

Workforce Employee

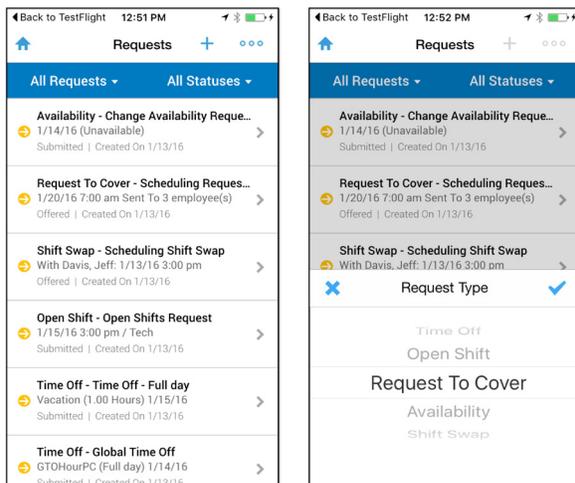
Empower and Engage the Workforce With Employee Self-Service Access*

Academic psychologists agree that workers respond positively when they are given more responsibility and authority in their daily tasks. Kronos® Workforce Employee™ — combined with a culture of trust — enables organizations to give employees autonomy while ensuring conformity to the operational and policy needs of the enterprise. Workforce Employee gives employees self-service access to the tools and processes they need — such as scheduling hours, requesting time off, swapping shifts, and viewing time-off balances — and frees your managers to work on strategic activities so that they can lead your teams. The solution’s intuitive interface makes it easy for employees to enter time and attendance details and access a variety of job-related information. Managers don’t need to get bogged down with administrative tasks, and they benefit from having an engaged, motivated, and productive workforce.

Information When You Need It

With Workforce Employee, managers and employees have an easy way of getting information on workforce questions that come up every day. By using a browser, mobile, or tablet device, employees can perform tasks such as checking schedules, requesting time off, signing up for opening shifts, and swapping shifts. Workforce Employee delivers real-time answers that save time for employees and managers.

In addition to empowering your employees to get real-time answers, Workforce Employee streamlines the often time-consuming interactions between managers and employees. Reducing those interactions helps cut down on day-to-day administrative burdens and allows managers to achieve business goals by improving the productivity and engagement of their workforce.



* Mobile access to Workforce Employee is an additional fee



Automating Process for Employees

- » APPROVE TIMECARDS
- » VIEW ACCRUALS
- » REQUEST TIME OFF
- » VIEW SCHEDULES
- » REQUEST SHIFT SWAPS
- » CHECK SHIFT AVAILABILITY
- » SIGN UP FOR OPEN SHIFTS
- » CHANGE AVAILABILITY
- » VIEW AND EDIT HOURS WORKED
- » EDIT PERSONAL INFORMATION
- » VIEW PAY INFORMATION
- » VIEW BENEFITS
- » REGISTER FOR TRAINING
- » VIEW TAX FORMS
- » SIGN UP FOR BENEFITS
- » REGISTER FOR TRAINING