

# EMPLOYEE SELF SERVICE

 DAS-WEB

Responding to employee queries during the operational day can be both time-consuming and challenging for traffic office staff, with paper-based and verbal requests often leading to data entry errors. Trapeze's DAS-Web is an intuitive employee self-service module that simplifies internal communications and streamlines administrative tasks to improve the efficiency of the traffic office.

DAS-Web reduces interruptions to the traffic office during peak times by providing a self-service function for those employees administered in DAS to see their own data and answer common queries. Employees can submit requests for change electronically from the comfort of their own home, reducing the possibility of lost paperwork or forgotten communication.

DAS-Web is fully integrated with the core DAS system, providing employees with direct access to real time information and enabling them to drill down on the finer details of their work assignments to clarify duty times, locations and relief points.

Enabling employees to submit requests and view information online can offer significant cost savings, by reducing administrative work, improving the accuracy of employee data and freeing up traffic office resources to focus on the efficient provision of service.

*"Feedback from our employees is that they are impressed with how easy DAS-Web is to use and that they find it more convenient"*

- Sarah Boyd, Head of Operations (Bus),  
Lothian Buses

## DAS Power: Key Benefits

- Improve traffic office efficiency by reducing employee interruptions
- Reduce paperwork and data entry mistakes
- Greater transparency for employee requests ensures fairness and consistency
- Easy distribution of real-time updates and internal communications
- Fully integrated with DAS, with approved requests applied to the DAS database automatically
- Quick to set up, requiring minimal driver training
- Convenient communications improves employee satisfaction
- Web-based:
  - Simple, fast and cost effective implementation
  - Convenient access from any location on any device



*Employees can view timesheets from home*

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## DAS-WEB: KEY FUNCTIONALITY

Within DAS-Web employees can view:

- Personal data including contact details, licence and training expiry dates
- Past, current and future work assignments
- Roster work patterns
- Depot transfer history
- Timesheet information
- Holiday data including entitlement and balances
- Lieu day balances
- Individual and global messages
- Pending requests for change and current status
- Corporate policy documents, notices and template forms

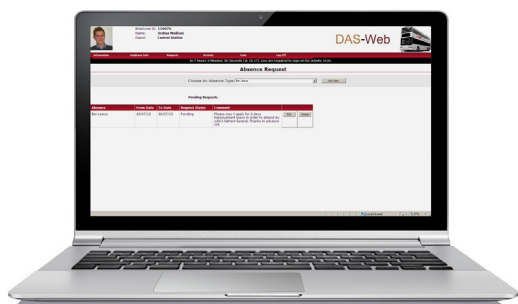
Employees can also submit routine requests for:

- Changes to personal details
- Planned absence
- Annual holiday
- Holiday swaps
- Duty swaps
- Overtime

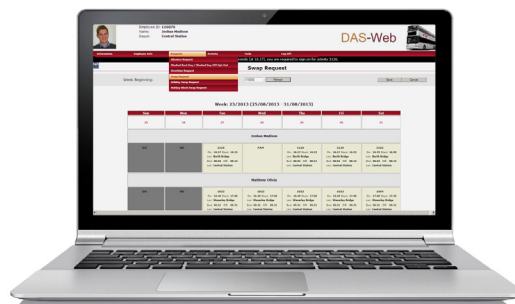
Incoming requests are collated and presented in chronological order for traffic office staff to easily review and accept or reject as required. Accepted requests are automatically validated and checked for RTA violations before being applied to the core DAS database.

Approval and rejection messages are automatically generated and sent to either the employee's home screen within DAS-Web, the employee's sign-on screen or optionally via Email. The request and approval process is also captured for audit purposes within the core DAS system.

Studies prove that effective staff communication and engagement can increase productivity and staff retention. The DAS-Web module promotes a two-way communication with staff administered through DAS, essentially creating a 24/7 'open-door' policy for all employees, no matter where they are geographically.



*Request planned absence*



*Request duty swaps*

## TRAPEZE GROUP: Technology rides with us

Trapeze Group supplies reliable, scalable and innovative solutions for the rail and road transport sector. Hundreds of private and public organisations in Europe, North America and Asia-Pacific have selected software solutions from the Trapeze Group in order to improve and broaden the efficiency, quality and scope of their transport solutions, thus enabling them to provide their customers with even more services in a more reliable and cost-effective manner.

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