Time and Attendance

Key Features

- Manage by exception with automated timesheet approvals.

- Real-time schedule-aware timesheets automatically assess schedule change premiums and highlight timeclock-to-schedule variances.

- Clock in via time clock, web-based kiosk, or integration with existing time collection devices.

- Employees can view, confirm, and consent to schedule changes via mobile or upon clocking in from any Legion Time Clock (LTC) device.

- Employees can attest to their clock punches and flag any missed or incorrect punches for their manager to review. If the timecard is rejected, then the timesheet is not auto-approved.

- Pre-built compliance templates for pay rules and extensibility to build additional pay rules without customization or R&D.

- Automated or manual entry options for tip pooling by location.

- Restrict early/late/unscheduled clock-ins, automatically track out-of-compliance attendance inputs, and enable employee attestation and full audit trails.

- Pay is reported along with an employee's actual worked hours, and Legion can round hours up either by day or week to ensure employees receive their minimum contracted hours.

Escalating labor costs, ongoing worker shortages, and the complicated compliance landscape create time-consuming challenges for managers. Manual processes also introduce errors that can increase compliance risk.

Ideally, companies would automate this repetitive work, but legacy timekeeping solutions often require managers to spend significant time and effort reviewing and approving timecards daily and weekly.

THE LEGION SOLUTION

Spend Time on People, Not Administrative Tasks

Legion Time and Attendance enables intelligent automation of timesheet approvals, corrections, and premium calculations. Using Legion, managers and payroll administrators can review and approve timesheets in minutes using simple grid views that include all hour types, employee clock times, and a complete timesheet history with all actions that affected an employee's timesheet. The summary also highlights unplanned hours to show the differences between scheduled and actual hours.
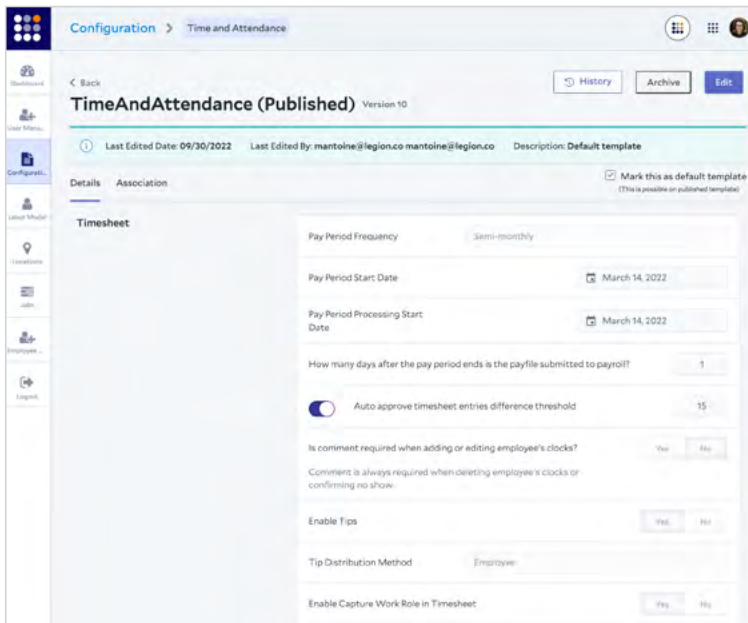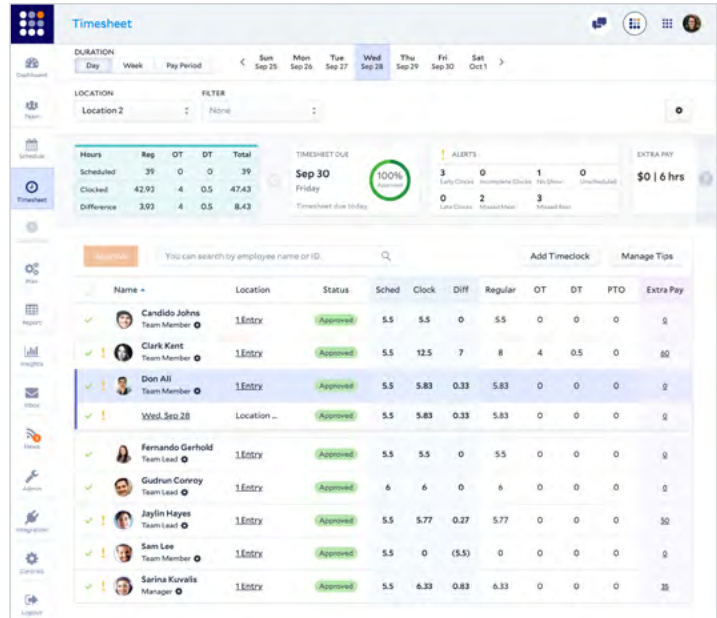
The timesheet history provided is an end-to-end summary of all actions, starting with creating a shift in the schedule, viewing all associated punches and their origin (e.g., time clock, console UI, mobile app, etc.), and finally, timesheet approval. All activities are recorded along with the timestamp and revision history, and they are easily exportable via an out-of-the-box report.

Managing holiday eligibility and calculations is easy and flexible. Eligibility can often be based on something as simple as being a part of a specific group of employees or as complicated as validating that the employee worked their last or next scheduled shift to confirm they are eligible for holiday pay. Holiday calculations can be a flat rate or based on the number of hours worked over a defined time.

Legion Time and Attendance, built on Legion's AI-powered, Workforce Management (WFM) Platform, eases the burden of managing timesheets and saves time and money. It frees your managers to focus on critical tasks such as selling, assisting customers, and supporting their teams.

Easily Manage and Record Tips

For employees who earn tips during their shifts, Time and Attendance simplifies managing tips with automated tip pooling by location or manual entry of daily tips. If tip pooling is enabled, managers can enter the total tip amount for a given location. Time and Attendance automatically computes each employee's tippable hours and distributes the tips proportionally to all employees.

Increase Schedule Efficiency with Real-Time Visibility

Legion Timeclock and Timesheets are deeply integrated with the employee's schedule to ensure alignment at all times. For example, if an employee swaps a shift minutes before the shift start time, Legion Timeclock knows whom to expect for the shift.

This deep alignment helps increase scheduling efficiency with automatic timesheet approvals. If a timesheet is within a certain threshold, such as an employee working a shift as scheduled, it can be automatically approved. By auto-aggregating attendance logs with schedules, you can also see who still needs to clock in for their shift, total scheduled employees versus clocks, timesheets approved by managers, or drill into specific location details to prompt employees with late timecard submissions.

Benefits

- Legion's Intelligent automation saves managers' time with timesheet auto-approvals and schedule-to-clock exception alerts.

- Deep integration with schedules ensures that timesheets and schedules are always aligned.

- Pre-built compliance templates for pay rules and extensibility to build additional pay rules without customization or R&D

- Automated reporting of violations, automatic computation of premium pay, and support for predictable pay can reduce the compliance burden.

- Better management with visibility into attendance policy violations

- Ensure minimum contracted hours by day or week.

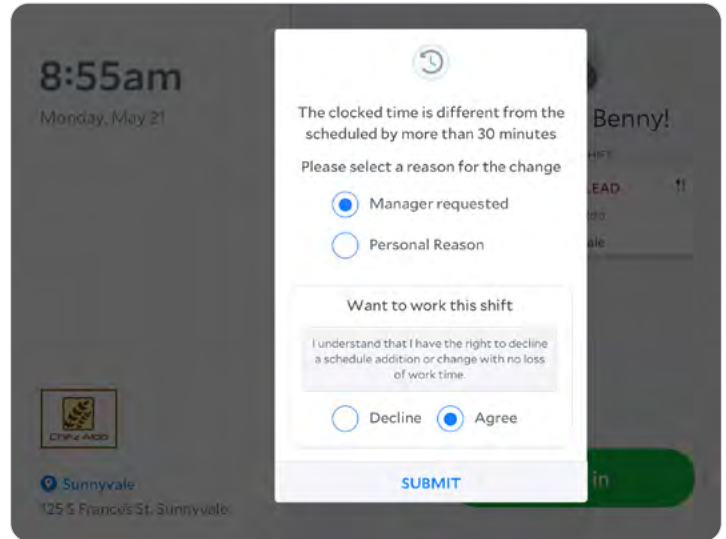sales@legion.co | +1.650.980.4873 | legion.co | ⊗ @legiontech

Give Us Your Compliance Headaches

Time and Attendance delivers end-to-end compliance management. It is tightly integrated with Legion Automated Scheduling to ensure Legion-created schedules meet all compliance requirements.

Legion Time and Attendance includes pre-built compliance templates that are pre-loaded and ready to use. Or, with Legion's extensible platform, you can easily configure additional pay rules specific to your company with no IT assistance required.

Time and Attendance proactively notifies managers when a schedule edit may cause premium pay, and employees can consent to schedule changes and clopening on a time clock or mobile device. In addition, Time and Attendance flags the timesheet and alerts the manager of any assessed compliance premiums based on employee clocks, ensuring that the premiums paid are accurate and necessary.

Time and Attendance supports automated compliance premium assessment for federal, state, and city labor laws, including overtime, predictive scheduling premiums (for Fair Workweek ordinances), split shifts, and more. It automatically assesses premiums based on employee clocks and published schedules. It also lets you configure policies to meet your business needs and avoid cost overruns. Rules include restricting early/late/unscheduled clock-ins and automatically tracking out-of-compliance attendance inputs, including overtime, meal premiums, clopenings, etc. Employees can "attest" that they took breaks or lunches when clocking out to ensure they meet all meal and break requirements.

No Costly Hardware or Time Clocks

Using the Legion mobile app, you can create a central kiosk for employees to clock in and out of their shifts or record time using a web browser on a computer. You can also set up geofencing to ensure proper employee clock-in activity. The app will request location permission, and employees cannot clock in or out outside the configured geofence.

The Legion mobile app is the most highly rated WFM app, with a rating of 4.8 and tens of thousands of reviews. The app is available on Android and iOS for phones and tablets. More than 95% of our customers' employees use it weekly to check schedules, submit time-off requests, communicate, get early access to earned wages, and more.

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What makes Legion Time and Attendance Different?

Controlling costs and navigating the dynamic compliance landscape can be challenging for many companies. While workforce compliance is constantly evolving, how you manage it doesn't have to be so hard. Legion makes achieving full, end-to-end compliance easier with its AI-powered, schedule-aware timekeeping system and extendable platform. All policies are centrally configured during implementation and applied consistently—taking the guesswork out of managing rules and providing prompts for predictive scheduling consent, potential violations, and "clopenings."
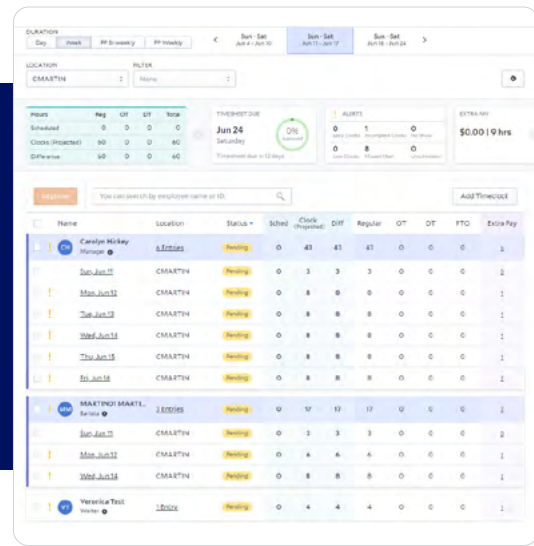
Related products

- Legion Timeclock
- Time-off Management
- Automated Scheduling
- Frontline Communications
- Real-Time Attendance

Integration Requirements

- Integration with payroll systems to send pay file
- Legion Time and Attendance can seamlessly integrate with your existing time capture devices.
- Option to receive clocks via OTC API

Request a demo to see Legion Time and Attendance in action. Learn more about how we can help you minimize compliance risk and automate time-consuming activities so your managers can spend time on people, not administrative tasks.

About Legion

Legion Technologies delivers the industry's most innovative workforce management platform. It enables businesses to maximize labor efficiency and employee engagement simultaneously. The award-winning, AI-native Legion WFM platform is intelligent, automated, and employee-centric. It's proven to deliver 13x ROI through schedule optimization, reduced attrition, increased productivity, and increased operational efficiency. Legion delivers cutting-edge technology in an easy-to-use platform and mobile app that employees love. For more information, visit https://legion.co and follow us on LinkedIn.

INTELLIGENT AUTOMATION | POWERED BY LEGION WORKFORCE MANAGEMENT

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