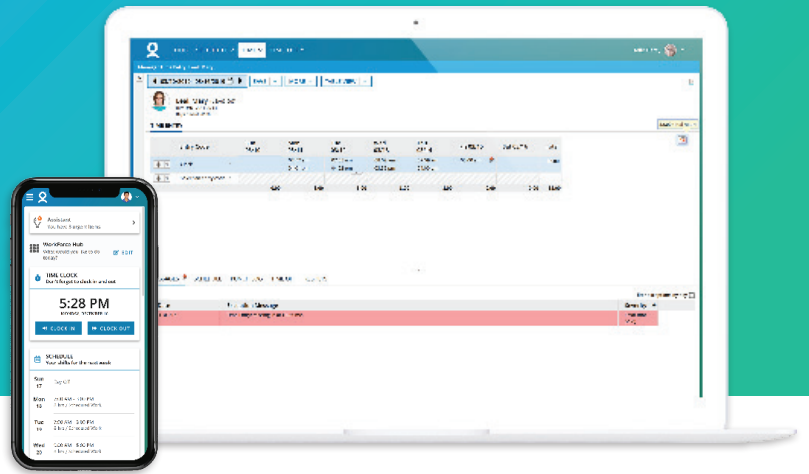


The WorkForce Suite

Time and Attendance



There's more to effective workforce management than capturing 'in' and 'out' punches. The concerns of complying with legislative and contractual requirements while maintaining—or improving—operational efficiencies necessitates automation of everchanging rules to simplify compliance as well as 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, the WorkForce Suite delivers mission-critical time and attendance capabilities while offering the flexibility to adapt to rapidly changing needs and market dynamics.

Simplify and Prove Compliance

When it comes to compliance, today's organizations can't afford to take chances. Violations can result in expensive litigation, penalties, fines, and even brand damage. To simplify and prove compliance, the WorkForce Suite's time and attendance capabilities include:

- **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.
- **Class-leading rules engine:** Every unique and complex rule is configured and automated without ineffective workarounds, custom scripts, or new product releases.
- **Proof of compliance:** A complete audit trail of all interactions and changes within the system to prove compliance.

Reduce Costs and Improve Operational Efficiencies

Organizations need to focus on their core business to remain competitive. In order to maximize efficiencies, reducing time spent on administrative tasks and eliminating error-prone processes is essential. The WorkForce Suite's time and attendance can help:

- **Minimize payroll leakage:** Prevent time theft practices like overstatement of time worked, 'buddy punching', rounding errors, and more with accurate time capture options.
- **Provide real-time visibility:** All pay rules including overtime, shift premiums, special duties, incentives, and other unique policies are calculated in real-time.
- **Prevent unplanned overtime:** Proactive notifications alert managers when employees are working outside of schedule to reduce unplanned overtime.

Boost Employee Satisfaction

Acquiring and retaining top talent is mission critical to every organization everywhere. Employees want to be treated fairly, feel valued, and have access to the information they need when and where they want it. The WorkForce Suite supports features that:

- **Provide proactive notifications:** Allow managers to review and address critical errors or issues as they occur to minimize downstream impacts on employees.
- **Empower employees:** Self-service allows employees to review and confirm their hours and gross pay before payroll is processed.
- **Promote fair work practices:** Support fair and consistent application of policies across the entire workforce.

Key Features

Flexibility

- Best practice templates for common regulations and rules
- Future-ready, rules-based engine for complex and unique rules
- Seamless integration with core HR, ERP, payroll systems, etc.
- Data collection from time clocks, mobile devices, and more

Labor Costing and Analytics

- Store an unlimited number of labor fields, hierarchies, and allocation splits
- Default allocation of work hours
- Capture productivity metrics
- Integrate with 3rd party solutions for lookup lists, data validation, and synchronization of hours

Concurrent Employment

- Manage multiple job positions simultaneously for a single employee
- Track and enforce distinct pay rates and rules by position
- Support different supervisors and approval of workflows for each position
- Obtain a complete view of all employee positions and timesheets

Approvals and Workflows

- Individual or group timesheet approvals from a single view
- Address or approve urgent requests or condition from any device, anywhere
- Complete and traceable audit trail to prove compliance

Payroll Processing

- Automated and accurate calculations of all pay rules
- Preview gross hours and calculate gross pay in real-time
- Amend timesheets for prior-period adjustments
- Retroactive calculations for back-dated policy changes
- Make off-cycle payroll payments

Attendance Policies

- Flag exceptions based on specific policies
- Track attendance points and/or occurrences
- Notifications when warning thresholds are reached

“WorkForce Software doesn’t trip up when we ask them, ‘Hey, can we do this?’ They are right there, and they help us get our business done.”

Lissa Perrone

Director of Business Affairs, Oregon State University