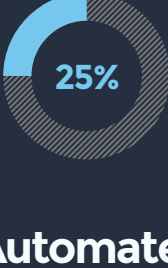


# 7 KEY BENEFITS of automated timekeeping

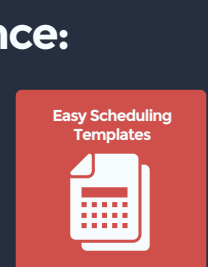
## 1. LESS UNPLANNED OVERTIME



**Reduction in overtime (avg.)**  
in companies deploying time and attendance systems and focusing on overtime.  
Nucleus Research, Inc.; Guidebook ADP, October 2010



**Fewer top performers**  
incurred unplanned overtime than did bottom performers.  
Aberdeen "Time and Attendance Strategies" June 2011



Automated timekeeping/scheduling improves overtime planning and schedule adherence:

Real-Time Reports on Hours Worked

Easy Notifications of Shift Availability

Clear Time-Off Schedules

Worktime Preferences

Easy Scheduling Templates

## 2. IMPROVED COMPLIANCE

**1.2 BILLION** in back wages recovered by Department of Labor in last five years

**280 K** received back wages recovered by Department of Labor in FY2016

**30 K** in back wages on an average wage issue for a typical organization (DOL)

**90%** of all state and federal class or collective actions filed in the United States are wage and hour claims  
Littler Mendelson; "Trends in Wage and Hour Litigation Over Unpaid Work Time and the Precautions Employers Should Take," 2012

**77%** increase in wage and labor disputes 2004-2010  
Ed, D. March 8, 2010, FLSA Wage and Hour Lawsuits Are On the Rise | Underwood Law. http://www.underwoodlaw.com/flsa-wage-and-hour-lawsuits-are-on-the-rise/

**73%** of wage/hour investigations result in findings  
Bruce, Steve; "73% of Wage/Hour Investigations Result In Findings," HRdailyadvisor.blr.com, November 2011

**\$30 K** in back wages on an average wage issue for a typical organization (DOL)

Accurate timekeeping is critical to proper pay, proving compliance and responding quickly to audits:

AFFORDABLE CARE ACT

FAIR LABOR STANDARDS ACT

FAMILY MEDICAL & LEAVE ACT

DEPARTMENT OF LABOR

MEAL & REST BREAKS

OFF-THE-CLOCK

ROUNDING METHOD

RECORDS & REPORTS

## 3. REDUCED TIME THEFT



74% of employers experience payroll losses related to buddy punching (2.2% of gross payroll)  
Nucleus Research



20% of every \$1 earned by a US company is lost to employee theft  
American Society of Employers

**4.5 HRS/WEEK** or equivalent of **6 weeks** of vacation average time employees incorrectly reported  
Robert Half & Associates

Automated timekeeping helps prevent:

BUDDY PUNCHING

ROUNDING ERRORS

LONG LUNCH & BREAKS

RELIANCE ON MEMORY

## 4. FEWER PAYROLL ERRORS, GREATER EFFICIENCY

**1-8%**  
human error rate  
American Payroll Association

**50%**  
payroll errors found only when an employee complains

**33%**  
of employers make payroll errors costing billions of dollars annually

**7 min.**  
per card per pay period lost to manual preparation, verification, reconstruction, and calculation by shift, department, overall. That's 7 hours per pay period potential savings on administrative overhead for 60 employees

Integrating time and attendance with payroll dramatically reduces cost and risk:

**30%** fewer payroll errors and **1/3 fewer errors** in tracking time worked

**63%** lower error rate for tracking actual time worked  
Aberdeen

**67%** lower error rate for time off accrual calculations

## 5. ACCURATE JOB COSTING

Automated, mobile timekeeping/scheduling makes it simple to track labor costs for both payroll and job costing:



## 6. REAL-TIME MANAGEMENT OVERSIGHT

Accurate timekeeping enables better decision making:

**EXAMPLE 1** Workforce Management: What mix is best for the business?

**20** full-time employees working 60 hrs/wk = 800 hrs straight time + 400 hours overtime

**30** full-time employees working 40 hrs/wk = 1200 straight time

**20** full-time employees working 40 hrs/wk + 20 part-time working 20 hrs/wk = 1200 straight time

**EXAMPLE 2** SCHEDULE ADHERENCE: What triggers adherence issues? Who is available to fill in? What skill area is most at risk?

**EXAMPLE 3** JOB COSTING: Which jobs are most profitable? Which jobs lead to more jobs? Which pay types are most in demand?

**TIMEKEEPING GIVES YOU THE ANSWERS!**

## 7. BETTER EMPLOYEE MORALE

Automated timekeeping/scheduling give employees consistency, respect and control.

Simple time-off request handling

Easy resolution of scheduling conflicts

Zero double-booking mistakes

Easy shift swapping

Mobile clock in/out

Allow shift preferences and block out dates

Advanced schedule notice

Predictable pay

# SO WHY WAIT?

Our solutions simplify timekeeping and scheduling for employers, supervisor and employees.

- Get trained in minutes
- Go live in days
- Start tracking actual hours
- Control your labor costs
- Streamline timekeeping and payroll
- Empower your employees

## KEY FEATURES

- Punch data collection via web portal, phone, proximity cards, key fobs, swipe cards, biometric scan, PIN entry
- Automatic overtime calculation & tracking
- Job code, department, location, shift tracking
- Custom tracking for tips, bonuses, commissions, pay rates, etc.
- Custom pay types/categories
- Real-time display of who is "IN/OUT"
- Daily Auto E-mail Report
- Sort and filter reports
- Employee Self-Service (ESS)
- Supervisor approvals
- Edit multiple time cards simultaneously
- Ethernet, analog or cellular connectivity
- Payroll file import—select from dozens of existing payroll file formats or develop your own

