



# Time and Attendance

Develop a high-performance workforce with valuable insight that drives bottom-line results



# Empower your teams with time and attendance solutions

Keeping track of time is at the heart of your workforce — and your business. By understanding when your people are working and what they are doing, you can gain the kind of insight that saves valuable time and labor dollars — and increase your bottom line.

But high-performing organizations know that workforce management is more than simply accounting for the costs of doing business. It's about better managing your largest controllable expense and your greatest competitive advantage — it's about your workforce.

Kronos simplifies the tedious tasks involved with monitoring employee time and attendance, labor tracking, and data collection. Our completely automated time-tracking software — working in tandem with our data collection devices — helps you engage your workforce as you control labor costs, minimize compliance risk, and improve workforce productivity.



## Get a fix on the problem

### **TIMEKEEPING ERRORS**

Do you struggle to manage employee timekeeping with paper timecards or other manual processes?

### **EXCESSIVE OVERTIME**

Do your managers lack visibility into the information they need to control overtime costs?

### **WORKPLACE FAIRNESS**

Are your organization's work rules and policies subject to inconsistent interpretation and application by individual managers?

### **COMPLIANCE RISK**

Do your current timekeeping processes leave you exposed to risk of noncompliance with government regulations such as the Fair Labor Standards Act (FLSA)?

### **BUSINESS INSIGHT**

Is your organization relying on operational information that is late, incomplete, or just plain wrong? Are your systems unable to provide insight to help you understand what your data is telling you?

### **EMPLOYEE ENGAGEMENT**

Do your employees want better online and mobile access to the information they need to balance work with life?

# Control Labor Costs

## Cut payroll waste and gain valuable insight

You know that your employees are your most valuable asset — you see it reflected in your labor budget — so having real-time visibility into workplace trends and issues that can affect their performance is critical. And because being good to your people is good for business, you need to ensure that your time and attendance solution empowers them and allows you to stay actively engaged every day. Kronos automates the time and attendance process to help you get the most from your workforce — and your budget. With Kronos, you'll learn when an employee is late for work in time to react. You'll get a handle on the information you need to effectively run your organization, such as time-off balances, timecard exceptions, and overtime costs. And you'll uphold a standard for fairness by making sure your people are accurately paid for the hours they work.

### Kronos® time and attendance solutions make every dollar count

**Reduce payroll errors** that put you over budget with automation that securely captures punches at the source, consistently applies your policies, and accurately calculates hours worked in real time.

**Say goodbye to manual data processing** that can lead to mistakes, waste valuable time, reduce employee productivity, and inevitably sap employee engagement.

**Make informed decisions** with high-quality information that lets you see and control labor costs in real time, manage lateness and absence, and use overtime to your advantage. It's time to put your labor budget to work for you.

"Timecard errors have been significantly reduced, and the number of manual payroll checks has dropped by 60 percent. And with payroll processing reduced by 24 hours, employees have access to their funds a day earlier, which they really like."

**Director of Information Technology**  
Banner Health

# Minimize Compliance Risk

## Create consistency and foster employee confidence

Discover a simpler, easier way to maintain compliance with FLSA requirements, union regulations, and other work and pay rules — and avoid employee grievances, complaints, and litigation. With Kronos, you have the power to effectively manage all of your organization's time and attendance policies. Automation simplifies compliance and enables you to improve employee engagement and protect your brand.

### Kronos time and attendance solutions ease the compliance challenge

**Create a culture of compliance** with the help of centralized labor policy control that keeps pace with changing regulations and protects your organization's interests.

**Enforce fairness** with an automated time and attendance solution that takes work rule interpretation out of the hands of local managers and gives your workforce credit for actual time worked.

**Gain confidence** in your time and attendance process. Kronos time and attendance solution data is stored centrally and complete audit trails are at your fingertips. You'll gain peace of mind — and save time and money if you're challenged by an audit or lawsuit.



### DISTURBING STATISTICS

FY16 | Nearly \$207 million paid in FLSA back wages

**83%** overtime-related

**17%** minimum wage-related<sup>1</sup>

"It was difficult to keep up with the different pay provisions dictated by the different union agreements. Now Workforce Timekeeper™ helps us apply the complex work and pay rules accurately and effortlessly."

**Fiscal Services Manager**  
County of Santa Clara, California

<sup>1</sup> United States Department of Labor, Fiscal Year Data for WHD, Wage and Hour Division (January 3, 2017), found at <https://www.dol.gov/whd/data/datatables.htm>.

# Improve Workforce Productivity

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## Boost employee efficiency and effectiveness

In today's competitive and ever-changing environment, organizations are challenged to do more with less — so why waste time on repetitive manual and administrative tasks that strain your resources and slow day-to-day operations? By optimizing and automating time and attendance data collection, you can reduce the administrative burden placed on managers. And when managers have more time to focus on employees, your organization sees improved productivity — and delivers a better bottom line.

### Kronos time and attendance solutions help empower employees — and improve your bottom line

**Empower your employees.** Kronos self-service lets employees check their earnings and accrual balances, request time off and schedule changes, approve their timecard, and more — right from their mobile devices, PCs, or Kronos terminals.

**Manage by exception.** Instead of reviewing every employee's timecard, in a matter of minutes managers can find and correct missed punches, respond to time-off requests, approve overtime, and monitor compliance. Plus, you'll see the results of your changes instantly — so you'll no longer have to wait for batch updates or slow reports.

**Make better decisions.** Learn when your employees are approaching overtime, find out who arrived early or punched out late, and quickly and easily identify whether all breaks have been taken. The information is real-time, so managers can take action immediately — not weeks later, when it's too late.

*"The results are very exciting. Accountability is way up, and excess hours are way down. Workforce Timekeeper has given us the labor reporting tools we need to support operations management and continue implementing productivity improvements."*

**Accounting Manager**  
Mitsubishi Motors North America, Manufacturing Division



How is

# Kronos time and attendance

helping businesses drive results?

## ▶ Constellation Brands

*The world's leading premier wine producer with 4,300 employees*

- Reduced overtime costs (by mid-six figures) within the first year of using Kronos
- Improved productivity with continuous visibility to key performance indicators
- Created a culture of accountability and engagement

## ▶ YMCA of Greater Boston

*One of the largest urban YMCAs in the nation with more than 2,200 employees*

- Streamlined time tracking with automated collection of time and attendance information
- Improved employee engagement with consistent enforcement of work and pay rules
- Improved productivity from increased visibility into workforce data by branch and department

## ▶ Hannaford Supermarkets

*Supermarket chain operating 181 grocery stores within five U.S. states*

- Increased productivity with visibility into key labor metrics
- Reduced payroll inflation, manual errors, and associated costs
- Simplified compliance through automated tracking and adherence to regulatory and union rule requirements

Kronos is a leading provider of workforce management and human capital management cloud solutions. Kronos industry-centric workforce applications are purpose-built for businesses, healthcare providers, educational institutions, and government agencies of all sizes. Tens of thousands of organizations — including half of the Fortune 1000® — and more than 40 million people in over 100 countries use Kronos every day. Visit [www.kronos.com](http://www.kronos.com). **Kronos: Workforce Innovation That Works™**.

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Put Kronos time and attendance solutions to work for you:

**+1 800 225 1561 | [kronos.com/time-and-attendance](http://kronos.com/time-and-attendance)**

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That Works™

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