



# Affinity Award Interpretation

Automate payment interpretation rules to remove manual effort and reduce errors!!

The Affinity Award Interpreter provides accurate and consistent interpretation of award, EBA and contract conditions. It will produce accurate calculations of employee entitlements but can also provide the business with accurate and timely workforce cost information to monitor and manage labour costs.

The Award Interpreter removes the manual effort required to calculate employee payments. The software constantly evaluates elapsed hours and/or employee start and finish times to calculate the number of hours to pay, pay rates, any loadings, penalties and applicable allowances. The results are then instantly available to payroll.

## Unlimited Capabilities

The Award Interpreter supports accumulations, flexi-time and shift work across multiple sites. To cope with public holidays Affinity contains a calendar of events which will automatically trigger the change of calculations as appropriate. In addition to a comprehensive set of standard parameters, the system contains a business rules engine to ensure there is no rule or condition that Affinity cannot automate.

## Reporting and Analysis

Printed, emailed and/or viewed on-line, daily and any date-range reports/time sheets provide clear visibility of exceptions, where employees have not worked according to any planned shift pattern if arriving late, leaving early, absent or not registering, within pre-defined tolerances. Clearing exceptions and approving timesheets is a simple, one-click process. Exceptions and errors are highlighted for easy identification and emails can be triggered to ensure timely rectification. Once approved, the payment details are available for the Affinity payroll system or can be exported directly into an alternate payroll system and/or HR systems and accounting/ERP systems if required. Start/Finish times, along with roster information can also be displayed on employee printed and on-line payslips.

## Flexible Capture Options

Affinity can collect employee attendance data from any electronic source including: Biometric devices, swipe card and proximity clocks, access control, point of sale systems, roster systems, on-line/Internet timesheets, PC/Laptop applications, PDAs, smart phones, and iPhone applications. The Affinity Award Interpreter is optionally fully integrated with all other Affinity modules including Roster Management and Leave Management to fully automate time and attendance processing.

## Superior Labour Costing

Labour costing options include the ability to collect and report/analyse labour costs (including on-costs) based on Cost Centres, Departments, Locations, Jobs, Functions, Projects, Customers and more. In addition quantities/volumes can be tracked and costed.

## No Maintenance or Expertise Required

Affinity provides all the support and maintenance, and updates the system configuration when entitlements change. The result is no need for customer internal expertise to maintain and manage the system. This ensures consistent accurate results and lower operating costs.

## Reduce Processing costs

The Award Interpreter saves time and ensures that entitlements are correctly and consistently applied to all employees, every time. The Award Interpreter calculates all payments including base pay, leave loading, shift penalties, public holidays, weekend penalties, fatigue, and overtime payments for excess hours or shifts across midnight.

## Software as a Service (SaaS)

The Affinity Award Interpreter is a hosted service accessed via the web (Cloud Computing), with access anywhere at any time.

## Key Features

- Accurate pay and award interpretation
- Key labour cost, activity and productivity information
- Forward visibility of costs
- Reduce risk of non-compliance
- Copes with any condition/rules
- No expertise required to operate
- Eliminates paperwork and manual effort
- Web based for ease of access and use
- Reduces payroll costs through accurate calculation and payment

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