



# Kronos **Workforce TeleStaff**

Meeting the unique scheduling and notification needs of law enforcement

When it comes to staffing officers, paper-based or semi-automated processes and communications just aren't sufficient to manage complex law enforcement schedules and communication needs.

More than merely inefficient, non-automated processes can negatively impact safety, compliance, and service delivery; lower morale; and burden command staff with hours of paperwork and manual calling that could be better spent on training and incident management.

## Enter Kronos Workforce TeleStaff™.

The Workforce TeleStaff solution uses intelligent, rules-based automation to create schedules that align officer qualifications, certifications, availability, and even work and time-off preferences with anticipated service demands — all while adhering to agency, union, and HR rules and policies.

The result? Service demands are met with schedules that balance the needs of both the agency and officers, ensuring optimal coverage by staffing the right people in the right place at the right time.



### The top 5 reasons you need Workforce TeleStaff:

1. **Decrease** scheduling complexity while managing compliance and safety risk and meeting service-level demands
2. **Communicate** quickly, intelligently, and reliably for immediate action
3. **Provide** fairness and transparency
4. **Control** labor costs
5. **Increase** employee engagement and productivity

# Scheduling

Simplify complex scheduling and minimize compliance and safety risk.

## Workforce TeleStaff provides the tools and visibility you need to:

- Produce effective schedules and rosters based on your unique needs and rules
- Put the right person in the right place at the right time
- Minimize compliance and safety risk through rules-based automation
- Maintain minimum staffing levels based on service-level agreements



With Workforce TeleStaff, you can create and maintain a virtually unlimited number of schedules that support multiple shifts and rotating positions as well as future-deployed and extra-duty assignments while ensuring adherence with your agency's unique union, HR, and fatigue rules. You can automatically staff the right officers based on skill set, certification, qualification, and availability to help ensure compliance and enhance safety.

Workforce TeleStaff also gives officers direct access to their schedules. They can expedite tasks such as shift trades and time-off requests and even bid for preferred shifts, vacation time, and overtime. This helps streamline and shorten approval processes while improving morale.

In addition, Workforce TeleStaff makes fatigue management easier with schedules that take limitations on scheduled hours or job rotation into consideration — helping to minimize compliance risk and ensure that the right officers are staffed safely.

*"Workforce TeleStaff has enabled our officers to spend more time managing incidents at the scenes while establishing consistency in processes."*

**Lt. Todd Bernard**  
South Portland (ME) Police Department



# Communications

Connect quickly, intelligently, and reliably for immediate action.

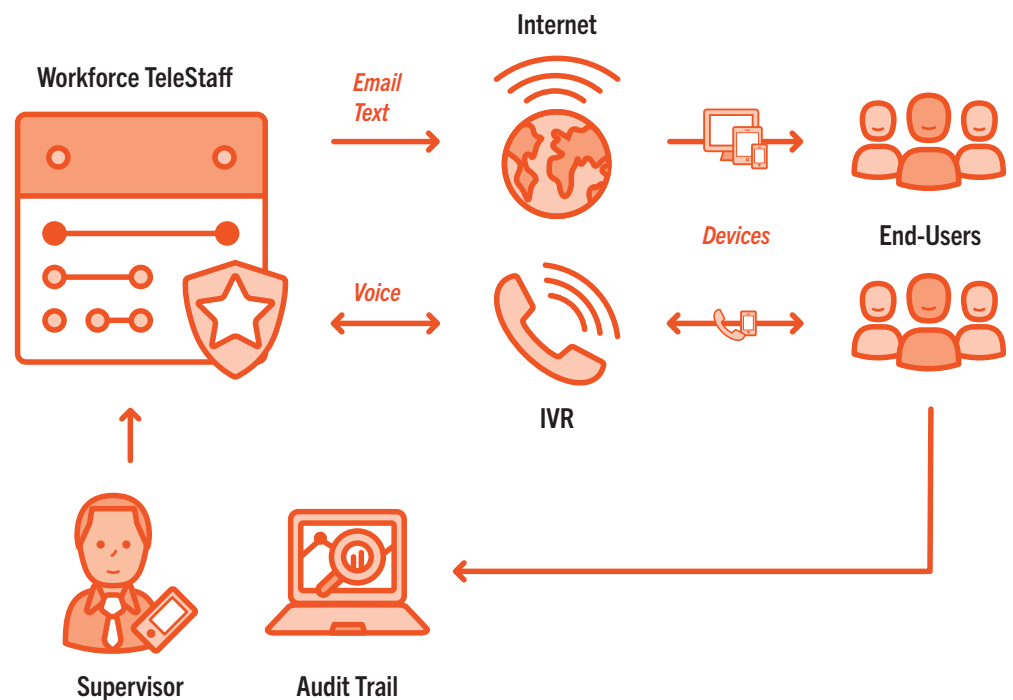
## Workforce TeleStaff opens the lines of communication:

- Integrates built-in communication capabilities with scheduling functionality
- Makes the right contact based on the situation
- Supports bidirectional exchange of information
- Sends voice, text, or email notifications
- Provides an audit trail of all outbound communications and employee responses

Whether for routine staffing or deployment for a major emergency response, a fast and reliable notification system to fill positions, conduct recall, or relay important messages is critical for police organizations.

Workforce TeleStaff intelligently finds the best-fit officers to notify and then sends voice, text, or email notifications for you using a built-in, state-of-the-art interactive voice response (IVR) system. This frees command-level staff from this burdensome task so they can address the critical work at hand.

Notifications can be sent to individuals or groups for open shifts, overtime opportunities, or emergency recall, allowing for immediate officer response. And the system tracks it all, creating a complete audit trail of who was contacted, the type of contact made, when the contact was made, and more.



*Workforce TeleStaff finds, notifies, and staffs the best-fit resources for you using built-in communication capabilities.*

# Fairness and Transparency

Make sure your schedules are always equitable and impartial.

## Workforce TeleStaff delivers easy, single-source access to real-time information:

- Automatically enforces all union mandates, HR policies, and department rules
- Empowers officers with self-service access to schedules, accrued time-off balances, bidding, and more
- Increases visibility into abuse trends for taking corrective action



With Workforce TeleStaff, you can create schedules and allocate overtime and extra-duty assignment work in a manner that's fair and equitable while adhering to all union mandates, HR policies, and agency rules. Every staffing decision is validated against the rules to enforce fairness and impartiality.

Overtime controversies in particular can be eliminated when it is allocated according to your qualifiers and rules. Whether your agency allocates overtime by who has the least amount or by seniority, Workforce TeleStaff accommodates your policies to help make it fair and transparent.

In addition, Workforce TeleStaff delivers whenever, wherever access to officers — via mobile, laptop, or desktop applications — for greater insight into scheduling practices and processes.

"Now, if [officers] want to take a comp day, they make the request online or with a mobile device, and if it meets the rules of minimum staffing and if they have accrued the time, it's done. With the old way, you didn't know until you saw the posted sheet, which was often quite a bit later."

**Capt. John Edwards**  
Oak Creek (WI) Police

# Managing Labor Costs

Streamline processes, optimize resources, and gain valuable budget visibility.

## Workforce TeleStaff scheduling helps you manage costs and gain visibility into operations:

- Eliminates costly scheduling errors by identifying and avoiding over- and understaffing
- Pre-approves or suppresses overtime to help control costs
- Measures usage and tracks and reports on all labor costs by a variety of factors



With law enforcement agencies facing challenges such as budget cuts and resource constraints, you must be able to create precise, error-free schedules; track all labor costs; and contain and reduce overtime for accountability to the citizens and communities you serve.

Error-free Workforce TeleStaff schedules minimize costly over- and understaffing that can result in unplanned overtime expenses. You can also track, analyze, and report on all labor data across your agency for improved planning, to identify trends, and to forecast and justify your future budgeting needs.

## Workforce TeleStaff to the rescue!

Workforce TeleStaff has been used for rapid response to many FEMA-declared emergencies, including the September 11, 2001, attacks; Hurricane Katrina; and the Gulf Coast Deepwater Horizon oil spill.

With Workforce TeleStaff, you can quickly locate, notify, and deploy the right responders for immediate response. Afterward, you can create labor and management reports to identify all reimbursable and nonreimbursable emergency-related costs. And for FEMA-declared emergencies, the Workforce TeleStaff FEMA reporting module prepopulates FEMA reports with labor data for expedited reimbursement.

# Officer Engagement and Productivity

Free up command staff and give employees more control.

## Workforce TeleStaff automates scheduling and other tasks:

- Frees command staff for more valuable activities
- Rewards employees with more control over schedules and bidding
- Minimizes noncompliance risk by centralizing the bidding process

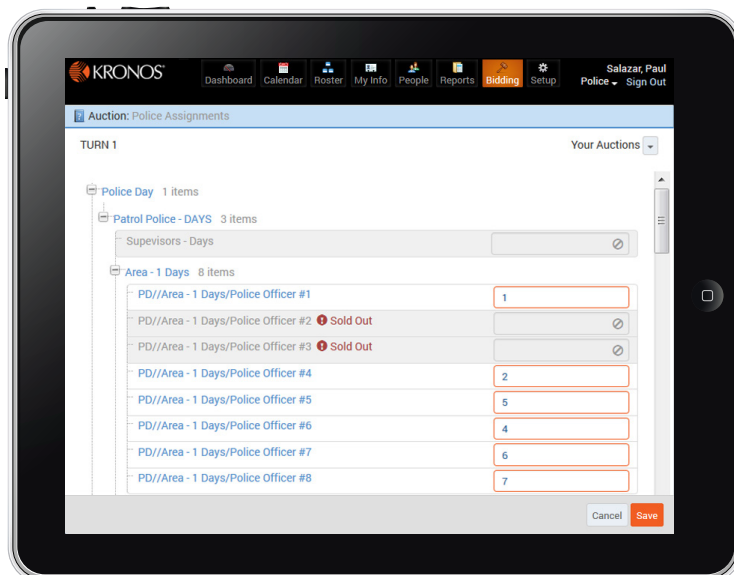
Workforce TeleStaff lets you successfully automate all the processes related to scheduling and workforce management for your entire agency — from the command-level staff who manage scheduling to your officers on the frontlines. It's truly a win-win scenario: The system helps free up command staff time while empowering officers with more control over when and where they work.

Complex, time-consuming scheduling processes are streamlined to reduce command staff's administrative workload. Workforce TeleStaff allows open and efficient communications across the entire organization for enhanced decision making and productivity — and provides officers with greater visibility into shift, position, vacation time, and overtime bidding.



"By not having to manually enter officer assignments and vacation picks, we save a considerable amount of work hours. Also, by having the vacation picks date- and time-stamped, there can be no issues about an officer picking out of order of seniority."

**Lt. Michael Smith**  
Schaumburg (IL) Police Department



*Workforce TeleStaff automates position, shift, and vacation bidding, freeing up command staff time and boosting employee engagement.*

# Core Enterprise System Integration

A solution that works seamlessly with your core technology.

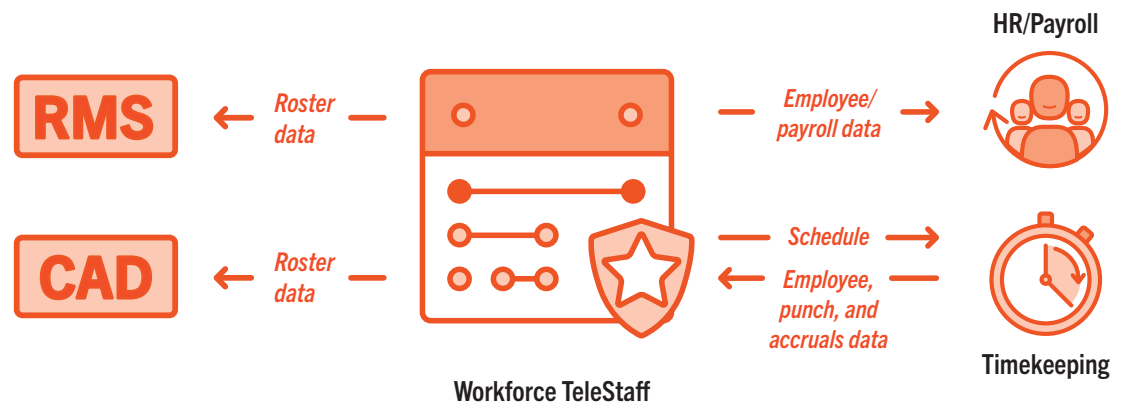
## Workforce TeleStaff integrates with a wide range of systems:

- Easily interfaces with third-party HR/payroll, CAD, RMS, and timekeeping systems
- Syncs seamlessly with the Kronos Workforce Central system
- Saves time, increases data accuracy, and improves efficiency

Workforce TeleStaff offers powerful interface tools to integrate with virtually any HR, payroll, CAD, RMS, and timekeeping system you may be currently using. You can easily exchange employee, payroll, schedule, roster, and timekeeping data to save time, increase data accuracy, and improve workforce efficiency.

For municipalities that want to integrate scheduling and timekeeping from a single vendor, Workforce TeleStaff and Kronos Workforce Central® integrate seamlessly to provide a comprehensive platform of timekeeping, workforce management, talent management, and HR/payroll capabilities.

Through bidirectional integration, schedule, person, accruals, and punch data is automatically synced across the systems. You can also easily view accrual balances from Workforce Central in Workforce TeleStaff, and easily export payroll data to payroll systems.



*Easily integrate Workforce TeleStaff with your existing systems and share real-time data across multiple departments.*



# Detailed Reporting

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Gain actionable insight into your workforce for better decision making.

## Workforce TeleStaff delivers the real-time data you need to:

- Access extensive labor and management reports for better decision making and in-depth insight into operations
- Create custom reports using built-in tools
- Export reports to CSV, XLS, PDF, HTML, and XML formats
- Schedule and email reports to keep managers up to date



Workforce TeleStaff provides built-in, real-time reports with the most requested and recommended metrics — as well as a reports builder that allows you to create custom reports based on precise data. Key reports include:

### Multiday Roster Report

See who is working and not working within a date range; analyze and control minimum staffing levels at a glance; realign resources to control overtime costs; and easily schedule trainings, meetings, and floating or extra days.

### Accrual Report

Displays all employee names with organization-defined accrual codes showing each employee's balance, earned/remaining hours, and taken/in-period hours.

### Cost Report

Displays the estimated costs associated with each work code used over a given date range.

### Expirations/Certification Warning Report

Tracks specialty expiration dates and displays other types of expiring activities and documents, such as physical exams and driver's licenses.

### Payroll Report

Shows how many hours of each organization-defined pay code are used during a user-defined payroll period.



# Technology and Deployment

An effective solution that is easy to install, maintain, and own.

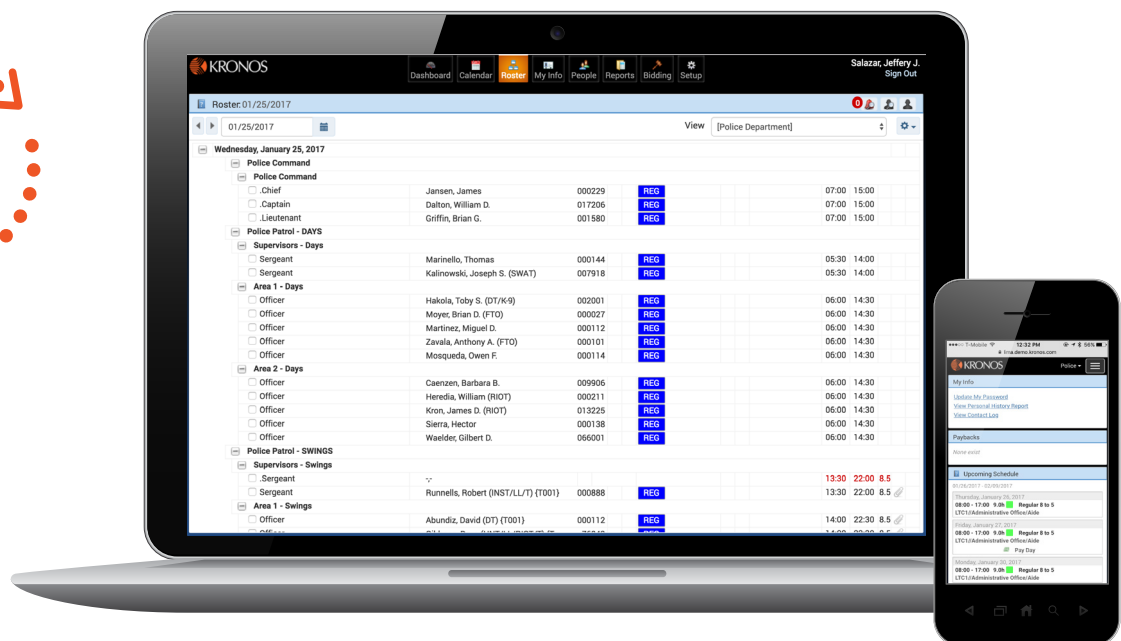
## Workforce TeleStaff supports your technology needs today and tomorrow:

- 100 percent web-based solution utilizing HTML5 technology
- Employs a responsive user interface and simplified workflow for users
- Provides a flexible yet powerful architecture
- Meets IT requirements for a highly available and easy-to-maintain application

While Workforce TeleStaff is designed to help you improve your scheduling efforts and results, it is also built on a flexible yet powerful architecture that supports vertical and horizontal scalability, failover, clustering, and load balancing.

As a 100 percent web-based solution, Workforce TeleStaff works in any HTML5-enabled web browser. Through a responsive user interface design, it easily adapts to different screen sizes across various applications — mobile, laptop, and desktop — and delivers a simplified workflow for users. No browser plug-ins or add-ons are required to use Workforce TeleStaff, which simplifies deployment and support complexities. This flexible architecture allows organizations to segregate system functions across multiple servers.

Workforce TeleStaff also supports the most popular databases, including Microsoft SQL Server. It uses a leading-edge system for its interactive voice recognition component, and offers software as a service (SaaS), Kronos private cloud, and on-premise deployment options.



Kronos is a leading provider of workforce management and human capital management cloud solutions. Kronos industry-centric workforce applications are purpose-built for businesses, healthcare providers, educational institutions, and government agencies of all sizes. Tens of thousands of organizations — including half of the Fortune 1000® — and more than 40 million people in over 100 countries use Kronos every day. Visit [www.kronos.com](http://www.kronos.com). **Kronos: Workforce Innovation That Works™**.

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Put Kronos for Law Enforcement to work for you:  
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