



## PRODUCT OVERVIEW

Web-based Time & Labor Management Solutions

### **FLEXIBLE, RELIABLE, AND EASY-TO-USE**

Tracking attendance behavior and productivity for performance reviews can be challenging for many organizations. Collecting timesheets from remote locations and mobile personnel, making sure timesheets have been approved by the appropriate managers, and running reports for senior management are some of the common challenges.

- Easily expand or scale back functionality to address the unique needs of each administrator, manager, and employee
- Use configurable labels and workflow to simplify usage and increase system acceptance
- Process pay rules for virtually any work environment with ease

The system offers powerful features such as notifications – reminding employees to fill out timesheets to reduce time associated with collecting and processing payroll data, and many others. Data synchronization of employee records, reason codes, schedules, benefit information, and other important data ensures all Payroll and Human Resources-related applications run in parallel. Managers can quickly identify exception-based occurrences, analyze data collected, and forecast overtime.

### **INCREASE PRODUCTIVITY**

Providing adequate staff coverage is essential in maintaining superior customer service levels. Creating schedules and defining shifts can be difficult and time consuming, as is avoiding scheduling conflicts. KSum provides the tools to:

- Automatically assign employees based on skills, work preferences, or lowest cost
- Quickly identify deviation from schedules and attendance infractions through system alerts
- Capture last minute changes to schedules and reassign employees based on availability



## **CREATE A FAIR AND UNBIASED WORK ENVIRONMENT**

Benefit accruals are complicated to maintain and can be difficult to track. Managers as well as employees need to know how to effectively manage accruals in order to streamline back-office activities.

- Multiple formats allow managers to view historical data necessary to spotlight attendance patterns and future scheduled Time Off to ensure staffing requirements are met
- An automated Time Off request tool sends notifications to managers for approval and can display warnings such as a potential negative balance
- Tool allows for testing of benefit accrual rules before executing to avoid errors and minimize time spent adjusting balances
- Flexibility in workflow, including override capabilities, simplifies requesting and approving of Time Off
- Employee self-service (ESS) and manager self-service (MSS) enables employees to request Time Off while providing managers the tools they need to check available balances, estimate future entitlements, and see who else is scheduled out before approving a Time Off request

## **REWARD POSITIVE ATTENDANCE BEHAVIOR**

Happy and motivated individuals make productive team players. By operating under a team approach, your organization can become more successful. A major factor in motivating employees is being able to acknowledge an individual for a job well done based on objective and quantifiable criteria. Through the use of a Point System, it's easier to recognize those individuals who contribute most to your organization.

- Allow managers to objectively track employee work behavior
- Assign user-defined values based on specific occurrences
- Proactively encourage good attendance through notifications



The Point System can be arranged to assign either positive or negative points to employees based on attendance behavior. Through the use of an effective Point System, managers are able to objectively analyze attendance activities.

### **SPEND LESS TIME APPROVING TIMESHEETS**

Approving time collected can often be tedious and time consuming. Automating this paper-intensive process can save countless hours better spent on other functions.

- Company holidays and other pre-approved Time Off are automatically populated within the appropriate timesheets, simplifying the review, edit, and approval of time
- Easily identify exceptions to schedules, overtime hours, missing punches, and more
- Drill-down capabilities allow direct access to an individual's timesheet for quick edits
- System notifications and warnings support better decision-making and reduce errors

Software settings can be configured to address shift premiums, restrict punches, determine rules for lunch and breaks, establish grace periods, and address other special pay. Both employees and managers have the ability to enter comments directly on a timesheet to keep historical records of communication. Audit reports track additions, deletions, and changes made to each timesheet.