

Take control of time tracking

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Avoid time theft, manage labour costs and make sure your workers are paid fairly

Time is a valuable resource when you're running a business – and when you're managing your workforce time, things can get very complex, especially if you have several staff members working on different days at different locations.

You need to make sure everyone is in the right place at the right time and recording work hours accurately, so you can pay people, meet compliance standards and track labour costs for profit-forecasting.

Without a way to accurately track and record work data, you run the risk of overspending on labour, overpaying or underpaying staff or mismanaging compliance if people go over their allotted hours. Worse, you can sometimes run into problems with accidental or deliberate time theft. Although most theft only amounts to rounding up by fifteen minutes here and there, it can add up to significant spending on wages – without the work to show for it. On the employees' side, accurate time tracking ensures they're paid for every hour they work.

That's why more and more businesses are using digital solutions to track employee time – it's far easier to get accurate, reliable data when you remove human error.

Time management methods

There are a few ways to track clock-ins and clock-outs. A surprising number of employers still use manual methods like traditional paper timesheets, punch cards or manual time clocks, despite their flaws. Some use third-party digital time clocks that require a swipe card or password, and many are adopting digital tracking using a laptop, tablet or mobile.

Paper-based systems have obvious downsides. There's no way to verify that the information is accurate, time is wasted by both filling in the forms and transferring the data into other systems, and it's difficult to refer back to records later on. Punch cards or manual time clocks may be more accurate, but they're usually not secure, meaning employees can clock-in for each other if they're running late. Third-party time clocks tend to be simpler and more secure, but can be expensive to install and maintain – particularly if you have multiple work locations.

Digital tracking is an affordable way to eliminate most of these issues, with ease of use, pinpoint accuracy and no way to cheat the system.

Simple, flexible time tracking with workforce management tools

Choose the right solution, like MYOB's new Workforce Management software, and take advantage of time-clocking tools for simpler time and attendance management.

Easy, affordable tech

Clock-ins and clock-outs can be recorded on a tablet or laptop at each location, or on individual smartphones belonging to employees. This means, rather than needing to pay for installation and maintenance of third-party time clocks at each of your work locations, you can use affordable tech for the same result. If employees use the clocking app on their personal phones, you may not need to buy new devices at all.

Sophisticated security features

With a range of customisable options, workforce management software lets you pick the security features that suit your business. High-tech functions include photo capture at clock-in and geo-tagging that can be stored securely in the cloud. Look for solutions like MYOB Advanced People or MYOB PayGlobal that store data using trusted services like Amazon Web Services, so you know your sensitive employee information is safe.

Photo capture can be a useful way to reduce fraud and time theft. When employees clock-in, the tablet or smartphone can capture photos of their faces and store them alongside their time data. The person approving timesheets can check this information against employee records, ensuring that the right person is working the right shift. This eliminates a common form of time theft where employees ask another to clock-in on their behalf if they're late or absent.

Geo-tagging adds another layer of protection. When staff members clock-in using their mobile phones, the software can automatically tag their location and store that data, so you know that they're in the correct location at the right time.

Optimise the way your teams operate

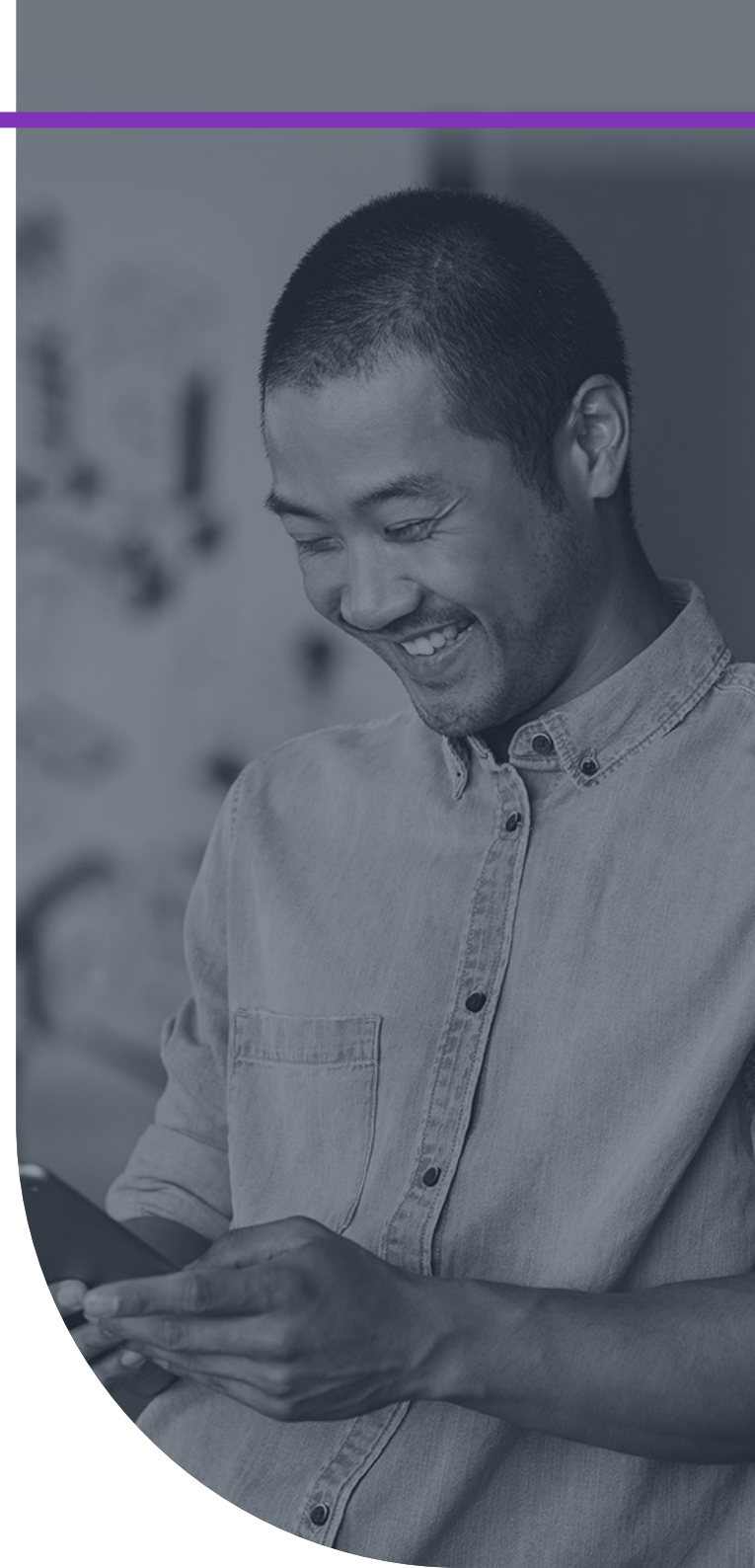
Time-tracking software can help your business work more efficiently in several areas.

Team leaders can view all of their employees' completed timesheet entries and compare them to rostered hours. This makes it easy to see any absences or variations in time, and reduces the time needed to review and approve timesheets before submitting to the payroll team. They no longer need to monitor staff as they clock-in, or manually check that people are in the right location, freeing up time for other work.

For your operations teams, capturing accurate time data makes it easier to manage workloads and maintain staffing levels at multiple locations. Data from hours worked can be used to forecast staffing needs and create new rosters, and you can even use an AI model to accurately forecast rostering needs over time.

Your payroll and HR teams benefit as well. Switching from a paper-based system to an automated one eliminates a significant amount of admin time and reduces the chance of human error. Complying with employee agreements and local regulations is simpler, as alerts can let you know if employees vary from their scheduled hours. Thanks to digital tagging, rounding errors and deliberate time theft are reduced or eliminated, so you're not spending money without getting a benefit.

For your employees, digital systems make it easier to clock-in and clock-out and ensure they're paid fairly. Because there's no need for admin staff to read handwriting or transfer numbers between systems, there's far less chance of your team members being accidentally underpaid.



Automate, digitise, streamline

Old-fashioned clock-in systems are fraught with issues, from deliberate fraud and time theft to double-handling and recording errors. This can cause problems for you and your staff – underpayment, overspending on labour, and even non-compliance with local employment legislation.

With the right software in place, time data is managed and stored digitally, saving time and reducing the risk of human error. Fraud and rounding errors are eliminated, and compliance is simplified. It's a powerful way to take control of time management in your business – and MYOB's brand-new Workforce Management software is a great example.

From early 2021, you will be able to add Workforce Management to MYOB Advanced People and MYOB PayGlobal products to create a seamless, end-to-end workflow for payroll, workforce management and HR. It's a smart way to transform the way you manage your people at every stage of the employment process – from hiring and onboarding to rostering, tracking and payroll.

Get in touch to learn how you could efficiently manage your people every step of the way with MYOB Workforce Management.

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