# workforce managementPLUS

## Designed for Public Safety  Tailored for You.

*Since your workforce is your most valuable asset, relying on manual methods to track complex payroll compliances against employee time and attendance may result in unnecessary risks that ultimately cost you money.  Workforce Management PLUS eliminates these possibilities by automatically tracking, managing and submitting employee time and attendance to payroll systems based on your rules.*

## ▶ SAVE TIME AND ENSURE COMPLIANCE



The *Workforce Management PLUS Time and Attendance* module automates time and attendance processes that ensure  payroll policies are consistently applied.  Payroll rules can include highly complex calculations driven by hours worked per week, hours work prior or post holidays, cumulative hours over pay period or complex 28-day cycles.  Different rule structures are supported based upon union rules, job classifications, sworn versus civilian, part-time versus full-time personnel.

## BENEFITS

- Save time with automated payroll compliance rules
- Minimize compliance risks by enforcing labor laws, policies and union agreements
- Reduce manual payroll errors
- Increased efficiencies with centralized online workflows
- Provide real-time visibility into workforce activities and associated labor costs

## ▶ ENFORCE CONSISTENT POLICIES AND REDUCE COSTLY ERRORS

Control your core business rules by setting up your own payroll exceptions, payroll adjustments, and basic pay information. Use the solution's interactive screens to ensure that rules are 100% consistent.  Common payroll rules include Certification Pay, Holiday

**Contact us at 866-779-1689.**

# ORION

# workforce management PLUS

**Designed for Public Safety  Tailored for You.**

# TIME AND ATTENDANCE

## FOR EMPLOYEES
- Review pay period time worked and route for approval
- View real-time PTO accruals
- Route employee timesheets with approval workflows

## FOR SUPERVISORS
- Automatically capture ad hoc schedule and assignment changes within timesheets
- View employee schedules and respond to time off or overtime from mobile devices (with the mobile app)

## FOR ADMINISTRATORS
- Control core payroll rules with interactive tools
- Automate complex payroll compliance rules
- Track employee activity cost
- Lock and unlock pay period work time
- Audit reporting of time worked and pay exceptions
- Export time and attendance reports in multiple formats
- Maintain audit trail of employee hours
- Interfaceswith ERP, payroll or internal HR systems

Premium, Shift Differential, On-Call, Stipends, Out-of-Class Pay, FTO, Overtime, Premium Pay, or Special Skills.  Incentive pay for education or allowances for uniforms or parking can be automated.  With this solution, you'll spend less time monitoring compliance.

### ▶ INCREASE PRODUCTIVITY WITH ONLINE TIMESHEET WORKFLOWS
Once your pay period ends, employees can easily check their PTO accruals, view their work hours and applied overtime or time off hours.  Employee and supervisor approval workflows include conflict adjustments and the ability to add comments.  Once finalized, timesheet data can be submitted electronically to external payroll systems with viewing in report formats.

### ▶ INCREASE ACTIVITY COST AWARENESS
With the solution's activity tracking capabilities, you have better insight into the 'where, what and for whom' of the actual time worked.  Activities can be tracked against internal cost centers or external grant funding to determine costs associated with routine services or special events.

### ▶ PAYROLL REPORTING AND ANALYSIS MADE EASY
Pay period reports can be run that include listings of your pay exceptions applied to employees. Payroll analysis reporting is included that can graph data, calculation summaries, averages, means, standard deviations, cross tabs, groups and filters.  This enables generation of an extensive amount of payroll analytics directly within the system.

## ORION

**CERTIFIED WOMEN OWNED BUSINESS**