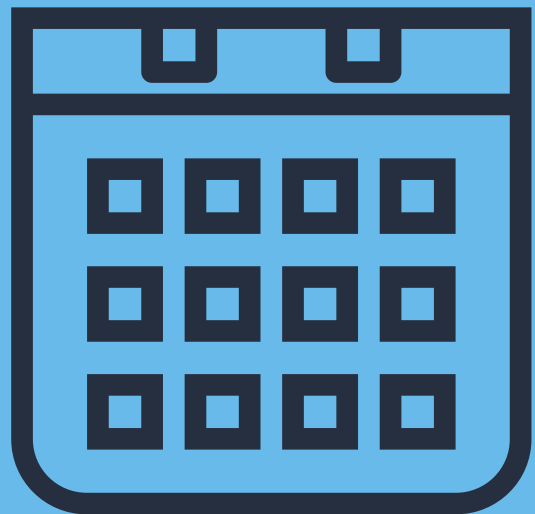# How Retooling Your HR Management Will Help Your Business Recover and Thrive

Volume 3. HRMS Employee Timekeeping and Scheduling

This is the third volume of our eBook *How Retooling Your HR Management Will Help Your Business Recover and Thrive*. In this series, we describe how a Human Resources Management System (HRMS) can fundamentally change the way you manage employee timekeeping and scheduling.

Accurately tracking employee time is a foundational process for every business. Payroll depends on it. Project management depends on it. The process used to track time and attendance is integral to the employee experience. It should be straightforward, uncomplicated and transparent.
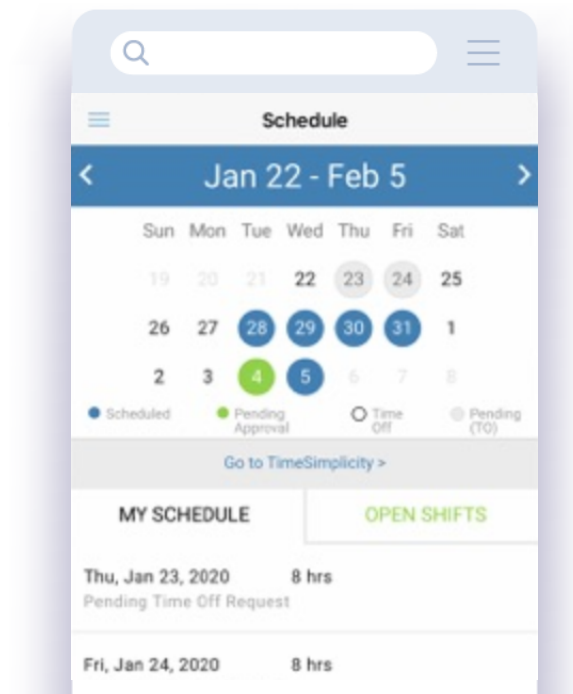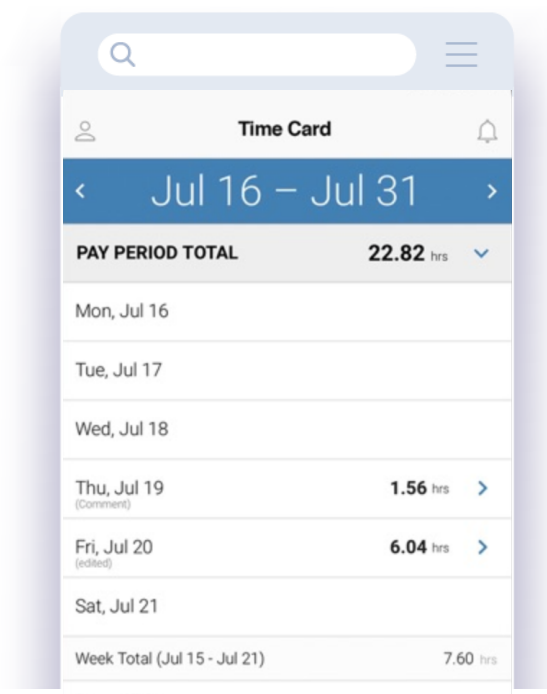
Retooling employee timekeeping and scheduling will improve both employee engagement and your bottom line.

Let's discuss the benefits of retooling employee timekeeping and scheduling:

9 Benefits of HRMS Timekeeping and Scheduling

- Improve management of employees working remotely

- Mitigate business disruption caused by increased absenteeism

- Verify employee time and payroll expenses for small business relief programs

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

- Reduce labor expenses to offset coronavirus-induced loss in revenue

- Keep track of PTO, sick leave, 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.
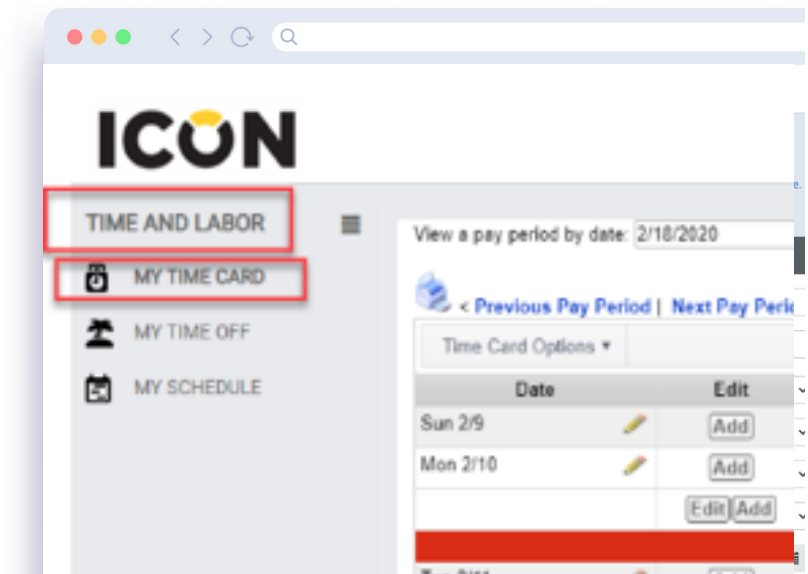
WorkforceHUB timecard

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 time sheet. Accurate timekeeping ensures that employees receive proper pay. It also reduces both timecard errors and unplanned overtime.
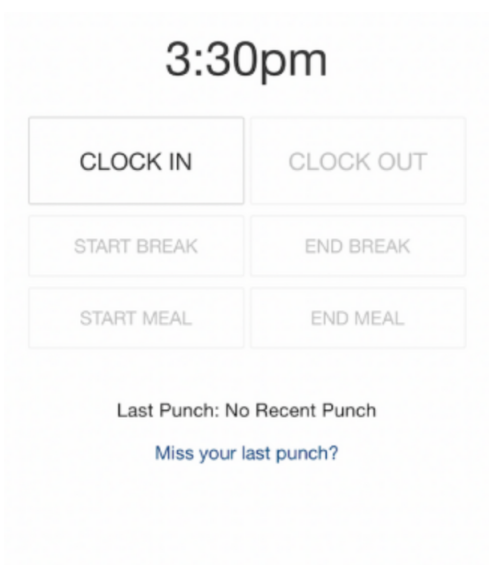
WorkforceHUB WebClock

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3. Biometric time clock integration

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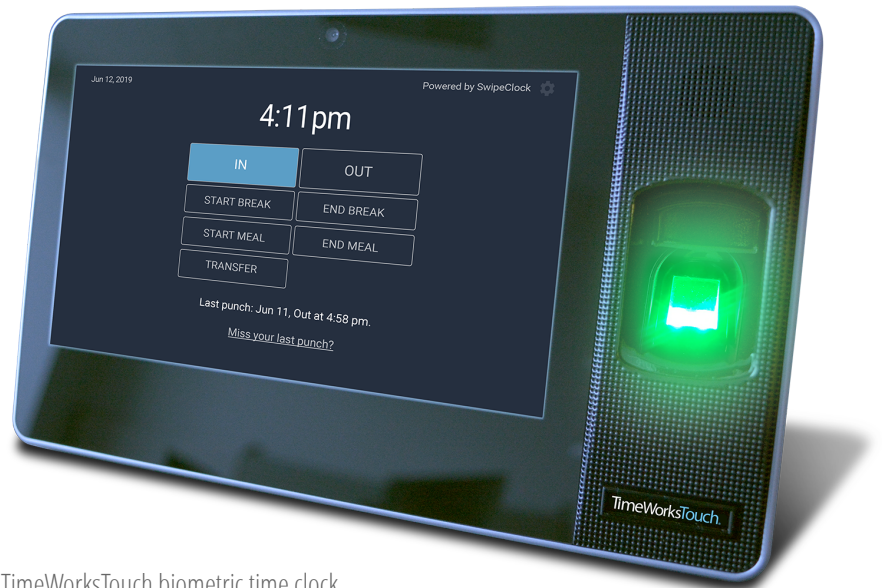
TimeWorksTouch biometric time clock

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.
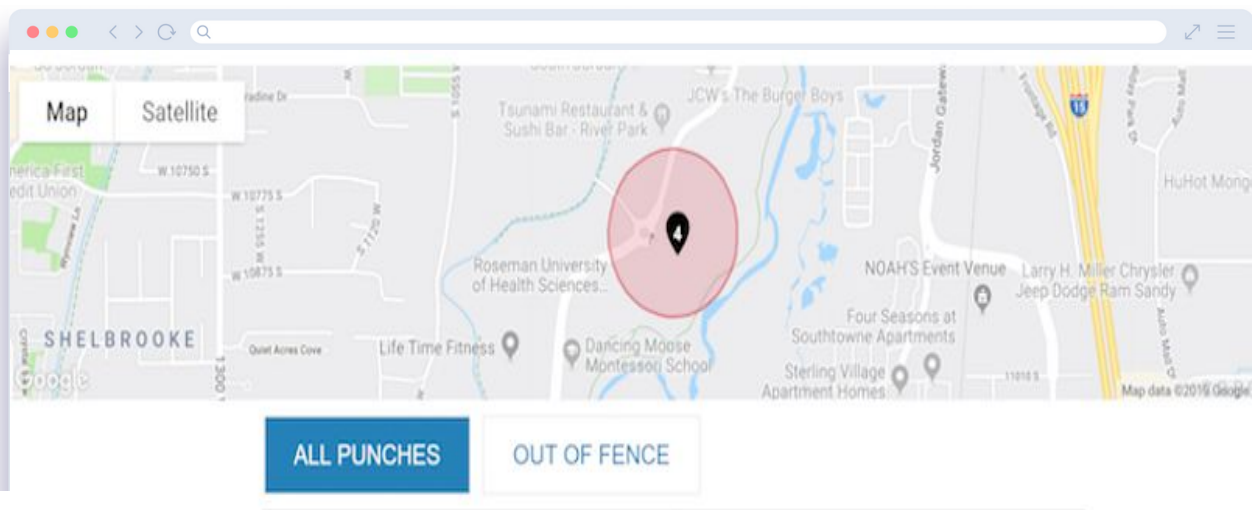


WorkforceHUB geofencing

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5. PTO tracking

Coronavirus small business legislation has increased the complexity of tracking vacation and sick leave. Advanced timekeeping systems can be customized for state and federal laws, union contracts, and company policies.
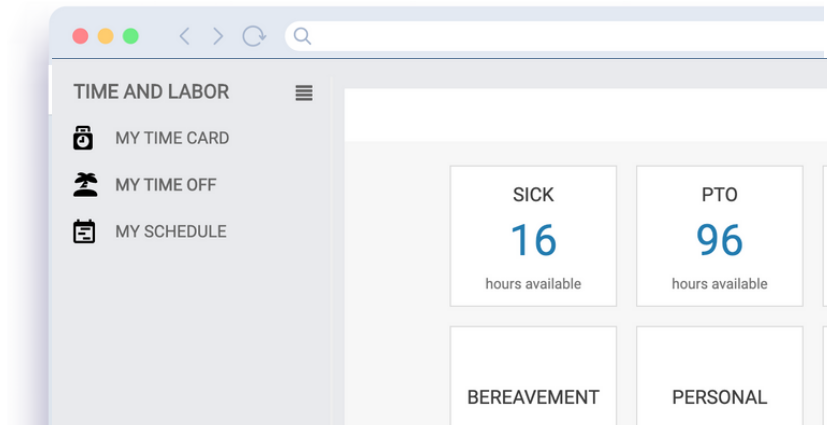

WorkforceHUB PTO management

6. Employee self-service (HR 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.
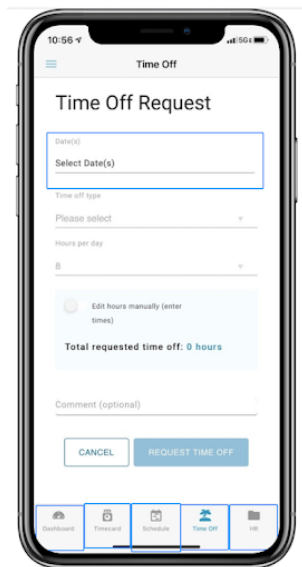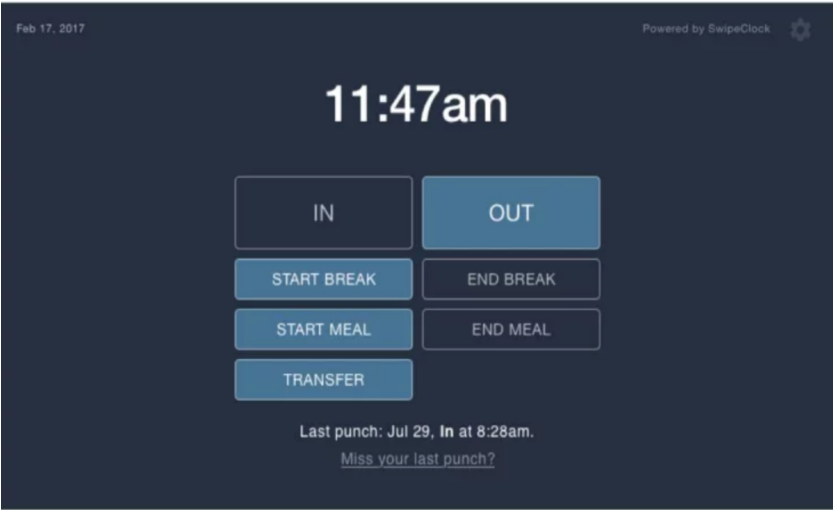

WorkforceHUB time off request employee view
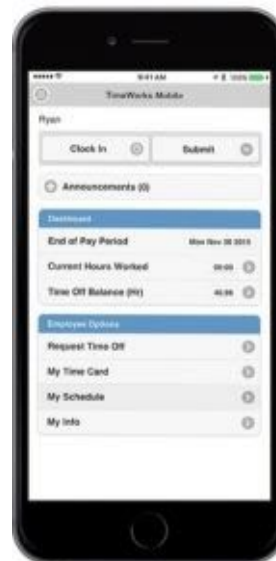
WorforceHUB mobile app employee interface

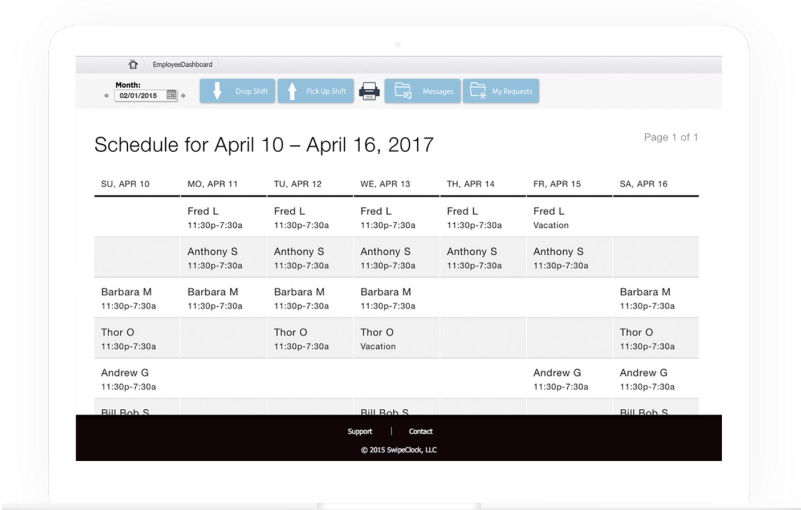swipeclock

7. 'Employee aware' time clock

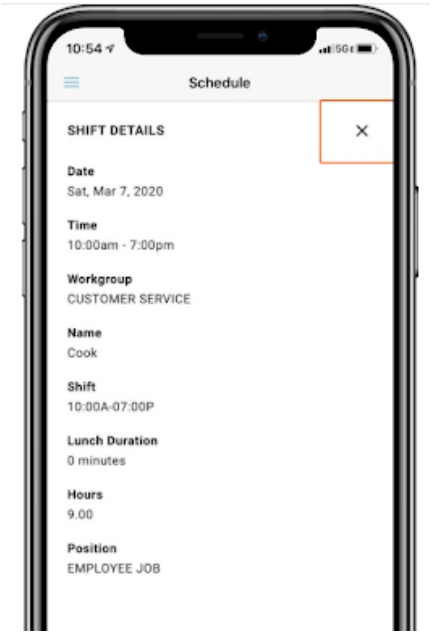Reduces missed punches and tracks meals and breaks accurately.

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

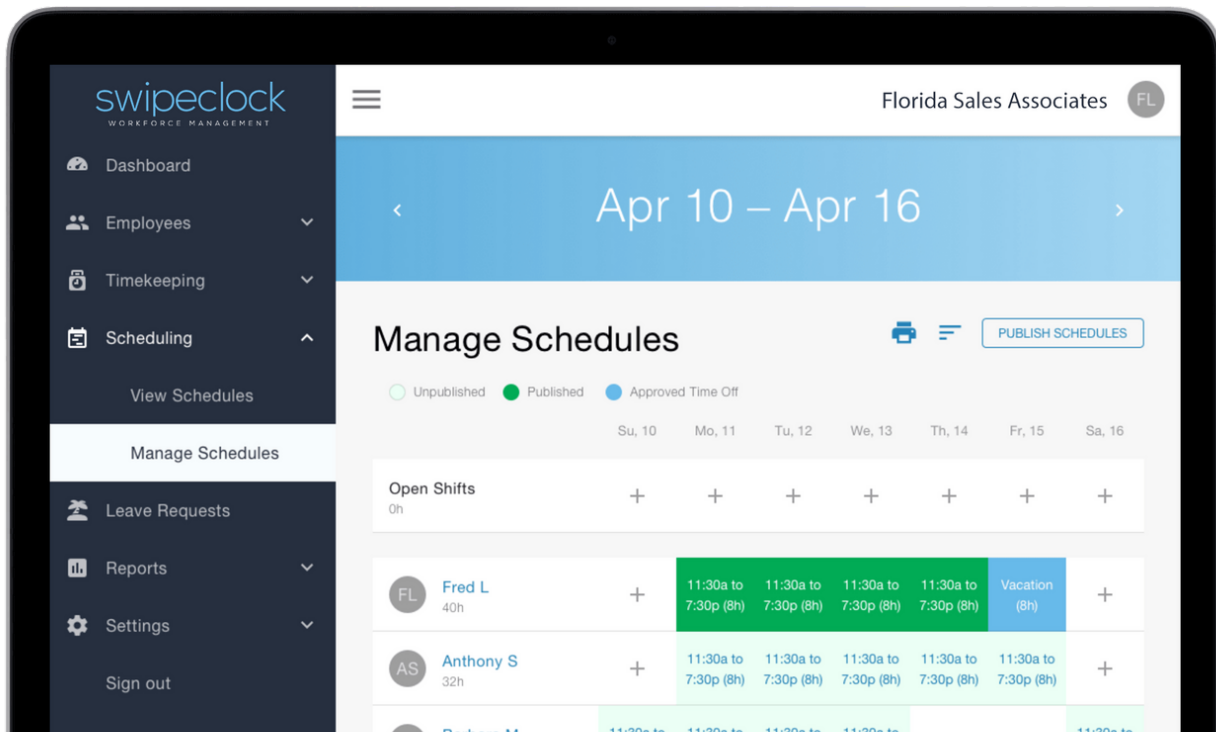swipeclock

9. Notifications/alerts

Managers can set multiple alerts including impending overtime, certification expiration, missed punches, shift coverage gaps, and schedule rule violations. This allows them to focus on employee morale and business recovery.

10. Schedule templates

Schedule templates make scheduling easier than ever. Managers never need to start from scratch. Create templates based on teams, locations, or shifts. Then copy forward indefinitely. Managers can modify as needed but they'll have the basic schedule in place. It's a valuable timesaver.

11. Schedule enforcement

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

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SwipeClock WorkforceHUB

WorkforceHUB HRMS includes ApplicantStack applicant tracking, employee onboarding, TimeWorksPlus employee timekeeping, mobile location management, and TimeSimplicity advanced employee scheduling. WorkforceHUB integrates with employee time clocks, most major payroll services, and Syntrio ethics and compliance training for a single, unified solution. Visit SwipeClock integration partners for more information about WorkforceHUB integrations.

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 HRMS.

Check out volumes 1 and 2 of our eBook *How Retooling Your HR Management Will Help Your Business Recover and Thrive*.

Volume 1. Recruiting, Applicant Tracking and Hiring

Volume 2: HRMS Employee Timekeeping and Scheduling

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