



Top 5 Mistakes to Avoid When Selecting a Time and Attendance System

#1. Failing to plan for the future

It's been said that **the only constant is change**. So, if change is constant, it makes sense to look for a **time and attendance solution that will work for your current circumstances as well as meet your future needs**.

Nearly half of all organizations purchased their current time and attendance system more than three years ago, and many won't be replacing it anytime soon. With constantly changing technology and legal requirements, **your time system must be flexible enough to handle potentially unknown future requirements, while providing value beyond simply collecting employee time**.

*Does your time and attendance system support the **automation of time off accruals, or the Affordable Care Act requirements**?*

#2. Not automating policy enforcement

Fans of major league baseball will tell you that America's favorite pastime has **two sets of rules**. **There are the official rules that affect play on the field, and there are the rules that affect team respect, both internally and between teams**. Rivalries like those between the Yankees and the Red Sox exist not because of the official rules, but because of the unspoken expectations created by the culture of the clubhouses.

Your organization is not immune to such unspoken rules. Perhaps a supervisor is more lenient on overtime than others on the management team. Or maybe two employees cover for each other to make sure neither appears to arrive tardy, leave early or take long breaks.

Implementing a new time system is an opportunity to **eliminate counter-productive practices and establish consistent enforcement of company policies and bargaining agreements**.

*Does your system **automate consistent policy enforcement for all personnel**, helping to reduce the risk of lawsuits based on inconsistent policy enforcement?*

#3. Not selecting the right delivery option

Time and attendance systems come either as Software as a Service (SaaS) or on premise. **SaaS solutions provide the flexibility of anywhere, anytime availability while allowing for consistently up-to-date software**. An on premise solution allows you control of the infrastructure and IT support surrounding the system.

***How much do you expect to grow over the next five years, and how many different locations will need access to your time system?** Other questions to consider include, how many remote employees require access to the system, and what level of IT support does your organization possess?*

#4. Choosing a one-size-fits-all time entry

If your organization has multiple locations and multiple job roles, **it's best to identify all of the methods employees may use to enter their time.** Do you have different procedures for salaried versus hourly employees? Or, do some of your employees transfer between different departments? **A robust time and attendance system should be able to easily accommodate any and all time entry needs.**

*To avoid one-size-fits-all time entry, **check for systems that offer physical clocks with biometric features to eliminate buddy punching**; web interfaces for workstation clocking; mobile and IVR/telephony options for workers who are on the road or who move from station to station.*

#5. Overlooking integration opportunities

When automating your workforce processes, **don't overlook how your employee information travels between your various information systems.** Clearly, time and attendance needs to move to payroll, but what about your employees' basic contact information? You've entered it once into your HRIS system, so **there's no need to risk errors by having to enter it a second time in your time and attendance system.**

One stop shop time and attendance solutions usually have integration between their various components, but when you prefer a best of breed solution, you'll want to make sure your systems can talk with each other.

*Is your information **transferred in real-time**, such as through API integration, **or is it exchanged daily using a file transfer method**?*

Don't limit your investigation to your human resources systems. With the right methods, you can combine your employees' time information with other productivity measures to **gain a broader understanding of your company's entire operation.**

To learn if **stratus**[®] is the right time and attendance solution for you, **call 800.561.6366 or visit nettimesolutions.com**