

Working Today

The Suncorp Working Today Widget shows which staff members are working on a particular day, along with their scheduled start time. Up to five staff members are shown in the Widget, based on the most recent and upcoming start times.

About this Widget

The Working Today Widget shows your daily rostered staff (up to five) and their start times. If daily operating conditions change, you can quickly see which staff members should be working and contact them with changes to their start time. You can also see all your other staff members who might be available for a shift.

Over time it provides you with an indication of employees' attendance and their operational efficiency. Identifying staff members who are consistently late to their shifts provides an opportunity to discuss how their attendance affects the productivity and culture of your business.

Data essentials

For best results from this Widget, you must correctly set up your time and attendance information in the payroll application and ensure employees 'clock on' when they start work.

Making the most of your Widget

Set up employees correctly by adding positions, creating shift templates and scheduling shifts for a week. Then once the weekly schedule is complete, ensure all details are correct before publishing.

Tips to address a negative trend

- Discuss the impact of late starts with your staff members
- Encourage employee feedback on ways to reduce the impact of situations that lead to late starts
- Discuss contingency plans when late starts can't be avoided
- Have regular meetings to share your mission, vision and discuss company values with employees

Troubleshooting

The most common problems are caused by:

- Employees not clocking in when they arrive at work
- Shift schedules not being set up correctly
- Employee details and positions not set up correctly

Corrective action

Get setup help [here](#)