



THE WORKTECH PRODUCTIVITY SUITE

for Employee & Contractor Management

“Having accurate and near real-time access to contractor billing information allowed us to save \$20 million in 2008 alone.”

*-Doris Prewitt
Supervisor, Information and Data Control*

Benefits

The WorkTech Productivity Suite™ for Employee and Contractor management captures accurate and near real-time data, which is the basis for these essential features:

For Employees:

- Accurate time recording
- Speedy payroll delivery
- Proper overtime equalization practices
- Responsive leave practices
- Responsible fatigue management practices

For Contractors and Owners:

Appropriate cost allocation for:

- Labor charges
- Equipment and rental tools charges
- Materials and consumables charges
- Ad hoc contractor and third-party charges
- Advanced approval workflow process
- Speedy invoicing and payroll processing
- Easy integration with existing EAM and ERP systems



ABOUT US

For over fifteen years, WorkTech has created innovative solutions for employee time and attendance and contractor cost tracking for contractors and owners in the most complex industries. WorkTech provides software and consulting services for companies in the oil and gas, nuclear, power generation and distribution, facilities management, and water treatment and distribution sectors. The company specializes in capturing detailed resource usage as it occurs. WorkTech does this for companies that have extensive assets and want to better manage labor, equipment, and materials charges associated with those assets.

Worktech Productivity Suite

The WorkTech Productivity Suite™ consists of two major components, WorkTech Contractor Cost Tracking System™ (CCTS) and WorkTech Time™ (WT Time). These two components enable companies to manage employee and contractor time and schedules and charges for labor, equipment, and materials to achieve better control of project costs. The WorkTech Productivity Suite gives managers the tools they need to improve productivity, lower costs, and deliver better value for the company. All rate schedules relating to employee pay, contractor labor charges, equipment, rentals, and third-party charges are managed in a single system.

The WorkTech Productivity Suite integrates time and attendance, contractor cost tracking, reporting and analytics, and fatigue management. It integrates with any EAM or ERP system to provide users with a more comprehensive view of important data.



Companies that use contract labor and equipment suppliers, whether for operations or short-term projects, such as turnarounds, know the importance and difficulties of the data collection, invoicing, review, and payment processes.

Costs need to be assigned and tracked against purchase orders, work orders, and projects. These transactions can be complex and error prone, involving hundreds of workers, job orders, transactions, and pay rates. Furthermore, the information is required by multiple systems and often entered multiple times.

WorkTech CCTS™ Solution

The WorkTech Contractor Cost Tracking System™ (CCTS) is a major component of the WorkTech Productivity Suite. CCTS is a single system for cost management that benefits both contractors and owners. CCTS supports the complex requirements of companies that outsource work to contractors. It does this by collecting and consolidating data and streamlining processes.

Cost Savings

To fully understand the costs associated with projects, companies need data about equipment and materials charges associated with labor charges. Previously, companies tracked these charges separately from labor charges. There was no easy way to track them together.



"The use of WorkTech has allowed Earl Industries to reduce the labor required for collecting time by 25-50%"
- Earl Industries



The WorkTech Productivity Suite Dashboard provides real time information about your workers and their overall production, allowing managers to make fast decisions based on worker analytics.

A photograph of two construction workers wearing hard hats and safety glasses, looking at a tablet or screen on a construction site. The background shows blue metal scaffolding.

WORKTECH CCTS

With CCTS, all costs associated with operation and maintenance work can be managed, including:

- Labor
- Equipment and rental tools
- Materials and consumables
- Vehicles
- Ad hoc reimbursable charges
- Third-party charges

Benefits

WorkTech CCTS delivers many features that result in direct cost savings, primarily because the data is correct and complete. It does this by validating all data entries against negotiated rates for labor, equipment, and materials. Features associated with significant cost savings include:

- Reduced number of errors
- Reduced amount of time required for data entry and correction
- Data consolidation from multiple entry points
- Easy and fast access to data
- Streamlined review, approval, invoice, and payment processes
- Reduced delays in contractor payments
- Reduced number of premium payments to contractors
- High return on investment (ROI)

Increased User Satisfaction

Contractors often face problems and delays associated with invoicing and receiving payment from their customers. And they must enter the same data many times into several systems. In addition, they have limited access to accurate summary and detailed information. When they work for companies that have implemented WorkTech CCTS, the invoicing and payment processes are streamlined and fast. Thus, contractors are ensured of accurate and fast payment.

Owners must often negotiate contracts and payments without current and accurate summary and detailed data. By implementing WorkTech CCTS, they can greatly improve their ability to negotiate contracts and to control contracting costs.

In addition, CCTS facilitates better relationships between contractors and owners.

Reporting and Approval

CCTS specializes in reporting that recognizes complex cost data. And it recognizes the many factors and data required for approving costs and payments. Although the data can be complex, CCTS streamlines the processes.

CCTS can manage the extensive and intricate rules that typify union and other environments. It defines rates and schedules by craft. It associates contractor craft designations with the CCTS owners' designations. Approvers can review and approve costs directly on the screen. They can view the



WORKTECH CCTS

information in the context of project, work order, or contractor. In addition, they can review costs as soon as they occur. Potential disagreements disappear because users enter detailed, accurate data into CCTS.

When approval is streamlined, contractors are paid faster and with less effort. Some WorkTech customers have completely eliminated late payment and out-of-period costs and have negotiated lower contractor rates.

Integrates with Enterprise Systems

CCTS captures all necessary information, ensuring that all downstream systems have their needed operation and maintenance cost data. CCTS can integrate with these systems:

- Project planning
- Payables and receivables
- Payroll
- Billing and EFT
- General ledger
- EAMs and ERPs
- Human resources

Security

CCTS provides a high level of system security through multiple user roles and permissions and comprehensive protection tools. The system owner can specify the information that an individual or a group can access. In addition, CCTS provides privacy for contractors and their data. No contractor has access to another's information.

Summary

WorkTech CCTS specializes in gathering and validating all detailed costs--labor, equipment, rental tools, materials, and ad hoc charges--and providing EAM, ERP, and scheduling systems with the information in the format they require. The data is captured and immediately validated. The data is complete, accurate, and timely at a fraction of the cost incurred in conventional processing. Managers and planners always have up-to-date information on charges.

Requirements

Supported software and standards for WorkTech CCTS and for WorkTech Time (WTT) appear in the table below.

Category	Supported Software
Web Server	Microsoft® Windows® 2008 Server R2 Server, or 2012 Server; Microsoft .NET Framework 4.5; Microsoft Information Services (IS) 7.5+
Database Server	Microsoft SQL Server® 2008, 2012, or 2014 and Oracle® V9iRs, V10g, V11g, and V12c
Client Operating System	Microsoft Windows Vista, 7.0, and 8.0+ (either 32 or 64 bit)
Web Browser	Microsoft Internet Explorer® (IE) 10.0+, Mozilla® Firefox® 36.0+, Google® Chrome™ 41.0+, Opera™ 28.0+, Apple® Safari™ 5.1.7+
Transmission Protocols	SSL (HTTPS)
Security Standards and Controls	ISO 27001 for security risks and Compliance; Service Organization Control (SOC) reports from the American Institute of CPAs (AICPA) for operating effectiveness of a service; and Health Insurance Portability and Accountability Act (HIPAA) of 1996 for confidentiality and security of healthcare data.

WORKTECH TIME

The WorkTech Time™ (WT Time) component of the WorkTech Productivity Suite collects and aggregates employee and contractor time data and automatically applies appropriate business rules. It does this even when different work groups within a company implement different sets of rules. Furthermore, the time data is allocated to the proper projects, work and purchase orders, and cost centers. This ensures that charges and payments are correctly calculated and that schedules comply with fatigue management guidelines.

Worktech Time Solution

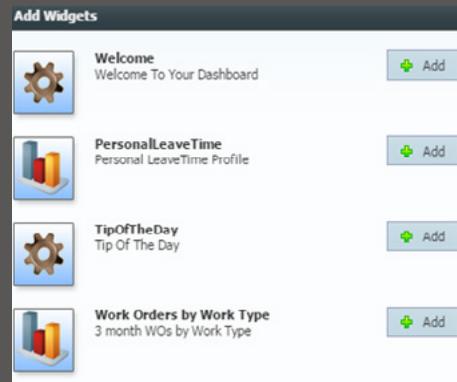
WorkTech Time allows skilled workers to enter their work time and relevant work orders with a couple of clicks. The application allows supervisors and managers to readily enter and manage time for individuals, groups, crews, and departments. With WT Time, managers can ensure that workers charge time only against open and valid work orders.

WT Time provides an automated time and attendance solution that enables supervisors and managers to collect time through wall mounted time clocks, gate control systems, employee kiosks, mobile devices, and PCs.



"WorkTech Time is a great system and is an indispensable cornerstone of the IT infrastructure at MWD."

METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA



Adding widgets to the WT Time dashboard is an efficient way to view key performance indicators (KPIs) in real time, allowing managers to make informed decisions.



WORKTECH TIME

Cost Savings

With rules for payments and rules for contractor charge rates, companies can be sure that the right labor charges, including all nuances and exceptions, are properly calculated. This eliminates discrepancies among applications for cost numbers, because data originates and is automatically calculated from one system. By having all data, including employee and contractor labor charges, in one system, managers can take quick action to ensure that projects stay on track. They can identify budget deviations early and take corrective actions before costs spiral out of control.

Worker Leave

Knowing which workers are scheduled to work is as important as knowing a worker's leave balance when deciding on a leave request. WorkTech enables managers to do this. For a specific day, they identify workers already on leave and those expected to work. This reduces the instances of being short-staffed for a particular skill.

Usability

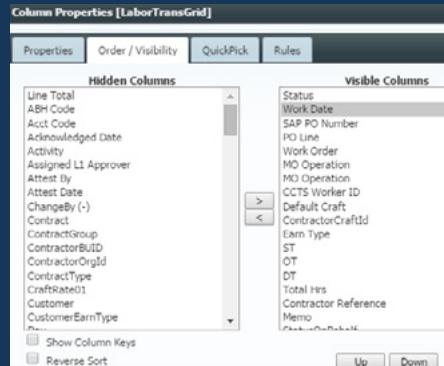
Employees can easily enter their work time and work orders. Supervisors can quickly review and approve time. Managers can evaluate key performance indicators (KPIs) at a glance and take action to steer their groups in the right direction.

Configurability

WT Time can be configured so that screens can be laid out in familiar designs and fields can be labeled in terms already familiar to users. This can be done without expensive custom coding. Such configurability speeds user adoption and reduces training costs.

Integrates with Enterprise Systems

By providing a single point for capturing labor, equipment, and materials data, WT Time ensures that all downstream systems receive the data they require. WT Time readily integrates with Maximo, SAP, and other enterprise systems that require contractor transaction data.



WorkTech Time allows you to make quick edits to labor rules and transactions, making life easier for workers and approvers.



TIME NEVER STOPS

The WorkTech Productivity Suite collects real time data for processing payroll for multiple facilities with various pay rules. In addition to gathering contractor costs, the suite facilitates internal project cost tracking and invoicing clients. The suite integrates seamlessly with Maximo and other EAM systems, SAP, and Oracle. And the WorkTech Productivity Suite enables customers to eliminate hard-to-support legacy systems.

Partnered with Circadian®, the WorkTech Productivity Suite provides continuous work time data for Circadian's fatigue management programs for compliance and risk management of 24/7 operations. The suite provides the overtime equalization data for offering overtime according to labor agreements and practices.

The WorkTech Productivity Suite provides complete cost control.

To learn more, visit
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