

Step by Step Time Management



**Technology is Changing
the Future of Work**

**Kronos is Changing the Future
of Workforce Management**

**NEW
DIMENSIONS
IN WORK**



**Work
Your Way**



**Work
Smarter**



**Work in a
Modern Cloud**



Workforce Management is more than just Timekeeping!

...and is all about

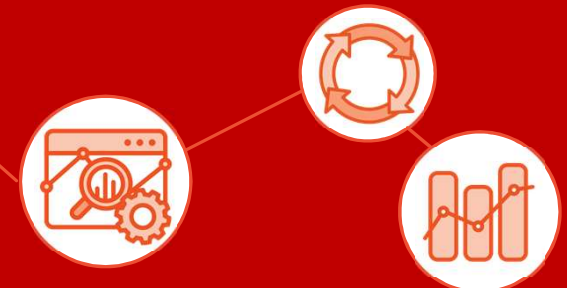
- Driving employee engagement
- Improving productivity
- Controlling labour cost
- Improving compliance



**Workforce
Management
is more than just
Timekeeping!**

...and is all about

continuous
improvement



HR Transformation

**And thinking about how
to build for your
future...**

- Human Capital Management
- HR Solutions
- Talent Management
- Performance Management
- Recruitment

**You're likely already
on the journey**



But what about today?

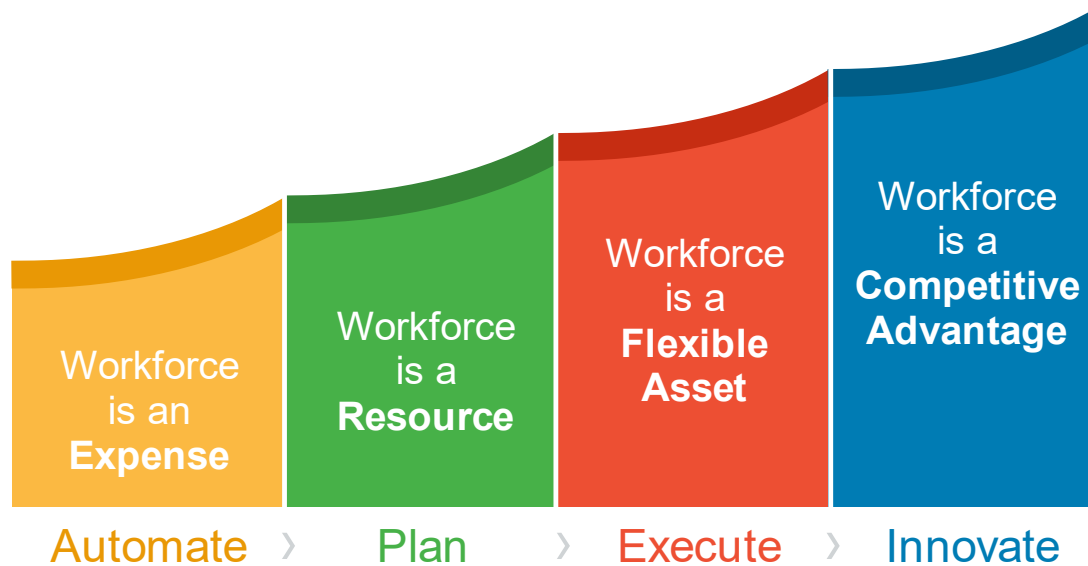
- How can you:
 - ✓ Compete with high performance
 - ✓ Gain market share
 - ✓ Improve margins
 - ✓ Compete on price

People have significant
impact on your business

In the meantime
you must meet
today's
business goals



In other words...



How do you do it ?

In the meantime
you must meet
today's
business goals



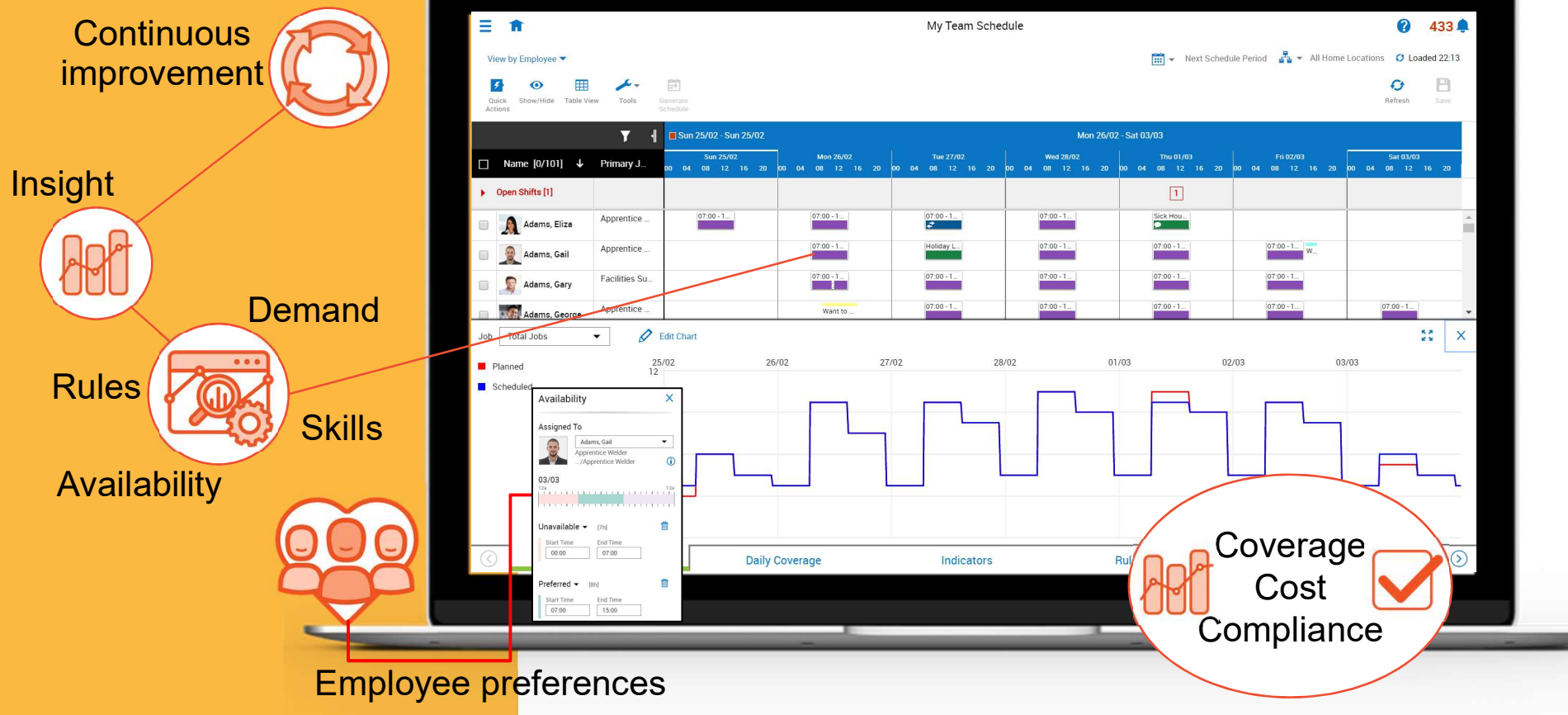
KRONOS SOLUTIONS FOR THE COMPETITIVE WORKFORCE



ONE UNIFIED PLATFORM FOR YOUR ENTIRE WORKFORCE



Timekeeping starts with a schedule...



Demand based manpower planning

Productivity Jobs
Volumes Standards

Labour Demand

Forecasted volumes

Job	Span	Type	Sun 12/15			Mon 12/16			Tue 12/17			Budget
			Budget	Forecast	Actual	Budget	Forecast	Actual	Budget	Forecast	Actual	
	early	Volume		6744			6221			7844		
	late	Volume		8399			9761					
	night	Volume										
Department Manager	early	Workload		1			1					
Department Manager	late	Workload		1			2			1		
Department Manager	night	Workload										
Draftsman	early	Workload		12			10			15		
Draftsman	late	Workload		17			18			9		
Draftsman	night	Workload										
Machinist	early	Workload		14								

Staffing Setup

- Staffing Matrix
- Weight Sets



- Standardisation
- Coverage tracking
- Visibility

Driving Employee Engagement



Driving employee engagement

- ✓ Safety
- ✓ Fairness
- ✓ Flexibility
- ✓ Empowerment

Time-off

Swap

Open Shift

Self-Schedule

My Profile

Howard Edwards

[Edit Profile](#)

My Time Off

Reason: Vacation

Start Date: 3/15/2019 End Date: 3/15/2019

[My Calendar](#) [My Colleagues](#)

[Submit](#)

[Advanced Options](#)

Punch

Transfer:

Cancel Deduction? ☐ Yes ☒ No

[Punch](#)

Last Punch

My Schedule

March 15 - March 21

Fr 15	7:00 AM - 3:00 PM [8:00] ...ian
Sat 16	
Sun 17	
Mon 18	7:00 AM - 3:00 PM [8:00] ...ian
Tue 19	7:00 AM - 3:00 PM [8:00] ...ian
Wed 20	7:00 AM - 3:00 PM [8:00] ...ian
Thu 21	7:00 AM - 3:00 PM [8:00] ...ian

My balances

balance (Hours)

80.00	140.00
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My Notifications

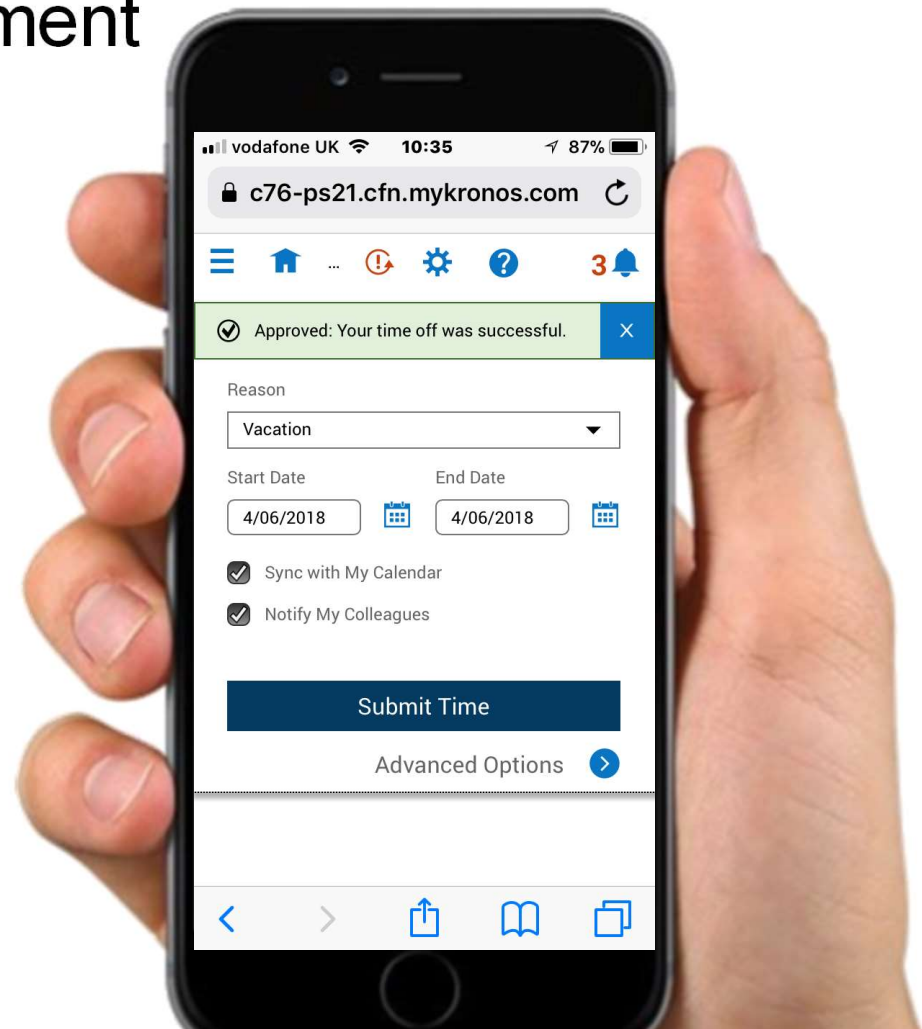
Driving Employee Engagement



Driving employee engagement

- ✓ Safety
- ✓ Fairness
- ✓ Flexibility
- ✓ Empowerment

A mobile app interface showing a menu for time-off options. The menu is open, displaying the following options: Time-off, Swap, Open Shift, and Self-Schedule. The menu is triggered by a plus icon in a blue box.



Timekeeping data collection using Kronos InTouch



- Web enabled device
- Full self service functions
- Biometric
- Real Time



Available options for data collection



- Different options;
 - ✓ For different parts of the employee population
 - ✓ For different countries / divisions
 - ✓ Can be deployed alongside each other
- Real-time is key for business critical responsiveness



Punch to Pay

Data Capture



Automatic application of pay rules



Approvals & Sign offs

Manager functions
accessible via web
browser, tablet
and mobile
anytime anywhere

Fully audited



Export to payroll

Dealing with exceptions

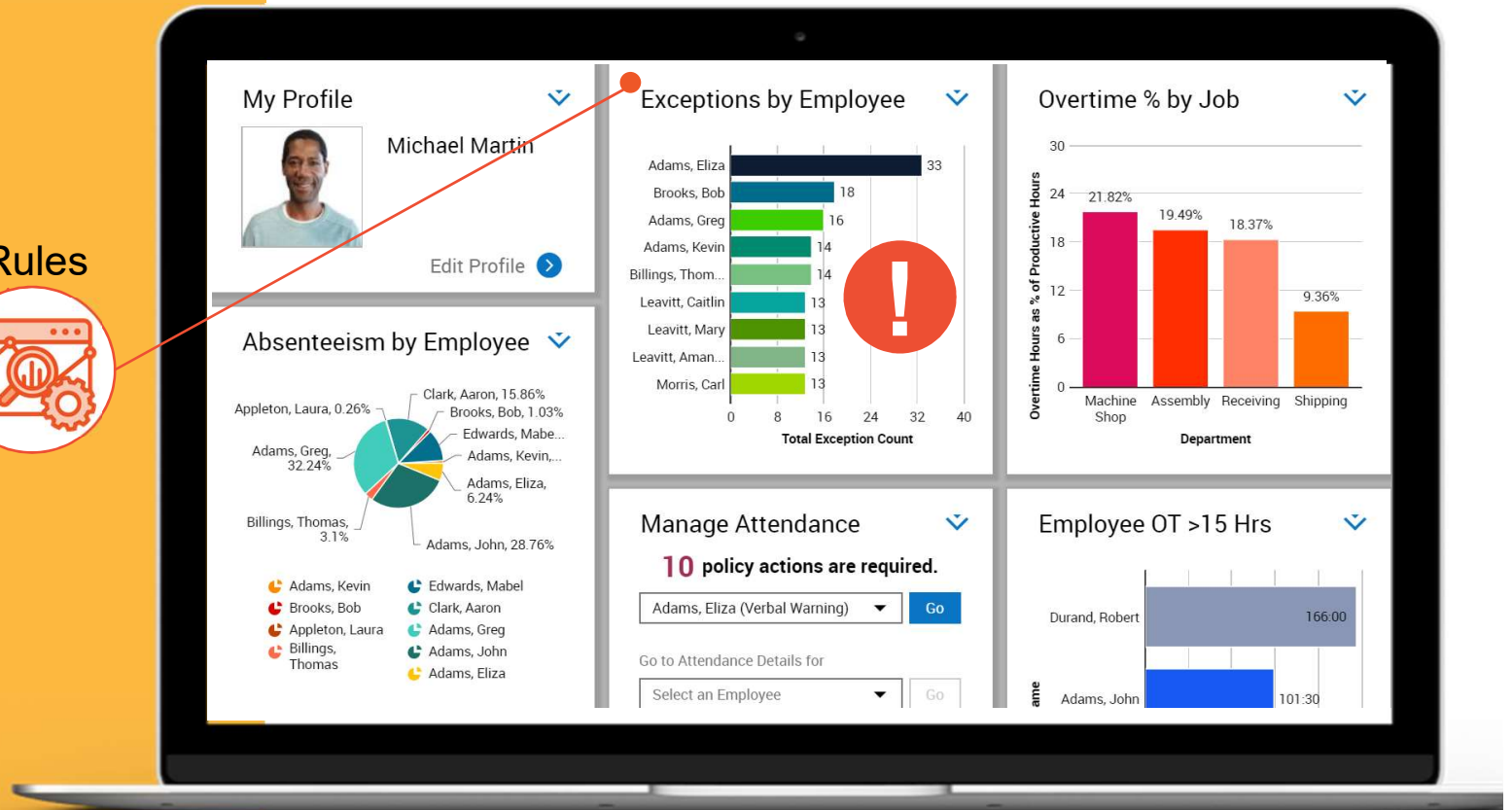
Schedule



Rules



Punch data
collection



Dealing with exceptions

Schedule



Rules



Punch data
collection

The screenshot shows a web application interface for managing employee schedules. At the top, there is a header bar with a user profile (Adams, Eliza), a date selector (20335), and a page indicator (2 of 72). Below the header is a toolbar with various action buttons: List View, Approve, Remove Approval, Sign-Off, Remove Sign-Off, Reset Accruals, Move Accruals..., Rule Analysis, and Go To. The main content area is a table with columns: Date, Schedule, Absence, In, Out, Transfer, Pay Code, and Amount. The table displays data for the week of March 10th to 16th. Red lines connect the 'Schedule' and 'Absence' columns to the 'Rules' icon, and the 'Pay Code' column to the 'Sick' pay code.

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount
+	🗑️	Sun 3/10	7:00 AM - 3:00 PM		7:23 AM	3:00 PM			
+	🗑️	Mon 3/11	7:00 AM - 3:00 PM		7:00 AM	3:00 PM			
+	🗑️	Tue 3/12	7:00 AM - 3:00 PM		7:00 AM	4:15 PM	...er...Project 0001-Task 07...		
+	🗑️	Wed 3/13	7:00 AM - 3:00 PM		7:00 AM	3:00 PM			
+	🗑️	Thu 3/14	7:00 AM - 3:00 PM						
+	🗑️				3:00 PM	11:00 PM			
+	🗑️	Fri 3/15						Sick	8:00
+	🗑️	Sat 3/16							

Dealing with the fallout of unplanned absences

Continuous improvement



Insight



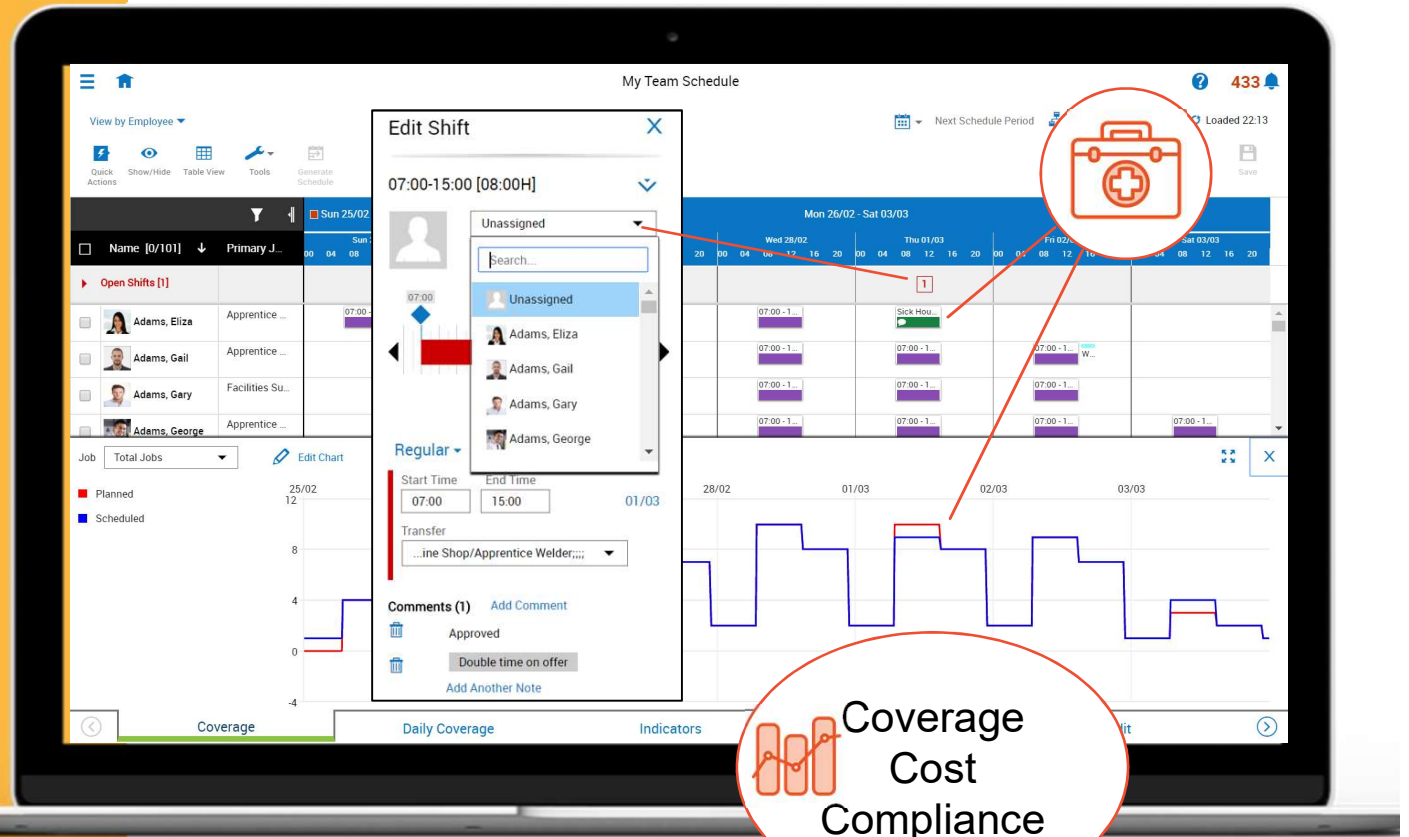
Demand

Rules



Skills

Availability



Timecard and automatic application of pay policies



Rules
engine

Adams, Eliza 20335 2 of 72

Current Pay Period

List View Approve Remove Sign-Off Remove Sign-Off Reset Accruals Move Accruals Rule Analysis Go To

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount
+	🗑️	Sun 3/10	7:00 AM - 3:00 PM		7:23 AM	3:00 PM			
+	🗑️	Mon 3/11	7:00 AM - 3:00 PM		7:00 AM	3:00 PM			

All All

Location	Job	Cost Center	Labor Category	Pay Code	Amount
(x)Organization/United ...	(x)Department Manager		(x)Project 0001-Task 07..	Basic	9:15
Organization/United St...	Apprentice Welder			Basic	19:15
Organization/United St...	Apprentice Welder			Evening Hrs	4:00
Organization/United St...	Apprentice Welder			Sick	8:00
Organization/United St...	Apprentice Welder			Sunday	7:30

Accruals Totals Historical Corrections Audits Target

Approvals & Sign offs



Timesheet Pay Period Close

Previous Schedule Period

All Home Locations

Unselect All Refine People Track Time Accruals Approval Attendance Leave Share Restore

✓	Employee F...↑	Primary Job Ti...↓	Ma	Actual Hours	Overtime
☒	Adams, Eliza	Apprentice Welder		40:30	
☒	Adams, Greg	Machinist		40:00	
☒	Adams, John	Master Welder		40:00	
☐	Adams, Kevin	Machinist		40:00	
☐	Adams, Molly	Apprentice Welder	✓	24:00	24:00
☐	Adams, Olivia	Master Welder		32:00	32:00
☐	Adams, Penelope	Apprentice Welder	✓	32:00	32:00

Approve Timecard

Remove Timecard Approval

Sign-Off

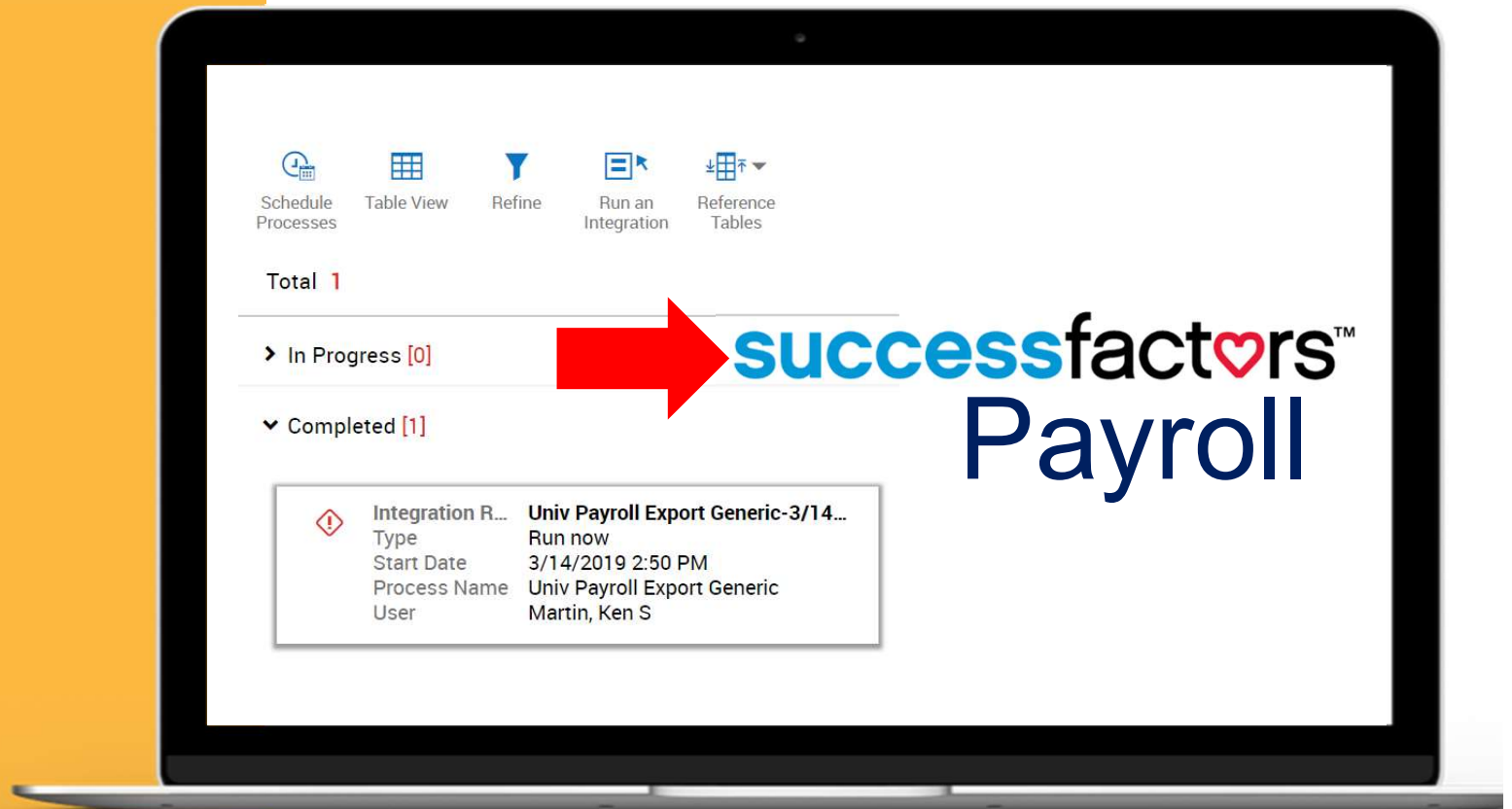
Remove Sign-Off

Lock Payroll

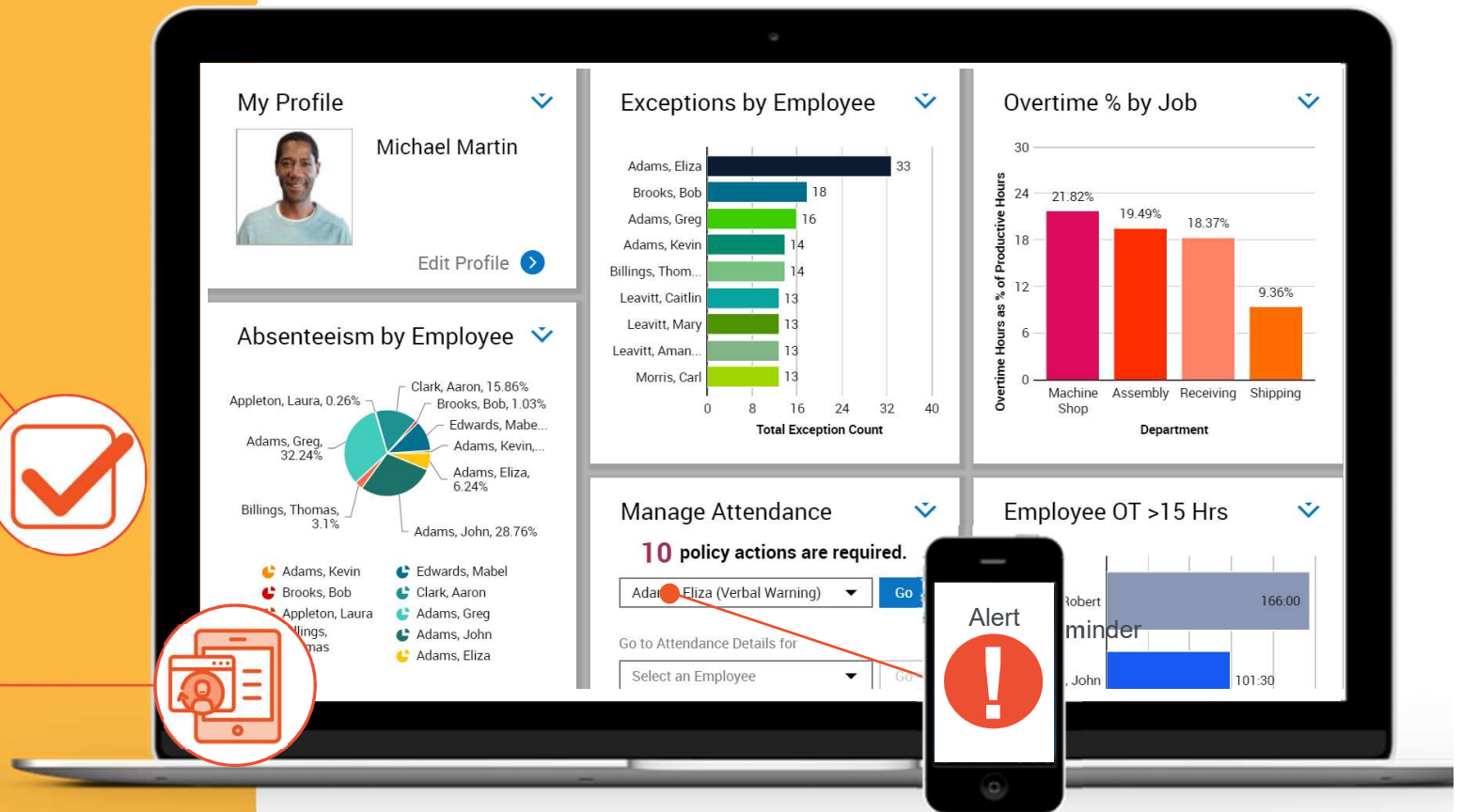
Enable Edits

Reminder

Templated Payroll integration



Managing the disciplinary process



Managing the disciplinary process

The screenshot displays the KRONOS Attendance interface. The main content area is divided into two sections: 'Action required' and 'Perfect attendance'. The 'Action required' section shows a list of employees with their names, dates, and actions. Sandra Abrahamson is highlighted with a blue background and a checkmark icon. The 'Perfect attendance' section shows a list of employees with their names, dates, and actions. Adler, Leonardo and Bliss, Annamaria are listed. A red line connects the 'Warning Action required' button in the 'Details' panel to the 'Warning Action required' button in the 'Action required' section. The 'Details' panel on the right shows the details for Sandra Abrahamson, including her name, a warning icon, and a 'Warning Action required' button. The 'Details' panel also shows the 'Action' (Final written warning), 'Policy' (Normal discipline points), 'Document' (Template name), and 'Completed date' (04/04/2017). The 'Details' panel has a 'Details' section with an 'Add details here' button.

KRONOS Attendance

Attendance landing page

Select all List view Refine Attendance history Attendance Attendance details GoTo

Total [48] Selected [1] Refine Group Status

Action required
Action type: 3 Count

Employee	Date	Action
Abrahamson, Sandra	03/22/15	Final written warning
Alvarez, Diego	04/08/15	Final written warning

Perfect attendance
Action type: 5 Count

Employee	Date	Action
Adler, Leonardo	03/22/15	Acknowledge
Bliss, Annamaria	04/08/15	Final written warning

Details

Abrahamson, Sandra

Warning Action required

Action
Final written warning

Policy
Normal discipline points

Document
Template name

Completed date *
04/04/2017

Details
Add details here

The Workforce Management value proposition



Operational
impact

1. Control labour cost

- Improve managers' Productivity
- Reduce Overtime
- Reduce Absence
- Improve Staff Turnover
- Improve Timekeeping

Process automation
Payroll error
Payroll inflation

...
..

2. Increase labour productivity

3. Improve decision support i.e. understand labour spend

4. Minimise compliance risk



