

Kronos iSeries Leave

Manage Leave Benefits Accurately

Most organizations are acutely aware of employees' rights in relation to compliance with federal and state leave laws. These policies can impact your ability to conduct your business smoothly, sometimes with financial implications. And because leave benefits are also valued highly by your employees, you want to manage these benefits fairly and consistently across your entire workforce.

Kronos iSeries Leave streamlines leave administration by determining eligibility and entitlement, tracking and calculating accruals, and providing automatic alerts. Employing a powerful rules engine that automates even the most complex accrual calculations, Kronos iSeries Leave simultaneously tracks paid and unpaid leave benefits such as FMLA, short- and long-term disability, workers' compensation, military leave, and labor agreements.

Automate Leave Administration

If you are spending too much time manually administering and tracking leave balances and eligibility, Kronos iSeries Leave can help you solve this problem. By automatically tracking accrual balances and applying entitlement restrictions as employees use their leave benefits, Kronos iSeries Leave helps limit unauthorized time off and paying for leave benefits employees are not entitled to. It also reduces the time spent responding to balance inquiries, resulting in higher productivity and lower costs.

When an employee submits a leave request, Kronos iSeries Leave automatically checks for eligibility based on the employee's hours worked and hire date. At the same time it reports on eligibility based on federal, state, and local leave mandates, which can have varying rules that overlap, as well as labor agreements that may grant family and medical-related leave that must be accounted for in conjunction with other mandates.

Kronos iSeries Leave also tracks concurrent and intermittent leave, generates all necessary forms and documents, manages due dates, and issues reminders when key milestones are approaching — all of which support your compliance efforts while saving you significant time and money. And employees can be confident their leave balances, time-off requests, and benefits are being managed fairly and accurately.

Achieve Greater Visibility and Control

Kronos iSeries Leave allows you to track all types of leave automatically, by synchronizing absence-related data with schedules and timecards, and updating data in all three areas simultaneously. This automates the process of enforcing leave balances, which limits unauthorized usage and helps ensure compliance — ultimately reducing your administrative burdens and increasing productivity through better planning and decision making.

Using this web-enabled solution, managers are empowered by having anytime, anywhere access to accurate, up-to-date data. And employees can access their leave balances and make timeoff requests using a desktop PC or badge terminal. This means everyone in your organization can have the information they need, from eligibility to entitlement to on-leave compensation.

Kronos iSeries Leave also gives managers visibility into trends and patterns that can point to and help reduce leave abuses and facilitate decision making.



Key Benefits

- » **INCREASE** the efficiency of payroll, HR, and operations
- » **BOOST** employee satisfaction and overall productivity
- » **CAPTURE** data to make faster, better-informed decisions
- » **BETTER MANAGE** leave eligibility and compliance risks



Simplify Compliance and Reporting

The challenge of efficiently handling all the tasks necessary to help ensure compliance can be arduous: generating required forms and certifications, tracking due dates, and sending employee reminders. A solution that manages all of the required documentation and automatically alerts you when certain milestones are reached simplifies the entire leave-management process. From the time of the leave of absence request to the time the employee returns to work, Kronos iSeries Leave tracks everything, including leave types and balances, and the amount provided over specific time periods.

For planned leave, an employee can request leave online using self-service functionality, which routes the request directly to their manager and human resources. Once the leave request is received, the solution's dashboard interface displays information the manager needs to quickly determine eligibility. If the request is approved, HR managers can quickly determine which policies apply to the leave entitlement. Then Kronos iSeries Leave tracks the granted leave concurrently against all leave types, including FMLA. Flexible rules can even determine the order in which leave balances are used.

Kronos iSeries Central Suite

Kronos iSeries Leave 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 time and attendance, absence management, scheduling, and talent management — 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 Leave or our comprehensive Kronos iSeries Central suite, please contact your local sales representative or visit www.kronos.com.



Key Functionality

- » **ELIGIBILITY ENFORCEMENT** automatically report on eligibility by tracking hours worked and number of active days to qualify for government leave rules
- » **AUTOMATIC ALERTS** push automatic alerts and notifications to managers based on user-defined queries, document due dates, and leave requests
- » **DOCUMENT MANAGEMENT** create customized forms, response letters, alerts, and reminders that can be automatically sent through the approval process
- » **ON-DEMAND REPORTING** generate reports that you can use to analyze employee leave abuse patterns, absence trends, and optimize scheduling