

VENDOR CONTRACT

Between _____ and
(Company Name)

THE INTERLOCAL PURCHASING SYSTEM (TIPS)

For

TIME CLOCK SYSTEMS

CONTRACT #3072816

General Information

The vendor contract shall include the contract, the terms and conditions, special terms and conditions, any agreed upon amendments, as well as all of the sections of the solicitation and the awarded vendor's proposal. Once signed, if an awarded vendor's proposal varies or is unclear in any way from the TIPS contract, TIPS, at its sole discretion, will decide which provision will prevail. Other documents to be included are the awarded vendor's proposals, task orders, purchase orders and any adjustments which have been issued.

The following pages will constitute the contract between the successful vendors(s) and TIPS. Bidders shall state, in a separate writing, and include with their proposal response, any required exceptions or deviations from these terms, conditions, and specifications. If agreed to by TIPS, they will be incorporated into the final contract.

The Vendor Contract ("Contract") made and entered into by and between The Interlocal Purchasing System (hereinafter referred to as "TIPS" respectfully) a government cooperative purchasing program authorized by the Region VIII Education Service Center, having its principal place of business at 4845 US Hwy 271 North, Pittsburg, Texas 75686. This contract consists of the provisions set forth below, including provisions of all Attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any Attachment, the provisions set forth shall control.

Definitions

PURCHASE ORDER is the TIPS member's approval providing the authority to proceed with the negotiated delivery order under the contract. Special terms and conditions as agreed to between the vendor and TIPS member will be added as addendums to the PO. Items such as certificate of insurance, bonding requirements, small or disadvantaged business goals are some of the addendums possible.

PREMIUM HOURS are defined as those hours not included in regular hours or recognized holidays. Premium hours are to be approved by the TIPS member for each delivery order and noted in the delivery order proposal as a line item during negotiations.

REGULAR HOURS are defined as those hours between the hours of 7 AM and 6 PM Monday thru Friday.

Terms and Conditions

Freight

All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

Warranty Conditions

All supplies equipment and services shall include manufacturer's minimum standard warranty unless otherwise agreed to in writing. Vendor shall be an authorized dealer, distributor or manufacturer for all products. All equipment proposed shall be new unless clearly stated in writing.

Customer Support

The Vendor shall provide timely and accurate customer support to TIPS members. Vendors shall respond to such requests within one (1) working day after receipt of the request. Vendor shall provide training regarding products and services supplied by the Vendor unless otherwise clearly stated in writing at the time of purchase. (Unless training is a line item sold or packaged and must be purchased with product.)

Contracts

All contracts and agreements between Vendors and TIPS Members shall strictly adhere to the statutes that are set forth in the Uniform Commercial Code as most recently revised.

Contracts for purchase will normally be put into effect by means of a purchase order(s) executed by authorized agents of the participating government entities.

Davis Bacon Act requirements will be met when Federal Funds are used for construction and/or repair of buildings.

Tax exempt status

A taxable item sold, leased, rented to, stored, used, or consumed by any of the following governmental entities is exempted from the taxes imposed by this chapter:(1) the United States; (2) an unincorporated instrumentality of the United States; (3) a corporation that is an agency or instrumentality of the United States and is wholly owned by the United States or by another corporation wholly owned by the United States;(4) the State of Texas; (5) a Texas county, city, special district, or other political subdivision; or (6) a state, or a governmental unit of a state that borders Texas, but only to the extent that the other state or governmental unit

exempts or does not impose a tax on similar sales of items to this state or a political subdivision of this state. Texas Tax Code § 151.309.

Assignments of contracts

No assignment of contract may be made without the prior written approval of TIPS. Payment can only be made to the awarded Vendor or vendor assigned dealer.

Disclosures

1. Vendor affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
2. Vendor shall attach, in writing, a complete description of any and all relationships that might be considered a conflict of interest in doing business with participants in the TIPS program.
3. The vendor affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

Renewal of Contracts

The contract is for one (1) year with an option for renewal for 2 consecutive years. Total term of contract can be up to 3 years if sales are reported through the contract and both parties agree.

Shipments

The Vendor shall ship ordered products within five (5) working days after the receipt of the order. If a product cannot be shipped within that time, the Vendor shall notify TIPS and the requesting entity as to why the product has not shipped and shall provide an estimated shipping date, if applicable. TIPS or the requesting entity may cancel the order if estimated shipping time is not acceptable.

Invoices

The Vendor or vendor assigned dealer shall submit invoices, to the TIPS participant. Each invoice shall include the TIPS participant's purchase order number. The shipment tracking number or pertinent information for verification of TIPS participant receipt shall be made available upon request. The Vendor or vendor assigned dealer shall not invoice for partial shipments unless agreed to in writing in advance by TIPS and the TIPS participant.

Payments

The TIPS participant will make payments directly to the Vendor or vendor assigned dealer at net 30 days after receiving invoice.

Pricing

The Vendor contracts to provide pricing to TIPS and its participating governmental entities that is the lowest pricing available to like cooperative purchasing customers and the pricing shall remain so throughout the duration of the contract.

The Vendor agrees to promptly lower the cost of any product purchased through TIPS following a reduction in the manufacturer or publisher's direct cost to the Vendor. Price increases will be honored. However, the Vendor shall honor previous prices for thirty (30) days after written notification to TIPS of an increase.

All pricing submitted to TIPS shall include the participation fee to be remitted to TIPS by the Vendor. Vendor will not show adding the fee to the invoice presented to customer. The normal fee is 2%, but can be negotiated with the Vendor.

Participation Fees

Vendor or vendor assigned dealer contracts to pay the participation fee for all contract sales to TIPS on a monthly scheduled report. Vendor must login to the TIPS database and use the "Submission Report" section to report sales. The Vendor or vendor assigned dealers are responsible for keeping record of all sales that go through the TIPS contract. Failure to pay the participation fee will result in termination of contract. Please contact TIPS at tips@tips-usa.com or call (866) 839-8477 if you have questions about paying fees.

Indemnity

- 1. Indemnity for Personality Contracts.** Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees, from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's performance of this contract, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, invitees, whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS, TIPS member(s), officers, employees, or agents.
- 2. Indemnity for Performance Contracts.** The Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's work under this contract, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, or invitees. Vendor further agrees to indemnify and

hold harmless and defend TIPS, TIPS member(s), officers and employees, from and against all claims and suits for injuries (including death) to an officer, employee, agent, subcontractor, supplier or equipment lessee of the Vendor, arising out of, or resulting from, Vendor's work under this contract whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS, TIPS member(s), officers, employees, or agents.

Attorney's Fees--Texas Local Government Code § 271.159 is expressly referenced.

Pursuant to §271.159, TEXAS LOC. GOV'T CODE, in the event that any one of the Parties is required to obtain the services of an attorney to enforce this Agreement, the prevailing party, in addition to other remedies available, shall be entitled to recover reasonable attorney's fees and costs of court.

Multiple Vendor Awards

TIPS reserves the right to award multiple vendor contracts for categories when deemed in the best interest of the TIPS membership. Bidders scoring 80% or above will be considered for an award. Categories are established at the discretion of TIPS.

State of Texas Franchise Tax

By signature hereon, the bidder hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

Miscellaneous

The Vendor acknowledges and agrees that continued participation in TIPS is subject to TIPS sole discretion and that any Vendor may be removed from the participation in the Program at any time with or without cause. Nothing in the contract or in any other communication between TIPS and the Vendor may be construed as a guarantee that TIPS participants will submit any orders at any time. TIPS reserves the right to request additional proposals for items already on contract at any time.

Purchase Order Pricing/Product Deviation

If a deviation of pricing/product on a purchase order occurs, TIPS is to be notified within 24 hours of receipt of order.

Cancellation for non-performance or contract deficiency

TIPS may terminate any contract if TIPS Members have not used the contract, or if purchase volume is determined to be "low volume" in any 12-month period. TIPS reserves the right to cancel the whole or any part of this contract due to failure by awarded vendor to carry out any obligation, term or condition of the contract. TIPS may issue a written deficiency notice to awarded vendor for acting or failing to act in any of the following:

- Providing material that does not meet the specifications of the contract;

- Providing work and/or material that was not awarded under the contract;
- Failing to adequately perform the services set forth in the scope of work and specifications;
- Failing to complete required work or furnish required materials within a reasonable amount of time;
- Failing to make progress in performance of the contract and/or giving TIPS reason to believe that awarded vendor will not or cannot perform the requirements of the contract; and/or
- Performing work or providing services under the contract prior to receiving a TIPS reviewed purchase order for such work.

Upon receipt of the written deficiency, awarded vendor shall have ten (10) days to provide a satisfactory response to TIPS. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by awarded vendor under this contract shall become the property of the TIPS Member on demand.

TIPS Member Purchasing Procedures

Purchase orders are issued by participating TIPS member to the awarded vendor indicating on the PO "Contract Number". Purchase Order is emailed to TIPS at tipspo@tips-usa.com.

- Awarded vendor delivers goods/services directly to the participating member.
- Awarded vendor invoices the participating TIPS member directly.
- Awarded vendor receives payment directly from the participating member.
- Awarded vendor reports sales monthly to TIPS (unless prior arrangements have been made with TIPS to report monthly).

Form of Contract

The form of contract for this solicitation shall be the Request for Proposal, the awarded proposal(s) and best and final offer(s), and properly issued and reviewed purchase orders referencing the requirements of the Request for Proposals. If a vendor submitting an offer requires TIPS and/or TIPS Member to sign an additional agreement, a copy of the proposed agreement must be included with the proposal.

Vendor contract documents: TIPS will review proposed vendor contract documents. Vendor's contract document shall not become part of TIPS's contract with vendor unless and until an authorized representative of TIPS reviews and approves it.

Licenses

Awarded vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by awarded vendor. Awarded vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. TIPS reserves the right to stop

work and/or cancel contract of any awarded vendor whose license(s) expire, lapse, are suspended or terminated.

Novation

If awarded vendor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. TIPS reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual obligations of awarded vendor.

Site Requirements (when applicable to service or job)

Cleanup: Awarded vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by TIPS Member. Upon completion of work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.

Preparation: Awarded vendor shall not begin a project for which TIPS Member has not prepared the site, unless awarded vendor does the preparation work at no cost, or until TIPS Member includes the cost of site preparation in a purchase order.

Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.

Registered sex offender restrictions: For work to be performed at schools, awarded vendor agrees that no employee of a sub-contractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or reasonably expected to be present. Awarded vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the TIPS Member's discretion.

Awarded vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.

Safety measures: Awarded vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Awarded vendor shall post warning signs against all hazards created by the operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

Smoking

Persons working under contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

Invoices

The awarded vendor shall submit invoices to the participating entity clearly stating "Per TIPS Contract". The shipment tracking number or pertinent information for verification shall be made available upon request.

Marketing

Awarded vendor agrees to allow TIPS to use their name and logo within website, marketing materials and advertisement. Any use of TIPS name and logo or any form of publicity, inclusive of press release, regarding this contract by awarded vendor must have prior approval from TIPS.

Supplemental agreements

The entity participating in the TIPS contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor. TIPS, its agents, TIPS members and employees shall not be made party to any claim for breach of such agreement.

Survival Clause

All applicable software license agreements, warranties or service agreements that were entered into between Vendor and Customer under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Order Fulfiller shall survive expiration or termination of the Contract.

Legal obligations

It is the responding vendor's responsibility to be aware of and comply with all local, state and federal laws governing the sale of products/services identified in this RFP and any awarded contract thereof. Applicable laws and regulations must be followed even if not specifically identified herein.

Audit rights

Awarded Vendor shall, at their sole expense, maintain appropriate due diligence of all purchases made by TIPS Member that utilizes this Contract. TIPS and Region 8 ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. TIPS shall have authority to conduct random audits of Awarded Vendor's pricing that is offered to TIPS Members. Notwithstanding the foregoing, in the event that TIPS is made aware of any pricing being offered to eligible entities that is materially inconsistent with the pricing under this agreement, TIPS shall have the ability to conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 8 ESC or TIPS.

Force Majeure

If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and fully particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

Services

When applicable, performance bonds will be required on construction or labor required jobs over \$100,000 and payment bonds on jobs over \$25,000 or awarded vendor will meet the TIPS member's local and state purchasing requirements. Awarded vendors may need to provide additional capacity as jobs increase. Bonds will not require that a fee be paid to TIPS. The actual cost of the bond will be a pass through to the TIPS member and added to the purchase order.

Scope of Services

The specific scope of work for each job shall be determined in advance and in writing between TIPS Member and Awarded vendor. It is okay if the TIPS member provides a general scope, but the awarded vendor should provide a written scope of work to the TIPS member as part of the proposal. Once the scope of the job is agreed to, the TIPS member will issue a PO with the estimate referenced as an attachment along with bond and any other special provisions agreed to for the TIPS member. If special terms and conditions other than those covered within this solicitation and awarded contracts are required, they will be attached to the PO and shall take precedence over those in the base contract.

Project Delivery Order Procedures

The TIPS member having approved and signed an interlocal agreement, or other TIPS membership document, may make a request of the awarded vendor under this contract when the TIPS member has services that need to be undertaken. Notification may occur via phone, the web, email, fax, or in person.

Upon notification of a pending request, the awarded vendor shall make contact with the TIPS member as soon as possible, but must make contact with the TIPS member within two working days.

Scheduling of Projects

Scheduling of projects (if applicable) will be accomplished when the TIPS member issues a purchase order that will serve as "the notice to proceed". The period for the delivery order will include the mobilization, materials purchase, installation and delivery, design, weather, and site cleanup and inspection. No additional claims may be made for delays as a result of these items. When the tasks have been completed the awarded vendor shall notify the client and have the TIPS member inspect the work for acceptance under the scope and terms in the PO. The TIPS

member will issue in writing any corrective actions that are required. Upon completion of these items, the TIPS member will issue a completion notice and final payment will be issued.

Support Requirements

If there is a dispute between the awarded vendor and TIPS member, TIPS or its representatives will assist in conflict resolution or third party (mandatory mediation), if requested by either party. TIPS, or its representatives, reserves the right to inspect any project and audit the awarded vendors TIPS project files, documentation and correspondence.

Special Terms and Conditions

It is the intent of TIPS to contract with a reliable, high performance vendor to supply products and services to government and educational agencies. It is the experience of TIPS that the following procedures provide TIPS, the Vendor, and the participating agency the necessary support to facilitate a mutually beneficial relationship. The specific procedures will be negotiated with the successful vendor.

- **Contracts:** All vendor purchase orders must be emailed to TIPS at tipspo@tips-usa.com. Should an agency send an order direct to vendor, it is the vendor's responsibility to forward the order to TIPS at the email above within 24 business hours and confirm its receipt with TIPS.
 - **Promotion of Contract:** It is agreed that Vendor will encourage all eligible entities to purchase from the TIPS Program. Encouraging entities to purchase directly from the Vendor and not through TIPS contract is not acceptable to the terms and conditions of this contract and will result in removal of Vendor from Program. Vendor is expected to use marketing funds for the marketing and promotion of this contract.
 - **Daily Order Confirmation:** All contract purchase orders will be approved daily by TIPS and sent to vendor. The vendor must confirm receipt of orders to the TIPS member (customer) within 24 business hours.
 - **Vendor custom website for TIPS:** If Vendor is hosting a custom TIPS website, then updated pricing must be posted by 1st of each month.
 - **Back Ordered Products:** If product is not expected to ship within 3 business days, customer is to be notified within 24 hours and appropriate action taken based on customer request.
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Check one of the following responses to the General Terms and Special Terms and Conditions:

() We take no exceptions/deviations to the general and/or special terms and conditions.

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

() We take the following exceptions/deviations to the general and/or special terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general or special terms and conditions that you are taking exceptions/deviations to. The proposer must clearly state if you are adding additional terms and conditions to the general or special terms and conditions. Provide details on your exceptions/deviations below:

Exceptions:

Exceptions:

Noted herein are the general exceptions of Kronos Incorporated (“Kronos”) to the Vendor Contract for Time Clock Systems (contract #3072816) issued by The Interlocal Purchasing System (“TIPS” or the “Customer”). Kronos offers an advanced payroll, scheduling, time and attendance software in both the traditional on-premise perpetual licensing model, or as a specialized “cloud” based service (“SaaS”) which allows Customer to acquire the Kronos applications and services in a cloud environment. The SaaS offering allows Customer to (a) acquire and use, in a cloud environment, the Kronos software applications, (b) acquire or rent equipment (e.g., data collection terminals/time clocks for installation on premise at Customer’s facility), (c) acquire professional, educational, training, and consulting services, and (d) purchase support maintenance services. Because of the specialized nature of the SaaS offering, Customer should review the Kronos Workforce Central Software as a Services Terms and Conditions (“SaaS Contract”). Alternatively, Kronos also offers its payroll, scheduling, and time and attendance software in a tradition on premise perpetual purchase model. The Customer may purchase the software licenses and have such applications installed on premise, at its location, on its server and behind its firewall (Customer can also purchase the applications and request that Kronos host the applications on behalf of Customer). Customer can purchase such products under the Kronos Sales, Software License and Services Agreement (“SSLSA”). The Kronos SaaS Contract and the SSLSA are collectively referred to as the “Kronos Agreement”. Kronos takes general exception to the terms and conditions of the Vendor Contract or any general RFP terms and conditions and contract terms and conditions that are inconsistent with the Kronos Agreements and proposes that the parties use the applicable Kronos Agreement as the starting point for contract review and negotiations.

Kronos recognizes that some of the terms and conditions in the Kronos Agreements vary from those contained in Customer’s contract terms and conditions as set forth in the RFP, and understands that Customer may have certain statutory mandates that could affect the terms of the Kronos Agreements. If awarded the business by Customer, Kronos is willing to explain the applicable provisions proposed with the offering acquired by Customer under the Kronos Agreements. Kronos expects that neither the RFP, or any attachments to the same, nor Kronos’ proposal will be incorporated into any definitive agreement without mutual agreement of the parties, but such agreement will address the topics in the RFP and Kronos' proposal and supersede both. Additionally, the parties will work in good faith to incorporate the applicable provisions from Customer’s contract terms and conditions to develop a mutually acceptable and definitive contract. This response and general exception made by Kronos are being provided for informational purposes only and should not be deemed to constitute an offer to contract. Kronos submits its response in good faith with the intention that the Kronos Contract is utilized or that the parties will negotiate in good faith a legally binding definitive contract with Customer following an award of business to Kronos.

The Interlocal Purchasing System (TIPS Cooperative) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Karen Walton Internal Support Specialist	Address	Region VIII Education Service Center	Address
Email	Karen.Walton@tips-usa.com		4845 US Highway 271	
Phone	(903) 575-2761		North	Contact
Fax	(866) 929-4402	Contact	Pittsburg, TX 75686	
Bid Number	3072816		Kim Thompson, TIPS Office Manager	Department Building
Title	Time Clock Systems	Department Building		Floor/Room
Bid Type	RFP			Telephone
Issue Date	5/2/2016 08:01 AM (CT)			Fax
Close Date	6/10/2016 03:00 PM (CT)	Floor/Room		Email
Need by Date		Telephone	+1 (866) 839-8477	
		Fax	+1 (866) 839-8472	
		Email	bids@tips-usa.com	

Supplier Information

Company Kronos Incorporated
 Address 297 Billerica Road
 Chelmsford, MA 01824
 Contact
 Department
 Building
 Floor/Room
 Telephone 978 (250) 9800
 Fax 1
 Email
 Submitted 6/10/2016 11:45 AM (CT)
 Total \$0.00

By submitting your response, you certify that you are authorized to represent and bind your company.

Signature John O'Brien Email john.o'brien@kronos.com

Supplier Notes

Bid Notes

Bid Activities

Bid Messages

Please review the following and respond where necessary

#	Name	Note	Response
1	Yes - No	Disadvantaged/Minority/Women Business Enterprise - D/M/WBE (Required by some participating governmental entities) Vendor certifies that their firm is a D/M/WBE? Vendor must upload proof of certification to the "Response Attachments" D/M/WBE CERTIFICATES section.	No
2	Yes - No	Highly Underutilized Business - HUB (Required by some participating governmental entities) Vendor certifies that their firm is a HUB? Vendor must upload proof of certification to the "Response Attachments" HUB CERTIFICATES section.	No
3	Yes - No	The Vendor can provide services and/or products to all 50 US States?	Yes
4	States Served:	If answer is NO to question #3, please list which states can be served. (Example: AR, OK, TX)	N/A
5	Company and/or Product Description:	This information will appear on the TIPS website in the company profile section, if awarded a TIPS contract. (Limit 750 characters.)	Kronos was founded by Mark S. Ain in 1977. Today, Kronos is a single-source provider and global leader in workforce management solutions that enable organizations to control labor costs, minimize compliance risk, and improve workforce productivity. More than 30,000 organizations in over 100 countries — including more than half of the Fortune 1000® — use Kronos HR, payroll, time and attendance, scheduling, absence management, hiring, and labor analytics applications. Kronos became a \$1B software company in 2014, and we are committed to pushing growth and innovation by investing more than 10 percent of total revenue each year into R&D.
6	Primary Contact Name	Primary Contact Name	Gregg Peterson
7	Primary Contact Title	Primary Contact Title	Mgr. Field Sales Operations
8	Primary Contact Email	Primary Contact Email	gregg.peterson@kronos.com
9	Primary Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	9526567024
10	Primary Contact Fax	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	
11	Primary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	9526567024
12	Secondary Contact Name	Secondary Contact Name	Gary Stephens
13	Secondary Contact Title	Secondary Contact Title	Sales Director
14	Secondary Contact Email	Secondary Contact Email	gary.stephens@kronos.com
15	Secondary Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	5125651056

16	Secondary Contact Fax	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	
17	Secondary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	5125651056
18	Admin Fee Contact Name	Admin Fee Contact Name. This person is responsible for paying the admin fee to TIPS.	Anthony Tocci
19	Admin Fee Contact Email	Admin Fee Contact Email	anthony.tocci@kronos.com
20	Admin Fee Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	9782509800??
21	Purchase Order Contact Name	Purchase Order Contact Name. This person is responsible for receiving Purchase Orders from TIPS.	Anthony Tocci
22	Purchase Order Contact Email	Purchase Order Contact Email	anthony.tocci@kronos.com
23	Purchase Order Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	9782509800
24	Company Website	Company Website (Format - www.company.com)	www.kronos.com
25	Federal ID Number:	Federal ID Number also known as the Employer Identification Number. (Format - 12-3456789)	04-2640942
26	Primary Address	Primary Address	297 Billerica Rd.
27	Primary Address City	Primary Address City	Chelmsford
28	Primary Address State	Primary Address State (2 Digit Abbreviation)	MA
29	Primary Address Zip	Primary Address Zip	01824
30	Search Words:	Please list search words to be posted in the TIPS database about your company that TIPS website users might search. Words may be product names, manufacturers, or other words associated with the category of award. YOU MAY NOT LIST NON-CATEGORY ITEMS. (Limit 500 words) (Format: product, paper, construction, manufacturer name, etc.)	Kronos, Kronos Incorporated, Workforce Management, Timekeeping, Scheduling, Time & Attendance, Absence Management, HR, Human Resources, Payroll, Hiring, Labor Analytics, time clocks, public safety, government, education, hospitality, retail, manufacturing, logistics, financial services, energy, business services, workforce central, workforce ready, telestaff, absence management, intouch, workforce
31	Yes - No	Do you wish to be eligible to participate in a TIPS contract in which a TIPS member utilizes federal funds on contracts exceeding \$100,000? (Non-Construction) (If YES, vendor should download the Federal Regulations for Contracts document from the Attachments section, fill out the form and submit the document in the "Response Attachments" FEDERAL FUNDS section.) (Vendor must also download the Suspension or Debarment Certificate document from the Attachments section, fill out the form and submit the document in the "Response Attachments" SUSPENSION OR DEBARMENT section.)	No
32	Yes - No	Certification of Residency (Required by the State of Texas) Company submitting bid is a Texas resident bidder?	No
33	Company Residence (City)	Vendor's principal place of business is in the city of?	Chelmsford

34	Company Residence (State)	Vendor's principal place of business is in the state of?	MA
35	Felony Conviction Notice:	(Required by the State of Texas) My firm is, as outlined on PAGE 5 in the Instructions to Bidders document: (Questions 36 - 37)	(No Response Required)
36	Yes - No	A publicly held corporation; therefore, this reporting requirement is not applicable?	No
37	Yes - No	Is owned or operated by individual(s) who has/have been convicted of a felony? If answer is YES, a detailed explanation of the name(s) and conviction(s) must be uploaded to the "Response Attachments" FELONY CONVICTION section.	No
38	Pricing Information:	Pricing information section. (Questions 39 - 42)	(No Response Required)
39	Yes - No	In addition to the typical unit pricing furnished herein, the Vendor agrees to furnish all current and future products at prices that are proportionate to Dealer Pricing. If answer is NO, include a statement detailing how pricing for TIPS participants would be calculated in the PRICING document that is uploaded to the "Response Attachments" PRICING section.	Yes
40	Yes - No	Pricing submitted includes the TIPS administration fee?	Yes
41	Yes - No	Vendor agrees to remit to TIPS the required administration fee?	Yes
42	Yes - No	Additional discounts to TIPS members for bulk quantities or scope of work?	Yes
43	Start Time	Average start time after receipt of customer order is ____ working days?	15
44	Years Experience	Company years experience in this category?	39
45	Resellers:	Does the vendor have resellers that it will name under this contract? (If applicable, vendor should download the Reseller/Dealers spreadsheet from the Attachments section, fill out the form and submit the document in the "Response Attachments" RESELLERS section.	No
46	Prices are guaranteed for?	(__ Month(s), __ Year(s), or Term of Contract) (Standard term is "Term of Contract")	We agreed to a 12 month initial contract with two one year renewal options to follow.

Line Items

Response Total: \$0.00

2 CFR PART 200 Contract Provisions

Required Federal contract provisions of Federal Regulations for Contracts

The following provisions are required to be in place and agreed if the procurement is funded with federal funds. TIPS or its members are the subgrantee or subrecipient by definition in most cases. Not all provisions herein apply to all contracts. Compliance is required as it applies to the individual purchase contract.

Appendix II to Part 200

Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

2 CFR PART 200

These contract provisions are incorporated by reference or attachment into all contracts with your company when TIPS or its members purchase is with federal funds if you respond to a TIPS competitive procurement request for proposals or bid..

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

Federal Rule (1) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Notice: Pursuant to Federal Rule (1) above, when federal funds are expended by TIPS or its members, TIPS or its members reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree? YES AM Initial of Authorized Company Official

Federal Rule (2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to Federal Rule (2) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for cause after giving the vendor an appropriate opportunity and up to 30 days, to cure the causal breach of terms and conditions. TIPS OR ITS MEMBERS reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for convenience with 30 days notice in writing to the awarded vendor. The vendor would be compensated for work performed and goods procured as of the termination date if for convenience of the TIPS OR ITS MEMBERS. Any award under this procurement process is not exclusive and the District reserves the right to purchase goods and services from other vendors when it is in the best interest of the District.

Does vendor agree? YES AM Initial of Authorized Company Official

Federal Rule (3) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

2 CFR PART 200 Contract Provisions

Pursuant to Federal Rule (3) above, when federal funds are expended by TIPS OR ITS MEMBERS, for all construction contracts awarded by grantees and their contractors or subgrantees, the proposer certifies that during the term of an award, when federal funds are expended, by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with Equal Opportunity Employment laws specifically Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

Does vendor agree? YES am Initial of Authorized Company Official

Federal Rule (4) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (4) above, when federal funds are expended by TIPS OR ITS MEMBERS, during the term of an award for all contracts and subgrants for construction or repair, when Federal Funds are expended, by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with all provisions listed or referenced therein.

Does vendor agree? YES am Initial of Authorized Company Official

Federal Rule (5) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (5) above, when federal funds are expended by TIPS OR ITS MEMBERS, the proposer certifies that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process for construction contracts awarded by grantees and subgrantees the proposer agrees to be in compliance with all requirements listed or referenced therein.

Does vendor agree? YES am Initial of Authorized Company Official

Federal Rule (6) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a

2 CFR PART 200 Contract Provisions

small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (6) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires that the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process the vendor agrees to the terms listed and referenced therein.

Does vendor agree? YES am Initial of Authorized Company Official

Federal Rule (7) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (7) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires that the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process the vendor agrees to the terms listed and referenced therein.

Does vendor agree? YES am Initial of Authorized Company Official

Federal Rule (8) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award \$25,000 or greater (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (8) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor certifies that they are not debarred from receiving a contract from the federal government as provided therein.

Does vendor agree they are not debarred as specified above ? YES am Initial of Authorized Company Official

Federal Rule (9) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (9) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that during the term and after the awarded term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor certifies to the terms included or referenced in Federal Rule 9 above.

2 CFR PART 200 Contract Provisions

Does vendor certify to the provisions in Federal Rule (9) above? YES am Initial of Authorized Company Official

Federal Rule (10) 2 CFR 200.233 Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

Pursuant to Federal Rule (10) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that the awarded vendor retain all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

Does vendor agree? YES am Initial of Authorized Company Official

Federal Rule (11) 2 CFR §200.322 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. [78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

Pursuant to Federal Rule (11) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with mandatory standards and policies relating to Procurement of recovered materials which are listed above.

Does vendor agree they will comply? YES am Initial of Authorized Company Official

Company Name Kronos Incorporated

Print name of authorized representative Alyce Moore

Signature of authorized representative 

Date 6/7/2016

Signature above acknowledges all provisions in this four page document and the vendor/proposer/bidder responses herein to the 11 rules.

While providing services under the Agreement Kronos will at all times comply with applicable Federal and State laws, statutes and regulations. Kronos takes exception to any requirements in Article 2 CFR Part 200 that are not applicable to the Services, Good or Contract provided by Kronos. Although Kronos indicates that it agrees to comply with 2 CFR Part 200 Contract Provisions, it takes exception to any provisions that are not applicable.

Federal Requirements for Procurement and Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

If the TIPS member anticipate possibly using federal funds for procurement under this potential award and is required to obtain the following compliance assurance.

1. Will you be subcontracting any of your work under this award if you are successful?

(Check one)

YES or NO

2. If yes, do you agree to comply with the following federal requirements? (Check one)

YES or NO

2 CFR §200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce ; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Company Name Kronos Incorporated

Name of authorized representative John O'Brien

Signature of authorized representative 

Date 06/07/2016

SUSPENSION OR DEBARMENT CERTIFICATE

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$25,000.00. Contractors receiving individual awards for \$25,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this bidder:

Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the EDGAR, §200.212 Suspension and debarment.

Vendor Name: Kronos Incorporated

Vendor Address: 297 Billerica Rd. Chelmsford, MA 01824

Vendor E-mail Address: gregg.peterson@kronos.com

Vendor Telephone: 952-656-7024

Authorized Company Official's Name: John O'Brien

Signature of Company Official: 

Date: 6/7/2016

FELONY CONVICTION NOTICE

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code #44.034. Following is an example of a felony conviction notice:

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

Complete only one of the three below: A or B or C.

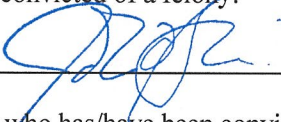
I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Official: _____
John O'Brien
Print Authorized Company Official's Name

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Authorized Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony:

Signature of Authorized Company Official: _____ 

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

Signature of Authorized Company Official: _____

CONTRACT Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in compliance with the terms, specifications and conditions at the prices quoted unless noted in writing. The undersigned further certifies that he or she is an authorized agent of the company and has authority to negotiate and contract for the company named below.

Company Name: Kronos Incorporated

Mailing Address: 297 Billerica Rd.

City: Chelmsford


State: Massachusetts

Zip: 01824

Telephone Number: (952) 656-7024

Fax Number: (978) 367-5900

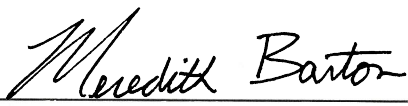
Email Address: gregg.peterson@kronos.com

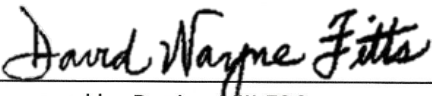
Authorized Signature: 

Printed Name: John O'Brien

Position: Senior Vice President, Global Sales

This contract is for a total TERM of one year with the option of two additional years. Vendors shall honor the participation fee for any sales made based on the TIPS contract. Failure to pay the fee will be grounds for termination of contract and will affect the award of future contracts.

 7-28-2016
TIPS Authorized Signature Date

 7-28-2016
Approved by Region VIII ESC Date

References

**** Must have at least 3 References. References must be School, City, County, University, State Agency or Other Government.**

Organization	City	State	Contact Name	Contact Phone
Ector County ISD	Midland	TX	Roxie Barreno	432-456-5238
Garland ISD	Garland	TX	Bob Whitehead	972-487-3973
United ISD	Laredo	TX	Norma Perez	956-473-6481
Lender ISD	Leander	TX	Trish Gage	512-570-0533
Northside ISD	San Antonio	TX	Diana Cisenros-Barnes	210-397-8670
Northeast ISD	San Antonio	TX	Anthony Garcia	210-407-0203
Lewisville ISD	Lewisville	TX	Lisa Moore	972-350-4736
County of Cameron	Brownsville	TX	Hendrick Quellhorstt	956-550-1352



Why Choose KRONOS®



More functionality with the Kronos InTouch

- All employee tasks can be done at the InTouch device
- Upgradeable to biometrics without purchasing additional devices
- Advanced functionality for K-12 needs such as travel time, ticket taking and workshop attendance
- Substitute punch process to account for substitutes time work and necessary link to the employee they worked for on a particular day
- Automatically interface substitute information back to Payroll
- Advanced technology for easier IT management like Power Over Ethernet and Remote Management
- Real-time validation of pay and work rules at the Kronos InTouch terminal through live access to the Kronos database



Advanced Mobile/Tablet Options

- Easy to use app for Bus Drivers and remote or itinerant employees
- Transfer jobs via bar code for ticket taking, detention, field trips, etc.
- iPad functionality / App for Principals to manage and approve on the fly
- GPS and full audit trail capability to ensure proper use of mobile technology
- All functionality available at the user's PC is also available on the Kronos Mobile App! (See Apple App Store or Google Play)

Highly Configurable Options within Timekeeper

- Seamless calculation of straight time and overtime taking in account multiple hourly thresholds or contracts in K-12 environment
- Shortfall calculation to ensure that salaried, non-exempt employees work their contract hours per week
- Primary interface logic defined for complex K-12 processes
- Attestation Tool Kit allows for automation of the missed punch process and reduces compliance risks
- ACA reporting and tracking of substitutes and other part time employees
- Unique options already configured for the K-12 environment such as summer break, weather/early dismissal and 4-day summer work weeks
- Ability to automate sick bank/donation of leave
- The ability to handle multiple jobs and different approvers for the same timecard



Calculated Accruals Module

- Kronos calculates the accruals alongside of Payroll allowing real time balances and validation at the point of entry
- Ability for employee to enter a future date to see what his/her accrual balance will be on that date at the Kronos InTouch Terminal, Kronos App or PC
- Kronos will validate the employee's accrual balance at the point of the request to ensure that time off is not requested for leave that the employee does not have



FMLA Tracking and Compliance

- FMLA Eligibility check
- Track FMLA balance and automatically reset balances each year
- Ability to project leave time and run paid time concurrently with FMLA time
- Process donation of days using group to employee feature which enables you to process all donation forms at once and creates reporting on the days donated for the donor and recipient
- Ability for FMLA leave request to be initiated by the employee or his/her supervisor through employee self-service



Dedicated Cloud Environment

- Kronos is not multi-tenant like our competition. You will have your own server and environment
- Gives you control over when you upgrade, what enhancements you would like to add, when upgrading is right for you, etc.
- Gives you control over your data and database. At any point an extract of your data can be given to you. This is not possible in a multi-tenant environment
- Ability to have a test environment. A dedicated server environment means we can setup a test environment where you can add pay rules/work rules for testing and then convert them into your production environment. Again, this can't be done in a multi-tenant environment.
- Kronos InTouch devices are optimized for the cloud and have device-initiated communication



Expedited Implementation Process

- Best practices K-12 model can be leveraged and copied for an expedited implementation
- In-house K-12 expertise to ensure best practices are implemented and delivered throughout implementation process
- Best practices are derived from many Kronos implementations throughout the U.S. with customers both large and small
- Most implementations can be complete in 3 - 5 months



Partnership between You and Kronos Team

- Together your Kronos sales representative and experienced implementation team will be there pre and post implementation for guidance and assistance
- Kronos wants to ensure your success and complete automation of all aspects of the payroll process



Procurement

- Kronos is on US Communities (<http://www.uscommunities.org/suppliers/kronos>) and GSA Schedule A

Student Success
Relies on Every Employee





1. Develop Change Management Strategy

- Create an informational video from various stakeholders to introduce Kronos. This video should explain the following: What Is Kronos? ; Why Kronos? ; How Kronos Works? ; Who Will Use Kronos? (Sample video at www.bcbe.org/kronos)
- Consider branding Kronos to engage employees (MyTime, TigerTime, etc)
- Establish a website for the Kronos implementation

2. Formulate a Deployment Plan

- Start with a model group to include an Elementary, Middle and High School
- Roll out based on internal time table and needs by school or “feeder patterns”
- Consider black-out dates such as Christmas, Spring Break and Summer Break
- Leverage Summer Break to roll out to 12-month employees such as Central Office, Maintenance/Operations and Transportation



3. Design Kronos System - Compliance Minded but Employee Driven

- All employees should use Kronos. Teachers, Principals and other Exempt employees should punch once a day to substantiate their attendance. Paraprofessionals, Custodians, Nutritional Staff and other Non-Exempt employees should punch in and out as well as punch for any meal breaks. Substitutes should punch and perform a labor level transfer by choosing who they are working for that day. This allows for the link between the Substitute and Teacher to ensure proper funding.
- Utilize Global Time off Requests to streamline the requests process and eliminate paper. Using the employee self-service module, employees can initiate the request in Kronos, supervisor approves and timecard is updated.
- Use the Calculated Accruals module and allow Kronos to drive the accrual balances. This provides real time leave validation and allows employees to project into the future.
- Leverage the Attestation Toolkit to allow employees to correct their own missed punches with supervisor approval as well as confirm or approve their timecards using a custom attestation message. This eliminates potential compliance issues, eliminate paper request forms and eradicates the need for timekeepers to make frequent timecard edits.
- Use mobile technology to allow itinerant teachers, IT staff and other remote employees to punch in and out while out in the field. The mobile application can also be used for non-exempt or classified employees when taking up tickets at ball games, working graduation or any other off-campus events.
- Setup pay code edit buttons at clock to account for time worked off site after the fact. This could include travel time for nutritional staff or bookkeepers as well as ticket taking at ball games.
- Setup various hyperfinds, workflow notifications and automatic shortfalls to assist in ensuring timecards are complete and ready for Payroll. These would include tracking of non-exempt employee’s shortages, viewing of substitutes on premise, reminders to correct unexcused absences and missed punches and reminders to approve timecards.



4. Plan School Walk-Throughs for Clock Placement & Start Installing Clocks

- Meet with each school Principal and do a walk-through of their school to determine best locations for clocks
- Consider things such as size of campus (distance to walk to clock in), where employees enter the building, how far you will have to run cable for POE, not in the direct traffic of kids, in view of security cameras, availability (cafeteria or nutritional staff access early in the morning), is everyone clocking or just certain groups of employees, height requirements for ADA and proximity of office to clock to allow for substitute assistance.
- 1 clock for <30 employees ; 2 clocks for 30-90 employees and 3 clocks for 90+ employees





5. Develop Training Plan

- The core school district Kronos implementation team should take the Train the Trainer Course
 - Develop internal, system specific job aids for employees
 - Develop tutorial videos using Adobe Captivate to video your screen demonstrating each end user process
- Post job aids and videos online on a Kronos specific site
 - Either train a core team from each school or have the core school district Kronos team go out and train the employees at each school
 - Train Principals first on the employee and manager functionality

6. Execute Deployment Plan

- Start with model schools and have a designated person at each site on the first day to provide support
- Roll out to other sites as planned
- Provide support, support and some more support as the schools need assistance



7. Provide Follow Up Assistance after First Week of Go Live

- Go visit each school and provide one-on-one assistance to the bookkeeper and/or Principal
- Review current state of timecards and potential outstanding issues
- Answer any questions they may have and/or other employees

8. Establish Support Line between Users and Payroll

- Create a generic email address such as Kronos@jefcoed.com that can be accessed by several internal payroll employees
- Create an auto reply to the email that has links to the job aids and frequently asked questions
- Create a single Kronos support line that is routed to all payroll users



Student Success
Relies on *Every* Employee



Rob Tibbs

Solution Consultant, Public Sector

robert.tibbs@kronos.com

The Interface That Helps You Manage Teacher Absenteeism

Centralize Data and Streamline Processes. Quickly. Easily. Seamlessly.

From sick days to extended leave, teacher absences have a significant impact on both student achievement levels and already-tight district budgets. That's why absence management is so important in K-12 education. But manual or semi-automated processes can make it difficult to effectively manage employee absences and leaves. As a result, many districts face growing compliance risks as well as large lump-sum payouts for unused leave.

By systematically tracking and managing employee absences using integrated, fully automated solutions, K-12 school districts like yours can better control labor costs, lower compliance risk, and minimize the impact of teacher absences on student performance. And when a substitute is needed, actual time is tracked and paid based on hours worked — which helps you comply with the Affordable Care Act (ACA) regulations.

How does it work?

The Kronos® substitute management system interface enables seamless transfer of absence information from your substitute management system to your Kronos workforce management solution. Once your substitute management system identifies an available and qualified replacement, Kronos imports the absence information — including employee ID, date, and absence type — and automatically enforces absence rules and triggers approval by employees, managers, and principals. Once the substitute clocks in, the substitute and teacher are linked in the system tracker. Both teacher and substitute schedules and time cards are updated, and actual time worked by the substitute is tracked for proper fund allocation. The interface can also be configured to transfer substitute rates, assigned substitute, campus/location, and work order so you can track costs, identify patterns and trends, and flag short- and long-term absences.

Key Benefits

- > **CONNECT SOLUTIONS** for a streamlined workflow
- > **ELIMINATE DUPLICATE DATA ENTRY** into HR and payroll systems
- > **REDUCE ERRORS** with seamless, automated data transfer
- > **ACCESS INFORMATION** quickly and easily with centralized storage of labor information

Student Success
Relies on *Every Employee*



Store employee data in ONE LOCATION



Kronos integrates with substitute management systems to provide a single location for absence and leave approvals

Automatically generate LEAVE PAPERWORK



Kronos automatically applies rules to absence data, notifies districts of potential extended leave cases, and generates leave paperwork

Centrally ENFORCE UNION RULES



Kronos automatically applies union contract attendance policies to absence and leave data received from the substitute management system

STREAMLINE reporting requirements

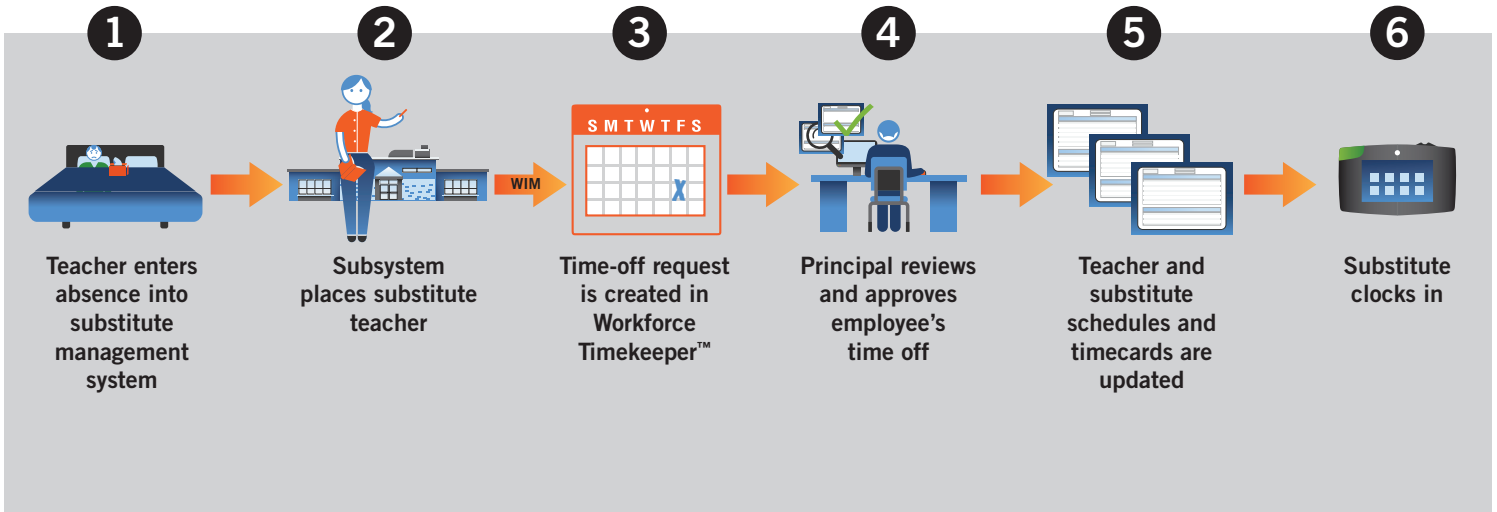


The Kronos interface links actual time worked by the substitute and directly links to the teacher for better visibility of funds used

“Managing and paying substitute teachers is even easier now with Kronos. We can link substitutes to their assigned teacher, automatically apply contract policies, and track actual time worked for ACA purposes.”

*Avery Embry, Chief Financial Officer
Talladega County Schools, AL*

Substitute Integration



How does it help?

When it comes to providing quality education on a limited budget, you can't afford to let employee absences get out of hand. With the Kronos interface, you can seamlessly incorporate critical information from your substitute management system into your workforce management solution for more effective absence and leave management. Your district will be better able to control labor costs and minimize compliance risk in these ways:

- Complete, accurate tracking of absence and leave information
- Centralized storage of labor information
- Consistent enforcement of federal mandates and union policies
- Advance notification of potential extended leave and automatic generation of FMLA (Family Medical Leave Act) qualification paperwork
- Substitute time is linked to the teacher, ensuring that proper funding is allocated
- Actual substitute time worked is tracked to help control labor costs, ensure accurate pay, and create an accurate ACA record
- Principals have the visibility as to who is on the premises on any given day



Automate Time and Attendance Tracking for Bottom-Line Results

Labor is your organization's most valuable asset and its most controllable expense. Yet many organizations still rely on manual, semiautomated, or disparate systems to track employee time and attendance. These outdated approaches make it difficult to manage labor expenses or gain visibility into trends and activities that could be costing you money. That's why, for effective workforce management and accurate conversion of labor hours to payroll, error-prone spreadsheets, inconsistent data, and stale reports just won't cut it anymore.

The Kronos® Workforce Timekeeper™ solution enables you to track, manage, and control employee time and attendance data for uncompromised workforce management. It offers unmatched functional depth, proven global capabilities, and a superior user experience. Used by organizations of all sizes around the world, Workforce Timekeeper consistently applies configurable work and pay rules for increased payroll accuracy. It tracks and enforces complex compliance requirements, such as labor laws, union rules, and organization-specific policies. And it simplifies time-consuming administrative tasks so your staff can focus on value-added activities. No matter what industry you're in, this reliable, intuitive, and easy-to-own solution provides automated tools and high-quality information to help you control labor costs, minimize compliance risk, and improve workforce productivity.

Key Benefits

> CONTROL LABOR COSTS

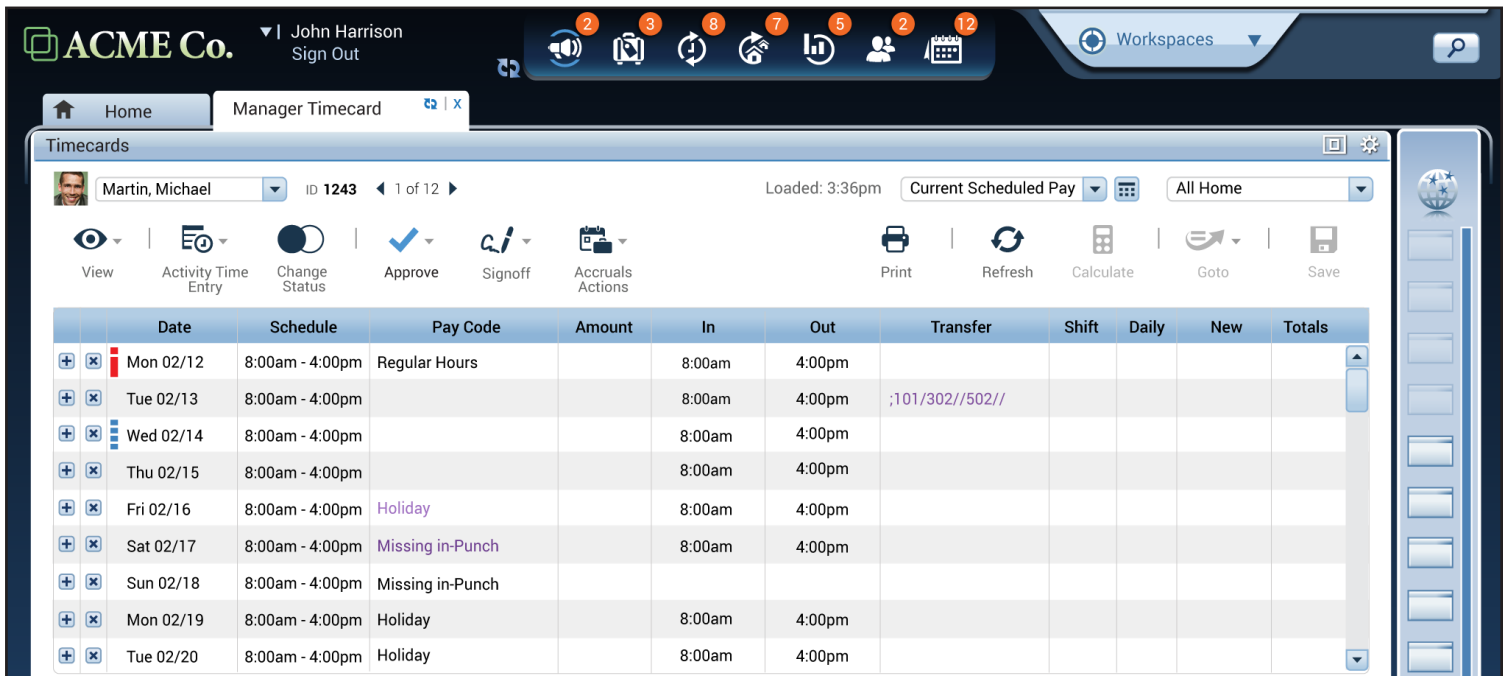
- Automatically apply work and pay rules to reduce payroll inflation
- Increase labor-costing accuracy, strengthen auditability, and reduce off-cycle paychecks

> MINIMIZE COMPLIANCE RISK

- Centrally enforce labor laws, union rules, and organization-specific policies

> IMPROVE WORKFORCE PRODUCTIVITY

- Automate and streamline time-consuming administrative tasks
- Gain real-time visibility into workforce data for improved decision making
- Increase employee satisfaction and user adoption rates



	Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	New	Totals
+ x	Mon 02/12	8:00am - 4:00pm	Regular Hours		8:00am	4:00pm					
+ x	Tue 02/13	8:00am - 4:00pm			8:00am	4:00pm	;101/302//502//				
+ x	Wed 02/14	8:00am - 4:00pm			8:00am	4:00pm					
+ x	Thu 02/15	8:00am - 4:00pm			8:00am	4:00pm					
+ x	Fri 02/16	8:00am - 4:00pm	Holiday		8:00am	4:00pm					
+ x	Sat 02/17	8:00am - 4:00pm	Missing in-Punch		8:00am	4:00pm					
+ x	Sun 02/18	8:00am - 4:00pm	Missing in-Punch								
+ x	Mon 02/19	8:00am - 4:00pm	Holiday		8:00am	4:00pm					
+ x	Tue 02/20	8:00am - 4:00pm	Holiday		8:00am	4:00pm					

Workforce Timekeeper makes it easy for managers to view employee timecards and see exceptions such as missing, early-in, and late-out punches.

Control labor costs with complete automation

Workforce Timekeeper stores time and attendance data in a single, centralized platform that drives automated workforce processes and provides quick, easy access to meaningful labor information. A configurable business rules engine automatically applies complex work and pay rules at the time of punch to help reduce payroll inflation and eliminate manual errors for better control of labor costs.

With Workforce Timekeeper, your supervisors have seamless access to the real-time data they need to manage labor costs effectively. Learn an employee is tardy while there's still time to react. Adjust staffing levels, control punch-ins and punch-outs, and avoid unnecessary overtime costs. And quickly identify issues and variances so you can manage dynamically changing workforce needs without exceeding your labor budget.

Minimize compliance risk with consistent policy enforcement

Create a culture of compliance with centralized labor policy control that keeps pace with changing regulations. Workforce Timekeeper consistently enforces federal, state, and local labor laws; collective bargaining agreements; and corporate policies across the organization and backs it all up with a complete audit trail. Are managers using the correct pay rate for each job? Are employees taking all required meal breaks? Workforce Timekeeper's automated enforcement eliminates subjective interpretation of pay rules and policies, promotes fair treatment of all employees, and minimizes the time you spend monitoring compliance and mitigating risk. The payoff? Fewer employee grievances and less costly litigation.

Increase workforce productivity with intuitive tools

Workforce Timekeeper provides managers and employees with all the tools they need for accurate timekeeping in one convenient system. Multiple data collection options, including time clocks, web browsers, and mobile solutions, are available for recording time transactions. The system leverages configurable work rules to quickly identify labor issues and guide managers to an appropriate resolution. Role-based views show critical data just as you need it. Tailored ad hoc query tools enable you to select the right set of employees in seconds. And on-demand reporting lets you see the big-picture perspective or drill down into the details for improved decision making.

By automating manual, time-consuming processes and simplifying reconciliation of labor hours to payroll, Workforce Timekeeper lets busy supervisors manage by exception instead of reviewing every employee timecard. A few minutes is all it takes to find and correct missed punches, respond to time-off requests, and flag and approve overtime. Guided workflows and proactive alerting via email or text provide the information needed to manage time and resources effectively. With actionable information at their fingertips, your supervisors will reach new levels of productivity and effectiveness — focusing more time on business goals and less time on administrative tasks.

Improve employee satisfaction with instant engagement

Workforce Timekeeper delivers a consumer-centric user experience that increases employee satisfaction and drives high adoption rates. Convenient web-based or mobile self-service functionality instantly engages the entire workforce and gives employees greater access and control. Employees can see hours worked, check accruals, ask for time off and schedule changes, view earnings and benefits, and more — at work, from home, or on the road. No more waiting around for answers to routine questions, submitting paper forms, or tracking down managers to make simple requests.

Delivering rich functionality through an intuitive, easy-to-navigate interface, Workforce Timekeeper simplifies timekeeping tasks so managers get more done faster, and employees can count on a perfect paycheck. Built-in scheduling lets you create and edit daily employee schedules based on start times and punch-ins. And summarized views provide all supporting information needed to process employee requests in a single window.

Reporting made easier with Operational Reporting

Kronos provides reports prepared in advance with data that has been requested by our customers. While these reports may be useful for your purposes, you also have the flexibility to edit the underlying templates that drive each report to pick and choose the data that you want to see. By downloading the report, copying, and modifying it, you can create a new report and import it back into the Kronos Workforce Central® suite.

More accurate labor costing, strengthened auditability, and fewer off-cycle paychecks

In many cases, employees work several jobs, often in multiple departments. Managers need visibility into the entirety of these employees' schedules, yet they also require the ability to approve only those hours associated with their department. Multiple Approvals delivers this functionality to managers in any industry where this common situation occurs.

Complete and in the cloud

Workforce Timekeeper is an integral component of the Kronos Workforce Central suite — a complete, integrated workforce management solution that also addresses scheduling, absence management, HR/payroll, hiring, and labor analytics. Anytime, anywhere access via desktop, mobile device, or tablet helps supervisors manage in the moment. A superior user experience boosts adoption rates and increases employee engagement. And exceptional services help unlock the value of your workforce management investment and deliver the experience you expect.

The screenshot shows the ACME Co. Workforce Timekeeper interface. At the top, there's a navigation bar with 'Home' and 'Manager Workspace' tabs. Below that is a 'My Genies' section with a 'All Persona QuickFind List' dropdown. A toolbar contains various icons for actions like 'Select All', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', 'Absence', 'Refresh', 'Share', 'Goto', and 'Save'. The main area displays a table with the following columns: Name, ID, Primary Labor Account, Assigned Manager, Pay Rule, Worker Type, and Base Rate. The table lists 15 employees with their respective details.

Name	ID	Primary Labor Account	Assigned Manager	Pay Rule	Worker Type	Base Rate
Baker, Eddy	007108	Groundskeeping/Gardener	Martin, Eric	US FLSA	Hourly	25.00
Brown, Elizabeth	007126	Cafeteria/Dishwasher	Martin, Eric	US FLSA	Project	27.00
Carter, Anne	007125	Cafeteria/Cook	Martin, Eric	US FLSA	Project	24.50
Edwards, Nancy	007122	Cafeteria/Cashier	Martin, Eric	US FLSA	Hourly	22.75
Fisher, Eustace	007127	Groundskeeping/Lawn Mower	Martin, Eric	US FLSA	Project	23.00
Hernandez, Steven	007303	Delivery/Field Service Technician	West, Genevieve	Britannia	Hourly	18.00
Higgins, Giselle	007302	Mathematics/Professor	West, Genevieve	Britannia	Project	19.50
Howard, James	007305	Hardware/Cashier	West, Genevieve	Britannia	Project	10.00
Jenkins, Gordon	007300	Machine Shop/Department Manager	West, Genevieve	Britannia	Hourly	16.00
Johnson, Lisa	007304	Critical Care/Nurse Manager	West, Genevieve	Britannia	Hourly	22.00
Kelly, Heather	007130	Neonatal/Registered Nurse	Bailey, Adam	Healthcare	Hourly	35.00
King, Susan	007131	Maternity/Registered Nurse	Bailey, Adam	Healthcare	Project	33.00
Knight, Henry	007132	Neonatal/Registered Nurse	Bailey, Adam	Healthcare	Project	28.00
Lee, Richard	007129	Pediatrics/Registered Nurse	Bailey, Adam	Healthcare	Hourly	27.50
Lewis, Howard	007128	Maternity/Licensed Prof. Nurse	Bailey, Adam	Healthcare	Hourly	29.25
Lopez, Mabel	007135	Assembly/Mechanic	McCarthy, Dan	US FLSA	Hourly	21.00

With Workforce Timekeeper, managers can view critical employee information at a glance via a flexible, intuitive interface.



Kronos[®] InTouch[™]





Intuitive. Integrated. **Kronos InTouch.**

Built for today's
modern workforce.

Over the past 10 years, the worlds of workforce management and technology have fundamentally shifted — from tactical solutions to fully integrated, intuitive partners in your success. But time clocks, a fundamental tool used to track and manage the workforce, weren't keeping up with, well ... the times. *Until now.*

The Kronos InTouch provides an unrivaled user experience that reshapes the way you think about — and the way employees interact with — your workforce management system. All through a simple touchscreen time clock designed to meet your needs of tomorrow, today.

Welcome to intuitive.

Welcome to integrated.

Welcome to InTouch.

If the Kronos
InTouch
looks familiar,
it should.



We've taken design cues from today's most intuitive consumer electronics to make our time clock easy for you and your employees to use. It's innovation at its best.

Even the basics of employee self-service have been simplified. From clocking in with a quick scan of a badge to selecting your language of choice. Entries are instantly verified for accuracy. And with biometric identification capabilities, "buddy punching" can be prevented to help control labor costs associated with inflated payroll.

The modern design and simplicity of Kronos InTouch allows instant engagement and action through intuition. Which translates to faster employee adoption, less wasted time, and improved productivity.
Simple. Yes. Too easy? Never.

Can it really be
this easy?



The Kronos InTouch integrates seamlessly with your workforce management suite, allowing employees to easily check accrual balances, request time off, view schedules, and much more. Managers spend less time on administrative duties and more time on critical workforce tasks.

That same power of integration also means Kronos InTouch is smart enough to know whether an employee is logging in or logging out, preventing unapproved time before or after scheduled shifts and potentially inaccurate punch records. Integration also means employees can view and confirm their timecards in real time. And with the Department of Labor's increased scrutiny of hourly employee records, InTouch becomes an important tool for recording employee time and defending against potential class-action lawsuits.

With seamless integration, InTouch provides real-time self-service and guided decisions that increase workforce productivity. Do more. Achieve more. All with an innovative time clock built for today's workforce.

Ready to **do more**
with integration that's seamless?



Sometimes
you can
achieve more
by doing less.

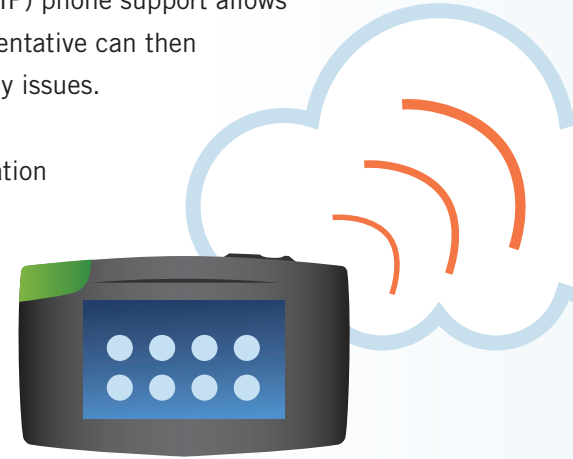
**Reach beyond
your goals** and
Kronos will
be there to
help you
achieve them.



InTouch was designed for today's cloud computing environments, with device-initiated communications capabilities that allow the clock to work over the open Internet and through firewalls. All while protecting your data using SSL encryption. So even if your goals take you to the height of cloud technology, we'll help you get there.

Cloud applications demand secure devices that can be accessed anytime and from anywhere. And one of the most powerful and unique capabilities of InTouch is its ability to be monitored and controlled from a remote location. Voice over Internet Protocol (VoIP) phone support allows employees to quickly report a problem right from the clock so a representative can then remotely monitor and control the device to troubleshoot and correct any issues.

Today's devices demand communication capabilities that keep information flowing. And to keep your business running efficiently. Even when you're in the cloud, you're never too far out of reach for InTouch.



Who says the clouds
are out of reach?

Kronos InTouch extends your capabilities to improve productivity. It's built to be used as a multi-purpose tool that works for you 24/7, even when it's not tracking punches. Our time clock's open and secure platform allows you to display virtually any content directly to the device at any time. Use InTouch to play a video message. Display a message from the CEO on the built-in screensaver. You're limited only by your imagination.

Use the embedded browser on InTouch to access information directly from your internal systems. Or build a native workflow. The flexibility of InTouch allows you to design special transactions that meet your company's specific needs. It's just one more way Kronos helps you improve the productivity of your frontline workforce.

Push your boundaries. Find out what a multi-purpose time clock is capable of. The extensible nature of InTouch allows you to imagine where you want to go. And then takes you there.

Want to
extend your capabilities
beyond boundaries?



Provide your team with a tool that allows them to work beyond their boundaries, and you **promote productivity.**

For over
30 years
we've built
a reputation
for providing
the industry's
most durable
time clocks.



We know your employees can be working in some of the toughest, grimeiest environments out there. But your tough work environments are our classrooms.

We've taken what we've learned from our customers and built the InTouch to withstand more than a few hard knocks. Our InTouch design team has gone to great lengths to use only the most proven and durable technology.

We're not afraid to get down and dirty. We welcome the daily punishment your team can deliver. Rest assured we've built InTouch to meet your needs and perform flawlessly. For years to come.

Enrolled in the
school of
hard knocks?



Optional Wi-Fi capability

Use Wi-Fi for faster and easier clock installations and to replace antiquated technologies that don't use Ethernet cables.

Large 7" touchscreen with wide VGA full-color LCD

A simple, intuitive, and unrivaled user experience that delivers an unprecedented level of functionality for faster adoption and improved productivity.

Real-time alerts at the clock

Notify employees of urgent items that require their attention when they punch in.

Optional biometric identification and verification for increased payroll accuracy

Prevent employees from buddy punching, or take a leap forward in security. InTouch incorporates biometric technology to validate an employee's identity without easy-to-lose or forget badges or PINs.

Support for all major badge formats, including new smart card

You want choices? Select the InTouch model that works best for your organization.

Language selections support employee preferences

InTouch was designed from the ground up to be multilingual, with multiple languages supported simultaneously.

Slim-profile enclosure

While the touchscreen may be big, the terminal itself is anything but. Just like the powerful technologies we carry around in our pockets, it's durable and reliable, and yet easy on the eyes.

Optional battery pack expansion

Keep everything moving in the event of a power outage with the InTouch battery pack.

Easy-to-understand LED indicator

Using the badge technology of your choice, each punch is instantly processed and accompanied by an audible tone and a bright light indicator for quick interpretation.

User interface	<p>7" color wVGA Ruggedized, 5-wire resistive touchscreen Multicolor LED indicator Speaker Microphone</p>
Available integrated readers	<p>Integrated bar code badge reader Integrated magnetic stripe card reader Integrated HID or EM proximity card reader Integrated iClass or MiFare smart card reader</p>
Communications	10/100 Mbps auto-sensing Ethernet with DHCP, SSL, IPV4, and IPV6 support
CPU type	TI OMAP 3500
Memory size	2GB Flash, 512MB RAM
Power	<p>100—240V, 1.5A max, internal or external transformer Integrated power over Ethernet</p>
Environment	<p>Operating temperature: 0° to 40° Celsius Storage temperature: -20° to 70° Celsius Humidity: 10%–95% noncondensing</p>
Dimensions	<p>10.75" wide x 6" high x 4" deep (standard configuration) 10.75" wide x 6" high x 2" deep (slim configuration)</p>
Enclosure	Rugged polycarbonate/ABS resin
Shipping weight	5 lbs.
Options	<p>Touch ID and Touch ID Plus biometric components External proximity reader External linear imager bar code scanner Direct AC wiring Backup battery Universal relay Wi-Fi adaptor: requires InTouch H2 hardware or above</p>

Kronos is the global leader in delivering workforce management solutions in the cloud. Tens of thousands of organizations in more than 100 countries — including more than half of the Fortune 1000® — use Kronos to control labor costs, minimize compliance risk, and improve workforce productivity. Learn more about Kronos industry-specific time and attendance, scheduling, absence management, HR and payroll, hiring, and labor analytics applications at Kronos.com. Kronos: Workforce Innovation That Works™.

Put Kronos InTouch to work for you:
+1 800 225 1561 | kronos.com/intouch



Kronos Incorporated 297 Billerica Road Chelmsford, MA 01824 +1 800 225 1561 +1 978 250 9800 www.kronos.com

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KRONOS WORKFORCE READY

It's enterprise-class workforce management. Simplified.

UNIFIED WORKFORCE MANAGEMENT:

One database. One user experience. One employee record.

In today's challenging business environment, you need to get the most from every available resource, including your employees, to stay competitive and fuel growth. After all, the workforce is your most valuable — and likely your most expensive — asset. But disparate systems, manual or semi-automated processes, and limited visibility into employee data can stand in the way of workforce optimization. That's why you need an integrated solution that provides real-time access to consistent, accurate workforce information to help you make informed decisions and drive bottom-line results.

▶ ENTER KRONOS WORKFORCE READY.

Kronos Workforce Ready® provides the complete automation and high-quality information you need to manage your workforce — from pre-hire to retire — using a unified workforce management platform with a common user interface, database, and workflows. It provides the single-source, real-time data access you need — across time and attendance, HR, payroll, scheduling, and more — to control labor costs, minimize compliance risk, and improve workforce productivity.

EASY, AFFORDABLE, CLOUD-BASED DELIVERY.

AVOID INSTALLATION AND MAINTENANCE HEADACHES: Unsurpassed solution expertise and operational support free your IT staff to focus on core business initiatives.

GET THE LATEST TECHNOLOGY ADVANCES SOONER: Cloud-based delivery enables more frequent upgrades, so you can take advantage of new features and enhancements quickly, effortlessly, and at no extra charge.

PAY FOR ONLY WHAT YOU USE: Our software-as-a-service (SaaS) delivery model delivers greater value through a predictable per-employee, per-month fee structure.

KRONOS WORKFORCE READY

Taking you from pre-hire to punch to payroll

A SINGLE, INTEGRATED PLATFORM. Get enterprise-class power — simplified — with a seamless, unified workforce management suite that shares a common user interface, database, and workflows. Enjoy single-source access to workforce data across time and attendance, HR, payroll, scheduling, and more.

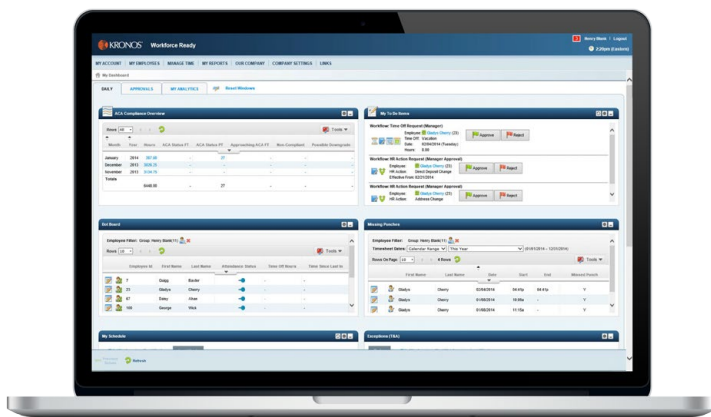
A FLEXIBLE, MODULAR SOLUTION. Mix and match Workforce Ready modules to suit your current and future business needs. Leverage the complete, integrated workforce management suite from day one. Or buy what you require today and add more modules when you're ready.

REAL-TIME VISIBILITY. Access up-to-the-minute data for valuable insights that enable you to identify and resolve costly problems before they impact the bottom line. Dashboards, reports, and self-service tools help simplify data access, improve decision-making, and drive results.

EASY MOBILE ACCESS. Empower mobile managers and remote employees to complete common tasks — from anywhere, at any time — using mobile applications for the Apple® iPhone®, Windows® Mobile, and Android™ platforms. It's the easy, convenient way to boost on-the-go efficiency.

*"... Organizations are **turning to cloud-based delivery models** to enable workforce management automation and integration. Success for these organizations is about implementing the right functionality to help drive organizational productivity, without creating additional burden for HR and IT departments."¹*

*Molli Lombardi, Vice President and Principal Analyst
Aberdeen Group's Human Capital Management Practice*



Kronos Workforce Ready provides single-source access to accurate employee data across HR, payroll, time and attendance, and more. The configurable dashboard offers a single view of employee data for simplified and real-time workforce management.

¹ Kronos Incorporated, "Kronos Extends Leadership in SMB with Latest Release of Workforce Ready," May 19, 2014, <http://www.kronos.com/pr/kronos-extends-leadership-in-smb-market-with-latest-release-of-workforce-ready.aspx>, accessed June 11, 2014.

TIME AND ATTENDANCE

Control labor costs for bottom-line results

Workforce Ready includes powerful, flexible capabilities such as:

- Data collection from various sources
- Attendance policy administration
- Configurable workflows
- Ad hoc reporting
- Employee self-service
- Time-off requests and approvals
- Timesheet approvals
- Exception management

Workforce Ready Time Keeping streamlines time management processes to help you increase efficiency and reduce labor costs. It automatically captures time and attendance information from a variety of data collection sources, including the Kronos InTouch® time clock, web entry, telephony, and mobile applications.

With Workforce Ready, you can track and understand true labor costs by enforcing flexible, user-defined pay rules. Maintain compliance and improve payroll accuracy with simplified timecard management. Manage exceptions, including missed punches and early/late arrivals, in real time to avoid payroll errors and costly rework. Even track scheduled hours versus worked hours, as well projected hours, to more effectively budget labor costs, forecast overtime, and keep costs within expectations.

*“Kronos real-time solutions help us to **manage time errors when they happen**, not a week or two later. Our information is much more timely and accurate now.”*

*Tom Steele, CFO
Texas Book Company*



ACCRUAL & ABSENCE MANAGEMENT

Keep it fair and consistent for ongoing compliance

Workforce Ready delivers easy, single-source access to up-to-date information:

- Automatically enforce absence and leave policies to control labor costs
- Consistently apply absence and leave policies to minimize compliance risk
- Easily gain visibility into absence trends and take action to improve productivity

Employee absences — whether planned or unplanned — can have a big impact on your productivity. In fact, absenteeism costs U.S. companies billions of dollars annually in lost productivity, wages, quality issues, and excess management time.² Workforce Ready helps you control and mitigate the effects of absenteeism — before organizational performance suffers. Track eligibility based on tenure, hours worked, vacation, sick time, and other user-defined criteria. Prevent unauthorized time off and late returns with built-in notifications. And automatically calculate accrual balances so managers have immediate visibility into current status.

Workforce Ready automates the enforcement of federal, state, and employer-specific leave policies and requirements for a variety of leave types, including the Family and Medical Leave Act (FMLA), helping you reduce errors and avoid costly litigation and grievances. Automated legislative updates keep your system current with the latest regulations. Plus, one-click access to leave eligibility and availability information helps drive better decisions and minimize compliance risk.

*“We implemented Workforce Ready Leave Manager to automate the enforcement and tracking of federal, state, and employer-specific leave policies and requirements, **reducing the time we spend on administering these complex and changing policies and our risk of noncompliance.**”*

*Stacey Crockett, ERP Systems and Database Administrator
Mammoth Mountain Ski Area*



² Investopedia, “The Causes and Costs of Absenteeism in the Workplace,” Forbes.com, July 10, 2013. <http://www.forbes.com/sites/investopedia/2013/07/10/the-causes-and-costs-of-absenteeism-in-the-workplace/>, accessed June 11, 2014.

HR

Manage the entire employment lifecycle

Workforce Ready automates core HR and talent functions:

- Store and track all employee data in one location
- Streamline applicant tracking, screening, and hiring
- Simplify benefit plan setup, enrollment, and changes
- Automate all steps in the performance review process
- Let employees view and update HR information using self-service
- Access real-time HR data via configurable reports, dashboards, and mobile tools

The ability to hire and retain the right employees is critical to your business success. Workforce Ready HR is an end-to-end solution that addresses the employee lifecycle from pre-hire to retire. Conduct online applications and track candidates throughout the recruiting process. Screen and hire best-fit candidates. Accelerate onboarding so new hires can become productive sooner. Even streamline benefits and performance management with self-service features. Fully integrated reports provide one-click access to HR information from a single screen.

Reduce the time you spend on administrative tasks with built-in workflows for new hire, termination, rehire, promotions, transfers, and more. Or take advantage of the configurable workflow engine to automate your unique business processes and drive more consistent policy enforcement.

Workforce Ready also supports proactive management of your Affordable Care Act (ACA) compliance strategy. It provides the tools you need to effectively manage healthcare benefit compliance for both regular and variable-hour employees, automate enrollment once they reach the eligibility threshold, and access both real-time and historical detail on ACA status.

*“Employees have **access at their fingertips** to their paystubs and benefits information ... Enhancing our communication of employee information has **improved our employee experience.**”*

*Brad Nycz, Director of Human Resources
Pioneer Metal Finishing*



PAYROLL

Deliver the perfect paycheck every time

Workforce Ready drives payroll accuracy by providing:

- Continuous payroll processing
- Real-time calculations
- Versatile pay rules engine
- Notifications and alerts that flag issues
- Automated tax table updates
- Perfect Paycheck Analysis report

Workforce Ready Payroll puts you in complete control of your entire payroll process — every step of the way. Continuous processing makes payroll available whenever you need it. Real-time calculations let you know exactly what your people are doing and what you're paying them to do it. A versatile pay rules engine makes it easy to determine pay for regular or overtime hours and supports any number of scenarios, such as shift differentials, order of importance, location, and more. And for optimal convenience, final pay statements are always just a click away.

Tax data is built into the system to support multiple regional requirements and tax structures. Automatic tax table updates help ensure the accuracy of employee withholdings. Workforce Ready Payroll includes everything you need to complete and file tax forms in-house. Or choose from outsourced options for tax filing, garnishment processing, and check printing.

*“With Kronos, our **operating efficiencies** have improved tremendously and the length of our payroll process has been reduced from three days to one. Workforce Ready has **simplified our workforce management process**, saved us time and money, and helped us shape our long-term growth strategy.”*

*Ryan Baldwin, IT Director
Rehab Resources*



SCHEDULING

Schedule the right employee at the right time — every time

Workforce Ready provides the tools and visibility you need to:

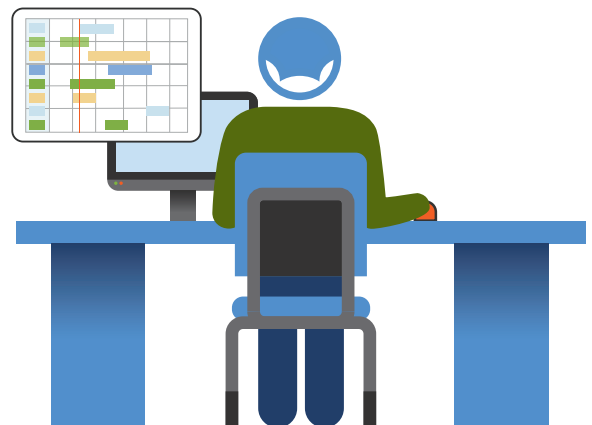
- Minimize overstaffing, understaffing, and costly overtime without impacting productivity
- Adhere to scheduling policies to avoid grievances and reduce compliance risk
- Let employees access schedule, location, department, and job right from their timesheet

In today's dynamic workplace, you need a way to staff shifts with the right number and type of employees to maximize productivity and control labor costs. Need to replace someone who's called in sick? Find an employee to fill an extra shift? Minimize overscheduling to avoid labor cost overruns? Workforce Ready enables you to manage coverage with ease by spotting overlaps and exceptions and by making daily scheduling changes as needed.

With Workforce Ready, it's easy to assign daily, weekly, or configurable patterns to schedules. For added flexibility and convenience, you can assign employees to schedules or schedules to employees, view preferences, make adjustments on the fly, and give employees self-service access to the schedules from the web, a mobile app, or right from the time clock. In addition, visibility into "assumed job costing" helps ensure that each employee is paid the appropriate rate per cost center — without having to punch multiple times.

*"Store managers now have **all schedule information in one place**, and area managers have better visibility. With Workforce Ready we've **empowered our managers** by giving them the tools to better manage their workforce."*

*Wayne Overla, HRIS Administrator
Blarney Castle Oil*



REAL-TIME VISIBILITY AND DATA ACCESS

Use dashboards, reports, and self-service tools to drive results

Workforce Ready delivers the real-time data you need:

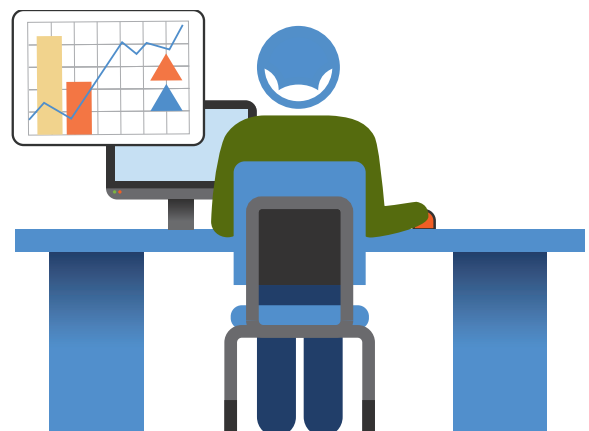
- Access standard HR, timekeeping, payroll, and scheduling reports
- Filter, sort, or regroup report contents to suit your specific needs
- Modify report formats with ease using built-in tools
- Export reports to CSV, XLS, PDF, HTML, and XML formats
- Schedule and email reports to keep managers up to date

Take the guesswork out of workforce management once and for all. Workforce Ready's information-rich dashboards, reports, and decision-support tools provide organization-wide visibility and insights. Intuitive navigation features, including application tabs, quick links, and drill-downs, let you find critical information with maximum speed and ease. Instant access to timesheets, schedules, payroll, employee records, and other data empowers you to take immediate action and drive results.

With Workforce Ready, it's easy to tailor system tools and reports to reflect the way you do business. Modify dashboards or create your own. Configure more than 150 standard reports to meet your content and formatting needs. Give managers visibility into important employee data through self-service. And take the load off HR by enabling employees to access profiles, schedules, pay statements, time-off balances, and more — all through convenient self-service and mobile tools.

*“Managers love having data at their fingertips now. With a single database, they can get **accurate data when they need it**, so we’re not waiting to make critical business decisions.”*

*Brad Nycz, Director of Human Resources
Pioneer Metal Finishing*



WORKFORCE READY MARKETPLACE

Extend functionality with pre-integrated add-on solutions

The Workforce Ready Marketplace includes best-in-class solutions for:

- Background checks
- Employment eligibility verification
- HR and payroll knowledge base
- Salary reports
- Talent acquisition
- Travel and expense report management

The Kronos Workforce Ready Marketplace is a portal that allows you to leverage pre-integrated, best-in-class solutions available from Kronos and third-party vendors — right from the Workforce Ready user interface. Similar to a mobile app store, the Marketplace is your one-stop shop for applications and services that extend the power and functionality of Workforce Ready for even more effective workforce management.

The Workforce Ready Marketplace is designed for convenience and ease of use. There's no need to download software, deal with configuration and integration, or execute sales contracts. Simply browse through the Marketplace, add solutions to your Workforce Ready account, and activate them directly from within the application. It's the fast, simple, and hassle-free way to extend your workforce management capabilities with complementary solutions.

*“Having access to complementary products and services via the Marketplace is a **great value add.**”*

*Tim Amalfa, Vice President
SULCO Warehousing and Logistics*



How is
WORKFORCE READY
helping businesses drive results?

▶ **TEXAS BOOK COMPANY**

- Improved consistency across company locations, using a single source of real-time workforce data
- Simplified seasonal transition from 300 to 600 employees with an intuitive interface, on-demand training, and cloud-based scalability
- Monitored performance, tracked sales per labor hour, and allocated employee time to different cost centers with configurable real-time reporting

▶ **WISCONSIN CHEESE COMPANIES**

- Managed timekeeping and reporting for multiple facilities from a single location, for improved accuracy and consistency
- Reconciled labor hours to payroll data to achieve 100 percent job costing and produce more competitive, profitable customer quotes
- Viewed hours by cost center daily or weekly to evaluate efficiency and drive more profitable operations

▶ **PIONEER METAL FINISHING**

- Saved time and minimized errors with automated accrual tracking and calculations
- Reduced errors and eliminated service bureau fees with streamlined, in-house payroll processing
- Increased HR efficiency and employee engagement with self-service tools and mobile applications



Kronos is the global leader in delivering workforce management solutions in the cloud. Tens of thousands of organizations in more than 100 countries — including more than half of the Fortune 1000® — use Kronos to control labor costs, minimize compliance risk, and improve workforce productivity. Learn more about Kronos industry-specific time and attendance, scheduling, absence management, HR and payroll, hiring, and labor analytics applications at www.kronos.com. **Kronos: Workforce Innovation That Works™**.

Put Kronos Workforce Ready to work for you:

+1 800 225 1561 | kronos.com/workforceready



Kronos Incorporated 297 Billerica Road Chelmsford, MA 01824 +1 800 225 1561 +1 978 250 9800 www.kronos.com

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