

# 7 ways timekeeping improves compliance and quality

**Quality and compliance** are watch words to the Healthcare industry. Everyone expects and deserves the best medical care. Local, state and federal rules govern operations and compliance is the goal for everyone.

Timekeeping has a direct impact on both quality and compliance. Here are seven ways automated timekeeping improves compliance and quality.

## 1. ACCURATE RECORDS

Accurate records are basic blocking and tackling for healthcare. Without them, there is no proof of compliance, no predictability, no efficiency.

**1-8%**  
human error rate  
American Payroll Association

**50%**  
payroll errors found only when an employee complains

**33%**  
of employers make payroll errors costing billions of dollars annually

**7 min.**  
per card per pay period lost to manual preparation, verification, reconstruction, and calculation by shift, department, overall. That's 7 hours per pay period potential savings on administrative overhead for 60 employees.

**Integrating time and attendance with payroll dramatically reduces cost and risk:**

**30%** fewer payroll errors and **1/3 fewer errors** in tracking time worked

**63%** lower error rate for tracking actual time worked  
Aberdeen

**67%** lower error rate for time off accrual calculations

Automated timekeeping delivers records that are faster, cheaper and better.

**74%** of employers experience payroll losses related to buddy punching (2.2% of gross payroll)  
Nucleus Research

**20%** of every \$1 earned by a US company is lost to employee theft  
American Society of Employers

**4.5 HRS/WEEK** or equivalent of **6 weeks** of vacation average time employees incorrectly reported  
Robert Half & Associates

Automated timekeeping helps prevent:

**BUDDY PUNCHING**



**ROUNDING ERRORS**



**LONG LUNCH & BREAKS**



**RELIANCE ON MEMORY**



## 2. INSTANT ACCESS

When records are easily accessible, they are less likely flawed.

Employee portal for schedule and timecards

**EMPLOYEE**



Supervisor portal for scheduling and review

**SUPER**



Administrator portal for setup and multiple location mgmt.

**ADMIN**



Auditors for proof of compliance



## 3. ANALYTICS/REPORTS

Immediate proof of compliance. Data is only useful if it is available. Automated timekeeping data can be analyzed for trends, compliance and strategic planning.

**COVERAGE**



**WAGES**



**OVERTIME**



**SCHEDULE ADHERENCE**



**CONTRACT LABOR**



## 4. COMPLIANCE REPORTS

Federal, state and local agencies all have their own reporting requirements. Automated timekeeping makes compliance reporting much easier.

**AFFORDABLE CARE ACT**



**FAIR LABOR STANDARDS ACT**



**FAMILY MEDICAL & LEAVE ACT**



**DEPARTMENT OF LABOR**



**MEAL & REST BREAKS**



**OFF-THE-CLOCK**



**ROUNDING METHOD**



**RECORDS & REPORTS**



## 5. WAGE & HOUR CALCS

Governments at local, state and federal levels set labor laws. Compliance with these laws requires careful calculation and constant oversight. Automated timekeeping automatically applies rules and runs necessary calculations.

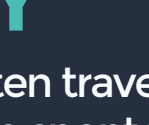
**OVERTIME**



**SHIFTS**



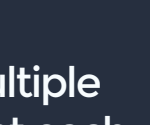
**MINIMUM WAGE**



**SICK TIME**



**SPREAD OF HOURS**



## 6. MOBILITY

Healthcare workers often travel between multiple locations. Tracking time spent traveling and at each location can be difficult. Automated timekeeping takes the work out of this.

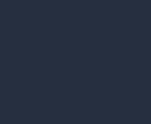
Mobile-based clock in/out



Job and location codes



Scheduling for better local coverage



## 7. CONTRACT MGMT.

Supplemental labor is common in healthcare organizations. Transparency to schedules and hours ensures that contract labor is used appropriately.

**SCHEDULING**



**OVERTIME MANAGEMENT**



**MOBILE TRACKING**



**SKILLS**



## SO WHY WAIT?

Our solutions simplify timekeeping and scheduling for employers, supervisor and employees.

- Get trained in minutes
- Go live in days
- Start tracking actual hours
- Control your labor costs
- Streamline timekeeping and payroll
- Empower your employees

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