



Capturing Time and Attendance in Microsoft Dynamics® AX 2012

Many organizations need the ability to effectively capture and document information about when workers start and stop their work, and to keep clear records of the specific tasks that were worked on.

By collecting this kind of information, an organization can:

- Monitor the costs of business processes and identify costs that can be invoiced.
- Implement labor force management.
- Build a sturdy foundation for generating payroll data.

The Time and attendance feature set in Microsoft Dynamics AX 2012 can help organizations come to terms with the quintessential questions of *who* is doing *what* and *when*.

THE TIME CAPTURE PROCESS

A sequence of four steps enhances the effectiveness of the business processes for capturing time:

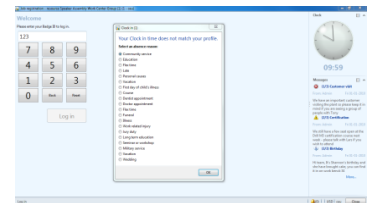
- **Setup** – Implement important labor agreements in Microsoft Dynamics AX. Include details such as expected shift start and end times, flexible work arrangements, holidays and time off, pay agreements, and more.
- **Daily time interaction** – Give workers an easy-to-use registration tool that doesn't interrupt daily tasks. Time and attendance allows for flexible definitions of the time registration space, helps workers to better understand which tasks to perform, and keeps them informed about their current time and attendance status.
- **Calculation** – Compare captured data with worker profiles, time shifts, and jobs with actual time consumed to answer the important question: How long did it take?
- **Approval** – Collaborate with workers to identify errors through automated or manual processes. Empower managers and workers to capture time and attendance requirements including overtime, flex arrangement, and so on.

Time and Attendance functionality in Microsoft Dynamics AX 2012 delivers enhancements in all four of these business process steps. Each step in the business process is described in the following sections.

BUSINESS PROCESS STEP: SETUP

Organizations can specify and communicate the company-worker relationship in terms of when workers are expected to be at work and how they are remunerated.

- **Time profiles** – Define working hours and policies for paid and unpaid breaks, overtime, and absenteeism, and set related tolerance levels.
- **Flexible work arrangements** – Use flex accounts that support positive and negative balances and let workers request either overtime monetization or time off.
- **Pay agreements** – Set well-defined policies for worker compensation. Diverse pay agreements, with advanced exceptions and other forms of rewards, require that a company accurately define and communicate how it pays for what.
- **Terminal configuration** – Set up smart registration terminals that recognize who a worker is and where he or she is located in the company, and show current and upcoming tasks. Terminal layouts can be configured for worker convenience, based on the worker or the task at hand, from simple clock in/clock out terminals to advanced job terminals that show subsets of jobs to perform, supported by actionable information.



Time registration



BUSINESS PROCESS STEP: DAILY TIME REGISTRATION INTERACTIONS

In order to maintain accurate time and attendance information, the registration process must be easy and convenient for workers. The registration features in Microsoft Dynamics AX 2012 Time and Attendance are designed to be flexible and sensitive to the needs of the business and the individual worker. The interaction with registration terminals has three broad business applications:

- **Job and attendance planning** – Give supervisors readily accessible, actionable information to identify the right worker, resource, and sequence of jobs from all terminals to plan for short-to-medium-term work schedules.
- **Time registration** – Maintain a single data repository with multiple faces to deliver the right information at the right time to help workers take the right actions. Configure job terminals to suit the types of registrations made where they're located. For example, a terminal by the building entrance handles simple clock in/clock out registrations and time management, while a terminal on the shop floor is tuned to accommodate job handling functionality.
- **Exception management** – Expect the unexpected. Microsoft Dynamics AX Time and Attendance features facilitate fast adjustments and help make outcomes visible and predictable. Registration terminals keep supervisors on top of new developments and help them take the right actions in areas like reported absence, registration errors, and reprioritization of tasks.
- **Personal time management** – With web-enabled electronic time card functionality, empowered employees can verify daily clock in/clock out and add more details on tasks worked on (for example, projects worked on over the week).

BUSINESS PROCESS STEP: CALCULATION

Businesses can analyze the efficiency with which a task was performed by comparing actual and forecasted results. This brings visibility into what happened when a task was performed. The calculation engine considers individual shift information, planned deviations, flexible work arrangements, and other factors to identify events that need closer inspection.

BUSINESS PROCESS STEP: APPROVAL

In the final step, Approval, information from the previous steps is aggregated and examined. The designated approver can then appropriately handle any deviations found.

When a discussion between a worker and a supervisor is necessary, the raw information that the worker entered on the registration terminals provides a precise historical record. The approval process clarifies insight into the costs, revenues, and effectiveness of the businesses.

SUMMARY

Microsoft Dynamics AX 2012 includes an integrated, comprehensive, and flexible Time and Attendance feature set to allow companies to keep close track of their work force time consumption while at the same time handling deviations from the business process in a fluid and flexible manner.

Using any number of configurable terminals to capture the what and when from workers across business disciplines, the company can provide precise data on, for example, payroll systems, further analytics, and business improvement steps.

Supporting many different types of business processes, the data captured within Time and Attendance is further matched against expectations and exceptions requested by workers for further tracking within Microsoft Dynamics AX 2012.

With accurate time and attendance data, companies can have a greater insight into cost, revenue, and effectiveness of their businesses by keeping an accurate record of what happened and allowing advanced data interaction across the various work steps to allow for the flexibility of working with large work forces.

Microsoft Dynamics is a line of integrated, adaptable business management solutions that enables you and your people to make business decisions with greater confidence. Microsoft Dynamics works like and with familiar Microsoft software, automating and streamlining financial, customer relationship and supply chain processes in a way that helps you drive business success.

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