













Top Ten Steps to Prepare for Automating Time & Attendance

-  1. — Have you identified your **key contacts** for this project? Project lead-with sign off powers, system administrative contact, IT contact and payroll/HR contact are all typically involved in our time and attendance implementations.
-  2. — Talk to your IT lead, how would they prefer to **install & configure the software**, i.e. One PC? Split the implementation across several PCs? Maybe a cloud install? If onsite install, is your equipment up-to-date and ready?
-  3. — What's your **timeline?** When would you ideally like to go "live" with your system?
-  4. — Think about your workforce. What is the easiest way for your **employees to clock in or out?** Physical time clocks? A web based kiosk? Self-service? A combination of time entry devices? Or perhaps you have teams out in the field that need mobile punch capabilities? Do you have any sensitive workplace areas that may need biometric access?
-  5. — Do you have documentation prepared to show your **pay codes** and **labor levels?**
-  6. — Do you have a list of your annual **company holidays**, i.e. New Year's Day, Memorial Day, etc.? Do you have any special rules for employees around holiday pay?
-  7. — How do you need to calculate your **ACA data?**
-  8. — What **pay cycle** do you run on?
-  9. — Do you have a **company org chart?** Think about who needs to "see" what is in your system. Also who needs to approve timesheets and requests for time off.
-  10. — Are you interested in **job costing?** How granularly do you want to track your workflow and employee time?

Realize the potential ROI of time automation. Start making time work for you NOW!

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