

Tools to Help Employees and Managers Minimize Compliance Risk and Increase Workforce Productivity

Failing to comply with government labor regulations and collective bargaining agreements can lead to serious financial consequences and other repercussions:

- Noncompliance lawsuits
- Audits by the Department of Labor and other agencies
- Reputation damages
- Union grievances
- Employee-relations problems

The Kronos® Attestation Tool Kit gives both managers and employees tools to make it easier to comply with state, local, union, and organization policies. It is part of the Kronos comprehensive portfolio of solutions and is available for Workforce Central® 6 and up.

Empower your employees

Providing employees with the ability to access, review, and approve or reject their timecards supports your organization's compliance.

The Smart View™ feature includes a Timecard Confirmation tool that allows employees to view and attest to the accuracy of all time changes and totals as presented on the timesheets before the actual approvals are accepted. Employees can see and print this information from the Kronos 4500 data terminal or online using the web-based tool to any configured network printer.

An added benefit is an increase in workforce productivity, because the employee self-service features allow workers to approve timecard edits as well as access and print time-off balances, schedules, and more without having to ask a manager or human resources for help.

- **Missed Punch Entry**

Employees can enter missed punch information here for selected dates in the current pay period.

- **Daily Timecard Edit Approval**

Employees can review and approve or reject any changes made by their managers during the current pay period. This feature will display a configured attestation message.

- **Pay Period Approval**

Employees can review and approve or reject their timecards for previous pay periods. This feature also displays a configured attestation message.

Employees can access all of these features on the Kronos 4500 and InTouch terminals, via the web, or from a Workforce Mobile™ 3 and higher device.

Key Benefits

- > **MINIMIZES COMPLIANCE RISK**

by giving managers quick access to employee information at the Kronos 4500™ and Kronos InTouch® terminals streamlining communication between corporate and stores

- > **IMPROVES ENFORCEMENT** of wage and hour policies

- > **PROVIDES A SIMPLE AND EASY-TO-USE PROCESS** for maintaining meal and break documentation

- > **EMPOWERS EMPLOYEES** to manage meals and breaks through self-service features

- > **AVAILABLE ON THE DEVICES YOUR EMPLOYEES USE**

- > **PRODUCES AND DELIVERS ACTIONABLE DATA** to improve policy adherence

Capture responses from employees on meals

Included in the tool kit is a special set of Smart Views and web forms that allow employees to designate, when they punch out, whether or not they took their lunch. If an employee registers his or her punch with the “No Lunch” flag, the auto lunch deduct is canceled for the day and the supervisor is notified. This allows employees to “opt in” for their automatic meal deduction and eliminates the question of whether the meal was taken.

This flexible, intelligent time-stamp feature can also be configured to block employees from returning early from their meals, effectively eliminating the meal premiums related to the early return, and can be tailored to allow employees to opt out of meal penalties as well.

Engage your employees

Beyond meal compliance, the Attestation Tool Kit can ask questions concerning paid breaks and injuries on the job, as well as require periodic acceptance of standard policies and even gauge employee engagement.

Compliance reports for managers

- Daily Approval and Pay Period Compliance**
Shows at a glance which employees have approved, rejected, or not taken action on days or a pay period in a specific time frame.
- Meal Compliance**
Shows at a glance how employees have answered the meal question and calculates the percentage of missing meals.
- Detail reports**
Shows every question and answer as well as the time it took for the employee to answer each one. Punch restrictions can also be recorded.
- Summary reports**
Show the questions and answers with the counts and ratios of responses — allowing managers to take action as trends arise.

