

Time and Attendance

Benefits

- Enforce HR and payroll policies
- Ensure 100% compliance with the Family and Medical Leave Act, Fair Labor Standards Act and other government labor regulations
- Fully integrated with ANSOS One-Staff for high efficiency and automated data flow with staff scheduling and productivity
- Browser-based application empowers employees to check vacation balances, request time off and look up a variety of HR information
- Employees can view data in their native language – Spanish, English, French, Hebrew – even if their manager’s native language is different from theirs

In the fast-paced environment of healthcare, there are many tasks that demand a lot of time and attention. Time and attendance should never be one of them. McKesson’s new workforce management solution, Time and Attendance, helps your staff and managers minimize the time they spend to accurately account for hours worked, leave time, accruals, absences and other information essential to payroll. There’s no better way to ensure that the details of when people work never take precedence over what they are there to do.

The Time and Attendance solution, integrated with the ANSOS One-Staff® system, was designed to perform a host of time and attendance functions. The solution allows your organization to use badge readers or Web-based input to collect and manage time and attendance information. Your employees can use a Web interface to complete timesheets, punch in/out, request time off, check PTO (paid time off) balances and more. Your managers benefit from online access to review and approve time, labor and absences, as well as timesheet routing for payroll review and e-mail notifications.

Time and Attendance

The Time and Attendance solution collects, validates and processes time against your specific HR (human resources) and payroll rules, freeing payroll personnel from costly, error-prone calculations.

Reporting makes it easy to retrieve historical data and quickly perform ad hoc inquiries.

Integration with ANSOS One-Staff

Integration with ANSOS One-Staff means data flows back and forth seamlessly among the time and attendance solution, other McKesson workforce management solutions and existing ANSOS One-Staff systems. The solution is also designed to grow and evolve as your needs change.

Accruals and Absence Manager

When absences are not accurately recorded or leave time is improperly accrued, your organization can accumulate major liabilities not on the balance sheet. ANSOS One-Staff helps you maintain a productive workforce through tracking and control of unexcused absences, tardiness and other attendance disruptions. It also tracks accruals and leave for any type of time off, such as vacation time, sick time, optional or floating holidays, PTO and FMLA (Family Medical Leave Act) time.

Activity-Based Costing

The activity-based costing feature lets employees charge and track time to cost centers, departments, projects, work orders and more, transferring or charging time to new areas as assignments and tasks change through the workday. It calculates the hours and/or amounts associated with each labor account, so you know where costs are incurred.

Features

- Collect time and attendance data via badges and other options
- Calculate and track leave time and accruals
- Track time against departures, units or cost centers
- Provide supervisors with an easy-to-use dashboard to manage timesheets and other tasks

Attendance Point Tracking and Alert Manager

Unscheduled absenteeism is costly and has a direct effect on your expenses and bottom line. The Time and Attendance solution supports complex attendance point plans, through automated monitoring that frees busy managers from messy manual tracking and aids HR and management in determining where, when and how valuable productivity is lost.

FMLA Manager

FMLA Manager is valuable when you have employees who take up to 12 weeks of unpaid leave each year because of life events recognized under the Family and Medical Leave Act. It automates the complicated requirements of FMLA.

Employee Self-Service

With self-service capabilities, your staff can submit timesheets, view their schedules and request time off — all online. Among other capabilities, hourly employees can clock in/out through the easy-to-use Web Clock instead of using a badge reader. They can also access read-only views of timesheets, accrual balances and pay preview.

Multiple Assignments

Employees who work multiple positions under different supervisors, workflow and rules have special time collection needs. With multiple assignment functionality, you can separate timesheets for each position worked and look across timesheets for Fair Labor Standards Act (FLSA) overtime and other calculations.

Data Collection Terminal Server

The server monitors and manages badge readers and biometric devices, accepting employee punch data and providing appropriate prompts and validations for the readers. When used with biometric readers, it provides the backup and distribution of biometric fingerprint templates.

Environmental, Technical and Other Modules

Ask us about a variety of additional technical and environmental modules for seamless integration into your infrastructure.

For More Information

For more information about McKesson's Time and Attendance solution, contact client sales or call 1-800-442-6767 and press "2".

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