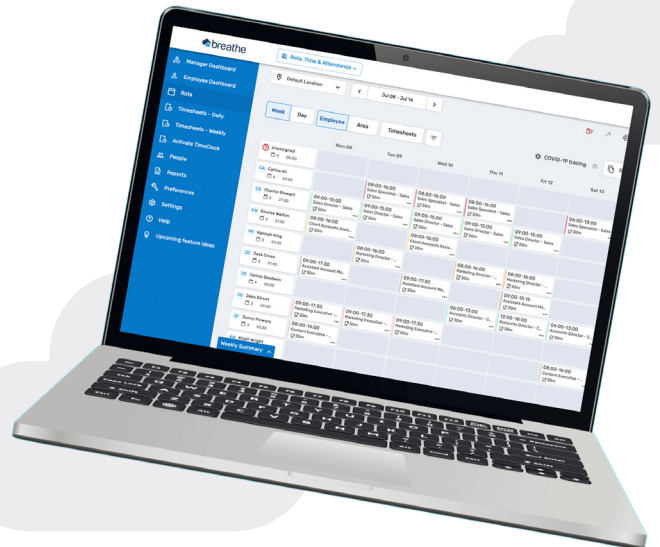


# How Rota, Time & Attendance can help your business



## Rota features

- ✓ Plan **shifts** for people (or create shifts for people to pick up)
- ✓ Save weekly **templates**, or copy and paste your week for ease
- ✓ Switch between **locations**
- ✓ Switch between **people** or **department** view
- ✓ Keep track of **rota budgets** with a summary of shift costs



## Capturing time

- ✓ The **Breathe People Portal mobile app** can capture time worked from anywhere
- ✓ **Timeclock** - activated from a central device at business location
- ✓ **Employee dashboard** - ideal for employees who are using a laptop/desktop in their role



**All 3 options** can be used for maximum flexibility (depending on business needs)

## Timesheets

- ✓ Can be created through the clocking in/out process, or manually
- ✓ Various Timesheets view (depending on what data's needed)
- ✓ Bulk & auto-approve features, saving you time
- ✓ Configure settings to flag shift violations (e.g. if an employee clocks in after shift start time)
- ✓ Map view visibility over clock in location & ability to geofence locations
- ✓ Timesheets report to make payroll easier