

## Kittitas County gains insights into labor utilization, improves accountability and efficiencies throughout the county!

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*Kittitas (pronounced 'kit-i-tass) County is located in central Washington State. It spans from the lush forested Cascade Mountains to the upper Yakima River Valley plains and the Columbia River, with a population of approximately 40,000 in 2010.*

To improve workforce management efficiency, Kittitas County issued a RFQ in 2006 with the intent to procure an electronic time and attendance system. The primary goal was to provide county employees with the ability to capture time and attendance in real-time via the web, enabling all county employees to view their leave balances and schedule time off requests. After careful review and evaluation, Kittitas County selected the automated, computerized Time and Attendance/Workforce Management solution provided by NOVAtime and presented by DataPro Solutions of Spokane Washington. The NOVAtime Workforce Management solution provided an efficient and effective option to track employee productivity and scheduling, while integrating with Kittitas County's financial system, *Integrated Financial System*, for payroll.



Ms. Judy Pless, Budget and Finance Manager of Kittitas County, said, "The implementation of the NOVAtime Workforce Management solution provided key insight into our labor utilization, improving our accountability and efficiency throughout the county. We have been very impressed with our sales representative, Tony Cook – he was very knowledgeable and always professional. We're equally happy with the support we were provided; they helped make our implementation easier through their technical knowledge and experience, meeting our complex requirements to our satisfaction."

Ms. Pless adds, "We use the NOVAtime system to track time for volunteers, seasonal employees, part time and full time employees. Time is reported by GL Code, project, or job to meet Kittitas County's reporting needs, as well as measuring our workforce needs. It's very helpful to know the hours spent on a project as we work—it helps tremendously to control the budget, proactively manage our labor costs and our overtime expenditure."

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### **A Self-Service Tool for Employees**

Using NOVAtime's web-enabled Employee Web Services (EWS), county employees have access to their hours worked, schedules and benefit hours accrued. Additionally, employees can submit vacation and PTO time off requests using EWS, eliminating un-necessary paper work and automating the PTO approval and leave management process. According to Ms. Pless, "It was a smart move to empower our employees to view their hours worked, view their schedule, access their personal leave balances, and schedule leave in advance. We have reduced a significant amount of paperwork and phone calls into H.R. and payroll."

### **Supervisors Review and Approve Timesheet Anytime, Anywhere!**

The NOVAtime Workforce Management solution helps supervisors improve overseeing which employees should work more or less as the work week progresses. Ms Pless said, "Our supervisors verify, approve and correct their employees' timesheet online, whether they are in or out of the office. One of our requirements is to make sure all corrections are archived systematically, tracking the individuals making the changes. The NOVAtime system is a very comprehensive workforce management solution and undoubtedly satisfies Kittitas County's complex timekeeping needs." For more information on NOVAtime and how they can help you streamline your workforce management needs, please call 877.486.6682 or email [sales@novatime.net](mailto:sales@novatime.net).



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