

Workforce Timekeeper

Automate Time and Attendance Tracking for Bottom-Line Results

Labor is your organization’s most valuable asset and its most controllable expense. Yet many organizations still rely on manual, semiautomated, or disparate systems to track employee time and attendance. These outdated approaches make it difficult to manage labor expenses or gain visibility into trends and activities that could be costing you money. That’s why, for effective workforce management and accurate conversion of labor hours to payroll, error-prone spreadsheets, inconsistent data, and stale reports just won’t cut it anymore.

The Kronos® Workforce Timekeeper™ solution enables you to track, manage, and control employee time and attendance data for uncompromised workforce management. It offers unmatched functional depth, proven global capabilities, and a superior user experience. Used by organizations of all sizes around the world, Workforce Timekeeper consistently applies configurable work and pay rules for increased payroll accuracy. It tracks and enforces complex compliance requirements, such as labor laws, union rules, and organization-specific policies. And it simplifies time-consuming administrative tasks so your staff can focus on value-added activities. No matter what industry you’re in, this reliable, intuitive, and easy-to-own solution provides automated tools and high-quality information to help you control labor costs, minimize compliance risk, and improve workforce productivity.

Control labor costs with complete automation

Workforce Timekeeper stores time and attendance data in a single, centralized platform that drives automated workforce processes and provides quick, easy access to meaningful labor information. A configurable business rules engine automatically applies complex work and pay rules at the time of punch to help reduce payroll inflation and eliminate manual errors for better control of labor costs.



Key Benefits

» CONTROL LABOR COSTS

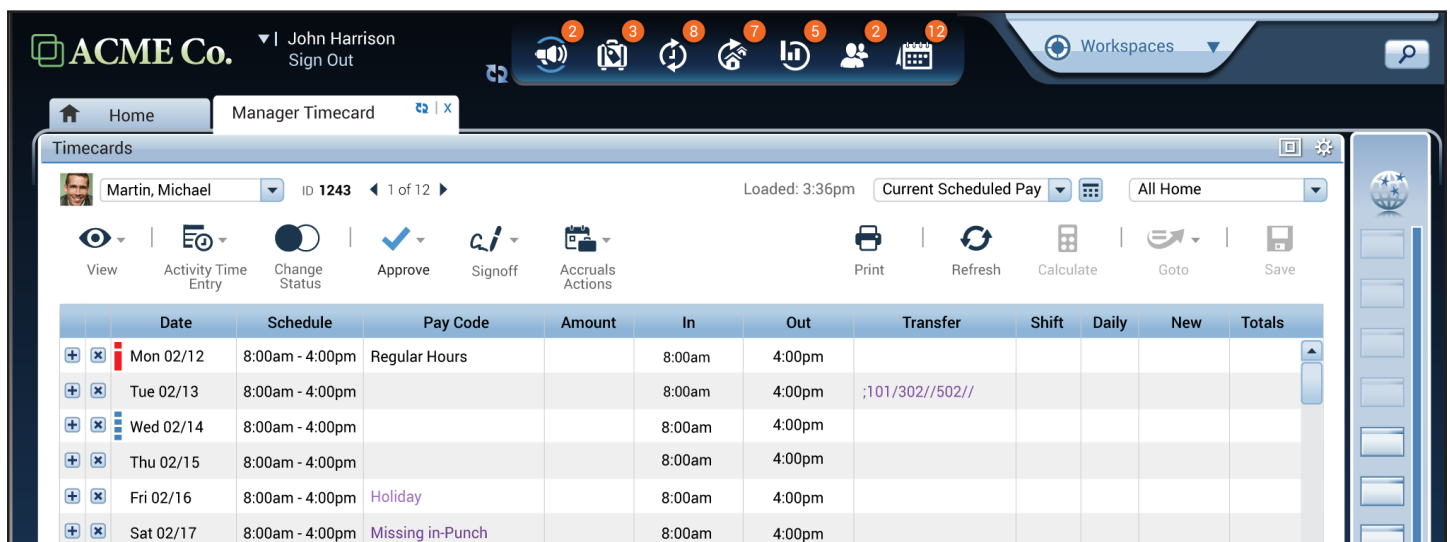
- Automatically apply work and pay rules to reduce payroll inflation
- Increase labor-costing accuracy, strengthen auditability, and reduce off-cycle paychecks

» MINIMIZE COMPLIANCE RISK

- Centrally enforce labor laws, union rules, and organization-specific policies

» IMPROVE WORKFORCE PRODUCTIVITY

- Automate and streamline time-consuming administrative tasks
- Gain real-time visibility into workforce data for improved decision making
- Increase employee satisfaction and user adoption rates



Workforce Timekeeper makes it easy for managers to view employee timecards and see exceptions such as missing, early-in, and late-out punches.



With Workforce Timekeeper, your supervisors have seamless access to the real-time data they need to manage labor costs effectively. Learn an employee is tardy while there's still time to react. Adjust staffing levels, control punch-ins and punch-outs, and avoid unnecessary overtime costs. And quickly identify issues and variances so you can manage dynamically changing workforce needs without exceeding your labor budget.

Minimize compliance risk with consistent policy enforcement

Create a culture of compliance with centralized labor policy control that keeps pace with changing regulations. Workforce Timekeeper consistently enforces federal, state, and local labor laws; collective bargaining agreements; and corporate policies across the organization and backs it all up with a complete audit trail. Are managers using the correct pay rate for each job? Are employees taking all required meal breaks? Workforce Timekeeper's automated enforcement eliminates subjective interpretation of pay rules and policies, promotes fair treatment of all employees, and minimizes the time you spend monitoring compliance and mitigating risk. The payoff? Fewer employee grievances and less costly litigation.

Increase workforce productivity with intuitive tools

Workforce Timekeeper provides managers and employees with all the tools they need for accurate timekeeping in one convenient system. Multiple data collection options, including time clocks, web browsers, and mobile solutions, are available for recording time transactions. The system leverages configurable work rules to quickly identify labor issues and guide managers to an appropriate resolution. Role-based views show critical data just as you need it. Tailored ad hoc query tools enable you to select the right set of employees in seconds. And on-demand reporting lets you see the big-picture perspective or drill down into the details for improved decision making.

By automating manual, time-consuming processes and simplifying reconciliation of labor hours to payroll, Workforce Timekeeper lets busy supervisors manage by exception instead of reviewing every employee timecard. A few minutes is all it takes to find and correct missed punches, respond to time-off requests, and flag and approve overtime. Guided workflows and proactive alerting via email or text provide the information needed to manage time and resources effectively. With actionable information at their fingertips, your supervisors will reach new levels of productivity and effectiveness — focusing more time on business goals and less time on administrative tasks.

Improve employee satisfaction with instant engagement

Workforce Timekeeper delivers a consumer-centric user experience that increases employee satisfaction and drives high adoption rates. Convenient web-based or mobile self-service functionality instantly engages the entire workforce and gives employees greater access and control. Employees can see hours worked, check accruals, ask for time off and schedule changes, view earnings and benefits, and more — at work, from home, or on the road. No more waiting around for answers to routine questions, submitting paper forms, or tracking down managers to make simple requests.

Delivering rich functionality through an intuitive, easy-to-navigate interface, Workforce Timekeeper simplifies timekeeping tasks so managers get more done faster, and employees can count on a perfect paycheck. Built-in scheduling lets you create and edit daily employee schedules based on start times and punch-ins. And summarized views provide all supporting information needed to process employee requests in a single window.



Reporting made easier with Operational Reporting

Kronos provides reports prepared in advance with data that has been requested by our customers. While these reports may be useful for your purposes, you also have the flexibility to edit the underlying templates that drive each report to pick and choose the data that you want to see. By downloading the report, copying, and modifying it, you can create a new report and import it back into the Kronos Workforce Central® suite.

More accurate labor costing, strengthened auditability, and fewer off-cycle paychecks

In many cases, employees work several jobs, often in multiple departments. Managers need visibility into the entirety of these employees' schedules, yet they also require the ability to approve only those hours associated with their department. Multiple Approvals delivers this functionality to managers in any industry where this common situation occurs.

Complete and in the cloud

Workforce Timekeeper is an integral component of the Kronos Workforce Central suite — a complete, integrated workforce management solution that also addresses scheduling, absence management, HR/payroll, hiring, and labor analytics. Anytime, anywhere access via desktop, mobile device, or tablet helps supervisors manage in the moment. A superior user experience boosts adoption rates and increases employee engagement. And exceptional services help unlock the value of your workforce management investment and deliver the experience you expect.

The screenshot shows the Kronos Workforce Timekeeper interface. At the top, it displays 'ACME Co.' and the user 'John Harrison Sign Out'. A navigation bar includes 'Home' and 'Manager Workspace'. Below this is a 'My Genies' section with a 'All Persona QuickFind List' and a 'Loaded 10:30am' status. A toolbar contains icons for 'Select All', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', 'Absence', 'Refresh', 'Share', 'Goto', and 'Save'. The main area is a table with the following data:

Name	ID	Primary Labor Account	Assigned Manager	Pay Rule	Worker Type	Base Rate
Baker, Eddy	007108	Groundskeeping/Gardener	Martin, Eric	US FLSA	Hourly	25.00
Brown, Elizabeth	007126	Cafeteria/Dishwasher	Martin, Eric	US FLSA	Project	27.00
Carter, Anne	007125	Cafeteria/Cook	Martin, Eric	US FLSA	Project	24.50
Edwards, Nancy	007122	Cafeteria/Cashier	Martin, Eric	US FLSA	Hourly	22.75
Fisher, Eustace	007127	Groundskeeping/Lawn Mower	Martin, Eric	US FLSA	Project	23.00
Hernandez, Steven	007303	Delivery/Field Service Technician	West, Genevieve	Britannia	Hourly	18.00
Higgins, Giselle	007302	Mathematics/Professor	West, Genevieve	Britannia	Project	19.50
Howard, James	007305	Hardware/Cashier	West, Genevieve	Britannia	Project	10.00
Jenkins, Gordon	007300	Machine Shop/Department Manager	West, Genevieve	Britannia	Hourly	16.00
Johnson, Lisa	007304	Critical Care/Nurse Manager	West, Genevieve	Britannia	Hourly	22.00
Kelly, Heather	007130	Neonatal/Registered Nurse	Bailey, Adam	Healthcare	Hourly	35.00
King, Susan	007131	Maternity/Registered Nurse	Bailey, Adam	Healthcare	Project	33.00
Knight, Henry	007132	Neonatal/Registered Nurse	Bailey, Adam	Healthcare	Project	28.00
Lee, Richard	007129	Pediatrics/Registered Nurse	Bailey, Adam	Healthcare	Hourly	27.50
Lewis, Howard	007128	Maternity/Licensed Prof. Nurse	Bailey, Adam	Healthcare	Hourly	29.25
Lopez, Mabel	007135	Assembly/Mechanic	McCarthy, Dan	US FLSA	Hourly	21.00

With Workforce Timekeeper, managers can view critical employee information at a glance via a flexible, intuitive interface.