

# SAP Time and Attendance Management by WorkForce Software

Simplify compliance, optimize scheduling, and engage employees with future-ready workforce management

## The challenge of workforce management is a strategic test of agility.

Labor laws are evolving and pay rules and union agreements are increasingly intricate. At the same time, employees expect fairness, flexibility, and control over their work experience, while the business must contain costs, prevent compliance risks, and keep operations running smoothly.

That's why chief HR officers, HR administrators, and payroll leaders at global enterprises need an integrated, cloud-based solution that unifies people, processes, and performance.

The **SAP Time and Attendance Management application by WorkForce Software** enables organizations to balance compliance, efficiency, and workforce experience across regions. It informs managers with real-time insights, gives employees the ease of mobile self-services, and helps deliver payroll runs with greater accuracy, fewer errors, and reduced payroll leakage.

**The outcome:** an agile, compliant workforce built to thrive today and tomorrow.

## >100

Countries supported, enabling global scale while meeting local compliance requirements

## Reimagine workforce management with smarter solutions.

SAP and WorkForce Software, an ADP company, are committed to helping organizations simplify complexity and realize new levels of efficiency with a global and connected approach to workforce management.

SAP Time and Attendance Management integrates with the **SAP SuccessFactors Employee Central** solution and **ERP solutions from SAP** to bring workforce management compliance, scheduling, and employee engagement together in one place.

With predefined integration and a single contract, support model, and road map, organizations can deploy the application quickly and manage it with confidence across their SAP solution landscape.

The result is a **streamlined experience** for HR teams, managers, and employees alike as they:

**Adapt quickly**  
to evolving labor laws and local regulations

**Manage complexities**  
of pay rules, union agreements, and accruals with confidence

**Optimize workforce coverage**  
with intelligent scheduling and forecasting

**Integrate time and labor data**  
across HR and payroll for greater accuracy

**Align workforce planning**  
with business goals at global scale

## SAP Time and Attendance Management by WorkForce Software

**SAP Time and Attendance Management goes beyond basic tracking. It delivers the insights and automation organizations need to stay compliant, efficient, and people focused.**

### Data capture

- Clock, web, and mobile access
- Sign-in through PIN or basic badge readers
- Touch-screen and multilanguage options
- Offline punching with secure synchronization<sup>1</sup>

### Employee engagement

- Mobile-first self-service for schedules, time off, and gross pay
- Employee availability, shift swaps, and open-shift claims
- Communication access, even without e-mail

### Absence management

- Management of leave eligibility, policies, and contracts
- Case management for intermittent leave policies and regulations<sup>2</sup>
- Comprehensive audit trails

### Scheduling

- Best-fit scheduling based on skills, certifications, availability, and union rules
- Proactive alerts to prevent overstaffing and understaffing
- Forecasts that align staffing to demand

### Time and attendance

Calculate hours worked, apply rules, track time off, manage approvals, and send hours to payroll.

Compliance

### Simplify compliance

SAP Time and Attendance Management can help you reduce risk and manage compliance with confidence by easing the ability to:

- Configure labor laws, pay rules, and contracts with prebuilt templates
- Demonstrate compliance with comprehensive audit trails
- Adapt quickly as local and global regulations evolve
- Address union rules, collective bargaining agreements, and localized pay policies

### Increase operational efficiency

By removing manual steps from payroll and attendance, the application helps ensure accuracy and time savings by enabling you to:

- Automate time capture and payroll calculations
- Minimize payroll leakage and reduce overhead
- Track accruals such as vacation and sick time with accuracy
- Eliminate errors and overpayments common with legacy systems

### Schedule intelligently using demand-driven forecasting and configurable planning tools

The application supports intelligent planning and demand-driven forecasting, so you can:

- Manage coverage while controlling labor costs
- Balance staffing needs across multiple locations
- Prevent unplanned overtime with proactive alerts
- Gain visibility into scheduling gaps before they impact operations

**49%**  
**Reduction in manual checks and improved timesheet accuracy<sup>3</sup>**

### Enable employees with tools that promote fairness and engagement

SAP Time and Attendance Management gives employees control over their work lives as they:

- Access mobile self-service for time and attendance
- Gain real-time pay visibility and transparency
- Engage in recognition programs that help boost their morale and retention
- Use mobile-first access from nearly any device, anywhere in the world

### Make data-driven decisions

The application transforms labor data into dashboards and analytics that drive smarter, faster action as you:

- ACCESS real-time dashboards and analytics
- Identify cost-saving opportunities across shifts and locations
- Monitor productivity and employee wellness trends
- Support strategic workforce planning with actionable insights

## Through SAP Time and Attendance Management by WorkForce Software, organizations are realizing immediate, tangible benefits, including:

**20%**  
**Faster auditing and reconciliation for each payroll processing run<sup>4</sup>**

**12%–15%**  
**Savings through enhanced compliance and less risk related to core HR data<sup>5</sup>**

## Designed to fit across industries

**SAP Time and Attendance Management adapts to the unique compliance rules, scheduling demands, and workforce structures of industries such as:**

**Education:**  
Oversee faculty and staff scheduling with transparency and fairness

**Manufacturing:**  
Align labor with production demand while maintaining compliance across shifts and sites

**Retail:**  
Optimize coverage, reduce overtime, and empower associates with mobile scheduling tools

**Healthcare:**  
Manage complex union agreements and shift patterns to support high-quality patient care

**Public sector:**  
Simplify diverse pay rules and reporting requirements across multiple departments

**Utilities:**  
Track labor across projects and help ensure visibility with detailed time and cost reporting

## Build an agile, compliant workforce that's ready for today's demands and tomorrow's opportunities with SAP Time and Attendance Management by WorkForce Software.

[Learn more](#)

1. Additional functionality available with integrated add-ons.

2. Regulatory coverage includes Family and Medical Leave Act, short-term disability, and long-term disability.

3., 4. "Tenant Company: How Can Automation Aid a Creative Approach to Recruiting and HR That Fosters Efficiency and Innovation?," SAP Feature Business Transformation Study, SAP SE, August 2023.

5. "Teleflex: Creating One Source of Truth with SAP SuccessFactors Solutions," SAP Customer Reference Slide, SAP SE, February 2022.

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