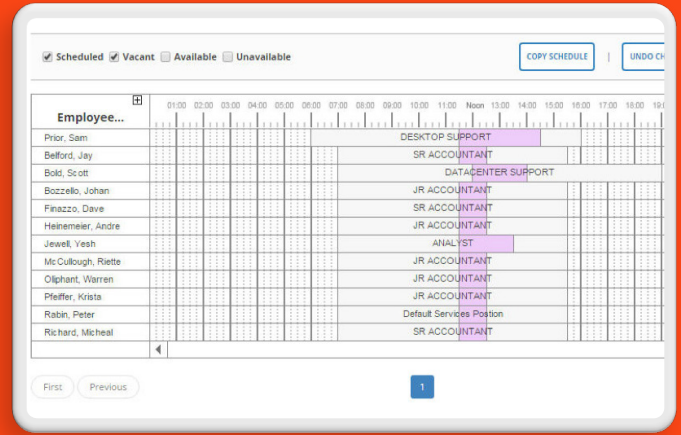




Workforce Management

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 and attendance with multiple easy-to-use timesheet options. Leverage our exclusive comprehensive rules engine that 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 task at hand to ensure the best

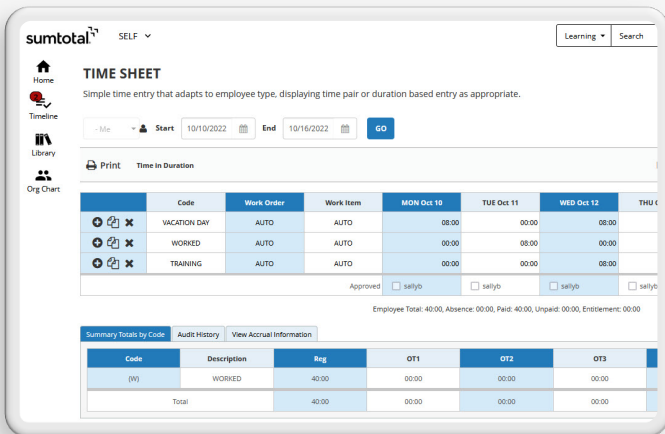
person is assigned. From within an integrated view, make drag-and-drop changes, track availability and counts, and confirm that certifications and trainings are current.

Absence Management

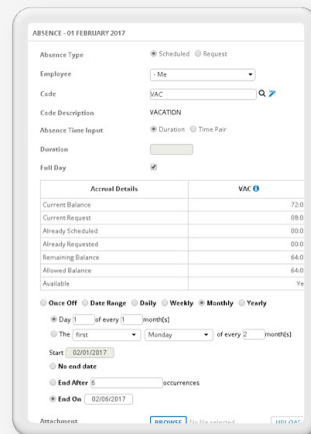
Track and record any and all time away from work. Organization wide, salary, or hourly, one solution handles it all — from sick and vacation days to extended time away. End users can even submit intermittent and recurring absences in one simple request.

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



Time & Attendance: Timesheet



Absence Management: Self-Service Wizard



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

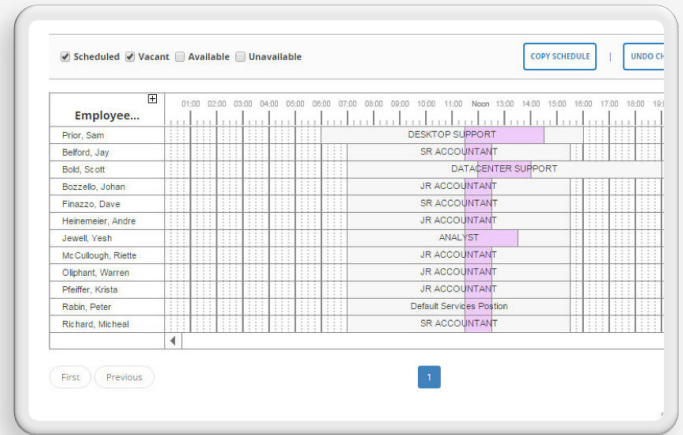
Going beyond what is expected from Time & Attendance, Scheduling, and Absence Management, SumTotal Workforce Management provides your modern workforce with the self-service capabilities that they've come to expect as consumers, which eliminates tedious administrative work such as shift negotiations.

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 as bring your own device (BYOD) and on-the-go time and location tracking.



Scheduling: Daily View

Features:

- ◆ **Real-time** access to schedules
- ◆ **On-demand** audit trail
- ◆ **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 and trading, vacation absence trading, availability and 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