

Time and Attendance

Escalating labor costs, ongoing worker shortages, and the complicated compliance landscape create time-consuming challenges for managers and often keep them stuck dealing with administrative tasks. Manual processes can also introduce errors that increase compliance risk.

Companies should fully 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

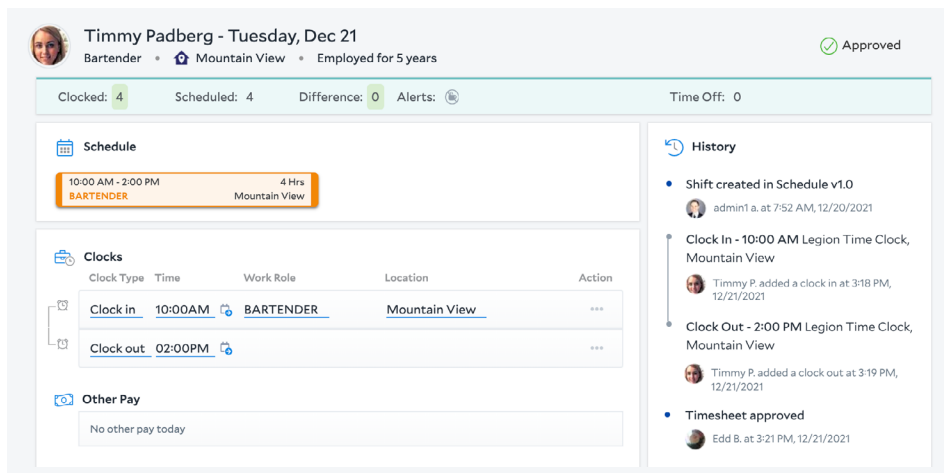
Legacy timekeeping solutions often require managers to spend significant time and effort reviewing and approving timecards, daily and weekly. Using Legion, managers and payroll administrators can review and approve the timesheet in minutes using a simple grid view that shows all hour types, employee clock times, and a complete timesheet history with all actions that affected an employee's timesheet.

The timesheet history provided is an end-to-end summary of all actions. Starting with the creation of a shift in the schedule, viewing all associated punches at the time clock, and finally, the timesheet approval. All activities are recorded along with the timestamp and who made the edit. History information is easily exportable via an out-of-the-box report.

Legion Time and Attendance eases the burden of managing timesheets. Built on the AI-powered Legion workforce management (WFM) platform, Time and Attendance saves you money and time and frees your managers to focus on critical tasks such as selling, assisting customers, and supporting their teams.

Key Features

- Automated timesheet approvals and corrections
- Automatically calculates when an employee qualifies for a premium
- Employees can view, confirm, and consent to schedule changes via mobile device
- Easily track schedule vs. clocked hours
- Schedule-aware timesheet and time clock
- End-to-end compliance management from schedule creation through hours paid and employee attestation
- View timesheets and manage compliance issues across all locations
- Automated tip pooling by location or manual entry.



Timmy Padberg - Tuesday, Dec 21
 Bartender • Mountain View • Employed for 5 years Approved

Clocked: 4 Scheduled: 4 Difference: 0 Alerts: Time Off: 0

Schedule

10:00 AM - 2:00 PM 4 Hrs
BARTENDER Mountain View

Clocks

Clock Type	Time	Work Role	Location	Action
Clock in	10:00AM	BARTENDER	Mountain View	...
Clock out	02:00PM			...

Other Pay

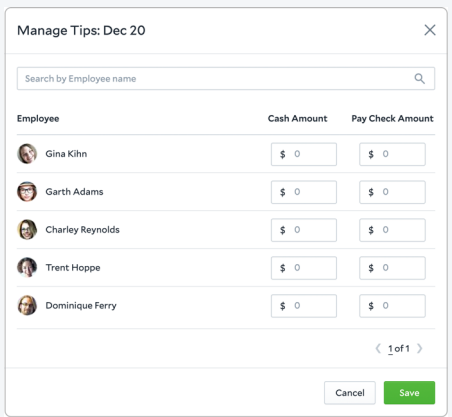
No other pay today

History

- Shift created in Schedule v1.0
 admin1 a. at 7:52 AM, 12/20/2021
- Clock In - 10:00 AM Legion Time Clock, Mountain View
 Timmy P. added a clock in at 3:18 PM, 12/21/2021
- Clock Out - 2:00 PM Legion Time Clock, Mountain View
 Timmy P. added a clock out at 3:19 PM, 12/21/2021
- Timesheet approved
 Edd B. at 3:21 PM, 12/21/2021

Easily Manage and Record Tips

For employees who earn tips during their shift, Time and Attendance makes it easy for managers to record tips either with automated tip pooling by location or manual entry of employees' daily tips for employees who earn tips during their shift. Managers can enter the total tip amount for a given location if tip pooling is enabled. 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

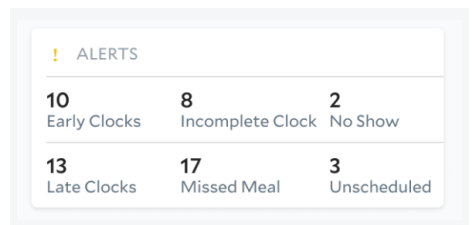
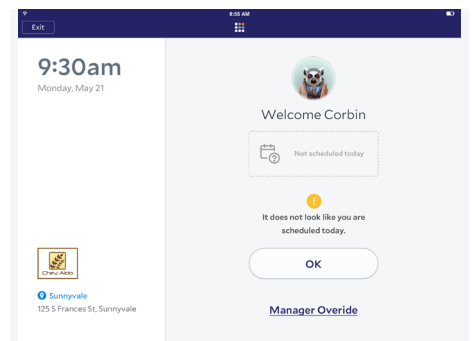
The Legion Timeclock and Timesheets are deeply integrated with the employee's schedule to ensure alignment at all times. For example, if an employee swaps a shift minutes before the shift start time, the Legion Timeclock knows whom to expect for the shift.

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 hasn't clocked in for their shift yet, total scheduled employees versus clocks, timesheets approved by managers, or drill into specific location details to prompt employees with late timecard submissions.

Give Us Your Compliance Headaches

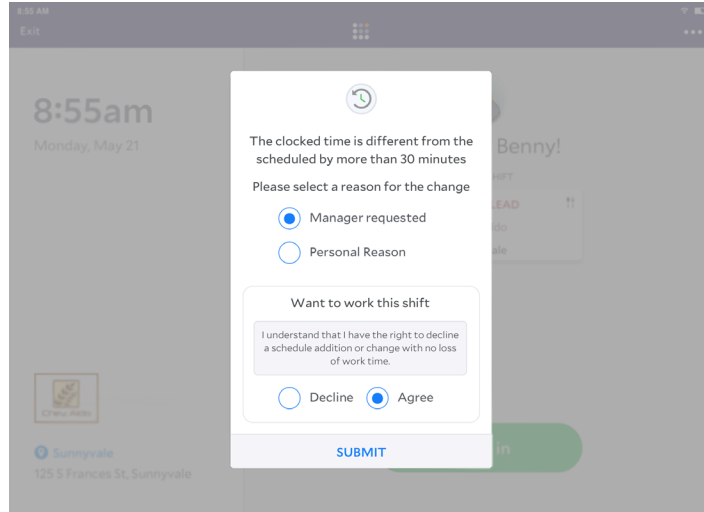
Time and Attendance delivers end-to-end compliance management and is tightly integrated with Legion Automated Scheduling to ensure Legion-created schedules meet all compliance requirements. Time and Attendance proactively notifies managers when a schedule edit may cause premium pay, and employees can consent to schedule changes and clopening on the timeclock. 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 many 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, automatically tracking out-of-compliance attendance inputs, including overtime, meal premiums, clopenings, and more. And employees can "attest" that they took breaks or lunches with full audit trails to ensure they meet all meal and break requirements.



Benefits

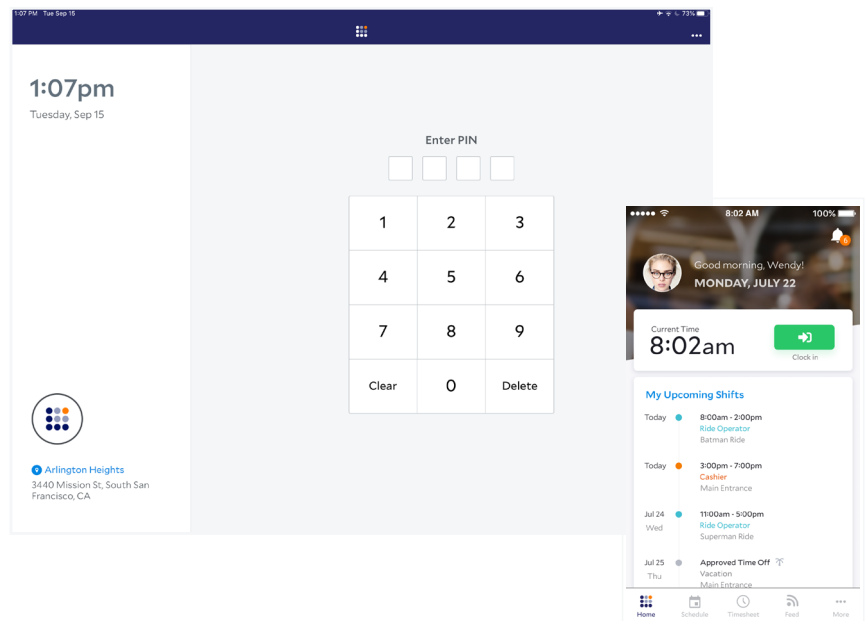
- Minimize risk with end-to-end compliance management
- Deep integration with schedules ensures that timesheets and schedules are aligned at all times
- Reduce compliance burden with automatic reporting of violations, automatic computation of premium pay, and support for predictable pay
- Save managers' time with timesheet auto-approvals and schedule-to-clock exception alerts (8-10 hours/week saved with auto-computed premium, 1-2 hours/week saved with auto-approved time clock approvals)
- Better management with visibility of late timecards and policy violations



No Costly Hardware or Time Clocks

Using the Legion mobile app on a tablet, you can create a central kiosk for employees to clock in and out of their shifts, or they can 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 when they're outside the configured geofence.

The mobile app is available on Android and iOS, and it supports phones and tablets. Adoption is simple because it's the same app employees use to check schedules and submit time-off requests. More than 95% of our customers' employees use it every week.



Related Products

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

Integration Requirements

- Ability to receive clocks via OTC API
- Integration with payroll systems to send payfile

What makes Legion Time and Attendance Different?

For many companies controlling costs and navigating the dynamic compliance landscape can be challenging. 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. 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 “clopings.”

[Request a demo](#) to see Legion Time and Attendance in action. [Learn more](#) about how we can help you minimize your compliance risk and automate time-consuming administrative tasks so your managers can focus on retaining employees and growing your business.

About Legion

Legion Technologies' mission is to transform hourly jobs into good jobs. The company's industry-leading, AI-powered workforce management (WFM) platform optimizes labor efficiency and enhances the employee experience simultaneously – at scale. The Legion WFM platform has been 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.