

The WorkForce Suite: Universal Compliance

Ensure compliance and deliver on a commitment to meet employee time-off needs

When it comes to workforce management, an organization's compliance concerns extend beyond regulatory compliance to include union and collective bargaining agreements, industry standards, corporate policies, health and safety rules, and security concerns. With every new layer, the degree of uniqueness for each organization multiplies. With established best practices and a future-ready approach, the WorkForce Suite has you covered for every labor law or agreement—whether global or local, legislative or contractual, industry or corporate. Here is a small selection of key legislation requirements supported globally:

- Family Medical Leave Act (FMLA), Federal Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), and Affordable Care Act (ACA) in the United States
- Modern Awards in Australia
- Canada Labour Code
- Working Time Directive and General Data Protection Regulation (GDPR) in Europe

Compliant Schedules

Every organization understands the importance of the right people working at the right time and place. With fair and predictive scheduling practices gaining greater momentum and the increasing demand for highly skilled workers, 'the right people' of the equation takes on a more significant meaning. The WorkForce Suite helps organizations mitigate compliance risks before the work even happens with:

- **Fair and Predictive Schedules:** Leveraging forecasted demand, schedules can be generated and published well in advance to allow employees to arrange childcare, manage multiple jobs, and plan their lives beyond work.
- **Enforcing Constraints:** Whether creating a new schedule, looking for a replacement worker, or swapping shifts, organizations can be assured workers will have the required skills and qualifications and will not violate work hour limits or minimum rest periods.
- **Overtime Equalization:** Overtime offered and rejected can be monitored and tracked to facilitate and enforce equitable distribution of overtime.



“Arch Coal chose WorkForce Software because [they] offered new functionality that we wanted to add to our organization, like automating time-off balances, employee self-services, and FLSA compliance.”

— Cathy Staley, Payroll Manager, Arch Coal

WorkForce Suite Provides Solutions to your Compliance Needs



Leave and Accommodation Policies

Employers cannot afford non-compliance with employee leave laws and other policies. The costs are endless—from penalties and fines to the cost of litigation, not to mention the potential brand damage that can impact the ability to attract and retain top talent. The WorkForce Suite can help with:

- **Eligibility Determination:** Evaluates an employee's eligibility for each absence and accommodation policy by comparing the defined criteria with employee demographic data and responses to an easy to follow questionnaire.
- **Case Management Tools:** Provides a single source of truth for every leave and accommodation case with documentation creation and storage, workflows, and eligibility details—all with a complete audit trail.
- **Compliance Update Service:** A unique regulatory update service provides access to the latest updates for hundreds of national and local leave and accommodation regulations.



Fitness for Duty and Mitigating Fatigue Risks

Workers are more prone to errors when they are fatigued and in some circumstances, those errors can impact the health and safety of the worker as well as others inside and outside of an organization. The WorkForce Suite mitigates the risks of fatigue by enforcing:

- **Work Hour Limits:** Restricts number of scheduled hours for any defined period and provides proactive notifications if a variation in actual hours could result in a violation of defined limits.
- **Breaks:** Issues a proactive notification when a required break is not taken and prevents clocking back into work when a sufficient break has not been taken.
- **Rest Periods:** Ensures required rest periods are scheduled between shifts and issues alerts when actual hours may result in a rest period violation if the next shift is worked as planned.



Payroll Accuracies

It is critical for an organization to accurately pay their employees on time. Between legislative, union, and company pay policies, organizations can't afford to rely on manual processes or other error-prone practices that could result in inaccuracies to an employee's pay:

- **Built-in Best Practices:** A comprehensive library of best practice templates for regulations and common rules found in organizations everywhere—big or small, local or global.
- **Unique Policies:** Every unique policy is configured and automated without ineffective workarounds, custom scripts, or new product releases.
- **Retroactive Calculations:** When policy or rate changes are retroactive, all impacted pay periods can be recalculated, and the delta pushed forward for payment in the next pay period or off-cycle.



GDPR

WorkForce Software experts have been working on GDPR compliance since 2016 to ensure the right controls, policies, and certifications are in place to comply with confidence including:

- **Formal Privacy Program:** Based on BS 10012 "Personal Information Management", and headed by a Chief Privacy Officer, incorporates Data Protection Impact Assessments, Privacy by Design, operational procedures, awareness and training (including staff with CIPP/E, CIPM, and Certified GDPR Practitioner privacy certifications), and formal audit of the program.
- **Technical Organization Measures:** Includes encryption and pseudonymization, web application firewalls, disaster recovery, access controls, incident and breach response, change management, and extensive testing of those controls through penetration testing, code testing, and web application security assessments.
- **Independent Evidence of Compliance:** Validated through, or Substantiated through a GDPR Attestation, ISO 27001 audit and certification, Privacy Shield Certification, and annual SOC 1 and SOC 2 audits.

Visit us at workforcesoftware.com/workforce-suite/compliance to discover how we can help your organization efficiently manage employee time off when they need it while meeting compliance requirements.

