

# When Is Time Not on Your Side?



## ... When It's Not Adding to the Bottom Line.

If you're not in control of when your employees are working, you might not be in control of your business. Keeping track of time is at the heart of managing your workforce. If you're not doing it well, you could be wasting time and money and missing opportunities to improve your bottom line.

**Enter Kronos® Time and Attendance Solutions.** Our Workforce Timekeeper™ and data collection solutions, such as the Kronos InTouch device, help you control labor costs. Minimize compliance risk. And improve workforce productivity.

### Get a Fix on The Problem.

**ERRORS GETTING IN THE WAY?** Do you struggle to manage employee timekeeping with manual timecards and disparate systems?

**OVERTIME ON THE RISE?** Can managers get accurate data — and act upon it in time to control overtime costs?

**ON THE SAME PAGE?** Are policies interpreted and applied consistently — at headquarters and in the field?

**DOING THE RIGHT THING?** Are your current timekeeping processes effective in helping you meet compliance requirements like FLSA?

**DATA LETTING YOU DOWN?** How can you improve workforce efficiency when data is late, incomplete, or just plain wrong?

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## Three Reasons You Need Kronos Time and Attendance Solutions

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**Control Labor Costs.** You know employees are your most valuable asset — you see it reflected in the size of your labor budget. Get the most from this important resource when you automate time and attendance. Learn when an employee is late for work — in time to react. Get a handle on time-off balances and timecard approval. Make sure the hours you approve were really worked. You need to be able to see the time and attendance trends and activities that could be costing you money. So you can control labor costs.

**Minimize Compliance Risk.** The dreaded audit. If you can't maintain compliance with FLSA requirements, union regulations, and work and pay rules, an audit could be in your future. Not to mention time-consuming, costly, morale-busting employee grievances, complaints, and litigation. You need to be able to effectively manage your time and attendance policies. So you can manage the impact compliance can have on morale, reputation, and your balance sheet.

**Improve Workforce Productivity.** In a business environment in which you're being asked to do more with less, repetitive manual and administrative tasks strain your resources and slow day-to-day operations. You need to be able to optimize time and attendance and data collection and reduce the administrative burden on your managers. So you can improve worker productivity and strengthen your organization's bottom line.



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## Control Labor Costs      Cut Payroll Waste, Gain Insight

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**Trying to control labor costs without an automated system?**

**It's not easy to:**

**Spend Wisely:**

How can you manage your payroll budget and minimize errors — whether they're accidental or on purpose?

**Manage:**

How can you run an efficient operation when employees are bogged down by time-consuming manual activities?

**Control:**

How can you fix what you can't see?

**Kronos Time and Attendance Solutions make every dollar count.**

**Reduce payroll overpayments** that put you over budget with automation that captures punches at the source and then secures the data, applies policies the same way every time, and stops costly “buddy punching.”

**Say goodbye to manual data processing** that saps employee productivity, wastes valuable time, and inevitably leads to mistakes.

**Make high-quality decisions** with high-quality information that lets you see and control labor costs in real time. Adjust staffing levels, manage punch-ins and punch-outs, and use overtime to your advantage. It's time to put your labor budget to work for you.

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## Minimize Compliance Risk

## Fostering Consistency and Confidence

**Trying to minimize compliance risks without an automated system?**

**It's not easy to:**

**Interpret:**

How can you navigate the complicated mix of local, state, federal, union, and internal labor rules and regulations?

**Enforce:**

How can you be certain that labor and pay policies are applied consistently — across the board?

**Track:**

How can you manage time and attendance risks when you can't be sure paper or semi-automated records are correct, complete, and unaltered?

**Kronos Time and Attendance Solutions ease the compliance challenge.**

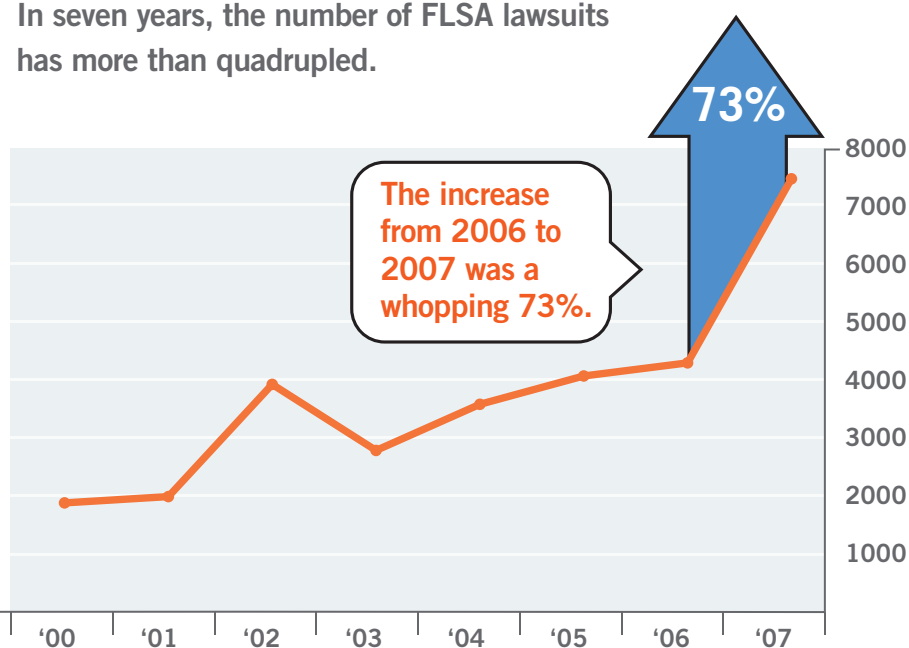
**Create a culture of compliance** with the help of centralized labor policy control that keeps pace with changing regulations and protects your organization's interests.

**Enforce compliance consistently** with an automated time and attendance solution that takes work rule interpretation out of the hands of local managers and gives employees credit for actual time worked.

**Gain confidence** in your time and attendance records. With the Kronos time and attendance solution, data is stored centrally and complete audit trails are at your fingertips. You'll get valuable peace of mind and save time and money if you're challenged by an audit or lawsuit.

### A DISTURBING TREND

**In seven years, the number of FLSA lawsuits has more than quadrupled.**



Source: U.S. District Courts, Civil Cases Filed, Table 4.4; Administrative Office of the U.S. Courts, 2008.

**Trying to improve workforce productivity without an automated system?**

**It's not easy to:**

**Manage:**

How can managers meet important goals when they spend so much time searching for, collecting, calculating, and approving employee time?

**Focus:**

How can your staff focus on the task at hand when they're constantly distracted by routine questions?

**React:**

How can you immediately improve worker productivity without knowing who's doing what, when, and where?

Kronos Time and Attendance Solutions help make the most of the workday.

**Manage by exception** instead of reviewing every employee's timecard. In a matter of minutes you can find and correct missed punches, respond to time-off requests, and flag and approve overtime. Plus, you'll see the results of your changes instantly — no more waiting for batch processing and slow reports.

**Let employees serve themselves.** Kronos self-service lets employees check accruals, ask for time off and schedule changes, check their earnings, and more — right from their PCs or Kronos terminals.

**Access — and act on — labor data in real time.** Learn which employees are approaching overtime. Who didn't punch in on time. Whether all breaks have been taken. The information is real-time and it's fresh, so you can make changes when they count, and not weeks later.

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# KRONOS TIME AND ATTENDANCE SOLUTIONS

## At Work

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### CONTROLLED LABOR COSTS

*"Timecard errors have been significantly reduced, and the number of manual payroll checks has dropped by 60 percent. And with payroll processing reduced by 24 hours, employees have access to their funds a day earlier, which they really like."*

*Director of Information Technology*  
**Banner Health**

### MINIMIZED COMPLIANCE RISK

*"It was difficult to keep up with the different pay provisions dictated by the different union agreements. Now Workforce Timekeeper helps us apply the complex work and pay rules accurately and effortlessly."*

*Fiscal Services Manager*  
**County of Santa Clara, California**

### IMPROVED WORKFORCE PRODUCTIVITY

*"The results are very exciting. Accountability is way up, and excess hours are way down. Workforce Timekeeper has given us the labor reporting tools we need to support operations management and continue implementing productivity improvements."*

*Accounting Manager*  
**Mitsubishi Motors North America, Manufacturing Division**

Kronos is the global leader in delivering workforce management solutions in the cloud. Tens of thousands of organizations in more than 100 countries — including more than half of the Fortune 1000® — use Kronos to control labor costs, minimize compliance risk, and improve workforce productivity. Learn more about Kronos industry-specific time and attendance, scheduling, absence management, HR and payroll, hiring, and labor analytics applications at [kronos.com](http://kronos.com). **Kronos: Workforce Innovation That Works™**.

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Put Kronos to work for you:  
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