



SOLUTION BRIEF

Time and Attendance

*Legion Time and Attendance
automates and simplifies
managing employee
timekeeping and workforce
compliance rules.*

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 the 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 tasks, such as coaching and retaining employees or activities that help grow revenue.

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

Legion Time and Attendance automates and simplifies managing employee timekeeping and workforce compliance rules. Built on the AI-powered Legion workforce management (WFM) platform, Time and Attendance saves you money and time managing compliance.

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.

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

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Cancel Save

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 daily tips by employees. If tip pooling is enabled, managers can enter the total tip amount for a given location. Time and Attendance computes each employee's tippable hours and distributes the tips proportionally to all employees.

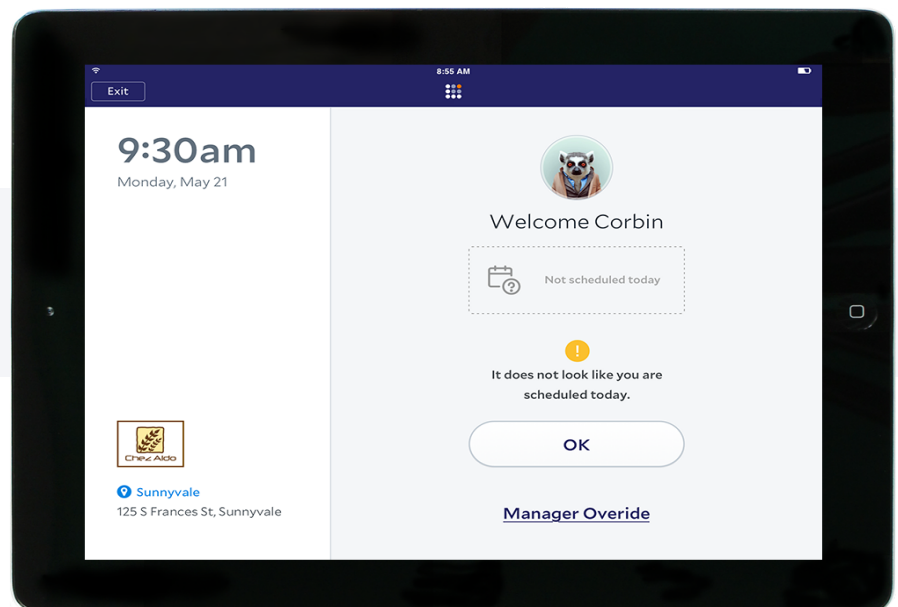
Increase Schedule Efficiency with Real-Time Visibility

The 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, the Legion Time Clock 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.

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

Schedule-based Alerts
and Restriction Notification



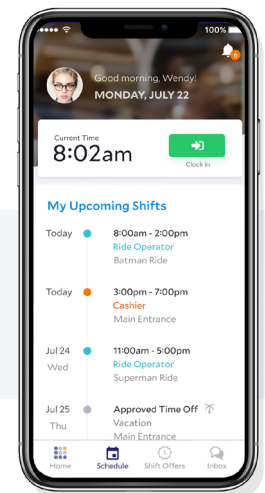
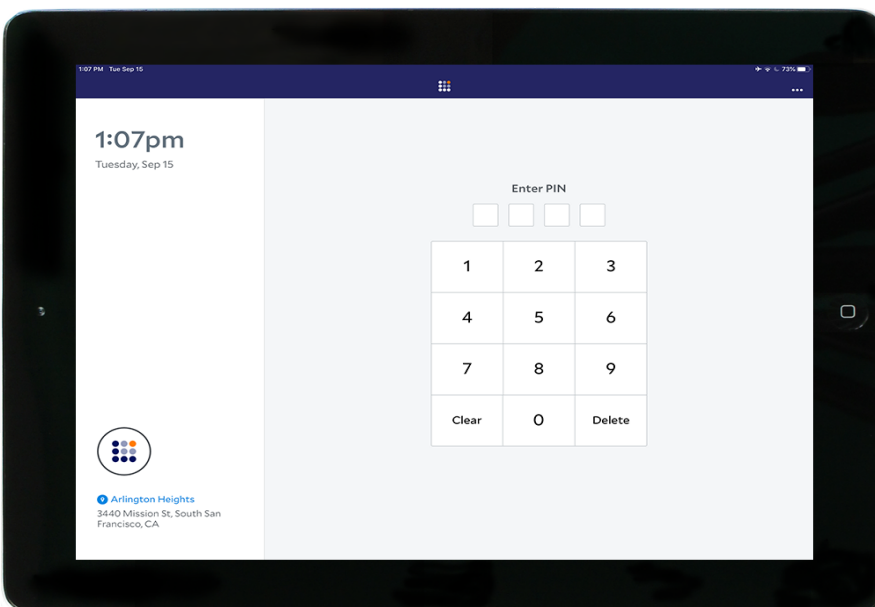
Give Us Your Compliance Headaches

Time and Attendance delivers end-to-end compliance management and is tightly integrated with Legion Automated Scheduling to ensure Legion-created schedules meet compliance requirements. Time and Attendance proactively notifies managers when a schedule edit may cause premium pay. On the time clock, employees can consent to schedule changes and clopening. 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.

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.



Central Kiosk and Mobile Login Screens

Legion makes it easier to achieve full, end-to-end compliance with its AI-powered, schedule-aware timekeeping system.

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.

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 is constantly evolving, Legion makes it easier to achieve full, end-to-end compliance 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 “clopings.”

Customer Stories

DISCOUNT RETAILER

Before moving to Legion, a large discount retailer with over 140,000 employees was overpaying employees 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. To avoid even more costly penalties, they paid unnecessary premiums just to ensure compliance. *Now, with Legion Time and Attendance, the premiums are automatically assessed* based on the employee schedule and the Legion Time Clock, so pay premiums are easily applied when necessary resulting in significant labor cost savings each pay period.

QUICK-SERVE RESTAURANT CHAIN

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 cloping*. Employees can also select a reason for the schedule change which directly correlates to a premium type.

By ensuring only employees who consent to the appropriate changes are allowed to work, they can remain compliant with fair workweek ordinances in cities across the country and *avoid paying unnecessary schedule change or cloping premiums*.

Key Features

- Automated timesheet approvals and corrections
- Automatically calculates when a premium is owed to an employee
- Employees can view, confirm, and consent to schedule changes via mobile device
- Easily track schedule vs. clocked hours
- Schedule-aware timeclock and timesheet
- 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
- Timesheet history to track all actions against a single timesheet

Benefits

- Minimize risk with end-to-end compliance management
- Deep alignment with schedules ensures 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

[Request a demo](#) to see Time and Attendance in action and [learn more](#) about how we can help you minimize compliance risk and automate time-consuming administrative tasks – freeing your managers to 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.