

5 Ways To Be a Time & Attendance

ROCKSTAR

IN 2021



Looking for employee time keeping nirvana? With an employee time tracking/scheduling/PTO app, manage your workforce like a superstar.

1 Shred Those Lame Spreadsheets

The highway to hell is paved with spreadsheets. Use a mobile timekeeping app instead.

- Track work hours in real time with a mobile app
- Improve payroll accuracy and save tons of time
- Provide the convenient, self-service time tracking employees expect

IT'S A MISTAKE

88% of all spreadsheets have errors in them. Specialized HR software is the cure.¹

EIGHT DAYS A WEEK

Professional services recover up to **\$52,000 per employee per year** by moving from weekly timesheet updates to daily.

MONEYTALKS

In a survey of companies who switched to a time reporting system, **60%** saw increased revenue per employee, **59%** reduced overtime as a percentage of total labor costs and **47%** decreased labor costs as a percentage of sales.³



2 Show Your Scheduling Swagger

Kiss scheduling confusion goodbye with a mobile timekeeping app.

- Keep schedules consistent and predictable
- Publish schedules at least two weeks in advance
- Accommodate employees' schedule preferences where possible
- Allow self-service shift trading (subject to manager approval)

BAD COMPANY

Nearly **1 in 5 workers** believe their schedule negatively impacts their health.⁴

THE BIG MONEY

Shifting to stable scheduling yielded **\$2.9 million in increased revenue** for The Gap.⁵

LIVIN' ON THE EDGE

Service-sector workers with a **50% swing** in work hours are at a **13% higher risk of hunger hardship** and an **11% higher risk of residential hardship** than those with steady hours.⁶



3 Feel The PTO Groove

Employee work hours, schedules and PTO are interconnected. Rush to improve accuracy and say yes to an elevated employee journey.

- Simplify compliance with FMLA and other sick leave laws
- Make informed decisions about time off requests
- Employees can check their vacation balances and request time off in the app

WISH YOU WERE HERE

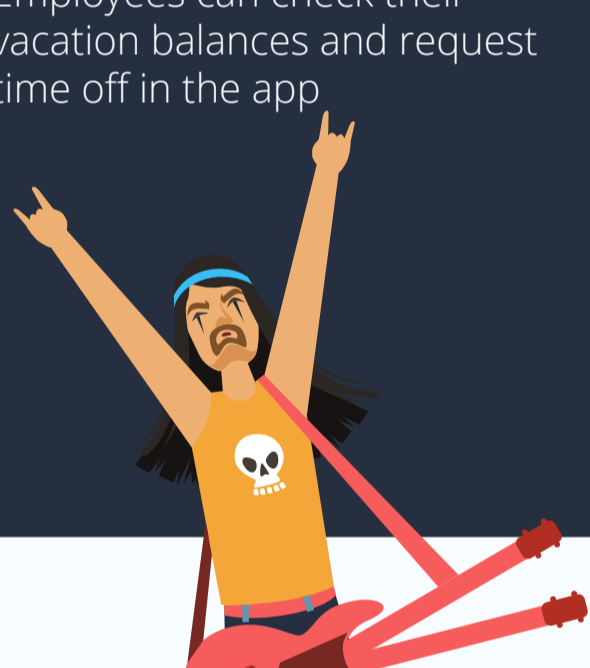
The costs of unplanned absences comprise up to **8.7% of all labor costs** and reduce productivity by **20%**.⁷

TAKE IT ON THE RUN

40% of U.S. employees want a workplace where they are encouraged to use their allotted PTO.⁸

ESCAPE

Employees rank paid vacation as their second **most-valued benefit** after health insurance.⁹



4 Get Your Mojo Working Remotely

Does it seem like your remote workers are on the dark side of the moon? Mobile timekeeping apps are the genesis of advanced workforce management.

- Ensure proper pay and avoid FLSA violations
- Bill clients for all time worked
- Protect your labor budget from unplanned overtime

ALL RIGHT NOW

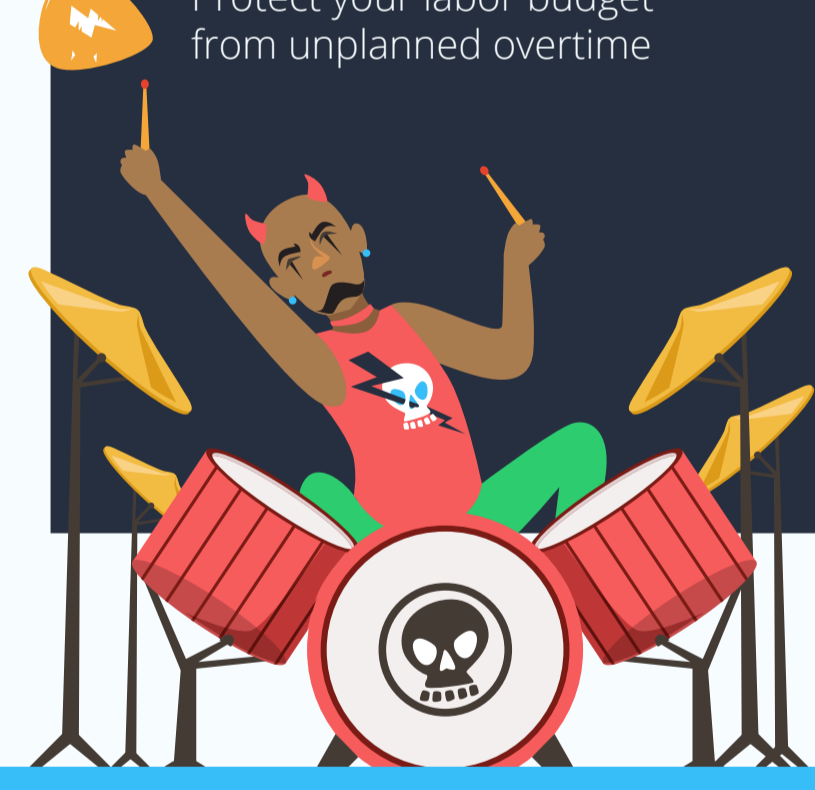
Employees that log their time at least once a day are **66% accurate**, whereas those who log their time weekly are only **47% accurate**.²

WASTED TIME

\$7.4 billion is lost per day to unrecorded work activities.¹²

SWEET HOME ALABAMA

Businesses can save as much as **\$11,000 annually per employee** by allowing them to work from home.



5 Crank Payroll Accuracy to Eleven

Manually entering hours got you in a purple haze? With a timekeeping app, import data directly into your payroll system.

- Eliminate the weight of tedious manual data entry
- Minimize payroll errors with automated calculations
- Reduce payroll processing time by 70%

TAKIN' CARE OF BUSINESS

Companies that use time and attendance software integrated with payroll processing see **57% fewer** PTO errors, **30% fewer** payroll processing errors, and **32% fewer** time tracking errors.¹⁵

FLIRTIN' WITH DISASTER

40% of small businesses face an average of **\$845 each year** in IRS penalties from mismanaged or inaccurate payroll. Payroll mistakes can put you in legal dire straits.¹⁵



Do you wanna rock?

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¹ Stuart Leung, Sorry, Your Spreadsheet Has Errors (Almost 90% Do), Forbes, 2014 <https://www.forbes.com/sites/salesforce/2014/09/13/sorry-spreadsheet-errors/?sh=215acae656ab>

² Time Is Money, Affinity Live, 2014 <https://www.accelo.com/assets/Uploads/WhitePaperTimeIsMoney.pdf>

³ The Aberdeen Group, 2013 <https://www.aberdeen.com>

⁴ Are employees satisfied with their work schedules?, TSheets, 2019 <https://www.tsheets.com/resources/work-schedule-survey#qualities>

⁵ Stable Scheduling Increases Productivity and Sales, Work Life Law <https://worklifelaw.org/publications/Stable-Scheduling-Study-Report.pdf>

⁶ Consequences of Routine Work-Schedule Instability for Worker Health and Well-Being, American Sociological Review, 2019 <https://journals.sagepub.com/home/asr>

⁷ Mehmet C. Kocak, Timothy G. Bryan, Stevie Lynch, Effects of Absenteeism on Company Productivity, Efficiency, and Profitability, Business and Economic Research, 2017 <http://macrothink.org/journal/index.php/ber/article/view/12395/9853>

⁸ Shift Work & Absenteeism: The Bottom Line Killer, Circadian, 2014 <https://www.circadian.com/blog/item/43-shift-work-absenteeism-the-bottom-line-killer.html>

⁹ U.S. Bureau of Labor Statistics, 2018 <https://www.bls.gov/oppub/ted/2018/private-industry-workers-received-average-of-15-paid-vacation-days-after-5-years-of-service-in-2017.htm>

¹⁰ Cigna Takes Action To Combat The Rise Of Loneliness And Improve Mental Wellness In America, Cigna, 2020 <https://www.cigna.com/newsroom/news-releases/2020/cigna-takes-action-to-combat-the-rise-of-loneliness-and-improve-mental-wellness-in-america>

¹¹ Workplace Flexibility Survey, Deloitte, 2020 <https://www2.deloitte.com/us/en/pages/about-deloitte/articles/press-releases/deloitte-survey-most-professionals-take-advantage-of-flexible-work-options.html>

¹² 40+ Critical Time Tracking Statistics: 2020 Market Share Analysis & Data, Finances Online, 2020 <https://financesonline.com/time-tracking-statistics/>

¹³ State of Remote Work 2017, Owl Labs, 2017 <https://www.owllabs.com/state-of-remote-work/2017>

¹⁴ Latest Work-At-Home/Telecommuting/Mobile Work/Remote Work Statistics, Global Workplace Analytics, 2020 <https://globalworkplaceanalytics.com/telecommuting-statistics>

¹⁵ 3 Key Benefits of Integrated Timekeeping and Payroll, American Payroll Association, 2018 <https://www.americanpayroll.org/news-resources/apa-news/news-detail/2018/11/02/3-key-benefits-of-integrated-timekeeping-and-payroll#:~:text=Organizations%20using%20a%20solution%20that,rate%20at%202%25%20or%20less.>