



Benefits of Time and Attendance Tracking

What is a Time & Attendance System?

A time and attendance system provides employees with an advanced, user-friendly alternative to outdated processes like manual timecards. Automated systems feature employee dashboards and flexible punch methods. They may also include the ability to clock in using a mobile app on a smartphone or tablet. Some systems offer a range of customizable online time-collection options — whether by badge, finger scan, keypad, or web entry — that can help businesses reduce lost time and track employee productivity.

Why Track Employee Hours?

Wages paid to non-exempt employees whether paid hourly or salary are based on the amount of time they work. The failure to adhere to the Fair Labor Standards Act (FLSA) and any applicable state wage and hour laws can result in governmental penalties and employee-initiated litigation. What's more, making key business decisions — including hiring needs, workforce reductions, and job assignments — may require knowing exactly how many hours employees have worked.

Benefits of Implementing a Time & Attendance Tracking System

Automated time tracking isn't as widely used by employers as you might think. A Paychex survey* reported that 24% of employers are spending 15 hours a month validating timecards. As many employees continue to work remotely, or in a hybrid fashion, HR teams are well-positioned to make the case for the addition of an automated time tracking solution.

An automated time tracking system offers significant advantages and increased flexibility for business owners and their workforce. Here are some of the key benefits:

- Automated Time Tracking Systems
- Mobile Time Sheets
- Advanced Scheduling Modules with Calendar Integration
- Biometric Options
- Wi-Fi-Enabled Time Clocks
- Facial Recognition Kiosk App
- Iris Recognition

With so many other business concerns taking up your time in today's challenging work environment, you can't afford to let manual time-tracking processes drag down productivity. Leading options like [Paychex Flex® Time](#) can deliver significant benefits to both the business and the workforce. No matter where your employees are located, it's possible to put a system in place to ensure that time tracking policies are followed. Reach out to your Paychex Rep for more information.

