

# Kronos webTA Smart Time

## Realize greater accuracy and efficiency across time and attendance processes

Government reform initiatives are driving federal agencies to make human resource process improvements that support strategic workforce management. But managing time and attendance for a multisector workforce — with a combination of civil servants, uniformed personnel, and contractors — is no easy task. Your agency needs to manage multiple projects at the agency, group, and individual levels while adhering to a wide range of complex work and pay rules. Given these challenges, it’s not surprising that even routine time and attendance tasks become time-consuming and error-prone — increasing the risk of payroll errors and compliance issues.

Kronos® webTA™, our time tracking, attendance, and labor management solution for federal government agencies, automates and streamlines workforce management processes for improved efficiency and accountability. The optional webTA Smart Time module brings new levels of accuracy and convenience to webTA time and attendance functions. Featuring an easy-to-use interface and context-sensitive feedback, webTA Smart Time guides employees to enter their time correctly and allows for time-in/time-out entry. As a result, your agency’s managers and HR administrators can process time and attendance tasks with unprecedented speed and accuracy.

### Take the guesswork out of employee time entry

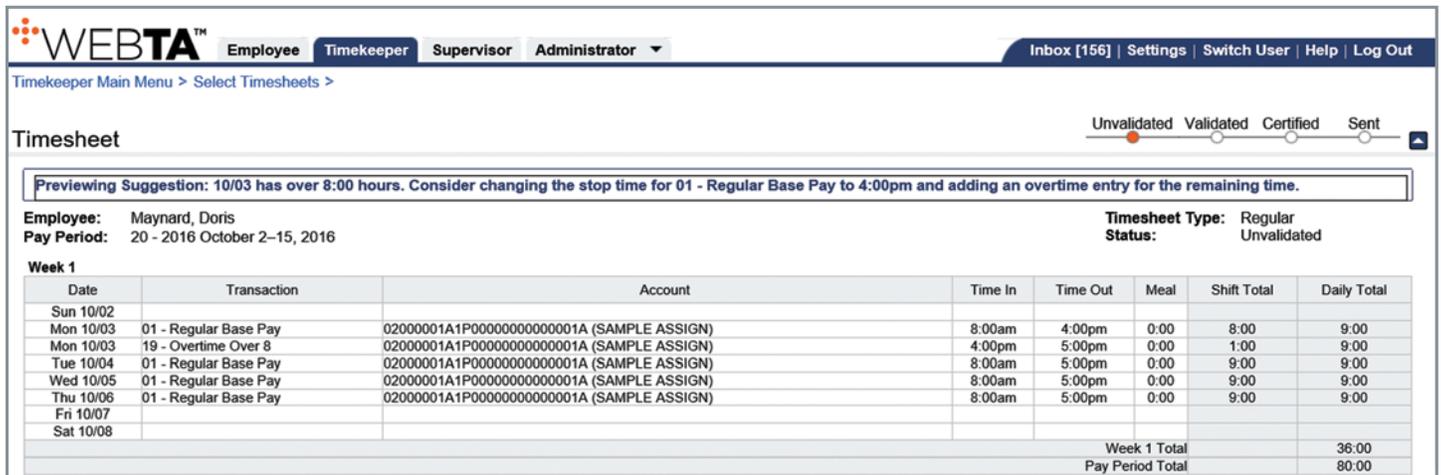
webTA Smart Time provides flexible, intuitive time-entry capabilities to help reduce errors — and the time and effort it takes to correct them.

**Time-in/time-out entry:** With webTA Smart Time, your employees can enter timesheet data in a straightforward time-in-/time-out format. They simply select



## Key Benefits

- » **GUIDE EMPLOYEES** through the time-entry process with context-sensitive feedback
- » **REDUCE PAYROLL ERRORS** by improving the accuracy of time and attendance transactions
- » **MITIGATE COMPLIANCE RISK** with intelligent time-entry validation based on employee profiles
- » **DRIVE TRANSACTION ACCURACY** across schedule types to increase efficiency and reduce costs
- » **PROVIDE FLEXIBILITY** and convenience with time-in/time-out functionality in the timesheets



**WEBTA™** Employee Timekeeper Supervisor Administrator | Inbox [156] | Settings | Switch User | Help | Log Out

Timekeeper Main Menu > Select Timesheets >

Timesheet Unvalidated Validated Certified Sent

Previewing Suggestion: 10/03 has over 8:00 hours. Consider changing the stop time for 01 - Regular Base Pay to 4:00pm and adding an overtime entry for the remaining time.

Employee: Maynard, Doris  
 Pay Period: 20 - 2016 October 2–15, 2016  
 Timesheet Type: Regular  
 Status: Unvalidated

Date	Transaction	Account	Time In	Time Out	Meal	Shift Total	Daily Total
Sun 10/02							
Mon 10/03	01 - Regular Base Pay	02000001A1P00000000000001A (SAMPLE ASSIGN)	8:00am	4:00pm	0:00	8:00	9:00
Mon 10/03	19 - Overtime Over 8	02000001A1P00000000000001A (SAMPLE ASSIGN)	4:00pm	5:00pm	0:00	1:00	9:00
Tue 10/04	01 - Regular Base Pay	02000001A1P00000000000001A (SAMPLE ASSIGN)	8:00am	5:00pm	0:00	9:00	9:00
Wed 10/05	01 - Regular Base Pay	02000001A1P00000000000001A (SAMPLE ASSIGN)	8:00am	5:00pm	0:00	9:00	9:00
Thu 10/06	01 - Regular Base Pay	02000001A1P00000000000001A (SAMPLE ASSIGN)	8:00am	5:00pm	0:00	9:00	9:00
Fri 10/07							
Sat 10/08							
<b>Week 1 Total</b>							<b>36:00</b>
<b>Pay Period Total</b>							<b>80:00</b>

With time-in/time-out functionality, employees select the project or account code and enter time in and time out for each selection.

the project or account code and then enter time in and time out for each selection. webTA Smart Time validates each entry based on the work and pay rules specified in the employee's profile to facilitate compliance and reduce payroll errors.

**Context-sensitive suggestion engine:** When federal employees fill out their timesheets, they must specify a payroll transaction type for each entry. The large quantity of transaction types — and the number and complexity of business rules that define them — increases the risk of time-entry errors. webTA Smart Time reduces these errors with an intelligent suggestion engine that helps determine the correct payroll transaction type. When employees enter their time into webTA, the webTA Smart Time module analyzes their employee profile, current timesheet content, and new time entry. Based on this analysis, the software suggests the most appropriate payroll transaction type. Your employees have the option to accept the suggestion or proceed with their original selection.

### Improve time and attendance accuracy across all schedule types

Federal government agencies frequently offer multiple schedule types — fixed, compressed, flexible, and more — which make it especially challenging to maintain accurate

time and attendance transactions. Automated processes and seamless integration between webTA modules allow you to achieve new levels of time and attendance accuracy without sacrificing scheduling flexibility.

### Realize significant time and cost savings

Combining simplified timesheet data entry with built-in intelligence for validating transaction accuracy, webTA Smart Time automates tedious, error-prone processes to increase productivity and reduce costs. Consider adding webTA Smart Time to your webTA environment to improve the accuracy and efficiency of time and attendance tasks for more effective multisector workforce management.

### Meet your workforce management goals with Kronos

Kronos is a leading provider of workforce management and human capital management cloud solutions. Our commercially available, off-the-shelf time and attendance, leave, and labor management solutions are specifically designed to support federal government directives regarding efficiency, transparency, and accountability. Tens of thousands of organizations — including half of the Fortune 1000® and more than 100 federal government agencies — use Kronos every day.

The screenshot displays the webTA Smart Time interface. At the top, there's a navigation bar with 'Employee Timekeeper Supervisor Administrator' and 'Inbox [166] Settings Switch User Help Log Out'. Below this, the 'Timesheet' section shows 'Employee: Maynard, Doris' and 'Pay Period: 20 - 2016 - Oct 02, 2016-Oct 15, 2016 S'. A 'Smart Time Suggestions' section lists three suggestions for changing stop times and adding overtime. Below that is a 'Quick Time Entry' section with a calendar and input fields for 'Time In', 'Time Out', 'Meal', 'Transaction', and 'Account'. At the bottom, a 'Week 1' table shows time entries for the week of 10/02 to 10/06, including transaction types like 'Regular Base Pay' and 'Overtime Over 8'.

When employees enter their time into webTA, the webTA Smart Time module analyzes their profile, current timesheet content, and new time entry. It then suggests the most appropriate payroll transaction type.

Put Kronos for Federal Government to work for you:  
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