

# Boost Your Bottom Line: Make Every Minute Count

*The profit potential of automated  
workforce management*

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# Boost Your Bottom Line: Make Every Minute Count

## Executive Summary

Many businesses have found they can boost their bottom line by implementing an effective workforce management solution. Typically, a workforce management solution, properly configured and used, offers a fast payback period and a positive long-term return on investment.

In this white paper, we will address the following:

- What are the expected benefits of using a computer-based workforce management solution?
- What are the important features to consider in an automated workforce management solution?
- What solutions does Acroprint offer for time tracking and workforce management?

## History and Background

Time and attendance solutions have a long history. We are probably all familiar with the mechanical punch clock, which records on a heavy paper card the time an employee punches in and punches out.

When the age of computers dawned, it was widely assumed that the punch clock would simply disappear.

However, the mechanical punch clock is still a mainstay in many work environments today. Why? They are economical and easy to use — plug the clock in and it's ready to be used. Most employees require little to no training to be able to use a punch clock.

Heavy-duty mechanical punch clocks can stand up to the most demanding work environments, where electronic equipment is not suitable. With battery-operated versions available, these clocks can even be used in areas where power is unavailable or not reliable.

Modern electronic punch clocks offer many sophisticated features, including automatic Daylight Saving Time updates, programmable print formats, atomic time accuracy and more — even biometric employee verification (the Acroprint ATR360).



*The Acroprint Model 125 time clock is an example of a heavy-duty mechanical punch clock that uses paper time cards to record punch in and punch out times. The clock is so recognizable that it is known simply as “The Green™ Clock.” (Did You Know? The color green is a trademark of Acroprint Time Recorder Company as applied to job time recorders, attendance systems, electronic time recorders, and attendance recorders.)*

## ***The Promise of Software-Based Workforce Management***

The promise of software-based workforce management is that businesses can save time and money by eliminating clerical errors and reducing the amount of manual effort needed to manage paperwork, including the time to transcribe information from paper cards to payroll systems.

Many organizations have also discovered that capturing more detailed data about what is being done during the work day helps them improve operational efficiencies.

*The Acroprint timeQplus Product Suite is an example of an advanced software-based suite of products offering a range of input options including PC punch, badge terminals and biometric input.*



A wide variety of software-based solutions are now available for small business time and workforce management. These solutions range from basic time and attendance applications that run on a single PC... to sophisticated networked software incorporating a variety of input terminals and features... to complete end-to-end workforce management solutions hosted online.

Employee time tracking solutions have historically been viewed as a relatively low priority by many small businesses. **However, many organizations are now coming to realize implementing effective workforce management has a significant impact on business profits.**

*AcroTime is an example of a hosted web-based workforce management solution. Software-as-a-Service (SaaS) allows organizations to take advantage of sophisticated capabilities in an economical pay-as-you-go environment.*



## ***What are the expected benefits of using a computer-based workforce management solution?***

Today, businesses of all sizes are challenged as never before. The pressure on profits is intense, whether you are a small business dealing with local or national competitors or an international corporation grappling with low-cost offshore competition.

An automated workforce management solution can benefit your company in many ways:

- Reduce costs associated with clerical errors** — Studies by the American Payroll Association indicate a higher than expected rate of human error in data manipulation. A computer-based time and attendance system will automatically perform these calculations, eliminating data manipulation errors. This typically yields a positive return on investment (ROI) in less than five months.
- Reduce payroll processing costs** — You save two ways by automating your processes. First, when your time and attendance solution interfaces with your payroll system (e.g. QuickBooks, ADP, Paychex, etc.), you can prepare payroll faster and with less manual intervention, producing substantial cost savings for your business. Second, automated processing frees your supervisors from clerical time-keeping tasks, allowing them to focus on more productive work.
- Reduce “time theft”** — In a recent survey, 21% of employees admitted to cheating on their timesheets. Many businesses report a reduction of up to 90% in “time theft” when they start using a time tracking system that automatically records employees’ arrival and departure times instead of relying on handwritten records.
- Eliminate “buddy punching” and increase security** — Biometric devices are available to verify employee identity prior to recording a time punch, thus eliminating costly “buddy punching.” This can potentially save your organization up to 20% of your payroll costs. With some time and attendance systems this positive identification can also be tied to access control devices that limit entry to sensitive areas.
- Reduce the risk of wage and hour violations and employee time disputes** — Recent years have seen rapid growth in the number of wage and hour lawsuits filed against businesses of all sizes and in all industries, as well as significant increases in enforcement efforts by both state and federal governments. The highly accurate time records provided by a properly-configured time tracking system help reduce the potential for wage and hour violations, time-related disputes and lawsuits.
- Increase revenue with accurate job costing** — Many organizations charge their clients by the hour for services rendered. Others rely on job costing to determine the final price or standard cost variance of their products. The accurate and detailed employee work data available with a properly-configured time and attendance system can help insure your products are correctly priced and your clients are billed for all time expended on their behalf. This results in increased revenue.
- Continuous improvement support** — Continuous improvement programs analyze current business processes with goals of improving customer satisfaction, reducing cycle time, increasing sales and reducing costs. Time and attendance solutions can help measure the impact of business process changes to verify you have actually realized the anticipated benefits.

## ***What are the important features to consider in an automated workforce management solution?***

Modern time and attendance systems are often more complex than simply “punching in and punching out.” There are many variables that can affect how and to what level of detail your employees’ time is recorded — and, ultimately, how much they are paid.

The specific features that are important to you will depend to a large extent on the nature of your business, your industry, your work environment and your locale.

In general, however, there are certain characteristics that most businesses find useful in a time and attendance solution. **Here are some important issues you may wish to consider when evaluating a time and attendance system:**

**Payroll processing rules** — What are your normal shifts, work hours, scheduled work days, lunch times, and rounding rules?

*Your time and attendance system should accommodate your existing business processes and standards as well as conforming to local, state and national wage and hour laws.*

**Time approval and reporting** — What features are available to review employee punches and make necessary adjustments? What reports are available?

*It is a given that employees will occasionally forget to clock in or out, or that other adjustments will be necessary from time to time. At the same time, it’s important to maintain an audit trail to help prevent or mitigate the effect of a wage and hour audit. Your time and attendance system should be easy to edit, while providing sufficient reports to protect you from needless, costly litigation or fines.*

**Interfaces to other solutions** — Does the proposed solution offer a built-in interface with your chosen payroll or accounting system or provider?

*Eliminating duplicate data entry reduces clerical errors and decreases the amount of time you need to process payroll — thereby saving you money. To allow you the greatest flexibility, your time and attendance system should provide a built-in interface with many popular payroll processing solutions. For instance, you shouldn’t be required to migrate to a new time and attendance solution simply because you start using a new payroll processor.*

**Expandability** — Business expansion is the eventual goal of many SMBs. While a low cost, limited-capacity workforce management package might be adequate for your needs today, you should take into account your plans for growth in the future.

*Migrating from one solution to another can be expensive and time-consuming. An expandable or upgradeable workforce management solution that can grow with your business may prove to be more cost-effective in the long run.*

**Flexible input options** — Today's time and attendance systems offer a variety of input options, including: punching in and out at stand-alone or networked PCs; swiping proximity, bar code or infrared badges at stand-alone or PC-connected terminals; or using biometric profiles such as fingerprints or hand measurements to verify employee identity and record punches. Some systems depend on a single input method, while others can support a number of options.

*The input method(s) suitable for your business will depend on the number of employees, the work environment, your budget, and your and your employees' comfort level with technology such as biometric verification. A flexible time and attendance system can accommodate a variety of input options, allowing you to choose those method(s) that make sense in your specific situation.*

**Positive employee identification** — Do you want or need to implement biometric systems to verify employee identity?

*Many businesses are turning to biometric verification systems to combat costly "buddy punching" and increase the accuracy of their time and attendance data. Even if you don't have a need for biometric verification now, you may want a system that can accommodate the technology in order to maximize your options in the future.*

**Job costing / work codes** — What are your requirements for capturing labor data (e.g. department, project number, charge code, time reporting code)?

*Your time and attendance system should allow you to track data to an appropriate level of detail for your business.*

**Advanced features** — Does the proposed solution offer advanced features such as employee scheduling, employee self-service, benefit accruals or other human resources management tools?

*As your business grows, workforce management tasks can consume a larger and larger portion of your time and energy. A solution that helps streamline and automate these tasks enables your business processes to scale more efficiently, reduces compliance risk and increases employee satisfaction. You can focus on growing your business without worrying about out-growing your administrative capacity.*

## ***Acroprint offers a wide range of automated solutions for businesses of all sizes and stages of growth***

All Acroprint automated workforce management solutions support weekly, bi-weekly, semi-monthly and monthly pay periods and overtime. They all offer automatic adjustment for Daylight Saving Time. Each system features easy punch review and editing for supervisors, managers and system administrators, and password protection of the administrative functions for greater security. Acroprint time and attendance systems interface readily with most popular payroll applications and service providers such as QuickBooks, Peachtree, ADP, Paychex and more.

### **timeQplus Product Suite**

Priced to be easily affordable by small business but offering powerful functionality usually found only in more advanced solutions, the timeQplus Product Suite offers PC-punch plus many badge and biometric terminal options for data input. Both the software and terminals can be configured to display in your choice of English, Spanish or French.

Terminals can be connected to a PC or your network. Some can operate remotely. (For remote terminals, you transfer data to and from the central server using widely-available USB thumb drives.) You can add more terminals at any time, even mixing different input types on the same system, to allow a great deal of flexibility in configuration and physical layout.

With work codes for job costing, a variety of built-in reports and export configurations for most popular payroll applications and services, timeQplus provides an ideal time and attendance solution for organizations seeking an affordable, easy-to-use time tracking solution.



*For more information: [www.acroprintstore.com/info-tqplus.php](http://www.acroprintstore.com/info-tqplus.php)*

### **Pendulum™**

The Acroprint Pendulum Enterprise system accommodates an unlimited number of employees and allows for multiple terminals or locations. Job costing, access control, and signal devices are available as options. The system is best suited for mid to large sized businesses, and can be configured for multiple companies and multiple pay periods.



Designed to integrate smoothly with our data collection terminals, Pendulum supports a wide variety of data collection devices. Biometric devices such as the hand reader and fingerprint reader can be connected via RS232, RS485, and modem communications.

*For more information: [www.acroprintstore.com/info-pendulum.html](http://www.acroprintstore.com/info-pendulum.html)*

## **AcroTime**

AcroTime is a web-based Software-as-a-Service (SaaS) workforce management application. Offered via a flexible, pay-as-you-go monthly subscription, AcroTime can accommodate an unlimited number of employees. Employee time can be recorded through Web-punch, using badge or biometric terminals, with a smartphone mobile app or via a telephony option. It's ideal for organizations with multiple locations, a fluctuating workforce or mobile workers.



In addition to sophisticated time and attendance features, AcroTime also offers human resources tools to help you onboard and offboard employees, manage compensation and compliance, and monitor performance. With its combination of powerful time tracking and enterprise-quality HR tools, AcroTime makes complete end-to-end workforce management affordable for organizations of all sizes.

AcroTime offers easy set-up, with no IT resources required. Because it's web-based, all you need to get started is a Web browser and an Internet connection. AcroTime is a flexible and economical alternative for many organizations.

*For more information: [www.AcroTime.com](http://www.AcroTime.com)*

## **Why Acroprint?**

Acroprint Time Recorder Company, a family-owned company based in Raleigh, North Carolina, has a history of producing accurate, reliable and durable time clocks, time and attendance systems and document control stamps suitable for all types of businesses and all sorts of work environments.

Acroprint's goal for over 40 years has been to help small businesses save time and money. We understand lost minutes equal lost dollars.



**Wilbur Robbins**

Wilbur Robbins founded Acroprint in 1969. Robbins introduced a time recorder, the heavy-duty Acroprint Model 125, which offered organizations a high-quality, low-cost time tracking option. The Model 125 quickly became known for its durability as well as its distinctive green color.

Robbins' son Glenn joined Acroprint after graduating from UNC-Chapel Hill in 1973 and became President in 1986.



**Glenn Robbins**

The Model 125 was soon joined by the Model 150 and other time recorders, document stamps and guard tour systems. Over time, the company's offerings expanded further to include advanced software and web-based time and attendance solutions featuring badge-swipe and biometric input options to meet the needs of today's diverse business environments.

The company's iconic green punch clocks are widely recognized throughout the world. These clocks have been seen in movies, television shows, print media and online. The clocks are still manufactured in the USA at Acroprint headquarters in Raleigh.

Today we are a leading global manufacturer and distributor of time and attendance solutions with more than 1,000 dealers/distributors across the United States and products that are exported to 80 foreign countries. Our time and attendance solutions are used daily by thousands of businesses and millions of workers worldwide to accurately track time worked, saving businesses time and money on payroll preparation, increasing employee satisfaction and reducing the risk of litigation.

Acroprint wants your business! Our products and services are designed to be durable and easy to use.

**Contact us today to learn how you can add profit to your bottom line with an Acroprint time and attendance system.** At Acroprint, it's always *Time For Business™*.