



# TIME & ATTENDANCE SYSTEMS THE BENEFITS ARE HARD TO IGNORE

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WHITEPAPER

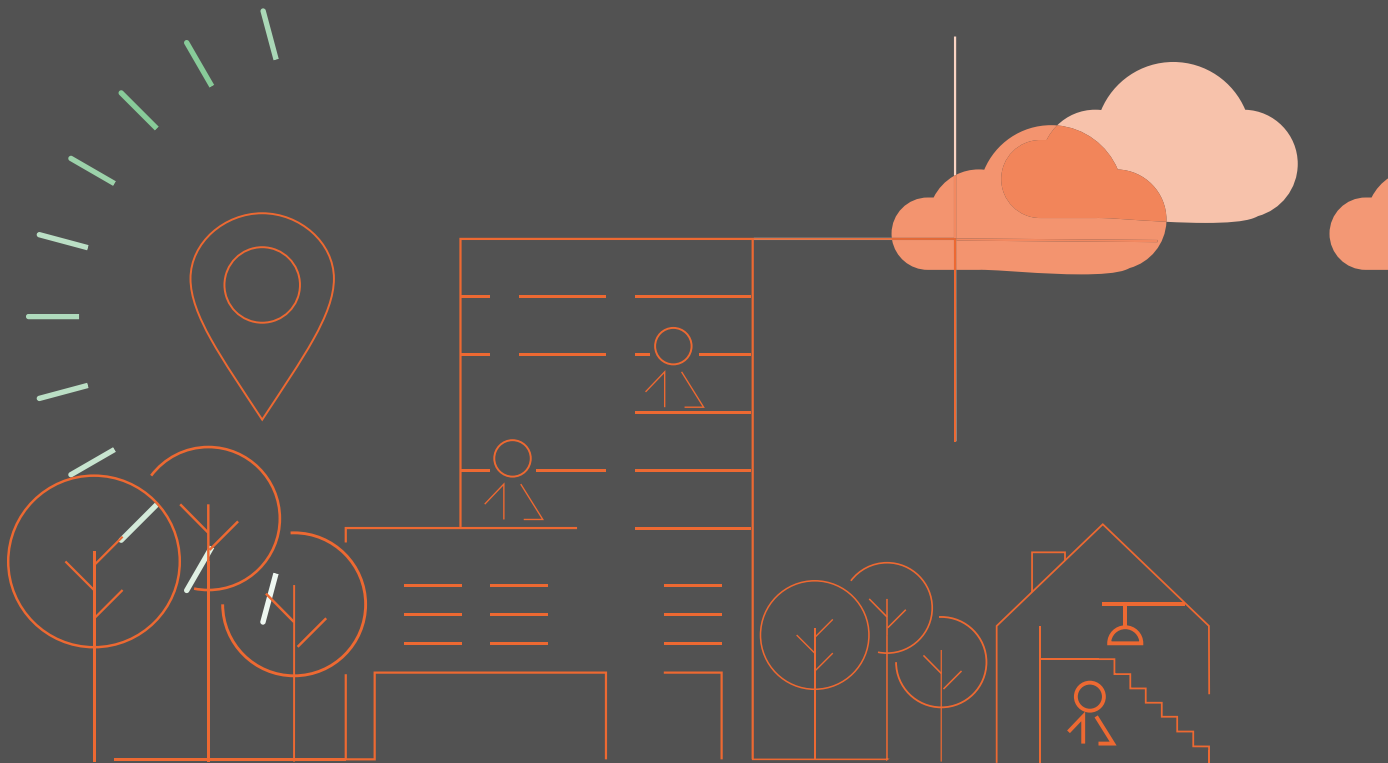
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SYNERGY  
WORKFORCE  
MANAGEMENT

## Managing a changing work landscape

In a highly competitive and fast-changing global market, it has never been more important for companies to protect their profits by efficiently managing direct and indirect workforce costs.

Over recent years, there has been a steady trend towards employers offering more flexible working but as a consequence of the COVID-19 pandemic this trend has accelerated dramatically. Now organisations of all sizes must rethink how they operate, with the additional need to supervise and motivate employees whose home has become their workplace. With more complexity, organisations are looking towards technology to help them to manage their employees who are in the office, working from home, or out in the field.



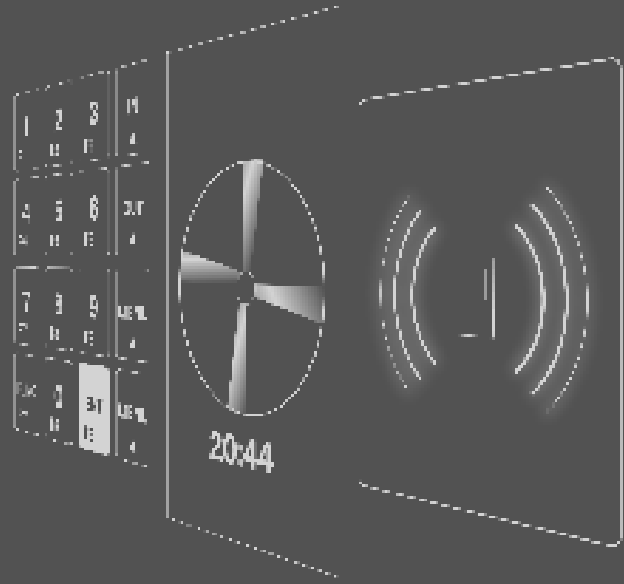


## THE BUSINESS CASE FOR TIME & ATTENDANCE (T&A)

Time & Attendance has a proven and demonstrable track record of delivering a significant return on investment (ROI) for a diverse range of businesses and organisations, from small factories and warehouses employing just a few people, through to university campuses, healthcare facilities, retail stores and large office complexes. T&A software-based systems, however, are still perceived by many organisations as a ‘nice’, rather than an essential, business tool.

This perception is based perhaps on the assumption that T&A software platforms are little more than digital versions of traditional mechanical time stamping machines which for many generations have enabled workers to simply clock in and out. In reality, the latest generation of software-based T&A systems, packed with sophisticated functionality, are able to help businesses achieve so much more. In addition to capturing data which when analysed can make a valuable contribution to a company’s medium to long term strategic workforce plan, they also enable businesses to be more agile by having greater situational awareness of real-time work activity.

Furthermore, although these T&A systems are available as an on-premise solution for organisations that would prefer to have a local server-based installation, they can also be offered as a Cloud hosted Software as a Service (SaaS) solution. In addition to allowing users to access their system from anywhere in the world, a SaaS based solution offers a number of other significant benefits, such as using highly secure data centres and providing automatic updates with each release, as well as ease of scalability and full back-up of data so that nothing is ever lost.



## INVESTING IN A FUTURE-PROOFED T&A SOLUTION IS AN INVESTMENT IN YOUR FUTURE SUCCESS

The scalability to easily add more employees as and when your organisation grows

The flexibility to manage a varying mix of employees who may be spread across office and remote locations.

The ability to cater for changing work patterns, such as an increase in employees working flexi-time

The option to add complementary workforce modules e.g. shift scheduling and expense management, at any time in the future

SaaS based solution means your system is always up to date

## THE BENEFITS

Before making a decision on whether the time is right to invest in a T&A system, we would recommend that an organisation should consider whether any of the following features and benefits could help increase their bottom line by assisting them to more efficiently manage their workforce, as well as identify opportunities to increase productivity, reduce HR administration costs and by eliminating paperwork trails, ensure there are far fewer inaccuracies when capturing data for payroll purposes.

### Accurate data capture

Whichever T&A system you choose, it is likely to provide you with multiple ways to capture employee data, including card, PIN, fingerprint-based biometric readers and facial clocking devices which can be used on your premises, and 'virtual' terminals and mobile Apps for those remotely working. With geofencing enabled to verify their location, employees can use an App to register the time they start and finish a shift, record their break times and any absences.

The ability to geo-locate employees will provide you with full visibility on their travel times, the time taken to complete jobs and the exact location where the job was carried out. It will also help you identify incidences of time 'theft' with the help of the technology built into selected biometric and facial capture devices. The technology prevents 'buddy punching' as an employee has to personally clock in and out and it cannot be spoofed by the use of photos.

### Controlling costs

The accurate capture of data means you are always aware in real-time as to the status of each employee, and by keeping track of employees who are working across different departments and sites, you will be able to make best use of available resources, maximise efficiency and cross charge of labour between different cost centres.

You will be able to keep an eye on the cost of individual projects costs by tracking spent on specific jobs and you can receive alerts when the time allocated for a task has been exceeded, as well as when it is completed early, so that you can identify non-productive time.

The successful integration of T&A systems with a wide range of popular third-party HR, Payroll, Accounting, CRM and ERP/MRP systems means that the time it might take for you to obtain the information you need is significantly reduced and administration time is minimised.

### Flexible working options

T&A systems have evolved into flexible and scalable hybrid solutions which can be customised to meet the operating requirements of companies that employ a mix of those who work from the company's offices and those from home, (perhaps for just some of their working week), as well as people who are field based or are mobile. As such, they provide employees with the option to clock in and out with a physical device on one day and via a mobile App on another day, with the data being processed in real time, in the same way.

### Workforce planning

A software based T&A system negates the need to manually plan work shifts. Accessed via a front-end dashboard, a graphical productivity planner and scheduler will provide you with a clear visual breakdown of your employees' availability, activities and shift information, which can be customised to show only the data that you wish to see. Being aware in real-time as to the status of all your employees means you can quickly assign tasks to individuals by taking into account their experience, skills and qualifications.

### Retaining talent

The trend towards home and flexible working was already accelerating, but the events of 2020 has seen it go into overdrive, with many employees seeing the value of not having to travel to and from an office each day. Apart from saving on the cost of commuting, employees have also recognised that an increase in remote working employment opportunities means they can have the flexibility to live wherever they choose.

A T&A system can help businesses retain the loyalty of colleagues who wish to benefit from this now found freedom, by minimising or removing the reporting and administration 'pain' points normally associated with managing home-based colleagues and those who are working at remote sites or are mobile.

T&A solution providers, such as Synel, are able to offer a mobile App which runs on iOS and Android devices as well as PC based 'virtual' terminals. Both offer employees a paperless and hassle-free way of interacting with their supervisors and HR department. The App, for example, enables users to request time off and capture images of receipts so that they can

electronically submit their expenses, saving them and their line manager considerable time by removing the need for a paperwork trail.

The App can also be used by employees to scan and upload documentation which might need to be e-filled within their personnel records and in addition, provides the opportunity for them to access documentation such as work permits and site induction information and if required, download them to a smart device. The document management facility can also be used to ensure mandatory and statutory documentation and certificates are securely stored and are always kept up to date.

Regardless of which T&A solution providers you choose to work from, it is likely that their mobile App will allow employees to see at a glance the balance of their holiday entitlement and will be customisable to reflect whether they are, for example, a technician, a sales executive or simply someone who works from their home.

### Hosted or on-premise architecture

T&A systems are widely available as an on-premise solution for organisations that prefer to have a local server-based installation. Cloud-based and therefore serverless T&A systems, however, are proving to be extremely robust, as well as offering cost-savings and enhanced functionality. By working with a manufacturer, such as Synel, which offers a T&A as a Software as a Service (SaaS) solution hosted in the Cloud, you will be able to access a scalable system from anywhere in the world and at any time. You can also expect automatic software updates without the need for any in-house IT expertise.



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