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SAP Solution Brief

SAP Solution Extensions | SAP Time and Attendance Management by WorkForce Software

Automate Complex Pay Rules While Streamlining Time and Attendance Management



Gaining Real-Time Insights to Help Make the Right Decisions

Managing the time and time off of a large workforce requires more than just recording the number of hours worked by your employees. **To control workforce costs and make smart personnel decisions**, you must also address a host of complex policy concerns – everything from labor regulations and safety rules to overtime, payroll, holidays, and employee absences.

Workforce management is a real balancing act. Managing employee time in every company location and tracking absences and scheduled time off is just the start. You must also adhere to complex pay rules that can differ greatly between a heavy machine operator whose work hours are limited by safety regulations and a union laborer whose overtime may impact this quarter's budget. How can you get the real-time insight needed to make the best decisions for both employees and the bottom line?



**Gaining Real-Time Insights to Help
Make the Right Decisions**

The SAP Time and Attendance Management application by WorkForce Software, which is integrated (see Figure 1) with the SAP SuccessFactors Employee Central solution and the SAP ERP application, helps you create a comprehensive view of employee labor activities. This cloud-based application offers powerful features that transform outdated manual processes into digital solutions and automated systems that use real-time employee data and insights to help you reduce labor costs and improve business execution.

**Gaining Real-Time Insights to Help
Make the Right Decisions**

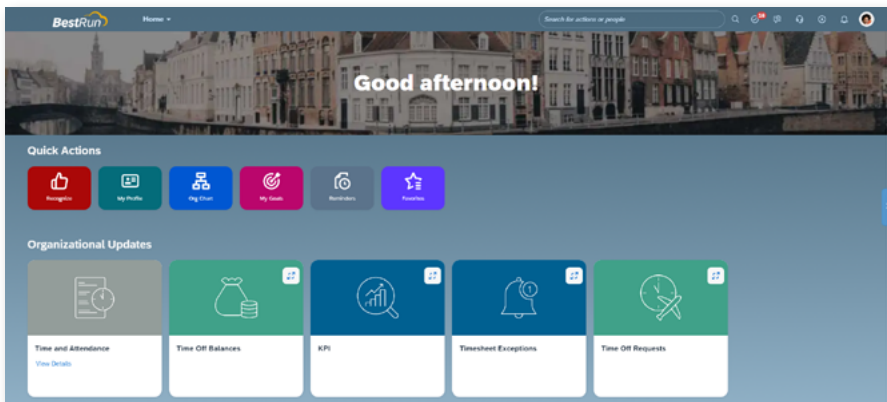


Figure 1: Integration with SAP SuccessFactors Solutions

Automating Time and Attendance Management

The application helps you manage time and attendance for your workforce – including hourly, salaried, and contingent employees – across company locations. SAP Time and Attendance Management automates complex pay rules such as shift differentials and premiums, captures check-in and checkout times and breaks, and tracks hours for workers with multiple jobs or assignments. You can process retroactive payroll adjustments and amend time sheets to reflect changes to prior pay periods.

Configuration features allow you to tailor the application to your needs without the time and expense of creating and maintaining custom code or error-prone work-arounds. Our intelligent decision architecture allows you to easily adapt to meet unique policies and changing requirements.

Access to our prebuilt best-practice templates helps reduce your dependence on IT, allowing you to deploy your system faster and make adjustments to address evolving company policies, union rules, and regulations.

The application also reduces the risk of payroll leakage, with accurate time capture and automated gross payroll calculations, which are then shared with enterprise resource planning, human resources, and payroll solutions such as the SAP SuccessFactors Employee Central Payroll solution. This integration improves the speed and accuracy of payroll processing.

Automating Time and Attendance Management

Empowering Employees with Self-Service Tools

Empowering Employees with Self-Service Tools

The application is designed to give employees greater visibility into their work experience by providing them with real-time visibility into their data. This enables employees to plan, adjust, and make requests to help them find balance between their work and personal obligations and interests all while reducing administrative overhead.

With mobile access, employees don't have to be at work or near a PC to gain access to their information – they can access it from home, from work, and from locations in between.

Real-time calculations let employees see their expected gross hours or pay as worked time and time off is recorded (see Figure 2). Proactive alerts let them know when issues arise that could impact their pay or health and well-being.

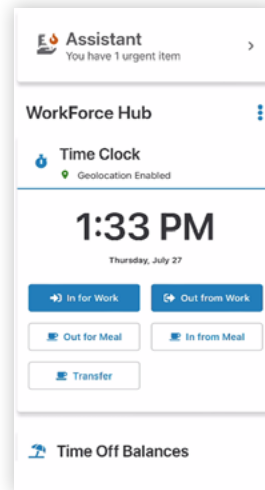


Figure 2: Clocking Time on a Mobile Device

Automating Time and Attendance Management

Empowering Employees with Self-Service Tools

When it comes to planning time away from work, employees can confirm whether they have enough time off available with projected time-off balances that account for entitlement and accrual rules, as well as planned usage and alerts when a request isn't approved due to a rule violation.

The application also enhances the time-sheet experience, providing a detailed view of information (see Figure 3).

Automating Time and Attendance Management

Empowering Employees with Self-Service Tools

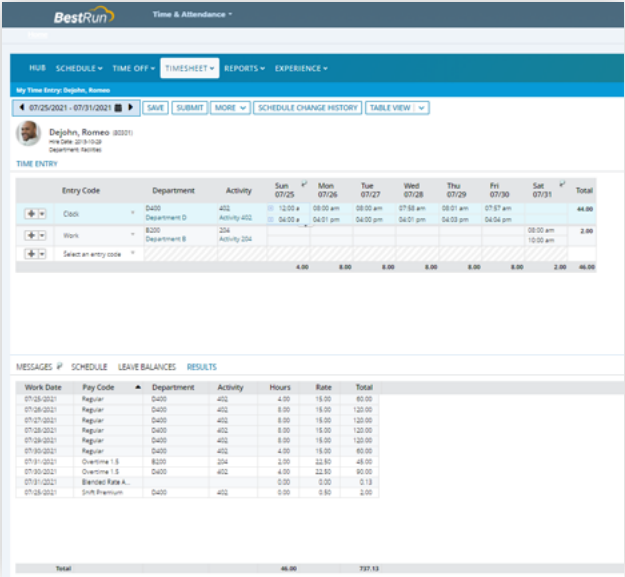


Figure 3: Informative Time-Sheet Experience

Understand and Strategically Manage Employee Costs

By delivering a comprehensive view of employee labor activities, SAP Time and Attendance Management can help you gain actionable insight into how workforce costs and productivity may affect both your organization and the bottom line.

The application captures accurate time and detailed labor allocation data and shares that information with your other enterprise solutions, which enables faster, more accurate payroll processing, reporting, and more. Automation of complex pay rules streamlines pay processes for various employee types in locations around the world.

Employers can better understand and manage absence costs across the enterprise. Real-time accrual tracking provides a clear, accurate view of current and projected time-off balances and prevents leakage of benefits.

Cloud delivery of this application enhances performance and security while minimizing effort for your IT staff. And because the application uses configuration instead of custom code or error-prone work-arounds to address complex needs, your staff can quickly make changes without IT support and stay current with new workforce regulations.

Understand and Strategically Manage Employee Costs



What's the **impact of employee time management** on your company? With SAP Time and Attendance Management, you'll know.

Summary

The SAP Time and Attendance Management application by WorkForce Software helps you create a comprehensive view of employee labor activities, giving you the insight to strategically manage workforce costs. This cloud-based application, which integrates with the SAP SuccessFactors Employee Central solution and the SAP ERP application, can be configured to meet your individual needs – without the time and expense of custom code or error-prone work-arounds.

Objectives

- Control workforce costs
- Make smart personnel decisions that improve business execution
- Manage and automate complex workforce policy concerns

Solution

- Automated complex pay rules
- Employee self-service tools
- Powerful application configuration features

Benefits

- Enhance strategic management of workforce costs through insight into employee labor activities
- Improve pay-process accuracy and organizational efficiency through automated time and attendance management
- Boost employee productivity and engagement with greater transparency and improved communication

Learn more

To find out more, call your SAP representative today or visit us [online](#).



