Automating & Streamlining Your Time and Attendance Management

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Sophisticated yet easy to use Intelligent Workforce Solutions

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Introduction

Staff time management (and managing staff time-off) has always felt like a juggling act. Ensuring the right people are at the right place at the right time to keep operations effective and efficient, whilst accurately calculating staff payment and entitlements has always been a challenge cited by many businesses. The COVID-19 pandemic has shifted business operations; most notably, it has changed when and where work, as well as who 'clocks in' each day. Variables such as these have further increased the difficulty of the time and attendance juggling act.

To control workforce costs and stay on top of changing conditions across your workforce, you need more than traditional time cards to manage staff payment. Providing more modern alternatives can streamline your business operations, enhance employee experience initiatives and improve staff retention.

Ever-changing regulation concerns, complex workforce policies around safety, overtime, sick and holiday leave, alongside budget and payroll management, need to be consistently reviewed and acted upon to keep your organisation on top of it all.

Managing employee time is crucial for planning and ensuring you meet budgets and financial targets. Our guide will cover the key ways Etivity's Time & Attendance solution can take care of the juggling act by keeping costs and staff on track through automating these time consuming and costly business processes.

> **"** 43% of Australian workers moved to flexible working conditions or WFH in 2020.
>
> Source

02 Getting your data in order

A successful business is a growing business. With growth comes the challenges of managing more staff, their hours, and entitlements, alongside your budget and an ever-increasing payroll. It is essential to be on top of this accumulating data to ensure you see the big picture and make the right business decisions to continue that successful growth.

Traditionally, the practice of time and attendance meant a lot of work for Payroll and HR staff. It included piles of paper timesheets or, at best, monstrous spreadsheets of data as they approached each payday.

Fortunately, with Etivity's Time & Attendance solution, you can streamline all these tasks and eliminate the piling paperwork from your desks forever. By automating and streamlining this data through our software, you increase accuracy and efficiency and free up the time of your staff and employees, allowing them to be more productive. Time & Attendance from Etivity enables your organisation to unlock the value of your data and leverage it to make the right calls for managing your workforce.

Etivity's software connects the data dots between staff and activity in real-time - enabling managers to monitor current and historical time and attendance data anywhere. Our data insights enable informed and optimised workforce decision making.

"
Organisations, on average, utilise less than 50% of the data available to them in their decision-making.

Source

> "
> In 2020, 31% of businesses had fully automated at least one function and 66% were piloting automated solutions to complete a business function.
>
> **McKinsey**

03

Stop calculating. Start automating

You do not need automation software or even the old fashioned calculator to prove the adage that 'Time equals Money'. Anyone who has ever stepped foot in a busy Payroll or HR department or filled out manual timesheets will be acutely aware of the time and labour costs involved in getting staff pay and benefits correct and on schedule.

Incredibly, many organisations still rely on time-consuming, manual processes when they no longer need to. Automation has come a long way in recent years; the accuracy and efficiency gained from an effective automation solution can save any department or person many hours of repetitive, manual work, re-work and potentially costly errors. This is never more evident than when deploying effective automation for time and attendance management.

Etivity's Time & Attendance solutions remove manual tasks and apply easy-to-use software to streamline

these time-consuming processes. Our solutions automate the calculation of complex pay rules, including premiums and allowances and shift differentials. Etivity allows you to capture accurate check-in and check-out times and breaks from multiple locations or across assignments for individual employees.

Time and attendance are crucial aspects of any organisation that you cannot ignore. But, you can streamline them through effective software that caters to specific organisational needs like workflows, organisational hierarchies and management or approval structures.

Perhaps the most crucial aspect of Etivity's Time & Attendance solution is its ability to grow with your business, and cater for changing rules, regulations and staff entitlements. So, you can ensure your organisation remains compliant and does not let your staff down when it comes to their pay and leave entitlements.

04

Getting real (time) when it comes to data-driven decision making

Data is the lifeblood of the modern workplace. It fuels key business decisions by providing informed estimates, and ensures you can effectively develop strategies. Well, at least this is how decision making should be done today. Too many businesses still rely on outdated tabular reports summarising things that have already happened.

An effective time and attendance solution delivers a complete view of your workforce and its activities for valuable, real-time insights to drive effective strategies and promptly deliver tangible outcomes to your bottom line.

Etivity's Time & Attendance application lets you capture accurate data directly from the source, seamlessly integrated and reported to you in real-time. Our powerful application can simultaneously deliver real-time data to your

payroll platform for fast and accurate payroll processing and your HR system for managing balances in things like leave entitlements.

Etivity delivers a graphical analysis of critical information to your team - where and when they need it - to facilitate operational decision-making. Our Time & Attendance workforce analytics give your operations team actionable insight into the current business operations, KPIs and other critical information. We allow you to define the metrics essential to your business and present them in a way that is simple to display and easy to interpret.

Replace distributed reports that lack a call-to-action with interactive visualisations that get to the heart of problems and enable you to take action to avoid unnecessary expense, risk or compliance issues.

"
Data-driven organisations are 3 times more likely to report significant improvements in decision making.

Source

05

Strategically managing employee costs

Managing employee costs is a universal challenge for businesses of all shapes and sizes. Ensuring you pay employees accurately and consistently while abiding by the ever-evolving rules around employee benefits and compliance is essential.Poor employee experience can hamper morale, loyalty and your ability to attract and hire employees in the future, not to mention the considerable fines and reputational damage associated with a compliance or payroll problem.

Fortunately, Etivity's Time & Attendance solutions integrate seamlessly with your existing organisational systems to cut down the manual legwork needed to consolidate employee and financial data accurately.

Integrating payroll with Etivity's Time & Attendance solution enables time and cost savings while completely taking care of the arduous manual processes and complex calculations involved in 'payday'. Additionally, as your business expands, these procedures are tough to scale without additional staff, and workloads become even more complicated, all things you can avoid with an integrated Time & Attendance solution.

Automating and streamlining time collection, payroll, HR and daily workforce operations into one central source is the key to effective, compliant and affordable business management.

> "
> In Q1 of 2021, 34% of Aussie workers reported feeling burnt out and 22% overwhelmed by growing workloads. 68% believe technology solutions can make their job and workload easier.

Source

06

Timesheets and approvals

Timesheets have been a consistently tedious part of the traditional workplace for generations. While they have taken many forms, the classic timesheet remains an essential factor for effective workforce management.

Timesheets remain unarguably important, yet the processes around them continue to drain time and staff morale - and threaten the sanity of Payroll and HR. Add to this the ever-shifting rules and regulations on hourly rates and entitlements. It is fair to say timesheets and approval processes are an evergreen pain point for every organisation.

What's worse, timesheets are an expensive process. Etivity estimates the time to manually and correctly

process a timesheet can be in the region of 5-8 minutes, while the costs associated with labour and paperwork stack up for every employee every pay cycle. You do not need a calculator to see how this adds up over time for any organisation.

That is where Etivity comes in. Our Time & Attendance solutions streamline data collection and approvals to make paper trails and manual timesheet processing a thing of the past. Our intuitive software automates tedious processes and handles calculations while applying the correct award or agreement clauses and entitlements. With today's shifting workforce landscape, it has never been more important to utilise a modern time and attendance solution to effectively manage your workforce and their hours.

During the financial year ending June 2021, 100 industrial disputes in Australia resulted in 57,700 working days lost, 62% higher than the previous year.

Australian Bureau of Statistics, 2021

07

Accuracy and compliance

'Getting it right' when it comes to payments and entitlements is a lot more than mere efficiency. The costs of breaching Australia's complex compliance regulations can add up for even the biggest businesses. No organisation can afford not to take accuracy and compliance very seriously.

Our Award and Business Rules Interpretation (for Modern Awards and EBA's) is one of the most comprehensive and flexible compliance tools available. Our software ensures that you remain compliant and complete rosters and payroll in alignment with requirements set by the Fair Work Ombudsman (FWO).

Etivity adds a fully audited and integrated solution to your compliance requirements and removes manual steps and human error from your calculations. Our Time & Attendance solutions will integrate with most payroll systems on the market and provide you with an out-of-the-box solution. Our experienced service delivery team is on hand to work with you to get your solution working and ensure that you remain compliant.

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Australia has one of the most complex pay rule and staff entitlement governance systems in the world, with adjustments to award rates, leave and entitlements amended frequently and left to companies to implement!

Fairwork.gov.au

> **"**
> 92% of HR leaders set employee experience as top priority in 2021.
>
> <u>Source</u>

08

Enhancing employee experience

We have designed our elegant applications to deliver an enhanced employee experience through real-time data visibility and seamless navigation to the right information. Improving the user experience can support your digital transformation initiatives and drive efficiencies and quality by enabling employees to plan, easily make requests for leave or roster changes, and adjust plans accordingly. Real-time data provides a complete view of the workplace situation to enable employees to comfortably balance personal obligations and interests without impacting their workload or crucial operational processes.

Our EtivityOne application empowers your employees by giving them visibility of expected gross pay, worked time, or accrued leave right at their fingertips. Capabilities such as swapping shifts, requesting changes to availability, requesting leave or clocking in can be done right on their mobile devices - reducing time and cost by enabling these tasks to be done anywhere at any time.

Enabling mobile access for the application gives employees the freedom to access information or make requests on the fly, whenever and wherever they want, without adding to HR's workload. Automated approvals and proactive notifications can reduce manual processes and paperwork and drive efficiencies across your business.

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The ROI Use Case for Etivity Time & Attendance

For companies with large, distributed or shift-based workforces, 24x7x365 operations alongside the complexities of various Awards, Agreements, and industrial frameworks, can mean time consuming, laborious manual processes to reach the desired outcome when it comes to payroll time.

Etivity provides solutions that automate these manual processes — enabling organisations to re-direct labour to more important areas of the business to increase value or reduce headcount and the associated costs. Etivity also has extensive experience in bringing together the various applications in your HCM

stack to drive greater efficiencies across your business. Our modular architecture allows deployment of key capabilities independent of each other, meaning you can deploy just the features you need or that drive the most benefit — stand alone or as part of a phased approach to a broader strategy.

When it comes to implementing a Time & Attendance solution the ROI really could not be clearer and we will walk you through some simple calculations that will demonstrate the savings that can be achieved.

Time Theft / Employee Timesheet Entry

Time theft refers to employees accepting pay for hours they have not worked. When it comes to Time & Attendance, this can include; late starts, early finishes, longer than allocated breaks, unauthorised overtime, personal activities during work hours, rounding timesheets or even buddy punching. These are apparent in most businesses, and automated systems can reduce their occurrence.

Employee timesheet entry is the actual process undertaken, by an employee, to manually record their hours of work - a task often undertaken during the hours you are paying for.

Up to 10 minutes per day per employee is lost to time theft* (*American Payroll Association Etivity prefer to not focus on this metric)

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Estimates (and our own experience) indicate an additional 2-3 minutes per day, per employee to manually enter timesheet data

So to work these numbers into a business case, let's use a fictional company, 'ACME'. ACME runs a 24x7 operation and has 5,000 employees.

For this example, we will use a more conservative two-minute (allowing tolerance for lateness / tardy timekeeping) timesheet entry per employee. We arrive at 10,000 minutes per day of unproductive time). Assuming ACME pay their employees an average hourly rate of $25.20 ($ 0.42 per minute), the annual cost to the company is 3,650,000 minutes or 60,833 hours, which is $1,533,000 every year.

Reducing this by 50% has an annual benefit of $766,500 and could provide a return on investment within months.

Timesheet Processing

Timesheet processing refers to the time to process each timesheet, usually carried out by a combination of approvers and payroll staff.

Research shows that a range of 5-8 minutes processing time per timesheet is common practice.

Our experience indicates that a manual processing cost of $2.50 per timesheet is not unusual.

For ACME with 5,000 employees and assuming a fortnightly pay cycle and one timesheet per employee per pay cycle, we arrive at 130,000 timesheets every year.

Again, assuming ACME pay their employees an average hourly rate of $25.20 ($ 0.42 per minute) and work on a conservative five minutes per timesheet (allowing for errors, reprocessing, adjustments, and payroll data entry), we arrive at $2.10 to process each timesheet and an annual processing cost of $273,000.

Reducing the time to process each timesheet to 30 seconds (allowing for off-cycle, validation, and exception corrections) per timesheet provides an annual sustainable cost benefit of $245,700 - again providing a return on investment within months.

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Conclusion

Etivity delivers the effective Time and Attendance Management solution your business needs to empower your employees and bolster efficiency across your workforce.

Our Time and Attendance solutions deliver a full view of your workforce, from wherever they are now located, to obtain employee labour insights and daily workforce operations details with real-time data reporting and employee self-service functionality.

The cloud-based application, which integrates with your payroll solution, is highly flexible and can be configured to cater to your organisation's specific business and operational needs.

Improve decision making, control costs and avoid compliance risks by getting started on your workforce transformation today with Etivity.

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An Etivity Time and Attendance solution can be implemented in your business and even integrated to your payroll system in a matter of weeks.

⊖ETIVITY

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