



Manufacturing Business Centralizes Time and Attendance Management, Cuts Processing Time

Attendance Enterprise Supports Incidents & Points Tracking with Flexible Solution

As a manufacturing business consisting of several companies with locations in Nebraska, Massachusetts, South Dakota, Minnesota, Georgia, North Carolina, California and New York grew, the organization found that traditional manual processes for time and attendance management did not provide the speed, accuracy and consistency it demanded for lean manufacturing. They sought a labor management system that better met its needs and found what it was looking for with Attendance Enterprise.

With guidance from attendance and payroll company Time Management Systems (Sioux City, Iowa), one of the business's larger companies chose Attendance Enterprise to manage its time and attendance. They initially selected Attendance Enterprise because it automated and standardized time and attendance tracking and reporting for its two sites in Sioux Falls, South Dakota and Statesville, North Carolina. Also, Attendance Enterprise worked with the company's existing time clocks — a plus for the cost-conscious window hardware manufacturer that wanted to minimize its investment.

The company's senior management took note of the benefits that Attendance Enterprise brought and over time expanded its use to most of its other companies and locations.

Processing Time and Resource Savings

Today, most of the company's hourly employees record time by swiping ID badges at time clocks in conveniently located employee self-service centers as they enter and exit. In two locations, employees use biometric hand readers to record their time, and some office employees record their time right on their PCs. Attendance data is automatically downloaded to a central server at headquarters in Sioux Falls.

The Payroll Department pulls the reports once a week and transfers the electronic files from all 10 sites into the payroll system. No paper reports are needed. The system minimizes room for human error and improves the accuracy of processing and reporting.

Before Attendance Enterprise, time and attendance was recorded and tracked on paper and spreadsheets. Supervisors printed and reviewed reports daily, corrected any errors, then sent the reports to Payroll where an employee manually entered all data into the payroll system.

Now, with Attendance Enterprise, the 50-plus supervisors can access all time and attendance data right on their PCs. They verify PTO, FMLA usage, vacation time and holiday time with just a few mouse clicks.

Each site has its own dedicated staff person to handle HR, time and attendance, and payroll activities for that particular site. Efficiencies gained by Attendance Enterprise have allowed these employees to minimize the time they invest in time and attendance management, focus on other aspects of workforce management, and accept new responsibilities.

Management Empowerment

Like most manufacturing organizations, this company is constantly working to minimize labor costs. With Attendance Enterprise, supervisors can review and monitor overtime, watch for trends and take action to ensure compliance with Department of Labor overtime requirements. They can adjust hours and workloads where needed to eliminate unnecessary overtime and better manage the overall cost of labor.

Incidents and Points Tracking

The manufacturing company also utilizes Attendance Enterprise's Incidents & Points module. The module automatically tracks individual employees' tardies and absences and notifies supervisors so they can follow appropriate disciplinary procedures.

Incidents and points tracking is a common, objective approach to monitoring attendance issues and following required disciplinary steps. Attendance Enterprise enables the various company sites to use this approach without the need for a separate database to track activity.

The module automatically identifies tardies and unexcused absences as they occur and records each incident. It assigns a half-point, a point, or two points to an employee depending on whether the incident is a tardy or an unexcused absence. The system also automatically triggers that employee's supervisor to perform the appropriate disciplinary step, which varies by incident and the number of points accumulated by that employee.

Each location has a unique set of rules for what constitutes an incident and which actions are required at each level of the disciplinary process. Attendance Enterprise customized the Incidents & Points Module to meet these varied needs.

Support for Benefits and HR

The company has also taken advantage of the system's flexibility to track data for other workforce management needs. For example, management added custom Attendance Enterprise fields that track employee purchases of safety glasses. The purchase of a single set of safety glasses each year is a covered benefit for employees; tracking these purchases in Attendance Enterprise eliminates the need for a separate spreadsheet. The system also tracks wellness reimbursements

for employees' covered participation in health classes and fitness clubs. It even provides coded tracking that identifies to supervisors certain employees who do not want to have their birthdays recognized because of religious or personal preferences.

Long-Term Solution

Attendance Enterprise provides reliable, cost-efficient time and attendance tracking and processing along with the customization needed to meet the needs of a geographically dispersed workforce. The solution empowers this company's management to minimize overtime, ensure compliance with union and non-union incident reporting requirements and make the best possible use of its workforce management resources.

About Time Management Systems

Time Management Systems is a successful and progressive software application development company. Headquartered in Sioux City, IA, it provides innovative software solutions to customers and value-added partners. Founded in 1985, TMS's initial focus and mission was to provide time clock software and hardware. Many clients have trusted TMS for application design, custom interface development, office automation solutions, custom software development and other technology-based solutions for their enterprises and business requirements around the country. More information can be found at www.tmstime.com.

About InfoTronics, Inc.

InfoTronics, Inc., is a technology company with more than 30 years of expertise in developing employee time and attendance solutions that provide businesses of all sizes a cost-effective, easily deployed workforce management system. Attendance Enterprise is the flagship product and provides advanced features for managing labor data — calculating pay rules, scheduling employees, budgeting labor, automating benefit accruals, tracking attendance-based merit points — while meeting the scalability, reliability and security requirements of large organizations. An extensive North American dealer network has helped more than 20,000 organizations use InfoTronics products to reduce labor expenses and improve decision-making. www.infotronics.com