

A man with grey hair and a beard, wearing a blue button-down shirt, is sitting at a desk. He is smiling and looking towards the right side of the frame, where a computer monitor is partially visible. His hand is resting on his chin. The background is a blurred office environment.

## A Business Guide to Better Time Management

How business owners and  
managers can use technology to  
find more hours in the day



## Cutting Down on Manual Tasks to Get More Done

An hour of emails here, some phone calls there, and plenty of time spent on administrative work — these tasks are part of the everyday flow in most organizations. In fact, today's workers report that near-constant distractions make them significantly less productive and negatively affect their performance.

One solution to this classic problem is to automate the manual tasks that eat up so much time. Time and attendance technology can help by taking the manual effort out of employee time tracking, payroll processing, scheduling, and more.

**Use the below information to find tasks you can automate.**

### Payroll

Doing payroll is demanding work. Just keeping up with regulatory and tax changes is a major task: One in five small businesses spend more than six hours each month managing payroll taxes, and if they have five or more employees, that figure climbs to one in three. A manual approach is also fraught with the peril of mistakes. Rule changes can lead to costly errors or require you to spend hours researching how tax adjustments will impact your business.

When your payroll is automated, the filing and reporting of this important task are handled for you. As rules and regulations evolve, a quality payroll provider will keep you apprised of changes and help you manage the details so you can focus on your business.

Automated payroll also helps streamline your efforts to pay staff correctly and on time, whether you stay in a steady state or scale quickly.

### Scheduling and Time Tracking

Time and attendance software gives you a clear picture of each employee's reported hours and/or time off. Scheduling functionality helps make sure that your operations are fully staffed while avoiding costly overtime.

Automating time and attendance can also streamline internal communication. Employees report their hours into one system and can clock in or out from their mobile devices, ensuring that their time tracking is as accurate as possible. You can share schedules easily and, if needed, let your staff swap shifts to arrange coverage among themselves with no involvement from you. Biometric time clocks are also an increasingly common feature, helping ensure that your staff reports are accurate.



## Save Time and Improve Payroll Accuracy with the Latest Technology

Our mobile HR, payroll and benefits technology and service solutions support remote and on-site workers. With access to Paychex Flex, admins and employees can access pay and HR information no matter where you are. These solutions give employees the options of making direct deposit changes on their own, viewing pay stubs and W2s and mobile time-tracking options. Clients can run payroll and automate time-and-attendance tracking, and streamline HR requests to simplify administrative tasks.

### **Online timekeeping**

Automate time and attendance processes with Paychex Flex® Time or Paychex Flex Time Essentials, online solutions integrated with payroll and other Paychex Flex services.

### **Time clock**

Reduce time theft, tighten security, and increase efficiency with Paychex TrueShift™, our economical and easy-to-use time clock, integrated with Paychex Flex.

### **InVision Iris Time Clock**

Fully integrated with Paychex Flex, and quick and easy to use, our InVision® Iris Time Clock with iris recognition technology is more accurate than any other type of biometric time clock.

### **More mobility**

Give your employees the ability to punch in and out on their mobile device with Paychex Time, our easy-to-use smartphone app.

## The Time Cost of Manual Tasks

Manual tasks drain time in every organization. The 2019 Paychex Pulse of HR Survey shows how HR leaders in bigger organizations spend their hours. See how your business compares.

HR leaders spend more than 20 hours per month — more than six weeks a year — on:

<b>Administrative phone calls and emails</b>	<b>(17%)</b>
<b>Rekeying data into multiple systems</b>	<b>(13%)</b>
<b>Keeping up with federal, state, and local regulations</b>	<b>(11%)</b>
<b>Tracking down employees' time worked</b>	<b>(10%)</b>
<b>Merging data from separate HR systems</b>	<b>(10%)</b>

## Biggest Time Sinks in a Small Business

Thirty-four percent of business owners report that managing common business tasks drains time from the strategic work of running their businesses.

In addition to sales and marketing, business owner say they spend time on:

<b>Tax accounting</b>	<b>(75%)</b>
<b>Cash flow</b>	<b>(74%)</b>
<b>Setting financial goals</b>	<b>(73%)</b>
<b>Payment processing</b>	<b>(68%)</b>
<b>Payroll</b>	<b>(68%)</b>
<b>Recruiting and hiring</b>	<b>(68%)</b>
<b>Benefits management</b>	<b>(66%)</b>

## How Integrated Software Can Help Your Bottom Line

To automate tasks most effectively, consider choosing an application that integrates multiple, related functions. Integrated applications help streamline administrative processes and provide strategic business insight you might not otherwise have.

The advantages of an integrated system include:

- **Improved efficiency.** An integrated system consolidates your workload, so you can quickly narrow your focus and check off to-dos before turning to more strategic tasks. Freeing up the time and mental space to focus on big-picture projects can prove truly transformative in how you manage your business.
- **Improved hiring and retention.** Automated systems that integrate hiring, onboarding, and employee benefits administration can save time for you and improve your team's experience. These systems can identify candidates you might otherwise overlook, keep quality candidates in the loop as you go through the hiring process, and quickly integrate new hires into your business. With features to support training, communication, and staff development, retention can improve.
- **Better analytics to support decision-making.** Moving your tasks from disparate systems into a single application provides a more complete view of how you and your team are spending your resources. These systems provide more insights that you can use to find further efficiencies or make data-informed business decisions that maximize your returns.



# About Paychex

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Paychex, Inc. (NASDAQ:PAYX) is a leading provider of integrated human capital management solutions for human resources, payroll, benefits, and insurance services. By combining its innovative software-as-a-service technology and mobility platform with dedicated, personal service, Paychex empowers small- and medium-sized business owners to focus on the growth and management of their business. Backed by more than 45 years of industry expertise, Paychex serves approximately 680,000 payroll clients as of May 31, 2020, across more than 100 locations in the U.S. and Europe, and pays one out of every 12 American private sector employees.

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