

Think HR Can't  
Save You Money?

## ... Think Again.

Automate your time-consuming HR tasks and you'll save. A lot. A fully automated, integrated HR solution can save thousands of hours a year — more than a few full-time employees' worth of productivity! From benefits enrollment and compensation planning to performance reviews, tracking training and certifications, and employee self-service, the savings — in time, money, and results — are worth a second look.

Enter **Kronos® Workforce HR™**. The solution, part of Workforce Central®, helps you control costs. Minimize compliance risks. And manage your talent.

### Get a Fix on The Problem.

**SAME OLD, SAME OLD?** How much time do managers spend on redundant data entry?

**COSTS GOT YOU DOWN?** How much of your budget goes to pay the cost of maintaining decentralized, disparate systems?

**WORRIED ABOUT REGULATIONS?** If challenged, could you provide accurate, complete employee information?

**EMPLOYEES PLUGGED IN?** Do employees feel like they're in control of their benefits and responsibilities?

**RACING THE CLOCK?** Are processes and policies such as performance reviews and pay raises completed on time?

---

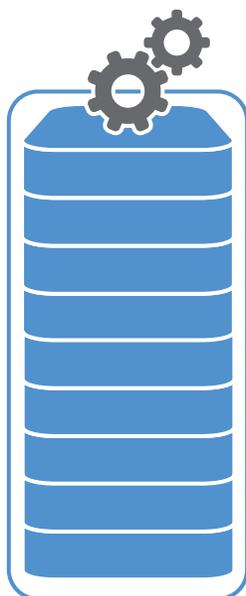
## Three Reasons You Need Kronos Workforce HR

---

**Control Costs.** Did you know that one in three<sup>1</sup> HR departments is primarily transactional? Too often, HR professionals are buried in manual, low-level administrative tasks that eat up time and lead to errors. And it just gets worse when multiple, disparate systems are in place. You need to be able to reduce the impact of manual, productivity-killing tasks on employees and managers alike. So you can control their costs.

**Minimize Compliance Risk.** Information everywhere. Unless you have a single, reliable record of all employee information, how will you defend yourself against an audit? Are you keeping up with the data collection required by myriad federal, state, and industry regulations? Can you be sure that company policies are being applied consistently and fairly? You need to be able to effectively manage HR processes. So you can minimize the impact of compliance risks.

**Manage Talent.** Low employee morale costs U.S. businesses \$300 billion<sup>2</sup> in lost productivity. What's the answer? Employee engagement. When employees feel that they're an integral part of your company, they'll be motivated to give you their best. You need to be able to empower employees — through automation and optimized HR processes. So you can manage your organization's talent.



### Single solution, single database

- Benefits Management** Calculate rates and let employees enroll
- Compensation Management** Keep employees motivated
- Performance Management** Help ensure timely performance reviews
- Applicant Tracking** Track and process applicant information
- Training Tracking** Keep skills, licenses, and certifications up to date
- Compliance** Enforce and meet policies, rules, and regulations
- Reporting** Use standard, custom, and ad hoc reports and views
- Self-Service** Empower employees with automation
- Payroll** Control your own payroll processes and data

<sup>1</sup> Survey Report: HR's Evolving Role in Organizations and Its Impact on Business Strategy, SHRM 2008.

<sup>2</sup> Gallup Organization, Gallup Study, Employee Engagement.

## Control Costs

## Automate Tasks, Save Time

**Trying to control HR costs without complete automation?**

**It's not easy to:**

**Save Time:**

How can you help managers effectively manage workloads when they are faced with time-consuming manual tasks?

**Stay Current:**

How can you trust that employee information is up to date with disparate systems and inefficient processes?

**Decide:**

How can you make the right choices without real-time access to data that accurately reflect your HR picture?

Workforce HR makes the most of your resources.

**Single entry, single swipe** of employee information into an automated, integrated solution lowers costs, saves time, and cuts errors. Everything you need — from benefits and training history to compensation and performance management — is located in one place.

**Get one-stop shopping** with a fully automated solution that lets you make a change once and then populates that change across the system. With Workforce HR it's easy to add a new hire, transfer field data to headquarters, remove a terminated employee, and more.

**Get to the heart of the matter** with effective information you can use to analyze, diagnose, and resolve workforce challenges. Control budgets, manage staffing, training, and turnover, and handle health and safety concerns. It's all possible with Workforce HR.

*"We have expanded our human resources department's capabilities by **50 PERCENT**. Today our human resources staff actually perform HR functions instead of pushing paper. Now they are able to think and act strategically."*

*HR Manager  
Towncare Dental*



## Minimize Compliance Risk Foster Compliance, Further Fairness

### Trying to manage HR risks without a centralized system?

#### It's not easy to:

##### Monitor:

How can you track and enforce state and federal labor laws and union rules when you don't store workforce data centrally?

##### Enforce:

How can you be sure that internal policies are being applied consistently and objectively from department to department?

##### Comply:

How can you easily maintain up-to-date information on critical certifications and training?

With Workforce HR, risks are mitigated, rewards are measurable.

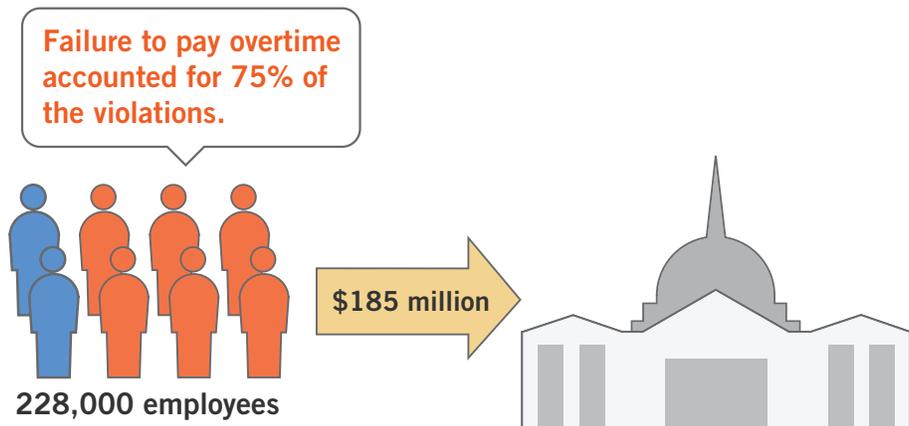
**Facilitate compliance** with regulations and policies with Workforce HR. The solution makes it easy to manage compliance with federal, state, and local regulations. Pre-audits help you ensure accountability and flexible point-in-time reporting gives you an accurate, anytime picture of your organization — today, two months ago, or a year from now.

**Treat everyone** the same with automated policy enforcement. Don't take the chance that subjective interpretation could lead to preferential treatment for some employees. Workforce HR lets you create an open, fair working environment that minimizes employee complaints and union grievances.

**Follow the right steps** with workflows that help assure every HR process is being completed correctly and within the right time frame. You're even supported with full workflow documentation. Workforce HR includes certificate expiration and performance review alerts, plus regulatory report data for ADA, FLSA, EEO, OSHA, and more, to help you minimize compliance risks.

### A NUMBER YOU DON'T WANT TO BEAT

The Department of Labor collected \$185 million in back wages for more than 228,000 employees in 2008.



**Trying to manage talent without an automated system?**

**It's not easy to:**

**Manage:**

How can you improve employee engagement when you're swamped by administrative tasks and employee questions?

**Control:**

How can you improve your team's performance and satisfaction without tools that help you manage countless employee processes?

**Understand:**

How can you take steps toward organizational and fiscal success when you can't see critical information on your workforce — information that's vital to your ability to make good decisions?

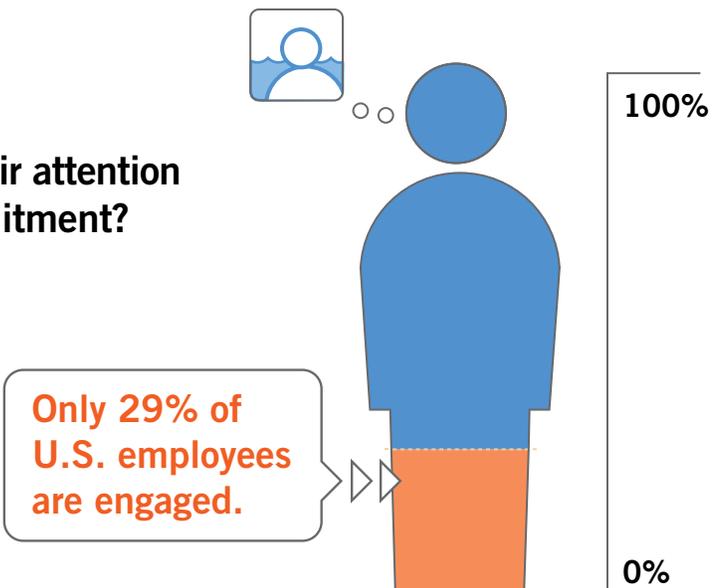
**Workforce HR creates a positive work environment.**

**At your service.** Employee self-service creates connections: employees to managers, managers to employees, and everyone to the workplace. With access to personal information, employees can update profiles and benefits, review payroll information, request schedule changes, and sign up for training and other job tools. All without intervention from HR or managers, saving valuable time and energy.

**Gain control** over employee processes like compensation cycles and performance reviews. Workforce HR automatically lets you know when performance reviews are due. The result? You stay on schedule and employees appreciate it.

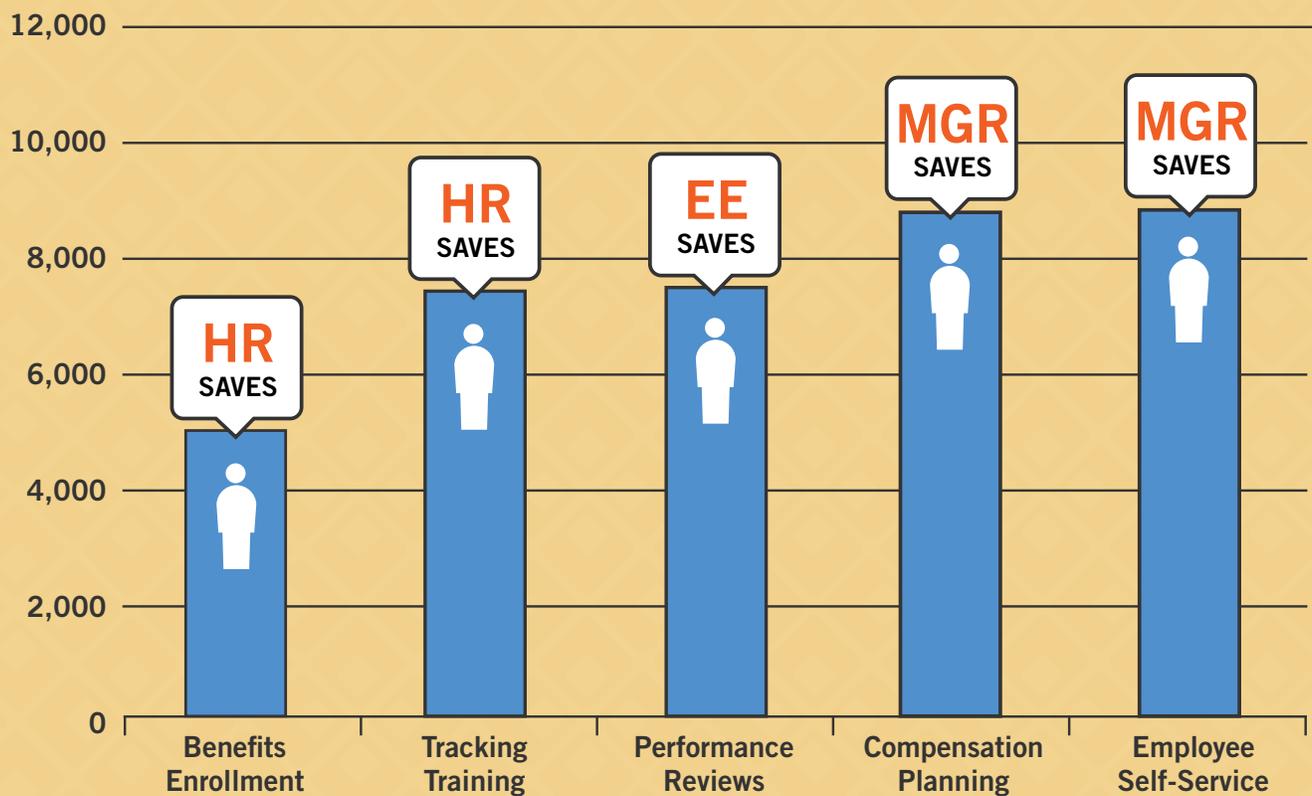
**Understand your workforce** better with fast answers to questions like "Who are my top performers?" "Is turnover becoming a problem?" "What training will keep the department strong in the coming year?" and "What would happen if I reorganized the team?"

**Do you have their attention and their commitment?**



## HOURS SAVED BY AUTOMATING MANUAL HR TASKS AT A 2,500 EE ORGANIZATION

Self-service benefits everyone, from HR to frontline managers to employees.



Kronos helps organizations across a variety of industries manage their most valuable, and expensive, strategic asset — their workforce. How? By giving them the tools they need to help them control labor costs. Minimize compliance risk. And improve workforce productivity. The easy-to-own workforce management solutions from Kronos make complete automation and high-quality information a reality.

Our time and attendance, scheduling, absence management, HR and payroll, hiring, and labor analytics solutions give Kronos customers the edge they need to compete in the global marketplace. With thousands of installations in organizations of all sizes — including over half the Fortune 1000® — we're proving **workforce management doesn't have to be so hard.**

Put Kronos Workforce HR to work for you:

(800) 225-1561 | [kronos.com/hr](http://kronos.com/hr)



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](http://www.kronos.com)

©2009, Kronos Incorporated. Kronos, the Kronos logo, and Workforce Central are registered trademarks and Workforce HR is a trademark of Kronos Incorporated or a related company. All other product and company names are used for identification purposes only and may be the trademarks of their respective owners. All specifications are subject to change. All rights reserved. Printed in the USA. 11801-47504