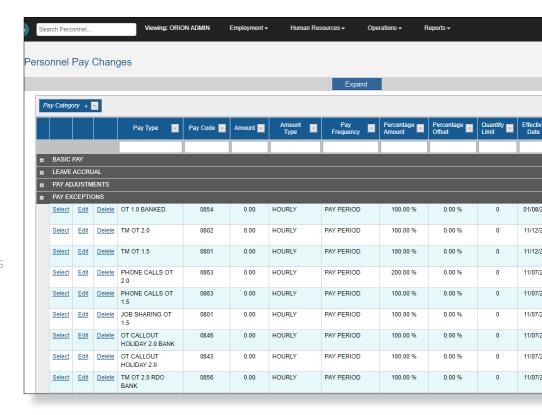# Time and Attendance with Pay Calculations

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 FW | Workforce 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, FW | Workforce enables complex payroll policies to be accurately and consistently applied. The solution supports different rule structures, including complicated calculations driven by hours worked per week, hours worked prior to or post-holidays, 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 full-time personnel.

			Pay Type	Pay Code	Amount	Amount Type	Pay Frequency	Percentage Amount	Percentage Offset	Quantity Limit	Effective Date
+	BASIC PAY										
+	LEAVE ACCRUAL										
+	PAY ADJUSTMENTS										
–	PAY EXCEPTIONS										
Select	Edit	Delete	OT 1.0 BANKED	0854	0.00	HOURLY	PAY PERIOD	100.00 %	0.00 %	0	01/08/2
Select	Edit	Delete	TM OT 2.0	0802	0.00	HOURLY	PAY PERIOD	100.00 %	0.00 %	0	11/12/2
Select	Edit	Delete	TM OT 1.5	0801	0.00	HOURLY	PAY PERIOD	100.00 %	0.00 %	0	11/12/2
Select	Edit	Delete	PHONE CALLS OT 2.0	0863	0.00	HOURLY	PAY PERIOD	200.00 %	0.00 %	0	11/07/2
Select	Edit	Delete	PHONE CALLS OT 1.5	0863	0.00	HOURLY	PAY PERIOD	100.00 %	0.00 %	0	11/07/2
Select	Edit	Delete	JOB SHARING OT 1.5	0801	0.00	HOURLY	PAY PERIOD	100.00 %	0.00 %	0	11/07/2
Select	Edit	Delete	OT CALLOUT HOLIDAY 2.0 BANK	0846	0.00	HOURLY	PAY PERIOD	100.00 %	0.00 %	0	11/07/2
Select	Edit	Delete	OT CALLOUT HOLIDAY 2.0	0843	0.00	HOURLY	PAY PERIOD	100.00 %	0.00 %	0	11/07/2
Select	Edit	Delete	TM OT 2.0 RDO BANK	0856	0.00	HOURLY	PAY PERIOD	100.00 %	0.00 %	0	11/07/2

Enforce Policies and Reduce Costly Errors

By automating your payroll calculations, 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.

			Calendar Day	ScheduleType	Hours	Start Date	End Date	Employee Status
☐								

Name: NEWMANN, MARK (OFFICER) - (Total Hours=80)

⊞	☐	Edit	02/20/2022	RDO	0	02/20/2022 14:00	02/21/2022 00:00	Approved Lock
⊞	☐	Edit	02/21/2022	RDO	0	02/21/2022 14:00	02/22/2022 00:00	Approved Lock
⊞	☐	Edit	02/22/2022	REG	10	02/22/2022 14:00	02/23/2022 00:00	Approved Lock
⊞	☐	Edit	02/23/2022	REG	10	02/23/2022 14:00	02/24/2022 00:00	Approved Lock
⊞	☐	Edit	02/24/2022	REG	10	02/24/2022 14:00	02/25/2022 00:00	Approved Lock
⊞	☐	Edit	02/25/2022	RDO(SWAPOFF:SCOTT, P 03/21)	0	02/25/2022 14:00	02/26/2022 00:00	Approved Lock
⊞	☐	Edit	02/26/2022	RDO	0	02/26/2022 14:00	02/27/2022 00:00	Approved Lock
⊞	☐	Edit	02/27/2022	RDO	0	02/27/2022 14:00	02/28/2022 00:00	Approved Lock
⊞	☐	Edit	02/28/2022	OT: CALL OUT	10	02/28/2022 14:00	03/01/2022 00:00	Approved Lock
⊞	☐	Edit	03/01/2022	REG	10	03/01/2022 14:00	03/02/2022 00:00	Approved Lock
⊞	☐	Edit	03/02/2022	REG	10	03/02/2022 14:00	03/03/2022 00:00	Approved Lock
⊞	☐	Edit	03/03/2022	REG LEAVE: TRAINING	10	03/03/2022 14:00	03/04/2022 00:00	Approved Lock
⊞	☐	Edit	03/04/2022	REG	10	03/04/2022 14:00	03/05/2022 00:00	Approved Lock
⊞	☐	Edit	03/05/2022	RDO	0	03/05/2022 14:00	03/06/2022 00:00	Approved Lock

Once 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 events. Employee and supervisor approval workflows include conflict adjustments and the ability to add comments.

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 FW | Workforce account or the Workforce 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.

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