

Keeping track of your  
most valuable asset —  
**your workforce.**



EMPLOYEE TIME AND  
ATTENDANCE SOLUTIONS

Health Care Providers



attendance®  
**ON DEMAND**

Keeping track of your most valuable asset —  
**your workforce.**



## Demand more

The health care industry is rapidly changing. Today, almost every process is automated. These technological advancements allow doctors and nurses to be more productive and efficient. The business operation behind it all deserves a product that is just as advanced.

In your industry, staffing is of the utmost importance. You have regulations and ratios to comply with that other industries do not. Managing your workforce's labor should be the least of your worries.

There are several products on the market that deliver a solution. Many are accompanied by high up-front costs, I.T. infrastructure expenses, and rigid templates that can fail to meet the unique needs of the health care industry.

This guide can help you to determine the effectiveness of your current method for managing your workforce. It can also help determine whether an advanced time and attendance product can help alleviate stress at the end of each pay period, minimize compliance risks, eliminate manual methods, and above all, cut your costs.

This document helps you understand the vast benefits of using a time and attendance system. Attendance on Demand was created to specifically benefit businesses in the health care industry. We understand that you do not have time to research each and every detail of our product, so this guide provides a quick and easy way to determine if Attendance on Demand is right for you.

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## Important questions to ask about your current method for managing your staff

Payroll managers are responsible for calculating hours worked for all employees at the end of each pay period. With manual processes, this time consuming task is prone to errors. This method also limits management's ability to meet labor law requirements and determine hospital staff coverage. Although paper punch cards or simple spreadsheet scheduling may have worked in the past, as your organization continues to grow, you may find yourself also outgrowing your time and attendance system.

Here are some ways to determine if your current time and attendance system is obsolete:

- Your payroll manager spends too much time manually calculating time cards and responding to employee inquiries.
- Payroll personnel waste time monitoring and correcting time card errors.
- Managers and Staffing Coordinators cannot produce meaningful reports because of limited data mining or rigid predefined templates.
- Your time and attendance system does not allow you to easily view hospital staff coverage for certified and registered positions.
- Staffing Coordinators have difficulty scheduling staff based on the number of patient-occupied beds each day.
- Your software is no longer supported by the vendor making you vulnerable to bugs or problems when preparing payroll.
- Department Managers cannot easily view missed punches and address attendance issues.
- You have no way of accurately tracking your mobile workforce such as visiting nurses and physical therapists.

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## Not all time and attendance products are created equal

Once you have determined if your health care organization needs a new time and attendance system, the question becomes: “which one is right for me?”

Here are some things to consider when choosing a time and attendance solution:

- Health care organizations must comply with staff coverage regulations based on the number of occupied beds; does the time and attendance software offer easy-to-use reporting features?
- Does the time and attendance system accommodate health care industry standard pay practices like shift premiums and call-in pay?
- How long will the product take to implement?
- How long will it take to train my staff to use the new system?
- Can I add employees and users as my organization grows?
- How often does my new system require maintenance?
- I already experience a shortage of IT personnel, how much of their time will this product require?



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## Reduce your costs

In today's economy, maintaining a healthy bottom line is harder than ever. Are there money-saving initiatives you can take during these challenging times? Start by identifying areas where you can cut costs. Even the most cost-conscious organization can find ways to use their workforce more efficiently.

### Analyze Your Labor Costs

Attendance on Demand measures labor ratios which show you quickly and clearly the optimal staff coverage based on the number of patients. This helps you to schedule labor and reduce unnecessary costs.

### Integration with HR and Payroll

Unlike other systems, Attendance on Demand can be quickly and easily integrated into your existing HR and payroll processes.

### Stop Employee Time Theft

With an outdated time and attendance system, employees can knowingly misrepresent hours worked. This can cost thousands of dollars, including wages, lost productivity, and reduced morale. Attendance on Demand offers biometric time clocks which identify each employee uniquely making buddy punching virtually impossible.

### Discourage Absenteeism

“No shows” cost big money. You can easily discourage this practice by implementing an Incidents & Points system with Attendance on Demand. Points systems award merits or demerits for attendance habits. Although the system cannot prevent people from being absent, it can show trends in attendance and punctuality. These reports enable you to address issues fairly and impartially.

*“We calculated that in the first year since installing the new system we have saved over \$40,000 in overtime costs. This is a dramatic savings that come from cutting nearly 2.3 hours of overtime per employee each pay period. The system lets us pay our employees based on exact time worked. The magnitude of savings is critical to the success of our company.”*

Martin Rosenfeld, Practice Manager

## Highly customizable to fit the needs of your health care organization

You can demand more with Attendance on Demand. Unlike some time and attendance solutions that require you to change the way you structure and manage your organization, Attendance on Demand is highly customizable. FMLA regulations changed in January of 2009 and continue to be refined. Do you have a time and attendance system that helps you make eligibility decisions and provides information that you need to comply with these regulations?

Last Name	First Name	Department	Last Pinch	Gross Hours	Phone
Arbuthnot	Christina	Licensed Nursing		0.00	(610) 555-7731
Burnard	Angel	Licensed Nursing	3 Days	0.00	(989) 555-5174
Cutling	Adam	Licensed Nursing	2 Days	0.00	(989) 555-9716
Denton	Jada	Licensed Nursing	3 Days	0.00	(289) 555-0847
Dillingham	Jake	Licensed Nursing	4 Days	0.00	(289) 555-2825

Select an employee to receive a new work schedule.

New Schedule Date: 05/16/2009

New Start Time: 09:00

New End Time: 17:00

Ok Cancel

### Reduce Overtime Pay

As a health care company, you most likely experience times of varying demand. Attendance on Demand allows you to review trends and accurately schedule staff. Using this advanced feature, overtime pay can be reduced, saving you money.

### Enhance Communication

Staffing Coordinators face the challenge of managing employee time off requests fairly, accurately, and in a timely manner. Attendance on Demand automates leave requests eliminating inefficient manual paperwork and communicates essential information to both the manager and employee.

Employee absenteeism can cause unplanned overtime when other employees cover the missed shifts. With Attendance on Demand, you can easily substitute employees with lower hours and avoid costly overtime pay.

Keeping track of your most valuable asset — your workforce.

# An affordable time and attendance product that enables better management of your most valuable asset—your workforce.

	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	May-14	May-15	May-16	May-17	May-18	May-19	May-20	May-21	May-22	May-23	May-24	May-25	May-26	May-27	May-28	May-29	May-30	May-31	Jun-1	Jun-2	Jun-3	Jun-4	Jun-5	Jun-6	Jun-7
<b>1st Floor, 1st Shift, LIC</b>																									
Abernethy, Bess I	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
Burard, Angel H	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p	7a-7p
Cutting, Adam T	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a
Denton, Jade Q	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p	11:55p-3:55p
Duffy, Angela C	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a
Heath, Even T	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a
Ludon, Elijah Q	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a
Polso, Breanna H	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a
Shuriff, Andrea T	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a
Tattersall, Savannah	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a
Tibbo, Angela P	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a
Wibben, Diane T	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a	6-6:55a
Wong, Catherine Y	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p	2-4:55p
LIC Schedules	2	3	2	3	2	2	1	2	2	4	4	2	1	1	2	3	2	3	2	3	2	3	2	4	4
LIC Hours	2400	2400	1600	2400	1600	1600	800	2400	1600	3600	3600	1600	800	800	2400	2400	1600	2400	1600	1600	1600	1600	1600	3600	3600

Attendance on Demand lets you manage your workforce using 28-day schedules.

## Schedule Employees

Some health care organizations use spreadsheets to schedule employees. When dealing with mandated coverage ratios and licensed staff, however, you need software that helps manage 28-day schedules and ensures the staffing levels to provide appropriate patient care.

## Create Decision-Support Reports

Rapidly create reports to determine eligibility for time off under FMLA and FLSA standards. Easily find substitute employees to cover absenteeism.

## Identify Cost Overruns

Reports can be customized and filtered down to meet your needs. For example, if you find yourself paying excessive amounts of overtime, drill down to the department and employees incurring these costs. Use the reports to make adjustments and prevent overtime costs in the future.

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## **Attendance on Demand is the solution to meet your time and attendance management needs.**

No software to buy: avoid the costly up-front capital expenses of purchasing and maintaining a software license.

Billing is done on a monthly subscription basis: use only what you need, when you need it.

Eliminate employee time theft and cut costs: biometric clocks to eliminate buddy punching.

Reduce errors from manual processes: automatically calculate hours worked, overtime pay, and personal time off.

Save time: allow payroll managers to run payroll and get back to other responsibilities.

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Attendance on Demand, Inc.

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[www.attendanceondemand.com](http://www.attendanceondemand.com)