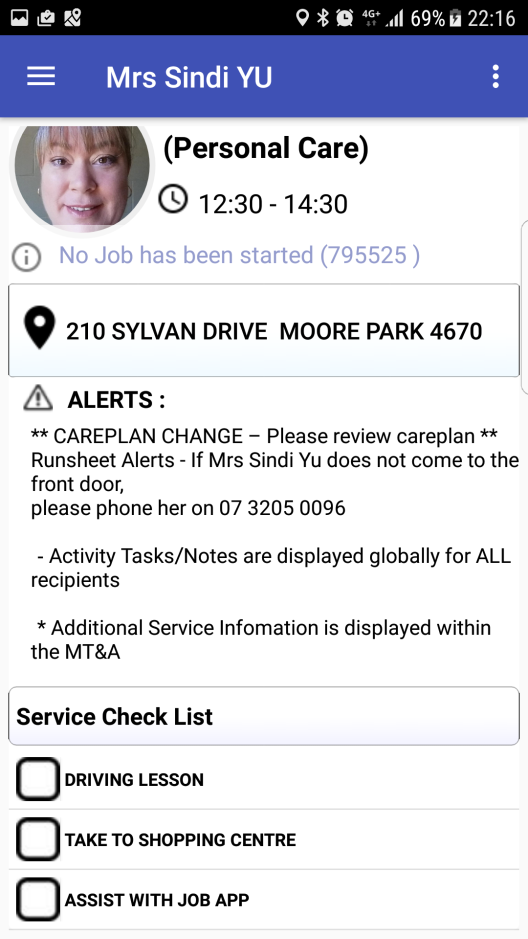
*Staff Kilometre Claims*

Workers have the ability if authorised to record any chargeable or non-chargeable kilometer claims which update the staff timesheet in real time.

*Additional shift information*

Workers have the ability if authorised to record a roster note which is recorded in the notes section of the rostered shift as additional information about the shift or any issues with the shift.

**TASK LIST FOR REAL TIME COMPLIANCE**



ADDITIONAL FUNCTIONALITY

*Client Notes*

Workers have the ability if authorised to record either a Case Note or OP Note against the client record. Any note recorded against the client record causes an email to be sent to the client’s case manager to let them know the worker has added a note and to review the note for completeness

*Image Upload*

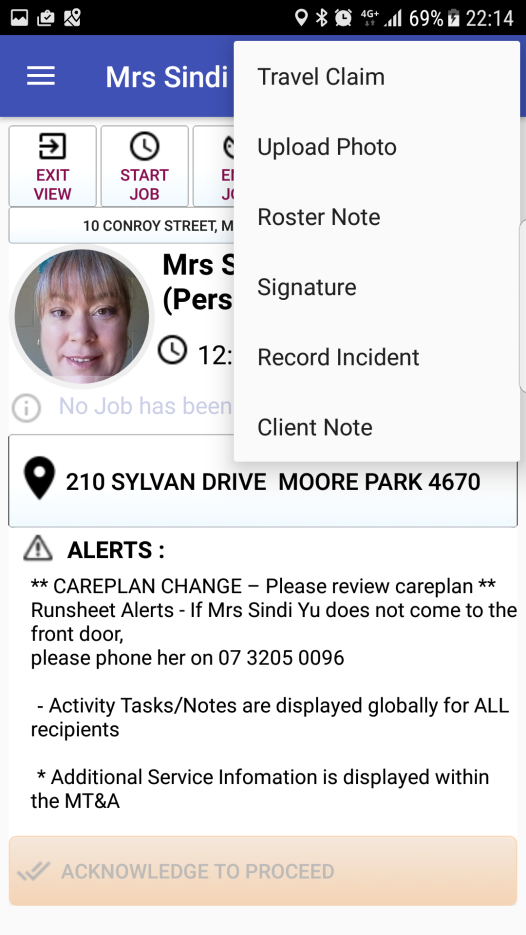
Where resources permit, if authorised, workers can upload photos of environments, wounds or other client relevant information. Photos are automatically attached to the client record in the documents tab of the client record

*Client/Staff Incidents*

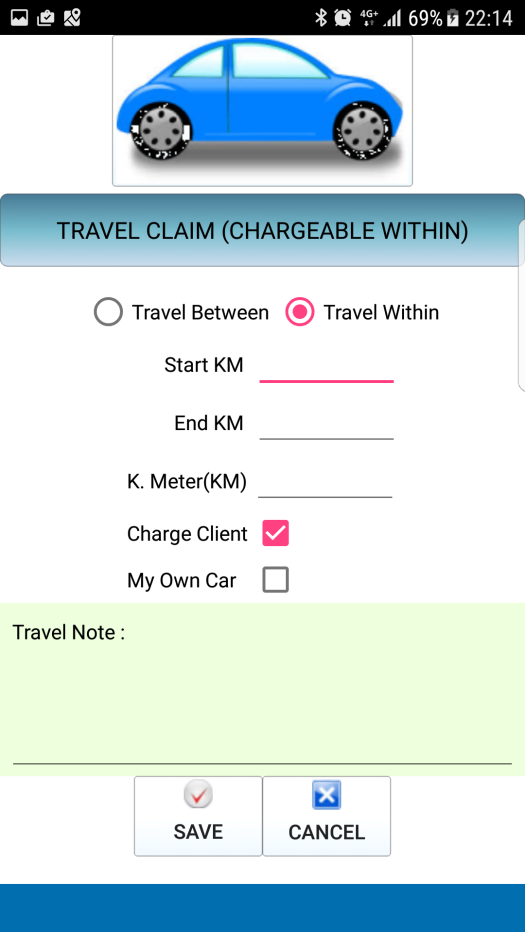
Workers have the ability, if authorised, to record incidents with or without client involvement. This will create an incident record in the TRACCS Incident management system either against the client record or staff record. Any incident recorded against the client or staff record causes an email to be sent to the client’s case manager or staff’s manager to let them know the worker has added an incident and to review the incident to finalise any necessary information.

*Staff Leave*

Workers have the ability if authorised to record leave applications. Any leave application recorded causes an email to be sent to the staff’s manager to let them know the worker has added a leave application and to review the application prior to approval.



STAFF KILOMETER CLAIMS



ROSTER/SHIFT NOTE

**Compliance**

The app allows for a number mechanisms for starting and ending shift with various levels of compliance. Workers can use

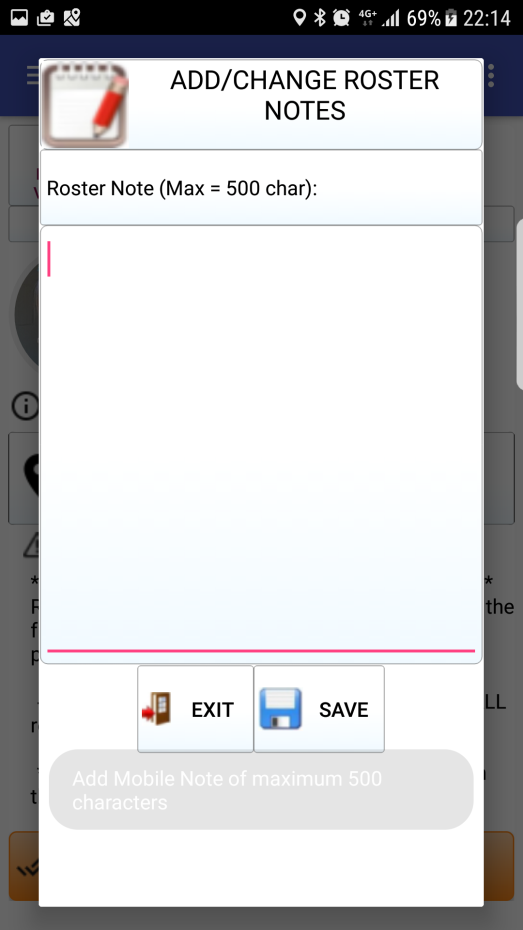
* Start/Finish buttons
* Pin Number
* QR Code
* Client Signature

Each of these logging modes can be paired with Geolocation to allow agencies to disable start/end shift functionality unless the worker is within a prescribed distance from the clients address (android 6.0 or ios9.0 or later )

A Full Time And Attendance audit report is provided highlighting discrepancies and worker non compliance

**Rostering Functionality**

A comprehensive Rostering Mobile Time and Attendance dashboard is provided to provide easy rostering workability for approvals and exception handling (please see the separate brochure outlining this functionality)



CLIENT NOTE INCIDENT RECORDING LEAVE APPLICATIONS

