

WorkForce Suite for Manufacturing



Without automation, compliance with complex pay rules and trade union policies can be labor-intensive and prone to costly mistakes. Add the potential for multiple geographic locations—with varied national and local regulations—and ensuring accurate, cost-effective workforce management practices across all locations and employee groups becomes even more challenging.

The WorkForce Suite can help you:

- ✓ **Eliminate errors.** Digitalize all pay-rate calculations, including overtime, with 100% accuracy—eliminating costly errors and overpayments.
- ✓ **Simplify compliance.** Demonstrate compliance with national and local regulations, reducing your exposure to costly non-compliance penalties.
- ✓ **Control overtime costs.** Improved scheduling precision eliminates unplanned overtime, simplifies overtime allocation, and allows managers to easily track accepted and refused overtime.
- ✓ **Reduce call-out hassles:** • Generate call-out lists quickly and use our One Touch Callout feature to notify qualified employees via phone, text, or email when there is a need to fill an open shift.
- ✓ **Digitalize complex processes.** Demonstrate compliance with unique pay policies, union rules, internal processes, and scheduling requirements.
- ✓ **Capture time more quickly, conveniently, and precisely.** Accommodate any environment with badge scanners, biometric readers, web clocks, mobile, and phone entry via interactive voice response (IVR).
- ✓ **Drive continual improvement.** Use co-mingled labor data from multiple sources to identify emerging best practices and drive continual improvement across all departments.
- ✓ **Provide employees with accurate, transparent payroll information.** Increase employee confidence in payroll accuracy while reducing employee pay rate questions.

Finance

- **Budget management:** Eliminate overpayments and maintain detailed budget reporting.
- **Activity based costing:** Track work time and labor costs to specific projects, activities, and budgets.
- **Labor analytics:** Enable data-driven strategic decision making by pairing real-time labor data with information from work order, warehouse management, and other systems.
- **Predictive analysis:** Forecast the financial impact of scheduling decisions to reduce costs.
- **Simplify retroactive calculations:** Quickly and easily apply retroactive pay rules for individuals and groups.

Human Resources

- **Labor law compliance:** Streamline compliance with national and local wage and hour laws and absence regulations.
- **Union rule automation:** Easily maintain compliance with complex collective bargaining agreements and internal policies.
- **Leave and accommodation case management:** Protect employee rights with end-to-end case management for all your leave and accommodation requests.
- **Accrual management:** Track and record all accrual types, including paid time off (PTO) and sick time, as well as tardy events.
- **Employee self-service:** Boost morale by allowing employees to input their own schedule preferences, check time-off balances, and request time off.
- **Concurrent employment support:** Track time for employees with multiple, active jobs on a single employee record.

Payroll

- **Accurate time recording:** Calculate pay according to actual hours worked; enable biometric authentication to eliminate 'buddy punching.'
- **Union contract compliance:** Digitalize complex union rules and handle retroactive pay calculations with ease.
- **Concurrent employment:** Record time worked for each job and support all pay rates, business rules, and approval workflows.
- **Payroll system integration:** Increase efficiencies and reduce errors by synchronizing time-entry data with any leading or in-house payroll system.

Management

- **Proactive notifications:** Proactively alert managers when action is required, from reviewing timesheets and time-off requests to addressing incomplete or incorrect information.
- **Escalate urgent tasks:** Empower managers to be more productive in the moment with the WorkForce Assistant's configurable prioritization algorithm, which brings the most urgent items to the surface.
- **Automatic time-off approvals:** Allow automatic time-off approvals under certain conditions, such as when the employee has sufficiently accrued the amount of time requested.
- **Absence and tardy tracking:** With real-time absence and tardy alerts, managers can quickly and easily redistribute resources and maintain production outcomes.
- **Real-time metrics:** Key performance indicator charts display real-time metrics for fast, accurate decision making.
- **Simplify scheduling:** Enable advanced scheduling capabilities to comply with complex scheduling criteria such as skill level or certification requirements.

"With WorkForce Software, we have better visibility over our large vacation banks, HR and payroll teams spend less time on admin, and employees have quicker turnaround and higher satisfaction with mobile time entry."

Ed Pypker
HR Director, Automation Tooling Systems

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