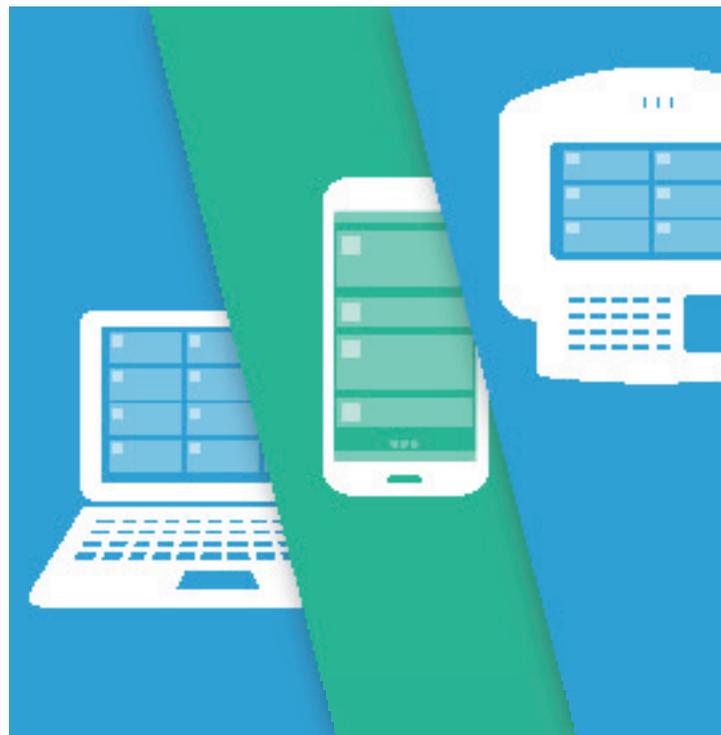# WorkForce Time and Attendance

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

Reduce Costs and Increase Organizational Efficiencies

WorkForce Time and Attendance digitalizes your HR and payroll policies for your diverse workforce. Pay rates, overtime, shift differentials, meal deductions, and other 'labor 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 paid time off accounts and balances, to more advanced functionality—such as detailed analysis and reporting capabilities, WorkForce Suite empowers your organization to make better business decisions and increase organizational efficiencies based upon detailed labor information.

Simplify Compliance

WorkForce Suite also enhances your organization's ability to comply with corporate policies, union rules, and other complex regulations such as the Fair Labor Standards Act (FLSA) in the United States, as well as other national and local labor laws and regulations impacting your global workforce. Equally important, WorkForce Suite provides a complete audit trail of all interactions and all changes within the system, helping you to simplify confidence.

Boost Employee Satisfaction

WorkForce Suite empowers your employees and managers with self-service functionality and easy-to-use tools. It gives them flexibility to manage their timesheets or 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 labor 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 labor 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 labor reports

More Than Time Tracking

Activity Based Costing

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

Key Features

- Store an unlimited number of labor fields, hierarchies, and allocation splits between projects
- Support labor distribution lists imported from external systems
- Integrate with major project tracking systems for lookup lists
- Synchronize 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