

WANT TO REDUCE COSTS AND INCREASE PRODUCTIVITY ?

SEE WHAT AN AUTOMATED **BIOMETRIC** TIME & ATTENDANCE SYSTEM CAN DO FOR YOU

If you do not already have an automated Biometric Time & Attendance system, you may be paying for Employee tardiness and Employee falsification of work hours. The American Payroll Assn (APA) estimates that the **average** Employee time “theft” is about **49 minutes per week**.



This could add up very quickly to a significant negative impact on both your costs and your productivity, but it is very quick and affordable to overcome.



HOW MUCH COULD EMPLOYEE TARDINESS COST?

If you have an Employee log on/log off system that ignores tardiness and you pay Employees based on their full scheduled hours, then you could be overpaying by **thousands of dollars each month!**

Tardiness, if condoned, can quickly become entrenched behavior in a workforce. This means many man hours lost, a resulting drop in productivity, and paying too much in wages and related benefits. Have a look at the following table and then relate it to your workforce situation to estimate what Employee tardiness may be costing you.

UNNECESSARY WAGES PAID **PER MONTH** PER WORK SITE*

Avg Time Lost per Day per Employee	Number of Employees at One Site					
	25	50	75	100	200	400
5 minutes/day	\$ 1,000	\$ 2,000	\$ 3,000	\$ 4,000	\$ 8,000	\$ 16,000
10 minutes/day	\$ 2,000	\$ 4,000	\$ 6,000	\$ 8,000	\$ 16,000	\$ 32,000
20 minutes/day	\$ 4,000	\$ 8,000	\$ 12,000	\$ 16,000	\$ 32,000	\$ 64,000
Example^	\$ 900	\$ 1,800	\$ 2,700	\$ 3,600	\$ 7,200	\$ 14,400

* Calculations are based on an average of 20 working days per month and an average labour rate of \$24 per hour.

^ The **Example** shows the amount of unnecessary wages you might pay per month if just 15% of your Employees were 15 minutes late arriving for work and 15 minutes late returning from lunch each day.



HOW MUCH COULD FALSIFICATION OF WORK HOURS COST?

If your Time & Attendance system uses time sheets, punch cards, swipe cards, tokens, ID Numbers, or passwords for Employees to log on/log off, then it is easy for Employees to falsify their work hours. This is done simply by having a workmate log on/log off on behalf of an absent Employee. Called “Buddy Punching”, this activity is very common and has been going on for as long as time based records have been used. It usually involves a falsification of from half an hour to several hours each event.

If your system cannot guarantee the identity of each Employee performing a log on/log off, then your system is subject to falsification by “Buddy Punching”. Of course, not every Employee engages in this practice regularly, and it is almost impossible to determine which Employees do so and how much it is actually costing you.

However, these are not reasons to ignore the problem. If the APA estimate of 49 minutes lost per week per Employee is taken as a guide, then that equates to an average of almost 10 minutes per day per Employee. You can see from the Table above what 10 minutes per day might be costing you each month.

THE SOLUTION



The solution is so simple. A **Biometric** time clock guarantees the identity of each person using it. From the day it is installed, “Buddy Punching” is eliminated, you get accurate time records fed automatically to your Payroll program from each work site, Employees start working full hours to get full pay, and you also save a lot of administrative effort by payroll staff.

Covetek Australasia supplies the latest Facial Recognition and Fingerprint Biometric Time Clocks. The ROI will amaze you!



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