

TIME AND ATTENDANCE

Optimize your global workforce, automate your time and attendance processes, and improve wage and hour compliance

Most employers face increasingly complex legislative and contractual requirements on top of their corporate and operational policies.

Modern time and attendance solutions that can adapt rapidly are essential to manage your workforce. And when they can do more than assist with compliance—like leveraging data in real-time and creating in-the-moment insights—organizations have

The ADP WorkForce Suite can help 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.

Simplify compliance and drive employee performance improvements

Stay ahead of compliance, including 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 a fully configurable platform
- Demonstrate compliance with a complete audit trail—from initial time capture to gross payroll processing

Improve efficiencies and reduce manual errors

- Reduce administrative overhead with self-service and full automation of attendance and pay rules
- Reduce the risk of payroll leakage with accurate time capture and automated gross payroll calculations
- Prevent unplanned overtime with proactive notifications to alert managers 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



Reliable, accurate time and attendance configured for you

Labor tracking that creates meaningful insights

Gain data-driven insights into employee productivity, potential cost savings, and emerging trends with detailed labor data personalized to your organization.

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

Flexible options for capturing accurate time and attendance

Choose the combination of employee time and attendance capture options that works best for each unique employee group.

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

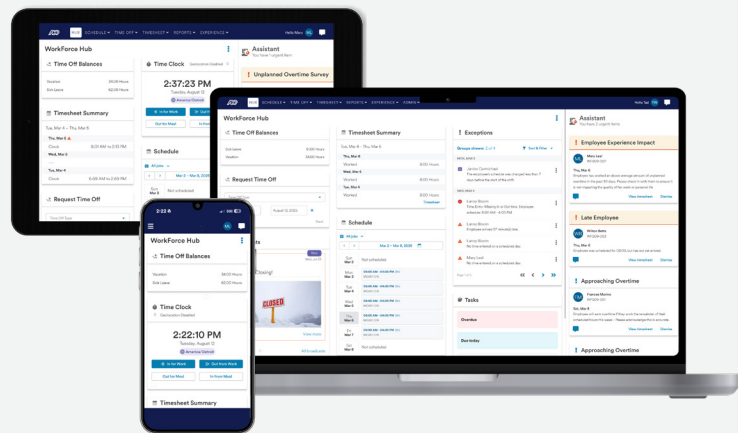
Employee recognition and rewards

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

"The ADP WorkForce Suite helps us easily track time and manage work for everyone, anywhere in the world, giving us powerful and accurate insights to understand exactly how much time each project requires. Simply put, it covers all of our global time and attendance needs."

—A Global Manufacturing Company



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



Always Designing
for People®