



SOLUTION BRIEF

Time and Attendance

Businesses face a continuous juggling act trying to manage their hourly workforces effectively. There are escalating labor costs, worker shortages, and new federal, state, and local employment laws, including minimum wage, family rights and leave, and other areas across the compliance landscape. These challenges keep managers stuck in administrative tasks and unable to focus on critical functions, such as coaching and retaining employees or activities that help grow revenue.

Manual processes can also introduce errors that increase compliance risk. Many companies have partially automated this work, but legacy timekeeping solutions often require managers to spend significant time and effort reviewing and approving timecards daily and weekly.

A large quick-serve restaurant chain with approximately 40,000 employees uses the Legion Time Clock and Time and Attendance to manage employee consent for schedule changes and clopening. Employees can also select a reason for the schedule change that directly correlates to a premium type.

By allowing only employees who consent to schedule changes to work, companies can stay compliant with Fair Workweek ordinances nationwide and avoid unnecessary costs for schedule changes or clopening premiums.

The Legion Solution

Legion Time and Attendance enables intelligent automation of timesheet approvals, corrections, and premium calculations, saving managers time with features such as auto-approvals and schedule-to-clock exception alerts. Legion's deep integration with schedules ensures that timesheets and schedules are always aligned, unburdening managers and reducing compliance risks with automated, efficient time and attendance tracking.

Spend Time on People, Not Administrative Tasks

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 be based on something as simple as being 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.

Before moving to Legion, a large discount retailer with over 140,000 employees, overpaid them because they couldn't track payments required for predictive scheduling compliance. Their old system could not calculate extra hours required due to predictive scheduling violations related to schedule changes. They paid unnecessary premiums to avoid even more costly penalties. With Legion Time and Attendance, the premiums are automatically assessed based on the employee schedule. With Legion Time Clock, pay premiums are easily applied when necessary, resulting in significant labor cost savings each pay period.

Increase Schedule Efficiency with Real-Time Visibility

Legion Time Clock 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 Time Clock knows whom to expect for the shift.

This deep alignment helps increase scheduling efficiency with automatic timesheet approvals. If a timesheet accurately reflects time worked, such as an employee working a shift as expected, 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, the total number of scheduled employees versus who has clocked in, 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. 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.

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.
- Allows for 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 by day or week to ensure employees receive their minimum contracted hours.

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 both 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.

Legion Time and Attendance Frees Your Managers to Manage

Businesses are focused on controlling costs and navigating the dynamic workplace compliance landscape. While workforce compliance constantly evolves, Legion makes achieving full, end-to-end compliance easier with its AI-powered, schedule-aware timekeeping system. In addition, 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 "closures."

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.

[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, enabling 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](#).

