OSBORNE™

RECRUITMENT EXCELLENCE

Innovation Exchange to Assist with Time Sheets

Right Person.
Right Job.
No Compromise.

#ChangingLives

Company Overview

Osborne is a Leading, International, Multi-Award Winning, Irish Owned Recruitment and Talent Specialist Consultancy with a reputation for Recruitment Excellence. Our expert team are driven by a culture of **High Performance**, **High Commitment** and **High Quality**, where we live and breathe our strong values of **Excellence**, **Integrity**, **Collaboration**, **Care** and **Growth**.

Together, as One Team, we change people's lives.

With 28 years' experience, we offer temporary, contract, permanent recruitment, and talent solutions. Our highly trained and experienced Recruitment Consultants work with clients and candidates, recruiting the **Right Person, for the Right Job, No Compromise**.

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Problem Statement

Osborne currently manages weekly payroll services for 220+ temp workers. This requires the submission of time sheets detailing days/hours worked for each temp and separate authorisations from each candidates manager.

At present, this is a manual exercise which requires 8 hours of manpower from the finance team which could be better utilised across our business.

We would like to look at options to automate and streamline this function

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Design Requirements: Must Have

- ◆ User Friendly - simple to navigate

- ◆ Compatible with specific file formats - option to lock

- ◆ Access via a Web Portal - simple link to share

- ◆ Comply with all relevant legislation

- ◆ Downloadable data - in CSV or Excel for reporting purposes

- ◆ Ability to submit multiple time sheets

- ◆ Consistent input on required information - e.g. hours

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Design Requirements: Should Have

◆ Facility to add additional information - e.g. Annual Leave hours accrued, etc.

◆ Reporting capabilities in portal - by day range

◆ Two-Way Communication feature with the portal for Osborne and Candidates.

◆ Notification System for Candidates & Authorisation Managers - should be automated where necessary
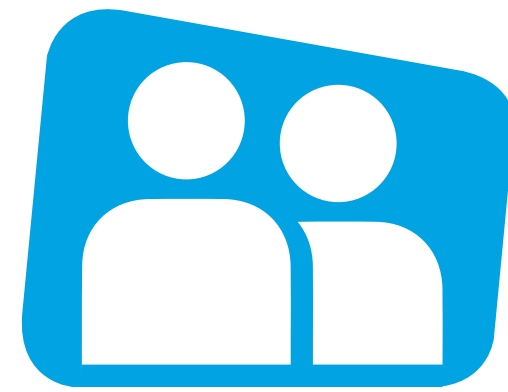
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ASSISTANCE

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Design Requirements: Nice to Have

◆ User Guide

◆ User Records - detailing work history

◆ FAQ Guide

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