

DATASHEET

## KEY BENEFITS

- Reduce payroll errors, inflation, and overtime
- Completely automate workforce management processes
- Improve workforce productivity
- Enhance employee satisfaction
- Minimize compliance risk

## Gain Real-Time Insight with Accurate Time and Attendance Data

Healthcare organizations' pay practices and policies are complex and cumbersome. Integrated Delivery Networks (IDNs) face unique challenges consolidating various time and labor systems across numerous facilities. And community and rural facilities struggle with manual time and attendance tracking processes. Regardless of size, all healthcare organizations need to ensure payroll accuracy and consistent application of pay practices. By minimizing manual and time-consuming processes, healthcare professionals can meet these challenges efficiently and devote more time and energy to delivering quality care.

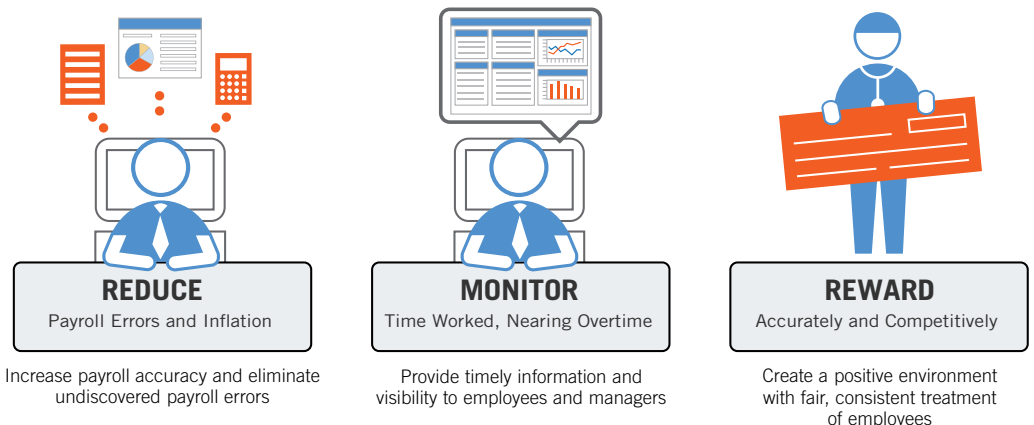
Workforce Timekeeper™, the core application in the Kronos® for Healthcare workforce management suite, tracks labor resources in real time by collecting, processing, and storing time and attendance data. The solution's web-based system enables organizations to streamline their day-to-day operations for tracking employees' time. Process time-off requests. And apply complex pay policies. This means greater insight for you. And greater productivity for your employees.

## Control labor costs with complete automation

Workforce Timekeeper streamlines the configuration of an organization's specific rules and policies, which can help reduce payroll errors and inflation. By using a completely automated timecard management system within an integrated workforce management solution, organizations can increase payroll accuracy and eliminate undiscovered payroll problems — and realize a savings of 0.72 percent to 2.2 percent of total annual payroll.<sup>1</sup>

Workforce Timekeeper also provides the ability to track approaching overtime and record accurate payment of actual hours worked by all staff. This gives managers the timely, high-quality information and visibility they need to effectively manage staff resources.

<sup>1</sup> "ROI Evaluation Report: Kronos Workforce Timekeeper," Nucleus Research (July 2006), Sponsored by Kronos.



## Minimize compliance risk

The powerful pay and work rules engine in Workforce Timekeeper eliminates subjective interpretations of pay rules and policies, which can reduce overpayments, complaints and grievances. Supervisors can manage by exception with configurable pay rules and standardized application of your policies and processes.

This type of consistent enforcement can translate into reduced employee grievances and claims. Less lawsuits and fines. And fewer dreaded sanctions. This means less time and money spent monitoring compliance. And more time spent on patient care.

## Increase productivity across the board

Kronos offers a range of methods to easily collect time and attendance data from employees, including browser-based, terminal, biometric, and hand-held telephony solutions. In addition, with single-screen views, managers can see an employee's hours worked, schedule, and other job-related information. Workforce Timekeeper allows managers to edit and approve employee timecards with just a few simple clicks. And employees can view their hours worked, schedules, and leave balances at their convenience.

Workforce Timekeeper further boosts manager productivity by providing visual alerts and queues. The application does this by highlighting and color-coding variances, such as late or missing punches. The solution can also send out alerts that notify the appropriate managers when variances are approached or exceeded within the system, which increases administrative efficiency. Managers can define the exceptions they need immediate notification on — such as employees who are absent, tardy, or approaching overtime — and can configure the system to transmit alerts via email.

## Improve employee satisfaction and retention

Workforce Timekeeper's convenient self-service functionality enables you to engage your entire staff. Web-based self-service capabilities gives employees access to their work-related information, including hours worked, attendance, accruals, schedules, earnings histories, benefits, and much more. With this information, employees gain a greater sense of control and empowerment, which can enhance workforce morale and retention. And, by eliminating subjective interpretations of both time and attendance and pay policies, the system helps create a positive environment for fair and consistent treatment of employees.

## A total solution: The Kronos for Healthcare suite

Workforce Timekeeper captures the critical real-time labor information used by other Kronos for Healthcare applications to eliminate the many clerical tasks managers face day in and out. Used in conjunction with these modules, the solution increases your workforce's productivity, minimizes compliance risk, and helps you control labor costs.

For example, with ready access to Workforce Timekeeper information, managers can view staff on-premises as well as staff scheduled but not yet clocked in, and thus respond quickly to variances in Workforce Scheduler™. When a call back premium is input in Workforce Scheduler, the system will automatically update Workforce Timekeeper and pay the correct labor premiums.



TIME & ATTENDANCE    SCHEDULING    ABSENCE MANAGEMENT    HR & PAYROLL    HIRING    LABOR ANALYTICS

Kronos Incorporated    297 Billerica Road    Chelmsford, MA 01824    (800) 225-1561    (978) 250-9800    www.kronos.com

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