

# Kronos Solutions for the Federal Government

Manage your multisector workforce with measurable results

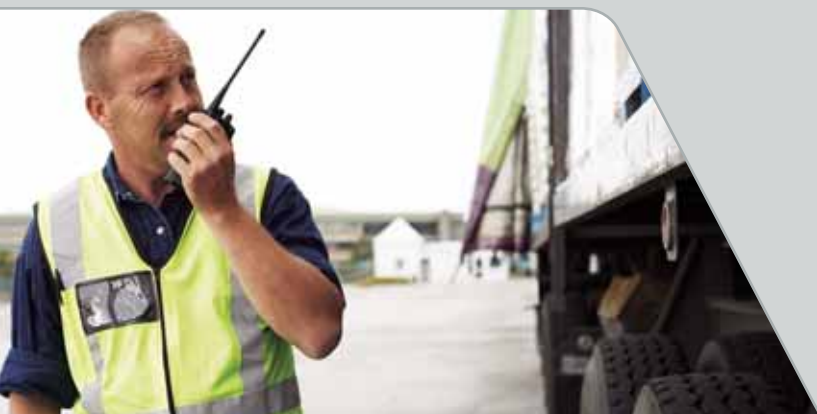


## **THE CHALLENGE: Modernize Processes and Manage Efficiently**

Substantial reform is changing the way the federal government conducts business. The President's Management Agenda and the Human Resources Line of Business initiative are compelling government agencies to modernize their workforce management processes. And project management initiatives, such as earned value management, are forcing agencies to justify their programs' funding.

Meeting these challenges is complicated by the unique nature of an agency's multisector workforce — typically composed of civil servants, uniformed personnel, and contractors; hourly and salaried employees; and full- and part-time workers. It's a workforce that focuses on many different aspects of your programs and must comply with many different business rules. Managing this intricate workforce is no easy task, and it's virtually impossible to accomplish with antiquated, disparate systems.

It's a tall order to fill: redundancy needs to be eliminated, systems need to be automated, and productivity needs to be stepped up. Federal government agencies are being held accountable and must manage their multisector workforce with measurable results.





## The Ideal Workforce Management Partner for Federal Government Agencies

Kronos offers federal government agencies an integrated, web-based solution that addresses the complexities of managing a multisector workforce. Time and attendance, leave tracking, labor management, and scheduling information is collected through automated processes and fed into a single source to give you a comprehensive view into all your workforce data. This means that you can easily calculate labor costs related to your programs — and be in alignment with federal government mandates at the same time.

With Kronos, you gain a workforce management solution that enables you to:

**REDUCE ADMINISTRATIVE BURDEN** by automating the manual processes that weigh heavily on workforce productivity

**MITIGATE RISK AND MAKE BETTER DECISIONS** thanks to increased accuracy and reliability in employee information

**INCREASE PAYROLL ACCURACY AND ACCOUNTABILITY** by handling complex federal pay and work rules with an automated system

**SOLIDIFY THE LINK BETWEEN HUMAN RESOURCES AND FINANCE SYSTEMS** with better alignment with activity-based management and earned value management

**IMPROVE EMPLOYEE SATISFACTION AND REDUCE OPERATIONAL COSTS** by offering employee self-service functionality

**ENHANCE INTERAGENCY COLLABORATION** with a unique platform that allows data sharing

### Meet your goals with Kronos

Partner with Kronos, and you gain more than a workforce management solution that conforms to how you do business. You'll also benefit from a team of experts whose success is demonstrated at more than 40 federal government installations — covering hundreds of thousands of employees. A proven workforce management solution and the services to back it up: it's a powerful combination that can support the aggressive federal government initiatives that you are facing.

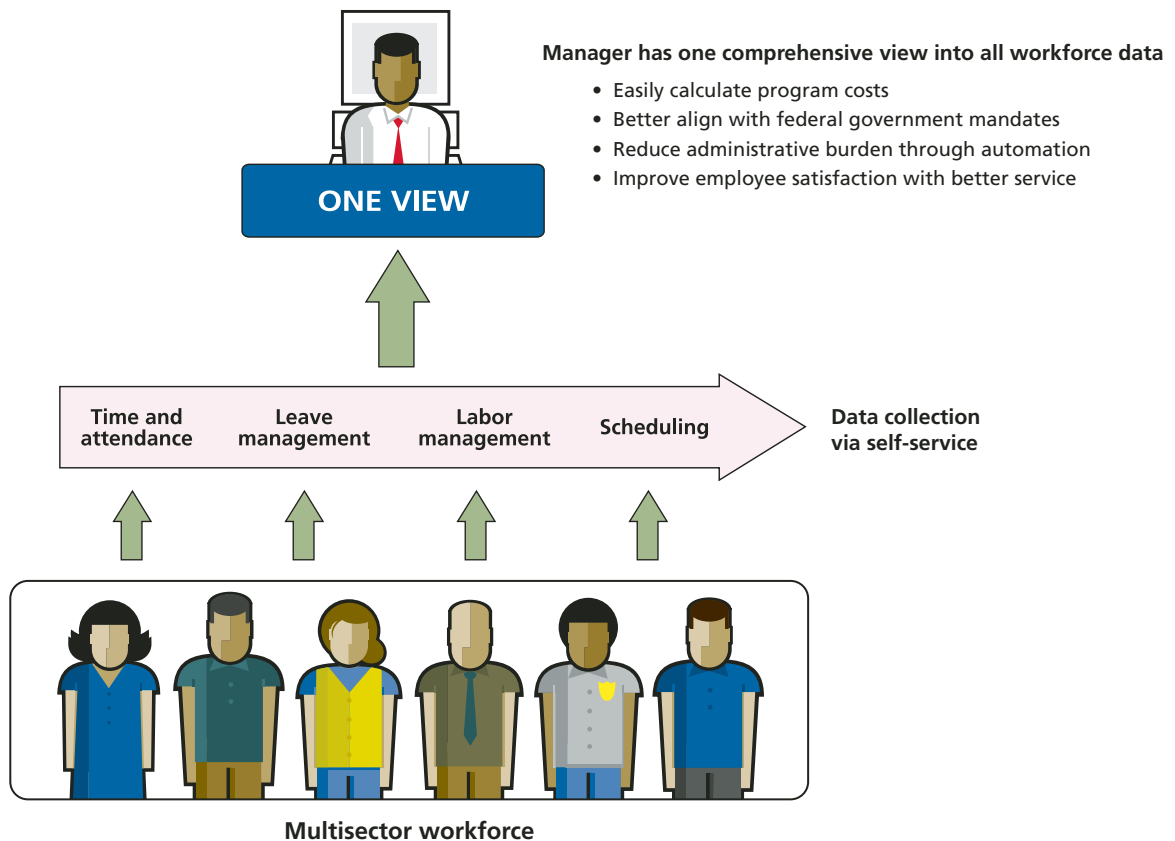
With close to 30 years of experience, no one understands the workforce better than Kronos. We are the partner you can trust today and well into the future to support your workforce management needs.

# MANAGE YOUR WORKFORCE

## An Ideal Solution for Your Needs

Kronos' web-based workforce management solution for federal government agencies is a commercial off-the-shelf system that completely automates and simplifies the processes that you manage every day. You can access and approve employees' timesheets and leave requests. You can have anytime, anywhere access to scheduling information and easily report time against labor activities. And best of all, you can view all of your employees' data — civil servants, uniformed personnel, and contractors — from a single source.

Each element of Kronos' workforce management solution combines to help your agency optimally manage its multisector workforce — resulting in more productive, effective, and efficient employees.



# TIME AND ATTENDANCE

## Track Your Multisector Workforce

Reliably collect time and attendance data from both civil servants and contractors, eliminate paper timesheets, and reduce the risk of costly payroll errors with Kronos' web-based, automated time and attendance solution. This integrated solution meets the many distinct business requirements of federal agencies, such as pay plans, employee leave, and flexible schedules. Additionally, it accommodates your agency's specific objectives, business process requirements, and multilevel approval processes. With Kronos, you gain an integrated system that drastically reduces administrative tasks and frees your managers to focus on more strategic activities.

### A KRONOS TIME AND ATTENDANCE SOLUTION ENABLES YOU TO:

- Give managers a real-time, single view of all time and attendance data, where they can easily track and approve time, calculate costs, and validate contractor invoices
- Deliver accurate information to payroll systems so that pay can be calculated correctly
- Empower employees to approve their time with the solution's self-service capabilities

**“All governments need to ensure technology impact in three dimensions — increasing customer service, increasing operational efficiency, and building political capital by addressing policy priorities.”**

**Key Issues for Government, 2006  
The Gartner Group**



# LEAVE MANAGEMENT

## Administer All Types of Leave Automatically

With Kronos, you can track and manage all types of employee leave in a single automated system. Our leave management solution eliminates manual, error-prone processes and streamlines the entire leave management process. Leave processing functions for supervisors, employees, and administrators are all supported, relieving a huge administrative burden. And Kronos' leave solution gives you visibility into trends and patterns that can point to and help reduce the misuse of leave benefits, helping your agency lessen costly errors.

### KRONOS' LEAVE MANAGEMENT SOLUTION ALSO HELPS YOU:

- Streamline the leave approval and usage process with automatic population of pay-period timesheets
- Administer leave donor programs, allowing employees to donate leave and report the use of donated leave
- Maintain accurate records due to the automatic update of leave requests



**“Agencies will be expected to identify high-quality outcome measures, accurately monitor the performance of programs, and begin integrating this presentation with associated cost.”**

**The President's Management Agenda**

# LABOR MANAGEMENT

## Manage Labor on Projects More Effectively

Simplify the distribution of labor hours across accounts with Kronos' labor management solution. With Kronos, your agency can accurately report time against labor activities through a solution that adheres to your specific objectives and business process requirements. Kronos' system for labor distribution reporting streamlines your processes while reducing and efficiently tracking labor costs in areas such as budget management, earned value management, activity-based management, and pay for performance.

### OUR LABOR MANAGEMENT SOLUTION ALLOWS YOU TO:

- Administer project and subproject management, including the ability to assign employees, organizations, multiple accounts, account codes, and expiration dates
- Design flexible account structures and validations
- Interface with your financial management systems to provide cost management, reporting, estimates, and projections

# SCHEDULING

## Optimize Your Workforce Deployment

Kronos' scheduling solution automates time-consuming processes and helps you make better decisions about workforce deployment. It gives you anytime, anywhere access to essential employee scheduling criteria including staffing requirements, actual hours worked, employee skills and certifications, availability, preferences, and more. The results are complete visibility into your available resources and a workforce that is deployed with maximum efficiency.

### WITH A KRONOS SCHEDULING SOLUTION YOU CAN:

- Reduce labor costs by controlling overtime
- Increase productivity by putting the right employees in the right positions
- Improve employee satisfaction by consistently enforcing scheduling policies and factoring employee preferences into schedules

**“It is Office of Personnel Management’s job to ensure federal agencies adopt the strategies that produce a workforce capable of delivering the services the American people want and deserve.”**

OPM Strategic Plan, 2002–2007



# DATA COLLECTION AND SELF-SERVICE

## Improve Workflow and Communication

Reach every employee and contractor with Kronos' self-service and data collection solutions, and manage your workforce wherever it goes. From browser-based interfaces to web-enabled badge and biometric terminals to telephones and handheld devices, Kronos' solutions accurately collect labor data and employee information directly from the source. Employees can maintain their personal information, approve timecards, and make schedule requests, while managers can access up-to-date employee data, approve timecards and time-off requests, and manage employee schedules.

### **KRONOS' SELF-SERVICE AND DATA COLLECTION SOLUTIONS ENABLE YOUR AGENCY TO:**

- Improve communication and decision making by connecting employees, managers, and the agency
- Increase employee satisfaction and productivity by providing better service to employees while freeing managers to focus on higher-value activities
- Lower technology costs by reducing your implementation and maintenance costs

# KRONOS SERVICES

## Expert Implementation and Support

Because every Kronos federal government customer is unique, so is your implementation and support. To help you meet your workforce management goals, we strive to provide the ideal level of support through creative strategies and innovative use of Kronos products.

In order to deliver outstanding service and support, we:

- Provide implementation, service, and support experts who develop a thorough understanding of your organizational goals and understand the federal government initiatives you are challenged by
- Staff our teams with experts who are experienced in our products and implementation processes and know how to best apply both in a federal agency environment
- Offer options for on- and off-site support as requested and needed
- Increase your efficiency and productivity by maximizing the fit of Kronos' solutions to your specific application needs
- Help you determine your evolving needs so that you may be poised for long-term plans and contingency management

Kronos employs a proven service approach that has helped us achieve a near-perfect customer satisfaction rating and an impressive track record for successful deployments. Our industry-certified experts craft an implementation plan that fits even your organization's most aggressive requirements and allows you to participate in the implementation to the level you desire.

And Kronos does more than just help you decide how best to implement our technology. Our services team can provide best practice consulting to help you re-engineer business processes, manage change successfully throughout your organization, set performance benchmarks and labor standards, and much more. Most important, all our resources are available to provide this level of support throughout the entire lifecycle of your Kronos solution.

## MSPB Transforms its Timekeeping Processes with Kronos

The U.S. Merit Systems Protection Board (MSPB) is an independent, quasi-judicial agency in the executive branch. MSPB's mission is to protect federal merit systems against partisan political and other prohibited personnel practices and to ensure adequate protection for employees against abuses by agency management.

MSPB's previous time and labor system used 20 timekeepers and required the maintenance of three separate databases. The databases required a significant amount of manual data entry. After MSPB underwent a reduction in force — which reduced the number of staff members responsible for timekeeping duties by nearly half — it was faced with a significant challenge. The agency decided to look for a simplified, streamlined, and government-friendly solution, and turned to Kronos' time and labor management solution designed for the federal government.

Kronos' solution provides MSPB with a user-friendly web-based solution that can be accessed remotely. This meets the requirements for the MSPB attorneys who travel to hearings or frequently work outside of the office. Since the Kronos solution runs off of a single database, it also addresses the requirements of the MSPB's IT staff, who needed more time to address the organization's other system requirements.

Most significantly, however, the streamlined processes provided by Kronos, including the elimination of manual data entry and re-entry of data from one database to another, dramatically reduced the time needed to record and oversee time and attendance information. Kronos has enabled MSPB to successfully accomplish its timekeeping tasks with its reduced manpower, and allows employees to focus more time on other agency activities.



— Excerpted from immixGroup, Inc. profile, September 2006.

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## **Kronos Is the Right Company for Your Workforce Management Needs**

Who is Kronos? We are experts who empower organizations like yours to effectively manage their workforce. With nearly 30 years of experience, we are solely focused on delivering an integrated suite of software and services that enables organizations to reduce costs, increase productivity, improve employee satisfaction, and ultimately enhance the level of service they provide.

We have successfully implemented tens of thousands of solutions in organizations of all types and sizes, all around the world — including in agencies like yours. More than 30 million employees use a Kronos solution every day. Why? Because it's a solution that works.

**Put Kronos to work for you:**  
(800) 225-1561 • [www.kronos.com](http://www.kronos.com)



**KRONOS**<sup>®</sup>

Experts at Improving the Performance  
of People and Business<sup>™</sup>

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