

11 Point Time & Attendance System Checklist

If you answer **YES** to any of these questions, it would be good to talk further.

Tick Which Apply

- Would knowing Who Worked When, in “real time” help you run your business better?
- Would being able to access employee attendance data from anywhere be of benefit?
- Do your staff complete timesheets or use a punch clock?
- Do you or someone in your company have to analyse these time sheets to check for accuracy.
- Do you have to apply the complex contract or business rules to work out what to pay staff?
- Do you have any concerns that staff are not writing down the correct times i.e. rounding times in their favour or simply writing down false times?
- Do you or another staff member then have to key the data into your payroll.
- Do you spend more than a few minutes per pay period keying this data.
- Has there ever been a time that this information was mistyped or keyed in error.
- Do you have staff who work in offsite locations or who are mobile?
- Would reducing your wage bill by up to 5% be of interest?

If your biggest problem is not listed above what would it be?

If you could change anything about your current system, what would that be?

Improving the way, you track the hours your staff work could save you time and money.

For the past 25 years we have helped businesses like yours' take “time” out of managing payroll by improving the way you track the hours their employees work.

*We have prepared the **11 Point Checklist** above to help you work out if we could also help you.*

Steve and Bev Nathan

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