



# Attestation Features

## Drive Engagement and Compliance with Flexible Attestation Tools

As labor laws become increasingly complex and require documented proof of compliance, accurate time and labor management is more critical than ever before. After all, failure to comply with government labor regulations and collective bargaining agreements can have serious consequences, including lawsuits, union grievances, and audits by the Department of Labor and other agencies — all of which can damage your reputation and reduce employee engagement. With the stakes so high, how can you simplify and streamline adherence with state, local, union, and organization-specific policies to minimize your compliance risk?

Attestation tools integrate seamlessly with our automated time and labor management solution and your existing data collection source — the OnePoint OneTouch terminal or web entry — to deliver configurable workflows that capture accurate employee attestation responses in real time. It also allows managers to monitor employee attestation status, run reports to identify trends, and simplify ongoing compliance.

\*Our timekeeping solution is required to run attestation capabilities.

### Capture employee attestation of meal and rest breaks

As more states pass labor laws related to meal and rest breaks, employee attestation becomes even more critical for minimizing compliance risk. With integrated attestation tools, employees can receive a prompt asking them to attest to whether they have taken mandated meal or rest breaks. It's simple to customize the prompts to reflect applicable laws and policies, or to send automated notifications that alert employees of missed attestations.

### Simplify employee attestation of hours worked

Allow employees to attest to their timesheet data directly from the OnePoint OneTouch clock to increase workforce engagement. Attestation makes it easy to customize prompts with the appropriate question (or series of questions) and response choices, enabling you to capture information to meet your organization's requirements while streamlining compliance processes. You can even enable employees to enter comments or additional details as needed.

Employees can receive attestation prompts at the end of their scheduled shifts or when submitting timesheets at the end of a pay period. Notifications automatically alert employees of any missed attestations to keep compliance efforts on track.

If there is an error in the timesheet data, the employee can simply reject the timesheet by selecting the appropriate response to the prompt. The manager is automatically notified of the rejection and can make any necessary edits before resubmitting the timesheet for employee attestation.



## Key Benefits

- » **REDUCES RISK** related to compliance with state and local labor laws, collective bargaining agreements, and organization-specific policies
- » **IMPROVES ENFORCEMENT** of wage and hour policies with customizable prompts that capture pertinent attestation data
- » **ENGAGES EMPLOYEES** by enabling them to attest to meal or rest breaks taken and/or review and approve timesheet data via self-service features
- » **EMPOWERS MANAGERS** to monitor and manage employees' attestation status
- » **SIMPLIFIES COMPLIANCE** with automated notifications and reminders
- » **DELIVERS A FULL AUDIT** report that includes all recorded employee prompts and responses

## Manage compliance with robust reporting

Attestation tools offer robust reporting to help managers monitor employee attestation, identify trends that warrant further examination, and demonstrate compliance for audit purposes. Easy access to comprehensive attestation data empowers managers to more effectively manage employee timesheets while staying up to date with compliance. A Full Audit Report provides a detailed record of all employee prompts and captured responses designed to demonstrate compliance efforts in the event of an audit.

Attestation tools provide the configurable, easy-to-use tools and reports your organization needs to engage employees, empower managers, and proactively manage compliance with state and local labor laws, collective bargaining agreements, and organization-specific policies.



Customize prompts to capture the specific attestation data your organization requires for compliance purposes.

START | My Employees | Manage Time | Manage Payroll | **My Reports** | Our Company | Company Settings

Home > My Reports > System > Audit Trail > TA > Attestation > Questions

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Employee Filter: All Employees | Date Created: Calendar Range | All

CREATED	VIEW WORKFLOW	EMPLOYEE ID	FIRST NAME	LAST NAME	WORKFLOW NAME	CATEGORY	QUESTION NAME	QUESTION	RESPONSE NAME	RESPONSE TYPE	IS COMPLETED	COMPLETED ON
10/26/2016 01:32p	✕	0008	Howard	Edwards	Daily	End Of Shift	Time Question	Is your time correct?	Yes	Affirmative	Y	10/26/2016 01:32p
10/26/2016 01:48p	✕	0008	Howard	Edwards	Daily	End Of Shift	Time Question	Is your time correct?	Yes	Affirmative	Y	10/26/2016 01:48p
10/26/2016 01:50p	✕	0008	Howard	Edwards	Daily	End Of Shift	Time Question	Is your time correct?	Yes	Affirmative	Y	10/26/2016 01:50p
10/27/2016 10:55a	✕	0000	Howard	Edwards	Daily	End Of Shift	Time Question	Is your time correct?	Yes	Affirmative	Y	10/27/2016 10:55a
10/26/2016 01:48p	✕	0008	Howard	Edwards	Daily	End Of Shift	Meal Question	Did you take your meal break today?	Yes	Affirmative	Y	10/26/2016 01:48p
10/31/2016 05:24p	✕	00000	Tom	Brady	Daily	End Of Shift	Meal Question	Did you take your meal break today?	Yes	Affirmative	Y	10/31/2016 05:24p
10/27/2016 01:37p	✕	0000	Howard	Edwards	Daily	End Of Shift	Meal Question	Did you take your meal break today?	Yes	Affirmative	Y	10/27/2016 01:37p
10/27/2016 01:37p	✕	0000	Howard	Edwards	Daily	End Of Shift	Time Question	Is your time correct?	Yes	Affirmative	Y	10/27/2016 01:37p
11/02/2016 01:47p	✕	00000	Tom	Brady	Daily	End Of Shift	Meal Question	Did you take your meal break today?	Yes	Affirmative	Y	11/02/2016 01:47p
11/02/2016 06:48p	✕	00000	Tom	Brady	Daily	End Of Shift	Time Question	Is your time correct?	Yes	Affirmative	Y	11/02/2016 06:48p
11/04/2016 01:00p	✕	00000	Tom	Brady	Daily	End Of Shift	Meal Question	Did you take your meal break today?	Yes	Affirmative	Y	11/04/2016 01:00p
11/02/2016 06:50p	✕	00000	Tom	Brady	Daily	End Of Shift	Time Question	Is your time correct?	Yes	Affirmative	Y	11/02/2016 06:50p
10/27/2016 01:39p	✕	0000	Howard	Edwards	Daily	End Of Shift	Meal Question	Did you take your	Yes	Affirmative	Y	10/27/2016 01:39p

Demonstrate compliance efforts with the Full Audit Report, which provides a detailed record of all employee prompts and captured responses.