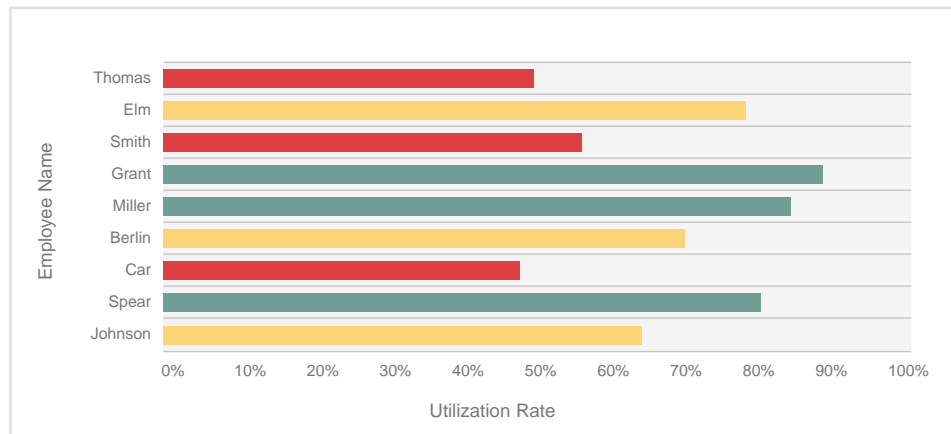


Time and Labor Management Reporting

Time and labor management applications track a wide range of employee details, from paid leave to billable time to vacation accruals. Combining data from both HR and finance allows HR professionals to perform analysis on staffing, revenue forecasting and compensation impacts. Understanding utilization rates, contractor billing rates versus employee labor rates and overtime, and corporate overhead costs allows an organization to optimize labor expenses and set policy.

Sample Report: Employee Utilization Rate Report



This example colorcodes zones of employee utilization rates for a department. Managers from call centers to manufacturing use this type of analysis to ensure service levels, reward top performers and coach under-performers. Further analysis might include trending of individual employee utilization, drilling to an employee's time sheet or performing predictive analysis to determine future staffing needs.

Key Performance Indicators

- Billable Hourly Rate
- Total Hours Billed
- Utilization Rate
- % Contract Hours
- Billable Hours Forecast
- Forecast Utilization
- Average Bonus Attainment Period over Period

COMMON BUSINESS QUESTIONS

- What are the utilization rates of my employees?
- What is the average utilization rate this year?
- How many hours were billed in March?
- What portion of revenue is from billable employees?
- What is my employee forecast for the next quarter?
- Which employees attained their bonuses this year?
- What percentage of my employees are approaching overtime?
- When will my department hit overtime?
- What is my leave liability?