



**nettime**<sup>®</sup> solutions  
cloud-based time and attendance

## Gain New Flexibilities in Workforce Management

**Time & attendance software can help when you  
offer employees flexible work options**

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## At a glance

Is the future of work all about flexibility? Plenty of evidence suggests that today's workers want options to work from anywhere, at times of their choosing. In fact, in the recent "The Millennial Mindset" study<sup>1</sup>, 92% of respondents said they want to work from home, while 91% said it's important to them to be able to work non-traditional hours.

Companies are moving toward making it easier for employees to access these types of perks, while also seeking solutions that help streamline budgets and help them stay compliant with applicable requirements related to things like scheduling, breaks, and even PTO.

So, what does this all mean for workforce management solutions such as time & attendance software? Whether you need to accommodate remote workers, or be mindful of applicable laws related to PTO, we'll take a look at some of the workforce management trends and changes in the following report.



# Why Hire When You Can Staff?

Right now, millions of workers are choosing flexibility by finding temporary positions through staffing agencies. And some employers are shifting their hiring practices since staffing agencies will take on many workforce tasks for them.

If your company is short-staffed, or in-between hires, perhaps one or more temporary workers from a staffing agency will help you plug the gap and provide the worker coverage you need. There are plenty of benefits to doing so:

- Temp workers are under contract with the staffing agency.
- The staffing agency will handle many of the recruiting tasks, including the qualification of candidates.
- You won't lose time dealing with issues related to things like workers' comp, unemployment insurance, and FICA taxes.



*Staffing agencies and employers alike want to create successful engagements with workers.*

Staffing agencies want the workers they place to show up on time, possess the skills that jobs demand, and make positive contributions to the workplace. As an employer, you want to make sure that temp workers understand your culture, and your best practices. After all, you might discover that a temp worker would be a good fit for a future full-time position.

**Staffing agencies and employers want to equip their temporary workers with workforce management tools they need to be successful. This can include your time & attendance solution.**

Staffing agencies have specific concerns about workforce management.

- For starters, many staffing agencies struggle to maintain accurate payroll data and information.
- And, when you consider that temporary workers from staffing agencies might work at multiple jobs in a given week, often at different rates, it's easy to see how payroll challenges can happen.
- Therefore, it's key that the staffing agency's time & attendance system syncs up with your payroll, and is easy for workers to use.

Meanwhile, companies have their own mode of workforce management, and that includes how they want workers to track and report time.

**A reliable, cloud-based time & attendance solution can help companies and staffing firms streamline the capture of clock in/out punches, switch between job codes, reimburse employee travel expenses and more.**

- Software can make it easy for workers to switch between jobs when they're working for different employers. This type of ease-of-use cycles back to payroll and taxes, and can help simplify reporting.
- Whether working on-site or remotely, when employees clock in/out via a mobile app or web-based application, their hours and wages will sync up with payroll systems.

Staffing agencies can also capture all time punches in one place, and sync them with an employee's wage information. And, they can generate reports that show how many hours an employee worked with different organizations, and create custom reports when employers request them.

When temporary workers from staffing agencies are part of your workforce strategy, having flexible workforce management tools can help them contribute right away, and can help you solve management and operational challenges.



# The Era of Remote Workers

With so much technology to choose from, working remotely seems easier than ever. But that doesn't mean your workers can just stop showing up on Fridays.

**A successful remote working strategy starts with having the right workforce management tools in place. That includes your time & attendance software.**

Ideally, your time & attendance software will help simplify the way employees handle things like:

- ✓ clocking in/out punches
- ✓ tracking time
- ✓ swapping shifts
- ✓ submitting mileage expense reimbursements
- ✓ switching between projects
- ✓ syncing schedules

You also want your time & attendance software to support administrators, and work well with other HR tools.

**How would flexible and remote work options work at your organization?**

## Is your time & attendance solution up to the challenge?

Here are some key questions to help you determine if your solution is meeting your needs:

- Do employees track time & attendance via a cloud-based mobile solution they can access on their phones?
- Is “buddy” punching, where employees clock in/out for others, an issue you don’t have to worry about?
- Is your time & attendance solution easy to train on and learn?
- Does your time & attendance solution possess next-gen features, such as a facial recognition feature, or functionality to assist in submission of mileage expense reimbursements?

If you answered “yes” to these, then your time & attendance solution will make it easier for you to launch a remote or flexible work plan. And that’s especially the case if your software lets employees do the following:

- Clock in and out remotely via PC, laptop, tablet, mobile phone or dial-in.
- Check schedules, view vacation and PTO accruals, request time off, and swap shifts using their personal computer, tablet, or mobile phone.
- Calculate road miles via the same software they use to track time.

What’s more, your time & attendance solution should also help managers stay on top of potential issues related to managing a remote workforce.

### Does your time & attendance solution do the following:

- Send notifications that alert managers when employees don’t punch in, or punch in late?
- Have the ability to verify where or when employees clock in via geo-tracking features?
- Allow managers to set project codes and wage information to accurately calculate hourly rates and project budgets?

Again, if you answered yes to these questions, then you most likely have a time & attendance solution that will support your remote workforce strategy.



# Managing Wage and Hour Requirements with Flex Workers

If you're about to launch new flexible work options, there are a few steps to take before making an announcement in a company-wide email. For starters, you want to make sure you have tools that ensure the following:

- Remote workers can accurately record their work hours.
- Your workers and managers are aware of state meal and break requirements.
- You can be made aware of potential overtime situations.



When adding flexible work options, it's essential to establish and communicate clear and consistent policies related to:

- Your company's expectations, including work hours, recording time worked, breaks, time off, etc.
- How managers and employees will collaborate when they're not working in the same space, or even at the same time.
- Updates or changes to your time & attendance policies.

## **Your time & attendance software can include features that support wage & hour compliance efforts, and help you avoid wage & hour issues related to remote and flex workers.**

Are you prepared to handle potential compliance challenges or overtime concerns related to remote and flex workers? Consider the following:

### **Does your state require daily overtime pay?**

In some states, covered employees must receive a premium rate of pay (time and one half their regular rate) when they work more than eight hours in a day.

- Premium pay may also be required for other situations under state laws.
- Covered employees may be eligible for paid or unpaid meal periods and breaks.
- As an employer, you might also have to offer extra meal periods and breaks if shifts extend beyond a certain number of hours.

### **How do you handle meals, breaks, and work hours for remote employees?**

Many remote workers self-direct their schedule, including meal periods, and short breaks. This can be a challenge when policies aren't spelled out in writing.

- Without protocol, workers and managers can lose sight of what is required to comply with applicable wage and hour laws.

### **How do you schedule make-up time?**

Some remote workers will want to pause work to handle a personal matter. Perhaps they plan to catch up later. If you allow an employee to make up missed time, be aware of applicable wage and hour laws:

- Overtime pay is calculated by workweek. When an employee misses time during one workweek, but attempts to make up the time in another workweek, this can result in overtime pay.
- Depending on your state's overtime laws, you might want to limit employee schedules to a maximum number of hours per day and per week to mitigate overtime hours.

As an employer, you can require workers to make up their missed time during the same workweek. This can help minimize overtime situations.

# PTO Buyouts and Time & Attendance

Your PTO policy may enable a set amount of time off to be counted as paid time off that employees can use at their discretion. This is another flexible perk that lots of employees enjoy.

Across the landscape of time & attendance systems, many can be configured to support hourly and fixed PTO accrual policies, or grant PTO accruals if you have different types in one company. However, not every system can respond to regulatory changes when they happen.

Case in point: the state of New Jersey recently enacted the New Jersey Earned Sick Leave Law, which offers mandatory paid sick leave, and includes a number of provisions. Among the law's provisions:

- Eligible employees accrue one hour of paid sick time for every 30 hours worked, up to 40 hours of sick time each benefit year.
- However, employees can choose to frontload at least 40 hours of paid sick time at the start of a benefit year to eligible employees.
- Employees may then carry over up to 40 hours of unused sick time to the next benefit year, but are limited to the use of 40 hours per benefit year.

## **This type of legislation is gaining traction across the country.**

Does your time & attendance software have a PTO buyout feature?

In today's competitive hiring market, many workers appreciate having a PTO buyout option. A PTO buyout option can support employers too.

- For workers, a PTO buyout option creates more flexibility. Workers don't have to feel rushed or pressured into using their PTO before the benefit year ends where permitted by law.
- For businesses and organizations, a PTO buyout option can help them avoid scheduling issues that might happen when multiple employees suddenly feel like they have to take time off at the same time of the year.

Specifically related to the New Jersey Earned Sick Leave Law, a sick leave buyout option may be available to allow employers to offer this option rather than being limited to a carryover for unused paid sick time at the end of the benefit year.

## **A responsive PTO buyout feature can simplify the process for workers and employers.**

As a workforce management solution, your time & attendance software can help your HR administrator track and manage employee accruals and PTO policies. Ideally, your time & attendance solution offers updates that improve features and capabilities in response to legislative changes as they happen.

# Contact

Remote and flex work options are becoming more and more attractive to workers and employers. However, keeping track of your remote workforce, along with wage & hour issues, can be challenging.

**stratus**time helps you manage your workforce, and stay confident every time remote and flex workers clock in and out. As a dedicated time & attendance solution, **stratus**time gives employees and managers new tools and confidence when it comes to clocking in/out, tracking attendance, and more.

Whether flexible options are essential to your company, or something you're starting to explore, make sure you have the time & attendance tools in place to help manage your workforce, ensure accuracy, and support your compliance with local, state, and federal laws.

**Contact us to learn more.**

<sup>1</sup> <https://www2.deloitte.com/content/dam/Deloitte/us/Documents/process-and-operations/us-cons-millennial-mindset.pdf>



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