

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.



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.



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** (Icon: two hands)
- ROUNDING ERRORS** (Icon: circular arrow)
- LONG LUNCH & BREAKS** (Icon: sandwich)
- RELIANCE ON MEMORY** (Icon: brain)

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** (Icon: person with checkmark)

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** (Icon: thumbs up)
- WAGES** (Icon: dollar sign with arrow)
- OVERTIME** (Icon: clock with arrow)
- SCHEDULE ADHERENCE** (Icon: calendar)
- CONTRACT LABOR** (Icon: document with pencil)

4. COMPLIANCE REPORTS

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

- AFFORDABLE CARE ACT** (Icon: dollar sign with arrow)
- FAIR LABOR STANDARDS ACT** (Icon: person with checkmark)
- FAMILY MEDICAL & LEAVE ACT** (Icon: caduceus)
- DEPARTMENT OF LABOR** (Icon: building)
- MEAL & REST BREAKS** (Icon: burger)
- OFF-THE-CLOCK** (Icon: clock)
- ROUNDING METHOD** (Icon: circular arrow)
- RECORDS & REPORTS** (Icon: document)

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** (Icon: clock with arrow)
- SHIFTS** (Icon: calendar)
- MINIMUM WAGE** (Icon: dollar sign with arrow)
- SICK TIME** (Icon: person in bed)
- SPREAD OF HOURS** (+1)

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** (Icon: smartphone)
- Job and location codes** (Icon: location pin)
- Scheduling for better local coverage** (Icon: calendar with thumbs up)

7. CONTRACT MGMT.

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

- SCHEDULING** (Icon: person with calendar)
- OVERTIME MANAGEMENT** (Icon: clock with arrow)
- MOBILE TRACKING** (Icon: smartphone with location pin)
- SKILLS** (Icon: crossed tools)

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

Visit swipeclock.com or call us at **800.400.1968**

