



Case study

Monarch

RECRUITMENT LTD



The Client:

Monarch Recruitment Ltd is one of the UK's largest and most successful specialist recruitment consultancies. Monarch focuses primarily on three recruitment sectors: IT, Teaching and Earth Science Oil & Gas placements. The teaching recruitment sector is highly active, handling thousands of temporary and permanent teaching placements each week.

The Challenge:

Temporary education staff are normally required last minute, to stand-in for absent teachers, so schools will contact Monarch to arrange teacher placement bookings with little notice. Once the teacher has been informed and the booking agreed, timesheets need to be distributed to the schools to record the **temporary teacher's activities**. Following completion of the placement period, the timesheets need to be quickly sent back to Monarch for processing so that teachers can be paid and schools can be billed. The **system needs to be robust to ensure that pay and bill systems use agreed rates and duplicates aren't double billed or paid**. Above all, timesheet processing needs to be rapid and highly accurate, linking the booking system to the accounting system.

The Solution:

The core timesheet processing system is built around Autonomy Cardiff TeleForm and Equisys ZetaFax.

Booking information is exported from a Matchmaker booking system and the ePC solution picks up and determines how best to instantly distribute timesheets to the schools – by fax or by eMail. All booking details are merged directly onto the timesheets to ensure data validity when received back via fax.

TeleForm performs advanced handwriting and printed text recognition on the returned fax timesheets while ensuring that details are valid and free from duplicates.

Once each timesheet is processed, an automated SMS message is sent directly to the teacher to inform them that their timesheet has been processed and they are due to be paid.

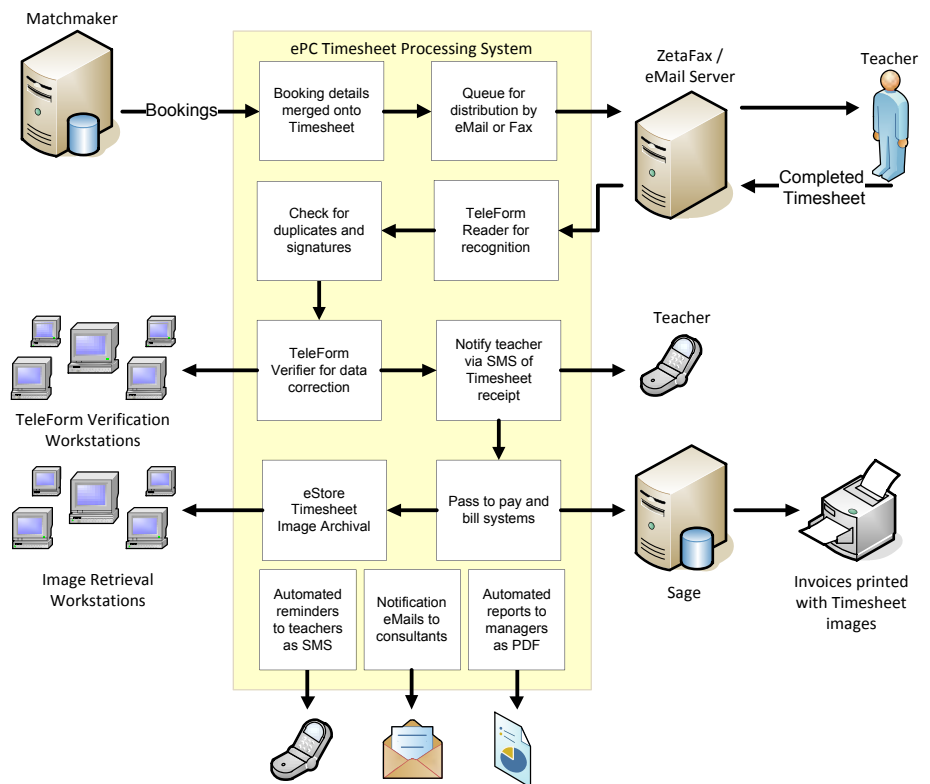
Exporting the timesheet data and images from the ePC system allows invoices to be generated, complete with attached timesheets as proof of delivery.

For late-returns of timesheets, ePC's eFlex application is configured to send automated reminder eMails to booking staff, SMS text messages to teachers and to generate weekly reports for Monarch managerial staff.

The Final Word:

"Your eMails always brighten my day as I know operational efficiencies are being created"

Mark Childe, Financial Controller for Monarch Recruitment



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