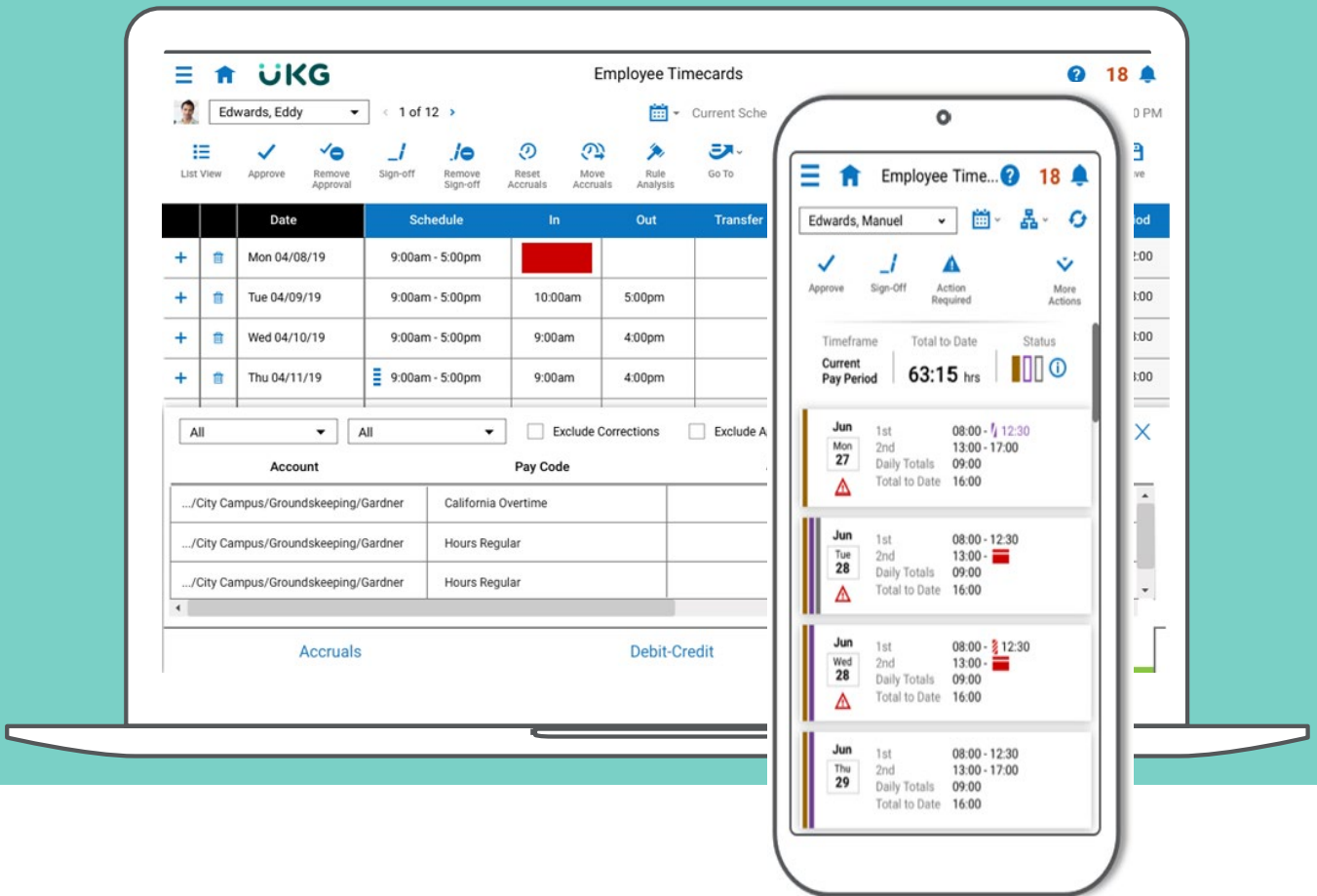


Timekeeping Hourly

Simplify and automate **time and attendance tracking**.

Labor is your most valuable resource and your most controllable expense. But manual employee time and attendance tracking can make it difficult to manage labor expenses or gain visibility into costly trends and activities. UKG Pro™ Timekeeping Hourly is built specifically to reduce payroll errors and costly overtime for hourly employees.



Control Labor Costs

Increase labor-costing accuracy, strengthen auditability, and reduce off-cycle paychecks with the ability to easily view timecards and see exceptions such as missing, early-in, and late-out punches.



Engage Your Employees

Built to be responsive and device agnostic, and optimised to deliver features across mobile and tablet devices for use anywhere.



Be Compliant

Accurately record the data that you need to continue to meet changing work rules and regulations.

Key Features

For managers

Pay policy items (pay codes, work rules, wage profiles)

Time & attendance reports

Group edits

Timecard actions (approval, signoff, edit, transfers, etc.)

Time & attendance Audits

Overtime alerts (rejected, projected, approaching)

Alerts for projected shift differentials

Setup options

Move Amounts enables managers to easily override pay code totals to move from one totals bucket to another for accurate reporting

For employees

Ability to make time-off and other scheduling requests directly from the calendar

Separate hourly and salaried timecards

Personalised time-entry records for recording time against projects

Full mobile timecard functionality

Attestation allows organisations to implement a meal break lockout

Manage All Your People Data in One Place

- View accruals, weekly totals, exceptions, and transfers all in one place
- Offer your people easy visibility into shift, holiday, and time-off information all in a single location
- Use configurable notifications to alert employees or managers about missing time that is auto-resolved, employee-justified, or manager-justified in order to deal with issues quickly
- Use flexible tracking and editing capabilities to quickly modify punch and timecard data
- Eliminate exceptions and reduce the time users spend managing timecards
- Improve the efficiency of major workflows and allow people to accomplish frequent tasks in one click, directly from the home page

Access Key Metrics in Real Time

- Benefit from having all time and attendance data be visualised, sorted, filtered, and exported according to personal preference
- Allow employees and managers to view critical information at a glance through a flexible, intuitive interface
- Provide hourly workers in the field with mobile access to the same features as in their desktop project timecard
- Capture labor data and identify trends through user-friendly timesheets
- Improve decision making with data visibility and reports that simplify access to the information needed to solve business issues



For more information, visit ukg.co.uk
or contact us at talktosales@ukg.com

© 2023 UKG Inc. All rights reserved. For a full list of UKG trademarks, please visit ukg.co.uk/trademarks.
All other trademarks, if any, are property of their respective owners. All specifications are subject to change.