

# WorkForce Time and Attendance

There's more to effective workforce management than capturing 'in' and 'out' punches. Today's HR and payroll professionals also need access to granular labour data for strategic decision making across all employee groups and locations. With the ability to interact with HR, payroll, and other enterprise systems, our WorkForce Time and Attendance solution delivers mission-critical capabilities, combined with the flexibility to adapt to rapidly changing needs and market dynamics.

## Reduce Costs and Increase Organisational Efficiencies

WorkForce Time and Attendance digitalises your HR and payroll policies for your diverse workforce. Pay rates, overtime, shift differentials, meal deductions, and other 'labour events' are accurately captured and calculated within the system which eliminates manual errors and reduces payroll costs.

WorkForce Time and Attendance also provides real-time insights into your workforce. From basic tasks—such as the ability to view current and projected annual leave accounts and balances, to more advanced functionality—such as detailed analysis and reporting capabilities, WorkForce Time and Attendance empowers your organisation to make better business decisions and increase organisational efficiencies based upon detailed labour information.

## Simplify Compliance

WorkForce Time and Attendance also enhances your organisation's ability to comply with corporate policies, trade union rules, and other complex regulations such as the Working Time Directive, as well as other national and local labour laws and regulations impacting your global workforce. Equally important, WorkForce Time and Attendance provides a complete audit trail of all interactions and all changes within the system, helping you to simplify compliance.

## Boost Employee Satisfaction

WorkForce Time and Attendance empowers your employees and managers with self-service functionality and easy-to-use tools. It gives them flexibility to manage their timesheets and annual leave requests through several channels, from traditional wall-mounted clocks and Interactive Voice Response (IVR) to web portals, smartphones, and tablets. Notifications can be sent using multiple methods—including email and text messages—to ensure that you reach employees quickly and consistently when a change occurs.



### Key Solution Features

- Automate all pay rules for all employees, without custom code
- Validate time and labour in real time
- Integrate with ERP, payroll, and core HR systems
- Enforce local regulations and corporate policies, worldwide
- Preview gross hours & calculate gross payroll
- Flag exceptions based upon your specific policies
- Track attendance points
- Process retroactive payroll adjustments
- Amend timesheets for prior-period adjustments
- Configure multiple user roles and security levels
- Maintain audit trails of all time and labour information
- Notify managers & HR around warning thresholds
- Easily track time, view schedules and request time off
- View and complete transactions from any HTML5-enabled smartphone
- Collect data through terminals, tablets and more
- Push information to employees with preset and ad hoc text messages
- Build and run granular labour reports

## More Than Time Tracking

### Activity Based Costing

Activity Based Costing gives you a virtually unbounded ability to track labour distribution and costs across the enterprise. All time accounting is tailored to your requirements, and can include tracking hours and expenses against cost centres, projects, tasks, departments, work orders and more, in order to precisely determine the costs associated with different projects or areas of the organisation.

### Key Features

- Store an unlimited number of labour fields, hierarchies, and allocation splits between projects
- Support labour distribution lists imported from external systems
- Integrate with major project tracking systems for lookup lists
- Synchronise hours and costs with external project tracking and financial systems
- Interface work order time with maintenance systems

### Multiple Assignments

Multiple Assignments is ideal for environments where employees may work in multiple jobs, reporting to separate managers, within a single pay period. This extension of WorkForce Time and Attendance creates and processes a separate timesheet for each position and automatically completes all cross-timesheet calculations to simplify your compliance with wage and hour regulations.

### Key Features

- Manage multiple job positions simultaneously for a single employee
- Track and enforce distinct pay rates and rules by position
- Prompt data collection devices to collect job codes
- Support different supervisors and approval workflows for each position
- Get a complete view of all employee positions and timesheets