



# Kronos **iSeries Time and Labor**

Better manage your workforce with clear visibility into employee data



## Leverage Time and Attendance

In the search for ways to increase overall business performance in today's competitive marketplace, many organizations are discovering the power of streamlining their labor processes to help them achieve this goal. They are also finding that effective workforce management can help them better align employee goals with organizational objectives, which helps improve performance, competitiveness, and bottom-line results.

These organizations are cutting costs by reducing payroll errors and inflation, improving overtime management, and controlling escalating labor expenses. They are also proactively managing employee absences to help lower costs, enhance productivity, decrease leave liability, and reduce compliance risks.

Then, to ensure that all these newfound improvements are sustainable, these organizations are increasing their insight into critical labor activities and empowering frontline managers with the accurate, timely information they need to make better-informed decisions and take effective action in real time.

All these benefits are achievable today with the powerful, proven time and attendance solutions from Kronos.



Optimize your organization's **efficiency and performance**.  
Give managers access to timely data and valuable insights  
to help make **better-informed decisions**.

# Kronos iSeries Central Suite

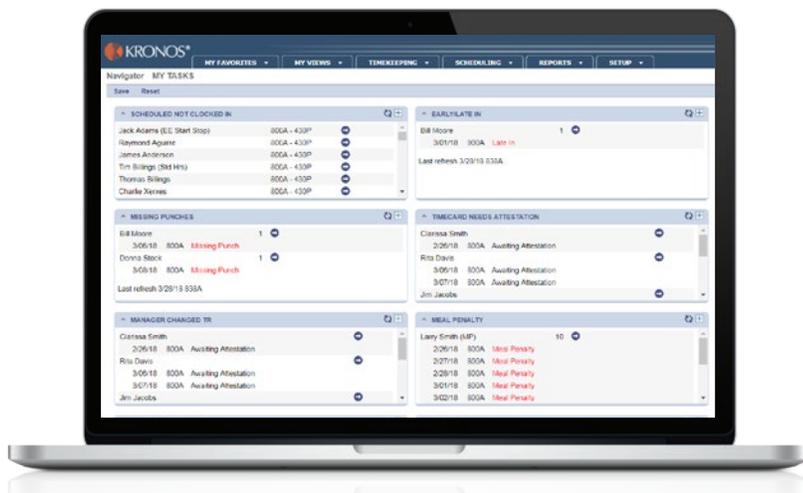
## Automated time and labor solutions

The Kronos® iSeries Central suite's solutions for time and attendance, labor activities, and absence management automate employee-centric processes, which can help improve productivity and profitability. Kronos iSeries Central applications can provide these benefits by eliminating error-prone, manual administrative tasks related to time and attendance data collection, workforce activity tracking, and leave management.

And to help optimize your organization's efficiency and performance, our Kronos iSeries solutions give your managers fingertip access to timely information, which helps them make better-informed decisions. Giving managers greater visibility into critical labor resources and activities — along with intuitive software-based tools — empowers them to make effective decisions that optimize labor utilization.

Our solutions also give you the ability to apply your specific pay and work policies — accurately and consistently — across your entire organization, which can raise employee satisfaction. And our automated solutions help reduce compliance risks and leave liability with comprehensive auditing capabilities and easy-to-use reporting tools that help simplify the job of complying with government regulations and union contracts.

Kronos iSeries Central's time and labor applications — Kronos iSeries Timekeeper, Kronos iSeries Activities, Kronos iSeries Attendance, Kronos iSeries Leave, Kronos iSeries Accruals, and Kronos iSeries History — can help reduce your administrative burdens and compliance risks, improve productivity, and enhance overall performance.



Kronos iSeries Central provides single-source access to accurate employee data across time and attendance and more. The configurable dashboard offers a single view of employee data for simplified and real-time workforce management.

# Kronos iSeries Timekeeper

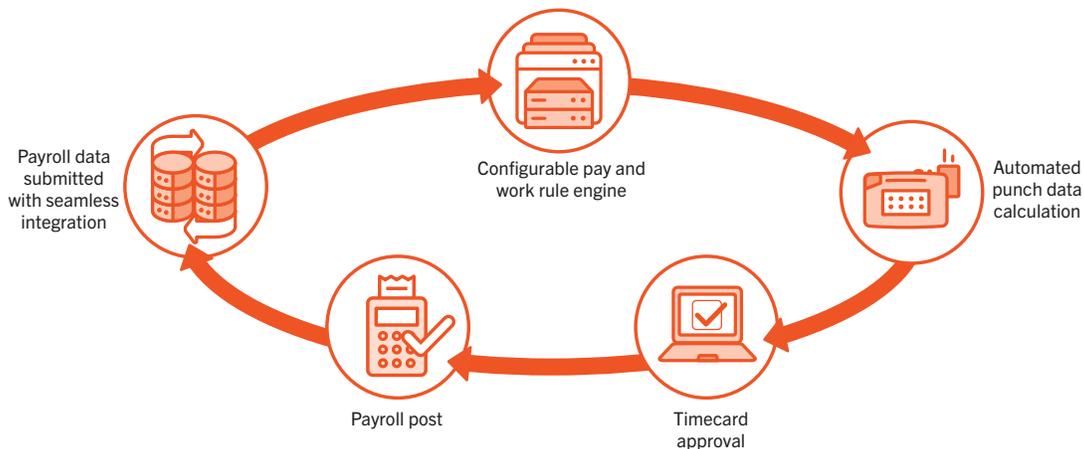
## Automate administrative processes

Streamline administrative processes, improve business performance, and align your employees with ever-changing work demands. Kronos iSeries Timekeeper automatically tracks employee time and attendance and applies complex pay policies while giving managers real-time access to labor data and tools to make better-informed decisions and control labor costs. Moreover, the employee self-service functionality in our solutions can further streamline processes and boost morale.

## Simplify payroll processing

The Kronos iSeries Timekeeper pay rules engine consistently and accurately applies complex pay and work rules across your organization. Eliminating the need to manually calculate this information results in more accurate labor data, saves considerable time and effort, and significantly reduces costly pay errors and payroll inflation.

This configurable rules engine at the heart of Kronos iSeries Timekeeper has been developed and improved upon for nearly 20 years. It automates all of your organization's pay rules without the need to modify existing code. This flexibility enables you to update your organization's pay policies, a practice that is known to be the fastest and most effective way to keep up with pay-rule changes, and one that helps reduce your total cost of ownership.



## Empower frontline managers

Kronos iSeries Timekeeper provides rich, interactive screens that deliver real-time labor data to enable busy supervisors to manage by exception and respond quickly to changing workplace needs. It also offers powerful features that help managers quickly respond to changes in employee availability and fluctuations in work volume. As a result, managers get the information they need to make better-informed operational decisions and manage more closely to meet budgets.

Give your managers robust tools and fingertip access to data to help them quickly identify problems and apply solutions. And intuitive and familiar calendar views offer instant insight to work and absence trends, which can be extremely effective for planning or when preparing for performance reviews.

## Engage all your employees

Kronos iSeries Timekeeper employee self-service functionality engages your entire workforce. Give employees across your organization access to their work-related information — accrual balances, schedules, hours worked, and more — for a greater sense of control and inclusion to improve workforce morale, performance, and retention. Putting tools in the hands of those closest to the task also improves productivity and reduces administrative burdens.

Whether you employ salaried, hourly, full-time, part-time, remote, mobile, permanent, or contingent employees, we offer data collection solutions that are best suited for their specific work styles and your needs. Badge terminals, web-based solutions, interactive voice response (IVR), handheld readers, and even biometrics — our full range of solutions enables you to better manage every employee in your organization.

### Streamline administrative tasks

Instead of completing a paper timesheet to submit time and attendance data, an employee simply swipes a bar-coded ID badge through a Kronos data collection terminal. Specific data is collected right at the source and stored in a central database on the iSeries server.

One day before payroll processing, a manager views all direct report time and attendance data for the current pay period. The manager notices that one employee is missing an “out” punch, quickly corrects the error, and approves the entire department’s time with a single mouse click.

In certain organizations, managers must ensure that employees’ labor information is reviewed daily before it is sent to external business systems such as client billing, productivity analysis, or job costing. In these cases, supervisors use the daily approval function to quickly review employee timecards. As a result, they are able to expedite client-billing processes and gain more accurate productivity analysis or job-costing information in real time.

### Further empower your employees through attestation

Failure to comply with labor regulations and collective bargaining agreements can have disastrous results. But Kronos iSeries Timekeeper minimizes compliance risk and improves enforcement of wage and hour policies by empowering employees to access, review, and approve or reject their timecards and confirm when they punch out whether or not they took their lunch break.



# Kronos iSeries Activities

## Collect and analyze activity data

### Kronos iSeries Activities enables you to:

- Monitor the labor content of every job or project in-house
- Track work in process, including due dates and quantities
- Maintain quality controls on production output and scrap
- Measure performance by comparing activities to standards
- Reconcile time and attendance (payroll) with labor activity

The goal of reducing labor costs while increasing productivity presents a considerable challenge for any organization. To achieve this, you must be able to respond to increasing customer demands and still maintain job profitability. However, the challenge faced by many organizations is a lack of true visibility into how the workforce performs against productivity requirements and real business costs.

Now you can overcome these obstacles and achieve better bottom-line results at the same time. Kronos iSeries Activities gives managers real-time access to detailed activity-centric labor information and up-to-the-minute labor data that ERP systems are unable to deliver.

With a much higher level of insight into labor activities, your frontline managers can make proactive decisions on the shop floor that contribute to operational excellence. As a result, managers are empowered to optimize your work-related processes — reporting scrap and measuring job quality, for example — to increase productivity, reduce labor costs, and quickly respond to production issues. In addition, they gain the ability to measure and communicate actual performance results against established metrics, which is critical to encourage employees to contribute to continuous process improvement programs.

Finally, you will gain the understanding of exactly how labor is used in your organization, which leads to optimized labor allocation, more accurate job costing, increased control of labor costs, and minimization of margin erosion. These all contribute to your organization becoming more competitive and ultimately more profitable.

### Tracking labor productivity and costs

In a busy manufacturing environment, a manager needs to keep a close eye on productivity and efficiency to make sure projects are completed on time. Two hours into the shift, the manager sees that actual shop-floor measurements are below the organization's specific tolerance levels. Closer inspection shows a key machine is down, and the manager takes steps to alleviate the bottleneck before it can impact production — and the bottom line.

In this same organization, a customer calls to check on the status of a project. The manager checks the job status and discovers that a certain activity needs to be expedited to meet the delivery date. The manager provides the customer with detailed information about the project's status and then reallocates resources to ensure on-time delivery.

Finally, a production employee works overtime to complete a critical project for a customer. With Kronos iSeries Activities, not only is the overtime monitored and paid, but it is also tracked by the project where the overtime occurred. The supervisor can then quickly and easily allocate the employee's specific time and labor charges to achieve accurate costing on these job-related activities.



# Total Absence Management

## Manage absenteeism

### Kronos iSeries Attendance allows you to:

- Automate the administration of your organization's attendance policies
- Apply your policies fairly and consistently across the entire organization
- Empower managers with tools to reduce costs related to absenteeism
- Engage employees with self-service access to their own attendance data



Kronos total absence management solutions — Kronos iSeries Attendance and Kronos iSeries Leave — help you track and manage employee absenteeism and enforce attendance rules as well as apply leave policies accurately and consistently.

### Kronos iSeries Attendance

Automate and streamline the administration and enforcement of your most complex attendance policies. Kronos iSeries Attendance lets you apply reward or disciplinary attendance policies fairly and consistently, reducing the direct and indirect costs of absenteeism as well as the risk of employee grievances.

Kronos iSeries Attendance reduces the administrative burdens caused by manually tracking employee absences. The solution's user-defined calendar views allow managers to quickly resolve absence issues and initiate attendance-related notifications, discipline, or rewards. And tight integration with other applications in the Kronos iSeries Central suite means time, attendance, and scheduling information remain in sync. This integrated data — along with automatic, user-defined alerts — means managers can easily track absence trends and employees who are approaching overtime as well as effectively conduct objective performance reviews.

Finally, self-service functionality gives employees access to their attendance information, which allows them to view their attendance histories and accrual balances. Increased access to their own information improves workplace morale, enhances productivity, and streamlines administrative processes.

# Total Absence Management

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## Manage leave

### With Kronos iSeries Leave, you can:

- Automate and streamline the administration of paid and unpaid leave benefits
- Apply leave policies accurately and consistently across your organization
- Engage employees with self-service access to real-time leave balances
- Expedite leave eligibility, and provide accurate leave compensation

### Kronos iSeries Leave

Kronos iSeries Leave automates the tracking of your organization's paid and unpaid leave policies, helping reduce the cost and burden of leave administration. In addition, accurately tracking leave balances and consistently enforcing policies reduces unauthorized usage, improves productivity, and helps decrease noncompliance risks.

Kronos iSeries Leave provides an all-in-one solution for a variety of leave types. It can help you manage scheduled leave, such as vacations, PTO, and personal days, as well as unscheduled leave, such as sick, disability, FMLA, workers' compensation, and more — all through one simple, coordinated process. The solution also helps improve your ability to comply with federal, state, and local regulations and union contracts.

The built-in flexible rules design lets you factor in your own leave policies while still adhering to legally mandated qualification criteria. And decision-support tools enable you to determine employees' leave eligibility and entitlement as well as monitor absence trends and patterns to take corrective action to reduce the direct and indirect costs of absenteeism. Proactive alerts also remind busy managers of due dates for leave-related documents, forms, and notifications.



# Insight into Accruals

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## View accrual balances

### With Kronos iSeries Accruals, you can:

- Apply accrual policies objectively and consistently across the organization
- Deliver real-time balances to managers and employees
- Increase accuracy by eliminating error-prone manual calculations and record keeping
- Allow self-service access for employees to check available benefit time balances
- Improve productivity by managing planned and unplanned absences more effectively

### Kronos iSeries Accruals

Managing accruals manually can be a painful process — especially since employees accrue time at different rates. Kronos iSeries Accruals automatically and accurately calculates and tracks accrual balances based on your organization's rules, giving managers immediate visibility into current status to help ensure impartial treatment of employees and to minimize compliance risk.

Kronos iSeries Accruals helps you manage leave liability and comply with corporate policies and contracts. It provides employees and managers with access to real-time leave balances through a self-service component that helps ensure accuracy with minimal supervision but also allows you to quickly see which employees have high or low leave balances. Its configurable engine calculates complex leave rules and policies based on parameters that you define. Kronos iSeries Accruals has the flexibility to facilitate your organization's most complex leave and benefit policies and transform them into enduring practices.



Kronos is a leading provider of workforce management and human capital management cloud solutions. Kronos industry-centric workforce applications are purpose-built for businesses, healthcare providers, educational institutions, and government agencies of all sizes. Tens of thousands of organizations — including half of the Fortune 1000® — and more than 40 million people in over 100 countries use Kronos every day. Visit [kronos.com](http://kronos.com). **Kronos: Workforce Innovation That Works™**.

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