



# Workbrain™

## Enterprise Time & Attendance Solution

### Key Benefits

#### Reduces gross payroll costs

- Reduces overtime expenses
- Improves accuracy of time tracking
- Reduces pay errors and retroactive adjustments
- Reduces labor costs by reduction in overstaffing

#### Reduces payroll management costs

- Automates most payroll administrative tasks
- Automates complex pay rate calculations
- Moves payroll FTEs to more value added work

#### Improves employee and supervisor productivity

- Drastically reduces supervisor time spent on administrative tasks
- Reduces employee time on pay related activities, increasing the time available to do productive work
- Automates frequent business processes such as vacation requests, FMLA forms, etc.
- Reduces labor grievances

#### Improves decision-making

- Provides accurate and current labor costing data
- Provides full audit trail of payroll data

Enterprise Time & Attendance for a large distributed enterprise is no simple matter. There are geographical separation of sites, multiple state and union requirements, complex pay rate calculations, and various regional pay practices. In addition, traditional reliance on employees and supervisors to report time and attendance has resulted in many abuses such as buddy punching, clock padding and general inaccuracy of time capture. Manual time capture systems are error prone and consolidation of data from various sources is difficult and time consuming. Existing ERP systems are too costly and cumbersome to extend and most purpose-built solutions are not designed with large, distributed enterprises in mind.

### Reduce Costs and Increase Employee Productivity

Workbrain Enterprise Time & Attendance delivers a complete and cost-effective time and attendance solution for large enterprises that dramatically reduces workforce management costs and significantly increases employee productivity. It is the only workforce management solution that automates 100% of pay rules and centralizes zero-to-gross pay functionality for every location within an enterprise. In addition, it offers sophisticated features such as retroactive adjustments, labor and production metrics, employee self-service and reporting. Available add-on functionality such as Labor Forecasting and Scheduling, Skills and Training makes Workbrain Enterprise Time and Attendance the most advanced solution available on the market.

Workbrain Enterprise Time and Attendance is also a fundamental element of compliance initiatives. Its automated, predictive capabilities provide control and transparency into labor costs, still one of the largest single expense items for most organizations. Workbrain's Time and Attendance solution helps organizations comply with complex directives like the Sarbanes-Oxley Act, Department of Labor regulations and internal policies like Union Rules.

Workbrain applications are built using industry standard J2EE™ web architecture, which ensures scalability, rapid deployment and low total cost of ownership. Workbrain integrates easily with existing ERP and legacy systems, ensuring continued return on existing technology investments without costly third party interface solutions or middleware. Workbrain is highly extensible and allows organizations to use their Enterprise Time & Attendance Solution as a platform for interaction with their employees. Workbrain can automate a wide range of business processes, such as vacation requests, schedule viewing and training registration. And Workbrain's extensible platform ensures that investing in Workbrain continues to deliver value long after the completion of a time and attendance focused project.

## Features

- Tightly integrated with Workbrain's Self-service and Enterprise Scheduling solutions
- Seamless integration with existing ERP, HR and legacy systems
- Organization-wide access through internet, intranet and corporate email systems
- User and role-based security and functionality
- Embedded messaging
- Scalable to over 500,000 users, across multiple locations
- Broad platform support
- Fully localizable and extensible
- Secure and reliable

## Enterprise Time & Attendance Solution includes:

### *Workbrain Platform*

Fully web-based, secure, enterprise-caliber platform that is scalable to support over 500,000 users. Includes rules manager that allows for development and deployment of business rules and processes.

### *Employee Transaction Manager*

The Employee Transaction Manager provides an easy-to-use browser or kiosk interface that can be readily configured and extended to facilitate employee transactions including timesheets, shift trades, balance queries, training registration, personal data management, job changes, etc.

### *Time & Attendance application*

Automates management of time and attendance related processes, including employee time tracking, pay rule application and pay rate calculations. Industry specific libraries of pay rules, forms and processes coupled with a rules manager ensure fast and exact fit to unique pay rules and business processes.

### *Attendance Management application*

Maintains an attendance history by employee. Provides reports and notifications of violations based on organization settings. Incorporates an unlimited number of warning periods, thresholds and attendance groups, and maintains detailed histories.

### *Overtime Equalization application*

Permits automated equitable overtime distribution. Provides an unlimited number of overtime groups, priority rules, tie-breaker rules, transfer rules, reset rules and periods.

### *Leave Management application*

Allows for management of FMLA and other employee entitlements, automating accrual, tracking and the request and approval process.

### *HR Adapter*

Allows for data exchange and integration with existing human resources software systems.

### *Payroll Adapter*

Allows for exchange of time and attendance data with an organization's payroll software system for payroll calculation.

### *Clocks Interface*

Allows for data exchange and integration with various time clocks and time capture systems. Fully-integrated controllers for leading hardware, as well as support for barcode, proximity, magnetic strip, and other technologies.