

## TOTALHRWORKS

### Mobile Workforce Management Application

## Is Your Workforce Management Solution Able to Go with You Anytime, Anywhere?

We are operating in an innovative and rapidly shifting world — one that is more connected than ever before and constantly on the move. As a result, organizations are increasingly turning to mobile technology to do business. According to Forbes, 81 percent of employed adults use at least one mobile device for business purposes.<sup>1</sup> As more people use smartphones and tablets on a daily basis, it is imperative that workforce management solutions utilize these technologies to become more mobile and adaptable to various working environments.

### Application Highlights

- Apple®, Android™, and Windows® Platform Availability
- Employee Self-Service
- Manager Self-Service
- Real-Time Data
- Built-In Workflow
- Geospatial Fencing

## USE OUR MOBILE APPLICATION TO EASILY MANAGE YOUR WORKFORCE FROM ANY LOCATION

Developed in response to the growing need for mobile technology, TotalHRWorks is ideally suited for companies with employees and managers who are on the move. The solution has functionality across the workforce management spectrum, including time and labor management, human resources, and payroll, and incorporates features designed for out-of-office use.

### Application Features



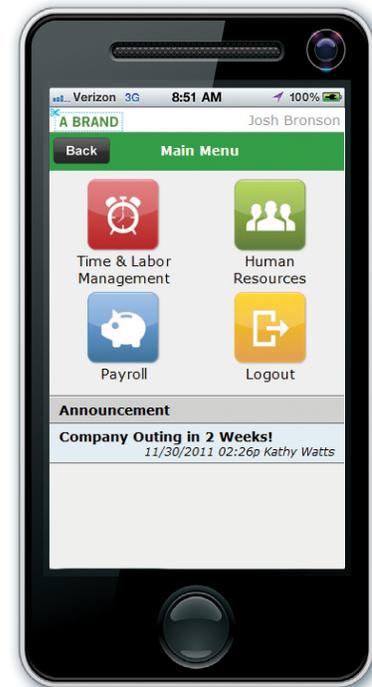
**Provide a powerful tool for the entire team.** Employee self-service (ESS) and manager self-service (MSS) functionality allows employees to handle many work-related tasks right from their mobile devices.



**Don't worry about remote or field employees punching in from the wrong location.** Managers can set geospatial limitations to ensure employees are only punching in at a specified location, down to a tenth of a mile.



**Requesting and approving time off** shouldn't just be an in-office function. Time-off requests are easily handled within the mobile application. Employees can submit and review time-off requests, while managers may approve them from anywhere.



<sup>1</sup>Survey conducted by Enterasys Networks, Inc., cited in "The Latest Infographics: Mobile Business Statistics for 2012," Forbes Magazine, May 2012, <http://www.forbes.com/sites/markfidelman/2012/05/02/the-latest-infographics-mobile-business-statistics-for-2012/>.

## TIME AND LABOR MANAGEMENT



### FOR EMPLOYEES:

- Punch In/Out with GPS Coordinates
- “Check Distance” Geofencing for Punch Location
- Offline Punch
- View Accrual Balances
- Request Time Off
- View Timesheet
- Change Cost Centers/Labor Transfer
- View Schedule

### FOR MANAGERS:

- Set Up Cost Centers
- See Who Is In/Out
- Approve Time-Off Requests



## PAYROLL



### FOR EMPLOYEES:

- Review Pay Statements
- View Total Earned Amount and Deductions from Paychecks

### FOR MANAGERS:

- View Employee Lists
- View Employee Pay Statements

It was estimated that by this year, close to 90 percent of corporations would be using a workplace application with mobile device integration.<sup>2</sup>

<sup>2</sup> Micah Fairchild, “5 Must-Haves for a Mobile Workforce Management Software Solution,” HRlab.com, <http://www.hrlab.com/mobile-workforce-management.php>.

**To learn more about TotalHRWorks and additional features available within the mobile application, please contact our team today.**

## HUMAN RESOURCES



### FOR EMPLOYEES:

- View Employee Profile
- View Checklists to Aid with Onboarding

### FOR MANAGERS:

- View Employee Checklists
- View Employee Information
- View Employee Profile

