

# BCS

BROOKLYN COMPUTER SYSTEMS



Security Guard Company  
Back Office Software

## Workforce Management System (WMS)

# Feature list

[www.bcsint.com](http://www.bcsint.com)

# Scheduling

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- Planning schedule setup for recurring jobs and shifts
- Actual (Current) schedule copied (generated) from planning schedule for current week(s) work
- Modification of current schedule with affecting planning schedules.
- Option for partial schedule generation to handle new jobs starting in the middle of a schedule
- Easy shift setup for emergency and on demand job requests
- Synchronized scheduling across time zones
- Option to assign employees to multiple clients/sites/posts
- Configurable shift data points for shift quick view and editing
- Ability to copy and paste schedules
- Views by schedule, customer, post, site times, site employee, site day, and post employees
- Cross tabulation of pay and billing hours across the different views
- Support planned shift rotations
- Future scheduling capabilities
- Automatic removal of inactive employees from schedules
- Automatic warning of open shifts
- Employee records automatically updated for absences and vacations
- User definable lunch requirements
- Synchronized and unsynchronized bill and pay hours per shift
- Handling of training shifts
- Employee availability queries for job qualifications, overtime, and pay rate
- Employee look-up for open posts based on user-definable criteria
- Checking and resolution of scheduling conflicts, employee availability, job requirements
- Checking and resolution of client holidays, overtime, employee qualification and job training.
- Auto-scheduling to avoid scheduling conflicts or shifts with no assigned worker
- Flexible schedule start day
- Optionally display employee pictures in schedule view
- Employee substitution with automatic restore
- Employee and client holiday and absence handling
- Multiple available schedules per customer job
- Allowing overlapping shifts per job
- Easily merge or split shifts
- View schedule history
- Automatically lock shift changes after a user definable period
- Mobile app, land line, employee portal to allow employee check in and out
- SMS notification for missed, late, and early check in and out
- SMS notifications sent to multiple contacts - global, individual, by site or client
- Overtime and schedule suitability requirement warning
- Overtime control and warning for filling posts
- Overtime warning in scheduling and monitoring
- Limited access available for users at one or all branches
- Timesheet verification by job, post, or employee
- Timesheet verification against schedule data
- Configurable automated shift hours update based on employee electronic check in and out.
- Scheduling warning if employee is banned at the Client, Site or post level
- Audit trail of schedule changes

## Billing - Invoicing

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- Customizable Client level invoice text, job-level invoice text, Dunning message
- Option to edit invoices after generation before printing
- Flexible invoice format by coverage type, employee name, post name, etc.
- Variable invoicing frequencies
- Invoices available to print in batches or individually by date range, client, job, etc.
- Reports showing Invoice details by shift, day, week, employee, and/or job class
- Reports showing Invoice Details and summary totals

## Selected Key Job Reports

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- Basic and detailed job lists
- Bill and pay rates by job

## Time and Attendance Tracking

- Alarm generation for variance in the check-in/out schedule
- Integration into WMS for scheduling and payroll processing
- Dispatch monitor accessible to authorized user via network
- Simultaneous, scalable, unlimited call-in
- Site, post, and employee check-in monitoring tab
- Custom recording for land line call in
- Comparison for actual vs scheduled start and end times
- Easy transfer of employee hours to payroll
- Attendance and time tracking

## Selected Key Billing Reports

- A/R aging report for any or all clients and jobs
- Deposit/Payment distribution report
- Customer invoice accounts history reports
- Statement of accounts for any or all clients and jobs

## Accounting - general

- Payroll and Billing subsystems
- Cash Bank deposit and invoice payment application subsystems
- Payroll and Billing Reports
- Other Accounting reports such as Accounts
- Receivable, Sales, Deposit and Payments reports
- Payroll Export to third party payroll systems
- Reports to calculate amounts to post to third party accounting systems
- Configurable Sales Tax support for multiple jurisdictions

## Selected Key Client Reports

- Client reports with contact names and addresses
- Profitability analysis for any or all clients and sites
- Sales report for any or all clients with variable to and from dates

## Reports - General

- Billing, sales, schedule, employee and payroll reports
- Reports by branch and zone/sector
- Compatibility with custom report writers (e.g. Crystal Reports)



## Dispatch Monitoring

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- Automatic warnings for overtime and open shifts
- Automatic updates for absences and job performance
- Automatically updated schedules based on actual activity
- Real time view of which employees are checked in and out
- Dispatch ability to duplicate shifts and split shifts
- Nine criteria to select and replace employees for no shows and call in for partial time off
- Dispatch ability to update schedules with actual times
- Monitoring of attendance of employee call in and out by phone, automated call in system, mobile app and web portal
- Exception monitoring for check-ins and check-outs
- Employee check-in and out screen views by job, post, or employee
- Open post screen for dispatch coverage filling

## System Features

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- Context sensitive help screen
- Email subsystem for sending reports using distribution lists
- Local Area networking compatible
- User password system with templates
- Extensive user rights and permissions system
- Multiple Language support
- Quick sort and search capabilities
- QuickBooks and Sage Pro ERP Integration
- Single or multi-user interface
- Support for branches
- Web or server based system options
- Database tools including table viewer, raw data viewing and update
- Database integrity and correction utilities
- Data Import and export tools

## Payroll

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- Calculate payroll using customizable and flexible payroll rates and employee pay information
- Calculate payroll hours and pay directly from employee schedule based on a variety of options
- Option to use employee scheduled or actual hours for payroll calculation
- User definable overtime, holiday, and sick pay calculation
- Effective dating of pay rates to automatically apply at a future date
- Configurable Lunch hours calculation
- Configurable client public and custom holiday processing
- Configurable employee vacation, absences and holiday processing
- Varying pay rates based on job responsibility and client site
- Can perform trial billing and invoice generation to view results before actual generation
- Automated and Manual timesheet verification processing
- Option to edit payroll data prior to creating third-party payroll file
- QuickBooks or other third party software integration
- Payroll Export to many popular third party payroll systems
- Reports showing Payroll summary with regular, O/T, and holiday hours
- Time card reports by customer or employee
- Reports showing Payroll summary by site, post, and rate

## Selected Key Scheduling Reports

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- Employee over/under scheduled report with user-definable hours
- Employee schedule for any or all employees
- Employee without schedule alerts
- Job sorting by day, employee, or post
- Open post shifts report
- Schedule print out by week or day for a job or employee
- Setup and storage of user defined selection criteria for customer schedule reports



## Billing

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- Automatic billing when equipment is assigned to a customer
- Multiple bill rates based on employee level for each job category
- Other billable items - e.g radio rental, money pick up, payroll drop off etc.
- Consolidated invoices by customer and site
- Can perform trial billing and invoice generation to view results before actual generation
- Flexible billing: weekly, bi-weekly, monthly, prepaid etc.
- Adjustment amount field for courtesy discounts, overcharge/undercharge adjustments etc.
- Bill for the scheduled amount hours or match billing with actual hours worked
- Detailed flat amount billing (for subcontract jobs, equipment rental etc.)
- Nonbillable lunch hour feature
- Nontaxable items (radio rentals, stationery purchases etc.)
- User definable holiday rate
- User definable overtime rates
- Configurable client public and custom holiday processing
- Configurable employee vacation, absences and holiday processing
- Configurable pay and bill overtime processing
- Flexible overtime calculation (40, 80 hours or daily)
- Varying bill rates based on job responsibility and client site
- Configurable Sales Tax support for multiple jurisdictions
- Option to suppress billing and invoice at client, site and post levels.

## Selected Key Time & Attendance tracking Reports

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- Phone call in and out report
- SMS alert generation for call in and out
- Not called in schedule report
- SMS alert process error report
- Actual verses planned work hours variance report

## Selected Key Management Reports

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- Data collection, analysis, and reporting
- Insights on information including labor costs and finances
- Excel and email compatibility
- Real time labor-to-sales percentage updates
- Employee income earned during a certain time period
- Employee time worked and time off reports
- Profit margin reports
- Sales reports based on type of service
- Profitability and variance reports

## Employee Features

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- Employee profiles, including location, department, payment information, and other options
- Employee organization
- Location sorting to track and manage employees in any area
- Fields for client banned, job banned, and reason
- Employee availability e.g Days and times not available
- Multiple employee rates by job responsibilities
- Inactive dates and reasons
- Last pay change date, authorized-by, effective dating
- Employee photo display, storage, and printing
- Tracking for employee promotions, qualifications, skills, training, and licenses
- Work history updates when generating payroll
- Employee email tracking and distribution list creation
- Employee schedule infractions saved to employee file
- Employee type options
- Service report options
- Employee uniform tracking

# Client Features

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- Available fields for multiple site locations
- Alternate billing addresses
- Automatic billing when resources are assigned to a customer
- Zone and sector fields for client sites
- Main, account receivable and emergency contact names and phone numbers
- Contract number, start and end date (government contracts)
- Space to record specific duties and instructions for a job
- Simple setup for job requirements and qualifications
- Freeform input user information field
- Site code prefix
- Client email recording and distribution list creation
- Authorization numbers for phone check in and out
- Cellular contact numbers for early, late, and missed text messages
- Start and end times
- Dispatch change reason

# Site/Post Features

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- Billing and pay rates by post, employee type, and employee name
- Site/post pay rates for all or special employees
- Special holiday bill and pay rates
- Cost center
- Overhead cost percentages

- Holiday table
- No Schedule Days
- Overtime billing and pay information
- Road supervisor responsible for collecting time sheets
- Special billing (e.g. bi-monthly)
- Customizable site and post training
- Site email storage and distribution list creation
- Phone check in and out authorization numbers
- Cellular contact numbers for late, early, and missed check in and out text messages
- Job location and type

# Selected Key Employee Reports

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- Employee pay report, including type, rate, last raise
- Employee information report including address, email, telephone, sex, date of hire, position
- Employee service and work history reports
- EEOC reports for male or female employees with date ranges
- Employee infraction reports for the Department of Labor
- Reports for licenses, qualification and training, skills
- Reports for first and last day worked, items on loan, site banned, termination, and work history

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