KRONOS WORKFORCE READY

It's enterprise-class workforce management. Simplified.

UNIFIED WORKFORCE MANAGEMENT:
One database. One user experience. One employee record.

In today's challenging business environment, you need to get the most from every available resource, including your employees, to stay competitive and fuel growth. After all, the workforce is your most valuable — and likely your most expensive — asset. But disparate systems, manual or semi-automated processes, and limited visibility into employee data can stand in the way of workforce optimization. That's why you need an integrated solution that provides real-time access to consistent, accurate workforce information to help you make informed decisions and drive bottom-line results.

▶ ENTER KRONOS WORKFORCE READY.

Kronos Workforce Ready® provides the complete automation and high-quality information you need to manage your workforce — from pre-hire to retire — using a unified workforce management platform with a common user interface, database, and workflows. It provides the single-source, real-time data access you need — across time and attendance, HR, payroll, scheduling, and more — to control labor costs, minimize compliance risk, and improve workforce productivity.

EASY, AFFORDABLE, CLOUD-BASED DELIVERY.

AVOID INSTALLATION AND MAINTENANCE HEADACHES: Unsurpassed solution expertise and operational support free your IT staff to focus on core business initiatives.

GET THE LATEST TECHNOLOGY ADVANCES SOONER: Cloud-based delivery enables more frequent upgrades, so you can take advantage of new features and enhancements quickly, effortlessly, and at no extra charge.

PAY FOR ONLY WHAT YOU USE: Our software-as-a-service (SaaS) delivery model delivers greater value through a predictable per-employee, per-month fee structure.

KRONOS WORKFORCE READY

Taking you from pre-hire to punch to payroll

A SINGLE, INTEGRATED PLATFORM. Get enterprise-class power — simplified — with a seamless, unified workforce management suite that shares a common user interface, database, and workflows. Enjoy single-source access to workforce data across time and attendance, HR, payroll, scheduling, and more.
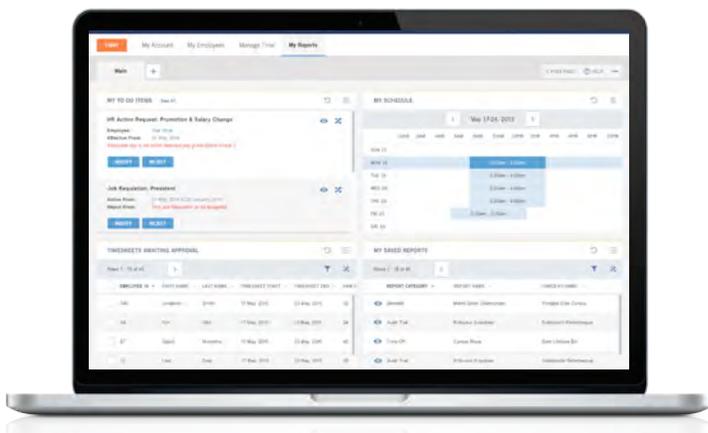
A FLEXIBLE, MODULAR SOLUTION. Mix and match Workforce Ready modules to suit your current and future business needs. Leverage the complete, integrated workforce management suite from day one. Or buy what you require today and add more modules when you're ready.

REAL-TIME VISIBILITY. Access up-to-the-minute data for valuable insights that enable you to identify and resolve costly problems before they impact the bottom line. Dashboards, reports, and self-service tools help simplify data access, improve decision-making, and drive results.

EASY MOBILE ACCESS. Empower mobile managers and remote employees to complete common tasks — from anywhere, at any time — using mobile applications for the Apple® iPhone®, Windows® Mobile, and Android™ platforms. It's the easy, convenient way to boost on-the-go efficiency.

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*"… Organizations are **turning to cloud-based delivery models** to enable workforce management automation and integration. Success for these organizations is about implementing the right functionality **to help drive organizational productivity**, without creating additional burden for HR and IT departments."*[1]

Molli Lombardi, Vice President and Principal Analyst
Aberdeen Group's Human Capital Management Practice

Kronos Workforce Ready provides single-source access to accurate employee data across HR, payroll, time and attendance, and more. The configurable dashboard offers a single view of employee data for simplified and real-time workforce management.

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[1] Kronos Incorporated, "Kronos Extends Leadership in SMB with Latest Release of Workforce Ready," May 19, 2014, http://www.kronos.com/pr/kronos-extends-leadership-in-smb-market-with-latest-release-of-workforce-ready.aspx, accessed June 11, 2014.

TIME AND ATTENDANCE

Control labor costs for bottom-line results

Workforce Ready includes powerful, flexible capabilities such as:

- Data collection from various sources
- Attendance policy administration
- Configurable workflows
- Ad hoc reporting
- Employee self-service
- Time-off requests and approvals
- Timesheet approvals
- Exception management

Workforce Ready Time Keeping streamlines time management processes to help you increase efficiency and reduce labor costs. It automatically captures time and attendance information from a variety of data collection sources, including the Kronos InTouch® time clock, web entry, telephony, and mobile applications.

With Workforce Ready, you can track and understand true labor costs by enforcing flexible, user-defined pay rules. Maintain compliance and improve payroll accuracy with simplified timecard management. Manage exceptions, including missed punches and early/late arrivals, in real time to avoid payroll errors and costly rework. Even track scheduled hours versus worked hours, as well projected hours, to more effectively budget labor costs, forecast overtime, and keep costs within expectations.

*"Kronos real-time solutions help us to **manage time errors when they happen**, not a week or two later. Our information is much more timely and accurate now."*

Tom Steele, CFO
Texas Book Company

ACCRUAL & ABSENCE MANAGEMENT

Keep it fair and consistent for ongoing compliance

Workforce Ready delivers easy, single-source access to up-to-date information:
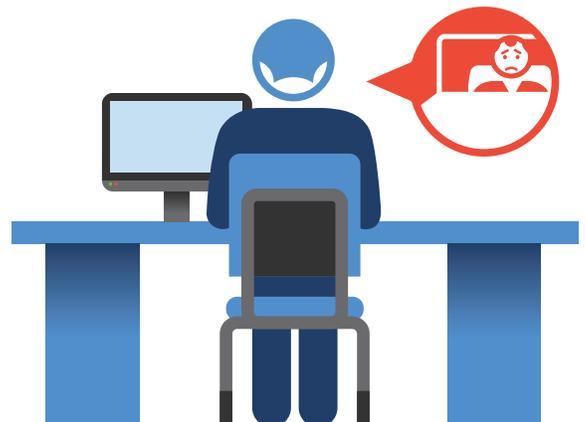
- Automatically enforce absence and leave policies to control labor costs

- Consistently apply absence and leave policies to minimize compliance risk

- Easily gain visibility into absence trends and take action to improve productivity

Employee absences — whether planned or unplanned — can have a big impact on your productivity. In fact, absenteeism costs U.S. companies billions of dollars annually in lost productivity, wages, quality issues, and excess management time.[2] Workforce Ready helps you control and mitigate the effects of absenteeism — before organizational performance suffers. Track eligibility based on tenure, hours worked, vacation, sick time, and other user-defined criteria. Prevent unauthorized time off and late returns with built-in notifications. And automatically calculate accrual balances so managers have immediate visibility into current status.

Workforce Ready automates the enforcement of federal, state, and employer-specific leave policies and requirements for a variety of leave types, including the Family and Medical Leave Act (FMLA), helping you reduce errors and avoid costly litigation and grievances. Automated legislative updates keep your system current with the latest regulations. Plus, one-click access to leave eligibility and availability information helps drive better decisions and minimize compliance risk.

*"We implemented Workforce Ready Leave Manager to automate the enforcement and tracking of federal, state, and employer-specific leave policies and requirements, **reducing the time we spend on administering these complex and changing policies and our risk of noncompliance**."*

Stacey Crockett, ERP Systems and Database Administrator
Mammoth Mountain Ski Area

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[2] Investopedia, "The Causes and Costs of Absenteeism in the Workplace," Forbes.com, July 10, 2013. http://www.forbes.com/sites/investopedia/2013/07/10/the-causes-and-costs-of-absenteeism-in-the-workplace/, accessed June 11, 2014.

HR

Manage the entire employment lifecycle

Workforce Ready automates core HR and talent functions:

- Store and track all employee data in one location
- Streamline applicant tracking, screening, and hiring
- Simplify benefit plan setup, enrollment, and changes
- Automate all steps in the performance review process
- Let employees view and update HR information using self-service
- Access real-time HR data via configurable reports, dashboards, and mobile tools

The ability to hire and retain the right employees is critical to your business success. Workforce Ready HR is an end-to-end solution that addresses the employee lifecycle from pre-hire to retire. Conduct online applications and track candidates throughout the recruiting process. Screen and hire best-fit candidates. Accelerate onboarding so new hires can become productive sooner. Even streamline benefits and performance management with self-service features. Fully integrated reports provide one-click access to HR information from a single screen.

Reduce the time you spend on administrative tasks with built-in workflows for new hire, termination, rehire, promotions, transfers, and more. Or take advantage of the configurable workflow engine to automate your unique business processes and drive more consistent policy enforcement.

Workforce Ready also supports proactive management of your Affordable Care Act (ACA) compliance strategy. It provides the tools you need to effectively manage healthcare benefit compliance for both regular and variable-hour employees, automate enrollment once they reach the eligibility threshold, and access both real-time and historical detail on ACA status.

*"Employees have **access at their fingertips** to their paystubs and benefits information ... Enhancing our communication of employee information has **improved our employee experience**."*

Brad Nycz, Director of Human Resources
Pioneer Metal Finishing

PAYROLL

Deliver the perfect paycheck every time

Workforce Ready drives payroll accuracy by providing:

- Continuous payroll processing
- Real-time calculations
- Versatile pay rules engine
- Notifications and alerts that flag issues
- Automated tax table updates
- Perfect Paycheck Analysis report

Workforce Ready Payroll puts you in complete control of your entire payroll process — every step of the way. Continuous processing makes payroll available whenever you need it. Real-time calculations let you know exactly what your people are doing and what you're paying them to do it. A versatile pay rules engine makes it easy to determine pay for regular or overtime hours and supports any number of scenarios, such as shift differentials, order of importance, location, and more. And for optimal convenience, final pay statements are always just a click away.

Tax data is built into the system to support multiple regional requirements and tax structures. Automatic tax table updates help ensure the accuracy of employee withholdings. Workforce Ready Payroll includes everything you need to complete and file tax forms in-house. Or choose from outsourced options for tax filing, garnishment processing, and check printing.

*"With Kronos, our **operating efficiencies have improved tremendously** and the length of our payroll process has been reduced from three days to one. Workforce Ready has **simplified our workforce management process**, saved us time and money, and helped us shape our long-term growth strategy."*

Ryan Baldwin, IT Director
Rehab Resources

SCHEDULING

Workforce Ready provides the tools and visibility you need to:
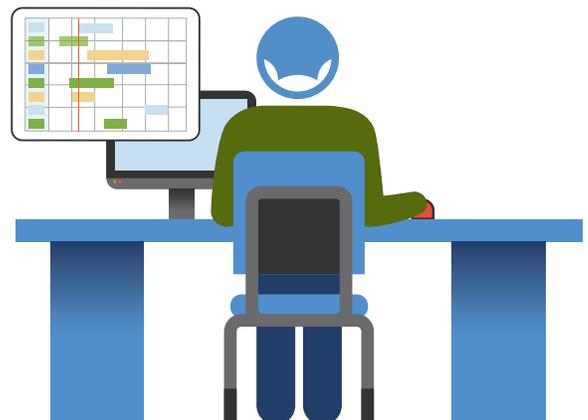
- Build schedules based on available budget and business demand

- Fill schedules with best-fit employees to maximize performance and compliance

- Manage schedules to maintain accurate coverage and avoid budget overspend

- Measure schedule effectiveness to drive continuous improvement

In today's dynamic workplace, you need a way to staff shifts with the right number and type of employees to optimize productivity and control labor costs. But when you rely on spreadsheets and semi-automated systems, creating schedules that match employee availability, skill sets, and preferences to fluctuating business demand can be a time-consuming, error-prone, and frustrating process. Workforce Ready makes it easy to build, fill, and manage best-fit schedules that help you meet performance goals without overspending your labor budget.

Workforce Ready provides the automated tools and high-quality information needed to create accurate schedules that align staffing requirements with budget and demand. Automatic enforcement of scheduling policies, labor laws, and union rules helps minimize compliance risk. On-demand visibility into schedules — from a desktop or mobile device — improves responsiveness. And robust reporting allows you to measure schedule effectiveness and apply lessons learned. So your managers can spend less time creating and managing schedules and more time focusing on strategic priorities for bottom-line results.

*"Store managers now have **all schedule information in one place**, and area managers have better visibility. With Workforce Ready we've **empowered our managers** by giving them the tools to better manage their workforce."*

Wayne Overla, HRIS Administrator
Blarney Castle Oil

REAL-TIME VISIBILITY AND DATA ACCESS

Use dashboards, reports, and self-service tools to drive results

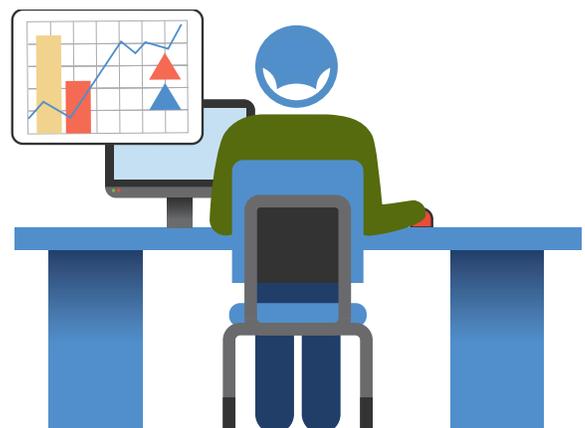**Workforce Ready delivers the real-time data you need:**

• Access standard HR, timekeeping, payroll, and scheduling reports

• Filter, sort, or regroup report contents to suit your specific needs

• Modify report formats with ease using built-in tools

• Export reports to CSV, XLS, PDF, HTML, and XML formats

• Schedule and email reports to keep managers up to date

Take the guesswork out of workforce management once and for all. Information-rich Workforce Ready dashboards, reports, and decision-support tools provide organization-wide visibility and insights. Intuitive navigation features, including application tabs, quick links, and drill-downs, let you find critical information with maximum speed and ease. Instant access to timesheets, schedules, payroll, employee records, and other data empowers you to take immediate action and drive results.

With Workforce Ready, it's easy to tailor system tools and reports to reflect the way you do business. Modify dashboards or create your own. Configure more than 150 standard reports to meet your content and formatting needs. Give managers visibility into important employee data through self-service. And take the load off HR by enabling employees to access profiles, schedules, pay statements, time-off balances, and more — all through convenient self-service and mobile tools.

*"Managers love having data at their fingertips now. With a single database, they can get **accurate data when they need it**, so we're not waiting to make critical business decisions."*

Brad Nycz, Director of Human Resources
Pioneer Metal Finishing

WORKFORCE READY MARKETPLACE

Extend functionality with pre-integrated add-on solutions

The Workforce Ready Marketplace includes best-in-class solutions for:

- Background checks
- Employment eligibility verification
- HR and payroll knowledge base
- Talent acquisition
- Travel and expense report management

The Kronos Workforce Ready Marketplace is a portal that allows you to leverage pre-integrated, best-in-class solutions available from Kronos and third-party vendors — right from the Workforce Ready user interface. Similar to a mobile app store, the Marketplace is your one-stop shop for applications and services that extend the power and functionality of Workforce Ready for even more effective workforce management.

The Workforce Ready Marketplace is designed for convenience and ease of use. There's no need to download software, deal with configuration and integration, or execute sales contracts. Simply browse through the Marketplace, add solutions to your Workforce Ready account, and activate them directly from within the application. It's the fast, simple, and hassle-free way to extend your workforce management capabilities with complementary solutions.

*"Having access to complementary products and services via the Marketplace is a **great value add**."*

Tim Amalfa, Vice President
SULCO Warehousing and Logistics

How is
WORKFORCE READY
helping businesses drive results?

▶ TEXAS BOOK COMPANY

- Improved consistency across company locations, using a single source of real-time workforce data
- Simplified seasonal transition from 300 to 600 employees with an intuitive interface, on-demand training, and cloud-based scalability
- Monitored performance, tracked sales per labor hour, and allocated employee time to different cost centers with configurable real-time reporting

▶ WISCONSIN CHEESE COMPANIES

- Managed timekeeping and reporting for multiple facilities from a single location for improved accuracy and consistency
- Reconciled labor hours to payroll data to achieve 100 percent job costing and produce more competitive, profitable customer quotes
- Viewed hours by cost center daily or weekly to evaluate efficiency and drive more profitable operations

▶ PIONEER METAL FINISHING

- Saved time and minimized errors with automated accrual tracking and calculations
- Reduced errors and eliminated service bureau fees with streamlined, in-house payroll processing
- Increased HR efficiency and employee engagement with self-service tools and mobile applications

Kronos is the global leader in delivering workforce management solutions in the cloud. Tens of thousands of organizations in more than 100 countries — including more than half of the Fortune 1000® — use Kronos to control labor costs, minimize compliance risk, and improve workforce productivity. Learn more about Kronos industry-specific time and attendance, scheduling, absence management, HR and payroll, hiring, and labor analytics applications at www.kronos.com. **Kronos: Workforce Innovation That Works**™.

Put Kronos Workforce Ready to work for you:

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Workforce Innovation That Works™