Kronos iSeries Accruals

Kronos iSeries Central Suite Absence Management Solutions

Many organizations spend a substantial amount of time and effort tracking and enforcing compliance with government regulations, labor contracts, and corporate leave policies. This is especially true when managing various accrual policies for diverse workforces made up of salaried and hourly employees, full and part timers, and remote workers. This situation can lead to increased labor costs from greater leave liabilities, including possible lawsuits and fines resulting from inaccurate record-keeping and reporting.

If your organization is currently wrestling with these critical business issues, the Kronos iSeries Accruals application can help. By automatically tracking accrual balances and entitlements as employees use their leave benefits, Kronos iSeries Accruals streamlines the management of complex accrual regulations and policies, such as long-term leaves of absence. This not only helps you better manage compliance and leave liability, it can also increase administrative efficiency, resulting in higher productivity and lower costs.

Calculate and track employee benefit time

A powerful component of the Kronos iSeries Central suite, Kronos iSeries Accruals calculates the balances of each employee's available accruals, including vacation, personal, and sick time. Kronos iSeries Accruals uses a flexible, configurable rules engine that gives you a variety of ways to administer accrued leave time. For example, the application allows you to credit employees with paid time off based on grants to accrual accounts at the start of a pay period, or at specified rates. It can also restrict the number and types of leave hours that may be carried over from one year to the next.

Key Benefits

» **INCREASE** productivity by eliminating manual calculations and record keeping

» **APPLY** accrual policies accurately and consistently across your organization

» **DELIVER** real-time balances to managers and employees through self-service

» **REDUCE** costs by eliminating unauthorized leave and managing absences

» **SIMPLIFY** compliance by automating leave tracking and record keeping

When employees request paid time off, Kronos iSeries Accruals checks their benefit time balances to verify that the requested hours are available, and managers can approve time-off requests with the assurance that the time is actually available. This is because Kronos iSeries Accruals software validates balances and debits hours from appropriate accrual categories in real time, even as online edits are being made to an employee's record. Entries made to every accrual account are recorded automatically for accurate record keeping and help in reducing leave balance disputes.

Empowering everyone via self-service

Not only do payroll and HR administrators have instant access to each employee's accrued time information, leave balances can be quickly accessed by both employees and managers via self-service. This relieves administrators and managers from having to retrieve accrual information and respond to inquiries, and it gives managers at-a-glance views of employees who have high or low leave balances. This helps improve both productivity and employee satisfaction, by enabling leave to be managed accurately, consistently, and fairly across your entire organization with minimal effort.

Kronos iSeries Accruals enables employees to review their own accrual balances using this same self-service functionality. The application also gives your administrators and managers the ability to create flexible earned-time programs designed to reward top performers — with minimal administrative effort — to further enhance workplace satisfaction. Kronos iSeries Accruals has the flexibility to manage your most complex leave policies and transform them into enduring practices.

Kronos iSeries Central suite

Kronos iSeries Accruals is an integral component of the Kronos iSeries Central suite, a comprehensive workforce management solution specifically designed for the IBM iSeries server.

Our leading technology scales to the largest organizations and provides the flexibility to meet your exact needs. And our integrated suite of products — including those for time and labor, absence management, and scheduling — is both easy to use and easy to own.

Kronos technology is complemented by an expert services team, whose deep knowledge of Kronos solutions and broad experience gained from many successful enterprise implementations can help you achieve a rapid deployment that provides fast time-to-value.

For more information about Kronos iSeries Accruals or our comprehensive Kronos iSeries Central suite, please contact your local sales representative or visit www.kronos.com.

Key Functionality

» **AUTOMATED ADMINISTRATION** manages leave balances and eligibility by tracking hours worked and number of days to qualify for entitlements

» **CONFIGURABLE RULES ENGINE** flexibly manages leave time accurately and consistently for all classes of employees throughout your organization

» **SELF-SERVICE ACCESS** lets employees view their leave balances, reducing the need to respond to inquiries

» **ON-DEMAND REPORTING** enables managers to create reports for assessing leave-related activity, analyzing leave liability, and identifying abuse trends

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