

# A Guide to Choosing the Best Employee Time and Attendance System for Your Business.

Work out Why you should change, What you need and What to ask a vendor

**Who Worked  
When, Where  
and on  
What?.....**



Over 60 questions you could (should) ask yourself and a Vendor when Selecting a New Time & Attendance System

timehub

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## *Once upon a time in an office near you, John sat staring at another pile of timesheets....*

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*John had been working as a manager at a medium-sized company for several years. Every week, he would spend hours sitting in his office, going through piles of timesheets submitted by his employees. He would have to collect, collate, check, calculate and key in each employee's hours and pay, making sure everything was accurate.*

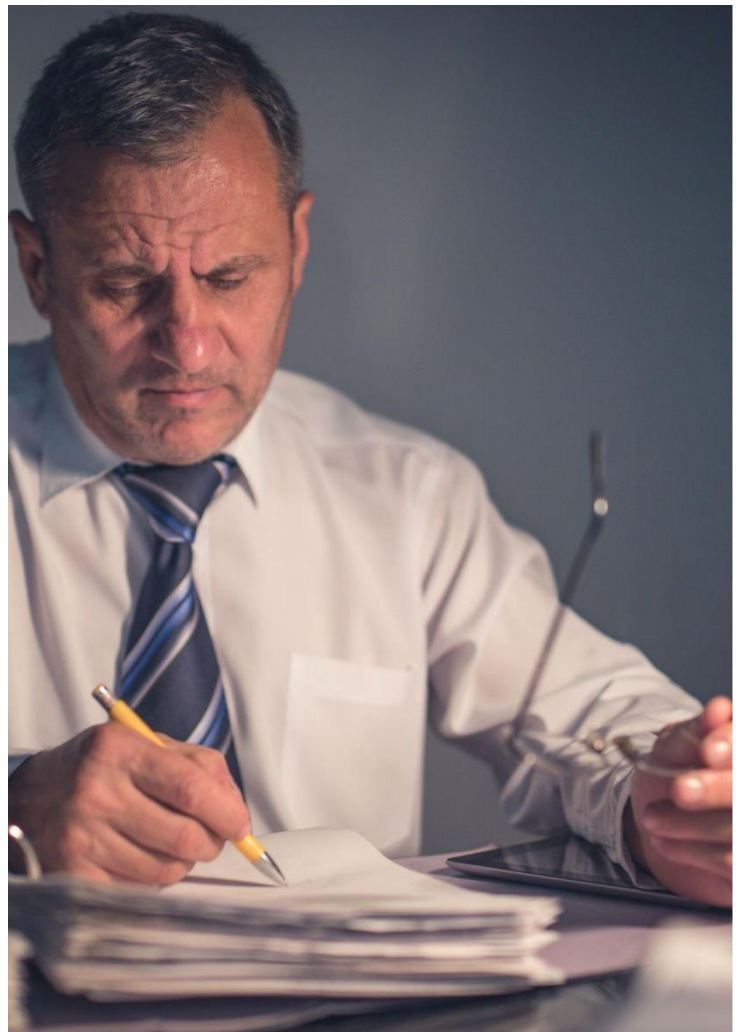
*The task was time-consuming and frustrating, and it left John feeling stressed and exhausted. He couldn't help but think of all the other things he could be doing with his time, such as working on new projects, strategizing for the future, or spending time with his family.*

*The company's outdated timekeeping system required manual input, and John didn't have the authority to make any changes.*

*The negative impact of this waste of time was clear. John's productivity suffered, and he often found himself rushing through other tasks just to get the timesheets done on time.*

*John knew that there had to be a better way. So he did some research and found that there were several modern timekeeping solutions that could automate the entire process. With these tools, John could free up his time and focus on more productive tasks that would benefit the business.*

*The sad truth is that John's experience was not unique. Many managers across the world are forced to spend hours every week dealing with outdated timekeeping systems. And while the negative impact may not be immediately obvious, it can have serious consequences for both the individual and the business as a whole.*



# Introduction.

Thank you for taking the time to download our latest e-book – **Who Worked When- Choosing the Best Time and Attendance System for Your Business.**

For over 25 years, we have been dedicated to helping New Zealand employers like you take control of employee attendance and payroll management, leaving you with more time to focus on growing your business.

We understand that managing employee time data accurately and on time can be a real headache for many employers.

In fact, it's the number one issue that we have seen time and time again.

As you know, accuracy is key in payroll management, yet many businesses still rely on manual processes to capture the most important piece of information used in processing pay i.e., employee time and leave records.

The good news is, we have not only created solutions (TimeHub and MyTimesheets) that takes the stress out of this process, but we have also written this e-book which covers the key areas related to selecting the right employee time and attendance or digital timesheet app for your business. It will help you navigate the process of:

- Looking at why you should consider changing the way you manage employee time and attendance.
- Working out what you specifically need
- Guidance on how to go about ensuring the solution you choose is the one, including a list of questions to ask each of the vendors you speak to.

## Why You Should Change

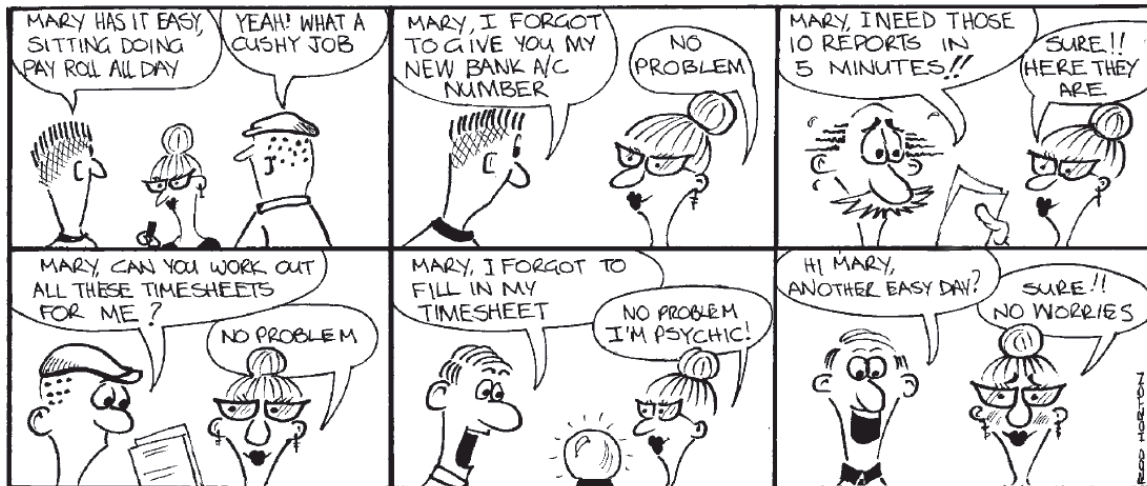
While Time Theft is often the main concern when it comes to managing employee time, especially where employees are using manual systems like paper timesheets, punch clocks, and even some digital tools, the real issue is TimeCreep and how it impacts your business.

### So, what is TimeCreep?

It's the small, incremental, and often hidden costs caused by incorrect recording of time, tardiness, rounding errors, calculation errors, buddy punching, and potential keying errors, as well as the time it takes to key data into your payroll or job costing system.

As experts in employee time management for over 25 years, we've seen many other ways these systems impact your business. To help you identify how TimeCreep could be impacting your business, we've analysed the various ways it can affect your operations.

## The Cost of Admin Time



The Admin overhead, when it comes to managing paper timesheets, is as big an issue as Time Theft.

Admin time is one of the largest costs to your business. Using paper timesheets to record time and process payroll takes up a large amount of valuable admin and management time. Generally, this admin time comes at a greater hourly rate cost than that of the employees being tracked.

Some of the common ways paper timesheets waste admin and management time include:

- **Printing and Distributing Paper Time Sheets.** In order for your employees to complete and submit a paper timesheet, they need to have access to a timesheet. Therefore, someone needs to spend time printing and distributing the timesheets to the team. This process could be repeated if employees lose their timesheet during the pay period.
- **Collecting and Collating.** Just as is the case with distributing timesheets, you then have to track them down at the end of the pay period. Depending on whether all your staff are in one location or are spread across multiple sites, this could involve picking them up, having them scanned and emailed or even having staff take a photo and text it. Then if they haven't completed a timesheet you need to chase these people up.
- **Timing.** We often see the situation where staff wait until the end of the pay period to complete their timesheet, just in time to get paid. And the more that employees leave it until the last minute, the more time pressure that puts on your managers and admin team. Completing a timesheet in anything other than real time i.e., at the end of the week, does nothing to improve accuracy.
- **Calculating and Keying.** Finally, once you have collected all the timesheets, you, a manager or your payroll admin have to manually check them, calculate each employees hours, check leave, allowances and breaks, and then the data needs to be entered into your payroll and/or job costing. If an employee is completing a paper timesheet their data will be touched 30-35 times before it reaches their bank account. Each touch point takes time away from something more important. Calculating, reconciling, and keying time sheets into your payroll can cost an employer approximately **5-15 minutes per employee being paid**.

These Admin processes are time consuming and a waste of valuable resources. This is time which, as a business owner, manager or payroll administrator could be spending on more important and productive activities.



# Causes of Employee "Time Creep" that have nothing to do with your employees.

Are you the problem? Sometimes the cause of "Timesheet Creep" has nothing to do with the actions of your employees.

Timesheet Creep is a multifaceted problem that can be experienced by any business. It is not always intentional, it can be hard to detect, and it requires diligence and oversight to eliminate it.

TimeCreep is among the largest hidden costs to any business.

It can be caused by employees naively thinking "it's ok" to crib a bit of time here and there or a manager turning a blind eye because it is easier than confronting the situation.

It can also be caused by simple miscalculations or mis-keyed data.

Interestingly we have seen situations where management have either contributed to or compounded the problem.

These include:

- **Lack of a clear policy on attendance**  
Not having a written and signed Time and Attendance policy, with specific instructions on honesty and fraud. (If you would like a free copy of our Time and Attendance policy template email [steve@timehub.co.nz](mailto:steve@timehub.co.nz))
- **Untrained managers**  
Not training managers and supervisors on why actively managing employee attendance is important and how to spot issues.
- **Inaction by managers**  
Not raising Time Keeping issues with employees as soon as they happen.
- **Favouritism**  
Favouritism can happen where managers or supervisors apply different rules for different employees.
- **Choosing to use manual systems.**  
Using manual systems such as paper timesheets that do not capture hours worked in "real-time" and that are open to interpretation if not abuse.
- **Out of sight out of mind**  
Not having suitable processes and procedures for employees who work remotely or who work in the field to ensure the reliability of time records.
- **The belief that implementing a new system will cost money so managers stick to inaccurate manual processes in the false belief that they don't cost money.**  
While there will be costs associated with implementing a new system, the cost of not making a change can be far greater.
- **The curse of- "We've always done it this way".**  
This is not a business strategy. If you don't compare your current method to the alternatives, you will never find out if there is a better way.

- **The false belief that “This does not apply to us”**

One of the most telling findings we see is that most employers who experienced these issues were not aware they had a problem.

We recommend analysing your time and attendance processes to see if you have an issue. The first step is to carry out a detailed “needs analysis” to understand the technical/functional requirements of your time and attendance structure, consider the aspects of your current processing method that you like and dislike, and what you would like in a new system that you do not currently have.

## The Hidden and Actual Costs of Inaccurate Processes like Paper Timesheets

Not only are paper timesheets more time consuming, but they are also less accurate than a digital alternative, which leads to actual, measurable cost.

**TimeCreep** -The effect of the small, incremental, and often hidden costs of incorrect recording of time, tardiness, rounding errors, calculation errors, buddy punching etc

Eliminating the cost of **TimeCreep** can save a business thousands of dollars a year. International Research has identified that using manual systems for tracking staff hours can have a real financial impact on your business.

They identified 4 keys areas:

- Companies that use traditional time sheets or punch clocks have a potential **error rate of between 1-8%** of the total payroll.
- The average weekly "theft" of time (industry term not ours) i.e long lunches, tardiness, early departures, etc. is **4 hours and 5 minutes per employee!** If you give humans the opportunity to game the system, then some will.
- The average loss as a result of "Buddy Punching" is between **2-5% of total payroll** in companies that use traditional timecards! Completing another employee's timesheet for them can also be an issue.
- **Human error (intentional or accidental)**- Even if Time Theft is not an issue, using paper timesheets for tracking employee time and payroll, leaves you open to human error. For example, an employee might fill out the timesheet incorrectly, adding up the time wrong (humans struggle with time math's)—or the timesheet may be illegible and the person checking it has trouble reading the handwriting, misinterprets what was written, and you end up paying them for more or fewer hours than they actually worked. If you are tracking time for billing this could result in under charging or worse, over charging.

### A Hidden, Non-Financial Cost- Trust can be eroded.

Employees want to know they are being paid accurately for the hours they work and equally you want to know that the hours you are paying your staff have are real. Unfortunately, timesheets are the most creative way to track staff time as some staff will record what they think you need to see, and this erodes trust. Then from the other side some staff will worry that you are not calculating or keying the time correctly which also erodes trust. If you are using your timesheets to track jobs, there is also the trust aspect that your clients want to know are paying fairly for the time it has taken to do the job.

## The "Information Gap" Cost of Manual Systems

While Paper timesheets create real costs in financial, time, and accuracy terms, they also cause an "Information Gap and Compliance Gap"

- **Transparency** - You want to pay your staff accurately and on time, and they want to see you doing this also. You also want to be able to see this in as close to real time as possible and not at the end of the week when it is too late.
- **Compliance** - In addition to the financial benefits of improving the way staff track their hours, there is the increasingly important consideration of compliance which is often overlooked. In recent times we have seen the spotlight being put on employers for their lack of accurate record keeping when it comes to meeting their obligations under:
  - The Employment Relations Act
  - The Holidays Act
  - The Health and Safety at Work Act

Under these Acts, an employer is required to keep accurate time records Who Worked When and be able to present them to an employee or their representative when asked. Could you do this?

- **Access to Information** - When you manually processing paper timesheets, you don't have the same access to data that you'd get with a digital solution. You can't run reports, look at time spent between pay periods, or easily track leave or overtime hours. This makes it harder to identify issues or areas for improvement. Paper timesheets force you to individually collect and analyse data for each employee. This makes it harder to get a comprehensive overview of what's going on in your business with respect to your employees, hours, job costing and payroll costs as a whole.

### In conclusion,

TimeCreep is a significant issue that can impact your business in many ways. We hope this guide has helped you identify how it might be affecting your operations and find ways to take time and cost out of managing employee time and payroll. To learn more about how to improve your time management systems, reach out to us at TimeHub, MyTimesheets, and MyVisitorLog.

# Working out Why, What, Who, When and How before you start talking to vendors.

The key to maximising the benefits of an automated/cloud Employee Time & Attendance system is, first, to conduct a thorough “needs analysis” of your current time and attendance needs. If you then choose a system which meets those needs, you can be sure to save yourself time and money.

The decision to implement a new time and attendance system is a decision that will affect everyone in your company and therefore should be considered like any other strategic decision. A systematic approach to analysing your needs will help in the ultimate selection of a new system. In this worksheet we will cover the key information and considerations required to ensure you implement a system that will not only meet your needs today but will help you improve the time & attendance and payroll management processes into the future.

## Analysing your time and attendance needs

The first step to implementing a time and attendance system is to carry out a detailed “needs analysis”. Through this, you can gain an understanding of the technical/functional requirements of your time and attendance structure as well as consider the aspects of your current processing method that you like and dislike. You can also consider what you would like in a new system that you do not currently have.

We have created this “self-analysis” worksheet to assist you in this process. When performing this initial review, we suggest you consider the following analysis technique:

- Current situation - What is the current situation you face with your existing system? What are your specific “non-negotiable” requirements?
- Problems - What prompted you to look at a new Time and attendance system. What are the problems or deficiencies of the current system? Be ruthless here. People often say, “We know the existing system has problems, but we know what they are, and we know how to work around them”!
- Implications - Having identified the problem area, try to assess what the implications of these problems are on you, your staff or your business (e.g., if you ascertain that not having detailed historical reporting is a problem, why is it a problem and what is the negative implication of this?)
- Benefits of change - For each of the problems you have identified and found a negative implication for, consider what the positive implication would be of having a solution to your problem. For example, using our “reports” scenario above, the “benefit of change” would be that you do not have to do vast amounts of manual analysis of paper-based reports. This would save you time, increase accuracy, and so on.

This is only a guide, and you may have other methods you prefer to use when doing this type of analysis, in addition to the worksheet. The key benefit of this is to clarify your functional needs.

The other benefit is that this process creates a “specification” document that can be used as a benchmark against which to compare prospective systems. This can avoid the situation of businesses



going to the market for a new time and attendance system and being “sold” a system rather than “purchasing” a system which suited to their needs.

## Current Situation Questions:

Information you should know before starting the system assessment process. What are your specific non-negotiable requirements. Some of these may seem obvious but they are worth noting.

- ☐ It has to be easy to use.
- ☐ It needs to be able to apply our business rules.
- ☐ It has to handle staff being in multiple locations
- ☐ It has to provide the reports I need.
- ☐ It has to allow me to cost staff hours to different areas.
- ☐ It needs to interface with our \_\_\_\_\_ Payroll System
- ☐ It needs to be able to access data from more than one computer
- ☐ It needs to be capable of handling growth in staff numbers
- ☐ It has to be cost effective.
- ☐ Other

How many staff do you pay?	
How do you currently manage employee time and attendance?	
If you currently have a system are there any monthly or annual fees and/or support costs?	
What Payroll do you use and can it import a Time File from a third party system?	
How often do you prepare your payroll?	
Who manages Employee Time and Attendance	
Who manages the Payroll?	
<b>How long do you or the person who handles this area spend collating, analysing and keying the time and attendance data each week?</b>	
Chasing Up Timesheets	
Calculating Time Sheets	
Preparing Reports and Payroll Analysis	
Keying the Time Data into your Payroll	

And how much time do other people in your company spend preparing information relating to employee attendance i.e. rostering, checking timesheets, analysing hours worked etc	
<b>Business Rules:</b>	
Do your staff receive overtime? If yes record which days this could happen and under what circumstances.	
Do you pay your staff allowances? If yes make a list of the key ones with particular note of anything that which is Time based or may be considered unusual.	
Do your staff work variable shifts? If yes make a list of the key ones with particular note of anything that may be considered unusual.	
Do your staff work on Public Holidays?	
How many locations would you need to have employees clocking.	
How do you calculate Holiday Pay (i.e. In days, hours, weeks or percentage)?	
How do you calculate sick/alternative/ bereavement leave (i.e. In days or hours)?	
Do you have any other special considerations when it comes to leave management?	
Do you require the Time and Attendance system to be multi user? If yes how many users?	
Have you set a budget for this project?	
Who in your organisation needs to be involved in the decision-making process?	

## Problem Questions:

What are the problems or deficiencies of the current system? **This is your WHY.** Be as specific as you can.

What prompted you to start looking for a new Time and Attendance system?

When considering your current system, what do you like most about it? (This highlights the things you need to ensure exist in any new system)

Thinking about your current system, what things do you like least about it?

If you were able to make changes to your current system what things would you alter or what things would you want that you don't currently have?

When it comes to getting information out of your Time and Attendance system, which reports do you currently get and are there any you don't get that you would like?

# Keys considerations and questions to ask when talking to a vendor.

As a small business owner in New Zealand, managing your employees' time and attendance can be a daunting task. Tracking employee hours, calculating pay, and managing time off requests can quickly become overwhelming, especially as your business grows. That's where a time and attendance application comes in handy.

With so many options available, choosing the right time and attendance application for your business can be a challenge.

To help you make an informed decision, we've compiled a comprehensive guide to everything you need to consider when selecting a time and attendance application for your business.

The following outlines some of the key considerations when selecting a new Time and Attendance application. At the end of this section is a list of questions you could (should) ask a vendor. We recommend you ask each vendor you speak to the same questions, so you are comparing like for like.

We have formatted the list of questions so that you can create a "Request for Information" (RFI) that you can ask each vendor to complete.

## Experience and Industry Expertise

When choosing a time and attendance application, it's essential to look for a vendor with experience and expertise in the industry. You want a vendor who understands the unique needs of small businesses in New Zealand and has a proven track record of providing effective time and attendance solutions.

## Cloud-based or On-Premises

One of the first decisions you'll need to make is whether you want a cloud-based or on-premises time and attendance application. Cloud-based applications offer the advantage of accessibility from anywhere with an internet connection, while on-premises applications require installation and maintenance on your own servers.

## Hardware Requirements

Before selecting a time and attendance application, it's essential to ensure that your hardware meets the requirements for using the software. Some applications may require specific hardware, such as biometric or facial recognition time clocks, while others may only need a computer or mobile device.

## GPS Location and Photo Verification

If you have employees who work off-site, it's crucial to choose a time and attendance application that can handle GPS location tracking of timesheet entries. Additionally, photo verification can help ensure that employees are clocking in and out accurately and prevent time theft.

## Payroll System Integration

To streamline your payroll process, it's important to choose a time and attendance application that can integrate with your existing payroll system. Make sure to ask which payroll systems the application can integrate with and if any additional fees apply.

## Training and Support

Implementing a new time and attendance application can be challenging, so it's important to choose a vendor who provides training and support for their software. Make sure to ask about the methods of support offered, such as phone, chat, or email, and if any additional fees apply.

## Reporting Capabilities

A good time and attendance application should offer robust reporting capabilities to help you track employee hours and monitor attendance trends. Make sure to ask about the types of reports available and if the application can be customized to meet your specific needs.

## Employee Self-Service Features

Employee self-service features, such as the ability to view and edit their timesheets, can help reduce administrative tasks for managers and empower employees to take ownership of their time and attendance. Make sure to ask about the self-service features available and if any additional fees apply.

## Security and Data Privacy

When choosing a time and attendance application, it's essential to ensure that the software is secure and compliant with data privacy laws in New Zealand. Make sure to ask about the vendor's security protocols and if they follow industry best practices for data privacy.

## Compliance with Labour Laws and Legislation

To avoid compliance issues, it's essential to choose a time and attendance application that is compliant with New Zealand labour laws and legislation. Make sure to ask about the vendor's compliance procedures and if they stay up to date with any changes to labour laws.

## Handling Overtime and Time Off Requests

A good time and attendance application should be able to handle complex pay policies and multiple pay rates, as well as track employee time off requests and approvals. Make sure to ask about the application's capabilities for handling overtime and time off requests.

## Multiple Admins with Different Access Rights

If you have multiple managers or supervisors, it's important to choose a time and attendance application that allows for multiple admins with different access rights. This can help ensure that sensitive employee data is only accessible to those who need it.

## Scheduling and Roster Management

To manage employee schedules and rosters, it's important to choose a time and attendance application that offers scheduling and roster management features. Make sure to ask about the application's capabilities for managing employee schedules and if any additional fees apply.

## Missed Punches and Corrections

Mistakes happen, so it's important to choose a time and attendance application that can handle missed punches and corrections. Make sure to ask about the application's capabilities for correcting timesheets and if any additional fees apply.

## Time Tracking for Remote and Mobile Employees

If you have employees who work remotely or on-the-go, it's crucial to choose a time and attendance application that can handle time tracking for remote and mobile employees. Make sure to ask about the application's capabilities for tracking employee hours outside of the office.



## Time Rounding and Rounding Rules

To streamline your payroll process, it's important to choose a time and attendance application that can handle time rounding and rounding rules. Make sure to ask about the application's capabilities for rounding employee hours and if any additional fees apply.

## Non-Time Related Entries

If your employees need to record non-time related entries, such as mileage or expenses, it's important to choose a time and attendance application that can handle these types of entries. Make sure to ask about the application's capabilities for recording non-time related entries and if any additional fees apply.

## Allowances and Alerts

A good time and attendance application should be able to automatically calculate allowances, such as overtime pay and penalty rates. Additionally, the application should be able to generate alerts and notifications for supervisors and managers when employees are approaching overtime or other thresholds.

## Meal and Rest Breaks

To comply with New Zealand labour laws, it's important to choose a time and attendance application that can handle tracking meal and rest breaks. Make sure to ask about the application's capabilities for tracking meal and rest breaks and if any additional fees apply.

## Tracking for Different Types of Work and Leave

To manage employee schedules and pay, it's important to choose a time and attendance application that can handle tracking for different types of work, such as projects or departments, as well as different types of leave, such as annual leave, sick leave, and public holidays.

## Tracking for Different Types of Pay and Employees

To accommodate different pay structures and employee types, it's important to choose a time and attendance application that can handle tracking for different types of pay, such as hourly or salary, as well as tracking for part-time, seasonal, and contract employees.

## Job Costing and Labour Distribution

To manage your business's finances effectively, it's important to choose a time and attendance application that can handle job costing and labour distribution. Make sure to ask about the application's capabilities for tracking labour costs and if any additional fees apply.

## Union Contracts and Collective Bargaining Agreements

If your business operates under a union contract or collective bargaining agreement, it's essential to choose a time and attendance application that can handle these types of agreements. Make sure to ask about the application's capabilities for managing union contracts and if any additional fees apply.

## Mobile App and Photo Verification Time Clocks

To make time tracking more convenient for your employees, it's important to choose a time and attendance application that offers a mobile app for employees to track their time, as well as photo verification time clocks for accurate clock-in and clock-out times.

## Multiple Locations and Time Zones

If your business operates in multiple locations or time zones, it's important to choose a time and attendance application that can handle tracking employee hours across different locations and time zones. Make sure to ask about the application's capabilities for managing multiple locations and time zones.

## Pricing and Additional Costs

Finally, when choosing a time and attendance application, it's important to consider the pricing structure and any additional costs for training, support, or upgrades. Make sure to ask about the vendor's pricing model and if any additional fees apply.

## Conclusion:

Choosing the right time and attendance application for your New Zealand small business can be a daunting task, but by asking the right questions and considering your business's unique needs, you can make an informed decision. By selecting a vendor with experience and expertise, choosing the right hardware and software capabilities, and ensuring compliance with New Zealand labour laws, you can streamline your time and attendance tracking, reduce administrative tasks, and empower your employees to take ownership of their time and attendance.

The following pages contain important questions you should ask a vendor when looking for a time and attendance application for your New Zealand small business.

The pages have been formatted so you can print these questions out and ask each vendor to complete the information.

# Request for Information:

Please provide answers to the following question in relation to the Time & Attendance solution you provide so that we can make a considered decision and compare your offering to the other vendors we are speaking with.

How long has your company been providing time and attendance solutions?

What is the pricing structure for your application?

Are there any additional costs for training, support, or upgrades?

Can we try a demo or trial of your application before making a purchase?

What kind of customer support is available after the sale?

Does your application provide photo verification when staff clock in/out

Can your application integrate with existing payroll systems? If yes which ones

Do you provide training and support for your application?

What methods of support do you offer ie phone, chat or email

How do you handle software updates and upgrades?

What type of reporting capabilities does your application have?

Can we customize the reporting features to meet our specific needs?

Does your application offer employee self-service features?

How do you handle security and data privacy?

Is your application compliant with New Zealand employment laws and legislation?

How does your application handle overtime and time off requests?

Can your application handle complex pay policies and multiple pay rates?

Does your application allow for multiple admins with different access rights?

Does your application offer scheduling and Roster management features?

How does your application handle missed punches and corrections?
Can your application handle time tracking for remote and mobile employees?
How does your application handle time rounding and rounding rules?
Can your application allow staff to record non-time related entries such as mileage or expenses
Does your application automatically calculate allowances
Can your application generate alerts and notifications for supervisors and managers?
How does your application handle meal and rest breaks?
Can your application handle tracking for different types of work, such as projects or departments?
Can your application handle tracking for different types of leave, such as Annual Leave, Sick leave and Public Holidays?
Can your application handle tracking for different types of pay, such as hourly or salary?
How does your application handle time tracking for part-time and seasonal employees?
Can you application handle piece rates such as would be required in a horticulture business



Can your application handle time tracking for contractors?

How does your application handle time tracking for employees who work outside of normal business hours?

Can your application handle time tracking for employees who work in different time zones?

Does your application offer real-time visibility into employee attendance data?

Can your application handle job costing and labour distribution?

Can your application handle union contracts and collective bargaining agreements?

Does your application offer a mobile app for employees to track their time?

Can your application handle biometric or photo verification time clocks?

How does your application handle employee time-off requests and approvals?

Can your application handle multiple locations and time zones?

References – Are you able to provide contact details for current clients who operate a business similar to ours.

# Nailing the Implementation of a New Time and Attendance System

Implementing a new time and attendance system is a big step for any organization. It can be a daunting task, but with the right preparation and approach, it can be a smooth and successful process. Here are some tips to ensure a successful implementation of a new time and attendance system:

## **1. Define the Goals and Objectives**

Before beginning the implementation process, it's essential to define the goals and objectives of the new system. Start by asking yourself what you want to achieve with the new system. Is it to improve accuracy, reduce payroll errors, or increase efficiency? Once you have a clear understanding of your goals, you can start to evaluate different solutions and identify the one that best meets your needs.

## **2. Involve Key Stakeholders**

It's essential to involve key stakeholders in the implementation process. These stakeholders may include HR managers, payroll administrators, and employees who will be using the system. By involving these stakeholders, you can ensure that their needs and concerns are addressed, and they understand the benefits of the new system.

## **3. Choose the Right Time to Implement**

Choosing the right time to implement the new time and attendance system is crucial. Avoid implementing the system during peak business periods or busy seasons. Instead, choose a time when there is less workload and more time to dedicate to the implementation process. This will help ensure that the implementation process runs smoothly, and any issues can be addressed promptly.

## **4. Train Your Employees**

Training your employees on the new time and attendance system is crucial to ensuring a successful implementation. Ensure that all employees who will be using the system understand how to use it and the benefits of using it. Provide training sessions, user guides, and support resources to help your employees get up to speed quickly.

## **5. Address Concerns and Address Resistance**

It's not uncommon for employees to be resistant to change, and implementing a new time and attendance system may be met with resistance. To address resistance, communicate the benefits of the new system and how it will make their work easier and more efficient. Address any concerns and be open to feedback from employees.

## **6. Ensure Compatibility**

Ensure that the new time and attendance system will be compatible with your current HR and payroll systems. It's essential to ensure that the new system can integrate with your existing systems to avoid any data entry errors and ensure accurate data transfer.

## **7. Test the System**

Before going live with the new system, it's crucial to test it thoroughly. Test the system's functionality, accuracy, and compatibility with your existing systems. Conduct tests in different scenarios to ensure that the system can handle different situations and scenarios.

## **8. Start with a Soft Launch**

Starting with a soft launch can help ensure a smooth transition to the new system. Begin by implementing the system in a small group or department before rolling it out to the entire organization. This will help you identify any issues and address them before going live.

## **9. Monitor the System**

After going live with the new system, it's essential to monitor it closely to ensure that it's working correctly. Monitor the system's performance, accuracy, and reliability. Address any issues promptly to avoid any disruptions to the payroll process.

## **10. Evaluate the Results**

Once the system has been in place for a while, evaluate the results. Analyze the system's effectiveness, efficiency, and impact on the payroll process. Use this information to identify areas for improvement and make any necessary changes.

## **11. Provide Ongoing Support**

Providing ongoing support to your employees is crucial to ensuring the continued success of the new system. Provide ongoing training and support resources to help your employees get the most out of the system and address any issues that may arise.

## **12. Celebrate Success**

Finally, celebrate the success of the new time and attendance system. Recognize the efforts of everyone involved in the implementation process and highlight the benefits of the new system to the organization.

Implementing a new time and attendance system can be a daunting task, but with the right approach, it can be a smooth and successful process. By following these tips, you can ensure that the implementation process runs smoothly, and the new system is a success.



We know you want to pay your staff accurately and on time. For their sake, as well as yours. That's why we created TimeHub and MyTimesheets. Powerfully Simple, Real-Time, Employee Time and Attendance Management. Say Goodbye to Manual Timesheets

#### Time Tracking

Staff can use Tablets, Smartphones or PCs to Clock in/out, enter hours or quantities. Collect absences, expense items and more. Collect entries from individuals or teams.

#### Project & Job Codes

Record time against projects, machinery, cost centres, or any other category that is appropriate for your business.

#### Online or Offline

Use mobile devices to record time even when there is no internet connection. Perfect for horticulture and remote locations.

#### Approval Process

Automatic or manual approval of selected time entries by managers, team leaders or system administrators.

#### Reports and Exports

Detailed time and reimbursement reports that include the data that matters most. Export in PDF and Spreadsheet format.

#### Integrations

Connect your payroll or accounting software to automatically sync accurate time tracking data for payroll and invoicing.

#### Improved Accuracy

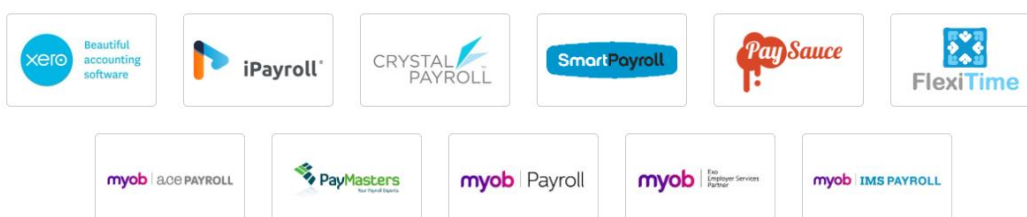
Record accurate staff hours, eliminate overpayments. View Photos and GPS locations for clocked entries.

#### Free Up Payroll and HR Time

No more late or missing timesheets. Eliminate manual data entry with automatic payroll and job costing imports.

#### Access Anywhere, Anytime, Any Device

Our mobile app allows employees to record their time entries even when they are offline or outside of network coverage.



Check out the awesome features you get with TimeHub and MyTimesheets. Your best choice for time tracking.

Software that saves hours.

#### Time Tracking

- Start/Finish Times
- Total Hours
- Piece Rates
- Leave Requests
- Jobs/Cost Centres
- Individual Employees
- Teams / Work Gangs
- **Rostering**

#### Mobile or Remote

- iOS / Android
- Phones / Tablets
- Laptops or Desktop Computers
- Online / Offline/ Kiosk / Time clock Mode

#### Advanced Tools

- GPS Tracking
- Photo Capture
- Expense Logging
- Multiple Admin Levels
- Equipment Time
- Internal Messaging
- **Rules Engine to automate tasks like overtime calculation.**

#### Payroll Reporting

- Reimbursement Reports
- Export to CSV, PDF and Excel
- Sync with most Payroll and Accounting Apps

For mor information visit [www.timehub.co.nz](http://www.timehub.co.nz)  
or email [steve@timehub.co.nz](mailto:steve@timehub.co.nz)  
or phone 06 650 7297