

## Time & Attendance System Calculator

Discover how much you can save by partnering with us

Employee Count:

## Time and Attendance

| Enter the time you spend on each task <b>per bi-<br/>weekly pay period</b> in the minutes and hours<br>column. Enter the hourly rate for the employee<br>who completes the task in the wage column | MINUTES | HOURS | WAGE | TOTAL |
|--|---------|-------|------|-------|
| Manual collection and calculation (each pay period)  |         |       |      |       |
| Staff time collecting, totaling, and auditing employee time records  |         |       |      |       |
| Employee time spent completing/<br>submitting time sheets  |         |       |      |       |
| Per pay period cost  |         |       |      |       |
|  |         |       |      |       |
| Time theft   |         |       |      |       |
| Lost productivity time per day/per<br>employee: leaving early, arriving late, long<br>lunch/breaks, buddy-punch (in minutes)   |         |       |      |       |
| Work days in pay period  |         |       |      |       |
| Per pay period cost (based on employee count)  |         |       |      |       |
|  |         |       |      |       |
| Overtime expense (each pay period)   |         |       |      |       |
| Overtime hours incurred  |         |       |      |       |
| Number of employees incurring overtime hours   |         |       |      |       |
| Per pay period cost  |         |       |      |       |
|  |         |       |      |       |
| Total annual costs including manual tasks,<br>lost productivity time, and overtime<br>expense (based on bi-weekly pay period)  |         |       |      |       |
| Percentage of projected cost reduction   |         |       |      |       |
|  |         |       |      |       |
| Annual cost savings  |         |       |      |       |