



WORKSTREAM ONLINE TIMESHEET ENTRY SYSTEM

The Workstream Online Timesheet Entry System (WOTES) is aimed at site managers who want to avoid spending hours every week manually completing and faxing “Gang” timesheets for large numbers of workers. WOTES can also be used effectively to submit timesheets for just a few people, even a single individual if required.

Designed and developed by Workstream, the system has been tailored to meet the specific needs of construction site managers. WOTES is easier to use than conventional, paper-based timesheet systems, quicker to complete, more accurate and more secure.

Workstream clients can use WOTES to customise timesheet formats to fit in with their own company processes rather than make do with the usual “one-size-fits-all” gang timesheets. WOTES features a number of other useful benefits too:

Easy access at any time – Users can work with WOTES *whenever* and *wherever* they have access to the Internet.

Secure – Workstream issues secure, password-protected WOTES log-ins only to our clients’ authorised signatories, which significantly reduces the risk of fraud.

Lower overheads – WOTES requires no printing or faxing; the entire process can be handled digitally.

Time-saving – Workstream online timesheets are pre-populated with complete details of all of Workstream’s contract workers on each site, so there’s no longer any need to enter all their names manually. (Workers’ details include their name, occupation, and Workstream candidate code and placement number. Our clients can also add their own payroll codes if they wish.)

Convenient – Workstream online timesheets calculate all daily and weekly totals automatically, so our clients don’t need to waste time figuring out the total hours worked by each and every operative.

Customisable – The format of every timesheet can be quickly and simply adapted to match our clients’ exact specifications:

- Clients can select whether a site’s working week begins on a Monday, a Saturday or any other day of the week
- Clients can select whether their timesheets record daily start and finish times or just the total hours worked
- Clients can choose whether to enter working hours in decimal numbers or in hours and minutes
- If applicable, clients can enter the number of overtime hours for each of the agreed rates (eg, time-and-a-quarter, time-and-a-third, time-and-a-half, double-time, etc)

More comprehensive and less prone to mistakes – Workstream online timesheets show all the hours worked by our contract site personnel (including overtime hours) in a clear, unambiguous and easily verifiable format.

Controllable – Before submitting completed timesheets to Workstream’s payroll department, users can validate the number of hours they have entered before proceeding. Once hours have been checked and approved, a PDF of each timesheet is automatically emailed to Workstream’s payroll department, to our client’s authorised signatory and to any other nominated person or department (eg, the company’s Accounts Department and/or HR).

To arrange a WOTES demonstration, please get in touch with your local Workstream office. (Contact details for all areas are listed overleaf.)



About Workstream

Workstream Construction Services supplies a comprehensive range of essential site services to the construction industry:

- Recruitment expertise – Reliable provision of temporary, contract and permanent personnel across the full range of industry disciplines, including general trades & labour; site engineers; site management and administrative staff; and façade, interior fit out, mechanical & electrical, and structural steel specialists.
- Engineering services – Fixed price contracts for site engineering and setting out, CAD and data processing, topographical and building surveys, and related technical services.
- Site logistics packages – Waste management, site security, traffic control, snagging and small works.

Founded in 1993, Workstream is headquartered in Bicester, near Oxford, and delivers services throughout the UK, with operations centred on Birmingham, Bristol, Edinburgh, London, Manchester, Newcastle and Sheffield. Quality of service

is underpinned by ISO 9001 certification for recruitment services at the company's Bicester and London operational hubs. In addition to its Investors in People Silver status, Workstream has achieved *all* the construction industry's leading health & safety accreditations. Regular staff training and updates to management processes ensure the company continues to comply with statutory and industry-mandated regulations while delivering innovative solutions to its clients' site challenges.

Why the Industry's Leading Companies Come to Workstream

- Many of the UK's top contractors and subcontractors prefer to use Workstream: to source temporary, contract and permanent site personnel. Here's why:
- We offer temporary and contract site personnel at very competitive, fully negotiable rates. And since you pay only for the hours worked, there's none of the additional costs and risks associated with hiring permanent employees.
 - We maintain a continuous programme

of internal staff development, and CSCS registration, training and testing for site personnel.

- With a dedicated account manager acting as a single point of contact, we develop a close working relationship with each client, offering you tangible financial benefits as well as consistently supplying high quality site personnel.
- We're proactive in coming up with innovative solutions to common issues – for example, we have developed our own online timesheet systems to reduce clients' administrative overheads and speed up payments to contract site personnel.
- With eight branches providing nationwide coverage, and a growing database of some 120,000 highly experienced, UK-based contract personnel, we can meet just about *any* site resource requirement, *anywhere*.
- Our sophisticated systems for storing, retrieving and updating digital copies of site operatives' references, tickets and work history ensure we always supply the right people for the job.
- We are meticulous about maintaining

full compliance with all legislative regulations and best practices governing construction industry employment, health & safety, etc.

- We're a long-established, financially stable company focused entirely on the fulfilment of construction industry needs.
- Our high quality management systems are underpinned by regularly-audited accreditation to standards such as ISO 9001, Investors in People, CHAS, Safecontractor, BuildingConfidence, etc.

Find Out More

For more information about Workstream, and its recruitment, engineering and site logistics services for the construction industry, write to info@workstream.co.uk, call +44 1280 848888 or connect with the company's website at www.workstream.co.uk.

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Workstream Construction Services has achieved ISO 9001:2008 certification for recruitment services at its Bicester and London regional hubs. (Certificate number: GB98/14477)
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