

### Workforce Central Suite Time and Labor Solutions

#### Improve labor allocation and insight

Reducing labor costs while increasing productivity presents a considerable challenge for any organization. To achieve this goal, organizations must have greater visibility and control over workforce activities, which also helps to support operational excellence.

Now you can achieve increased performance and better bottom-line results at the same time. Workforce Activities™ gives your managers real-time access to detailed labor activity data that enables them to quickly respond to production issues, enhance productivity, and control labor costs.

With improved visibility over workforce activities, frontline managers are empowered to optimize work-related processes — such as measuring scrap and job quality — and make proactive decisions on the shop floor to quickly resolve bottlenecks before any issues affect production and your bottom line. Managers also gain the ability to measure actual performance against established metrics, which is critical to maintaining continuous process improvement programs.

Finally, executives will gain an understanding of exactly how labor is utilized across the entire organization, which leads to optimized labor allocation, increased control over labor costs, more accurate job costing, and minimized margin erosion. These all contribute to your organization becoming more efficient, agile, competitive, and profitable.

#### Better views and control of WIP

An integrated part of the Workforce Central® suite, Workforce Activities is a web-based application that captures labor activity data at all stages of production and feeds real-time information back to shop floor supervisors so they can proactively resolve production issues as they occur. Workforce Activities provides timely information about production costs, location and status of jobs on the shop floor, projected job completion times, and other metrics.

Workforce Activities provides work status for every operation, from setup to inspection, and can report details about any job within a work center, including start/completion dates and times, quantities completed and scrapped, and current job status. Workforce Activities is used to capture and display this

#### Key Benefits

- Enhance shop floor visibility and control.
- Proactively resolve bottlenecks in real time.
- Improve labor productivity and quality.
- Reconcile direct and indirect labor costs.
- Support continuous process improvement.

information in real time, and the application includes a variety of standard reports that can be displayed, printed, and exported to third-party reporting programs.

With up-to-the-minute, accurate data on employee hours and activities, Workforce Activities quickly calculates production efficiencies by comparing actual labor data against standards.

Through productivity analysis, you can measure performance and analyze labor costs by employee, operation, part number, work order, or other user-defined fields. Armed with this information, supervisors can make proactive decisions that directly affect productivity, quality, and costs.

#### Reconciling direct and indirect costs

Workforce Activities is tightly integrated with Workforce Central's time and labor applications. Employees on the shop floor clock in and out on your Workforce Timekeeper™ system and log on or off jobs using Workforce Activities. The system automatically reconciles time and attendance against actual labor hours, helping ensure that direct and indirect labor costs are properly assigned to specific jobs or work orders.

To measure the profitability of current jobs and make better decisions about labor utilization, you need to know precisely where your labor costs are occurring in real time. Workforce Activities captures and reports the hours worked by employee, department, customer, project, work order, operation, and task — letting you calculate labor efficiency based on standard and earned hours. Employees can join or leave project teams throughout the day, or log on to multiple jobs concurrently and record both their direct and indirect time for each job.

## Continuously improving the process

Providing a clear view of shop floor activities also provides managers with the information they need to make better decisions related to making continuous process improvements. Workforce Activities can be used to establish a wide variety of productivity metrics, such as bottleneck trends, and how much and what type of scrap is occurring — either by operation or by employee — and its impact on throughput. This information allows managers to identify where and when to make the most effective decisions.

Workforce Activities can also be used to track labor for work order splits, rework orders, and parent/child work order relationships. You can look at any of the labor hours associated with a work order, project, or customer, which enables you to quickly respond to customers' inquiries related to current job status.

In addition to being a stand-alone shop floor tool, Workforce Activities integrates with your existing ERP system. The application imports work order header data into the system and exports labor allocation information back to ERP for reporting. Our solution can also integrate with other applications, such as quality control, production planning, and inventory systems.

## Workforce Central suite

Workforce Activities is an integral component of the Workforce Central suite, a comprehensive workforce management solution. Our leading technology scales to the largest organizations and provides the flexibility to meet your exact needs. And our integrated suite of products — including those for time and labor, absence management, and scheduling — is both easy to use and easy to own.

## Key Functionality

- Gain a clear view of WIP — by monitoring the labor activity of every job or project in-house, maintaining work-in-process, and measuring quality to throughput.
- Automate activity tracking — by displaying percentage complete on work orders, viewing on-time or late WIP status, and tracking productivity and scrap on a daily basis.
- Resolve issues in real time — by reacting to constraints in real time and quickly resolving downtime, bottlenecks, out-of-sequence operations, and scrap issues.
- Reconcile direct/indirect costs — by identifying indirect costs by process, such as waste and nonproductive work time in order to devise cost-effective solutions.
- Analyze productivity data — by examining labor trends to continuously improve productivity, maximize asset utilization, and reduce labor costs.
- Achieve global visibility — and align activity data with payroll to uncover true labor costs and improve decisions related to job costing and strategic planning.

Kronos technology is complemented by an expert services team, whose deep knowledge of Kronos solutions and broad experience gained from many successful enterprise implementations can help you achieve a rapid deployment that provides fast time-to-value.

For more information about Workforce Activities or our comprehensive Workforce Central suite, please contact your local sales representative or visit [www.kronos.com](http://www.kronos.com).



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of People and Business™