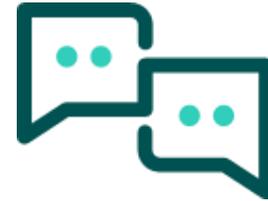


Tracking professional labor with UKG AutoTime

Accurately and efficiently track all types of professional labor



What is professional labor?

For many complex manufacturers and aerospace and defense manufacturers, the cost of professional labor contributes a significant amount toward the total labor cost for projects. The professional labor category most often includes engineering professionals.

Engineering involves a variety of activities associated with product research, product design, and the development of manufacturing methods and procedures, with their activity typically being charged as a direct labor cost.

UKG AutoTime™ (formerly Kronos Workforce AutoTime™) can provide the necessary tools and support to help manage these costs and ensure compliance with government contracts to improve and grow business.

Important note

The content of this datasheet is not intended as legal advice. UKG (Ultimate Kronos Group) makes no representation concerning the accuracy or completeness of the discussion concerning any law or regulation referenced herein. You should consult with your own legal counsel if you have questions about the content or applicability of these laws and regulations.

Why is tracking professional labor important?

As a major cost contributor, especially for aerospace and defense programs, professional labor costs must be closely monitored and controlled to ensure the success of a program.

Collecting and analyzing detailed professional labor data is important for two key reasons:

- 1. Measuring earned value:** A key metric used to measure program success. Measuring performance against budget metrics is vital to keeping a program on track, but detailed professional labor reporting is critical to retaining and growing business by accurately planning and estimating bids for the next program.
- 2. Capturing allowable expenses:** Mandatory for cost-plus programs. All allowable expenses must be included when reporting direct professional labor costs associated with the program. Not only must this data be captured, but professional workers and their assigned managers must vouch for the accuracy and integrity of these program time charges.

Accurately and efficiently track all types of professional labor

How does UKG AutoTime support tracking professional labor?

UKG AutoTime provides the tools needed to accurately and efficiently track all types of professional labor. From the streamlined timecard user interface to the automated total time accounting calculations, UKG AutoTime accurately tracks program labor costs and measures performance against plan:

- Frequently charged activities are available week-to-week for quick time entry for time periods set by user preference.
- Time reporting is as simple as filling out a spreadsheet.
- Activity charges are limited to authorized employees. UKG AutoTime provides comprehensive charge filtration capabilities to help eliminate cross-charging.
- User-defined shortcuts, to add a new project or activity, streamline time reporting.
- As a final step to ensure accuracy, both employees and managers are required to review the timecard and sign off, indicating that all data is correct. When edits are made to a timecard, existing signoffs are removed, and the signoff process must be repeated.
- Timecard locking by payroll prohibits additional edits.
- Mandatory reasons and comments are recorded when any timecard edit is performed.
- A full audit trail is maintained for all time reporting and timecard edits.
- When required, prior-period adjustments can be made using rates and policies in effect at the time of the original time reporting.
- Total time accounting requirements are satisfied.
- Native support for 9/80 schedules is included.

Put UKG AutoTime to work for you:

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Our purpose is people

Building on 70 years of experience from two leaders in HR solutions, UKG combines the strength and innovation of Ultimate Software and Kronos. Individually, we've always put people at the center of everything we do. Together, we're committed to inspiring workforces and businesses around the world, helping to pave the way forward for our people, customers, and industry.