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Empower Your Workforce

A PRACTICAL GUIDE TO
ADOPTING AUTOMATED
TIME AND ATTENDANCE



WorkforceHub™



LNJ EMPLOYER
SERVICES

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We've all heard horror stories of lost timesheets, frantic payroll scrambles, and employees so baffled by manual clock-ins that they occasionally forget to clock out (*like that three-hour "lunch break" no one noticed*).

When it comes to managing your workforce, pinning down the who, what, when, and where of employee hours can be complicated, time-consuming, and — let's be honest — sometimes mind-numbingly tedious.



Luckily, automated time and attendance solutions swoop in like a superhero.

They tackle pesky tasks and all the dreaded manual calculations, so you can refocus on *what really matters: building a thriving business.*

WHAT TO EXPECT IN THIS EBOOK:

- **Why** automated time tracking is essential
- **How** it can help your bottom line
- **What** features to look for so that your solution fits your organization like a perfectly tailored suit

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Why Timekeeping Matters More Than You Think



Who Needs Automated Time Tracking?

Nearly any business that employs hourly or shift-based workers, deals with frequent overtime, or struggles with labor law compliance can benefit.

Whether you're running a cozy coffee shop or a massive manufacturing plant, automating processes with time and attendance software can help you save money and headaches.

Although it may seem like the simpler choice, manual tracking comes with significant risk:

Errors and Overpayments

Paper timesheets often result in inaccurate entries. A single “fat-finger” or scribbled note can lead to hundreds or thousands of dollars in overpaid wages — money that could’ve gone to better breakroom snacks.

Compliance Risks

Ever-changing labor laws are no joke (*unless you enjoy playing payroll roulette*). If you’re audited, it’s much harder to prove compliance with a hodgepodge of handwritten timesheets.

Inefficiency

Manually entering, verifying, and tallying hours is about as productive as watching paint dry — on an iceberg.

How Automation Helps:

Automated Calculations

With an accurate system of clock-ins and clock-outs, you can wave goodbye to addition mistakes.

Real-Time Visibility

Track attendance, breaks, and overtime in a sleek dashboard instead of rummaging through stacks of paper.

Regulatory Compliance

Configure rules to match your region’s labor laws and keep audits from becoming soap operas.

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Common Concerns about Automated Timekeeping

“We Don’t Need a Timekeeping Solution”

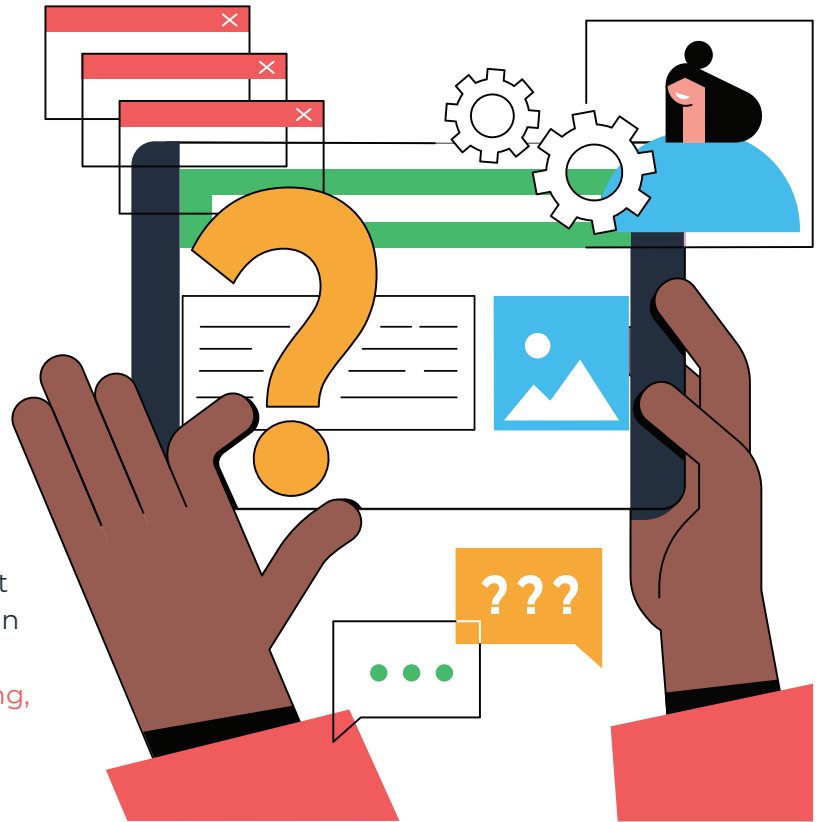
While you might trust your employees implicitly, the real threat often lies in honest human error and an ever-growing mountain of paper timesheets. **Automated solutions** quickly illustrate who’s working, for how long, and where, giving you the data you need to track hours accurately — **plus you’ll actually find that stapler you lost under the stack of spreadsheets.**

“We Prefer Our Manual or Legacy Methods”

Change is tough. We get it. But if you ask your accounting and payroll folks, they’ll probably do a happy dance at the thought of **never having to chase missing timesheets again. Automation saves time, reduces errors, and makes it easier to respond to unpredictable schedule changes.**

“We Already Use Another Timekeeping System”

If you’re wrestling with outdated or clunky software, **it might be time to cut the cord. Many modern solutions include advanced features like scheduling, mobile apps with geofencing, and intuitive compliance tools.** Compare cost, user experience, and support services — because no one wants to pay extra to have their timesheets stuck in the '90s.



“It Might Be Too Expensive”

A subscription fee for time-tracking software can be dwarfed by the money saved from avoiding unplanned overtime, improving accuracy, lowering compliance risk, and, most importantly, keeping your staff from forming a torches-and-pitchforks mob every payday. **Many businesses find the solution pays for itself once they see how many hours they save in payroll processing.**

“We’re Hesitant to Change Our Processes”

A robust time-tracking system should simplify your life, not complicate it. **The best providers offer streamlined implementation, training, easy onboarding, and helpful support** to make the transition smoother than a freshly Zamboni’d ice rink.

3

Pricing & Financial Considerations

HOW AUTOMATED TIME AND ATTENDANCE PRICING WORKS

Most providers charge on a per-employee, per-month basis or via a tiered subscription model. *This makes it scalable.*

Only pay for the coverage you actually need (*just like cable TV plans, but with fewer obscure channels*).

THE ROI OF AUTOMATION

If you're currently spending what feels like an eternity each pay period verifying timesheets, you can reclaim that time for strategic thinking, employee engagement, or catching up on that new TV show you keep putting off. *Automated solutions also slash the risk of overpayment and help you avoid labor law mishaps.*

Even a 1% error reduction can yield massive savings over time.

ADDRESSING YOUR SPECIFIC BUDGET CONCERNS

If you have a unique financial scenario, chat with a solution provider. They might offer bundles or discounts that align better with your needs. *The best solutions aim to give you the right features at a sustainable price.*

No hidden fees and no strings attached.



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Features & Product Fit

Every solution has its own set of features, but it's important to identify what's important to your organization.

FOR EXAMPLE

If you have offsite or remote workers, geofencing (or location tracking) can provide insights into where employees are recording their time punches.



Check out the key features to look for in the right time and labor solution:

TIME & ATTENDANCE TRACKING

Simplify your clock-in/clock-out process.

Gain immediate visibility into who's working, who forgot to punch out, and who might be showing up late for their shifts.

MOBILE ACCESS & GPS TRACKING

Ideal for remote teams or field workers, this feature allows you to track time from a smartphone. **Say goodbye to the old "I forgot my paper timesheet" excuse.**

PAYROLL INTEGRATION

Plug your time data straight into your payroll or HR system. Fewer double-entries mean fewer migraines (and nightmares about inaccurate data).

EMPLOYEE SCHEDULING

Ditch those complicated Excel grids for a straightforward scheduling tool.

Employees can see their shifts in real time, saving you from a barrage of "When do I work this week?" and "I need to swap" emails.

COMPLIANCE & OVERTIME MONITORING

Tailor your system to meet labor laws, so you don't accidentally run afoul of rules like mandatory breaks or overtime limits. Automatically trigger alerts if something looks suspicious — like that one employee who logs 98 hours each week.

Which Industries Can Benefit Most from Automated Timekeeping?



HEALTHCARE

Complex staff rotations, multiple shifts, and serious labor law regulations



RETAIL

Seasonal spikes, part-timers, and high turnover (also known as: an ever-changing workforce)



MANUFACTURING & WAREHOUSING

Large, shift-based teams and frequent overtime



HOSPITALITY

Constant schedule changes, tips, and multiple roles for a single employee



PROFESSIONAL SERVICES

A critical need to track project hours for billing, budgeting, and productivity insights (even for salaried employees)

Customization and Scalability

Every organization has its own quirks (just like every family), so look for software that lets you tweak break policies, overtime rules, and reporting.

As you grow, you want a system that can effortlessly expand with you. There is no sense in outgrowing your software in six months and starting the search again.



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Implementation & Ease of Use

Here's what to look for when it comes to implementation and onboarding:

Onboarding and Training

Guided Setup:

Many solutions come with straightforward dashboards or wizards to guide you through setup.

Training Resources:

Look for short videos, quick-reference guides, or live support. If you can't figure something out, you should be able to ping an expert without feeling like you've trespassed on a secret lair.

Rolling Out to Your Employees

Employee Adoption Tips:

Offer a quick tutorial, encourage them to watch a short "how-to" video, and highlight how it'll make payday more accurate (*who doesn't want that?*).

Minimize Disruption:

A user-friendly interface means employees can learn the system in a snap.

Addressing Potential Challenges

Onboarding Time:

Depending on your workforce size, setup might take a few days or a few weeks. Definitely beats rummaging through ancient paper piles, though.

User Support:

Most software solutions provide help via email, phone, or chat. If your employees have questions, they shouldn't have to fill out a 20-page form just to ask.



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Competition & Market Awareness

What Makes One System Different from Another?

As you compare options, here are a few aspects that can set systems apart:



COMPREHENSIVE TOOLSET

Some companies only offer basic clock-in/clock-out features, while others provide scheduling, compliance tracking, and integration with other software.

EASE OF USE

If you need a PhD in codebreaking to operate the system, maybe it's time to look elsewhere.

SCALABILITY

The ability to grow (or shrink) with your business keeps you agile.

Switching doesn't have to be catastrophic.

Many providers help with data migration and integrations, making the transition smoother than an overcaffeinated HR manager's to-do list.

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Ongoing Support & Resources

Customer Support

Live Support & Chat:

Need help with a unique setup? Look for a provider that responds quickly — no tumbleweeds rolling through your inbox.

Resource Library:

Always check if they have a robust knowledge base, so your team can learn on-demand without scheduling an entire day's worth of training.

Training & Webinars

Keep an eye out for webinars or workshops on new features or tricky compliance updates.

Even if “timesheet best practices” isn't your idea of Netflix-worthy entertainment, it can save your budget from major compliance concerns.



Is an Automated Solution Right for You?

Automating time and attendance is an investment — one that can yield big returns in efficiency, accuracy, and sheer mental relief. A solid system helps ensure employees are compensated for their actual hours and managers aren't drowning in spreadsheets.

Here's what you can expect when you make the jump:

IMPROVED ACCURACY & COMPLIANCE

Reduce the margin of human error and avoid starring in your own compliance drama.

ENHANCED PRODUCTIVITY

Less administrative busywork means **more time for strategic projects** (or a day to finally clean off your desk).

QUICK ROI

Reinvest your savings in growth, benefits, or that epic office lounge you have been dreaming about.

EXPERT GUIDANCE

No more reading 200-page manuals while sobbing into your keyboard. **The best providers are there to help from day one**, ensuring you maximize the software's potential.



If you're ready to see how much simpler and more accurate your timekeeping can be, consider a personalized demo or chat with a solution expert.

Wave goodbye to paper-based chaos

and watch as your workforce gains new levels of efficiency — no confetti cannons necessary (*though always encouraged*).

Ready to Take the Next Step?

Let's face it: You've got bigger fish to fry than chasing down missing timesheets — and you definitely deserve a little less chaos in your life.

Contact a time and attendance solutions expert today.



LNJ EMPLOYER SERVICES

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OPTIONS**

**SCHEDULE
A DEMO**

**REQUEST
A QUOTE**

