

# A Fresh Look

## at Time and Labor Management

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Thanks for joining, today.  
The webinar will begin shortly.

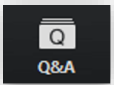


PAYNW

# Agenda

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- Core Components of TLM
- Tips and Trends
- New Features
- Q & A



Reminder: The webinar will be recorded for your convenience.





# Core Components

# Punch / Time Capturing Options

## Web Clock

**Log In** 3:27 PM (Pacific)

**LOGIN**

OR

[Forgot your password?](#)

## Mobile App

My Clock

Monday, Feb 22

**03:30 PM**

[ Pacific ]

Clock In | Clock Out | Change Cost Center

## Timesheet Entries

**Timesheet Edit**

February 22, 2021 - March 07, 2021

Open

Time Entry ▾

> Date	Raw Total	Actions
▼ MON Feb 22	9.00	+

2 Shifts

From	To	Raw Total
08:00 am	05:00 pm	9.00

In Date MON Feb 22 ▾

Location San Diego ▾

Schedule N/A Shift

# Punch / Time Capturing Options

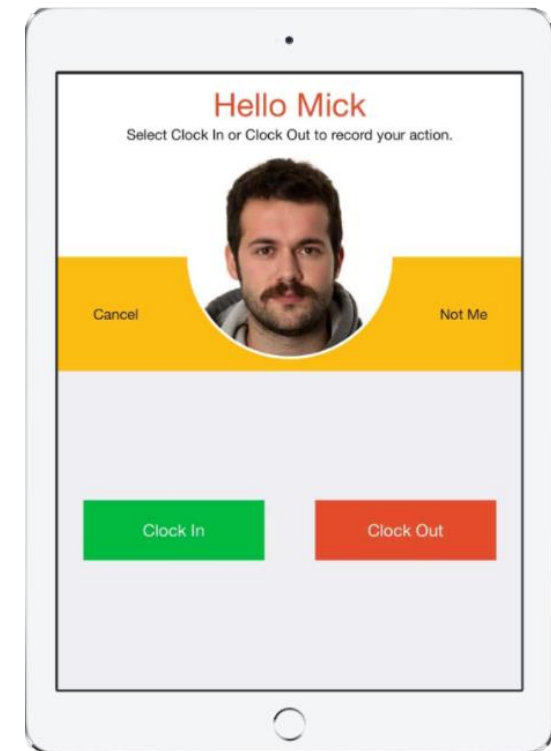
## Kronos InTouch



## Synel Synergy



## NoahFace (NEW)



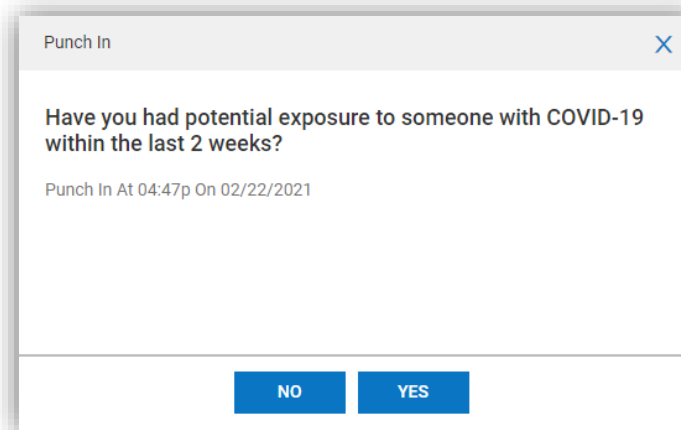
# Attestation

A series of Yes/No Questions prompted to employees at time of clock in, out, or when submitting their timesheet.

Responses can trigger email notifications or prevent employees from punching in.

## Common Examples:

- COVID Health Screening
- Attestation of Breaks
- Safety Related

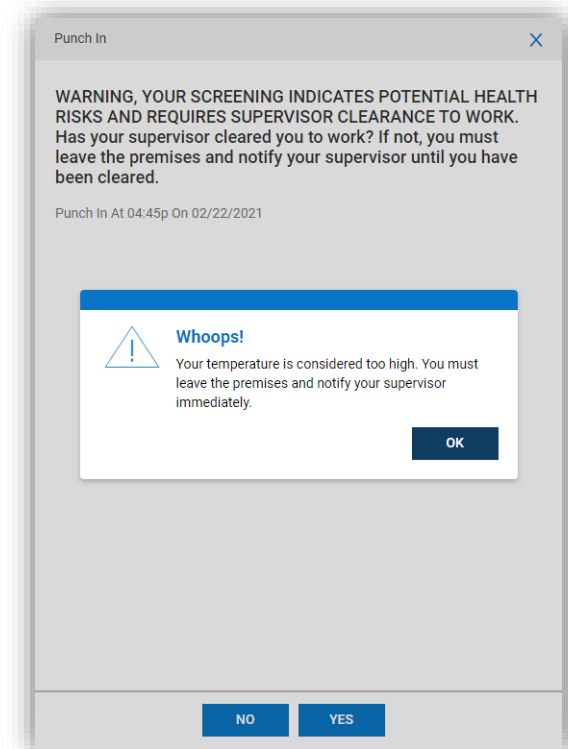


Punch In

Have you had potential exposure to someone with COVID-19 within the last 2 weeks?

Punch In At 04:47p On 02/22/2021

NO YES



Punch In

WARNING, YOUR SCREENING INDICATES POTENTIAL HEALTH RISKS AND REQUIRES SUPERVISOR CLEARANCE TO WORK. Has your supervisor cleared you to work? If not, you must leave the premises and notify your supervisor until you have been cleared.

Punch In At 04:45p On 02/22/2021

**Whoops!**  
Your temperature is considered too high. You must leave the premises and notify your supervisor immediately.

OK

NO YES

# Timesheet Options

## Start / End Timesheet: Pay Period View

> Date, From	To	Raw Total	In Date	Time Off	Location	Notes	Schedule	
▼ MON Dec 14		8.57					07:00a - 03:30p	+
07:57 am	04:31 pm	8.57	MON Dec 14 ▼	▼	San Diego ▼		07:00a - 03:30p	...
▼ TUE Dec 15		7.84					07:00a - 03:30p	+
08:07 am	12:02 pm	3.92	TUE Dec 15 ▼	▼	San Diego ▼		07:00a - 03:30p	...
12:38 pm	04:33 pm	3.92	TUE Dec 15 ▼	▼	San Diego ▼			...
▼ WED Dec 16		8.57					07:00a - 03:30p	+
07:57 am	04:31 pm	8.57	WED Dec 16 ▼	▼	San Diego ▼		07:00a - 03:30p	...
01:02 pm	To am	0.00	WED Dec 16 ▼	▼	Staff ▼			...
▼ THU Dec 17		8.57					07:00a - 03:30p	+
07:57 am	04:31 pm	8.57	THU Dec 17 ▼	▼	San Diego ▼		07:00a - 03:30p	...
▼ FRI Dec 18		8.00					2 Shifts	+
From am	To am	8.00	FRI Dec 18 ▼	Vacation ▼	San Diego ▼		N/A Shift	...
From am	To am	0.00	FRI Dec 18 ▼	▼	Staff ▼		07:00a - 03:30p	...

# Timesheet Options
















## Start / End Timesheet: Daily View

📅 ◀ 2020-12-22 ▶								
▼ Date, From	To	Raw Total	In Date	Time Off	Location	Notes	Schedule	
▼ TUE Dec 22		7.84				...	07:00a - 03:30p	+
08:07 am	12:02 pm	3.92	TUE Dec 22 ▼	▼	San Diego ▼	...	07:00a - 03:30p	...
12:38 pm	04:33 pm	3.92	TUE Dec 22 ▼	▼	San Diego ▼	...		...



# Timesheet Options

## Bulk Hours

Location	Time Off	MON Feb 22	TUE Feb 23	WED Feb 24	THU Feb 25	FRI Feb 26	SAT Feb 27	Raw Total	
		 	 	 	 	 			
San Diego ▼	▼	8.00	8.00	8.00	8.00	8.00		89.50	
San Diego ▼	▼							0.00	
San Diego ▼	▼							0.00	
San Diego ▼	▼							0.00	
Totals		8.00	8.00	8.00	8.00	8.00	0.00	89.50	

# Workflows, Approvals, & Notifications

## Timesheet Approvals:

- Timesheet Submission > Approval(s) > Ready for Payroll

## Time Off Requests:

- Time Off Request Submission > Approval(s) > Added to the TS



## Timesheet Change Requests

- Change Request Submission > Approval(s) > Modifies TS

## Common Notifications:

- End of Pay Period
- Request Submitted / Approved / Rejected

[←](#) **Approve/Reject Timesheet**  
Feb 8, 2021 - Feb 21, 2021

 **Peter Rockefeller** (444) 

[Open Timesheet](#) [View Workflow](#)

Supervisor	Anna Bell
Manager	Anna Bell
Work Location	San Diego
Department	Call Center

Created

Feb 22, 2021, 7:26 am

Pay Period

Bi Weekly (Mon - Sun)

Date

Feb 8, 2021 - Feb 21, 2021

REJECT

APPROVE

# Pay Calculation Rules

Over 100+ Rules and countless variations

- Overtime: Weekly, Daily, Pay Period etc.
- Shift Premiums / Differentials / Holiday Pay
- Rounding Rules
- Lunch Break Deductions
- Exceptions

## Pay Preparation

Groups and Maps Time Records to Payroll  
Earning Codes

Can also be used for defining hours based  
accruals.

# Time Off Benefit Accruals

## Track Time Off Balances

- Hours Based
- Tenure

## Compliance with:

- City / State Rules
- Company Policies

Time Off Balances	
DAY	HOUR
FLOATING HOLIDAY	
AVAILABLE:	
16.00	HOURS
Jan 1, 2020 - Jan 1, 2021	
Accrued To	Jan 1, 2021
Current Accrued	16.00 hrs
Taken	0.00 hrs
Current Balance	16.00 hrs
Scheduled	0.00 hrs
Pending Approval	8.00 hrs
REQUEST	
SICK	
AVAILABLE:	
40.00	HOURS
Nov 13, 2020 - Nov 13, 2021	
Accrued To	Jan 1, 2021
Current Accrued	40.00 hrs
Taken	0.00 hrs
Current Balance	40.00 hrs
Scheduled	0.00 hrs
Pending Approval	8.00 hrs
REQUEST	
VACATION	
AVAILABLE:	
54.00	HOURS
Nov 13, 2020 - Nov 13, 2021	
Accrued To	Jan 1, 2021
Current Accrued	86.00 hrs
Taken	32.00 hrs
Current Balance	54.00 hrs
Scheduled	0.00 hrs
Pending Approval	152.00 hrs
REQUEST	

# Time Related Profiles

**Pay Period Profile** – defines Pay Period

**Timesheet Profile** – defines Timesheet and Validation Rules

**Holiday Profile** – defines holiday and hours

**TS Auto Population Profile** – defines what auto populates on a timesheet (like Holidays or Schedules)

**Pay Calculation Profile** – defines calculation of time

**Pay Prep Profile** – defines payroll mapping

# Time Keeping Process



## Timesheet

- Punch Collection / Auto Population
- Timesheet Profile
- Holiday Profile
- Pay Period Profile

## Time Approvals

- Timesheet
- Time Off
- Change Requests

## Time Calculation

- Pay Calculation Profile

## Time Processing

- Mapping Time to Payroll
- Pay Prep Profile
- Accruals (Hours Based)



## Tips and Trends



AB

Anna Bell

Employee ID: 555

Hire Date: 11/13/2018 (2 Years, 3 Months, 12 Days)



You're all caught up!

← Dashboards

# Setup The New Dashboard (Home)

Home Time Team My Dashboard Edit Tabs

+ Add ...

★ Start



My Current Timesheet



My PayStatements



My Information



My Team



Timesheets



Human Resources



Reports

My Mailbox

My To Do Items (36)

My Checklists (0)

1 of 5 21 Rows

☐ Select all (0/0)

1 (1) ...

☐ **Approve/Reject Time Off Request**  
Vacation  
Peter Rockafeller  
Created Feb 9, 2021, 10:11 am

☐ **Approve/Reject Time Off Request**  
Vacation  
Peter Rockafeller  
Created Feb 3, 2021, 10:10 am

☐ **Approve/Reject Time Off Request**  
Vacation  
Peter Rockafeller  
Created Jan 12, 2021, 1:14 pm

REJECT APPROVE

Timesheets Awaiting My Approval

VIEW APPROVE REJECT ...

Timesheet Dates:  
This Year

1 of 1 6 Rows Default ...

	Employee Id	First Name	Last Name	Timesheet Start	Actions
<input type="checkbox"/>	> 444	Peter	Rockafeller	01/11/2021	...
<input type="checkbox"/>	> 444	Peter	Rockafeller	01/11/2021	...
<input type="checkbox"/>	> 444	Peter	Rockafeller	01/25/2021	...
<input type="checkbox"/>	> 444	Peter	Rockafeller	01/25/2021	...
<input type="checkbox"/>	> 444	Peter	Rockafeller	02/08/2021	...
<input type="checkbox"/>	> 444	Peter	Rockafeller	02/08/2021	...

View Column Totals

Missing Punches

Timesheet Dates:  
Last 30 Days

Columns (1)

1 of 1 7 Rows Missing Punches (Dashboard) ...

	Employee Name	Date	Start	End
>	Peter Rockafeller	02/23/2021	10:07a	
>	Andrew E. Fizer	02/23/2021	10:08a	
>	Andrew E. Fizer	02/23/2021	-	
>	Andrew E. Fizer	02/22/2021	04:47p	
>	Peter Rockafeller	02/18/2021	02:07p	
>	Peter Rockafeller	01/27/2021	09:44p	
>	Peter Rockafeller	01/26/2021	10:08p	

Exceptions

Date Range:  
02/08/2021 - 02/21/2021

All Exceptions

Attendance Exception by Date Dashboard ...

2 (2) ...

Attendance Exceptions by EE



Attendance Board

1 of 3 23 Rows Attendance Board (Dashboard) ...

Employee Name	Attendance Status	Last Work Location Name	Actions
Kim A. Weaver	Out	San Diego	...
Tony B. Bulkido	In	San Diego	...
Andrew E. Fizer	Out	San Diego	...
Noah H. Young	In	San Diego	...
Kacey Jones	Out		...
Maria F. Torres	In	San Diego	...
George Allerton	In	Portland	...
Jennifer Davis	Out		...

Calculated Time Summary

Counter Date:  
Last Week

Columns (2)

1 of 1 2 Rows Approaching Overtime (Dashboard) ...

	Employee Name	Overtime Hours	Regular Hours	Sick Hours
>	George Allerton	6.67	40.00	
>	Jason Bourne	-	40.00	

View Column Totals

Improve Navigation

Bring Focus to key  
Tasks / Reports / ChartsCreate different  
dashboard profiles for  
employees, managers,  
admins, etc.Refresh the experience  
on both Desktop and  
Mobile

# Reminder Notifications

Are managers forgetting about pending requests or not prioritizing them?

Add email reminder notifications, that remind them by the hour, day, or week of pending requests.

Let the system send reminders, so you have fewer pending requests during payroll processing.

# Use Extra Pay

## Common Extra Pay Uses

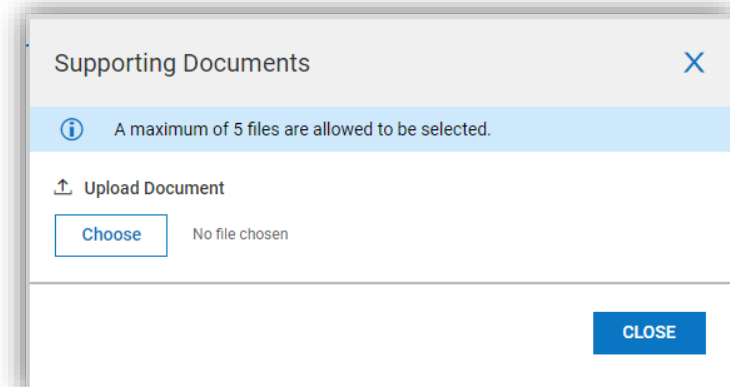
- Expense Reimbursements
- Cash Tips
- Bonuses / Commissions



WED Feb 24 \$ 50.00

02/24/2021	Extra Pay	50.00	\$
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With **Document Storage**, have employees/managers upload supporting documentation to their timesheets.



Supporting Documents

A maximum of 5 files are allowed to be selected.

Upload Document

Choose No file chosen

CLOSE

Extra pay gets approved with the timesheet and maps to payroll!

# Time Reports

## Time Allocation vs Calculated Time

**Time Allocation** – Reports related to the information entered on a timesheet. Does include summary info related to rates, hours, and exceptions.

**Popular Report:** Detailed Hours

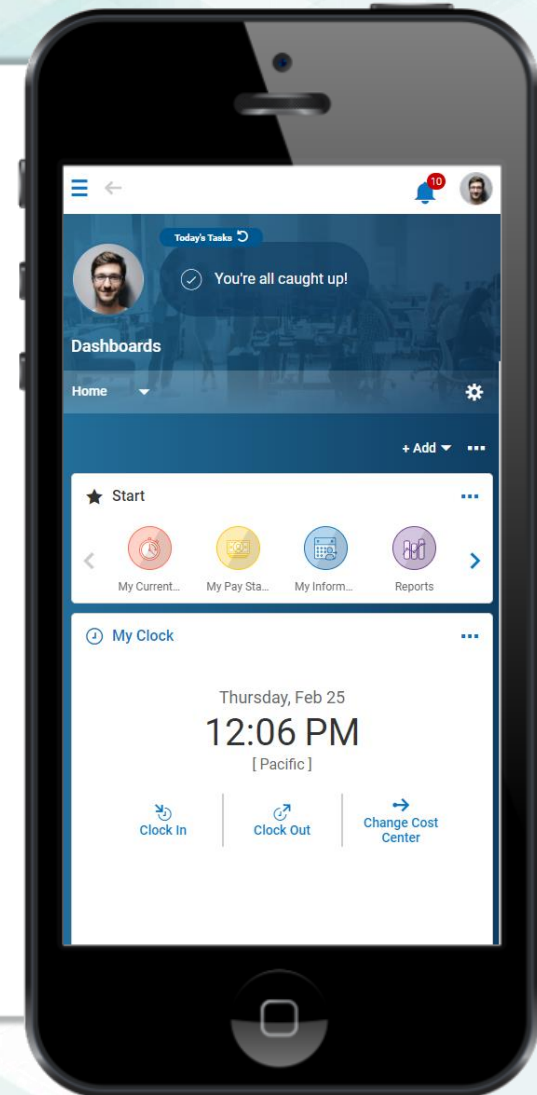
**Calculated Time Reports** – Reports related to information calculated as result of the pay calculation profile (Regular, Overtime, etc.)

**Popular Reports:** Detailed Calculated Time & Calculated Time Summary

# Go Mobile

## HCMToGo Mobile App

- Biometric Login Options
- Mobile Punching w/ Geo Fencing Options
- Push Alerts
- Employee Self Service
  - Request Submission
- Manager Self Service
  - Approvals, Reports, etc.





# New Features



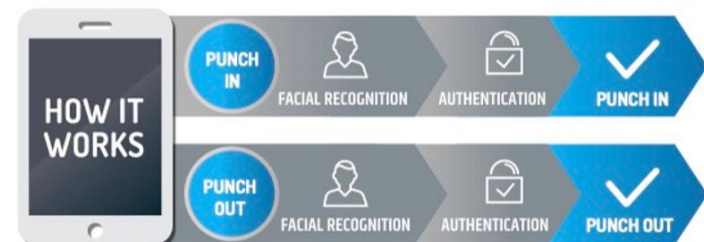
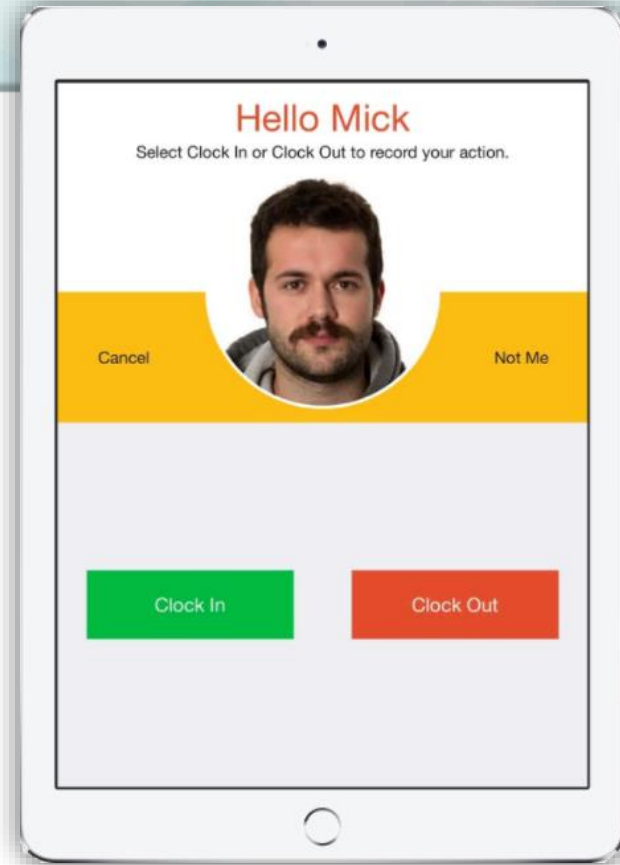
# NoahFace Time Clock

Catch the wave of the future,  
using facial recognition technology  
for clocking in and out.

iPad Kiosk with the NoahFace App  
> Syncs Employee Info  
> Sends Punch Data

Additional Options:

- Thermal
- Touchless Punching
- Simple Cost Center Changes



iPad is a registered trademark of Apple Corporation.

# Wages On-Demand (Spentra)

Give employees instant access up to 50% of their net earned wages for \$1 per \$100 requested.

High Value Benefit

Integrated Solution

Minimal Administrative Effort

Uses Spentra Visa Payroll Card

Note: Must have both TLM and Payroll





# Time Off Request Document Uploads

Need supporting documentation for certain time off requests?

Require employees to attach supporting documentation to a time off category when requesting it. (Or make it optional)

Note: Document Storage is required to use this feature.

Request Time Off

THU FEB 18

Schedule  
(0.00hrs)

12 am

3 am

6 am

9 am

12 pm

3 pm

6 pm

9 pm

12 am

Time Off Type \*

Sick

Request Type \*

Full Day

Date \*

02/18/2021

Total

8.00

Work Location

San Diego

Upload Document

Comment

See attached Doctor's Note

CANCEL

SUBMIT REQUEST

# New Timesheet

Fully Responsive  
Quicker Load Times

New Additional Configuration Options:

- Column reordering
- Metrics

Upcoming Enhancements:

- Optional Expand/Collapse feature
- Time Entry Actions to follow the time entries

# New Timesheet: Highlights

← Timesheet Edit

Dates

Status

Toggle

SAVE

SUBMIT

APPROVE

...

Peter Rockafeller

December 28, 2020 - January 10, 2021

Open

New Look

Time Entry

Extra Pay

Calc Detail

Summary By Day

Quick Links

Metrics

93.17 hrs

89.55 hrs

3.62 hrs

54.00 hrs

Tabs

Actions

> Date, From	To	Raw Total	In Date	Time Off	Location	Notes	Schedule	
✓ MON Dec 28		8.57					07:00a - 03:30p	+
07:57 am	04:31 pm	8.57	MON Dec 28		San Diego		07:00a - 03:30p	...
✓ TUE Dec 29		7.84					07:00a - 03:30p	+
08:07 am	12:02 pm	3.92	TUE Dec 29		San Diego		07:00a - 03:30p	...
12:38 pm	04:33 pm	3.92	TUE Dec 29		San Diego		07:00a - 03:30p	...
✓ WED Dec 30		8.57					07:00a - 03:30p	+
07:57 am	04:31 pm	8.57	WED Dec 30		San Diego		07:00a - 03:30p	...
✓ THU Dec 31		8.57					07:00a - 03:30p	+
07:57 am	04:31 pm	8.57	THU Dec 31		San Diego		07:00a - 03:30p	...
✓ FRI Jan 1		16.00					2 Shifts	+
From am	To am	8.00	FRI Jan 1	Holiday	Staff		N/A Shift	...
From am	To am	8.00	FRI Jan 1	Vacation	San Diego		N/A Shift	...
From am	To am	0.00	FRI Jan 1		Staff		07:00a - 03:30p	...
> SAT Jan 2		0.00					N/A	+

# New Timesheet: Highlights

← Timesheet Edit

Peter Rockafeller | December 28, 2020 - January 10, 2021 | Open ☒ New Look

Time Entry Extra Pay Calc Detail Summary By Day

SAVE SUBMIT APPROVE ...

All Notes

Expand/Collapse

Configurable Column Order

Schedule

> Date, From	To	Raw Total	In Date	Time Off	Location	Notes	Schedule	
✓ MON Dec 28	Time Entry	8.57					07:00a - 03:30p	+
07:57 am	04:31 pm	8.57	MON Dec 28		San Diego	1	07:00a - 03:30p	...
✓ TUE Dec 29		7.84					07:00a - 03:30p	+
08:07 am	12:02 pm	3.92			San Diego		07:00a - 03:30p	...
12:38 pm	04:33 pm	3.92	TUE Dec 29				07:00a - 03:30p	...
✓ WED Dec 30		8.57					07:00a - 03:30p	+
07:57 am	04:31 pm	8.57	WED Dec 30		San Diego		07:00a - 03:30p	...
✓ THU Dec 31		8.57					07:00a - 03:30p	+
07:57 am	04:31 pm	8.57	THU Dec 31		San Diego		07:00a - 03:30p	...
✓ FRI Jan 1		16.00					2 Shifts	+
From am	To am	8.00	FRI Jan 1	Holiday	Staff		N/A Shift	...
From am	To am	8.00	FRI Jan 1	Vacation	San Diego		07:00a - 03:30p	...
From am	To am	0.00	FRI Jan 1		Staff		07:00a - 03:30p	...
> SAT Jan 2		0.00					N/A	+

Time Off

Cost Center(s)

Notes

Time Entry Actions

- Delete
- Manage Exceptions

# New Timesheet: Highlights

← Timesheet Edit

Peter Rockefeller

December 28, 2020

Time Entry

Extra Pay

Calc Detail

Summary By D

SAVE

SUBMIT

APPROVE

...

MON Dec 28

LATE IN

07:57 am

04:31

TUE Dec 29

08:07 am

12:38 pm

04:33

WED Dec 30

07:57 am

04:31

THU Dec 31

07:57 am

04:31

FRI Jan 1

From am

To

From am

To

From am

To

0.00

FRI Jan 1

Staff

07:00a - 03:30p

Mon Dec 28, 07:57 Am - 04:31 Pm

Manage Exceptions

Calculated Exceptions

Exception Type

Exception

Actions

No Data to Display

Manual Exceptions

Exception Type

Exception

Actions

Late In

LATE IN

OK

CLOSE

# New Timesheet: Highlights Bulk Hour

← Timesheet Edit



SAVE

APPROVE

REJECT



TB Tony B. Bulkido



December 14, 2020 - December 27, 2020

Submitted



New Look

Time Entry

Extra Pay

Calc Detail

Summary By Day

Configurable Column Order

85.00 hrs  
Total

8.00 hrs  
Total Time Off

75.82 hrs  
Vacation Balance

Row  
Totals

Location	Time Off	! MON Dec 14	TUE Dec 15	WED Dec 16	THU Dec 17	FRI Dec 18	SAT Dec 19	SUN Dec 20	Raw Total	
		...	...	...	...	...	...	...		
	Entry Notes	Manage Exceptions								
		m EARLY OUT								
Los Angeles	Holiday								8.00	
Los Angeles		7.50	7.50	7.00	7.75	8.25	7.25		76.00	
Portland									1.00	
Seattle									0.00	
San Diego									0.00	
San Diego									0.00	
Totals		7.50	7.50	7.00	7.75	8.25	7.25	0.00	85.00	

+ Add Rows

1

Day Totals

Total Time

Delete Row

Bulk Hour Entry

# Thank You!

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Further Questions?  
Contact [mypayroll@paynorthwest.com](mailto:mypayroll@paynorthwest.com)

