



Workforce Management Sign-In Terminal (SIT)

Operator sign-in made simple



A great service day starts with efficient and safe driver check-in. When you provide your operators with dedicated convenient, quick, contactless, and clean sign-in devices, you create a smooth start to their shift, not to mention to your dispatch operations.

With the Workforce Management Sign-In Terminal (SIT) module, you easily keep track of operators when they report for work and, as important, when they don't, enabling you to swiftly respond to last-minute schedule changes such as unexpected absences and late sign-ins.

SIT is adaptable to different forms of employee card readers using low-cost, readily available, and proven technologies – providing the option to use existing identification or access badges, or the employee's driver's license. It also provides your dispatchers with an effective tool for communicating pertinent work information and important messages to operators, while reducing crowding at sign-in time.

Overview



Simplify Operator Sign-In

- Uses magnetic swipe card, tap, or scan for effortless sign-in
- Prints out sign-in receipts for accurate record-keeping
- Enables dispatchers to send messages to operators on sign-in receipt, improving communications



Manage Unexpected Shift Changes

- Automatically creates absences for late or missed sign-in
- Generates dispatch alerts for work at risk of a no-show
- Assists in filling the shift and recovering service as soon as possible



Ensure Compliance

- Card reader validates current expiration date; only accepts a valid driver's license when using the employee driver's license
- System alerts the employee of expired license and other qualifications
- Electronic sign-in/sign-out automatically tracks operator working hours for compliance with FRA and FTA mandates



Integrate Sign-In With Dispatch/Payroll Data

- Easily tracks sign-in activity at multiple garages and terminals
- Option to automatically generates Extra Pay for delays

Agency Benefits



Increased Productivity

Clerks no longer are tasked with manual driver check-ins, freeing up your staff resources to address other concerns. Your operators go through an efficient and orderly sign-in process, helping you optimize pullouts and manage no-shows. You automatically integrate sign-in information with payroll and HR systems, calculating pay correctly, and eliminating data re-entry.



Protected Service Lines

The SIT solution enables you to efficiently manage unplanned employee absences or tardiness. When an operator doesn't sign in - whether he or she calls in sick or is late for work - WM automatically opens up that work so staff can quickly fill a shift. Dispatchers can use work assignment assistance tools to quickly assign a replacement operator based on agency rotation rules.

You also control costs with more accurate timekeeping - operators cannot come in earlier than scheduled for work or arrive and expect to be paid for the additional time or maintain guarantees which have been voided.



Improved Communications

Print messages automated by the system, such as reminders of upcoming driver's license renewal. Or, from the dispatcher directly onto the sign-in receipt, so operators can immediately see them, e.g. "manager wants to talk to you about xyz," and respond in a timely fashion. This ensures that urgent matters are quickly addressed.

Why SIT Makes Your Dispatch Day Easier



Convenience

- Automates processes integrating sign-in and dispatch activities such as open work, absence creation, and extra pay
- Provides alternative and contactless forms of communication between dispatch and operators



Accuracy

- Supports accurate timekeeping
- Quantitative data enhances performance monitoring and disciplinary decisions
- Printed receipts give operators work details and parking information



Flexibility

- Multiple key-in options, including swipe cards, proximity cards, and licenses
- Option to manually adjust SIT data (e.g. modify sign-on/sign-off times) by authorized users



Safety

- Promotes physical distancing
- Touchless sign-in (scan/tap, grab receipt, or view on mobile device)
- Provides latest information bulletins including detours



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