

## WHAT'S YOUR TIME & ATTENDANCE SYSTEM DOING FOR YOU?

Ask anyone who processes payroll and they'll agree - accurate data input makes it easier to tackle payroll and make certain that employees are paid accurately and on time.

Automated processes increase accuracy which results in higher-quality payroll, reduces errors, saves time to spent on 'clean up' and ensures compliance. From your business rules to overtime and absences, your time and attendance system should relieve you of payroll burdens, not cause more of them.

Many companies still rely on spreadsheets or other manual input to track this vital business function. Those employers that invest in automated systems, especially time and attendance, base their decision on reducing costs. However, as a result of that money saving decision, they find it easy to keep up with regulations and assure compliance.

An automated system provides pay offs in several areas:



**Analytics**



**Equality**



**Compliance**



**Costs**



**Production**



### **Analytics**

Automating time and attendance and integrating it with your payroll system is a logical step to being able to leverage the desired data and receive the critical information you need to run the business.

With the right analytic tools, you should be able to easily find, retrieve and report on workforce data, such as payroll, time, labor and attendance. To make your job easier, the right tools should include template reports, charts, dashboard meters and defined indicators (e.g., overtime as percentage of total, minimum hours required, etc.).

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### Equality

In some situations, managers may favor specific employees over others when allowing overtime, shift assignments and time off. Certainly, slighted employees can report these incidents for review, but a time and attendance system can easily show facts.

These facts can protect the business from complaints and grievances and enable an employer to implement proper discipline or changes. Automation means all employees are treated equally and fairly.



### Compliance

Managers that are in charge of scheduling are normally focused on the core issues of production and revenue. While they may know not schedule employees for a set amount of consecutive hours and shifts, they may not be away of the ever-changing regulations. A time and attendance system should easily show those items and keep an employer in compliance.

The Department of Labor recently reclassified certain exempt positions as nonexempt which means those employees must receive overtime pay. Manual processes cannot easily account for such changes. While this change affects several business areas, payroll staff is often the first point of contact and can significantly reduce these errors.



### Costs

Your workforce cost has a large impact on the bottom line. When time and attendance data is readily available, it's an invaluable resource to quickly reveal which departments are controlling their overtime costs and which are not. Reviewing reports can help you make timely decisions that reduce costs.



### Production

Time and attendance data not only reduces labor costs, but allows scrutiny of company policies. Employers can use analytics to review overtime policies, absence allowances, disciplinary scales or other policies and determine if a change needs to be made.

## In Review

Time and attendance automation can provide payroll managers with strategic data that is clearly essential to their company's success. However, even the resources and analytics are useless if they're not used properly. Employers should make sure the workforce is trained on the entire system - from using the time and attendance system to getting the most out of the reports.

While today's cloud technology provides real-time data whenever you need it, you should consider a methodical approach. Determine cost areas that are most important to your business. Review that data to plan a course of action. When that's accomplished, choose another cost area to review.

An automated system not only will reduce your costs, but you can use this data to drive your business with increased efficiencies, optimal staffing and reduced compliance risks. If you are looking for these changes, you should take advantage of time and attendance to increase your bottom line in today's uncertain business economy.

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