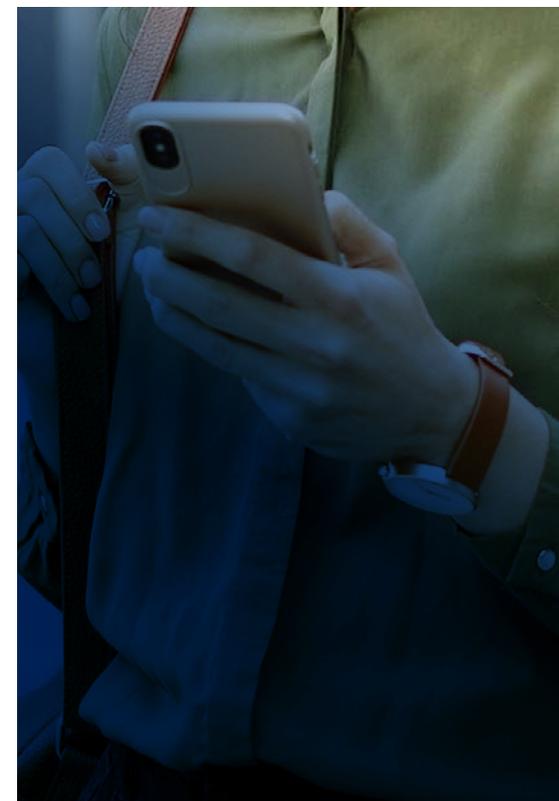
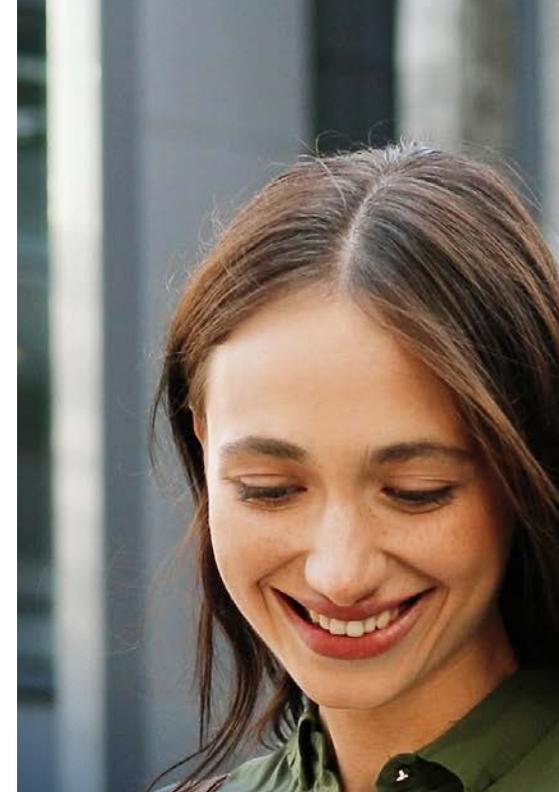




EFFICIENCY THROUGH STRONGER WORKFORCE MANAGEMENT SYSTEMS

Time and attendance software can help a university
improve efficiency and cut costs



SmartFocus on Workforce Management

Sponsored by TCP

A **Smart**Brief Update | Spring 2019

Your workforce is your biggest investment. Accurate measurement of time spent on the job, time off and supplementary paid tasks is vital to understanding future budgeting and saving thousands on wages each year.

Access to better insights and more efficient processes produces cost savings and productivity gains by delivering the information and support needed to better manage your campus workforce.

Shoring Up Campus Operations

Deploying a robust time and attendance solution streamlines operations makes tracking more efficient for human resources and payroll staff, and for employees. Technology produces significant ROI by empowering your campus to:

Streamline processes and lower audit risk.

Many colleges and universities use different workforce management solutions across departments and campuses. The disparate systems hinder collaboration and organization-wide analysis, and pose an audit risk. A centralized system of tracking, analysis and compensation improves overall staff productivity, reduces human error and creates an edit trail that manages risk more effectively.

[See how Stephen F. Austin State University unified its workforce management.](#)

Reduce fraud.

Time card fraud is a serious offense in any instance, especially on state or federal grants and in work-study and other student programs. This behavior can be curbed with a mobile time management app that includes geofencing and schedule rounding or schedule blackout.

Ensure compliance.

There are many layers of compliance — federal, state and local government regulations, business rules and union requirements — and each employee could fall into more than one category. Employees within the same department and even in the same position could require different treatment depending on union

affiliation or location, which is difficult for a manager or payroll administrator to remember on an individual basis.

Decrease unpaid overtime violations.

Most of funds (86%) recovered from employers — including institutions of higher education — by the US Department of Labor are for overtime violations, according to [Department of Labor](#) data. It can be a challenge to accurately calculate time and wages for non-exempt hourly employees who work outside their normal duties or departments at different pay rates. It is a good idea to choose a solution that enables you to set your weighted or blended calculation once so it can automatically calculate rates and distribute hours appropriately. Another problem for colleges and universities is tracking student employment, including [campus cafeteria jobs](#) and [internships](#). Student workers may have several jobs in different departments, without each understanding the work hours put in other places. A solution that offers accuracy in choosing the right job when working in a particular role makes sense for college workers — and helps managers keep overtime in check.

Calculate annualized, extra duty and supplemental pay.

Some employees who work only during the school year and get paid on a 12-month schedule may take on extra duties outside their normal jobs or earn supplemental pay. Spreadsheets and paper time cards take a lot of time and are prone to human error during data entry and calculation. Tracking actual hours worked and variances between the contract and the calendar can be made easier with software that automatically flags variances, fills gaps or exports to payroll.



TIPS FOR IMPROVED TIME & ATTENDANCE TRACKING



Use a mobile time management app that relies on geofencing so people must be where they are supposed to be at designated times.



Identify tasks for automation that simplify processes and improve accuracy.



Configure rule sets for each employee so the workforce management solution can flag pending compliance issues for a manager to resolve.



Create a database of contract workers, searchable by department or specialty area, that are tagged with pay rate and other information.



Improvements that move the needle on efficiency and effectiveness are the keys to boosting productivity in higher education.

Track grants.

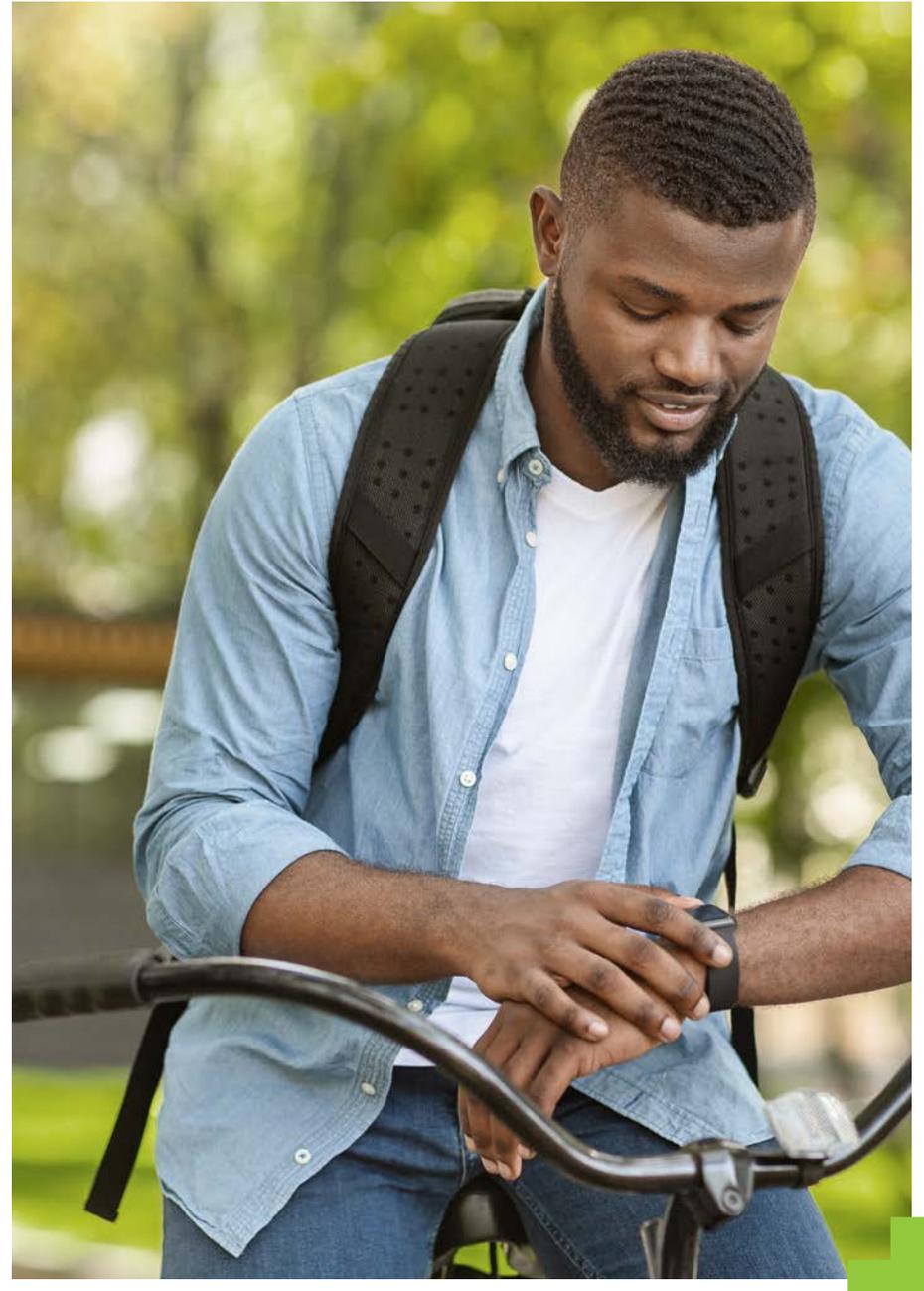
Accurately tracking time is critical for projects funded by grants and other special budgets — but it can be difficult when employees work on multiple grants or contribute to the project only part time. Software can make it easy for employees to clock in and out, and automatically categorize and compile time data for easy monitoring and reporting.

Avoid unplanned overtime.

Lack of visibility is the biggest factor driving unneeded overtime. With most systems, though, it's just too hard for employees and supervisors to keep a real-time account of hours. Workforce management software provides visibility into all the moving decisions. Put automated checks in place to prevent or warn managers before they make a decision that results in overtime or alerts them that an employee is approaching the overtime threshold.

Build a leaner budget.

A time and attendance solution like TCP saves more than it costs. "The ROI is approximately one year, including all of the implementation and hardware costs," notes Derek McIntyre, vice president of operations at TCP. "The solution should pay for itself with labor cost savings." McIntyre says, for example, that the per-employee price per month is less than just 15 minutes of an average employee's salary. Saving a few minutes at clock in and clock out, or around lunch each day, quickly adds up over a month to cover the cost of implementing the software.



Improve staff performance.

Efficient scheduling and time management processes give managers, supervisors and administrators more time to focus on strategic decision-making and mission-critical tasks. Payroll and compliance staff are freed up to focus on higher-value tasks that require human involvement. "With accurate reporting and configurable automations, management and staff have confidence that the work is done correctly," says Rob Lindsey, TCP enterprise accounts executive.

Improvements that move the needle on efficiency and effectiveness are the keys to boosting productivity in higher education, according William Poole, former chief executive of the Federal Reserve Bank of St. Louis. "Measures to cut costs, as universities across the country have done in the wake of the recent recession and state budget crises, only address the cost-efficiency dimension of productivity," he said in a speech. "Sound management practices to improve productivity in higher education must also look at the effectiveness of the organization, be it an academic department or the entire university."

Deploying a time and attendance solution enables a university to drive productivity through both cost and staff efficiency and effectiveness. "Employees today are looking for transparency in the way their time is collected and how they are paid," says McIntyre. "A system like TCP provides transparency for time punches, schedules, leave balances, and more — promoting trust in the organization and further motivating the workforce."

A campus that runs smoothly has more time and resources to focus on educating students and preparing them for successful lives after graduation.

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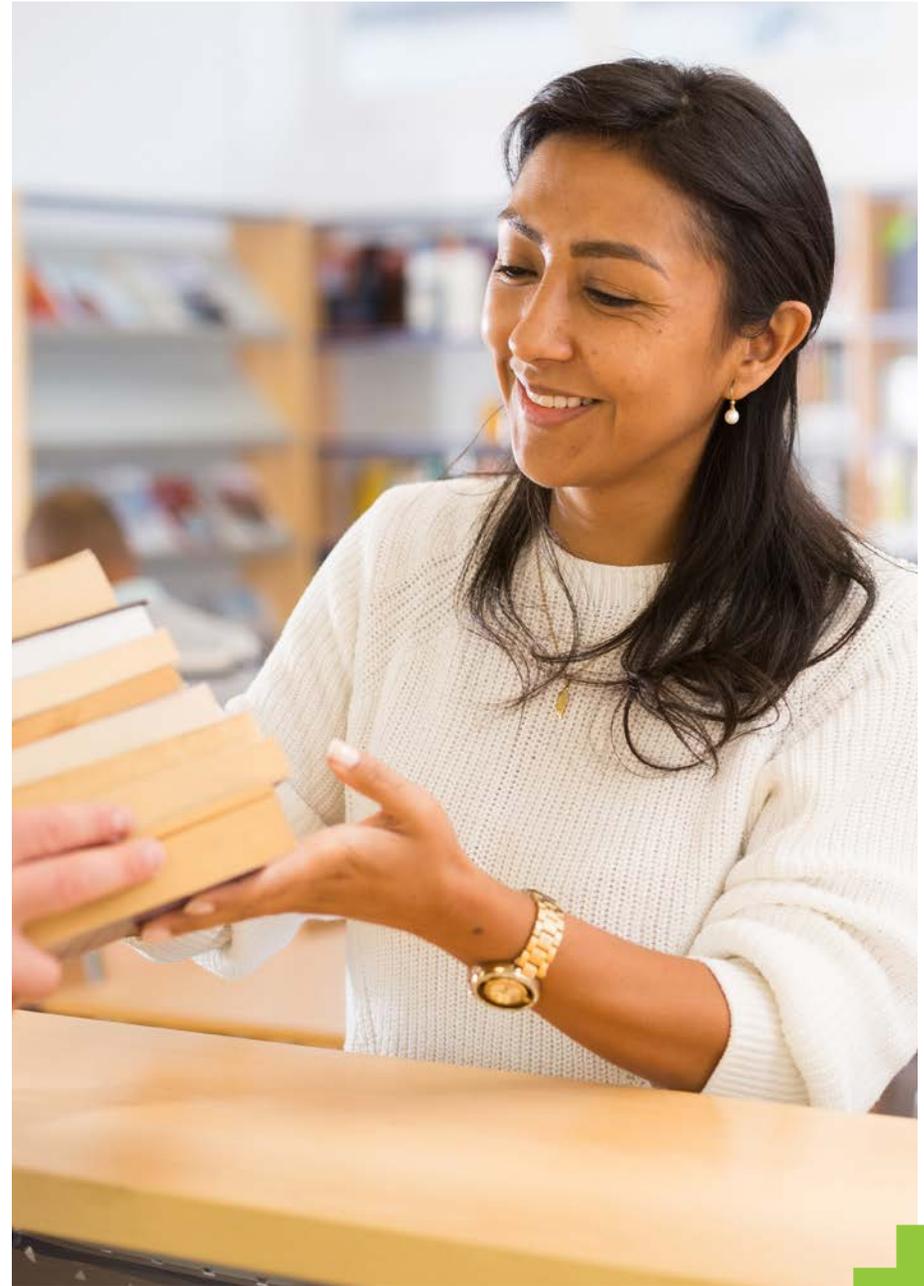
SUCCESS STORY:

Texas Tech University System, Lubbock, Texas

The Texas Tech University System, which employs more than 20,000 people on its four campuses, was using disparate time and management solutions that hampered the system's ability to accurately track time, ensure compliance, reduce fraud and deliver accurate compensation. The situation also reduced staff productivity because of a lot of manual work, paper records and lack of interoperability. TTUS deployed TCP to unify the process across the entire system, providing optimum reporting capabilities and seamless integration with existing systems. Data feeds became cleaner and more accurate, and inputs from fingerprint (biometric), card swipe, web clock and proximity methods created a clear audit trail. Some areas recovered the cost of implementation with labor savings.

// Some areas have...recovered the cost of the implementation through labor savings.

— Jeff Deitiker
Assistant Managing Director of
Payroll & Tax Services





WHY TCP?

For 30+ years, TCP (TimeClock Plus) has provided workforce management solutions to millions of users every day. We meet the needs of our customers by providing innovative software and hardware designed to help administrators track employees, manage labor costs and reduce compliance risk. TCP's software integrates with major payroll systems as well as our extensive portfolio of time collection solutions. From private to public sector, organizations of all sizes rely on our easy-to-use solutions designed to empower people to work better.

