![sumtotal - A Skillsoft Company]

SumTotal® Workforce Management

Integrated Time & Attendance, Scheduling and Absence Management

SumTotal Workforce Management protects your bottom line by ensuring your organization deploys the right number of people at the right time and place—and at the right cost.

Time & Attendance.

Record your employees' time & attendance with multiple easy-to-use timesheet options. Leverage our exclusive comprehensive rules engine which sets SumTotal apart with its capability to deliver a personalized experience paired with the configuration and extensibility to meet your organization's requirements—without costly customization.
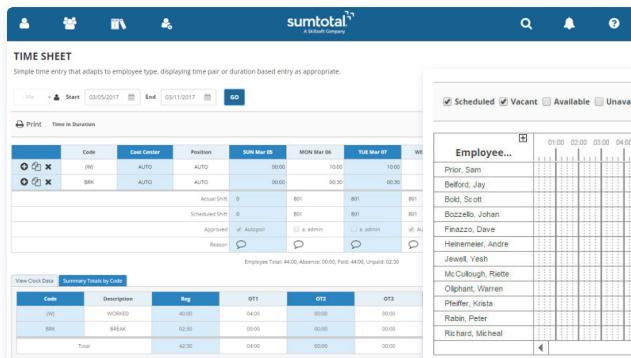
Scheduling

Schedule by employee, job or role and align skills to the tasks at hand to ensure the best person is assigned. From within an integrated view, make drag-and-drop changes, track availability and counts, and confirm that certifications and trainings are current.
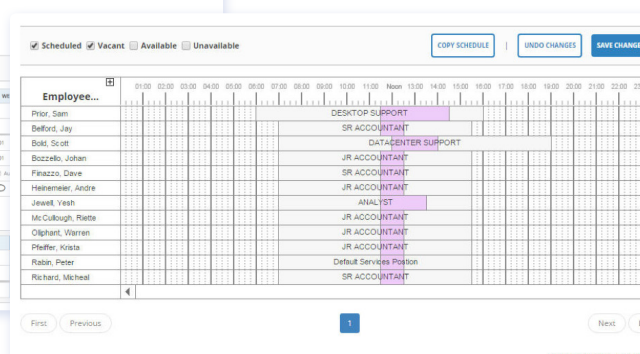
Absence Management

Track and record any and all time away from work. Organization-wide, salary or hourly, one solution handles it all from sick and vacation days to extended time away. End users can even submit intermittent and recurring absences in one simple request.

> "Time & Attendance has enabled us to better manage our workforce, reduce costs and empower employees to be more productive. We can forecast staffing issues, track by shift, uncover trends, and take a proactive approach in managing our workforce."
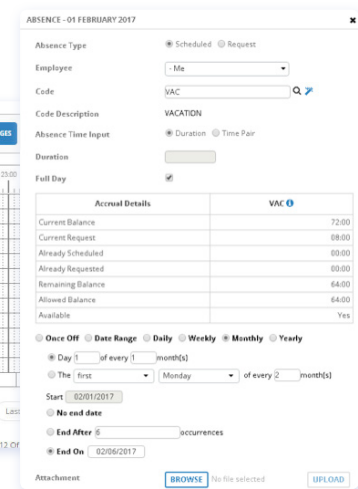>
> **Tom Spencer, Systems Project Administrator, City of High Point**

Time & Attendance: Timesheet

Scheduling: Daily View

Absence Management: Self-Service Wizard

Unify workforce data and actions

Make access to critical time and payroll data simple, reliable, flexible and actionable. Integrated with the Talent Expansion Suite, featuring SumTotal Learn and Talent, you can make decisions based on real time and amalgamated workforce, learning, and talent data.

Experience compliance peace of mind

We make it easy to manage risk and compliance with automated pay, work, absence and leave, and even union rules. Scheduling with learning integration ensures that certifications are up-to-date, employees are properly trained prior to work and schedules are optimized.

Maximize productivity and output with self service

Going beyond what is expected from Time & Attendance, Scheduling, and Absence Management, SumTotal Workforce Management provides your modern workforce with the self service capabilities that they've come to expect as consumers, which eliminates tedious administrative work such as shift negotiations.

Manage data collection and record all time activity

Our data collection devices support even the most complex requirements without deployment or platform restrictions. The camera-enabled and biometric Impulse 3G® Terminal delivers unprecedented functionality and a rich user experience.

Empower a mobile workforce

Your workforce demands anytime, anywhere access to work and pay information. SumTotal Mobile Workforce allows employees to record their time, verify accruals and request an absence, view their schedule and more providing the flexibility to comply with contemporary policies such Bring Your Own Device (BYOD) and on-the-go time and location tracking.

Features

Real-time access to schedules

On-demand audit trial

Occurrence Tracking

Flexible clock in/out options (webclock, mobile, time clocks)

Training and certification validation

Automate pay, work, union, absence and accrual rules

Flexible integration with existing business systems

Employee self-service (shift bidding & trading, vacation absence trading, availability & shift calendar)

Standard and ad hoc workforce reporting

Benefits

Facilitates employee engagement and performance

Manages policy deviations

Connects skills to jobs

Ensures accurate compensation

Corrects absenteeism trends and overtime abuse

Eliminates time theft such as buddy punching

Mitigates compliance risk

Reduces administrative overhead and errors