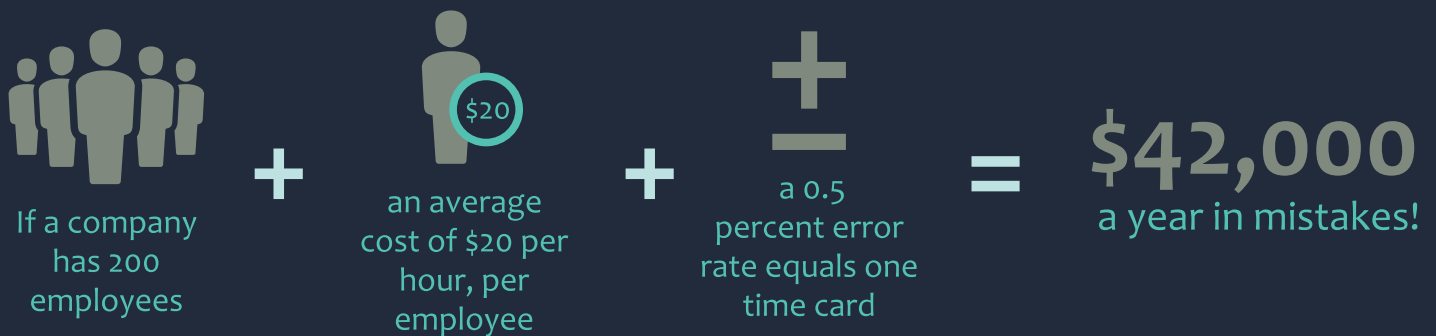# TOP TIPS TO AVOID TIME AND ATTENDANCE
CALCULATION ERRORS

It can be said that most business applications only produce indirect savings. Did you know that a well implemented time and atteddance system can generate direct savings?

Multiple studies have shown that companies who process payroll manually have error rates from **0.5-2 percent.**

TO PUT THIS IN TO PERSPECTIVE ...

If a company has 200 employees **+** an average cost of $20 per hour, per employee **+** a 0.5 percent error rate equals one time card **=** **$42,000** a year in mistakes!

All it takes is one error out of 200 in each pay period to start adding up to big dollar amounts.

Time and money can be saved by using an automated time and attendance system.

Here are some tips on what a quality system should do:

ELIMINATE OR REDUCE ERRORS
With manually tallying timesheets, a small error can add up.

ELIMINATE BUDDY PUNCHING
Employees may ask other employees to make a punch for them, thus cheating the system.

DO AWAY WITH DATA ENTRY ERRORS
Every time someone edits a time card, it is an opportunity for mistakes.

REMOVE TIMESHEET "FUDGE FACTOR"
If employees submit the time worked, how trusted and honest is it?

REDUCE OVERTIME DUE TO POOR SCHEDULING
Outdated and incorrect data can lead to poor utilization of employees, often resulting in overtime that can be avoided.

In short, a properly implemented time and attendance system can generate **direct savings** to an employer's bottom line.

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