

# würk TIMEKEEPING SOLUTION

## Control labor costs with automated time management

Wurk provides the complete automation and high-quality information you need to help your organization control labor costs, minimize compliance risk and improve workforce productivity.

Address all of your time and attendance requirements - from timecard management and labor cost tracking to employee scheduling and absence management. The solution simplifies routine tasks such as approving timesheets, correcting exceptions, responding to time-off requests and managing schedules, using configurable built-in workflows. Real-time visibility makes it easy to manage exceptions, enforce work and pay rules and update schedules for ongoing compliance and cost control. And robust reporting provides insight to drive more informed decision making and help you optimize your labor spend.

## Capture accurate labor data from a variety of sources

Automatically capture labor information from a wide variety of data sources, including the Wurk Timeclock, web entry, telephony, and mobile applications. Wurk lets employees clock in and out for shifts or meals and perform labor transfers using an intuitive web-based interface. It can also track salaried employees and other workforce segments that need to assign time to projects. For organizations with a dispersed or mobile workforce, our solution offers a mobile app with geographic punch restrictions and a telephony option that captures employee time data via a landline or mobile phone.

## BENEFITS

- Capture accurate timekeeping data from time clocks, the web and mobile sources
- Track and understand true labor costs by enforcing user-defined pay rules
- Maintain compliance and payroll accuracy with simplified timecard management
- Manage exceptions, including missed punches and early/late arrivals, in real time
- Implement schedules that tightly align staffing with operational goals

DATE	RAW FROM	RAW TO	RAW TOTAL	SCHEDULE	PAY CAT.	CALC. FROM	CALC. TO	CALC. BREAK	CALC. TOTAL
Diff. TS Mon 09/28/2015			9:00	8AM - 5PM	REG	-	-	-	9:00
Diff. TS Tue 09/29/2015	e Tue 06:00p	e Wed 02:00a	8:00	8AM - 5PM	REG	Tue 06:00p	Wed 12:00a	-	6:00
Diff. TS					Misc	Wed 12:00a	Wed 02:00a	-	2:00
Diff. TS Wed 09/30/2015	e Wed 06:00p	e Thu 02:00a	8:00	8AM - 5PM	REG	Wed 06:00p	Thu 12:00a	-	6:00
Diff. TS					Misc	Thu 12:00a	Thu 02:00a	-	2:00

*Our timekeeping module automatically flags exceptions that violate your organization's policies and sends them directly to the appropriate manager for immediate corrective action.*

The configurable employee dashboard enables employees to request time off; view their schedules, timecards and accrued time-off balances; and more - all from a single screen. Employees can also use the dashboard to review, approve, annotate and submit timesheets, which are automatically routed to managers, or a series of approvers, through a custom workflow.

### Simplify routine time & attendance tasks

Access key data and frequently performed tasks to ease time and attendance management. Wurk simplifies tasks such as approving timesheets, correcting exceptions, responding to time-off requests and managing schedules that occur daily, weekly, or per pay period. In addition, the time-off calendar provides at-a-glance visibility into which employees are off and when. Alerts, notifications, and reporting keep managers up to date on PTO management so they can minimize the impact of absences.

### Maintain compliance

Exceptions such as missed punches, early/late arrivals and extended or skipped breaks can result in payroll errors and increased compliance risk. Our timekeeping solution automatically flags exceptions that violate your organization's policies and alerts managers so they can take action. Complete automation eliminates timekeeping errors, while real-time calculations help maintain compliance and payroll accuracy. Plus, Wurk automatically sends the correctly calculated hours to your payroll system so that each employee check is cut right the first time.

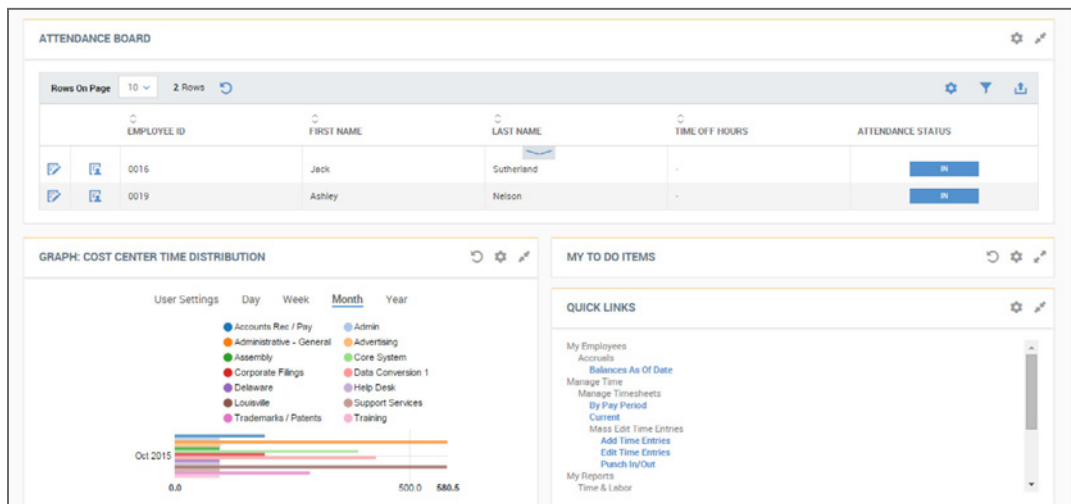
### Automate attendance tracking & accruals

Manual attendance management processes are not only complicated and error prone - they also make it difficult to document infractions and prove compliance. Wurk automates policies for attendance and accruals to drive more accurate, consistent enforcement. The system automatically updates employee attendance points/occurrences to reflect the accurate balance - with no manual intervention required - giving managers immediate visibility into current status. In addition, the system can calculate accrued time off based on an employee's performance/attendance points.

Managers can easily enforce absence-related policies, including federal, state and organization regulations. The system makes it simple to confirm each employee's eligibility for paid and unpaid leave based on vacation, sick time and other user-defined criteria. Our timekeeping solution automatically notifies managers when employees exceed established point thresholds to help ensure compliance.

### Assign & track employee schedules with ease

Easily assign daily, weekly, or configurable patterns to schedules. For flexibility and convenience, you can assign employees to schedules or schedules to employees, view preferences, make adjustments on the fly and give employees access from the web, a mobile app or the time clock. Track scheduled hours versus worked hours, as well as projected hours, to more effectively budget labor costs, forecast overtime, and keep costs within expectations.



Information-rich dashboards provide real-time insights to drive better human capital management decisions. Format and save almost any screen as a report to meet your specific business needs. Export or deliver reports at a scheduled time to provide the right people with the right data — right when they need it.

