



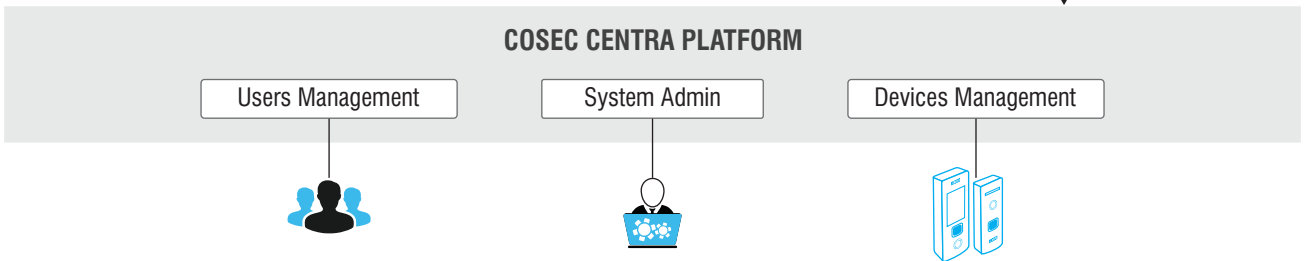
CONTRACT WORKERS MANAGEMENT

It is common for modern enterprises to rely on 3rd party contractors offering skilled and unskilled workers helping them meet their specific one-time or regular manpower needs. Number of contractors and workers depend on the organization size, locations and functional diversity. Traditional methods of managing these multiple contractors and their large workforce can expose the organization to safety, legal and financial leakages. Such organizations need a comprehensive solution that not only automates and streamlines contract workers management processes but also enhances legal and safety accountability while eliminating inefficiencies.

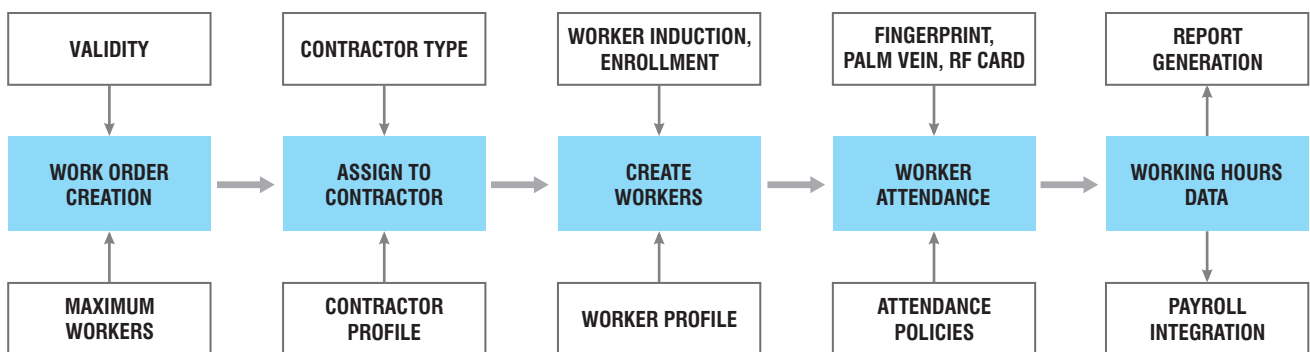
Matrix COSEC CENTRA Contract Workers Management solution is specifically designed for large organizations helping them manage all their contract workers management processes. COSEC CWM covers planning, work orders, enrollment, e-pass, attendance, timings, and access control. COSEC CWM collects workers' entry-exit events from COSEC biometric and RF card devices to calculate their work-hours based on organization's predefined attendance policies and send this data to ERP and payroll.

Matrix COSEC CWM allows managers and contractors to improve labor productivity and enhance operational efficiency bringing down overall cost.

TIME ATTENDANCE MODULE	EMPLOYEE SELF SERVICE PORTAL	ACCESS CONTROL MODULE	VISITOR MANAGEMENT MODULE	CAFETERIA MANAGEMENT MODULE	ROSTER MANAGEMENT MODULE	CONTRACT WORKERS MANAGEMENT	JOB PROCESSING AND COSTING
TAM	ESS	ACM	VMM	CMM	RSM	CWM	JPC



CONTRACT WORKERS MANAGEMENT PROCESS



KEY FEATURES

Contractor Profile

Organizations outsource different tasks to different contractors based on type of work such as mechanical, electrical, digging, etc. Matrix COSEC CWM offer flexibility to create multiple work types and link it with contractors. Organizations can create a contractor's profile with details like name, address, contact number, validity date, bank account, government licenses and all such other details required for government records.

Work Orders Management

Matrix COSEC CWM facilitates creating work orders and assigning them to contractors with validity dates. In turn, the contractors can assign their work orders to their pre-registered workers. Each work order carries information such as total assigned workers, validity, contractor detail, site in-charge detail, skill information, access rights, etc. Manager can close a work order after the work specified is completed or work order validity has expired. Project managers can track status of all their work orders from a single window.

Worker Profile

Proper worker information with all required details at central place can eliminate multiple spreadsheets and related chaos. COSEC CWM create and manages complete worker profile with personal information, contact detail, photograph, bank accounts, skills, contractor name, validity date, access rights, identification proof, etc. This information also helps organizations to prevent proxy workers or black-listed workers entering the premises. HR can pull out this worker information and generate reports in government-prescribed formats anytime with just few clicks.

Worker Enrollment

Enrolling new workers is an important step before they enter the premises. Time-office can enroll workers when they report to sites. Alternately, the organization or its contractors can pre-enroll workers in advance from their project/HR/admin offices to save time and eliminate long queues when the workers report for work.

COSEC CWM supports multiple worker identification credentials such as palm vein, fingerprint and RF card ensuring foolproof security and accurate attendance calculations for payroll.

Worker Pass Creation

Pass creation is linked with enrollment and many organizations treat these two tasks as one. Similar to enrollment, time-office can create passes at the gate before workers enter. Alternately, the organization or contractors can create and issue passes to workers in advance.

Organization can create multiple varieties of passes depending on worker profile, location, department, etc. In addition, organization can customize worker pass format and layout to match its exact needs.

Worker Induction

Organizations need workers with varied skills to ensure quality, productivity and safety. It is not wise to assign a sensitive job to a worker not familiar with the site, processes and people. COSEC CWM allows creating multiple induction levels and linking them to work orders and approval managers. This ensures workers are competent to handle the task assigned to them.

CONTRACT WORKERS MANAGEMENT BENEFITS

ADVANTAGES	BENEFITS
Tracking Work Orders	Control Project Progress and Cost
Automated, Foolproof Attendance Capturing	Increase in Productivity and Minimize Overpayment
Flexible Time-Attendance Policies, Shifts, Overtime Policies	Meets Disparate Needs of Different Functions, Locations, and Individuals
Web based Contractor Portal	Save time, Better Planning of Workers
Access Control for Worker	Enhance Security of the Organization
Reports and Charts	Easy Interpretation and Decision Making
Mails and SMS Notification	Faster Response to Exceptional Situations
Integration with 3 rd Party Applications	Seamless Organization for Better Speed and Control

Worker Time-Attendance

Matrix COSEC CWM has built-in flexible and best-in-class time-attendance function. Just like any regular employee, COSEC manages attendance, timings, shift schedules and overtime. An organization can create multiple attendance policies such as late-in, early-out, absenteeism, overtime, etc. and assign them to workers. COSEC CWM reduces manpower costs by enforcing time-attendance policies consistently and accurately across the organization. Managers can generate detailed and informative attendance reports to reduce time spent on managing time-attendance exceptions. Moreover, COSEC CWM can directly send this attendance data to any payroll, HRMS or ERP for financial transactions.

Import Database

Many contractors maintain their worker data in different formats like popular spreadsheets. An organization can directly import this data in Matrix COSEC CWM saving precious time and preventing errors associated with manual data entry. It also allows importing contractor data, work orders and other organization related information from an Excel or CSV files.

Blacklist Worker

At times, organizations blacklist workers due to their behavior, theft, skill deficits or such other reasons. However, with a large number of workers it is difficult to prevent blacklisted workers from entering the premises. Many times, these workers try through other contractors. Matrix COSEC CWM remembers such blacklisted workers and alerts managers when they generate passes for these workers.

Access Control

To ensure security of physical assets and safety of workers and others, it is necessary for organizations to restrict workers to their assigned work areas. Organization can enroll worker's biometric credentials or issue an RF card with specific areas assigned where they are expected to work. COSEC prevents workers from entering unassigned areas and routes.

For high security applications, COSEC offers advanced access control features such as first-in user rule, time based access, guard tour, route based access, smart card based identification etc. to ensure foolproof security and safety in the organization.

Contractor Web Portal

Matrix COSEC CWM offers a dedicated web portal for contractors to manage their work orders and workers. Contractors can check work orders assigned to them, work order status, add new workers and send for approval, update their profile and generate various reports. Additionally, dashboard gives quick status of work orders and workers from a single window.

SMS and Email Notifications

Matrix COSEC CWM can send SMS and email notifications to contractors, workers and admin for various events including worker assignment, worker approval, worker entry/exit, monthly attendance, missing in/out punch, etc. Instant SMS and email notifications help in taking necessary actions on these events and resolve attendance and other related issues immediately.



Dashboard

COSEC CWM offers a dashboard offering overview to managers about work orders and worker's status from a single window. It provides information on work order status, active contractor detail, attendance summary of workers and other important notifications. For more detailed information, the manager can drill down any specific item by clicking on it.

Integration with 3rd Party Payroll

COSEC CWM can seamlessly integrate with 3rd party payroll, HRMS or ERP applications and send attendance data to these applications. COSEC offers multiple methods for direct integration including database-database transfer, API and customized export templates. Matrix COSEC can integrate easily with ERP, payroll, HRM, Active Directory, Tally and many such other applications. With export data generation utility, system admin can create customized export templates in different formats including CSV, text, Excel and XML. Such seamless integration prevents data-entry errors and saves time and money.

Reports

Meaningful and informative reports help managers assess situation and take good decisions. COSEC CWM offers various reports giving insight into work orders, contractors, workers, their attendance, worker physical movement and other such interpretation. Matrix COSEC CWM allows creating such work order and worker related reports using various filters and formats. Admin can generate customized reports for any organization, department, for selected users and time period. Managers can easily export these reports to various file formats including PDF, Excel, Word, RTF, CSV and TXT.



ORDERING INFORMATION

COSEC PE CWM	Contract Workers Management Software License for COSEC CENTRA PE Users
COSEC GE CWM	Contract Workers Management Software License for COSEC CENTRA GE Users
COSEC ME CWM	Contract Workers Management Software License for COSEC CENTRA ME Users
COSEC LE CWM	Contract Workers Management Software License for COSEC CENTRA LE Users



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