



# Workforce Management (WFM)

Manage working hours in a legally compliant and clear manner

## Time tracking has been mandatory in Germany since mid-September 2022

In our neighboring country Austria, it has been mandatory to record working hours since 2015. As of mid-September 2022, time tracking is now also mandatory in Germany. With the European Court of Justice's ruling on working time recording, employers throughout the EU are now required to systematically and comprehensively record their employees' working hours. This groundbreaking decision should prompt companies to consider using a Workforce Management solution.

### What is Workforce Management?

Workforce Management refers to the entire process aimed at improving the capacity and deployment planning of personnel, and increasing productivity - for example, through performance management and HR analytics.

**Kelio Workforce Management (WFM) Software** ensures reliable tracking of attendance, absences, and activities of your employees. With this solution, you ensure compliance with legal requirements, monitor the performance of your managers, and promote employee satisfaction.



## Why a Time Tracking Solution?

A solution for recording operational and time data has many advantages:

- Ensures compliance with labor laws by the HR department (compliance with rest periods, limitation of overtime quotas)
- Secure recording of working hours (reliable calculation of variable wage components without error risk or management of different types of contracts and collective agreements with a centralized tool)
- Easy real-time operation of the HR department and digitized management of administrative tasks and HR processes
- Analytical overview of operational data (break-down of working hours by task, project, cost center, or other distribution keys, and creation of performance analyses in tabular form)
- Optimization of working conditions for employees
- Increased trust of employees through transparency and fair distribution of tasks and working hours.

### Use Cases



Management of various working time models (e.g., weekly, shift work, cyclical working times, annual planning of working hours, daily rates)



Consideration of different works agreements, industries, collective agreements, organizational structures, and company categories (sole proprietorship to corporations)



Real-time recording of actual and planned working hours for multiple companies, locations, and collective agreements



Management of all types of employment contracts: permanent, fixed-term, part-time, temporary work, etc.

### Functions



Time tracking or recording of worked hours via a terminal or virtual time tracking system (via PC, smartphone, tablet)



Operational data recording (analytical monitoring of time spent on various orders or projects)



Recording of attendance times (arrival/departure, overtime, substitution hours, business trips, etc.)



Management of absences and vacation, compensatory time off, special leave, etc



Qualitative, quantitative, and time-based personnel planning



Monitoring of home office times, individually or as a team

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