5 WAYS TO AVOID TIME THEFT IN THE WORKPLACE

What can employers do to reduce the occurrence of time theft? Here are five steps you can take to improve productivity and boost morale:

1

Implement a biometric time and attendance system. This will eliminate "buddy punching" - when one employee clocks in and out for another. A biometric system ensures that the proper employees are reporting to work and their time cards cannot be forged.

2

Open lines of communication with employees. When an employer is clear and open about expectations and company policies on what is allowed and prohibited while on the clock, the employee will know exactly where the boundaries lie.

3

Implement Internet monitoring software. It will allow you to track how often, what for and if any excessive non-work related browsing occurs. This is a very common and easy thing for companies to track.

4

Hold regular staff meetings. Staff meetings allow employees to be kept up-to-date and know what is expected from them. It is a great time to address issues such as time theft without having to point any fingers.

5

Accountability at work. Since the employee needs to have the initiative to be accountable for their time at work, you can assist them in making measurable goals, implementing a team initiative program and monitoring progress on goals and projects.