AUTOMATING PROCESSES FOR EMPLOYEES ...

- Approve timecards
- Request time off
- View schedules
- View pay stubs
- See and edit hours worked
- Edit personal information
- Check shift availability
- Swap shifts
- Sign up for open shifts
- Register for training

AND MANAGERS

- Approve timecards
- View accruals
- Edit pay codes
- Send employee messages

Giving Employees Self-service Access to Time and Attendance Information

Improve workforce productivity with the Workforce Employee™ application by giving employees self-service access to the information they need — like scheduled hours and time-off balances — and freeing your managers to work on higher-level, more strategic activities. The solution's intuitive interface makes it easy for employees to enter their time and attendance details and access a variety of job-related information. Managers don't get bogged down in administrative tasks, and they benefit from having an engaged, productive workforce.

Information when you need it

With Workforce Employee, managers and employees have an easy way to get information on workforce questions that come up every day. Using any computer with an Internet connection, employees can perform tasks like double-checking schedules and time-off balances, signing up for open shifts, and requesting vacation. Workforce Employee delivers real-time answers that save time for employees and managers, leading to improved workforce satisfaction.

Workforce Employee streamlines the often time-consuming interactions between managers and employees, reducing administrative burdens and empowering managers to achieve overall business goals by improving workforce performance.

Workforce Employee Product Specifications	
Processor	Intel Pentium Recommended: 1.0 GHz or higher Minimum: 300 MHz
Memory	Minimum recommended: 128MB RAM
Hard drive	Not required
Operating system	Microsoft Windows 2000 Professional SP3* Microsoft Windows XP SP2* Microsoft Windows Server 2003 SP1* Mac OS X v10.4
Browser support	Microsoft Internet Explorer 6.0 and above (up to the version supported by Java clients) Mozilla Firefox 1.0.7 and above Safari 2.0.3 and above
Other requirements	Display resolution: optimal for 1024x1068, 800x600 SVGA Minimum color: optimized for 256; 16 colors supported, but may not be ideal

*Kronos supports service packs only to the specific release. It does not imply support of subsequent point release or subsequent full releases by the vendor.

KRONOS®

TIME & ATTENDANCE   SCHEDULING   ABSENCE MANAGEMENT   HR & PAYROLL   HIRING   LABOR ANALYTICS

Kronos Incorporated   297 Billerica Road   Chelmsford, MA 01824   +1 800 225-1561   +1 978 250-9800   www.kronos.com