

TIME TRACTION **SAMPLE**

EMPLOYEE TIME-TRACKING SYSTEM SAVES MEDICAL FACILITY \$40,000 IN ANNUAL LABOR COSTS

UNTIL RECENTLY, MICHIGAN NEUROLOGY ASSOCIATES, PC, a clinic that treats a wide range of neurological disorders, used paper punch cards and outdated time clocks to track employee time and attendance for its 50 hourly employees working in several different locations throughout Southeastern Michigan.

At the start of each shift, employees punched in on paper cards. At the end of the two-week pay period, it was the employees themselves who manually totaled their pay period hours directly on the cards. Payroll staff then picked up the cards, keyed the data onto a spreadsheet for Accounts Payable to verify and send to the payroll vendor for processing.

According to Brenda Pearson, Controller for Michigan Neurology Associates, PC, the previous processes were increasingly unreliable and problematic. "Our worry was that pay period totals were not reflecting actual hours worked. It was a rush at the end of every payroll to audit cards, track down any missed punches or damaged cards," Pearson says. "We relied on the memory of employees and their manual calculations when preparing payroll."

Another worry was "buddy punching" where one employee clocked the start/end times for another employee. There were instances where employees knowingly misrepresented the hours worked. This was a serious issue that had the potential to throw departmental labor costs out of line. The challenges grew as the facility added employees.

To address these challenges, Michigan Neurology Associates, PC teamed with PeopleForce Solutions, Inc., an Ann Arbor, Mich.-based solution provider and Attendance on Demand, a Web-hosted time and attendance service. PeopleForce worked with the company to implement the Web-hosted system to easily track employee time and attendance across multiple locations that had Internet access.

The company selected finger biometric time recorders to eliminate timecard fraud. The finger readers identify each employee using a unique digital finger template. If the fin-

ger matches a template stored in the clock's memory, the employee is punched in.

Currently, Attendance on Demand monitors employee start-end time, pay rates and attendance for the 50 employees over a highly secure Internet connection. The company did not install or support any software, and up-to-the-minute labor and wage information about employees is now available instantly. Employees enter start/end times directly using the biometric finger reader, and times are instantly updated and available to the payroll office.

"In this case, there was no need for the company to buy and install software, and they know their data is protected by industry-standard security that they couldn't easily duplicate themselves. Since we could also address their issues on buddy punching and improving payroll accuracy, we felt that like most of our customers, we could deliver a quality solution and an affordable, price," says Jim Brandi, project manager, PeopleForce Solutions.

By eliminating time cards and manual calculations, the company is confident that end-of-pay period totals more accurately reflect the work being done.

"The 'per-employee' pricing was a good fit for Michigan Neurology Associates because Web-hosted time tracking lets even the smallest of organizations enjoy sophisticated and secure online labor management, without purchasing, installing and maintaining a traditional licensed system."

Attendance on Demand and the biometric finger reader time clocks provided the medical facility with a quick return on investment by more accurately amassing and reporting time worked,

eliminating buddy punching, and eliminating manual paper timecards.

"We calculated that in the first year since installing the new system we have saved over \$40,000 in overtime costs," says Martin Rosenfeld, Practice Manager of Michigan Neurology Associates, PC. "This is a dramatic savings that come from cutting nearly 2 3 hours of overtime per employee each pay period." **V**



SCORECARD

END USER:

Michigan Neurology Associates, PC

SOLUTION PROVIDER:

PeopleForce Solutions

VENDOR:

Attendance on Demand

SOLUTION:

A Web-hosted time and attendance service.