



# Time and Attendance

## Key Features

- Manage by exception with automated timesheet approvals
- Schedule-aware timesheets automatically assess schedule change premiums and highlight timeclock-to-schedule variances
- Clock in via time clock, web-based Kiosk or integrate with existing time collection devices
- Employees can view, confirm, and consent to schedule changes via mobile device
- Easily track schedule vs. worked hours
- 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

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.

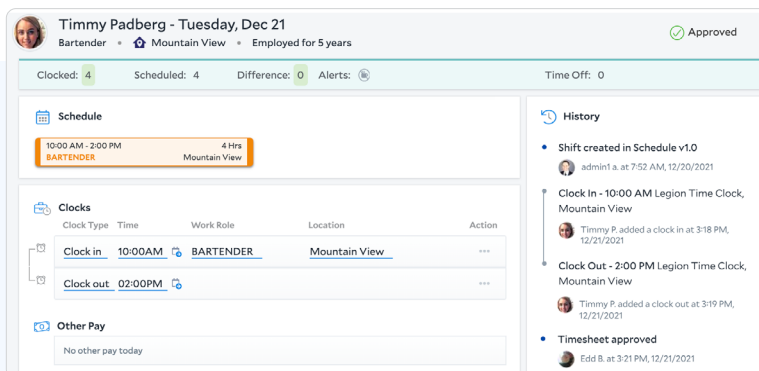
## THE LEGION SOLUTION

### 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 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 (ex., time clock, console UI, mobile app, etc.), and finally, the timesheet approval. All activities are recorded along with the timestamp and revision history, 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. 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 shift, Time and Attendance simplifies managing tips either with automated tip pooling by location or manual entry of daily tips for employees who earn tips during their shifts. 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.

Manage Tips: Dec 20

Search by Employee name

Employee	Cash Amount	Pay Check Amount
 Gina Kihn	\$ 0	\$ 0
 Garth Adams	\$ 0	\$ 0
 Charley Reynolds	\$ 0	\$ 0
 Trent Hoppe	\$ 0	\$ 0
 Dominique Ferry	\$ 0	\$ 0

9:30am  
Monday, May 21


Welcome Corbin

Not scheduled today

It does not look like you are scheduled today.

OK

Manager Override

 Sunnyvale  
125 S Frances St, Sunnyvale

! ALERTS

10 Early Clocks	8 Incomplete Clock	2 No Show
13 Late Clocks	17 Missed Meal	3 Unscheduled

## 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.

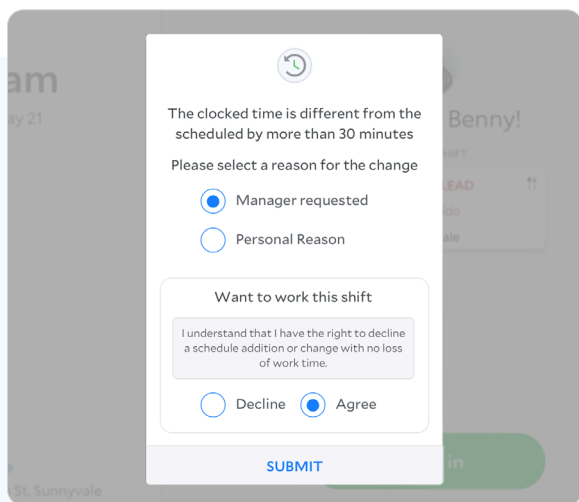
This deep alignment helps increase scheduling efficiency with automatic timesheet approvals. If a timesheet is within a certain threshold, such as an employee working a shift as scheduled, it can be automatically approved. By auto-aggregating attendance logs with schedules, you can also see who still 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 aligned at all times.
- Reduce compliance burden with automatic reporting of violations, automatic computation of premium pay, and support for predictable pay.
- Better management with visibility into attendance policy violations

## 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. 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 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.

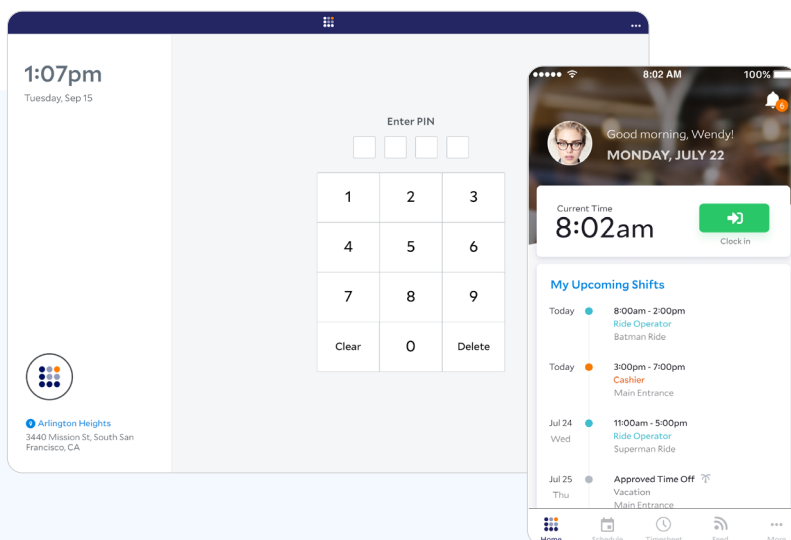


Time and Attendance supports automated compliance premium assessment for federal, state, and city labor laws, including overtime, predictive scheduling premiums (for fair workweek ordinances), split shifts, and more. It automatically assesses premiums based on employee clocks and published schedules. 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, 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.

## 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 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 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 and supports 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.



## 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. 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.

Name	Location	Status	Sched	Clock	Diff	Regular	OT	DT	PTO	Extra Pay
Carolyn Hickey	CMARTIN	Pending	0	43	43	43	0	0	0	0
Sun Jun 11	CMARTIN	Pending	0	3	3	3	0	0	0	0
Mon Jun 12	CMARTIN	Pending	0	0	0	0	0	0	0	1
Tue Jun 13	CMARTIN	Pending	0	8	8	8	0	0	0	1
Wed Jun 14	CMARTIN	Pending	0	8	8	8	0	0	0	1
Thu Jun 15	CMARTIN	Pending	0	8	8	8	0	0	0	1
Fri Jun 16	CMARTIN	Pending	0	8	8	8	0	0	0	1
MARTINI MARTI	CMARTIN	Pending	0	17	17	17	0	0	0	0
Sun Jun 11	CMARTIN	Pending	0	3	3	3	0	0	0	0
Mon Jun 12	CMARTIN	Pending	0	6	6	6	0	0	0	1
Wed Jun 14	CMARTIN	Pending	0	8	8	8	0	0	0	1
Veronica Test	CMARTIN	Pending	0	4	4	4	0	0	0	1

## 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 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](#).