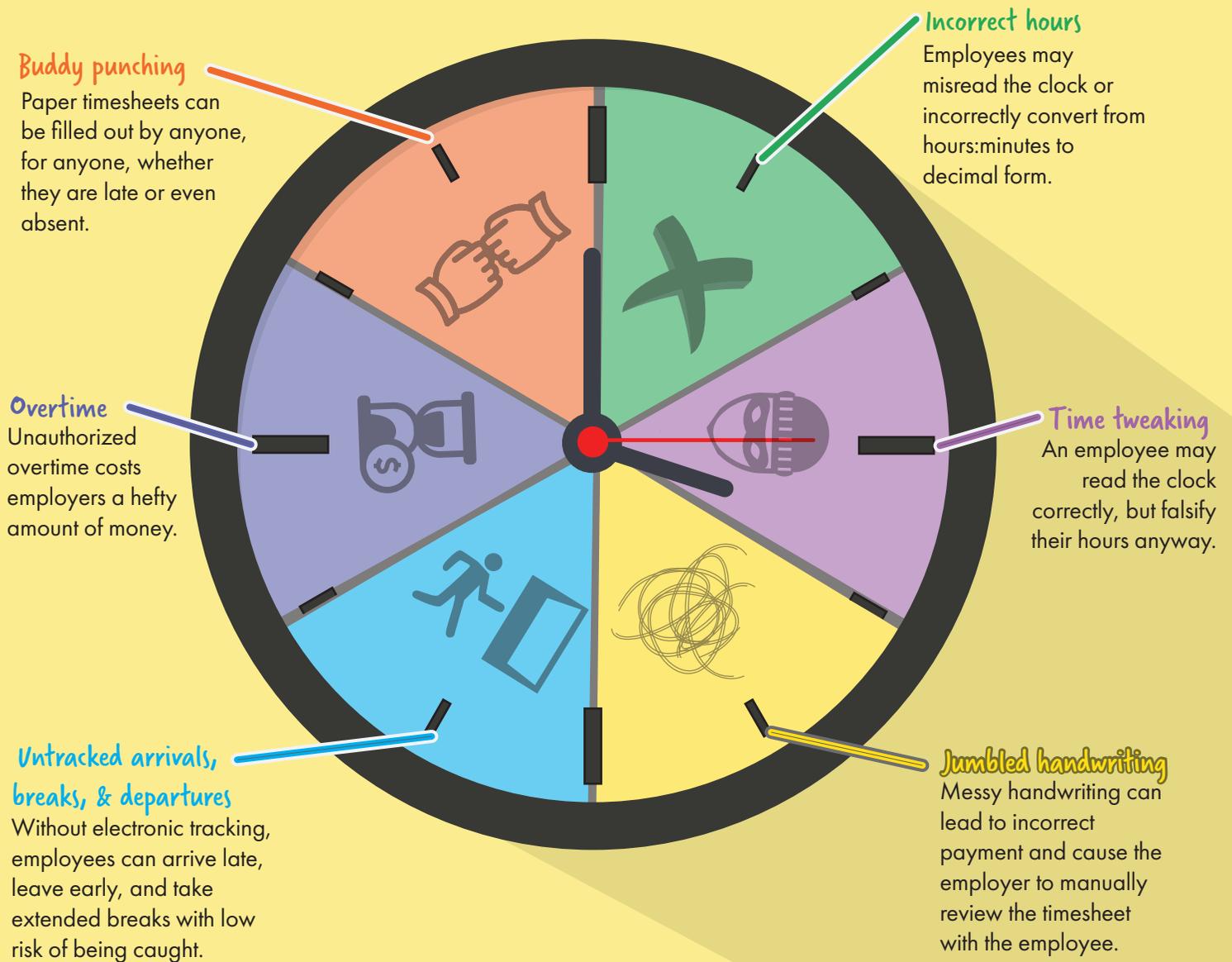


Timeclocks & Overpayment

Paper Timesheets vs Electronic Timekeeping Systems

Are you currently using pen and paper timesheets? Do you keep time records at all? You should! Not doing so could be costing you even more money than you think. Did you know that lack of a proper timekeeping system accounts for 8% of all overpayment errors in payroll?

6 Common Problems with Traditional Timesheets



Why use a timeclock?

Legal disputes over employee wages and hours are growing.

Paper timesheets can get lost or destroyed which means the employer is losing attendance records required by law. If an employee has contemporaneously created time records, and challenge the employer for overtime, they will win.

Avoid overpayments.

Electronic timekeeping systems mean less error for both the employee and employer. Accurate time reporting and payment means less headache for businesses.

Easier time approval.

With an electronic system, timesheet approval is much simpler. No need to track down employees to rectify messy time sheets and you can access time record archives at any time.

We suggest SwipeClock Workforce Management.

Our preferred timeclock suite offers time and attendance, scheduling, and mobile remote punch-in. Plus, it integrates with GetPayroll to easily import your data into our system, which keeps touchpoints to a minimum and accuracy to a maximum. Learn more by calling 972-353-0000.

Timeclocks & Overpayment

Paper Timesheets vs Electronic Timekeeping Systems

(the plain text version)

Do you currently still use pen and paper timesheets? Do you keep time records at all? You should. Not doing so could be costing you more money in payroll than you think. Overpayments are a common occurrence when not using accounts for an average of 8% of overpayments in payroll. Overpayment can be defined as compensation paid to an employee in excess of the amount owed for a given pay period.

Human error could lead to overpayments.

Employees may:

- Misread the clock.
- Read the clock and tweak their hours anyway.
- Not know how to change time to decimal format. (If the clock says 7:15, and they have to enter their time in a decimal format, are they writing 7.15 or 7.25?)

Employers may:

- Misread employees handwriting.
- Waste time chasing down employee to review timesheet.

Time theft is a real problem.

- Over-extended breaks
- Early arrivals
- Early departures
- Unauthorized overtime
- Excessive personal time
- Buddy punching

What is buddy punching?

An employee gets another employee to clock in for them; either because they are late or because they are absent therefore getting paid when they didn't work.

Legal disputes over employee wages and hours are growing.

They are two of the fastest-growing areas of litigation. Paper timesheets can get lost or destroyed which means the employer is losing attendance records required by law. Protect yourself by keeping accurate records in a safe place. If an employee has contemporaneously created time records, and challenge the employer for overtime. They will win.

What is your approval process?

You should have a process in place for approving hours and time changes. With an electronic system, it's easier to accomplish these time-consuming tasks.

Use a time and attendance software.

Avoid overpayments by using a time and attendance software. Plus, all of your employee time and attendance data will be all in one place, safe, secure and backed up.

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