



TIMECLOCK PLUS NATIONAL SUMMIT 2019

## 2019 Summit Class Descriptions

SESSION	TOPIC	DESCRIPTION	LEARNING OBJECTIVES
Achieve Compliance ASAP	Benefit Status Monitor	During this session, we will show you how to create employee measurement periods and apply rules to help configure your employee workforce. Also, Professional Service Specialists will go over the TimeClock Plus Benefit Status Monitor to help you gain knowledge to stay abreast of legislative & regulatory standards.	<ul style="list-style-type: none"> <li>• Create employee measurement periods</li> <li>• Apply rules and configure employees</li> <li>• Run and automate measurement period reports to determine an employee's part-time or full-time status</li> </ul>
The Power of Scheduling with Advanced Scheduler	Advanced Scheduler	Learn to manage labor costs better and easily efficiently with labor regulations in real time with features such as Master Schedules and Manager Dashboard. Employees will have the ability to modify their schedules, request time off, and swap and drop shifts all while using the Employee Dashboard to keep track of their most essential tasks in TimeClock Plus.	<ul style="list-style-type: none"> <li>• Learn the basics of employee positions and qualifications</li> <li>• Build and manage schedules with master shifts and schedules</li> <li>• Customize your Manager Dashboard</li> <li>• Learn how to utilize the shift roster</li> </ul>
Goodbye Manual; Hello Automated	Automated Hour Calculations	With automated hour calculations, TimeClock Plus can help you understand the different features within your time and attendance solution to save you time and mitigate the risk of human error. During this course, we will break down the benefits of shift differentials and other hour adjustment tools, how to use them, and the configurations for your organization.	<ul style="list-style-type: none"> <li>• Learn automated hour calculations</li> <li>• Learn advanced hour module configurations with use cases</li> <li>• Apply legislative and regulatory standards in regards to your time and attendance solution</li> </ul>
Are You In or Are You Out? Break Tracking Basics	Breaks	Tracking employee breaks can be a diverse process. Based on the type, organization, or state you are in, there are many different rules and regulations for clocked breaks. During this session, we will discuss the many different options for tracking breaks in TimeClock Plus as well as answer all of your questions on how to handle specific and different break types.	<ul style="list-style-type: none"> <li>• Configure employee break settings</li> <li>• Set up automated breaks</li> <li>• Manage and review break exceptions</li> <li>• Configure advanced break options</li> </ul>
Straight Outta Comp Time	Compensatory Time	We will go over the requirements and translate the rules and regulations to improve your organization in an easy to understand manner. With our training, you will be able to successfully calculate hours worked, manage overtime requirements, and stay up-to-date with FLSA compliance.	<ul style="list-style-type: none"> <li>• Configure Comp Time calculations on the employee and role level</li> <li>• Define Comp Time exceptions on the employee and role level</li> <li>• Create accrual rules based on Comp Time calculations</li> </ul>
Company Setup 101	Company Setup for New Customers	During this session, we will demonstrate different features such as employee self-service, payroll requirements, how to calculate hours, and more. Additionally, advanced features such as User Roles, employee access, and overtime settings will also be covered.	<ul style="list-style-type: none"> <li>• Learn simple configurations, such as job codes and employees, to set-up TimeClock Plus for success</li> <li>• Know how to navigate through the software</li> <li>• Understand Employee Profiles and Roles to benefit your organization</li> <li>• Configure manager and employee access</li> </ul>
Keep Your Contracts Intact	Contracts	With the TimeClock Plus Contract Hours Module, you can easily create and assign work calendars (known in TimeClock Plus as Contracts) to your employees to track the hours worked. During this class, you will learn how to deploy contracts based on specific rules and determine who is meeting those rules.	<ul style="list-style-type: none"> <li>• Create contract templates and assign them to employees</li> <li>• Run Contract Hours based reports</li> <li>• Discover how Contract Hours can impact payroll</li> </ul>
Honor the Cost Code: An Overview of Job Costing	Job Costing	Managers will have a better understanding of how to segregate job duties by incorporating cost codes to improve their workforce management production. During the class, a Specialist from TimeClock Plus will illustrate how managers can track employee tasks down to the work order or even specific duties. This will create a more organized process for their department and may assist with billing.	<ul style="list-style-type: none"> <li>• Understand the basics and multiple levels available with Job Costing</li> <li>• Group and apply different rules to various employees and jobs</li> <li>• Run the numerous Job Costing reports</li> </ul>