



## KEYS TO PAYROLL TIME AND ATTENDANCE BEST PRACTICES

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If your organization still captures time manually, there is a high probability that your error rate is being negatively impacted. Improving the accuracy of payroll is a key benefit as a result of automating your time and attendance system. Here are proven “best practices” that you should consider if you are thinking about implementing or updating your time and attendance system.

According to an HR Management article, implementing an automated time and attendance system can save most companies between 2% – 5% of their total payroll costs, gained through improved process efficiencies and staff reductions. Your return on investment (ROI) is time theft such as coming in late or leaving early, time spent manually figuring time sheets; and human error in calculations. These systems typically provide one of the fastest returns on investment your company can make in payroll-related software.

The following is a list of some proven best practices for time and attendance systems:

- Use a web-based time or desktop/server based systems to record, calculate and validate time worked.
- Managers should be given access to review their employees’ work on a daily basis. With a web-based system managers should have access even when out of the office via the internet anywhere in the world.
- Use Biometric Hand Readers, Fingerprint, or Facial Recognition clocks to avoid “buddy punching,” excessive badge costs as well as the “I forgot my badge excuse!”
- Use time and attendance systems to capture simple and complicated accrued time off.
- Track and report employee time through user defined labor accounts. Tracking and reporting of employee time should be charged to various cost centers for any given period of time, whether it be during a day, per job or pay period.
- Increase efficiency interfacing time and attendance to payroll and HR systems to eliminate manual entry of data.

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