



CASE STUDY

Retail

Challenge

Burdensome employee time tracking made it necessary for a retailer to spend nearly two days to close each payroll period.

Solution

Attendance on Demand, www.attendanceondemand.com, automated employee time and attendance solution delivered over the Web with subscription pricing.

Results

- Reduced administrative burden of preparing payroll, easy Kiosk time collection, and no costly IT support or maintenance.
- Payroll done in a few hours, not days.

Retail Best Practices



Employee Time Tracking System Helps Retail Stores Improve Payroll Process

A Midwest retailer recently reduced the effort to prepare payroll for more than 300 full- and part-time employees from two days to just a few hours, and eliminated cumbersome manual processing in the process. Paychecks now reflect actual time worked, and employees and supervisors have gained access to a real-time, virtual “time clock” installed at each of the retail stores throughout the state. The key to these achievements is a web-based time and attendance system for ease of punching, as well as analyzing and managing employee labor data. The company enjoys cost effective per-employee subscription pricing, and avoids any hassles with software upgrades or maintenance.

About the Retailer

The Midwest-based retail chain sells premium, high-quality outdoor cooking, lifestyle, hunting, and camping products. The company also operates several convenience marts and fuel stations throughout the region.

Attendance on Demand is a web-hosted time and attendance service that automates complex labor management.

Past Challenges

In previous years, the retailer tracked full and part-time employee labor and wage information using manual record-keeping methods. Employees in the retail and convenience stores recorded their start and end times using punch clocks and handwritten logs. At the end of each payroll period, payroll staff then went through cumbersome manual data entry to collect hours and prepare the data for processing payroll.

As with any manual system, it took a vast amount of resources to prevent inaccuracies when preparing payroll. It was also difficult to produce reports showing overtime wages for employees, and to set employee schedules. Coordinating employee time collection throughout the geographically distributed stores added a level of complexity and made payroll even more challenging. In all, it took the staff more than two days to close out each pay period.

A Better Way

To address these issues, and to increase the efficiency and accuracy of preparing biweekly payrolls, the company turned to Labor Strategy’s (Greensboro, North Carolina) time and labor management experts, who suggested web-hosted Attendance on Demand. At the same time, the company was transitioning to Payroll 1 for improved payroll processing.



Attendance on Demand is a web-hosted time and attendance service that automates complex labor management. The retailer appreciated the fact that there is no software to buy, no upfront investment in licenses, no servers or hardware, and no need for costly maintenance. The per-employee subscription fee was also cost-effective.

The system helps the company track employee labor and wage data for more than 300 part- and full-time employees securely over the Web, and automates what was once a manually intensive process.

Kiosk

Employees punch, review their schedules, and review their worked hours using a kiosk at each of the locations. The kiosk is a virtual time clock, making it easy for employees to punch. Employee attendance information can be viewed immediately by supervisors for approval or editing. Labor Strategy worked with the payroll department to best configure the system to meet the company's unique needs.

Another big plus comes from streamlining close of payroll. Preparing payroll now takes minutes, not days. Attendance on Demand automatically interfaces with Payroll 1 for a seamless and accurate payroll process. This is a big advantage over previous labor-intensive methods.

Time Savings

The organization has saved quite a bit of time and effort since replacing the punch clocks and hand written logs with the kiosks. No longer do supervisors chase down missing cards or spend time deciphering handwritten spreadsheets. The employees with access to a PC enter, review, and correct their information directly into the time-tracking system, which eliminates calculation errors.

The retailer found that the process of tracking and calculating employee time and labor information is much easier. They were able to eliminate many of the manual entry challenges, and save time and effort closing payroll each period.



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