WorkforceHub.
powered by swipeclock

Retool Your Time and Labor to See Your Business Recover and Thrive

In this eBook, we explain how a small business time and labor solution can fundamentally change the way you manage employee timekeeping, shift planning and PTO.

Accurately tracking employee time is a foundational process for every business. Payroll depends on it. Project management depends on it. And the process and software is integral to the employee experience. It should be straightforward, uncomplicated and transparent.

Retooling time and labor will improve both employee engagement and your bottom line.

Let's dive into employee timekeeping and scheduling:

9 Benefits of Automated Timekeeping and Scheduling

- Improve management of employees working remotely

- Mitigate business disruption caused by absenteeism

- Verify employee time and payroll expenses for government aid programs

- Reduce time spent on administration so HR and management can focus on issues such as employee engagement

- Reduce labor expenses

- Keep track of PTO and FMLA

- Track certifications and licenses for employee cross-training programs

- Accommodate employee schedule preferences to support work/life balance at a critical time

- Prevent employee burnout due to excessive overtime

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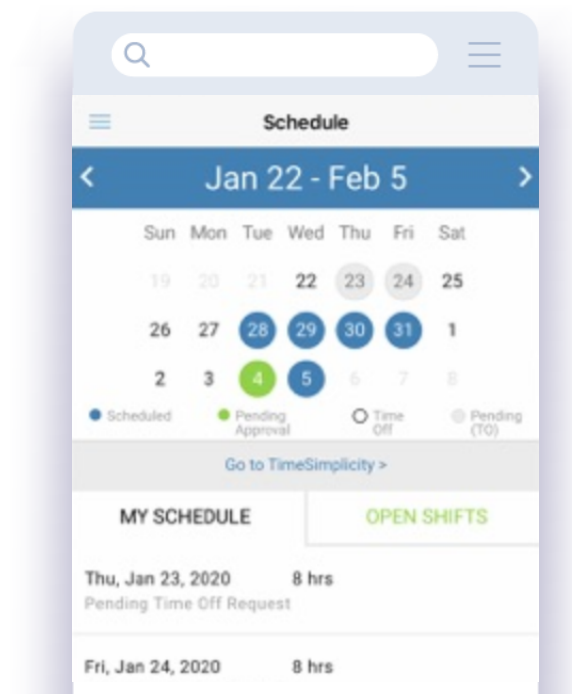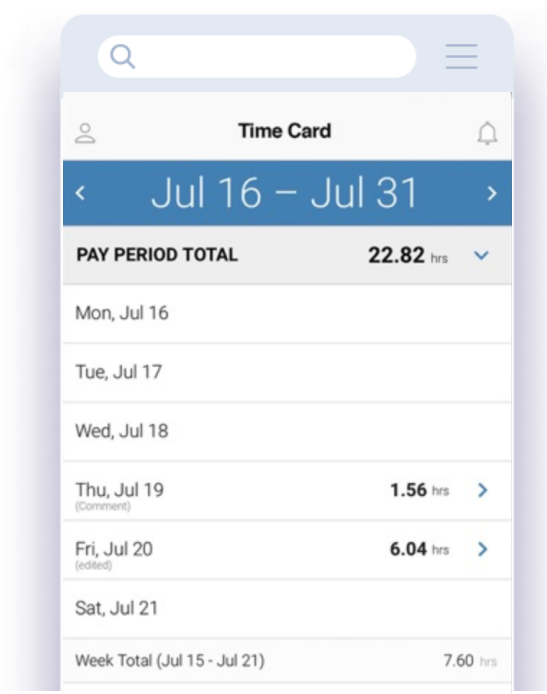
# 11 Important HRMS Employee Timekeeping and Scheduling Tools/Features

To experience the benefits discussed previously, you need a full-featured employee timekeeping and scheduling solution. A robust HRMS solution should have the following:

1. Online timesheets

The timekeeping system creates online timecards as employees clock in and out for shifts. These timesheets are available for employee and manager review, so there are no surprises at the end of the pay period.
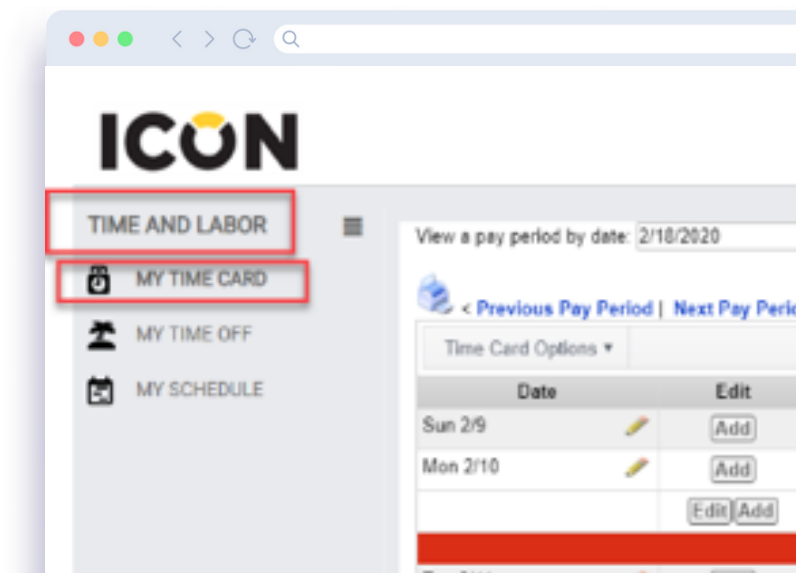

WorkforceHub timecard
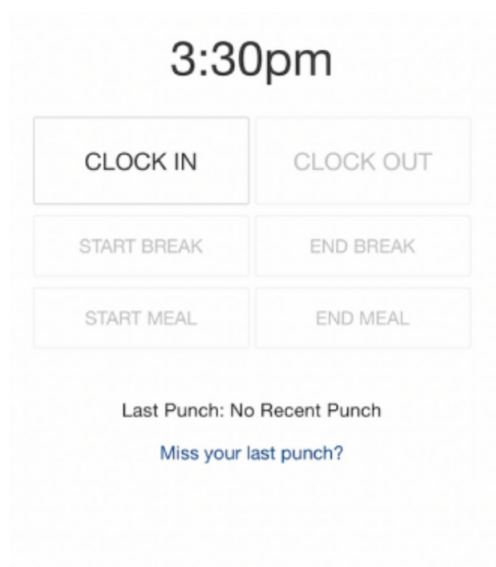
WorkforceHub WebClock

2. Mobile clock in/out

Employees can clock in and out for shifts whether they are working at home, at the office, or on the road. Starting and ending shifts with a clock action is more accurate that recording times manually on a timesheet. Accurate timekeeping ensures that employees receive proper pay. It also reduces both timecard errors and unplanned overtime.

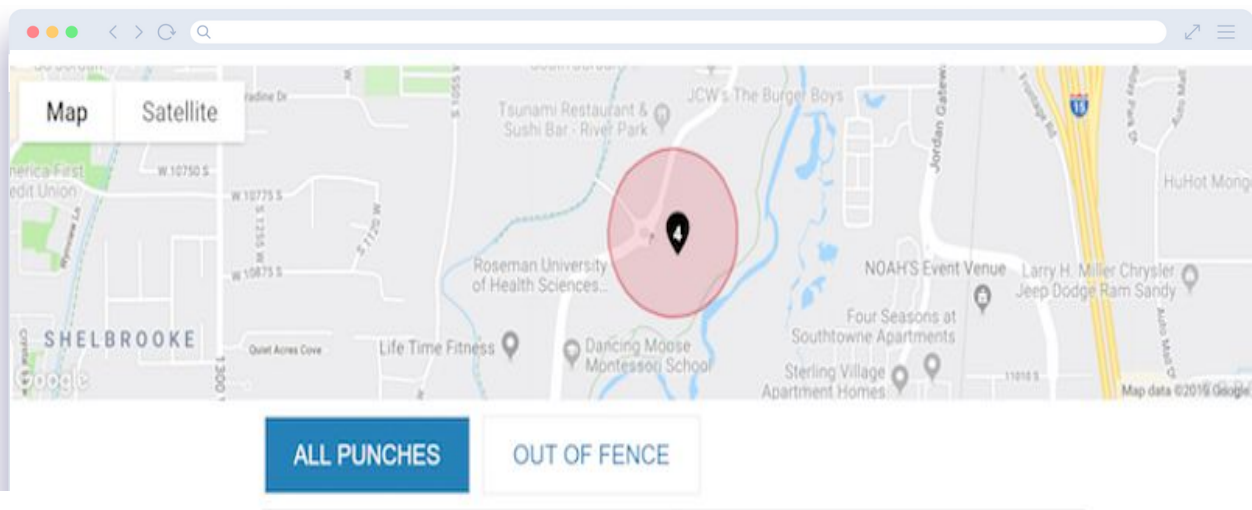WorkforceHub

3. Biometric time clock integration

A biometric time clock requires a biological identifier such as a fingerprint or facial scan. Time and attendance systems such as WorkforceHub integrate with several types of employee time clocks.
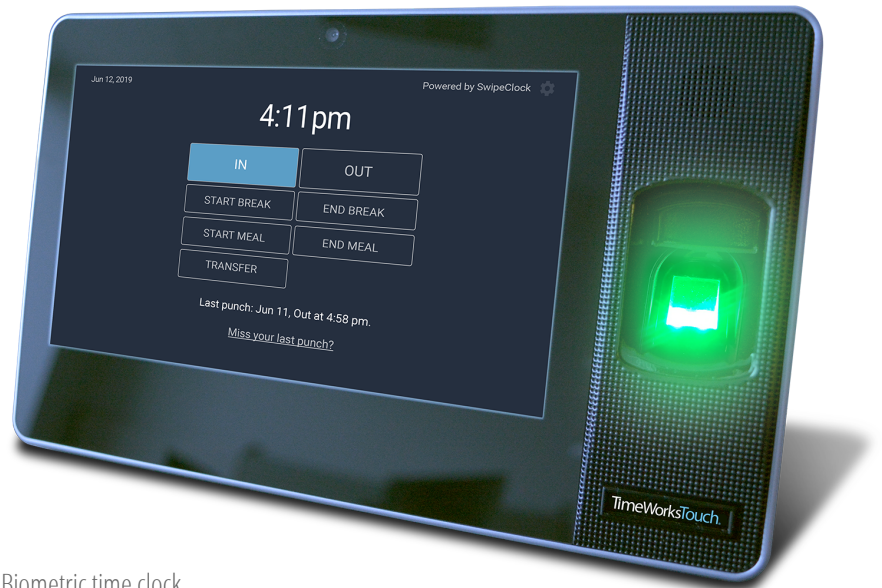
Biometric time clock

# 4. Mobile location management

Timekeeping systems with GPS capability track the physical location of employee punches. Managers can easily see when employees clock in at their assigned work location—even if that is at their home.

WorkforceHub geofencing

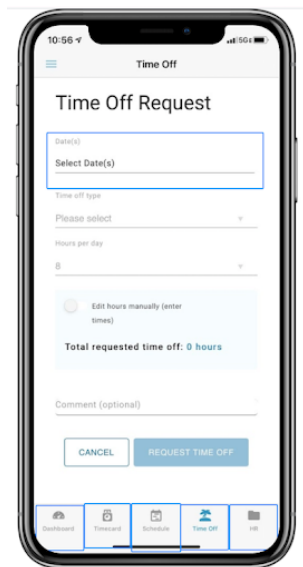WorkforceHub

5. Leave/PTO tracking

New types of sick and family leave have increased the complexity of tracking time off. Advanced timekeeping systems can be customized for state and federal laws, union contracts, and company policies.
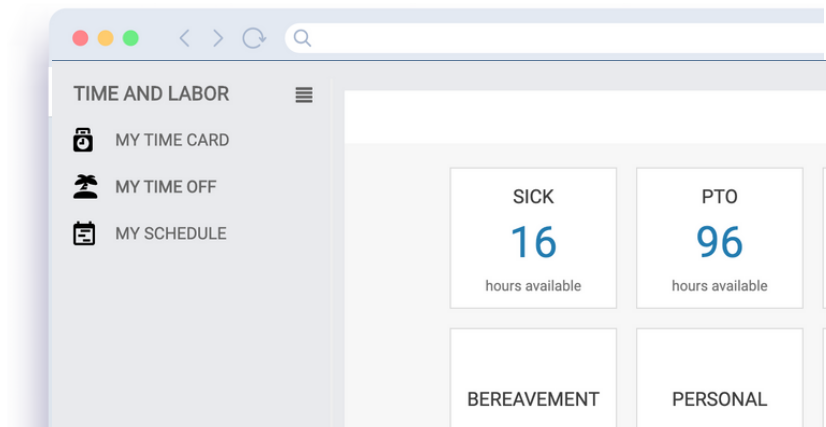

WorkforceHub PTO management

6. Employee self-service (timekeeping in your pocket!)

Employee self-service gives your team control of their data. It also allows them to find answers to their HR-related questions without having to call or email the HR team or their manager. For example, they can request time off and access their pay stubs directly.
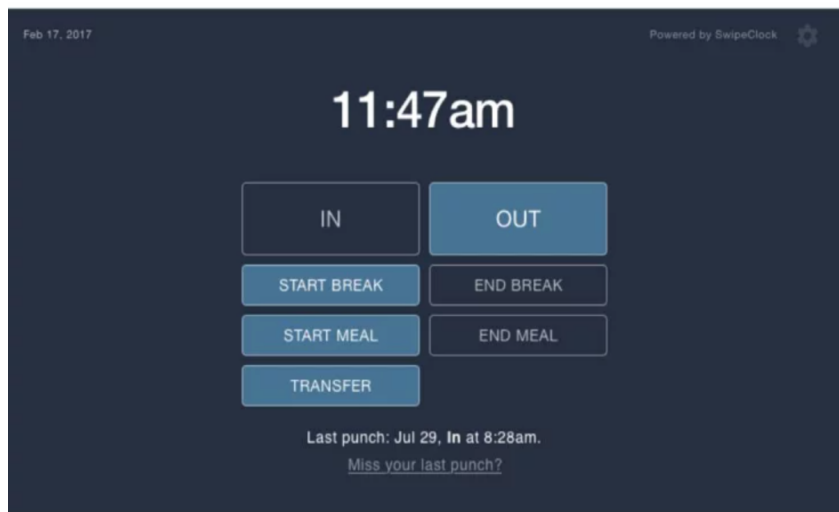

WorkforceHub time off request employee view
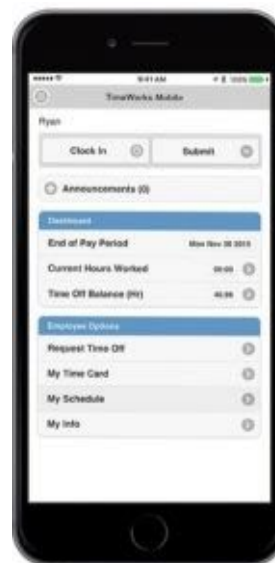

WorforceHub mobile app employee interface

WorkforceHub

7. 'Employee aware' time clock

Reduces missed punches and tracks meals and breaks accurately.

Feb 17, 2017   Powered by SwipeClock ⚙

11:47am

IN	OUT
START BREAK	END BREAK
START MEAL	END MEAL
TRANSFER	

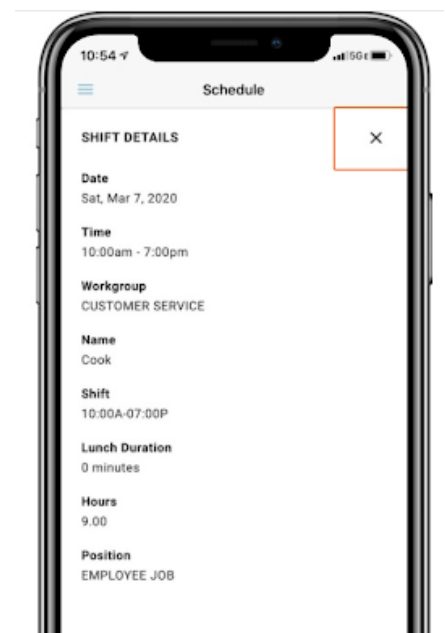Last punch: Jul 29, **In** at 8:28am.

Miss your last punch?

WorkforceHub 'employee aware' prompts

8. Shift trading

When employees can manage their own shift trading they are better able to fulfill both their personal and professional responsibilities.
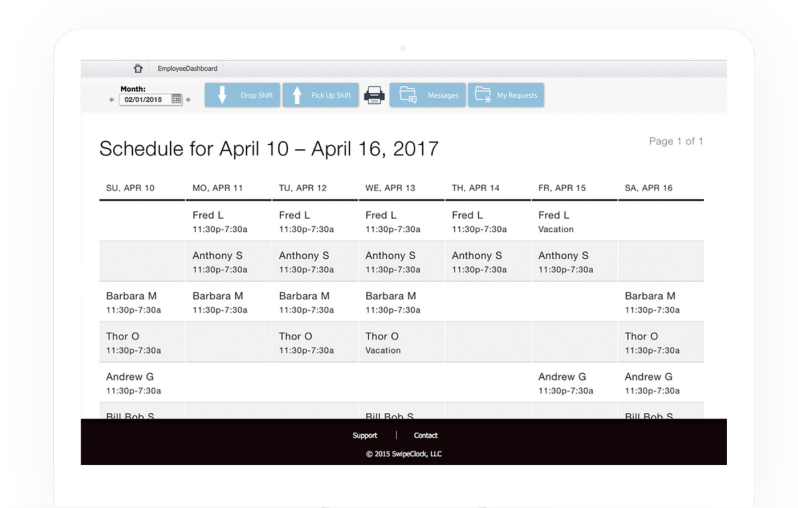
WorkforceHub employee schedule

WorkforceHub shift details shown on mobile app

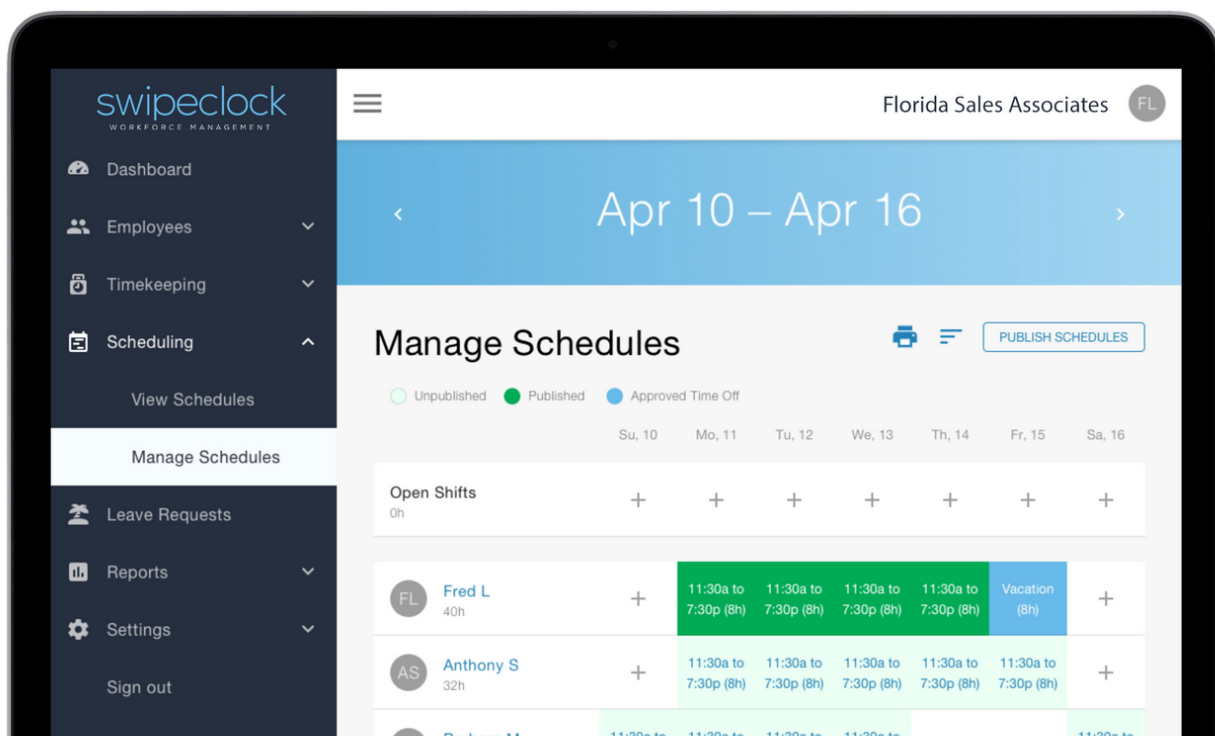WorkforceHub

9. Notifications/alerts

Managers can set multiple alerts including impending overtime, certification expiration, missed punches, shift coverage gaps and schedule violations.

10. Schedule templates

Schedule templates make scheduling easier than ever–you never need to start from scratch. Create templates based on teams, locations, or shifts. Then copy forward indefinitely. You can modify as needed but you'll have the basic schedule in place.

11. Schedule enforcement

Managers can set rules that prevent employees from punching in early or punching out late. Plus, intelligent prompts remind employees to punch out for non-paid breaks and meals.

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WorkforceHub Time & Labor

WorkforceHub includes Time and Attendance, Employee Scheduling, Applicant Tracking, Onboarding, Geofencing and hardware clock integration. It also integrates with most major payroll services for a unified solution.

As a small business owner, you're spending as much as 80% of your gross revenue on payroll and benefits. It makes sense to streamline and optimize these critical areas so they provide the greatest value for the lowest cost.

Schedule a demo of WorkforceHub

For more information, check out the other two eBooks in our Retool HR Management series.

Retool Your Recruiting and Hiring
Retool Your HR Management and Onboarding