

Yesterday: Time and Attendance. Today: Human Capital Management.

Today's workplace has come a long way since the days when hourly employees punched time cards to record attendance on the job. Technology innovations have enabled employers to not only get a better handle on time and attendance record keeping and to reduce age-old time theft and cheating practices like ghosting and buddy punching, but, more critically, to advance typical time and attendance practices to a new level of manager and employee empowerment through information-sharing. In short, human capital, the largest controllable expense, can now be optimized like never before.

Today's most advanced Human Capital Management (HCM) solutions provide human resource professionals and other managers with more detailed information on manpower needs and staffing, frees their time for more productive activities, allows for the quick dissemination of company information and updates, and provides real, measurable return on investment (ROI). For employees, today's technology can serve as an information-sharing mechanism to gain the latest updates on personnel information like vacation and sick time, payroll information, and even the latest information on their pension or 401(k) holdings.

There is a wide range of both simple and sophisticated HCM terminals available today, right through to biometric units with advanced features. One of the newest and most valuable HCM devices in today's market are intelligent back-end biometric systems linked to individual employee information that can be accessed on the job. These units can serve as a "self-service" terminals or stations that employees can use to access available vacation and sick time, personal time, work schedules, and benefits information directly from the terminal. Employees can request time off or switch shifts via the terminal. They can also review company job postings and bulletins (especially compliance bulletins), and sign off that they have read them, ensuring a secure data trail and tighter compliance. One such device, Optimus™ by ATS, is redefining what a total HCM solution can do for an organization by eliminating the limitations that hinder many other HCM implementations:

- The oversized display allows for virtually any type of information to be presented.
- Unlimited levels of soft function keys yield an unparalleled level of customization.
- Color and touch screen options bring a level of increased efficiency.
- Exclusive HCM knowledge base built into the terminal that allows for simplified implementations that leverage ATS' 15 years of HCM expertise.

So what about return on investment? Use of a sophisticated HCM device as described above allows HR and opera-

tions managers to alleviate some of the time burden they have always had handling ongoing administrative requests from employees. Typical requests for information on remaining vacation or sick time, or special requests to switch a schedule or take next Wednesday off can now be facilitated and managed through the HCM device. Nucleus Research, an independent research organization, has found that interactive terminals like these can save employees an average of 15 minutes per month, managers an average of three hours per employee each year, and HR an average of five hours per employee. Organizations that have such devices in their workplaces have found that providing their entire workforce with self-service functionality improves efficiencies, increases productivity and enhances employee satisfaction and retention.

One hidden expense that many companies understand all too well is the cost relating to workplace fraud such as buddy punching and ghosting. Nucleus Research has found that 74% of organizations experience payroll losses due to these practices, which can stretch into the millions of dollars for large-scale employers with sizeable workforces. According to the American Payroll Association, simply automating time and attendance processes can save an estimated \$1,000 per employee, per year. These savings are the direct result of a reduction in the cost of processing payroll, reduction in human errors in time calculations, elimination of unauthorized overtime, and reduction in the time spent on employees' information requests.

Estimates on the ROI for implementing an automated HCM system show payback in less than six months. The median ROI of these system implementations was reported as 469% overall, with 75% of those who automated achieving an ROI of more than 250%. Simply put, an HCM solution is one of the smartest and most certain investments an organization can make.

Implementing more sophisticated biometric systems can further increase savings, significantly—almost 10% by conservative estimates. Important to the choice of an HCM system the ability of that system to expand and grow with your organization, the Optimus™ allows for complete modular field-upgradeability ensuring that your investment will continue to be innovative for years and years. ATS products, such as the Optimus™, allow your organization to not only manage your Human Capital, but to Optimize it.



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