### Say Goodbye to Paper Timesheets

Hello Modern Time & Attendance Solutions

**Navigating Workforce Complexity™**

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INTRODUCTION

Tracking time and attendance is more critical than ever for organizations, and the methods offered to in order to do so have changed drastically. In a recent study by Aberdeen Group, the pressures driving these change initiatives include: the need for a more agile and flexible workforce due to marketplace demands, rapidly changing business conditions requiring better access to workforce data to drive decision making, and present economic conditions requiring better control over labor costs. Automated time and attendance solutions are an inexpensive answer to the changes brought on by this new workforce landscape that benefit both employers and their employees. Even with this being the case, Aberdeen’s study reveals that nearly a third of organizations still have manual time and attendance processes in place. Is your organization a part of this one third still using paper time sheets or logging hours on a spreadsheet? If so, it’s time to get out with the old and in with the new!

<table>
<thead>
<tr>
<th>OUT WITH THE OLD</th>
<th>IN WITH THE NEW</th>
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<tr>
<td><strong>Inaccuracies</strong></td>
<td><strong>Reliable Accuracy</strong></td>
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<td>When data is entered manually, there's always a chance for human error. The American Payroll Association (APA) estimates a 1% to 8% error rate when time and attendance data is entered manually.</td>
<td>With automated time and attendance solutions, employees can easily track their time online, through mobile devices, or even via electronic or biometric time clocks. Data is collected and transmitted in real-time.</td>
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<td><strong>Time Theft</strong></td>
<td><strong>End Buddy Punching + Time Theft</strong></td>
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<td>In most cases, time theft doesn’t result from employees blatantly lying about being at work while they take a day off. According to the APA, companies overpay an estimated 10 minutes per day per employee due to tardy arrivals, long breaks, early departures and buddy punching. Though only a matter of minutes, they add up over time, costing companies thousands in the long run.</td>
<td>Automated time and attendance solutions and biometric time clocks make it nearly impossible for employees to clock in and out for one another (buddy punching). Do away with employee “guessimates” of hours worked with accurate time tracking and rounding rules. With web-based employee self-service time clocks, you can even monitor the time of your remote employees.</td>
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<td><strong>Manual Timesheets + Time Cards</strong></td>
<td><strong>Time Clocks + Automated Timesheets</strong></td>
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<td>It takes employees a considerable amount of time to fill out timesheets and time cards manually. The APA estimates that reviewing a single manual timesheet can take up to 7 minutes. To prepare 100 manual time cards would take an estimated 11.67 hours to complete. Therefore, with an average clerical employee being paid $15.00 per hour, it would cost $175.05 per pay period for time card preparation.</td>
<td>Time clocks and automated timesheets not only free up your employees time so that they can focus on mission-critical tasks, but they also improve data accuracy and reduce overall labor costs. With an automated solution like Workforce Time + Attendance, hourly totals are calculated instantly, payroll policies are automatically applied, and data is integrated and transmitted directly to Compass Payroll for processing.</td>
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### Poor Scheduling
Efficient scheduling can be hindered by a lack of insight to employee time and attendance data. Outdated methods for scheduling shifts, forecasting workforce needs, and communicating scheduling-related requests can lead to both over and underscheduling, which can have a significant impact on an organization’s profits.

### Proactive + Efficient Scheduling
An automated time and attendance solution makes it easy to create and manage entire schedules, assign hours by specific task or group, and access hours, budgets, and schedules in real-time. Manage multiple employees, shifts, departments, locations, shift differentials and more. Get instant transparency to your business and proactively fix problems before they even occur.

### Noncompliance + Lawsuits
Companies without proper documentation and accurate time records are at a much greater risk of compliance and legal issues. The US Department of Labor estimates that 7 in 10 companies are failing to comply with wage-and-hour regulations. According to the Federal Judicial Center, 7,764 FLSA cases were filed in 2013, with the majority due to misclassification of employees, inaccurate time tracking and miscalculation of overtime.

### Maximized Security + Minimized Risk
Automated time and attendance systems provide accurate and auditable time tracking solutions that help greatly reduce compliance risk. Automatically apply payroll rules based on labor contracts, employee classifications and policies; report on hours worked to determine benefit eligibility; ensure compliance with FSLA and FMLA regulations; and pay employees for actual time worked to avoid lawsuits and back-wages.

### READY FOR A CHANGE?
Does the left side of this chart sound familiar to you and your organization? If so, it’s time to make things right (no pun intended!). Here are a few things to look for when selecting an automated time and attendance tracking solution:

**Cloud Based:** Self-service cloud based solutions enable your employees to review schedules, clock in and out, request time off, and update contact info anytime, anywhere with Internet access. This is especially beneficial to organizations with multiple locations.

**Multiple Clock-In and Clock-Out Options:** Make sure the automated time and attendance solution you select comes with a variety of clock-in and clock-out options to fit your organization’s specific needs. These can range from biometric clocks and badge swipe clocks, to employee self-service web-punch and remote clock in/out via mobile phones or tablets.

**Seamless Integration:** The solution you choose should integrate seamlessly with all of your other HR, payroll and other workforce management applications. This bi-directional transfer of data will eliminate the need for redundant data entry and ensure all systems are kept up-to-date and accurate.

**Ability to Scale:** Choose a system that can easily accommodate future business growth. Your time and attendance solution should be able to scale with you, whether you grow or whether you downsize.

**Robust Reporting Capabilities:** The system you choose should be able to provide you with a wide variety of reporting capabilities that cover all of your needs. These reports should be easy to navigate, have multiple export options (including CSV, Excel, PDF, and HTML), and offer easy filtering and automatic sorting.
CONCLUSION

Moving away from manual and spreadsheet based time and attendance makes sense (and cents)! The benefits from capabilities like self-service, enhanced workflow and real-time reporting cannot be overstated. Increase employee productivity and reliability; improve communication and transparency; and simultaneously minimize your risk and time wasted on administrative tasks. Maintain a better control of your organization’s labor spend and receive greater return on your investment. As we all know, time is money. By implementing an automated time and attendance solution like Compass Workforce Time + Attendance, you can start saving both today.

Resources:

About Compass HRM™

Compass HRM, Inc. is a steadfast provider of fully integrated cloud-based Human Resource Management technology, developed specifically for the end user. The company’s highly responsive Software-as-a-Service platform, the Compass Workforce Management System, combines advanced methodologies and user-friendly tools with functionality and flexibility to help businesses effectively supply, manage and maintain their “people assets” throughout the complete employment lifecycle. Compass HRM’s transformative solutions are designed to empower companies of all sizes to maximize their potential and sustain a competitive advantage in today’s ever-changing marketplace. To learn more about Compass HRM, please visit www.compasshrm.com.