

# Time and the Bottom Line

Web-hosted Employee Time and Attendance Service, Biometric Time Clocks, Improve the Bottom Line for Contract Facility Management Company



**K**eith & Keith Corrections is a privately held provider of correctional facility management services in the southeastern United States. The company provides cost-effective services to state-operated correctional institutions including maintenance and housekeeping, utility management, construction, and other facility management services.

Recently, Keith & Keith looked for ways to improve its employee time and attendance system and streamline payroll preparation.

## Manual Time Sheets

In previous years, the facility management company tracked employee time and attendance data with hand-assembled time sheets. It was often a cumbersome process to assemble payroll totals each pay period for nearly 100 workers and check for any missing in/out times.

Once the pay period ended, the payroll administrator searched for any employees with missing information, then re-keyed that information into a spreadsheet for payroll processing.

Adding to the complexity is that workers are based in seven remote locations throughout North Carolina, with no

way to centralize operations or standardize scheduling, data collection, or wage reporting. Plus, it was difficult to access timely information about current overtime totals.



## Accuracy Concerns

This was a time-intensive process for the administrative staff and accuracy was a big concern. If an employee wrote an incorrect start time on their weekly pay sheet, or if there were instances of “buddy punching” where one employee recorded start/end times for another, it had the potential to throw departmental labor costs out of line.

## Looking for a Better Way

The Keith & Keith team turned to Labor Strategy of Greensboro, N.C. ([www.laborstrategy.com](http://www.laborstrategy.com)) to locate a time and attendance solution and time recorders that would address the past challenges, automatically interface with payroll, centralize the payroll process, and offer necessary reporting capabilities.

Labor Strategy suggested Attendance on Demand ([www.attendanceondemand.com](http://www.attendanceondemand.com)), a Web-hosted system that could easily track employee time and attendance across Keith & Keith's seven locations from any computer with Internet access.

With the near-anywhere access and speed, the company could significantly cut costs and improve access to employee time and attendance data anywhere, anytime. Plus, Keith & Keith would pay only for the number of employees using the system, and avoid costly upfront capital expense of purchasing and maintaining a software license.

### Biometric Time Recorders

Keith & Keith also selected HandPunch biometric time recorders from Ingersoll Rand Recognition Systems Security Technologies ([www.handreader.com](http://www.handreader.com)). The clocks were advantageous to the company, since HandPunch time clocks use biometric technology to eliminate timecard fraud and make buddy punching impossible.

The HandPunch verifies an employee's identity using the size and shape of each employee's hand. Workers would not need a badge, identification card, or password, which makes enrolling new contract workers easier.

For Keith & Keith, the HandPunch hand reader time clocks would provide a quick return on investment by eliminating the cost associated with administering and managing paper time sheets.

### New Methods

Now, Attendance on Demand monitors employee start/end time, pay rates, scheduling, and attendance for nearly 100 employees over a highly secure Internet connection, instantly exporting data into corporate payroll.

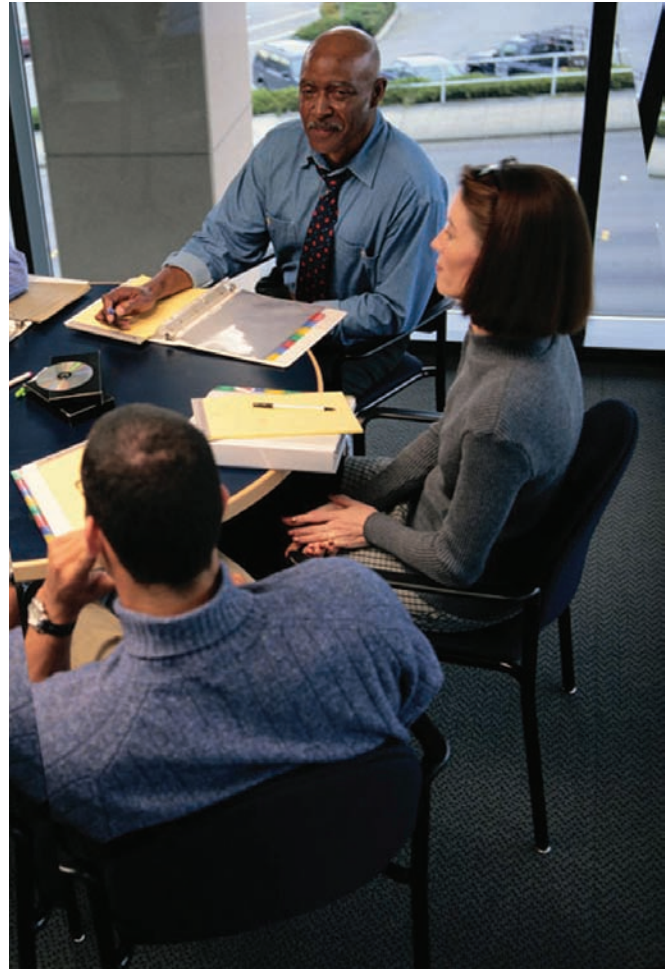
"A big advantage for us is that we didn't have to install or support any software," said Elizabeth T. Jagielski, Controller of Keith & Keith Corrections. "We can standardize the employee time tracking and scheduling process across all of our locations. Up-to-the-minute labor and wage information about all our employees is available instantly, even from remote locations."

Employees enter start/end times directly using the HandPunch biometric hand geometry reader, and employee start/end times are instantly updated and available to the corporate office. Attendance on Demand is available on a subscription basis, speeding implementation and minimizing expenses and risks.

### Ease of Installation

Keith & Keith found it easy to install the HandPunch terminal and a PC at each one of its seven locations, allowing for instant accessibility and regular updates to the Attendance on Demand Web system with real-time employee labor and wage data.

The HandPunch verifies employee identity in less than a second. Employees are encouraged to arrive on time with the use of the biometric clocks, since their friends cannot sign them in or out. Additionally, unauthorized individuals are kept out of restricted areas if the biometric reader is linked to security access.



### Advanced Capabilities

Keith & Keith appreciated the intuitive graphical dashboard featured with Attendance on Demand. The dashboard communicates data instantly without extensive navigation. Payroll monitoring is available in real-time status so that overtime totals, schedules, and errors are flagged and corrected before exporting to the payroll service.

Plus, the "on-demand" delivery model lets the company access the service over the Web. Instead of buying stand-alone software, Keith & Keith is charged only by the number of its employees—which might fluctuate, given the amount of contracts or locations.

All told, this new process lets Keith & Keith Corrections manage labor resources more efficiently, accurately track and schedule its contract workforce, and gives it the ability to make timely decisions that benefit the bottom line.

Attendance on Demand is a trademark of InfoTronics, Inc. Visit [www.attendanceondemand.com](http://www.attendanceondemand.com) or call (800) 423-0418 to learn more. HandPunch is a trademark of Ingersoll Rand Recognition Systems Security Technologies. Visit [www.recognitionssystem.ingersollrand.com](http://www.recognitionssystem.ingersollrand.com) to learn more.