

# Time Recording for Workday®



## jay cloud - flexible and efficient time recording

jay cloud complements your time management with Workday

On the road or in the office, at the time recording terminal, with your smartphone, in the browser or automatically when you open the door - with jay cloud, **you can record times where they occur**. The booking data is transferred to your Workday system in real time and is available there for accurate payroll accounting.

jay cloud supports the Workday approach: More employee empowerment, more transparency and improved efficiency in HR processes.

- **Design approved interface to Workday Time Tracking**
- **Full integration of time recording, access control, visitor management and evacuation management in your Workday system**
- **Interactive and guided time tracking at the time terminal**

## Built as cloud-native solution

**jay cloud** is a cloud-native "Software as a Service" solution based on a professional business IT Cloud PaaS. Thanks to the advanced technology, the solution offers **maximum IT security and highest availability**.

The solution was developed from the ground up as a cloud-native solution and offers all the benefits such as scalability, cyber resilience, biannual deployment of major releases, optimized support processes, monitoring, and much more.

# The big plus - dialog with employees

Fast communication between company and employee - at the time terminal



## Time tracking for everyone

Even employees who do not have direct access to Workday, such as those in production or the warehouse, can access their time sheet information at the terminal: recorded time bookings, calculated working hours, breaks and overtime, daily and total balance, absences and holidays, and bonuses and allowances.



## Interactive user guidance

Each input on the terminal automatically updates the user interface according to the feedback from Workday time tracking. This guides the user through the data entry process and prevents errors.



## Plausibility checks

To avoid incorrect or duplicate bookings, jay cloud performs plausibility checks for each booking in real time across all devices. If a clock-in booking has been made, the person is offered only those functions that make sense on that terminal and on all other terminals, such as "leave" or "break".



## Employee self service

With jay cloud, the terminal becomes a front-end application for Workday and an interface between employees and the company. Employees can use the terminal to

- ✓ catch up on forgotten bookings and make corrections,
- ✓ submit leave requests,
- ✓ report a lost badge, which is immediately transmitted to Workday
- ✓ apply for and record allowances or remuneration, for example for canteen meals or on-call duty.



## Individuality

Terminals communicate automatically in the language of the respective user. User dialogs can be configured depending on the device and location - for online and offline operation.



## Cross-system synchronization

Whether data is entered into Workday directly, the web terminal or the time terminal, the data are always synchronized. All bookings are synchronized in real-time across the system and displayed consistently on all end devices.



## Much more than time tracking

Make time recording and access control an integral part of your Workday system

### Deep integration into your Workday system

- The data relevant to time recording (personal data, organizational data, jobs, roles, time profiles and shift schedules) are continuously synchronized with jay cloud, in compliance with GDPR.
- Comprehensive reporting and monitoring: View the system and device status directly and get individually alerted in case something is not working properly through E-mail notifications. The booking monitor gives you an overview of all time bookings.
- The role-based authorization concept for managers, administrators and direct superiors is adopted in jay cloud. In this way, jay cloud users only have access to data according to their Workday authorizations.

### Facilitates the migration from legacy systems to Workday

jay cloud simplifies your path to the cloud. With jay cloud, you can operate both systems in parallel and drive the roll-out step by step, e.g. per location, even in heterogeneous system landscapes. This allows you to achieve a flexible and smooth transition that is tailored to your company's digital strategy.

### Workday data is the basis beyond time recording

Benefit from the synergies of a standardized data basis: Workday and the jay cloud modules for time recording, access control and visitor management can be seamlessly interlinked.

The organizational and personal data from Workday allows, for example, the direct assignment of access authorizations based on the position and qualifications of employees in the company.

### Project time recording

Project time tracking can be combined with attendance tracking and integrated with the Workday Project Application. The attendance times evaluated in Workday and the order times evaluated in jay cloud can be compared downstream.

### Contractor management

With jay cloud, you can also implement time management and access control for employees of external companies and service providers - people who are not typically managed in Workday.

## Connects HR management with time and access control



## Device integration

### Time terminals and media management

We recommend the dormakaba device portfolio as best and broadest solution fit. The responsive dormakaba 9600, 9700 and 9800 terminals offer many options in addition to time and attendance.

A variety of identification media such as smartphones, RFID and optional biometric entries ensure secure and customizable time recording.

### Secure connection to the cloud

Newer devices are directly cloud connected (using OAuth2.0 and x.509 certificate). For existing devices or older device generations of dormakaba, an IoT gateway ensures the secure connection of time and access devices in the customer network safeguarding the

investment. Other vendors are directly connected or are connected via applicational interfaces as REST or CSV. Either way, it is ensured that the devices will continue to work offline in case connection to the cloud is not available.

### Central monitoring of all devices

All devices are centrally managed and monitored. The Business Cloud Platform ensures a high level of security and fast data transfer between the devices and Workday. It is easy to integrate additional terminals any time later. Regular updates, enhancements and security patches are always available immediately. Devices and applications are always up to date.



## jay cloud apps at a glance



**Master data management.** The user has an overview of the entire hierarchical organizational structure as well as the time and access authorizations of the company and can build up or trace the objects and their relationships to each other in a tree structure.



**Employee management.** The app gives HR managers a quick overview of the relevant employee master data and enables them to assign identification media quickly and easily.



**Booking monitor.** This is where you can get overviews, reports and evaluations of all your time and access bookings. The following reports are available: All time events and time pairs, all access bookings, and the shift report.



**Web Terminal.** Time recording "on the go". The Web Terminal works like a physical time recording terminal - on a smartphone or desktop computer. The booking data is immediately synchronized with Workday.



# The jay cloud modules

Add value to your HR system and create additional benefits

## jay cloud ACCESS

Control access authorizations directly from your HR system. Access rights follow employment and are based on an employee's position and qualifications within the company. If the employee's role changes, their access authorizations change automatically and immediately. These are easily and conveniently defined and assigned in jay cloud by the HR department or security officers.

For more information, please refer to the factsheet **jay cloud ACCESS**



## jay cloud LIFE SAFETY

Keep an eye on who is on your company premises at all times. Thanks to the integration of time recording and access control, you are ideally prepared for emergencies. In an emergency, the system enables a quick and orderly evacuation: people are directly registered as safe at assembly points, while the last known location of missing persons provides valuable support for rescue teams. The result is safety and efficiency when every second counts.

For more information, please refer to the factsheet **jay cloud LIFE SAFETY**



## jay cloud VISITOR

The solution offers a wide range of functions for visitor planning, check-in and check-out as well as for managing and analyzing visitor data. On arrival, visitors are issued with an ID card that already contains all the necessary access rights. Precise access control allows free and secure visitor traffic with restrictions to specific times and room zones.

For more information, please refer to the factsheet **jay cloud VISITOR**



# Integration in all leading HR-solutions

On Demand and On Premise

**jay cloud** is available for integration with various HR systems, both for on-premise and on-demand solutions. With jay cloud, you can also operate on-demand and on-premise solutions in parallel and implement system migrations securely.

We will be happy to advise you on the integration of jay cloud into your HR system.

jay cloud offers integrated time recording and access control for the following systems out of the box:

- **Workday HCM**
- **SAP SuccessFactors**
- **SAP HCM for S/4HANA**
- **SAP ERP HCM**
- **PeopleXD**
- **Bamboo HR**
- **MS Dynamics - Hubdrive**
- **Other systems**



## Do you have any questions?

We will be happy to advise you and look forward to hearing from you.

**Poksundo GmbH** - A spin-off of the dormakaba Group



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Make an appointment

