



Workforce Ready



Automate accrual tracking for improved accuracy and consistency

Employees need a break from work every once in a while to stay healthy, productive, and engaged. That's why organizations like yours offer paid time off (PTO) in the form of vacation days, holidays, personal time, sick time, and more. While PTO is an important benefit for attracting and retaining top talent, tracking time-off accruals manually can be a tedious and error-prone process. The time and effort associated with manual calculations, spreadsheet-based record keeping, and responding to employee inquiries can place a heavy administrative burden on managers and human resources (HR) staff.

If accruals are not tracked properly, you could be setting your organization up for some serious headaches. Inaccurate tracking can cause managers to approve paid time off that employees haven't legitimately earned. It can lead to scheduling challenges that impact productivity and service levels. It can even result in employee grievances and litigation for unfair time-off practices. And if state law or company policies mandate payout of unused PTO when an employee terminates, accrual inaccuracies can add up quickly and hurt the bottom line.

Kronos Workforce Ready[®] Accruals can help. This powerful solution, an add-on module to the integrated Workforce Ready suite, automatically calculates and tracks each employee's accrued time off based on your organization's specific rules, policies, and regulations. Automated accrual tracking eliminates manual errors; supports fair, consistent policy enforcement; and gives employees and managers instant visibility into current status to speed and simplify time-off requests and approvals.

Accruals that work the way you work

With Workforce Ready Accruals, you can calculate and track accruals based on your organization's specific policies. Set up benefit accrual profiles to determine the rate at which an employee or a group of employees accrues time

Key Benefits

> CONTROL LABOR COSTS by accurately calculating and tracking time-off accruals

» AUTOMATICALLY ENFORCE

organization-specific accrual policies to help drive compliance and impartial treatment of employees

- SPEED AND SIMPLIFY time-off requests and approvals in Workforce Ready Time Keeping with instant visibility into each employee's current accrual balance
- FACILITATE RESPONSIBLE USAGE of time-off benefits to minimize impact on schedules
- DISPLAY ACCRUAL BALANCES on employee pay statements with Workforce Ready Payroll

off, including vacation, personal time, sick time, and more. Track accruals based on user-defined criteria such as hours worked; seniority; grade level; and attendance, performance, and/or wellness points. Create carry-over settings to specify whether an employee can carry forward accrued time, how much, and for how long. Automatic enforcement of policies and regulations minimizes your compliance risk while driving fair, consistent treatment of employees across the organization.

Streamlined processes improve efficiency

Workforce Ready Accruals gives Workforce Ready Time Keeping customers immediate access to accrual balances for submitting or approving time-off requests. Employees can check their accrual balances — by PTO category — via web or mobile app to make sure they have earned time off available before making a request. When managers receive an employee time-off request, they can instantly view accrual balances and approve, modify, or reject the request accordingly. Notifications automatically alert managers when employees exceed established accrual thresholds.

In addition, Workforce Ready Payroll customers can display accrual balances directly on employee pay statements.

Robust reporting supports decision making and compliance

The comprehensive Accrual Balances report shows the amount of time earned, taken, scheduled, and remaining for each employee within all applicable PTO categories. With one-stop access to detailed accrual information in their To Do Items, your managers can make fast, informed decisions that effectively balance employee requests with coverage requirements.

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Rows On Pa	Rows On Page 20 🗸 1 Row 🔿 Refresh Data 💱 Full Screen Default 🗸 🏂 Settings 🗸					
	© То Do Туре	Description	Created			
	Workflow: Time Off Request	Manager Ernokyee: Plany Anderson (2) Time Off: Personal Date: 0/2/2/2018 (Filday) Total Hours: 0.0 APPROVE REJECT	02/22/2018 02:180			

When reviewing time-off requests, managers can simply click on the hourglass icon to view an employee's current accrual balance for faster, more informed decision making.

		SICK		VACATION	
available: 4.51	DAYS	available: 16.88	DAYS	available: 43.00	DAYS
Jan 2, 2018 - Jan 2, 2019 Accrued To	Jan 2, 2019	Jan 2, 2018 - Jan 2, 2019 Accrued To	Oct 2, 2018	Jan 1, 2018 - Jan 1, 2019 Accrued To	Jan 1, 2019
Current Accrued	4.51 days	Current Accrued	17.88 days	Current Accrued	45.00 days
			14 00 1	Current Balance	43.00 days
Current Balance	4.51 days	Current Balance	16.88 days	Current balance	43.00 days

The Accrual Balances report shows the amount of time earned, taken, scheduled, remaining, and carried over as well as the accrue rate for each PTO category for which the employee is eligible.



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