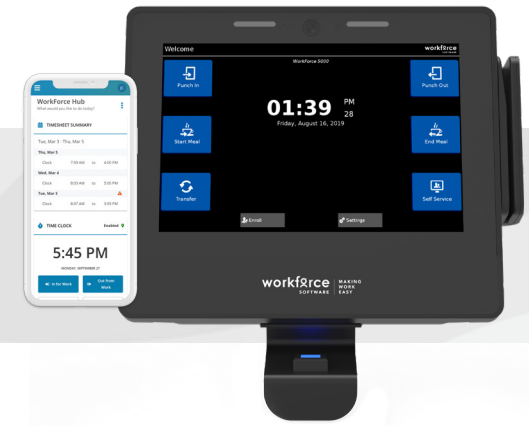# WorkForce Suite Data Capture

Organizational Security and Employee Convenience For Rapid Adoption and Greater Coverage

Outdated and error-prone time tracking practices can cost organizations millions in inflated payroll, lost productivity, penalty payments, and wasted resources. By replacing manual processes and legacy systems with accurate and automated data capture, your organization can realize considerable financial benefits, improve productivity, and make more informed and compliant operational decisions.

The WorkForce Suite's data capture and time clock capabilities provide flexible options to meet the needs of any employee type and work environment.

Time Clocks

From biometrics to weatherized time clocks, employees and contractors need secure, convenient, and reliable ways to enter time and job data. Designed for continuous use in high-traffic work environments, WorkForce Software's time clock options help:

- **Enable Employees:** Includes self service features to log breaks, view schedules, enter time against projects and tasks, and switch between multiple jobs

- **Reduce Labor Costs:** Prevent inflated time reporting and intentional misuse with accurate time capture, alerts to unscheduled punches, and option to authenticate workers with reliable biometric readers

- **Protect Data:** Store transactions in a queue during network interruptions, automatically transmitted when the system is up and running

Online and Mobile

Employees expect the convenience of online and mobile access. By putting the necessary features in the palms of their hands 24/7, the WorkForce Suite's online and mobile data capture capabilities enable organizations to:

- **Simplify Processes:** Place data capture closer to the point of work so employees can quickly clock-in, clock-out, report meals and breaks, and track hours against labor costing fields such as projects and departments from any web-enabled device

- **Confirm Work Location:** Enable geolocation capture when clocking transactions to ensure employees are reporting hours from their expected location

- **Streamline Communication:** Deliver convenient mobile access for greater coverage, flexibility, and connectivity between managers and employees

Phone Entry (Voice or SMS)

To remain competitive and manage costs, we help organizations implement multi-channel, automated data collection strategies. The WorkForce Suite's flexible, versatile, and scalable Interactive Voice Response (IVR) system helps:

- **Lower Costs:** Minimize costs associated with deployment, administration, and incremental maintenance with existing telephones and mobile phones that act as data collection devices

- **Increase Efficiency:** Collect employee time and labor costing data, and provide self-service features for employees to report absences

- **Gain Flexibility:** Empower remote, mobile, and field-based employees with multilingual call scripts

Better Together: Data Capture and Automated Time and Attendance

Collecting Data for Groups

Capturing time, activity, and productivity data for employee groups can be challenging especially in remote offline locations or when groups are everchanging. The WorkForce Suite enables organizations to quickly report and update time and data entry records across groups of employees with:

- **Convenience:** Quickly and accurately captures time and activities with group clocking options for static or dynamic employee groups or a subset of a group — offline or online, onsite or offsite
- **Efficient Management:** Addresses exceptions, update records, report missed entries, and more with group entry screens that honor role-based permissions and capture detailed audit information to prove compliance
- **Productivity Tracking:** Performs real-time tracking of output for one or more individuals or an entire group

Additional Key Features

Available Time Clock Options

- Full color, high resolution multi-touch display
- Customize with customer branding
- Biometrics for identification and verification
- Compatible with customer badges including barcode, magstripe, and proximity
- Power over ethernet, door access/external relays/operational battery backup
- Multiple language support

Online/Mobile

- Supports proxies to record punches on behalf of individuals and groups of employees
- No need to deploy device-specific apps
- Offline options available
- Optionally capture employee geolocation
  - Prevent or accept and flag clocking transactions outside of acceptable boundaries
  - Flag clocking transaction without a location
  - Overlay clocking transactions on a convenient map

Data Capture Options

- Supports one or more jobs per employee
- Start and stop times, meals, and breaks
- Unique labor costing data such as projects, tasks, cost centers and more.
- IP-address of PC or location

Rule Enforcement

- Schedule-based punch restrictions with options for supervisor override
- Meal and break enforcement
- Real time transaction validation
- Restrict clocking transactions to specific IP addresses or locations

Phone Entry (Voice or Text)

- Best practices call dialogue
- Audio confirmation messages
- Professional audio prompts in-tune with best practice user interface
- Ability to type ahead without hearing all prompts
- Supports preferred/native language with multilingual call dialogue

Visit us at **workforcesoftware.com/workforce-suite/data-capture** to learn how we can help you and your workers capture time and attendance with speed, convenience, and reliability.

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