

Historic edits are enhanced with a visual indicator of the historical edit in the period for which the edit was made. Historical edits are now also available for display in calendars.

What's New in Workforce Timekeeper v6.1

New features and enhancements to Workforce Timekeeper™ make it easier than ever to see the benefits associated with tracking and recording employee time. Here's how...

Complete automation

Effective dated assignments

To better manage rule transitions, Workforce Timekeeper will provide effective dates for employee assignments to pay rules, accrual profiles, and wages.

Task-based bonus

For organizations that pay incentives based on where employees work or what tasks they performed, Workforce Timekeeper offers a new configurable feature for wage bonuses. An example of a task-specific bonus is a “cold work” allowance for grocery store employees who work in a refrigerated area.

Overtime preprocessing and allocation

New preprocessing options provide control over complex overtime calculation where time is applied out of the order in which it was accumulated. For example, you can prevent daily overtime from being credited unless an employee also exceeds his or her weekly overtime limit.

For overtime allocation, there are two new options to control the processing of overtime in relation to transfer, callback, and extra shift conditions:

- Allocate overtime to these conditions by pro-rating the amount of overtime based on the amount of time associated with the condition.
- Allocate overtime in reverse chronological order of the conditions.

California meal rules

New options have been added to the work rule bonus building block to accommodate an organization's interpretation of the California meal statute. Another new v6.1 feature, Proactive Alerts, can also be used to notify managers that employees are approaching the meal penalty, helping organizations avoid the penalty if possible.

Employment terms

For organizations that want to accurately manage employees according to targeted hours over extended periods, for example, over the course of a year, Workforce Timekeeper offers the following features to more easily manage individual employment terms:

- **Central administration of employment terms:** People records can track target work hours and mapping of leave and holiday hours. In addition, treatment and accounting of those hours will also be captured.
- **Schedule to contract (Schedule Editor):** Contract hours will be visible during the scheduling process to help ensure compliance.

- **Actual versus contract monitoring:** Based on configuration definitions, Workforce Timekeeper will monitor hours of interest and proactively notify the user when hours are approaching or have exceeded a configured limit.
- **Holiday profiles:** Workforce Timekeeper will support the ability to more holiday rules to individual or groups of employees, minimizing the number of pay and work rules required in global configurations.

Employment terms

The following enhancements have been added to help organizations comply with local labor statutes:

- **India statutory hours reports:** Provides three summary reports detailing employee work history
- **Cumulative and sequential breaks:** Supports monitoring of an employee's total break time to help ensure compliance with statutory break time
- **Average working time limits:** Allows the system to monitor worked hours over time frames larger than a single pay period and to enforce limit rules on the larger time frame; improves the ability to bank excess worked time during an averaged period, in lieu of receiving overtime payment for the extra time
- **Holiday profiles:** Workforce Timekeeper will support the ability to more holiday rules to individual or groups of employees, minimizing the number of pay and work rules required in global configurations
- **China overtime approval:** Enables an employee request and manager approval process for controlling overtime based on China's labor statutes

High-quality information

Workforce Worksheet

Workforce Worksheet™ provides a secure connection to the Workforce Central® database from within Microsoft Excel. The user can select a report or Workforce Genie® as the source of data, can then specify a timeframe as well as a HyperFind™ to filter the results.

For more information, please see the separate *What's New In Workforce Central Reporting v6.1*.

Supported reporting options

With the v6.0 release, Kronos announced the beginning of a shift to reporting technology by Microsoft. For the v6.1 release, Kronos also offers a new Business Objects adapter for customers that want to maintain their Crystal custom reports with their in-house Business Objects reporting environment.

For more information, please see the separate *What's New In Workforce Central Reporting v6.1*.

Proactive alerts while on the clock

New options are available in overtime building blocks to trigger Workforce Alerts. This includes the ability to send alerts while a shift is in progress and the employee is still on the clock.

Easy to own

Time-off edits

Managing employee time off is easier than ever with the following enhancements, which can be configured to your organization's policies:

- **Day-based pay codes:** Non-worked time can be entered in denominations of days rather than hours.
- **Cascading pay codes:** Time-off entries can debit more than one accrual balance if the amount in the initial accrual balance is insufficient to cover the transaction.
- **Duration pay codes:** Pay code edits can be entered to be "paid as if worked" to a configured work rule.
- **Marked exceptions:** Exceptions can be annotated as "resolved." These annotated exceptions will appear in the timecard in green instead of red and can be configured not to trigger exception HyperFind queries.

Payroll prep (a.k.a. "rollback")

This new capability allows for transmitting payroll before the pay period is completed. Some organizations do this routinely based on their payroll cycles. Some organizations need to do this in certain holiday situations. This feature includes the following behavior:

- Estimate the remaining hours for payroll, based on employee schedules.
- After the pay period is completed, calculate the delta between the transmitted estimated hours and the actual hours.
- Include the delta between transmitted and actual hours in the next payroll run.

