

“By far the biggest benefit comes from standardizing and streamlining attendance and scheduling across our entire campus”

College Streamlines Payroll Process for over 900 Employees

Automatic system standardizes time tracking, scheduling across campus

Schoolcraft College drastically cut the hours of administrative time once needed to track employee data and prepare payroll, and dramatically increased payroll accuracy. Supervisors no longer spend valuable time each pay period reviewing hand-written time sheets or chasing down missed punches for over 900 employees. Since switching to the integrated, web-enabled Attendance Enterprise system from InfoTronics, payroll is completed faster than before. Attendance Enterprise enables the College to standardize scheduling across the campus; automatically track wage policies; and analyze employee data for better informed decisions.

About Schoolcraft College

Located in the metropolitan Detroit community of Livonia, Michigan, Schoolcraft College is a two-year public college with 10,000 enrolled students in over 90 programs of study. Associate degree programs include business administration, criminal justice, culinary arts, medical technology, computer sciences, engineering technology and a variety of other disciplines. www.schoolcraft.edu

Past Methods

In past years, Schoolcraft College tracked employee time and attendance data for over 900 full and part time employees with manually assembled time sheets. This included 5 classifications of workers, and part-time student employees in food service, facility management, library, bookstore, clerical and other departments. Some employees hand-recorded start and end times; some “clocked in” each day with paper punch cards and an outdated time clock.

At the end of each pay period, departmental supervisors reviewed the time sheets or cards, made corrections, and passed totals to the payroll department. In turn, payroll clerks re-entered employee hours into the college administrative payroll system to prepare the data for bi-weekly payroll. Human Resource department tracked employee benefits and leave with similar manual methods and using spreadsheets.

Employees based in a second campus in Garden City, Michigan also process paper time sheets but had to have them delivered before the pay period had closed, hence many time sheets were estimated for a Monday deadline.

Indecipherable Information

The manual methods posed many challenges for the College. Notes Jim Polkowski, Executive Director of Business Services, “It took our supervisors more time to decipher the handwriting on the paper time sheets, and the scribbled notes indicating over-time, double-time or premium pay. This was a drain on them each pay period.” In addition, student employees were late in turning in time sheets, or misplaced them entirely and relied on their memory to complete the totals. Missing start/end times were common, and it was tedious to track down students and part-time workers for the information. The outdated time clock punches had to be manually tabulated and corrected, and notes were written on the back of the cards for overtime and shift premium time.



Union mandates were also hard to track for food service, facilities management, and clerical union workers employed under specific contracts related to overtime and premium pay for snow days and other exceptions. Keeping current with union mandates was difficult for the payroll department. They had to double check that labor data was accurate for payroll processing, and totals were applied to the correct budget center.

Scheduling Challenges

Scheduling was also problematic in past years. Explains Polkowski, “Essentially, each department acted as an independent unit, with their own method to schedule hourly workers including handwritten charts or home-grown spreadsheets.” With the high turnover of student employees, it was a hassle to recreate schedule patterns or keep current employee rosters.

Staffing levels in the childcare center, for instance, were difficult to monitor with the manual methods. Child-to-caregiver ratio mandates must be enforced at all times, and with the inefficient scheduling methods, it was possible to be short-staffed at peak periods. Employee punctuality in the Children’s Center is critical to ensure 8 classroom had the proper coverage each shift and to monitor attendance.

An Automated Approach

To solve these and other inefficiencies, Schoolcraft College turned to Advanced Time Management (Grand Rapids, MI www.advancedtime.com) and Attendance Enterprise™ a web-enabled, integrated time and attendance solution from InfoTronics, Inc. to increase payroll accuracy and reduce the effort of tracking employee labor and wage data. (www.infotronics.com)

College management selected Attendance Enterprise because the system automates the collection of time and attendance data – and automatically exports data into payroll without double data entry – as well as helps standardize scheduling, tracking, and reporting of employee labor across campus.

Advanced Time Management worked closely with Schoolcraft College to configure the system to match the College’s unique pay rules, and created an automated interface for exporting data to payroll. Advanced Time Management installed Attendance Enterprise with Employee Self Service features, and installed 16 proximity reader data collection devices that automatically read employee information and attendance data.

A Streamlined Process

Schoolcraft employees now “punch in” using the proximity card readers located throughout the campus. Employees simply pass an ID card near the time clock which tracks in/out times, and serves as an access control system for employee security. The readers support real-time operation and continuously share data with Attendance Enterprise for up-to-the-minute labor totals.

Administrative, public safety and other staff use Employee Self Service to easily punch in and out, transfer departments or jobs, request time off, review their personal information, and more—all through a web browser.

Pay period totals from the remote campus based in Garden City are now assembled, transmitted and approved electronically each time period – saving courier fees.

Attendance Enterprise automatically tracks shift premiums, over time or union-mandated wage policies. Supervisors and department heads across each location have real time access to time card information for the current pay period or any previous period,



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instantly seeing hours worked transfers, supervisor edits, exceptions, schedules and summaries. The new methods eliminate the past problems of indecipherable time sheets and faulty punch cards. It's an easy matter for employees who move from one department to another to track their in/out times and pay rates.

Improved Scheduling

Attendance Enterprise automates scheduling for standardized processes across all departments. "Handwritten schedules and homegrown spreadsheets are a thing of the past. Even with the high turnover inherent with student employees, it is an easy matter to add or eliminate employee information for the most current roster of active employees," states Polkowski.

In the case of the College's Children's Center, the automated scheduling system lets supervisors insure that staffing is consistent throughout peak periods, and gives the highest standard of control for monitoring attendance and scheduling.

Real Information in Real Time

Since installing Attendance Enterprise, Schoolcraft College supervisors and department heads easily call up real-time information to effectively monitor and enforce overtime, sick, holiday and vacation policies.

Real-time overtime reports instantly show supervisors whether premium pay is appropriately applied. Sick and holiday pay classifications clearly show employee attendance patterns.

The College gets a real-time, accurate budget report of active employees, their hours and schedules for each department. The system also flags exceptions including tardies, helping managers identify habitual problems.

Less Time, Less Cost

The improvements since installing the system have been dramatic. Supervisors are no longer burdened with spending hours each pay period assembling the hand written time sheets or chasing down missed punches. The payroll department no longer double enters data for payroll or tracks union regulations. This has saved the college numerous hours of administrative time each month, and increased payroll accuracy.

The College is also utilizing leave management and benefits tracking for salaried employees, letting employees automatically track vacation, sick, personal and comp time in real-time. Employees can submit requests for time off requests which are approved or denied by the supervisor, and check the system for remaining balances.

Concludes Polkowski, "By far the biggest benefit comes from standardizing and streamlining attendance and scheduling across our entire campus. We operate more efficiently and have or will soon eliminate paper processes and filing. It is easy to train employees with the standardized methods. When supervisory and clerical staff that manage the system move to different departments they bring the knowledge with them instead of relearning new procedures and non-standard methods."

**Advanced Time Management, Inc. www.advancedtime.com
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