

# CERIDIAN WORKFORCE MANAGEMENT SOFTWARE (WMS)

## Overview of our Workforce Management Software (WMS)

### *Insights for payroll and WMS*

Our Workforce Management (WFM) Software is compatible with the web-based timesheets, mobile applications and point of sale (POS) devices enabling the employers determine the exact number of hours that the employees have worked. Ceridian provides your company a centralized system that automatically processes all the data and saves you a great amount of time through eliminating the manual processes.

Ceridian helps you make smart decisions through real-time, data-driven insights that puts the right people in the right place at the right time. Our solution enables you manage your workforce through improved operational efficiency, controlling the labor costs and reducing the worries regarding compliance with the labor rules, operational needs and labor spend. Our solution enables your company to carry all the activities related to onboarding, scheduling and performance measurement with high efficiency, automatically updating data and ensuring optimal time and efforts.

Ceridian provides an intelligent payroll solution that automates payroll processing, and comes with integrated funding, and payment services. It drives efficiency across the payroll tasks, mitigates the risks, improves employee wellness and engagement and destresses the administrators. It provides accurate validated time sheets and automatically processed payroll data to the payroll administrators well in advance of their payroll timings which would significantly help in reducing the turnover among payroll administrators at your organization.

### ***How does our solution allow employees to manage their work activities?***

- Our solution empowers the employees to create their own goals and align them to the organizational and team goals.
- With the help of our system, the employees can easily manage their self-service tasks like setting their availability, requesting time away from work, and checking their schedules to help them maintain productivity. Employees can manage their schedules in a better and efficient way using our system and they can easily accept, trade and swap shifts on their mobile device or tablet.
- Our system empowers the employees to view and compare their scheduled vs. actual worked time, receive notifications of errors and exceptions, provide electronic sign-off, and communicate directly with their manager.
- In this way, our solution enables the employees to manage their work activities in a more systematic, efficient, accurate and effective manner.

### ***How our solution helps you monitor absenteeism?***

#### ***Enables employees to manage their schedules with greater ease and flexibility***

Our mobile application allows the employees to better manage their schedules and enables them to trade, swap and accept work shifts on their mobiles. This would ultimately help in reducing absenteeism.

#### ***Provides Effective attendance management system***

Our solution provides an attendance management system that comprises of leveraging interactive scorecards that help in detecting potential absence patterns and tracking absenteeism in a better way. Our system would provide real time alerts when any attendance violations occur to monitor employee absenteeism accurately and also reduce the cost impact of no-shows.

### *How does our system allow employees to create a time off request? Does it support compliance with organizational policies?*

- Our system enables the employees to create a time off request on the Multi-Week Calendar where the employees can fill in the form available for creating a time off request.
- Using real-time connections throughout the platform, approved time offs would be reflected automatically on the schedules and time cards of the employees.
- Our system ensures compliance with the organizational policies through validating absences, enforcing organizational rules like minimum balances and black-out periods.
- Our system would ensure more informed decision making among your employees while they are making a time off request by keeping them aware about their available balances and accruals.

### *How does our system assist with making schedules?*

#### **Efficient scheduling and effective deployment of work force**

Our system helps in better forecasting and creating efficient schedules through optimizing deployment of workforce and validating time data.

Deploy workforce through building schedules using advanced algorithms and prescriptive tools for minimizing under and over scheduling and achieve maximum labor efficiency.

#### **Facilitating labor compliance and adhering to budgetary and policy constraints**

Facilitate labor compliance by validating schedules through adhering to the applicable labor rules such as minimum rest periods, minor work rules, overtime, and company scheduling practices

Provide advanced scheduling enabling the right employee coverage mix which would balance the longest tenured employees, labor costs, and the right set of skills while adhering to budgetary and policy constraints.

#### **Ease-to-use and flexible visual tool for scheduling**

Our system provides an easy-to-use, flexible and highly visual tool for building and managing schedules using a number of methods and patterns as per the requirements.

#### **Enable high data accuracy in making and managing schedules**

Our system enables you to validate schedules according to the employee punches through better data accuracy and helps in controlling labor spend in real-time. Employees can see their approved time-off reflect directly on their schedules.

In a nutshell, our system removes the guess work from the scheduling process and enables advanced scheduling through better operational efficiency, optimized labor spend and labor compliance through minimizing organizational risks.

### ***Our payroll module in a nutshell***

- Ceridian provides a payroll system that would enable you to pay your people accurately, on-time, and when they need it. It is an intelligent payroll solution that automates payroll processing, and comes with integrated funding, and payment services. Ceridian empowers your payroll team to access and audit data continuously throughout the pay cycle instead of waiting until the pay period closes.
- Our system keeps an up-to-date and accurate track of your data in real-time and automatically updates your payroll accordingly.
- Our experts monitor changing trends and policies to help you address complex payroll and tax rules. These are supported via configurable rules in Ceridian, helping you manage compliance and automate your tax calculations and tax administration in real-time.
- We provide your employees with an on-demand payroll feature through the Ceridian Wallet that makes any day payday. They can access their year-end forms and earnings statements anywhere, anytime with their mobile.
- It drives efficiency across the payroll tasks, mitigates the risks, improves employee wellness and engagement and destresses the administrators. It provides accurate validated time sheets and automatically processed payroll data to the payroll administrators well in advance of their payroll timings which would significantly help in reducing the turnover among payroll administrators at your organization.
- Powerful reporting, auditing, and analytics functions provide visibility and insights into pertinent payroll data. Make the most of the multiple electronic payment options, such as direct deposit, payroll cards, and payroll checks

### ***Why should you select our system?***

Our system is a one stop solution to all of your payroll and Workforce Management requirements. It provides you with an excellent workforce management and payroll system that would improve your operational efficiency, control labor costs and reduce all your compliance worries. It ensures a pro-active, efficient, flexible, accurate and automated planning, scheduling, time and attendance management, task management, performance management, payroll, onboarding and recruiting.

Our system would provide your employees and your business with an always-on people platform and make smart decisions using real-time and data-driven insights. Our system would help you in working smarter and getting more work done within the available resources in a systematic manner.