



Timekeeping Needs & Solutions ***By Cherie Pritchard, SPHR***

The Federal law says that we must have accurate time records for our non-exempt worker.

We have found many businesses asking questions such as:

What exactly is a non-exempt worker?

How do I know for sure if my exempt employees are really classified properly?

When do I have to pay overtime?

“The work week?” What do you mean by the work week?

Are all of my sales employees exempt?

What about my IT staff – who for sure is exempt and non-exempt?

Flex HR can help with questions such as these.

And if you currently have time clocks to keep these accurate records of time worked, is it really giving you what the business needs and at the right cost?

- What do you use for your timekeeping system now?
- How is that working for you?
- Are you getting the functionality you need?
- Is there any part of that process that causes you concerns?
- What else would you like your timekeeping system to do for you?
- Do you have a need for job costing?

Today, there are many choices for any size business for timekeeping needs. These range from the manual paper forms completed by hand to very sophisticated web based systems.

The good news is the more sophisticated web-based systems have become very affordable producing new functionality and savings. Here are just a few for such a system:

COST ACCOUNTING FOR LABOR is a major benefit of this system allowing management to track all labor by product being produced with full reporting features.

AUTOMATIC UPLOADS of employee related information. This greatly reduces the amount of time required to set up the company and also increases the efficiency of your staff as this system works in unison with our payroll software.

ELECTRONIC TIME-OFF MANAGER allows for employee self service and automatically routes requests to the appropriate manager. The electronic format allows managers to view historical data as well as future scheduled time off to ensure staffing requirements are met.

MULTIPLE TIMESHEET FORMATS to easily capture time and labor data including job and department costs. This data can easily be exported into a variety of different reporting formats, from excel to pdf. All timesheet formats are compatible with various external data collection terminals as well as web-clock time capture.

SCHEDULE TRACKING harnesses the task of tracking attendance behavior and productivity regardless of the number of locations and mobility of personnel. The schedule tool allows managers to quickly identify deviation from schedules and attendance infractions through system alerts. We can even create a Point System to assign either positive or negative points to employees based on attendance behavior.

ELECTRONIC TIMESHEET SUBMITTAL/APPROVAL ensures timesheets have been approved by the appropriate personnel. Automating this paper-intensive process can save countless hours better spent on other functions. Company holidays and approved Time Off are automatically populated within the appropriate timesheets, simplifying the review, edit and approval of time.

ELECTRONIC NOTIFICATIONS are standard and can send out reminders to managers, employees or administrators for everything from incomplete timesheets to birthdays or review dates.

Anticipated Results

- Labor cost accounting reports to accurately account for labor utilized by each product and or department production.
- Easy to use “Schedule tracking” can quickly identify deviation from schedules and attendance infractions.
- Electronic notifications can send reminders to managers for incomplete timesheets and other functions.
- Easy approval systems for managers – saving them hours each week.
- Automatic uploading of payroll hours to HRIS/payroll system.
- Local professionals for set-up, training and on-going support included in fee.
- Electronic time-off manager – allows for self-service and automatically routes to approving manager – ties to payroll system and historical data.

Flex HR has helped many companies think through these issues and find the best solution. This can be done for your business. Whether you have questions about timekeeping or other areas of Human Resources, we would be delighted to show you how we can be of assistance to your business in these challenging times.