



Workforce Management

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A completely browser based software solution, Workforce Management™ (WFM) is a time and attendance system that allows you to collect and organize your employee timesheet data simply and accurately. Part of Pinnacle's Business Platform™ Suite. WFM is a very powerful tool for managing the most expensive and important resource of any organization—people.

Why Automate Time and Attendance?

A sophisticated workforce management system is critical to saving on labor expenses and increasing employee productivity. In today's market, employee satisfaction and productivity can be a decisive difference between a company's success or failure. WFM delivers a seamless and automated system that streamlines human resources, payroll, and labor cost collection functions, enabling you to:

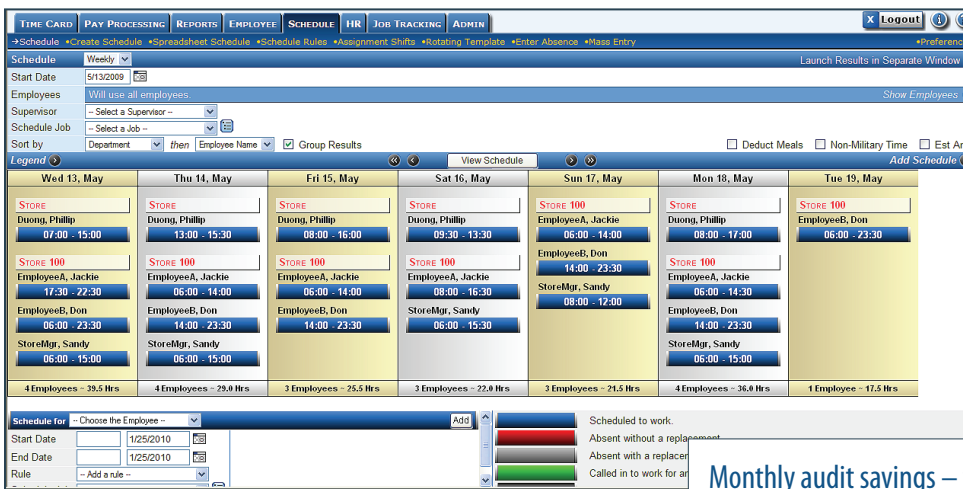
- Manage employees' time and attendance with detailed accuracy
- Integrate with various enterprise payroll programs and services
- Assemble accurate and flexible reports
- Detail employee productivity
- Calculate labor data to control expenses
- Provide accurate cost proposals

Benefits

- Electronic time clock increases punch accuracy and eliminates physical time sheets
- Employees can clock in/out from any PC-based system, even directly from the point-of-sale system
- Improve employee productivity by replacing all manual time sheet calculations, overtime, shift differentials, and rate calculations with 100% payroll automation
- Restrict unnecessary overtime and other exceptions by accessing this information quickly
- Assign resources more effectively and reduce the time needed to schedule employees
- Eliminate the need to calculate time cards
- Eliminate manual payroll errors
- Significantly cut down on payroll processing time
- Eliminate the need to calculate vacation, sick, or compensation time accruals
- Identify and eliminate time abuses (break, meal, buddy punching, etc)

Return on Investment

Significant savings can be achieved through automating time and attendance; you are given the ability to eliminate or at least control much of the overtime hours your organization pays out, and you have the capability to streamline timecard processes. Automating timecards and eliminating their manual auditing and calculation, as well as reducing human error and lost time, provides a significant and fast return on investment, and in most cases will provide a complete ROI of less than 1 year.



Monthly audit savings – the time it takes to add up timecards	\$360
Monthly lost time savings – employee time theft	\$2,000
Monthly human error factor – mistakes	\$400
Total monthly savings per 100 employees	\$2,760
Total yearly savings per 100 employees	\$33,120



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Employee Productivity Optimization and Reporting Tools

A benefit of automating time and data collection is the ability to gather virtually unlimited management reports to aid in employee productivity increases. All the time data in the system can be accessed and reported on in any format desired by the user. The following are typical examples of reports that can be generated:

- Employee time collection and calculation
- Attendance tracking
- Gross wage calculation
- Time distribution of employees by department, job, phase, and operation
- Job costing by department, job, phase, and operation
- Employee messaging at the time clock
- Tardiness with occurrence tracking
- Approaching overtime
- Trend spotting

There are over 100 standard reports available, plus the capability of customizing unlimited other reports.

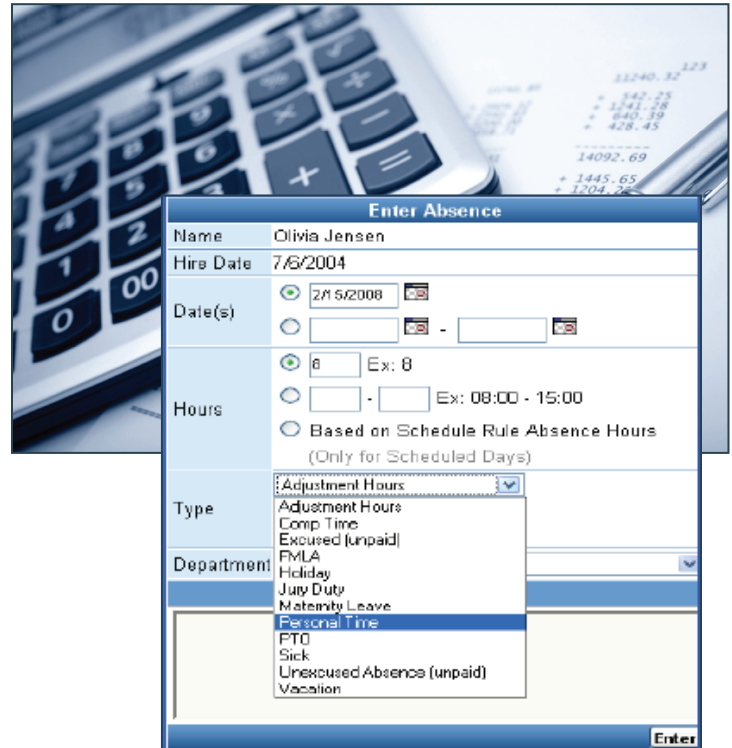
Time Clock Data Collection

There are several different methods of collecting time clock information in WFM. Employees can clock in/out using a web browser from any PC, whether that be the POS, the Manager Workstation or another system; they can clock in/out using a hardware time clock device; or they can clock in/out on a PC using a biometric finger vein reader to ensure the person is who they say they are. All of these methods provide a quick and easy way for the employee to clock in/out and because WFM uses a centralized database, employees can clock in/out at the store they will be working, whether that is their primary location or they are filling in at a different location.

Processing Payroll

Payroll is easy and accurate with WFM. WFM is browser based, making it quick and easy for supervisors or payroll staff to review, edit, and approve employee time online - from anywhere, at any time. WFM exports payroll data to a payroll program or your payroll service.

With WFM, payroll seamlessly exports into any of the most common payroll softwares (including QuickBooks™ Pro, Peachtree Complete™, Mas90™ with Import Master, Paylink™ for Windows, etc.) or your third-party payroll processing bureau (such as ADP or Paychex).



WFM also provides complete bi-directional integration with Microsoft's® Dynamics GP™ Payroll solution; so if you use Dynamics GP Payroll, all WFM setup information comes directly from the payroll system, only requiring you to setup the information once!

Features:

- Highly intuitive set-up wizard that will get you up and running quickly
- Simplified tracking of all accruals, such as sick and vacation time
- Flexible and powerful reporting capabilities
- Consistent business rules-based processing
- Audit trails
- Holiday management
- Handles flex time and split shifts
- Interfaces to third party payroll systems, including Dynamics GP Payroll, ADP, PayChex, QuickBooks Pro, and more
- Unlimited employees, pay policies, and shifts
- Error checking system to evaluate time punches against shift and pay policies
- Automatic time entries for approved absences
- Multiple overtime categories
- Premium time and shift differentials
- Meal and break time reporting
- Unlimited user-defined schedules
- Administrator security defines and restricts access