

## Benefits of a Time & Attendance System

The main benefit of installing an effective T & A system is improved operational efficiency. This translates into direct and indirect financial savings far in excess of the cost of the investment.

There are also important non direct financial benefits, such as those provided through an accurate fire roll-call and improved safety and security afforded through integration with access control. Finally, there are benefits relating to staff morale that ultimately aid staff retention.

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### Reduction in Payroll Administration

- The time currently spent analysing clock cards is dramatically reduced
- The risk of errors in the calculation of attended time is likewise reduced
- The time required liaising with line managers is reduced because approvals and adjustments are now handled at source by line managers
- Automatic calculation of overtime and other payments saves time and guarantees accuracy
- Generation of the final payroll information for input takes only a few seconds
- As an option, (and subject to specification) an electronic file could be produced that would further reduce input time and remove the risk of keying errors

### Informing Management 'By Exception'

- Automated notification to line managers and/or HR team of 'exceptions' to agreed business rules means that management can be proactive.
- You decide which scenario warrant notification.
- Specific rules can be incorporated to save manual checking, e.g. an employee with more than *4 lates in a rolling 6 months* or more than *4 sicknesses in a rolling 12 months*
- HR maintains an overview of all exception activity and status of those exceptions that required line manager approval.

### Absence Management

- A full history of all individual, department and company absence is constantly available and able to be reported on
- A full, annual absence calendar per employee shows all attendance and absences – ideal as part of the appraisal and performance system
- Reporting of absence, holidays, holiday entitlements and balance remaining is available for each employee to help avoid the 'cramming' of untaken holidays towards year end
- Approved absences can be pre-booked
- (Email or report) notification of employees with 4 'lates' in 6 months or 4 sicknesses in 12 months can be automated. (These rules can be built in)
- Absence reporting to include the Bradford Factor provided as standard

### Reporting

- Comprehensive set of reports delivered as standard, plus option to write new reports
- All reports written using Crystal Reports and include option to preview, print and output in formats such as Excel, HTML, text, etc
- Reports can be scheduled to run at any time and can be packaged and emailed if required. This feature saves time and improves efficiency via automatic production of regular reports

### **Delegation of Responsibility to Line Managers**

- By providing attendance information directly to the manager's PC, the manager can now better manage their team
- In addition to on-screen or printed reports option also available to inform manager by email of any exceptions to agreed attendance behaviour so that for prompt action is taken
- On-screen view (or print) of departmental calendar allows manager to view whole team when administering holiday requests. This helps prevent too many employees being off at the same time.
- Weekly and daily timesheets, overtime approval and other time related actions available to the manager at his PC. This allows quick and accurate decisions to be made at source
- All access is via password control with features to limit cost centre access and/or functions able to be performed by each manager.

### **Fire & Emergency Roll-Call Production**

- Operation is in real time for the accurate, timely production of an on-site fire roll-call
- Option to link to your file panel for automated production of roll-call when alarm is triggered
- Roll-call can be sorted by assembly point and / or department
- Employees going off-site removed from roll-call
- Option also exists to produce a roll-call (independent of fire panel) at any time
- Immediate reporting (by email) of scenarios such as an employee return to work whilst still subject to a doctor's sick note – minimises employer insurance liability
- Look after your visitors, who can be 'clocked in' as on-site and therefore included in the roll-call

### **Monitoring of the Working Time Directive**

- The working time directive exists to protect employees in the workplace, by ensuring they do not over work and therefore expose themselves to dangers associated with tiredness in the work place. CaptureIT can pro-actively inform line

managers (and/or HR team) of WTD violations by email, ensuring action can be taken to protect both the employee and the company.

- Manual maintenance of the reporting requirements under the WTD is very time consuming e.g. rolling 17 week attendance. This report is produced in just a few seconds and can be scheduled by email

### **Overview by System Administrators**

- Nominated administrators maintain an overview to ensure that managers are managing their teams in line with business rules.
- Administrators are able to amend the system set-up in line with changing business needs without external costs being incurred

### **Access Control Benefits**

- Improvement in security – access controlled by area, person and time zone
- Audit ability of employees gaining access
- Notification of unauthorised employees attempting access
- Use of single database (with T & A) – no risk of a left employee retaining their access rights
- Proximity technology means the same card/fob can be used for attendance and access control

### **Benefits for the Employee**

- Employees are treated equally. Electronic, rules-driven software records attendance according to your business rules. Employees do not observe the demoralising effect of some managers 'turning a blind eye' to selected indiscretions, such as office staff lateness. Feedback at the clocking terminal provides employees with the status of each transaction, e.g. 'clocked successfully'; 'clocked late'; 'off-site lunch'; 'doctor's appointment', etc
- Employees know that in the case of an emergency they will be accounted for through the new and more effective roll-call procedures
- Fewer payroll queries will arise as it is far less likely that items have been overlooked or miscalculations made because of incomplete or inaccurate data