swipeclock

How to Select the Ideal
**Small Business
Time and Labor
System**

It's never been more challenging to manage a small business workforce. Fortunately, with the right time and labor system, you can intelligently automate the mission critical tasks–employee time, labor and scheduling. Improved efficiency and analytics will ensure you get the most from your labor dollar. Optimization also frees up time for high-impact programs that improve your culture.

A smartly-designed employee time and labor system can make it happen. Use a thoughtful, structured research process to find the solution that is ideal for your small business. This eBook is for small business owners and HR professionals seeking transformative employee timekeeping and scheduling technology.

We'll show you how...

"WorkforceHub is easy to use and very economical for our practice. I love the time clock feature. Employees are able keep track of their time and total hours worked during a pay period."
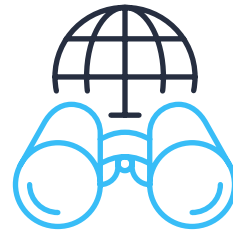
— James D. HR Manager

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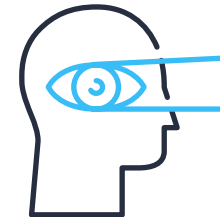
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1. Assemble a Team

First, choose a project manager and task them with forming a team that includes a representative from every department or business function. Make sure the team members are the ones who will actually use the software.

2. Create a Roadmap

/ Build a detailed roadmap (tasks on a timeline) for the decision process

/ Meet at least twice a month to ensure you stay on track

3. Identify Software Features, Functions and Tools

/ Define your objectives: what timekeeping and scheduling pain points do you need to solve?

/ Determine which features (discussed ahead) will meet the objectives

/ Rank them in order of importance

/ Verify your budget

4. Assign Researching Tasks

Use multiple research methods including the following:

/ Participate in live, interactive online demos and discuss your needs in detail with the vendor

/ Consult software review sites for explanations of software features, head-to-head product comparison tables and customer reviews

/ Talk to actual users if possible—especially those at similar companies

/ Attend HR tech trade shows and in-person demos if possible

5. Create a Short List

/ Narrow your choices down to three or four time and labor solutions

/ Confirm that the cost of each system is in your budget

6. Make Your Selection

Using your accumulated collective knowledge, choose a time and labor system with confidence

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Questions to ask HR system vendors

• What is the fee structure and the total cost of ownership? (Find out if there are hidden fees, recurring expenses, etc.)

• What type of tech support do you offer? (Email, live support, online chat, knowledge base, troubleshooting guide, FAQs, etc.)

• How long does it take to set up?

• What training is included?

• How can I customize the system?

• How do the compliance tools work? Do you update it when laws change?

• What other business software does it integrate with?

• What business size and industry is the system designed for?

• Is your system scalable?

• What are your data security protocols?
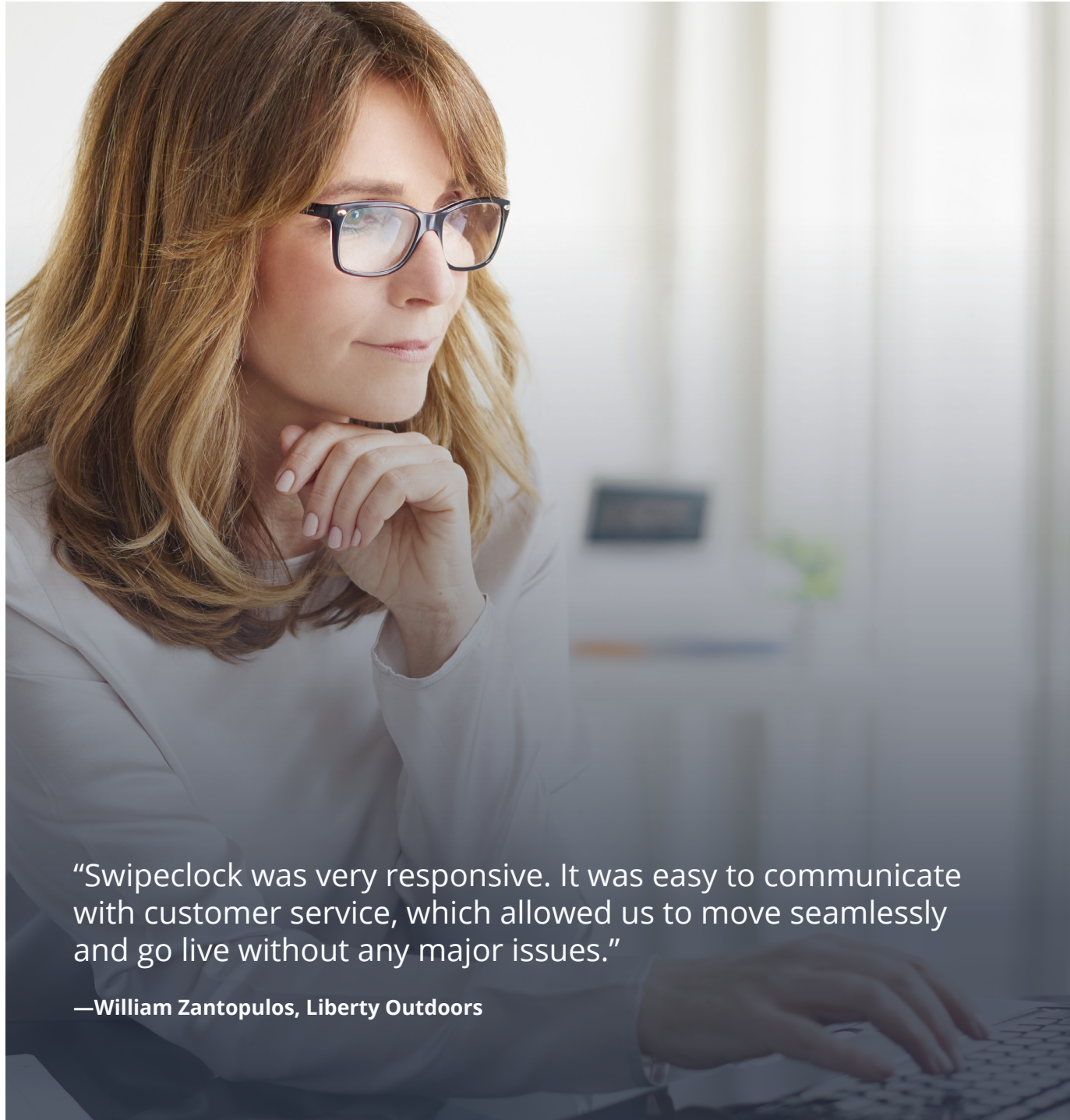
Identify the Features Your Company Needs

A small business time and labor system handles dozens of functions. We will organize them in seven categories.

"Swipeclock was very responsive. It was easy to communicate with customer service, which allowed us to move seamlessly and go live without any major issues."

—William Zantopulos, Liberty Outdoors

Employee Timekeeping and Scheduling Evaluation Template

Uncomplicated, transparent time tracking helps employees focus on their jobs. An inaccurate or confusing method results in payroll errors, frustrated employees, and compliance liabilities.

1. Online Timesheets

- Collect employee time data whenever and wherever they work and import directly into the payroll system without manual entry
- Protect your company in case of a wage theft claim or dispute
- Improve timecard accuracy and prevent hours fraud

2. Mobile Clock In/out

- Simplify time tracking for mobile and remote employees
- Eliminate the need for employees to estimate their work time on paper timesheets
- More sanitary than a hands-on hardware clock–employees can use their own mobile devices for clocking

3. Biometric Time Clock Integration

- Biometric time clock syncs with timekeeping software for a unified time and attendance system
- Employee-aware prompts only present logical options
- Reduce missed punches and prevent buddy punching

4. Geofencing

- The system alerts the manager if an employee clocks in outside of the authorized location
- Increase accountability for mobile employees
- Track employee hours by job site for a specific employee or group

5. PTO Management

- Employees can see accrual balances using a mobile device anytime, anywhere (such as when planning a vacation outside of work hours)
- Eliminate the need for error-prone and time-intensive spreadsheet PTO tracking
- Simplify FMLA compliance and review requests in schedule context

6. Employee Self-Service

- Employees can easily see their work schedule, paystub, accruals, benefits, and important documents (for example, if they need to show their pay stub at the bank, they can access it right there from their phone)
- Strengthen your employer brand with the consumer-type experience employees expect
- Improve data accuracy because employee manage most of it themselves

**7. Employee Aware Time Clock Interface
(only presents logical clocking options)**

- Prevent timecard errors and missed punches
- Simplify timecard approvals
- Process payroll faster

8. Job Codes

- Make client billing more efficient and accurate
- Streamline project management
- Improve job bidding

9. Notifications/Alerts

- Reduce unplanned overtime
- Manage certifications
- Prevent shift coverage gaps

10. Schedule Templates

- Easily build multi-shift, multi-location schedules
- Save time by creating standard schedules and copying forward
- Improve compliance with predictive scheduling laws

11. Shift Trade Board

- Allow employees to trade shifts (subject to manager approval if desired)
- Auto-alerts keep everyone informed of schedule changes
- Improve employee satisfaction by giving them more control over their schedule

12. Scheduling and Shift Planning

- Build complicated schedules faster and more efficiently
- Employees can see their schedule and reminders online or through the app anytime, anywhere
- Small businesses save money by hiring part-time employees–allowing employees to choose when they can and cannot work makes scheduling easier and reduces turnover

13. Schedule Enforcement

- Eliminate early clock-in and late clock-out
- Pay employees only for time worked
- Simplify manager oversight, especially for large teams, multiple locations and distributed workforces

14. Overtime Management

- Proactively manage overtime
- Lower labor costs by limiting unplanned overtime
- Simplify FLSA overtime compliance

15. Meals/breaks Management

- Ensure employees clock out for unpaid breaks and take their full required breaks
- Simplify compliance with meals and breaks laws
- Reduce payroll errors

16. Reporting and Metrics

- Leverage HR data for better decisions
- Optimize resource allocation
- Measure the ROI of HR programs

4 Key Findings on Time and Attendance

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

Time theft can take as much as **7% from your gross annual payroll**.

According to the American Payroll Association, **43% of hourly employees commit wage theft**. If 40% of your employees steal 10 minutes a day (a conservative estimate), that means you are losing roughly **$150 a day** (based on a staff of 150 employees).
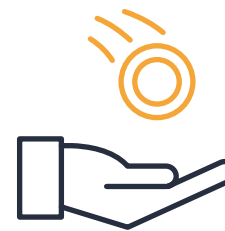
U.S. employers pay over **$300 million annually in back wages** due to payroll errors.

WorkforceHub Time and Labor
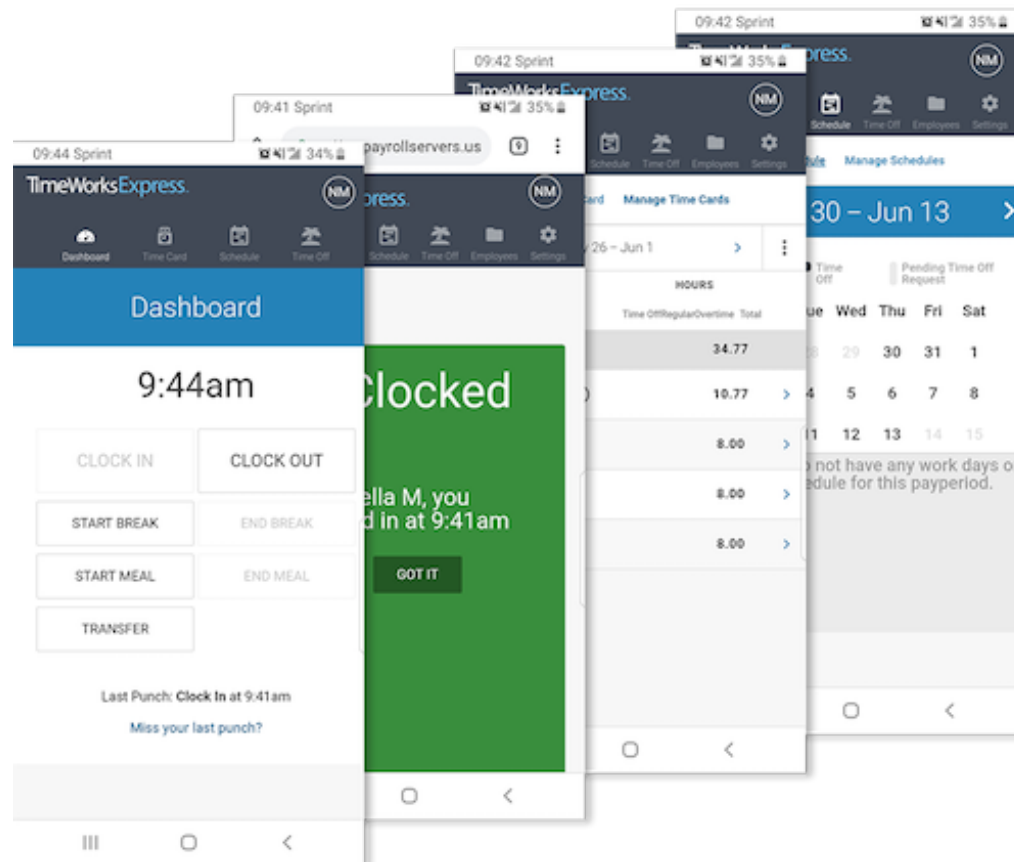
WorkforceHub is a small business time and labor solution that optimizes labor resources, protects against compliance violations and improves efficiency. With WorkforceHub Time and Attendance, you will capture and track precise timecard data for onsite, offsite and mobile employees while reducing labor costs from overstaffing and overtime.

What are the Critical Time and Labor Technology Needs for Your Industry?

Healthcare

Preventing understaffing, scheduling confusion, and staffing imbalances are essential for high quality patient care. Employee self-service reduces absenteeism and employee burnout. Advanced reporting ensures compliance with FLSA, ACA, and Payroll Based Journal.

/ Schedule by department, shift, skill, or job position

/ Certifications tracking

/ Online shift-swapping

/ Auto-alerts for no-shows and encroaching overtime

Manufacturing

Time theft and unnecessary overtime drive up payroll costs. Time and labor software paired with biometric time clocks solve these problems. Biometric clocks make buddy punching and hours padding impossible. Schedule adherence restricts out-of-schedule punches. Advanced scheduling software helps managers create schedules that limit overtime. Overtime alerts and schedule enforcement provide an extra measure of protection.

/ Biometric time clocks

/ Schedule adherence

/ Meals/breaks tracking

/ Overtime alerts

/ PTO tracking

/ Customizable pay rules

Retail

Set shift rules that guide schedule creation. Managers can easily view multiple calendars and locations. Online timecard management speeds up approvals. Prevent double booking which can happen with spreadsheet scheduling.

/ Employees can see their schedule in a mobile app

/ Automated employee schedule reminders (text or email)

/ Multi-location scheduling

/ Fair work week settings

/ Schedule adherence

/ Missed punch alerts
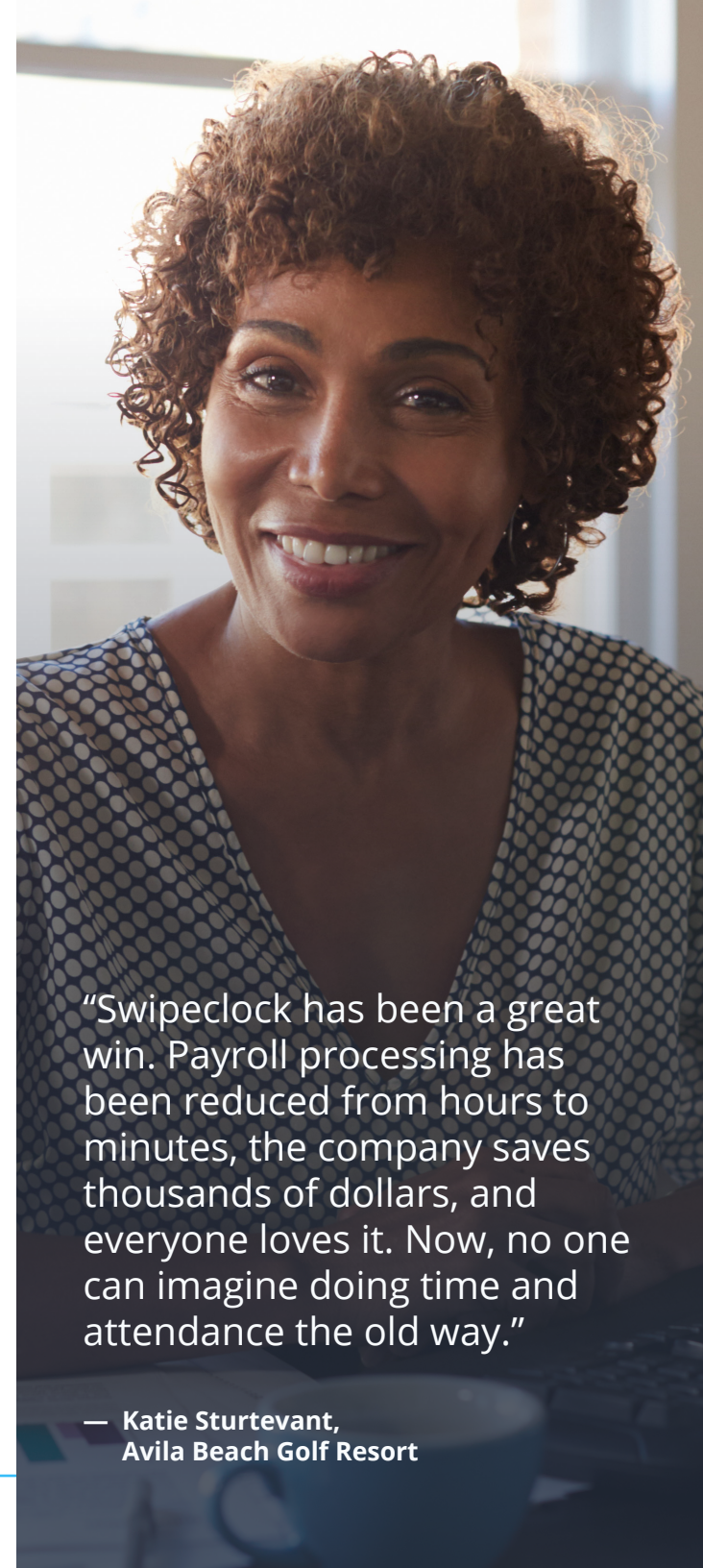
"Swipeclock has been a great win. Payroll processing has been reduced from hours to minutes, the company saves thousands of dollars, and everyone loves it. Now, no one can imagine doing time and attendance the old way."

— **Katie Sturtevant,
Avila Beach Golf Resort**

Education

The average elementary school has more employees than 90% of U.S. businesses. They also have numerous employee types, pay rates, and pay frequencies. Seasonal schedules, union contracts, and grant tracking add to timekeeping and scheduling challenges.

/ Mobile app for convenient clock in/out regardless of location

/ Work hours tracking for multiple job roles

/ Manage seasonal staffing fluctuations

/ Multiple pay frequencies

/ PTO, vacation, leave management

/ Work-study hours and grant-tracking alignment

Construction

Tracking employees at remote job sites is difficult with traditional punch clocks. Mobile apps with GPS allow managers to see when and where employees clock in.

/ Portable time clocks with backup batteries and offline mode

/ Mobile app with geofencing

/ Self-service timecard, schedule, accruals

/ Multi-crew scheduling

/ License expiration alerts

Hospitality

The quality of time and labor management affects both the guest experience and profit margin. In an environment where employees are largely unsupervised, oversight is key.

/ Recruiting automation allows businesses to re-staff quickly

/ Schedule forecasting helps match staffing demands to expected occupancy

/ Track multiple employee types and locations

/ Mobile punch in and facial recognition time clocks reduce shift change slowdowns

/ Online trade boards let employees pick up extra hours without back-and-forth texting

/ Compliance tracking prevents wage and hour violations

Non-Profit

Non-profits must unlock value from every tool and process. Carefully-chosen timekeeping and scheduling software like WorkforceHub improves efficiency so the team can spend more time on their core mission.

/ Priced per employee—scales up or down

/ Mobile app for anytime, anywhere punch in/out

/ Track both paid and volunteer hours

/ Advanced reporting improves transparency for donors and regulatory entities

Multi-State Employers

If you have recently added a location this year—kudos to you! It's an achievement many companies never attain. However, employee management that crosses state lines takes on a new level of complexity. Here are some tools to help you avoid pitfalls:

/ Advanced employee scheduling: set rules for local predictive scheduling, overtime, or meals/breaks laws

/ Biometric time clocks ensure accurate timekeeping for state-specific minimum wage laws

/ Overtime and out-of-schedule punch notifications

/ Manage workforce documents in a searchable database to simplify recordkeeping requirements

Choose a Time and Labor Solution Tailored for Small Business Needs

A small business isn't simply a smaller version of a large business. The dynamics are vastly different–especially when it comes to time and labor management. For starters, many small businesses don't have a dedicated HR manager. Secondly, many don't have an IT team to set up and maintain software. Since they have tighter margins and less cash on hand, they can't buy a system that requires a large upfront investment. In addition, small organizations can't wait several years for their investment to start paying off. They need results now or there's no point. Furthermore, they need a time and labor solution that is quick to stand up and requires little training. To recap, here are the must-have features of a small business time and labor solution:

1. Affordability

2. Swift time-to-value

3. Ease of use and a quick, hassle-free roll out

4. High adoption rate

5. Scalability

6. Seamless payroll integration

While it may seem like there are dozens of small business time and labor systems on the market, actually, there are few that meet the specific needs of small businesses. Many are scaled-down versions of an enterprise solution, requiring significant monetary investment and staff to implement and administer. On the other end of the spectrum, the less expensive solutions advertised for small businesses don't have the feature set to handle complex business needs, especially around time tracking, scheduling, and labor optimization.

"We had a client go through a Department of Labor wage and hour investigation, which obviously is a scary thing for any employer. Time stamps, individual logins, and approvals recorded by Swipeclock software helped meet the burden of proof necessary to combat the allegations and reduce the fine to almost nothing."

— **Joseph Lyon, CEO My HR Professionals, Swipeclock reselling partner**

Why **WorkforceHub** is the Ideal Small Business Time and Labor Solution

WorkforceHub was built from the ground up for small businesses and meets the criteria listed previously:

/ Our subscription model allows to you pay as you go (no contract required)

/ WorkforceHub can be up and running in a couple of weeks

/ Provides a rapid time to value

/ Scales as your business grows

/ Doesn't require an IT team to implement or maintain (we provide technical support, software updates, and data security)

/ Simple to use–anyone in the company can use the software with minimal training

/ Doesn't have unnecessary complexity or features you don't need

/ Our U.S.-based support team has an average 5 years experience with time and labor technology

WorkforceHub includes everything you need to successfully manage your workforce:

1. Recruitment and applicant tracking

2. Employee onboarding

3. HR management

4. Employee scheduling

5. Employee benefits enrollment

6. Time and attendance

7. Reports and analytics

8. Employee self-service portal

9. Templates, alerts and checklists

10. Mobile app for Android and iOS

11. Employee engagement: recognition wall, suggestion box, manager check-ins

12. Payroll import

Over 30,000 businesses and 1,000,000 employees are powered by Swipeclock solutions either directly or through our network of valued partners.

Swipeclock's WorkforceHub is the Time and Labor system of choice for innovative small businesses.

Visit WorkforceHub to schedule a demo.

WorkforceHub.

Email us at **info@workforcehub.com** or call us at (888) 223-3450