

Time Is Money. Lost minutes result in lost dollars for many businesses. In this competitive marketplace, every dollar counts.

You may be asking yourself, how do lost minutes and lost dollars really affect my business? How can my company track time and save money? In order to better understand how time and attendance directly affects your bottom line, it is important to ask yourself the following questions.

## QUESTION 1: How Much Does Time Really Cost?

Time theft costs American businesses hundreds of billions of dollars each year. This results from employees who take extra minutes here and there throughout the workweek for which they are paid. Getting to work late, taking long lunches, excessive personal phone calls are just a few examples of ways that decrease the efficiency of any company. A leading authority on employment issues has conducted numerous surveys relative to time theft and concluded that the average employee "steals" approximately 4.5 hours per week from his employer or nearly six full workweeks per year.

## QUESTION 2: Why Is Time So Valuable To My Company?

Time is money. You could be losing more than 10% of your payroll through the following forms of time theft:

- Late arrivals or early departures
- Taking long lunch hours and breaks
- Requesting paid sick days for inappropriate reasons
- Slowing down the work pace to create overtime
- Excessive socializing and personal telephone calls
- Handling personal business while at work
- Using Company time and facilities to operate other business

Time theft is not confined to any one type of person or industry. It applies to both white collar and blue-collar employees in every type of business, institution, profession, and governmental agency.

## QUESTION 3: How Does Time Equal Money?

Based on 250 working days a year, the following chart shows what time theft could be costing your business each year at the rate of 54 minutes per day or 4.5 hours per week

Hourly Pay Rate	Cost Per Minute	** Number of Employees Wasting 4.5 Hours per Week	2 Emp	5 Emp	10 Emp	25 Emp	50 Emp	100 Emp
\$6.00	0.10	\$600	\$1,500	\$3,000	\$7,500	\$15,000	\$30,000	
8.00	0.13	800	2,000	4,000	10,000	20,000	40,000	
12.00	0.20	1,200	3,000	6,000	15,000	30,000	60,000	
15.00	0.25	1,500	3,750	7,500	18,750	37,500	75,000	

## QUESTION 4: How Can A Time & Attendance Product Help My Company?

Although reducing time theft is the key feature to a time and attendance product, it is not the only benefit. Time and Attendance Products have helped businesses increase production, eliminate disputes regarding pay, accelerate payroll preparation, enforce the work schedule, and provide records for opening and closing times at Branch Stores. We have heard customers state that time recorders have assisted them with providing time records that are honored by any court of law, make honor systems work, proved compliance with Wage-Hour legislation, eliminated favoritism on part of the timekeeper, and many more.

## QUESTION 5: How Can I Improve My Bottom Line Today with Time and Attendance Products?

Acroprint can greatly reduce your losses due to time theft by eliminating the practice of coming to work late, leaving early and taking a few minutes extra at lunch. Loyal employees are proud of their attendance records. Many Acroprint products have been sold to satisfy loyal employees who complain about other workers coming in late and leaving early.

Help improve your bottom line by using an Acroprint time and attendance product. Products range from manual print time recorders and electronic time recorders to badge swipe systems. Don't waste another minute; begin saving money today with Acroprint.