Manufacturing Workforce Management | PUBLIC

Simplify and Automate Manufacturing Workforce Management

Support Distributed Operations and Compliance and Drive Accuracy and Efficiency in the Cloud

THE BEST RUN **SAP**

Digitalizing and Enhancing Workforce Management

Connecting, simplifying, and automating workforce processes across distributed manufacturing operations improves productivity and efficiency and facilitates compliance with dynamic and multifaceted pay rules, union policies, and regulations. With accurate, cost-effective workforce practices across locations and employee groups, you can reduce complexity along with costly errors and labor-intensive activities.
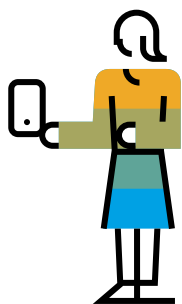
Going digital enables and accelerates workforce processes for finance, HR, payroll, and management, enhancing control and transparency and empowering employees with mobile and self-service functionality while reducing administration time and expense. Support your digital efforts with these applications: SAP® Time and Attendance Management by WorkForce Software, SAP Workforce Forecasting and Scheduling by WorkForce Software, and SAP Absence and Leave Management by WorkForce Software. The software helps you:
- Calculate pay rates, including overtime, and reduce errors and overpayments
- Enable compliance with regulations, labor union rules and contracts, and internal processes
- Improve scheduling to reduce overtime and enable overtime allocation and tracking
- Reduce callouts by notifying qualified employees quickly using phone, text, or e-mail to fill open shifts

- Capture time conveniently and precisely with badge scanners, biometric readers, Web clocks, mobile devices, and interactive voice response phone entry
- Use labor data from multiple sources to identify best practices and drive continual improvement
- Increase payroll accuracy and employee satisfaction

FINANCE
SAP Time and Attendance Management, SAP Workforce Forecasting and Scheduling, and SAP Absence and Leave Management enable budget management and detailed reporting, helping reduce overpayments. The applications support data-driven, strategic decision-making and predictive financial forecasting with labor analytics that combine data from work-order, warehouse management, and other systems. You can track work time and labor costs by specific

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projects, activities, and budgets with activity-based costing and apply retroactive pay rules for individuals and groups to simplify calculations.

HUMAN RESOURCES

With the applications, you can streamline compliance with national and local wage, hour, and absence regulations. Rule-based automation enables adherence with union collective bargaining agreements, pay policies, internal practices, and scheduling requirements. Protect employees' rights by properly managing leave and accommodation requests, and empower your employees with self-service functionality to input their own schedule preferences and check and request time off. You can track and record accrual, including paid time off, sick time, and tardy events. Concurrent employment support tracks and records time for people with multiple active jobs on a single employee record.

PAYROLL

The applications increase time-recording accuracy and calculate pay according to actual hours worked, with biometric authentication to prevent fraudulent practices such as "buddy punching." You can simplify compliance with union rules and contracts, handle retroactive pay calculations, and support pay rates, business rules, and

approval workflows for employees with concurrent jobs. You also can synchronize time, gross hours, and pay information with your payroll system to improve efficiency and reduce errors.

MANAGEMENT

Empower managers and enhance decision-making and productivity with artificial intelligence capabilities to prioritize and escalate tasks and automated notifications for a range of actions, from reviewing time sheets and time-off requests to addressing incomplete or incorrect information. You can allow automatic time-off approvals under certain conditions, for example, when employees have accrued the amount of time requested. Real-time absence and tardy tracking and alerts help managers redistribute resources and maintain production outcomes, while KPI charts display real-time metrics for fast, accurate decision-making. Advanced scheduling functionality helps meet complex criteria such as skill level or certification requirements.

FIND OUT MORE

To learn more about these applications, call your SAP representative today or visit us online: **SAP Time and Attendance Management**, **SAP Workforce Forecasting and Scheduling**, and **SAP Absence and Leave Management**.

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