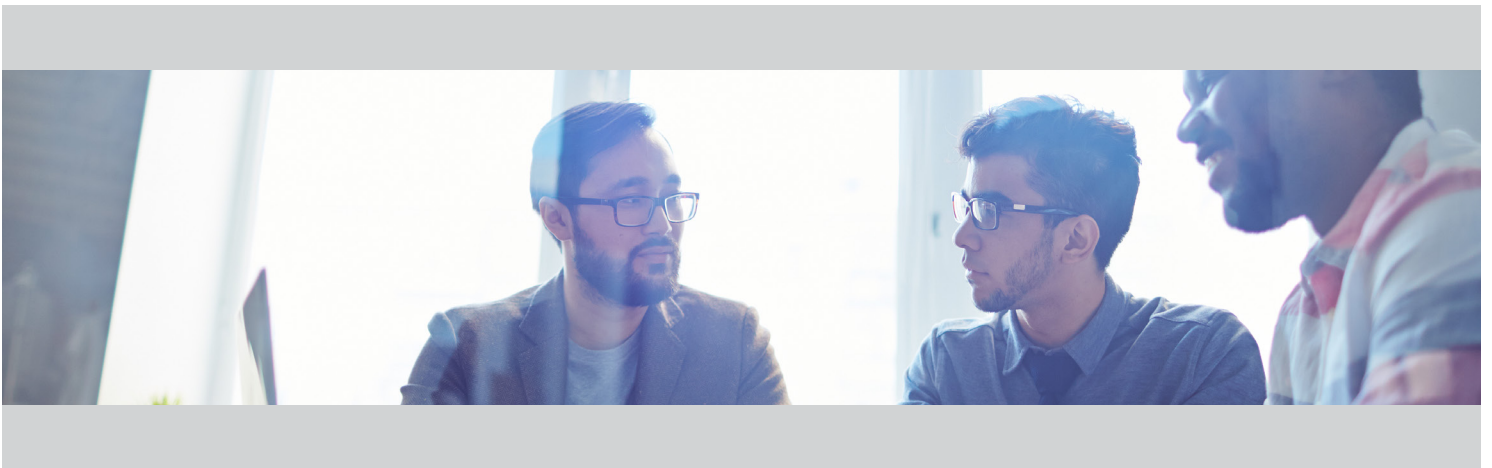# TimeSimplicity™

Benefits Overview

The TimeSimplicity Vision

We provide simple, affordable, workforce management solutions that include automated time and attendance, scheduling, and leave management. Our cloud-based solutions allow employers to quickly and easily manage their most important (and expensive) asset, their employees. Our workforce management solutions assist with overtime, compliance risk, and job costing.

Our solutions make a difference in how you do business! Time and attendance with TimeWorksPlus (including accruals & time-off requests) and scheduling with TimeSimplicity will increase employee productivity and add revenue to grow your business. Our Workforce Management product will help you manage your day-to-day business with ease.

Our main goal is to provide you integrated solutions that help you manage your employees. Automated time & attendance and scheduling data simplify the processes to easily manage with:

- Mobile and Employee Self-Service portal
- Real-time notifications for absence
- Robust attendance and labor management reporting
- Compliance with state and federal regulatory mandates such as: ACA, DOL, FMLA, etc.
- And so much more!

TimeSimplicity is more than just scheduling employee hours

Scheduling your employees doesn't have to be a weekly guessing game. TimeSimplicity's intuitive interface helps organize and bring into focus your unique scheduling challenges. The TimeSimplicity feature set streamlines the entire scheduling process to save you time, save your business money, and ultimately improve your employees' job satisfaction.

- Eliminate over staffing & reduce overtime with system alerts
- Quickly indentify gaps in coverage before it's too late
- Send email and SMS text alert notifications to employees
- Use system automation to identify "best fit" employees to cover open shifts
- And so much more!

TimeSimplicity's ease-of-use means you and your employees will love it!

You can:

- Easily create schedules with drag & drop simplicity
- View schedules by group, week, and color code as needed for easy identification
- Fill last-minute shift vacancies within seconds

TimeSimplicity is a cloud-based service, which means easy access at any time, 24/7! There is no software to install or servers to maintain. Again, making workforce management easy for you and your employees alike!

TimeSimplicity Key Features

Tackling weekly schedules is no simple task. But it can be when you remove the manual tasks with TimeSimplicity and its rich feature set. It's easy to import employee data, and equally as quick to set and change schedules — TimeSimplicity's ease of use and the savings it offers will ensure your investment pays for itself.

Virtual "Trade Board"

TimeSimplicity's Trade Board feature creates a message board that enables employees to initiate shift trades with their manager by placing these requests online. And since Trade Board utilizes TimeSimplicity's Email & Text Collaboration feature, once approved, employees are notified immediately and can respond to any shift change requests. Employees no longer have to wait for their managers to circulate requests on their behalf. Managers can quickly view, monitor and approve shift request changes online.

Team collaboration is easy with email and text alerts

TimeSimplicity's Email & Text Collaboration feature strengthens your workforce communication channels to close gaps in coverage quickly! Have a last-minute call out? In the past, managers had to scramble to call and locate employees to fill the shift. But TimeSimplicity allows you to send out email and text alerts, notify all qualified candidates. Employees can respond quickly to let you know if they're able to work.

Integration with time and attendance

TimeSimplicity offers integration with TimeWorksPlus and other major time and attendance systems. If your scheduling system doesn't integrate with your time and attendance system, then your time and attendance system is basically a time system without the attendance!

TimeSimplicity's integration will:

- Simplify the new hire process. (You won't have to enter employees in multiple systems!)
- Seamlessly bring in organization codes and their employee assignments
- Utilize existing systems' "Time Off" management. Once in TimeSimplicity, you'll have full visibility and the system will prevent you from scheduling employees on their days off
- Push schedules back into time and attendance system to allow for full functionality (absence, tardiness, early out, and points systems)

Do you need robust scheduling capabilities?

- Do you have multiple locations and do some employees work at more than one location?
- Are your hours of operation greater than 12 hours a day?
- What percentage of all employees are part-time? (If the answer is greater than 20% you are a candidate)
- Do you employ people with limited availability? (e.g., students, employees with other jobs, etc.)
- Do you have multiple shift trades between employees on a weekly basis?

... You need advanced scheduling!

Benefits of an Integrated Time & Attendance Solution

TimeWorksPlus + TimeSimplicity = Workforce Management

- Reduce labor costs, clerical errors & coverage oversights while staying compliant
- TimeWorksPlus tracks leave requests where TimeSimplicity warns the scheduler of times employees are unable to work to avoid scheduling conflicts
- Quickly cover shifts using the Best Fit wizard. The wizard will list employees that are qualified to work the shift and warn of those approaching overtime
- See at-a-glance if you have too many or too few employees on a given day, shift, position or hour
- Segregate scheduling into workgroups for quick validation of coverage
- Employee Self-Service portal for both systems
- Fill last-minute shifts in seconds & instantly send updates to your entire staff!
- Automate how you track hours, overtime, holidays, time-off requests, PTO accrual balances, shift differentials, and more

View schedules by:
- Any grouping of weeks, current to six-weeks out
- Daily scheduling using Gantt chart styles—review coverage by position in hourly, half-hour, 20-minute or 15-minute increments
- Color-coordinate shifts for quick identification of times or position

Contact your service provider today to schedule a system demo and see it in action!

TimeSimplicity in Action

Schedule Week View

14-Day View

Coverage View

Employee View

Employee Preferences

TimeSimplicity™