

# WorkForce Time and Attendance

Simplify compliance with powerful time and attendance capabilities designed to automate and optimize your global teams.

Most employers are facing increasingly complex legislative and contractual requirements, on top of their own corporate and operation policy changes. Modern time and attendance solutions that can adapt rapidly are an essential component of your workforce management systems. And when they can do more than just ensure compliance—such as leverage time and attendance data in real time to alert managers to priorities, automate responses, and create in-the-moment insights to change outcomes—organizations have an opportunity to transform.

The WorkForce Suite can optimize your global workforce by simplifying compliance, confirming the right people are ready to work when and where you need them, continually adapting to changing regulations and policies, and leveraging real-time data to create automated actions and positive interactions between managers and their team members.

## Decrease Risk, Drive Employee Performance Improvements

### **Simplify and Prove Compliance with Labor Laws and Contractual Agreements**


- Accelerate the configuration of labor laws, pay rules, and attendance policy with pre-built best practice templates
- Adapt easily to meet unique policies and changing requirements with our Intelligent Decision Architecture platform
- Demonstrate compliance with a complete audit trail—from initial time capture to gross payroll processing

### **Improve Efficiencies and Reduce Costs**

- Reduce administrative overhead with self-service and full automation of attendance and pay rules
- Remove the risk of payroll leakage with accurate time capture and automated gross payroll calculations
- Prevent unplanned overtime with proactive notifications to alert when employees are working outside of scheduled hours

### **Create Positive Employee Experiences**

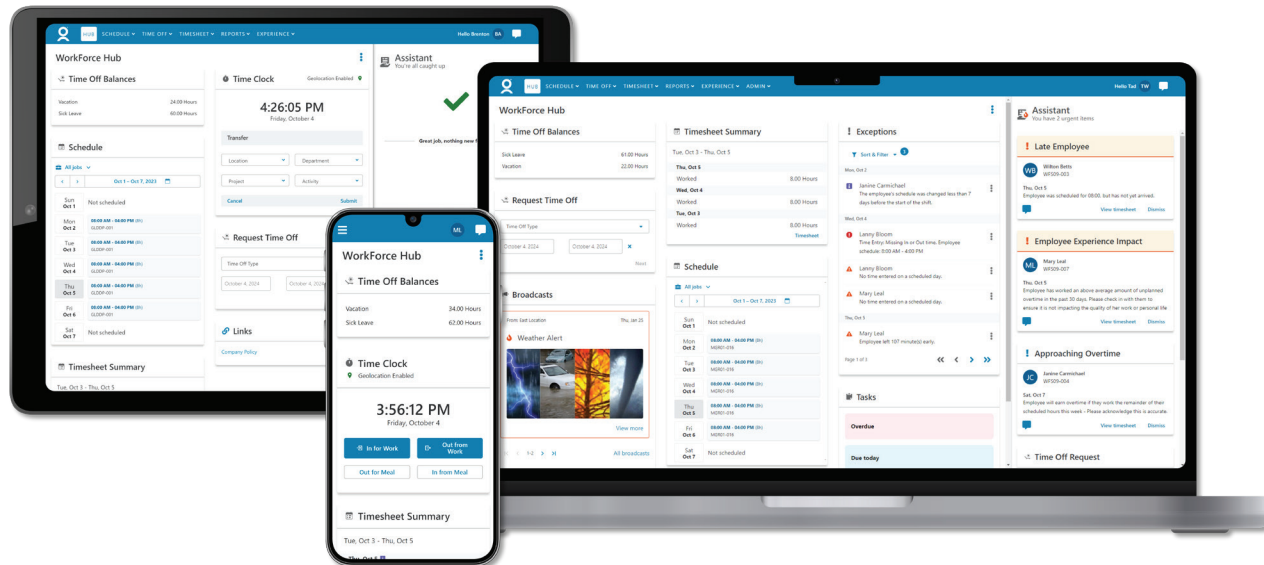
- Promote fairness with consistent and accurate application of policies for each employee group
- Give employees real-time visibility into time and gross pay calculations before payroll processing
- Act on in-the-moment insights that indicate when employees are at risk of burnout due to long hours or lack of rest



“WorkForce offered us the ability to fully automate time and labor, which was an essential capability. When we can make our employees’ jobs easier, that directly translates into an improved campus experience for everyone.”

— *Kristin Richmond, Sr. Director HRIS,  
Elgin Community College*

# Reliably Accurate Time and Attendance Configured Just for You



## Flexible Options for Capturing Accurate Time and Labor

Choose the combination of employee time and labor capture options that works best for each unique employee group—whether in the field or onsite.

- Wall-mounted time clocks with diverse authentication options
- Rugged, weatherised options for more extreme work environments
- High-performance web-enabled options for PCs, tablets and phones

## Deep Labor Tracking That Is Unique to You

Gain valuable insights into employee productivity, potential cost savings and emerging trends with detailed labor data that is meaningful to your organization.

- Unlimited labour distribution fields to meet your organisation's unique requirements
- Automatic default allocation of time and costs for employees who perform consistent work
- Accurate data entry with validation, filters and sorting of accurate entries

## Employee Recognition and Rewards

Recognize and reward employees for meeting or exceeding milestones, goals, and productivity levels—at the group or individual level.

- Capture or import productivity standards like units produced or processed, tips earned, etc.
- Automated incentive payments, including escalators for tiered plans
- Pay incentives to individuals or groups based on percentages, weighted averages, and more

Visit us at [workforcesoftware.com/time-and-attendance](https://workforcesoftware.com/time-and-attendance) to discover how we can meet your organization's time and attendance needs while simplifying compliance.

