



Workforce Ready

# Platform Features



## Introduction

This centralized resource shows how the different features across Workforce Ready® fit together within a cohesive, unified platform. You can quickly look through to see the full scope of what Workforce Ready can do and learn about specific features within the product's modules.

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## Workforce Ready HR

### Talent acquisition

#### Talent Acquisition\*

Embeddable and customizable online careers portal

Internal and external job requisitions

Free and/or premium job board integration

Social media integration

Configurable online applications

HTML-based design/editing tool

Candidate self-service

Pre-screening questions

Knockout questions

Resume parsing

Applicant/Interview notifications and tracking

Background screening

Work Opportunity Tax Credit (WOTC) service

Recruiting insights\* (trends and visual metrics based on current workforce data)

### Talent management

#### Compensation Management\*

Job/position/cost center history

Salary history

Employee self-service: benefit statements

Pay grades/steps

Total compensation analysis

Comprehensive add-on module available:

- Compensation cycles with budget data
- Worksheets for managers to model increases
- Staff increases modeled and proposed by managers are routed and approved via configurable workflows
- Merit Matrix links performance ratings to compensation

Multi-currency

#### Performance Management\*

Performance development (continuous feedback and goals tracking)

Configurable performance appraisals

Definition and measurement of competencies, goals, core values

Prior and current performance reporting

Employee self-assessment

Multiple manager assessment

Workflow review

#### Succession Planning

Succession planning profiles

Configurable talent matrix dashboard

Succession plans reporting

#### Learning Management

Skills tracking

Certifications tracking

Course catalog creation/registration management

Manual and automatic learning plan assignment to individuals or groups

Compliance and mandatory training notification, tracking, and scheduling

Learning activities scheduling and tracking

Assessment management

#### Incident Tracking

Case tracking/reporting and workflow

Incident-based email notifications

Supporting document storage

Points tracking and escalation

\* Requires additional module(s)

## Workforce Ready HR (cont.)

### Attendance Management

Requests and approvals for time off

Attendance tracking

### Asset Management

Company property management

Vehicle management

Insurance and warranty-related contracts

### Offboarding

Termination details/history/checklist

Exit interview

Notifications of termination

COBRA elections/refusals

COBRA administration

## Human resources management

### Onboarding

New hire checklist/welcome/workflow

Personal information

I-9 submission/signoff/E-Verify

W-4 election/submission

Employee self-service: benefits overview and enrollment

Property allocation

HR document and forms creator (custom forms)

### Benefits Administration

Employee self-service: benefits overview and enrollment/open enrollment/life event enrollment/auto-enrollment

Defined benefits eligibility

Benefits-driven payroll deductions

Carrier connections and forms

Effective date benefit plans

Evidence of insurability

### Position Management

Position creation and / or import

Position budget setup

Position assignments

Position hierarchy chart

Integrated budget versus actual tracking

Position audit reports

Set defaults at the position or job level

Tie cost centers to positions

Training, certification, and credential tracking

### Compliance and Reporting

New hire reporting

Notifications regarding date expirations

EEO reporting

Vets 100 reporting

Workers' compensation injuries/claims management

OSHA reporting

Affordable Care Act (ACA) management\*

\* Requires additional module(s)

## Workforce Ready HR (cont.)

### HR Resources

Document storage

Document retrieval tracking

Employee directory

Employee self-service

Organizational charts

Company events and news

HR documents and forms creator (custom forms)

### Mobile Application

Employee information

Benefits enrollment

Applicant portal\*

Job requisition management\*

HR actions

Checklists

Hire/rehire

Position assignments

Performance management\*

Terminations

Learning management

Compensation management\*

HR, performance\*, recruitment\*, and compensation\* reporting/  
visualizations

*\* Requires additional module(s)*

## Workforce Ready Time Keeping

### Labor Management

Employee/manager self-service

Timesheet approval workflow

Mass edit capabilities

Import/export utility

Exception handling

Document storage (receipts, company handbook, etc.)

Automated points tracking (attendance trends)

Temporary manager (backup) assignment

Itemized expense tracking

Employee self-service time off request tool and manager approval workflow

Time-off planning

Open absences/Bradford factor scores for absence tracking

### Accruals\*

Tracking of Eligibility, Tenure, Hours Worked

Syncing with External HR or Payroll Systems

### Scheduling

Daily, weekly, or configurable recurring patterns

On-the-fly entries/edits for day-to-day changes

Dynamic time off durations based on scheduled hours

Visibility into employee timesheet

Assign employees to schedules or schedules to employees

Assign two schedules per employee per day

View schedule, location, department, job, etc.

### Pay Rules

Location

Cost center (nine cost centers with up to 10 levels each)

Shift differentials

Pay rule priority

Autopopulated holidays

Multiple pay periods (weekly, monthly, etc.)

Time zones

Non-standard pay periods

Employee contract-based pay rules

Automatic deductions (breaks, meals)

Paid meals

Annualization tracking

Flat pay

Extra time and guaranteed minimum time

Grace and rounding

Holiday pay

Overtime

### Rate Tracking

Job costing

Pay categories (such as direct, indirect)

Multipliers, special rates

Effective dating

Counter value calculations

Piece rate quantity tracking (units, miles, etc.)

Pay rate per piece/piece rate requirements

\* Workforce Ready Accruals is an add-on module.

## Workforce Ready Time Keeping (cont.)

### Reports

- Over 50 built-in standard reports
- Custom/ad hoc reports
- Data visualization and dashboarding capabilities
- Ability to export to five formats (CSV, Excel, PDF, HTML, XML)
- Daily email summary report
- Saving and sharing reports with quick link access
- In/out dot board
- Exception reporting
- Time off calendar and roster
- Dynamic drill-down capabilities
- Security profile settings for defining access
- Points history
- CMS submission

### Mobile Application

- Timesheet (completion, submission, correction, manager approvals)
- Accruals (balances and history)\*
- Schedule
- Time off requests (submission, balances, history, manager approvals)
- Overtime requests
- Time off calendar
- Punch in/out
- Offline punch
- GPS punch tracking/geofencing
- Job/cost center transfer
- Contracts views
- Piecework collection
- Reports access and data visualization/dashboard access
- Employee attendance tracking

### Data Collection

- Ethernet-based clocks
- Mag stripe, proximity, and bar code badges
- Biometric verification and identification
- Remote hardware management
- Remote punch via mobile app

### Security

- Permanent, detailed audit trail
- IP address and/or punch restriction
- Application manager/user access profiles
- RSA login authentication
- Single Sign-On (SSO)
- User/manager configurable user interface
- Virtual code authentication

### Email Notifications (alerts, reminders, etc.)

- Standard time off request, rejection, and approval
- Standard timesheet request, rejection, and approval
- Beginning and end of period manager/employee notifications
- Accrual balance notifications\*
- Exception notifications
- Point notifications
- Companywide announcements

*\*Workforce Ready Accruals is an add-on module.*

## Workforce Ready Payroll

### Payroll Process

- Built-in test environments
- Calculations as you go
- Payroll prep checklist and quick links
- Correction delta process for easy recalculation of payroll edits
- Custom batch payroll entry screen
- Direct deposits
- Gross to net
- Pay stub printing/distribution
- Payroll alerts
- Payroll batches by pay frequency
- Real-time payroll processing
- Reconciliation pay statement
- Vendor validation
- Multiple payroll processing
- Garnishment deduction wizard

### Payroll Reporting

- Change history reporting
- Consolidated reporting across tax IDs
- Cross-year reporting
- Date-driven reporting across all years
- Excel® native reports
- Integrated report writer
- Data visualization and dashboarding capabilities
- Reports sent by email
- Standard report library
- 401(k)/retirement plan 180° integrations

### Payroll Setup

- Geospatial tax identification
- Labor distribution and cost center tracking
- Multi-EIN support

### General Ledger/Year End

- Automated reciprocity tax withholding
- General ledger processing
- Year-end processing

### Payroll Services

- Check printing/distribution
- Employee direct deposit
- Tax filing/deposits
- Tax filing/payment
- Garnishment disbursement

### Benefits Administration

- Benefits and insurance management\*
- COBRA administration
- Leave request management\*
- Total compensation statement
- Workers' compensation
- Affordable Care Act Form 1094-C\*

### Platform and Security

- Profile-based functionality security
- Unlimited users with security
- Automated event notifications
- Third-party software interfaces
- Unlimited data storage

### Mobile Application

- Direct deposit/electronic consent
- View pay statements, W-2s, W-4s, I-9s, and 1099s

\* Requires additional module



## Workforce Ready Scheduler

### Build

Workload planning\* — automatically generate shifts based on imported business data

Optimized schedule generation — take a step beyond simply meeting constraints and achieve business goals such as lowering cost, reducing overtime, meeting employee preferences and much more,

Budget and workload definition

Shift and schedule definition

Schedule rule and constraints definition

Manual schedule planning and editing

Schedule pattern templates

### Fill

Schedule groups or individuals

Schedule to skill and proficiency

Open-shift visibility

Automatic shift assignment — have the system automatically assign shifts based on several important factors such as availability, skills, location, and much more

Split shifts

Color-coded availability

Drag-and-drop fill

### Mobile Application

View schedule

Swap shifts (peer approvals available)

Coverage requests

Open shift requests

Scheduling reports, visualizations, and dashboards

### Manage

Schedule change alerts and notifications

Skill tracking

Credential and certification tracking\*

Staff management drag-and-drop shift transfer

Call list

Schedule day view — consolidated picture of 24 hour period for easy analysis and management

Employee availability and preferences

Fatigue management

Open-shift management — automatically displays the available employees who meet shift criteria, allowing the shift to be offered and accepted by those employees within a predefined time frame

Employee self-service: request coverage

Employee self-service: shift swap

Employee self-service: request open shift

Timesheet sync\*\* — ensure schedules are posted to employees' timesheets

Employee self-service — approve schedule changes (where secure scheduling ordinances apply)

### Measure

Reporting

Coverage graph and metrics

Data visualization and dashboarding capabilities

Detailed audit trails

Planned-to-actual schedule metrics

### Notifications

Schedule changes

Shift swap requests

Coverage requests

Open shifts posted

Open shifts requested

\*Add-on functionality required

\*\*Applicable only if the Time Keeping module is being licensed

## Workforce Ready Accruals

**Prerequisites: Requires Workforce Ready Time Keeping or Payroll**

### Accrual Settings

System-maintained values — accrual balances will be calculated automatically in system

User-maintained values — accrual balances will be manually updated by the system administrator

Imported values — accrual balances will be calculated externally and imported to the system on a regular basis

Tenure changes — will be shown if tenure changes in the middle of an accrual period

Maximum accrued amount (per accrual year) — maximum hours that can be accrued based on tenure

Maximum running balance — maximum balance that an employee can have at any given time

Balance move — move any excess accrued amounts to a specific bucket

Utilization — order in which different time-off buckets are used

Accrual day — first or last day of month

New-hire accruals — when and how much a new hire starts accruing his or her first month

Sick time compliance

Waiting period schedule — schedule on which an employee will accrue after the waiting period settings have been reached

Processing accruals — amount and frequency accruals are calculated (automatically, manually, individual users, multiple users, all users)

Accrual termination — allows for multiple options to pay out accrual balances upon termination of an employee

### Benefit Accrual Profiles — determines the rate at which an employee accrues benefit time

Default — applied to all new employees added in system

Tenure

Hours worked

Points

Waiting period

Carryover settings

### Accrual Management

Modify accrual balances

Zero out accrual balances

Import accrual balances

Modify employee hours taken

Test accruals

### Notifications

Negative balances

End of a waiting period

### Employee Self-Service

View accrual balances

Request time off — automatically updates accrual balances

Time-off balance report

### Mobile

View accrual balances

Request time off

Approve time off

Accruals reports, visualizations, and dashboards

View time off history

View open absences

### Payroll\*

Calculate accruals in payroll based on hours worked

Display accrual balance on pay statement

*\*Requires Workforce Ready Payroll*

## Workforce Ready Attestation

**Prerequisite: Requires Workforce Ready Time Keeping**

### Device Support

Kronos InTouch® time clock

Timesheet clock

Web clock

### Workflows

Attestation questionnaire

Attestation manager change request

Cascading prompts when responses may trigger follow-up questions or requests

Generation of email to employees or managers notifying of to-do item

### Employee Actions

Attestation approval

Attestation rejection

Cancel/postpone attestation

Cancellation/postponing of attestation — Note that can reject or approve

Reason code included

### Employee Prompts

End of shift (daily)

Timesheet submission

Configurable questions

Configurable response choices

At every punch — requires custom configuration

### Reports

Attestation audit report

Attestation summary report

Attestation summary dashboard widget

Data visualization and dashboarding capabilities

### Notifications and To-Dos

Missed attestation to-do

Rejected attestation email notification

Approved attestation email notification

## Workforce Ready ACA Manager

**Prerequisites: Requires Workforce Ready Time Keeping or Payroll or HR**

### Measurement Periods

Initial measurement configuration — measurement, administration, and stability periods

Standard measurement configuration — measurement, administration, and stability periods

### Compliance Alerts

Minimum value plan offered\* or \*\*

Affordable plan offered\* or \*\*

### Notifications

ACA benefits enrollment\* or \*\* — sends email when the ACA status changes to full-time in order to offer benefits enrollment

ACA predicted status change — sends email about a possible upgrade or downgrade in employee status

ACA status change

Projected change in status

Current benefit plan\* or \*\*

### Reports

Employee ACA status — all employees and their assigned ACA profiles

ACA data detail — each employee and his or her detailed ACA history for the selected date range

ACA data summary — total amounts for the selected date range within each affected ACA field

Ad hoc reports

Imports — pull ACA timeline information into system

Data visualization and dashboarding capabilities

Form 1094-C employee count — drill down into the numbers reported on Form 1094-C Part III

ACA account status change history — list of changes in status for each employee

### Widgets/Views

ACA timeline widget — employee numbers and settings for each month

ACA timeline exceptions widget — force calculation exceptions as of a certain date

ACA summary widget — summary of ACA data for an employee

ACA compliance overview widget — customizable view of ACA data

ACA employees status history widget — lists all changes in dates of service for each employee

### Calculations/Profile Rules

Future possible downgrade to part-time

Future possible upgrade to full-time

Monthly hours from payroll\*\*

Monthly hours from timesheets\*\*\*

ACA status

Minimum value plan offered\* or \*\*

ACA profile effective date

Support for nonvariable-hour EE waiting period

Benefit profile configuration\* or \*\*

Break-in-service rule support

COBRA tracking

*\*Need Workforce Ready HR*

*\*\*Need Workforce Ready Payroll*

*\*\*\*Need Workforce Ready Time Keeping*

## Workforce Ready ACA Manager (cont.)

### IRS Forms — autopopulated with information tracked in system or imported

1094-C

1095-C

Employee self-service view of the 1095-C form

Mass population of 1095-C forms

Mass editing of form fields

### Year-End Processing

Year end process checklist

Final forms

Form delivery — electronic and hard copy to employees

Format forms to file — AIR submission (e-filing) or paper

Break-in-service rule support

Corrections — AIR correction and replacement formats supported



## Workforce Ready Leave Manager

**Prerequisites: Requires Workforce Ready Accruals with Time Keeping or HR**

### Request Management

- Leave of absence requests
- Approval of requests
- Rejection of requests
- Management of requests
- Modify balances
- Modification of balances — Employee self-service
- Leave of absence workflow — customizable configuration
- Qualifier questionnaire

### Views

- View history
- View balances
- Leave of absence calendar
- Entitlement based on leave profile
- Global entitlement report — employee entitlement amount, what has been taken, balance, type of leave, entitlement as of date, taken as of date
- Ad hoc reports

### Manager Tools

- View leave requests for any employee
- View leave cases for any employee
- Add new case
- Close existing case

### Mobile

- Request leave of absence
- Approve requests
- Reject requests
- View leave of absence history
- Access leave of absence forms

### Compliance

- Continuous leave tracking
- Intermittent leave tracking
- Automated tracking of leave eligibility, including the hours worked eligibility criteria rule, type, and duration
- Automated notifications
- Department of Labor forms

### Leave Administration

- Leave profile configuration
- Populate timesheet from leave case\*
- Append HR documents directly to an employee's case record
- Permissions — determine what functionality employees or managers have
- Department of Labor forms

*\*Need Workforce Ready Time Keeping*



## Workforce Ready Cross-Platform Features

### Workforce Ready Marketplace\*

- Self-service apps from Workforce Ready partners expanding the platform's functionality, such as G Suite for Google Cloud and Certify

*\*For additional Marketplace partnership info, see the Workforce Ready HR feature list.*

### Employee Perspectives

- Delivers an at-a-glance view of employee data that can serve as a predictive scorecard of key employee metrics

### Workforce Ready Mobile App

- Compatible with Apple and Android devices
- Download free from your device's app store

### Integration Hub

- Supports integration of your Workforce Ready solution with any combination of cloud, Software-as-a-Service (SaaS), or on-premise applications

### Workforce Ready People Analytics

- **Gather:** Gain detailed workforce and process insights across your organization with real-time reports
- **Visualize:** Focus on the facts that matter to make quick decisions using charts and dashboards
- **Predict:** Use people data to proactively manage workforce trends through Employee Perspectives, Workforce Ready Scheduler, and Succession Planning
- **Grow:** Drive business outcomes by connecting to curated views of your workforce data delivered by a dedicated analytics services team