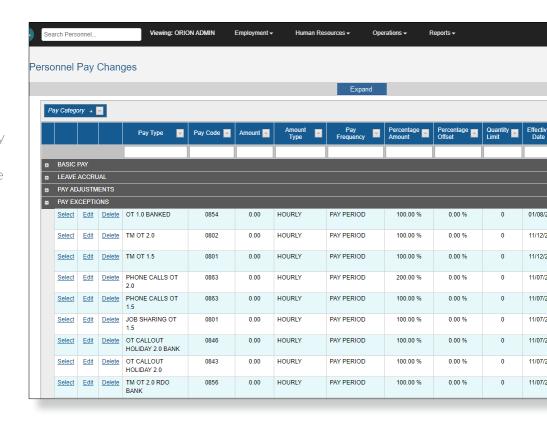


# Time and Attendance

Manually tracking complex payroll compliances against employee time worked can be complicated, time-consuming, and expose your agency to unnecessary risks that ultimately cost you money. Using a centralized solution like Workforce Management PLUS to automate your time and attendance procedures saves time, minimizes compliance risks, and increases insights regarding cost of services.

# Ensure Compliance and Increase Efficiencies

With its highly configurable rules engine, Workforce Management PLUS enables payroll policies to be accurately and consistently applied. The solution supports different rule structures, including highly complex calculations driven by hours worked per week, hours worked prior to or postholidays, cumulative hours over a pay period, or complex 28-day cycles. Different rule structures are supported, such as those based upon union rules, job classes, sworn versus civilian, part-time versus fulltime personnel.



## **Enforce Policies and Reduce Costly Errors**

By configuring your payroll exceptions, adjustments, and basic pay information your payroll rules are consistently applied. Using interactive screens to monitor compliance, you will eliminate hours spent looking for missing or incorrect data. Common payroll rule configurations include certification pay, holiday premiums, shift differentials, on-call, stipends, out-of-class pay, PTO, overtime, premium pay, or

special skills – as well as incentive pay for education or allowances for uniforms or parking.

## **Increase Insights Regarding Activity Cost**

You'll gain better insights into the 'where what, and for whom' of actual time worked using activity tracking capabilities. Track activities against internal cost centers or external grant funding to determine costs of routine services or special events.



Unce pay periods end, employees use online timesheets to check their PTO accruals, view work hours, and approved events such as overtime, time-off, and off-duty/special events. Employee and supervisor approval workflows include conflict adjustments and the ability to add comments.

			Calendar Day	ScheduleType 🔽	Hours	Start Date	End Date	Employee Status
Name: NEWMANN, MARK (OFFICER) - (Total Hours=80)								
<b>±</b>		<u>Edit</u>	02/20/2022	RDO	0	02/20/2022 14:00	02/21/2022 00:00	Approved Lock
<b>±</b>		<u>Edit</u>	02/21/2022	RDO	0	02/21/2022 14:00	02/22/2022 00:00	Approved Lock
+		<u>Edit</u>	02/22/2022	REG	10	02/22/2022 14:00	02/23/2022 00:00	Approved Lock
+		<u>Edit</u>	02/23/2022	REG	10	02/23/2022 14:00	02/24/2022 00:00	Approved Lock
+		<u>Edit</u>	02/24/2022	REG	10	02/24/2022 14:00	02/25/2022 00:00	Approved Lock
<b>+</b>		Edit	02/25/2022	RDO( SWAPOFF:SCOTT, P 03/21)	0	02/25/2022 14:00	02/26/2022 00:00	Approved Lock
<b>±</b>		<u>Edit</u>	02/26/2022	RDO	0	02/26/2022 14:00	02/27/2022 00:00	Approved Lock
<b>±</b>		<u>Edit</u>	02/27/2022	RDO	0	02/27/2022 14:00	02/28/2022 00:00	Approved Lock
<b>±</b>		<u>Edit</u>	02/28/2022	OT: CALL OUT	10	02/28/2022 14:00	03/01/2022 00:00	Approved Lock
<b>±</b>		<u>Edit</u>	03/01/2022	REG	10	03/01/2022 14:00	03/02/2022 00:00	Approved Lock
<b>±</b>		<u>Edit</u>	03/02/2022	REG	10	03/02/2022 14:00	03/03/2022 00:00	Approved Lock
<b>+</b>		<u>Edit</u>	03/03/2022	REG LEAVE: TRAINING	10	03/03/2022 14:00	03/04/2022 00:00	Approved Lock
<b>+</b>		<u>Edit</u>	03/04/2022	REG	10	03/04/2022 14:00	03/05/2022 00:00	Approved Lock
<b>±</b>		<u>Edit</u>	03/05/2022	RDO	0	03/05/2022 14:00	03/06/2022 00:00	Approved Lock

Once finalized timesheet data

can be submitted electronically to external payroll systems. Pay period reports enable a wide range of payroll analytics, including data on applied pay exceptions. Reports can graph data, calculate summaries averages, means, standard deviations, cross tabs, groups, and filters -- for extensive payroll analysis.

#### **Benefits**

- » Saves time with automated payroll compliance rules
- » Minimizes compliance risks by enforcing labor laws, policies, and union agreements
- » Reduces manual payroll errors
- » Increases efficiencies with centralized online workflows
- » Provides real-time visibility into workforce activities and associated labor costs

### **For Employees**

- Pre-populated online timesheets per pay period
- » Timesheet review and approval routing
- » Real-time PTO accruals viewing
- » Work activity quick entry

## **For Supervisors**

- » Employee timesheet approval workflow routing
- » Review/respond to timesheets using a WMP account or Orion mobile app

### **For Administrators**

- » Control core payroll rules with interactive tools
- » Automate complex payroll compliance rules
- » Track employee activity cost
- » Lock and unlock pay period work time
- » Audit reporting of time worked and pay exceptions
- » Export time and attendance reports in multiple formats
- » Maintain audit trail of employee hours
- Interfaces with ERP, payroll, or internal HR systems

**Contact us today at 866-779-1689.** 



