## UNIFIED WORKFORCE MANAGEMENT:

### One database. One user experience. One employee record.

In today's challenging business environment, you need to get the most from every available resource, including your employees, to stay competitive and fuel growth. After all, the workforce is your most valuable — and likely your most expensive — asset. But disparate systems, manual or semiautomated processes, and limited visibility into employee data can stand in the way of workforce optimization. That's why you need an integrated solution on a single database that provides real-time access to consistent, accurate workforce information to help you make informed decisions and drive bottom-line results.

Our workforce management suite provides the complete automation and high-quality information you need to manage your workforce — from hire to retire — using a unified workforce management platform with a common user interface, database, and workflows. It provides the single-source, real-time data access you need — across time and attendance, HR, payroll, and more — to control labor costs, minimize compliance risk, and improve workforce productivity.

Our flexible, cloud-based solution is simple to use and easy to afford. Modules can be leveraged individually or as a complete, integrated workforce management suite. Predictable per-employee, per-month fees mean you pay only for what you use. Our software as a service (SaaS) delivery model eliminates worries about installing or maintaining software, staying up to date with legislative changes, or investing in the next upgrade. So you can focus on what you do best: growing your business.

## REAL-TIME VISIBILITY AND DATA ACCESS

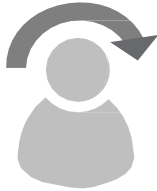### Use dashboards, reports, and self-service tools to drive results

Take the guesswork out of workforce management once and for all. Information-rich dashboards, reports, and decision support tools provide organizationwide visibility and insights. Intuitive navigation features — application tabs, quick links, drill-down, and more — let you find critical information with maximum speed and ease. Instant access to timesheets, schedules, payroll, employee records, and other data empowers you to take immediate action and drive results.

It's easy to tailor system tools and reports to reflect the way you do business. Modify dashboards or create your own. Configure more than 150 standard reports to meet your content and formatting needs. Give managers visibility into important employee data through self-service. And off-load HR tasks by enabling employees to access profiles, schedules, pay statements, time-off balances, and more — all through convenient self-service and mobile tools.

## Control labor costs for bottom-line results

Our timekeeping solution streamlines time management processes to help you increase efficiency and reduce labor costs. It automatically captures time and attendance information from a variety of data collection devices, web entry, telephony, and our mobile application. Then it lets you know who is doing what and why — at all times — so you can get the most from every labor dollar spent.

You can track and understand true labor costs by enforcing flexible, user-defined pay rules. Maintain compliance and improve payroll accuracy with simplified timecard management. And manage exceptions, including missed punches and early/late arrivals, in real time to avoid payroll errors and costly rework.

It's easy to assign daily, weekly, or configurable patterns to schedules. For flexibility and convenience, you can assign employees to schedules or schedules to employees, view preferences, make adjustments on the fly, and give employees access from the web, a mobile app, or the time clock. You can even track scheduled hours versus worked hours, as well as projected hours, to more effectively budget labor costs, forecast overtime, and keep costs within expectations.

# HR

## Manage the entire employment lifecycle

The ability to hire and retain the right employees is critical to your business success. Our HR module is a comprehensive, end-to-end solution that addresses the complete employment lifecycle — from hire to retire. Conduct online applicant searches and track candidates throughout the recruiting process. Screen and hire best-fit candidates who will excel in your organization. Accelerate onboarding so new hires can become productive sooner. Streamline benefits and performance management with self-service features. Fully integrated reports provide one-click access to HR information — right when you need it — all from a single screen.

Reduce the time you spend on administrative tasks, with built-in workflows for new hire, termination, rehire, promotions, transfers, and more. Or take advantage of the configurable workflow engine to automate your unique business processes and drive more consistent policy enforcement.

Automate core HR and talent management functions in one integrated system:

- Store and track all employee data in one location
- Streamline applicant tracking, screening, selection, and onboarding
- Simplify benefit plan setup, open enrollment, and life event changes
- Automate the performance review process for timely, thorough evaluations
- Let employees view and update HR information via role-based self-service
- Deliver real-time data access via configurable reports, dashboards, and mobile tools

**Warren Averett WORKPLACE**

**KRONOS AUTHORIZED partner**