



"Real-time" & Attendance Management



# How to work out what you need when implementing a New Time and Attendance System

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# Working out Why, What, Who, When and How before you start talking to vendors.

The key to maximising the benefits of an automated/cloud Employee Time & Attendance system is, first, to conduct a thorough “needs analysis” of your current time and attendance needs. If you then choose a system which meets those needs, you can be sure to save yourself time and money.

The decision to implement a new time and attendance system is a decision that will affect everyone in your company and therefore should be considered like any other strategic decision. A systematic approach to analysing your needs will help in the ultimate selection of a new system. In this worksheet we will cover the key information and considerations required to ensure you implement a system that will not only meet your needs today but will help you improve the time & attendance and payroll management processes into the future.

## Analysing your time and attendance needs

The first step to implementing a time and attendance system is to carry out a detailed “needs analysis”. Through this, you can gain an understanding of the technical/functional requirements of your time and attendance structure as well as consider the aspects of your current processing method that you like and dislike. You can also consider what you would like in a new system that you do not currently have.

We have created this “self-analysis” worksheet to assist you in this process. When performing this initial review, we suggest you consider the following analysis technique:

- **Current situation** - What is the current situation you face with your existing system? What are your specific “non-negotiable” requirements?
- **Problems** - What prompted you to look at a new Time and attendance system. What are the problems or deficiencies of the current system? Be ruthless here. People often say, “We know the existing system has problems, but we know what they are, and we know how to work around them”!
- **Implications** - Having identified the problem area, try to assess what the implications of these problems are on you, your staff or your business (e.g., if you ascertain that not having detailed historical reporting is a problem, why is it a problem and what is the negative implication of this?)
- **Benefits of change** - For each of the problems you have identified and found a negative implication for, consider what the positive implication would be of having a solution to your problem. For example, using our “reports” scenario above, the “benefit of change” would be that you do not have to do vast amounts of manual analysis of paper-based reports. This would save you time, increase accuracy, and so on.

This is only a guide, and you may have other methods you prefer to use when doing this type of analysis, in addition to the worksheet. The key benefit of this is to clarify your functional needs.

The other benefit is that this process creates a “specification” document that can be used as a benchmark against which to compare prospective systems. This can avoid the situation of businesses going to the market for a new time and attendance system and being “sold” a system rather than “purchasing” a system which suited to their needs.

## Current Situation Questions:

Information you should know before starting the system assessment process. What are your specific non-negotiable requirements. Some of these may seem obvious but they are worth noting.

- It has to be easy to use.
- It needs to be able to apply our business rules.
- It has to handle staff being in multiple locations
- It has to provide the reports I need.
- It has to allow me to cost staff hours to different areas.
- It needs to interface with our \_\_\_\_\_ Payroll System
- It needs to be able to access data from more than one computer
- It needs to be capable of handling growth in staff numbers
- It has to be cost effective.
- Other

How many staff do you pay?	
How do you currently manage employee time and attendance?	
If you currently have a system are there any monthly or annual fees and/or support costs?	
What Payroll do you use and can it import a Time File from a third party system?	
How often do you prepare your payroll?	
Who manages Employee Time and Attendance	
Who manages the Payroll?	
<b>How long do you or the person who handles this area spend collating, analysing and keying the time and attendance data each week?</b>	
Chasing Up Timesheets	
Calculating Time Sheets	
Preparing Reports and Payroll Analysis	
Keying the Time Data into your Payroll	
And how much time do other people in your company spend preparing information relating to employee attendance i.e. rostering, checking timesheets, analysing hours worked etc	

## Business Rules:

Do your staff receive overtime? If yes record which days this could happen and under what circumstances.

Do you pay your staff allowances? If yes make a list of the key ones with particular note of anything that which is Time based or may be considered unusual.

Do your staff work variable shifts? If yes make a list of the key ones with particular note of anything that may be considered unusual.

Do your staff work on Public Holidays?

How many locations would you need to have employees clocking.

How do you calculate Holiday Pay (i.e. In days, hours, weeks or percentage)?

How do you calculate sick/alternative/ bereavement leave (i.e. In days or hours)?

Do you have any other special considerations when it comes to leave management?

Do you require the Time and Attendance system to be multi user? If yes how many users?

Have you set a budget for this project?

Who in your organisation needs to be involved in the decision-making process?

## Problem Questions:

What are the problems or deficiencies of the current system? **This is your WHY.** Be as specific as you can.

What prompted you to start looking for a new Time and Attendance system?

When considering your current system, what do you like most about it? (This highlights the things you need to ensure exist in any new system)

Thinking about your current system, what things do you like least about it?

If you were able to make changes to your current system what things would you alter or what things would you want that you don't currently have?

When it comes to getting information out of your Time and Attendance system, which reports do you currently get and are there any you don't get that you would like?

For more information or assistance with implementing a new Time and Attendance system email Steve Nathan at [steve@timehub.co.nz](mailto:steve@timehub.co.nz) or phone 06 650 7297