



Enhance and Support Your Bring-Your-Own-Device Work Culture

**Next-gen features can help you and workers get
more out of time & attendance software**



nettime® solutions
cloud-based time and attendance

Table of Contents

✓ At a glance.....	3
✓ A bring your own device culture is normal for many workers	4
✓ Facial recognition technology can help bring simplicity to workers, and security to you	6
✓ Sync up personal and professional calendars	8
✓ Report business miles as part of your time & attendance strategy	11
✓ Contact us	13



At a glance

What does the future of working look like? In the eyes of many workers, the future is about self-service, ease-of-use, and the ability to use their own devices as part of their workflow. But how do the demands and expectations of workers square with the needs of employers, especially when it comes to things like accuracy and security?

Is your time & attendance solution leveraging innovations that enhance the way your people work, and address what your company needs?

The following report explores a series of next-gen features that help employees work the way they want to, while looking to avoid sacrificing security, accuracy, and essential business processes.



A bring your own device culture is normal for many workers

The way people work is changing, and has been for some time. Today, the combination of cloud-based solutions, and innovations in broadband and wireless technology, make it easier than ever to connect with colleagues in real time, whether they're across the office park, or calling in from a different country.

Giving workers the tools they need to help track time & attendance, and clock in and out of various projects remotely, or during non-traditional work hours, is essential. And, this also points to one of the challenges that companies face: many of today's workers want to use their own devices to access these tools.



Does your time & attendance solution give workers the simplicity they want?

A “bring your own device” (BYOD) work culture can help give workers a certain level of continuity and ease-of-use. Today’s smart phones are portals through which people access essential work files, connect with colleagues, tether to networks, set calendars, and clock in and out. By using their own devices, workers can sync up their personal lives with work-related data and projects, and jump right in.

While saying yes to a BYOD culture can help you empower employees—and attract new talent—you still need the right suite of tools to ensure that you’re actually making things easier, especially when it comes to simplifying the way that employees track their time across projects and work tasks.

And if workers have to fumble around with badges, remember extra passwords, toggle between multiple calendars, and report work miles for reimbursement manually, then your tools might need an upgrade.

Facial recognition technology can help bring simplicity to workers, and security to you

What does facial recognition technology have to do with time & attendance? For employees, facial recognition is a gateway to the type of self-service and ease-of-use they expect.

One reason is because, for many, using facial recognition technology is how they already log into their smart phones and other mobile devices. These days, holding their smart phone up to their face is faster and more intuitive than thumbing-in a six-digit password.

Using facial recognition technology to “clock in and out,” can be easier than having to swipe a badge, or remember yet another password. And, in a BYOD work culture, clocking in and out of work the same way they log in and out of their devices simply makes sense.

For employers, facial recognition technology can play a vital role in helping to better ensure security and accuracy.

Giving employees what they expect is one thing. But what about your organization? Consider, for instance, the issue of time theft, which is something that can affect organizations of all sizes.

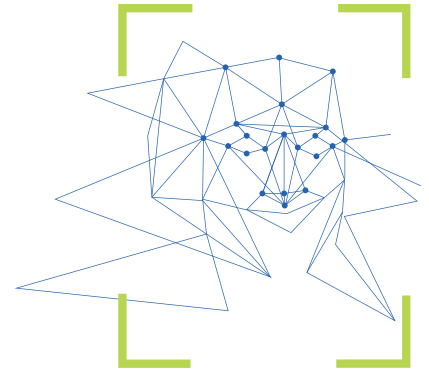
One way that employees may commit time clock fraud is by “buddy punching,” when one employee clocks in/out for another. To them, buddy punching might seem harmless. They probably don’t know how much buddy punching can cost you, or how it can affect their coworkers.

- The American Payroll Association (APA) finds that time fraud can chew up 5% of your gross payroll.
- Meanwhile, time theft can leave a serious mark on your workplace.

When people make a habit of leaving early, showing up late, or extending their breaks, productivity can suffer.

Workflow bottlenecks can follow, and other employees might have to scramble to cover for late or absent coworkers. To make matters worse, if an employee is getting paid for time that they’re not actually working, it can add another layer of frustration, and even lead to a bigger morale issue.

- Some workers might feel pressured or coerced into buddy punching, especially if there’s an “everyone does it” attitude around the workplace.
- Others might decide to take a stand, and report the issue to management. What happens if they do? Will their coworkers ostracize or even threaten them?



As part of your time & attendance solution, facial recognition technology can help give workers the self-service model they want, and also help you avoid issues related to time clock fraud.

The facial recognition feature creates greater ease-of-use for workers.

Businesses don't want to complicate their time & attendance process. And, employees don't want to worry about losing time trying to figure out how to clock in and out.

When time & attendance software adds a robust feature like facial recognition technology, it's important to make sure that the new features enhance the overall software experience, without complicating things.

- ✓ **stratustime's facial recognition technology works within the broad range of devices.**
- ✓ **Workers can access the feature without needing network connectivity.**
- ✓ **Users can download the app onto iOS or Android tablets.**

Users can access facial recognition without needing network connectivity, and customers can download the app onto iOS or Android tablets.



Sync up personal and professional calendars

Relying on calendars is not a new phenomenon. However, carrying calendars around on smart phones, and trying to sync professional and personal responsibilities on one screen, is still a newer idea for plenty of workers.

When they're using their own devices, it doesn't make sense to have to toggle between multiple calendars, re-entering dates and information, and hoping that they don't miss something in the process.

Unfortunately, having to keep track of multiple calendars on one device is an invitation to double-book, miss appointments, and overlook responsibilities, deadlines, and engagements.

People scroll, tap, click, accept invites, add, edit, and repeat in a matter of seconds. But it's not always simple and seamless, especially when someone's professional scheduling software doesn't sync up with their personal calendar.

- People find themselves re-entering information, or forward invites and reminders from one device to another.
- In the process, they worry about double-booking, keying something in wrong, which can lead to them missing a shift.

Industries and areas where these issues are especially common include:

- Retail stores and restaurants, where shifts may move around quite a bit, and workers don't always have a consistent, week-to-week schedule.
- Gig and part-time engagements, where workers frequently have to balance multiple clients and projects.

When employees can sync work and personal calendars on their own devices, they can have an easier time keeping track of schedules, shifts, and more.

stratustime's new Calendar Sync feature can help solve issues related to tracking and lining up personal and professional schedules. The feature lets workers access everything they need in a calendar app they already use.

- ✓ Help your teams plan schedules proactively, customize shifts, and keep an eye on who's available at different times.
- ✓ Make it easy for workers to sync up their professional schedules with their preferred calendar application, such as iCalendar, Google Calendar, Outlook or others.
- ✓ Give workers more ways to track schedules, swap shifts, and line up their professional and personal lives.

Using the feature, workers can merge their work and personal calendars, instead of having to toggle between different apps on their devices.

- ✓ Workers can launch the new feature via a clear, easy-to-follow format.
- ✓ They start by entering existing Outlook, Google, or Apple account information.
- ✓ Then, they choose if they want to sync their work schedules, and/or approved time off, with their personal calendar.
- ✓ Once employees set up Calendar Sync, their approved PTO and scheduled work hours automatically sync and populate into their personal calendar in near real-time.

Calendar Sync supports employers too.

It can be difficult to accommodate all of your employees every time you put the schedule together. And, while you might want to keep tight control over scheduling, issues related to swapping shifts, needing specific days off, or staff members losing track of overtime can happen.

For managers, Calendar Sync gives you a view of key statistics related to:

- ✓ vacation and sick time
- ✓ holiday time
- ✓ trades and shift swap patterns
- ✓ leave and training time
- ✓ overtime
- ✓ paydays

It also helps you stay ahead of issues related to overtime, scheduling discrepancies, and communication breakdowns.

Avoid issues related to mitigating overtime.

When employees have a difficult time tracking their personal and work calendars, they can miss moments when personal events and work requirements overlap. This can force them to swap shifts at the last moment. Meanwhile, the person who picks up their shift might be about to switch into overtime. While they might be taking the shift to help out a coworker, they're inadvertently costing the business money in overtime pay.

Gain a new view into schedules and shifts.

Calendar Sync automatically synchronizes shifts and rotations with personal calendars. By giving employees more insight, it can take the extra worry off of a manager's plate:

- ✓ Employees can enter shifts on the calendar weeks and months in advance, as soon as the schedule comes out.
- ✓ They can view their data from anywhere, anytime, and easily navigate to future dates to see what their schedule looks like.
- ✓ They can also view shift patterns, and see when someone else is working. This can be helpful when they need to swap a shift, or even pick up an extra shift.
- ✓ And, they can create shift titles, and use icons or color-coding to make things even easier to read.

Enhance the way teams communicate and plan.

Workers appreciate being part of the planning process, and having new ways to track their schedules—especially when they can do so using their own personal device. Even if you're already releasing schedules early, setting deadlines for time-off requests, and honoring shift preferences, Calendar Sync can provide more leverage as you and employees try to stay ahead of scheduling issues.



Report business miles as part of your time & attendance strategy

Right now, people and organizations want clarity and simplicity when it comes to reporting business miles and submitting reimbursements.

More and more of today's workers need to track and report business miles for reimbursement. And as they do, they expect the same level of accuracy they receive from their time & attendance. They also want it to be as simple and seamless as launching an app on their phone, and putting the rental vehicle in drive.

Support remote workers, and workers traveling for business.

When working remotely is part of the business culture, companies want to be sure that their people are equipped with the types of solutions that can help them succeed, and don't give them more to think about. On-the-go and remote workers need tools to do their jobs as effectively as possible, without worrying about whether they've captured every mile they travel for business purposes in a spreadsheet, or on a notepad.

Submitting mileage reports should be easy. Is that always the case?

Mileage reports are an important aspect of employee travel. Without them, how would your company reimburse your people for the business miles they log? These reports can also provide useful information that help you shape and set future travel budgets.

Sometimes, filling out mileage reports can be more work than initially meets the eye, especially when employees forget to write exact miles down, or mix business and personal miles while they're traveling. The last thing any company wants is for employees to guesstimate miles when they return to the office. And, the last thing workers want is to be bogged down trying to calculate miles, especially when most of them are carrying around mini super-computers filled with applications.

The new mobile mileage calculator for reimbursement feature, native to **stratustime's** mobile app, helps employees document the distance they travel, and then submit reimbursements as easily as they would submit their time & attendance.

This feature can help mitigate redundant administrative work, and give workers less to think about while they're traveling for business.

- ✓ Using the geolocation feature on their personal device, employees can pin their start and stop destination.
- ✓ Then, they can use their preferred map application, such as Google Maps, to determine the precise driving distance of the route they traveled.
- ✓ After that, calculating miles within **stratustime** can be as easy as tapping the start button, driving, and tapping the stop button when they arrive.
- ✓ The feature can automatically submit a pay adjustment according to your company's mileage reimbursement rate.

The feature does not "track" employees' movements or actual miles. Instead, it calculates the mileage for the selected route, then can submit reimbursements based on mileage according to their map application.

Employees can input information related to previous business miles as well.

By following the same steps above, users can input routes they've taken on previous business trips to submit mileage reimbursements. This can be especially useful in companies that have only recently switched to **stratustime**, and/or for employees who are new to the application.

Once completed, managers can easily review mileage reimbursements, and approve routes before the reimbursement goes to payroll.

stratustime continues to support small- to mid-sized companies throughout the U.S., no matter what industry.

As a dedicated time & attendance solution, **stratustime** gives employees and managers new tools and confidence when it comes to clocking in/out, tracking attendance, and more:

- ✓ Clock in and out with a dedicated time clock, a central kiosk or POS system on a PC, or remotely via PC, laptop, tablet, mobile phone or dial-in.
- ✓ Use a personal computer, tablet, or mobile phone to check schedules, view vacation and PTO accruals, ask for time off, and even swap shifts.
- ✓ Remote worker features send managers alerts when employees are absent or late, and can allow managers to use geotracking to verify where or when employees clock in.

If flexible options and a BYOD culture matter to your company, make sure you have the time & attendance tools in place to help set parameters, manage your workforce, ensure accuracy and more.

With features that bring facial recognition technology, calendar syncing, and mileage reimbursements into the equation, **stratustime** continues to deliver a next-gen solution that helps companies respond to changes to the modern workforce.

Contact us to learn more.



Give us a call:

800.561.6366



Visit us on the web:

www.nettimesolutions.com

