

WorkForce Suite For Higher Education

Your workforce is essential to offering the best education experience possible. Improve efficiencies and boost employee satisfaction with accurate time and attendance, scheduling, and leave management processes. WorkForce Software's cloud-based WorkForce Suite helps colleges and universities simplify:

- Work-hour tracking for employees with multiple jobs
- Compliance with complex pay rules and union agreements
- Multiple pay frequencies and seasonal employee count fluctuations
- Unique time-off policies and vacation schedules
- Alignment with work-study hours and grant-tracking requirements



The ability to include all employee types—from full-time, year-round staff to seasonal staff, part-time employees, and workers with multiple jobs—provides a complete, clear view of labor activities across the entire organization. Consider how WorkForce Suite meets the needs of every user type, including:

Faculty, Graduate Students, Teaching Assistants & Researchers

- Displays accrual balances for all vacation and time off banks, and provides an intuitive web-based method of requesting time off
- Provides access to WorkForce Suite from any PC, tablet, or smartphone with an HTML5 browser
- Tracks hours against grants and funding sources, including allocation across multiple sources

Student Workers

- Captures hours worked to ensure accurate pay calculation for regular and overtime hours
- Supports multiple timesheets for multiple positions, including various pay rates and pay rules per job, and ensures accurate overtime pay
- Records hours against work-study programs to maintain budget allocations, and alerts management when work-study hours are maxed out

Maintenance Staff

- Captures hours worked using any combination of data collection methods, including mobile
- Integrates with maintenance and work management systems to track time and labor costs against work orders
- Automatically enforces union policies, such as pay premiums, overtime equalization, and pay rules

Public Safety

- Automates complex rotating and 24-hour schedules, reducing manual work and ensuring sufficient coverage
- Calculates complex police and fire department overtime rules and stores a full record to help demonstrate compliance

Service Staff

- Synchronizes with point of sale systems, giving managers precise labor cost data for budget and staff allocation
- Allocates time worked for multiple job assignments, supporting various pay rules by position and ensuring accurate overtime pay
- Schedules employees based on employee work preferences and staffing needs, bolstering employee satisfaction

Human Resources

- Simplifies compliance with the FLSA, FMLA, and other federal, state/provincial, and local labor regulations
- Tracks and records all absences and tardy events, and automatically enforces attendance point tracking policies
- Provides robust leave management support and guidance, from the point of the initial request and determination through the entire leave case process



Payroll

- Calculates hours worked and overtime across the organization
- Calculates all premiums and other special pay for 100% of your workforce
- Synchronizes time and pay information with HR, payroll, and other related systems



For more information

Visit workforcesoftware.com or call us at +1 877 493 6723