



# Kronos<sup>®</sup> Workforce Ready<sup>™</sup>

for small and midsize businesses

It's enterprise-class workforce management. [Simplified.](#)



**How can you best grow in today's tough economic climate?**

**“A key strategy in the current economic climate for most organizations is getting better utilization from people to increase workforce productivity and performance.”**

*HRO Today, March 2012*

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# Staying competitive is complex.

Your workforce management solution shouldn't have to be.

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Let's face it. As a small to midsize business, you're continually trying to get the most from every available resource. But, a vital asset that offers potential, savings and productivity is often overlooked — your workforce. To reach full potential you need clear and actionable info from your workforce management data. And you need access to that data whenever you want — in real time.

## Kronos Workforce Ready

One platform. One interface. One employee record.

Workforce Ready is the cloud-based solution that allows today's small to midsize businesses to gain a competitive advantage with consistent, real-time employee data. Giving you the single-source access you need — across time and attendance, HR, payroll, and more — to make better, more informed decisions.

- No more maintaining multiple systems. Just one platform, across all applications so you can ***improve workforce productivity, lower labor costs, and reduce compliance risk.***
- When we say “real time,” we mean it. Real-time attendance information to minimize compliance risk. Real-time payroll to track costs as they occur. Real-time access to all your HR data so you can make smart decisions *fast*.
- This is enterprise-class power at a price that's easy on your budget. No more sacrificing features or being boxed in by individual point products.

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## Enterprise-class power. Simplified.

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**FULLY INTEGRATED.** HR. Timekeeping. Scheduling. Payroll. Hiring. And more. All in one seamless suite sharing a common user interface, database, and workflows.

**MODULAR.** Need only one app — like time and attendance? No problem. You can mix and match Workforce Ready modules at will. Buy what you require today. Then add more when you're ready.

**REAL-TIME INFORMATION.** This is dynamic real-time information — not legacy-latent data. Get real-time visibility. Conduct “calculations as you go.” Use deep-dive analysis so you can make decisions based on facts, not guesswork.

**CLOUD-BASED.** It's a SaaS-based solution, so Kronos manages it for you. No headaches getting up and running. No more worrying about IT resources. And no more software updates.

**EASY ACCESS.** On the go. Out of the office. Just access the Workforce Ready mobile app and make decisions whenever you need to.

**LOADED WITH VALUE.** Bundled per-employee-per-month (PEPM) fees mean no surprises. You pay only for what you use. Which means more value. And as we continue to invest in the technology, you reap the benefits.

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## Time & Attendance with Workforce Ready

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Control and reduce your labor costs — automate with Kronos.

Workforce Ready Time Keeping gives you the information and automation tools you need, when you need them. You can streamline your time tracking with automated collection of time and attendance information. Automate the conversion of worked hours to payroll. And enforce your pay and work rules by knowing who is doing what, when, and why.

- **Track and manage your true labor costs with flexible pay rules that you determine**
- **Maintain compliance and payroll accuracy with timecard management**
- **Manage exceptions – early/late arrivals, absences, long or missed breaks, overtime, or missed punches**

**Absence management built in.** Accruals management is at your fingertips — eligibility, tenure, hours worked, and more. Accruals are seamlessly synchronized with Workforce Ready HR and Workforce Ready Payroll. Your employees and managers can use self-service to automate time-off requests and communicate openly.

**Track rates on your terms.** Need to track rates across locations, regions, or even globally within your organization? Multipliers for special rate conditions and effective dating help you assess the impact of changes before running payroll.

**Reports — any way you want.** Create your own reports using advanced filtering or custom columns. Check projections by viewing budgeted vs. actual hours worked, while including billable and nonbillable rates. Share freely with exports to just about any format you want.



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## Payroll with Workforce Ready

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A powerful payroll engine to keep your workforce humming.

Looking for value in an integrated payroll engine? Look no further than Workforce Ready Payroll.

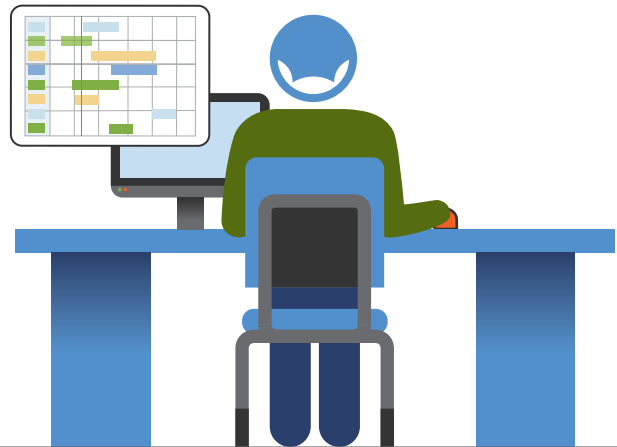
Calculations as you go mean no more waiting! Our payroll engine is continuously processing payroll and has it ready at the click of a button — no extra processing is needed. Want to see the final pay statements for employees? Just click.

- **Quick access to the data you need to process payroll correctly**
- **Notifications let multiple people work on payroll at the same time without causing issues**
- **No pre-processing steps — payroll is continually updated in real time**

**Continuous calculations.** You always know what your people are doing and what you're paying them at any moment in time. Our versatile pay rules engine makes it a breeze to determine pay associated with regular and overtime hours. Shift differentials, order of importance, location, and more — any number of scenarios can be supported. And you can change rates anytime during the pay period.

**Global tax identification.** Are your employees spread throughout different regions with different tax structures? No problem. Simply import information directly from local taxing authorities to confirm the local taxes that apply to your employees.

**Know before you go.** Every payroll has unique scenarios that can be difficult to handle, like levying deductions, multiple child support issues, union calculations, or nonstandard tax circumstances. Workforce Ready eliminates the guesswork by identifying and accommodating them before payroll goes to print.



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## Scheduling with Workforce Ready

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Schedule the right employees at the right time — *every time*.

Need to replace someone who's called in sick? Find an employee to fill an extra shift this Thursday? Or have you actually overscheduled, which means you're about to pay someone needlessly? No problem. With Workforce Ready Time Keeping, these types of challenges can disappear in a heartbeat.

- Reduce labor costs by avoiding costly overtime as well as reducing both overstaffing and understaffing
- Do all this while adhering to your company scheduling policies — consistently
- Use dynamic *on-the-fly* scheduling to easily change schedules daily, as needed

**Understand your job costs.** Are some employees scheduled to work in multiple labor buckets throughout a day? Kronos offers visibility into “assumed job costing” to ensure that each employee is paid the appropriate rate per labor bucket — without the need to punch multiple times.

**Manage coverage with ease.** Employee schedules are displayed by employee for a given user-defined time frame. So it's easy to spot overlaps and exceptions — and manage them for minimal disruption to the workflow.

**Simplify the employee experience.** Self-service allows employees to view their schedule, location, department, job, etc., right from the timesheet.



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## Absence Management with Workforce Ready

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Minimize the impact of absences on your business.

When an employee is absent, either planned or unplanned, it can have an enormous impact on your organization, creating ripples across the workforce that impact productivity and even morale. Workforce Ready Time Keeping includes an array of absence management capabilities to control and mitigate absenteeism in your workforce.

- **Enforce your absence-related policies related to time off and accruals — including federal, state, and company leave requirements**
- **Confirm each employee's eligibility for paid and unpaid leave based on vacation, sick time, and other criteria you define**
- **Use customizable disciplinary action letter templates to work directly with problem employees**

**Stay alert.** Are absent employees creating potential policy violations and productivity issues within your workforce? Our automated alerts will flag potential issues and problem areas. Kronos monitors your absenteeism so you don't have to.

**Flexible accruals management.** Manage your accruals in a fair and consistent manner based on eligibility, tenure, hours worked, and other criteria according to your policies. Accruals are seamlessly synchronized with Workforce Ready HR and Workforce Ready Payroll. This collaborative environment reduces errors and holes in coverage.

**Self-service keeps everyone communicating.** Managers and employees can keep the lines of communication wide open — always a healthy thing. They'll also avoid the errors that can accompany the manual tracking of accruals.





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## HR with Workforce Ready

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End-to-end HR for today's high-productivity workforce.

From new hires to employee management to retirement planning, Workforce Ready HR offers a comprehensive end to end HR solution that's amazingly easy to use. Your employees, managers, and HR administrators will stay up to date and compliant.

- **Employee records** — track demographics and benefits packages as employees transfer from one site or department to another
- **Performance management** — review employees and allow employees to review their own performances in an automated, multitier process
- **Asset management** — track usage of your key company assets including software licenses, computers, and vehicles

**Role-based self-service creates a collaborative environment.**

**For employees:** Includes access to I-9 and W-4 forms, direct deposit enrollment, policy handbooks, pay statements, benefits statements, complete compensation histories, W-2s, and more.

**For managers:** Lets you initiate job postings automatically using predefined requirements and descriptions for the specific position or job. Conduct background checks and skills assessments. Manage new hires and terminations, Modify base compensation, job/position, and employee full-time/part-time status. And conduct multitier performance management reviews based on competencies, goals, and core values.



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## Hiring with Workforce Ready

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Select and onboard the best-fit employees for your business.

A quality workforce starts with quality employees. Can you really afford to hire the wrong ones? Take the guesswork out of employee selection with the hiring tools available in Workforce Ready HR. We can help you screen, hire, and onboard candidates most likely to be productive — the best-fit employees who will perform better and stay on the job longer.

- **Applicant tracking** — perform online applicant searches and track your candidates
- **Screening and selection** — use hiring tools to make the right employment choices
- **Onboarding** — define eligibility, track premiums, submit W-4 and I-9 forms electronically, enable self-service enrollment, and manage your automated payroll deductions

**Keep track of your applicants.** Perform online applicant searches and track your candidates with in-depth applicant tracking features. Integrated reports give you easy access to everything you need from a single screen — sourcing strategies, applicant pools, active requisitions, and more.

**Hire the right people for the right job.** Use Kronos to evaluate applicants based on objective criteria, not guesswork or subjectivity. Choose the best-fit employees your business deserves.

**Speed time to productivity.** Accelerate the entire onboarding process. Define benefits eligibility, track premiums, submit W-4 and I-9 forms electronically, enable self-service open enrollment, and manage payroll deductions. The faster you onboard your new hires, the faster they become productive.

Need a compelling recruiting tool to attract best-fit candidates to your company? Add interactive workflows between you and your job applicants with *Workforce Ready HR's recruiting capabilities*.



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## **Analytics** with Workforce Ready

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The insight you need to succeed.

What's the root cause of your absenteeism? Why does your workforce productivity differ from one department to the next? What are the cost trends associated with overtime?

Anyone can give you data. What you need is actionable information that leads to insight about what's working, what isn't, and what you can do about it. Information that leads to *answers*.

- **Diagnostic views of key labor metrics**
- **Point-and-click reporting to identify areas of cost-saving, innovation, and/or growth**
- **Standard reports and views for isolating problem areas and improving them in a continuous quality improvement loop — easy to export and share**

**Make decisions based on knowledge, not guesswork.  
And make them collaboratively.**

Our information-rich dashboards provide you with intuitive reports and decision tools so you can gain insight into key performance indicators across your organization. Workforce management is a collaborative journey requiring open information sharing. We wouldn't have it any other way.

- Predefined and configurable reports that are easy to understand and use
- Easy sharing across the organization so you can socialize insight across all key decision makers
- Role-based views, filters, and report access so everyone has access to the information he or she needs

Kronos helps small to midsize businesses across a variety of industries manage their most valuable, and expensive, strategic asset — their workforce. How? By giving them the real-time workforce information they need to help control labor costs. Minimize compliance risk. And improve workforce productivity. All in a single value-priced solution run in the cloud. One platform, one user experience, and one employee record.

Our time and attendance, scheduling, absence management, HR and payroll, hiring, and labor analytics solutions, along with strategic services, give Kronos customers the edge they need to compete in the global marketplace. With thousands of installations in organizations of all sizes, we're proving **workforce management doesn't have to be so hard.**

Put Kronos Workforce Ready to work for you:  
[+1 800 225 1561](tel:+18002251561) | [kronos.com/workforceready](http://kronos.com/workforceready)



TIME & ATTENDANCE

SCHEDULING

ABSENCE MANAGEMENT

HR & PAYROLL

HIRING

LABOR ANALYTICS