



# Time and Attendance Solution

Develop a high-performance workforce with valuable insight that drives bottom-line results.



# Empower your teams with Time and Attendance solutions

Keeping track of time is at the heart of your workforce — and your business. By understanding when your people are working and what they are doing, you can gain the kind of insight that saves valuable time and labor dollars — and increase your bottom line.

But high-performing organizations know that workforce management is more than simply accounting for the costs of doing business. It's about better managing your largest controllable expense and your greatest competitive advantage — it's about your workforce.

We simplify the tedious tasks involved with monitoring employee time and attendance, labor tracking, and data collection. Our completely automated time-tracking software — working in tandem with our data collection devices — helps you engage your workforce as you control labor costs, minimize compliance risk, and improve workforce productivity.



## Get a fix on the problem.

### **TIMEKEEPING ERRORS**

Do you struggle to manage employee timekeeping with paper timecards or other manual processes?

### **EXCESSIVE OVERTIME**

Do your managers lack visibility to the information they need to control overtime costs?

### **WORKPLACE FAIRNESS**

Are your organization's work rules and policies subject to inconsistent interpretation and application by individual managers?

### **COMPLIANCE RISK**

Do your current timekeeping processes leave you exposed to risk of noncompliance with government regulations like the FLSA?

### **BUSINESS INSIGHT**

Is your organization relying on operational information that is late, incomplete, or just plain wrong? Are your systems unable to provide insight to understand what your data is telling you?

### **EMPLOYEE ENGAGEMENT**

Do your employees want better online and mobile access to the information they need to balance work with life?



# Control Labor Costs

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## Cut payroll waste and gain valuable insight

You know that your employees are your most valuable asset — you see it reflected in your labor budget — so having real-time visibility into workplace trends and issues that can affect their performance is critical. And because being good to your people is good for business, you need to ensure that your time and attendance solution empowers them and allows you to stay actively engaged every day. We automate the time and attendance process to help you get the most from your workforce — and your budget. With our solution, you'll learn when an employee is late for work — in time to react. You'll get a handle on the information you need to effectively run your organization, like time-off balances, timecard exceptions, and overtime costs. And you'll uphold a standard for fairness by making sure your people are accurately paid for the hours they work.

### Our time and attendance solutions make every dollar count.

**Reduce payroll errors** that put you over budget with automation that securely captures punches at the source, consistently applies your policies, and accurately calculates hours worked in real time.

**Say goodbye to manual data processing** that leads to mistakes, wastes valuable time, reduces employee productivity, and inevitably saps employee engagement.

**Make informed decisions** with high-quality information that lets you see and control labor costs in real time, manage lateness and absence, and use overtime to your advantage. It's time to put your labor budget to work for you.

# Minimize Compliance Risk

## Create consistency and foster employee confidence

Discover a simpler, easier way to maintain compliance with Fair Labor Standards Act (FLSA) requirements, union regulations, and other work and pay rules — and avoid employee grievances, complaints, and litigation. With our solution, you have the power to effectively manage all of your organization's time and attendance policies. Automation simplifies compliance and enables you to improve employee engagement and protect your brand.

### Our time and attendance solutions ease the compliance challenge.

**Create a culture of compliance** with the help of centralized labor policy control that keeps pace with changing regulations and protects your organization's interests.

**Enforce fairness** with an automated time and attendance solution that takes work rule interpretation out of the hands of local managers and gives your workforce credit for actual time worked.

**Gain confidence** in your time and attendance process. Our time and attendance solutions data is stored centrally and complete audit trails are at your fingertips. You'll gain peace of mind — and save time and money if you're challenged by an audit or lawsuit.



### DISTURBING STATISTICS

FY16 | Nearly \$207 million paid in FLSA back wages

**83%** overtime related

**17%** minimum wage related<sup>1</sup>

<sup>1</sup> United States Department of Labor, Fiscal Year Data for WHD, Wage and Hour Division (January 3, 2017), found at <https://www.dol.gov/whd/data/datatables.htm>.

# Improve Workforce Productivity

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## Boost employee efficiency and effectiveness

In today's competitive and ever-changing environment, organizations are challenged to do more with less — so why waste time on repetitive manual and administrative tasks that strain your resources and slow day-to-day operations? By optimizing and automating time and attendance data collection, you can reduce the administrative burden placed on managers. And when managers have more time to focus on employees, your organization sees improved productivity — and delivers a better bottom line.

### Our time and attendance solutions help empower employees — and improve your bottom line.

**Empower your employees.** Our self-service features let employees check their earnings and accrual balances, request time off and schedule changes, approve their timecard, and more — right from their mobile devices, PCs, or terminals.

**Manage by exception.** Instead of reviewing every employee's timecard, in a matter of minutes managers can find and correct missed punches, respond to time-off requests, approve overtime, and monitor compliance. Plus, you'll see the results of your changes instantly — so you'll no longer be waiting for batch updates or slow reports.

**Make better decisions.** Learn when your employees are approaching overtime, find out who arrived early or punched out late, and quickly and easily identify whether or not all breaks have been taken. The information is real-time, so managers can take action immediately — not weeks later, when it's too late.

