

# Timekeeping Solution

## Control labor costs with automated time and attendance management

Looking to gain a competitive advantage and drive bottom-line results? Our timekeeping solution, a module in our integrated cloud-based human capital management suite, provides the complete automation and high-quality information you need – when and where you need it – to help your organization control labor costs, minimize compliance risk, and improve workforce productivity.

Our timekeeping module addresses all your time and attendance requirements – from timecard management and labor cost tracking to employee scheduling and absence management. The solution simplifies routine tasks such as approving timesheets, correcting exceptions, responding to time-off requests, and managing schedules, using configurable built-in workflows. Real-time visibility makes it easy to manage exceptions, enforce work and pay rules, and update schedules for ongoing compliance and cost control. And robust reporting provides real-time insight to drive more informed decision making and help you optimize your labor spend.

### Capture accurate labor data from a variety of sources

Our timekeeping solution automatically captures labor information from a wide variety of data collection sources, including the Kronos InTouch® time clock, web entry, telephony, and mobile applications. The module lets employees clock in and out for shifts or meals and perform labor transfers using an intuitive web-based interface. It can also track salaried employees and other workforce segments that need to assign time to projects. For organizations with a dispersed or mobile workforce, our solution offers a mobile app with geographic punch restrictions and a telephony option that captures employee time data via a landline or mobile phone.



## Key Benefits

- » **CAPTURE ACCURATE TIMEKEEPING DATA** from time clocks, the web, and mobile sources
- » **TRACK AND UNDERSTAND TRUE LABOR COSTS** by enforcing user-defined pay rules
- » **MAINTAIN COMPLIANCE** and payroll accuracy with simplified timecard management
- » **MANAGE EXCEPTIONS**, including missed punches and early/late arrivals, in real time
- » **IMPLEMENT SCHEDULES** that tightly align staffing with operational goals
- » **FREE IT** from maintenance and upgrade hassles with a cloud delivery model

Weekly Schedule							Refresh	Add Schedules	Replace Schedules	...	
Employee Filter: All Employees	Date Range: Calendar Range	This Week	(09/17/2018 - 09/23/2018)	Extra Settings: <input checked="" type="checkbox"/> Show Time Off <input type="checkbox"/> Show Cost Center Name <input type="checkbox"/> Show Cost Center Path <input checked="" type="checkbox"/> Highlight Last Opened Schedule <input type="checkbox"/> Group by Scheduled Cost Center <input type="checkbox"/> Show Headcount							
Employee Id	First Name	Last Name	Employee Status	Schedule Mon Sep 17	Schedule Tue Sep 18	Schedule Wed Sep 19	Schedule Thu Sep 20	Schedule Fri Sep 21	Schedule Sat Sep 22	Schedule Sun Sep 23	
1	Christy	Fryman	Active	7AM - 330PM Work*: All Day	7AM - 330PM	7AM - 330PM	7AM - 330PM	7AM - 330PM	7AM - 330PM Off: 03:00p-11:00p	Work*: All Day	
10	Caroline	Bonnell	Active	Work*: 03:00p-11:00p Work: 03:00p-11:30p	Work*: 03:00p-11:00p Work: 03:00p-11:30p	Work*: 08:00a-05:00p Work: 08:00a-05:00p	Work*: 03:00p-11:00p Work: 03:00p-11:30p	Work*: 03:00p-11:00p Work: 03:00p-11:30p	Off*: All Day Off: All Day	Off*: All Day Off: All Day	
100	George	Wick	Active	(Time Off: 8:00) Work*: 08:00a-11:00p Off: All Day	Work*: 08:00a-11:00p Work: 08:00a-06:00p	Work*: 08:00a-11:00p Work: 08:00a-06:00p	Work*: 08:00a-11:00p Work: 08:00a-06:00p	Work*: 08:00a-11:00p Work: 08:00a-06:00p	Work*: 08:00a-11:00p Work: 08:00a-06:00p	Off*: All Day Off: All Day	
101	Mary	Wick	Active	Work*: 08:00a-11:00p	Work*: 08:00a-11:00p	Work*: 03:00p-11:00p	Work*: 08:00a-11:00p	Work*: 03:00p-11:00p	Off*: All Day Off: 12:00a-11:59p	Off*: All Day Off: 12:00a-11:59p	
1010	Tom	Saper	Active	7AM - 330PM Work*: 12:00a-06:00a Work*: 06:00a-12:00a Work: 06:00a-12:00a	7AM - 330PM Work*: 12:00a-06:00a Work*: 06:00a-12:00a Work: 06:00a-12:00a	7AM - 330PM Work*: 12:00a-06:00a Work*: 06:00a-12:00a Work: 06:00a-12:00a	7AM - 330PM Work*: 12:00a-06:00a Work*: 06:00a-12:00a Work: 06:00a-12:00a	7AM - 330PM Work*: 12:00a-06:00a Work*: 06:00a-12:00a Work: 06:00a-12:00a	Work*: 12:00a-06:00a Work*: 06:00a-12:00a Work: 06:00a-12:00a	Work*: 12:00a-06:00a Work*: 06:00a-12:00a Work: 06:00a-12:00a	

Our timekeeping module allows you to view employees weekly hours including expected time-off.

The configurable employee dashboard enables employees to request time off; view their schedules, timecards, and accrued time-off balances; and more – all from a single screen. Employees can also use the dashboard to review, approve, annotate, and submit timesheets, which are automatically routed to managers, or a series of approvers, through a custom workflow.

### Simplify routine time and attendance tasks to drive efficiency

The timekeeping dashboard provides one-click access to key data and frequently performed tasks – in real time – to speed and ease time and attendance management. The solution simplifies tasks such as approving timesheets, correcting exceptions, responding to time-off requests, and managing schedules that occur daily, weekly, or per pay period. In addition, the time-off calendar provides at-a-glance visibility into which employees are off and when. Alerts, notifications, and reporting keep managers up to date on PTO management so they can minimize the impact of absences.

### Maintain compliance with real-time visibility into exceptions

Exceptions such as missed punches, early/late arrivals, and extended or skipped breaks can result in payroll errors and increased compliance risk. Our timekeeping solution automatically flags exceptions that violate your organization’s policies and alerts managers so they can take action. Complete automation eliminates timekeeping errors, while real-time calculations help maintain compliance and payroll accuracy. Plus, the system automatically sends the correctly calculated hours to your payroll system – no matter whether you use our integrated payroll solution or another solution –

so that each employee check is cut right the first time.

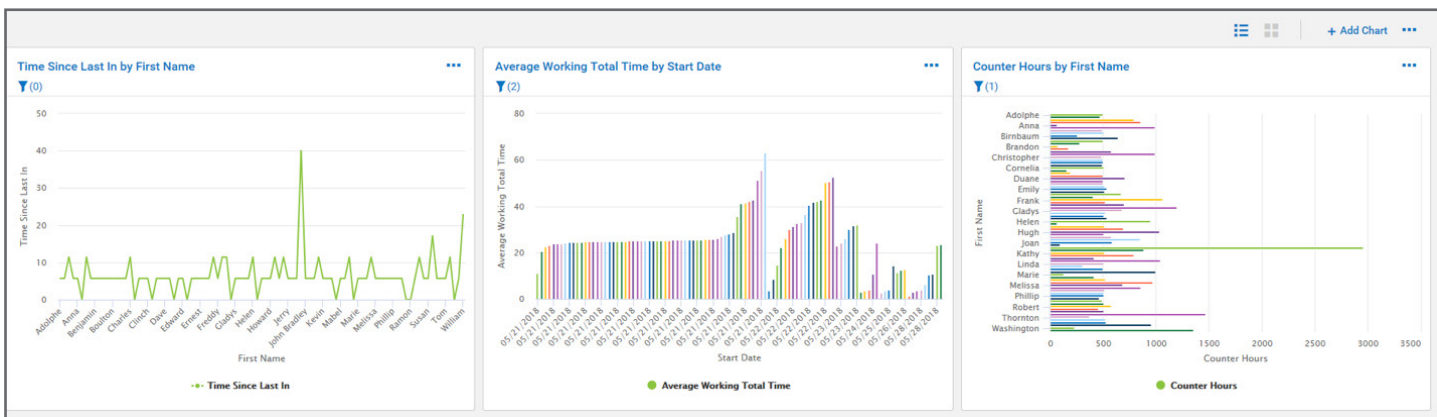
### Automate attendance tracking and accruals for peace of mind

Manual attendance management processes are not only complicated and error prone – they also make it difficult to document infractions and prove compliance. Our timekeeping solution automates policies for attendance and accruals to drive more accurate, consistent enforcement. The system automatically updates employee attendance points/occurrences to reflect the accurate balance – with no manual intervention required – giving managers immediate visibility into current status. In addition, with our accruals module, the system calculates accrued time off based on an employee’s performance/attendance points.

Managers can easily enforce absence-related policies, including federal, state, and organization regulations. The system makes it simple to confirm each employee’s eligibility for paid and unpaid leave based on vacation, sick time, and other user-defined criteria. Our timekeeping solution automatically notifies managers when employees exceed established point thresholds to help ensure compliance.

### Assign and track employee schedules with ease

Our timekeeping solution makes it simple to assign daily, weekly, or configurable patterns to schedules. For flexibility and convenience, you can assign employees to schedules or schedules to employees, view preferences, make adjustments on the fly, and give employees access from the web, a mobile app, or the time clock. You can even track scheduled hours versus worked hours, as well as projected hours, to more effectively budget labor costs, forecast overtime, and keep costs within expectations.



Information-rich dashboards provide real-time insights to drive better human capital management decisions. Format and save almost any screen as a report to meet your specific business needs. Export or deliver reports at a scheduled time to provide the right people with the right data – right when they need it.

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