

WorkForce Suite for **Public Sector**



Public sector constituents deserve the highest levels of service while expecting top-notch fiscal management. The WorkForce Suite helps public sector employers provide greater visibility and control over employee time, activities, schedules, and leaves of absence across all departments and job types.

The WorkForce Suite offers:



- ✓ **100% coverage** for all employee types
- ✓ **Compliance** with national and local labor laws and absence regulations
- ✓ **Scheduling for all employee groups and locations**, including emergency services, public works, transportation, and parks and recreation
- ✓ **Accurate gross pay calculations**, including overtime and other pay premiums
- ✓ **Tracking for all types of accruals**, including vacation time and sick time
- ✓ **Comprehensive labor allocation capabilities**

Finance

- **Budget management:** Labor costs can be easily associated to grants and other funding sources to ensure budgets are not exceeded.
- **Workforce alerts:** Proactively notify administrators when labor budgets are nearing or have met thresholds so action can be taken immediately.

Parks and Recreation

- **Time recording:** Multiple methods to accurately track time worked, including time clocks, mobile devices, web clock, and telephone dial-in.
- **Absence and tardy tracking:** Alert managers in real-time when staff are absent or tardy, ensuring the appropriate resources are available to the public.

Transportation

- **Time recording:** Accurately collect hours worked via time clocks, web clock, mobile device, or telephone dial-in to ensure accurate pay.
- **Route and vehicle Management:** Track the route(s) and/or the vehicle driven, to account for time and maintenance.
- **Route payment:** Automate payment for flat-rate routes or routes paid by the hour.
- **Inspection management:** Integrate with bus inspection systems such as Zonar.

Maintenance and Environmental Services

- **Time recording:** Accurately collect hours worked, via time clocks, web clock, mobile device, or telephone dial-in to ensure accurate pay.
- **Systems Integration:** Synchronize with facilities or project management systems to track hours by work order or tasks to better allocate resources and track budgets.

Public Safety

- **Flexible time recording:** Automatically track hours at work using typical rotating schedules, ensuring accurate timekeeping.
- **Simplify compliance:** Automatically compute overtime and premium payments based on police and fire department rules to ensure compliance with regulations and union and collective bargaining agreements.
- **Labor budget management:** Manage time and dollars allocated to grants and other funding sources, including remaining hours and dollars.
- **Labor budget tracking:** Track hours worked and absences against projected budget amounts.

Human Resources

- **Labor law and contract compliance:** Ensure compliance with regulations such as Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), and Family and Medical Leave Act (FMLA) as well as union and collective bargaining agreements.
- **Paid time off (PTO) tracking:** Automate the tracking and recording of all absences and tardy events.
- **Employee self-service:** Boost morale by allowing employees to input their own schedule preferences, check time-off balances, and request time off.

Payroll

- **Payroll calculations:** Automatically calculates hours worked and overtime for payroll.
- **Policy and rule management:** Automatically calculates overtime premiums and other premium pay based on rules configured in the system.
- **Payroll system integration:** Synchronizes all time information with district payroll system, saving vast amounts of time.
- **Concurrent employment:** Allocates time worked for multiple jobs within the government, supporting the various rates, rules, etc. to ensure employees are paid accurately.