

Ceridian

Time & Attendance Solution

Powered by Intellinet



Do you struggle to have the right staff in the right place at the right time?

Is your business under pressure to control labour costs more effectively?

Can you quickly and effectively reconcile staff hours worked with hours paid?

As part of our suite of world-class human resource solutions, Ceridian is able to offer you a time and attendance package that integrates with our HR and payroll solutions allowing you to automate many of the business processes associated with paying and managing your workforce. This reduces capital expense and helps to streamline organisations of all sizes.

Ceridian's Time & Attendance Solution decreases processing costs and reduces unauthorised overtime and leave. It allows you to incorporate many fragmented processes into one. Management access to critical data is accelerated. Staff time and error rates associated with time collection are reduced – even eliminated. This makes your operation more efficient and allows your team to focus on what's really important – your employees.

Key benefits for your business

INTEGRATE WITH YOUR HR AND PAYROLL

Depending on your operational requirements, you have the choice of running the system with any one of our Ceridian Payroll and HR Solutions or our Managed Services – giving you a complete solution for your business.

IMPROVE CUSTOMER SERVICE

Through accurate forecasting and effective scheduling, you ensure you have suitably qualified staff in place to maximise customer satisfaction.

REDUCE YOUR LABOUR COSTS

Decrease over- and under-staffing and enhance the flexibility of your workforce. By optimising the use of part-time and casual staff you can reduce overtime costs. This solution also ensures staff are paid accurately for the hours they work.

REDUCE TIME SPENT ON PLANNING AND ADMINISTRATION

Make local and central teams more efficient by reducing the time they spend on scheduling, administration and control. This gives them more time to focus on strategic work and employee care.

REDUCE PAYROLL ERRORS

We streamline the flow of information and increase data accuracy. This leads to fewer errors in your payroll and happier employees.

INCREASE MANAGEMENT CONTROL

When you've got a large workforce spread over many locations, our system removes local paper-based systems and enables you to identify trends and maximise efficiency.

free to maximise resources



Rostering

Automatically create rosters for each part of your operation for each week, empowering managers to adjust the times for the week and measure rostered hours and costs against budgets. If required, your central team can use the system to create hourly staff deployment plans which act as guidelines for local managers.

Scheduling

Allows you to co-ordinate scheduling between local operations and central teams to ensure staffing responds to demand at individual sites. This facility also produces variation reports and rotas, so that managers can identify any problem areas or KPI variations. Calculate a staffing plan that maximises your efficiency.

Timesheets

Pre-populate timesheets for each week from the standard hours, rosters and schedules that you create. You control business rules that are applied before the timesheet can be authorised for the week to prevent local mismanagement.

Holiday and absence management

Calculate holiday entitlement and track uptake of holiday to prevent staff shortages and monitor absences. Holidays and absences appear in the appropriate rosters, saving the use of informal local systems and keeping your central HR and payroll systems up to date.

Time recording

Integration with swipe card systems, time clocks and telephone log-in provides local and central managers with an instant view as to which people are late, working overtime or failing to attend. This information is shared with your chosen payroll solution according to set business rules, ensuring that absences are accurately reflected in employees' pay.

Contact us today to find out more. Call us on 020 7335 3681 or email info@ceridian.com.

Managed human resource solutions that maximise the value of people



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