Get HR in the Game by Impacting the Bottom Line

Presented by:
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WorkMax by AboutTime Technologies

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"The trend in outsourcing HR, payroll, training and development is continuing to grow. Outsourcing has become a very convenient and inexpensive way for companies to fulfill many of their needs, and unless human resources prove themselves to be essential business partners, they are in danger of falling victim to this trend."

Amie Devero,
Founder of a professional management consultancy and author of the book Powered by Principle.

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Key to Become Business Partner

- Understand the key strategic direction of your company
- Make a plan to support the key strategic initiatives using business metrics
- Set HR Goals in business terms

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Set HR Goals In Business Terms

- Profits
- Cost Savings
- Customer Satisfaction
- Employee Satisfaction
- Stock Price
- ROI
- Marketshare

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Key Strategic Goals

- What are they?
- How is the company measuring the success of these goals?
- How can HR contribute to the strategic goals?

Make a Plan to Support Key Business Metrics

- Payroll and HR Forms are key HR areas to apply key business metrics
  - Cost of litigation vs. deploying an automated system to track time with an audit trail
  - ROI of deploying a workforce management solution to get real time insight into labor costs, productivity and profitability per project
  - Time and Cost Savings for Automated and Integrated Time Keeping

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5 Ways for HR to Impact the Bottom Line

- Provide standard processes for key HR activities and eliminating paper forms
- Reduce data entry and report creation
- Eliminate duplicate data entry with integrated workforce management solutions
- Mitigating compliance risk with accurate time and forms record keeping with global visibility
- Empowering employees to manage their time and forms from any device to make it easy to submit forms and manage employee time keeping

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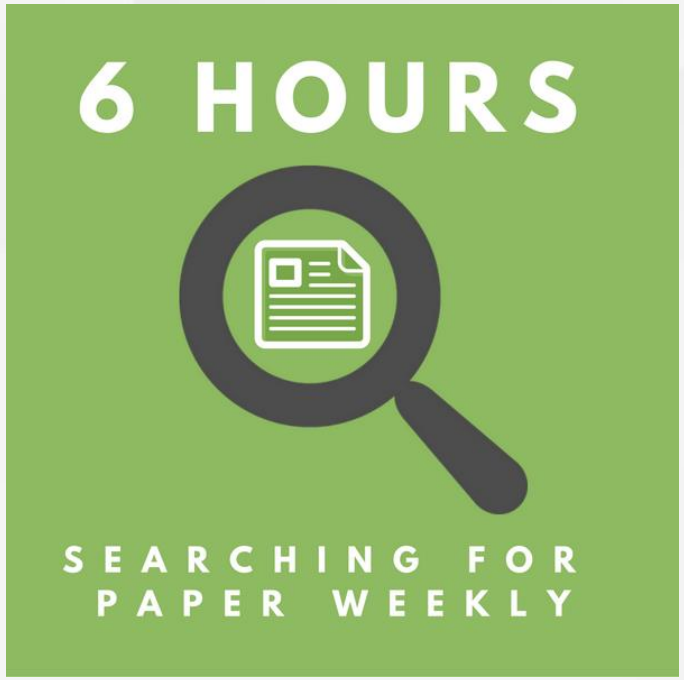
Paper Forms



http://www.softwareadvice.com/cms/industryview/go-paperless-with-document-management-software/
http://www.slideshare.net/PingElizabeth/the-hidden-costs-of-information-work-2005-idc-report

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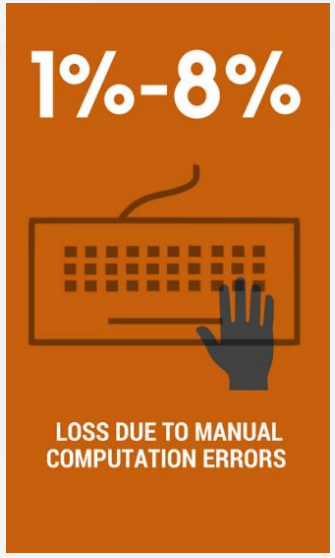
Paper Time Cards or Spreadsheets Challenges



Sources:
APA Study http://www.bizjournals.com/washington/stories/2003/12/22/smallb10.html
Time Theft Report 2015 http://www.softwareadvice.com/hr/industryview/time-theft-report-2015/
http://articles.chicagotribune.com/1985-12-09/business/8503250276_1_time-theft-robert-half-international-waste

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Mitigating Compliance Risk

- Accurate OT
- Unlimited Shift Rules to pay accurate wages
- Employee signatures to approve hours submitted
- Global visibility into safety forms submissions to mitigate OSHA risks.

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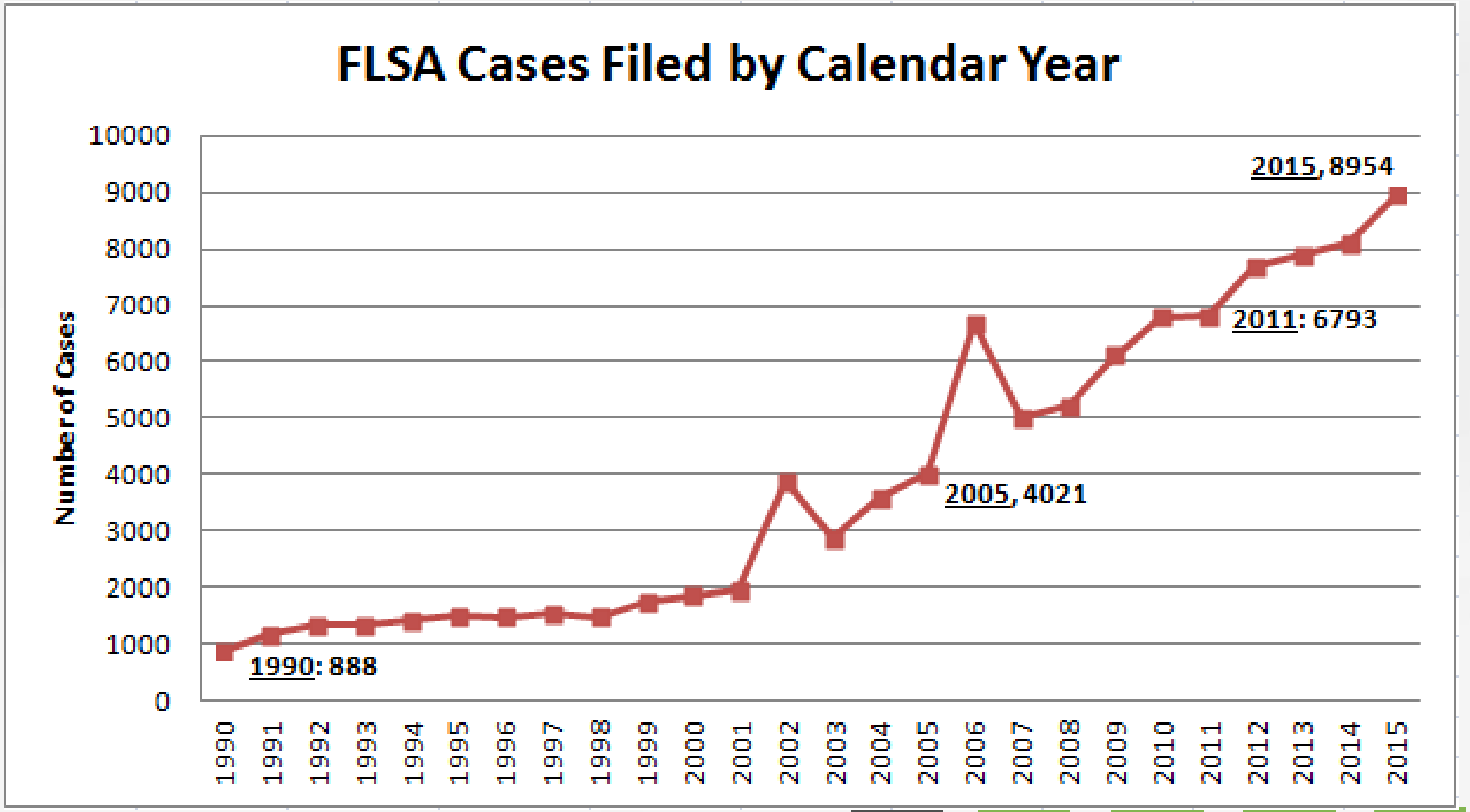

Source: http://dayshift.com/2016/04/04-fisa-minimum-wage-overtime-lawsuits-set-new-record-in-2015-filing-growth-continues/1352/

2015 FSLA Enforcement Stats

FY 2015	Cases with Violations	Back Wages
Minimum Wage	10,642	$37,828,554
Overtime	10,496	$137,701,703

Source: https://www.dol.gov/whd/statistics/statstables.htm

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OSHA Recordkeeping

- 90 percent of employers do not comply with OSHA recordkeeping regulations
- Resulting in underreporting by 38 percent of the surveyed employers
- OSHA Fines to Increased 80% in 2016

http://onlinelibrary.wiley.com/doi/10.1002/ajim.22350/pdf
http://www.safetyandhealthmagazine.com/articles/13258-osha-fines-to-increase-significantly

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OSHA Fines

Type of Violation	2015 Maximum Penalty	2016 Maximum Penalty
Serious Other-Than-Serious Posting Requirements	$7,000 per violation	$12,471 per violation
Failure to Abate	$7,000 per day beyond the abatement date	$12,471 per day beyond the abatement date
Willful or Repeated	$70,000 per violation	$124,709 per violation

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Global Safety Visibility

- Recent changes require safety issues at one location to be fixed at all locations
  - Need employees to document and send mobile safety forms to a centralized database
    - mobile form include photos, sketches, videos and voice notes.
  - Alerts to all company safety officers as soon as mobile safety form ins completed from the field or in the office

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OSHA Electronic Submission Requirements

- Starting in 2017
- Many employers will be required to submit electronically

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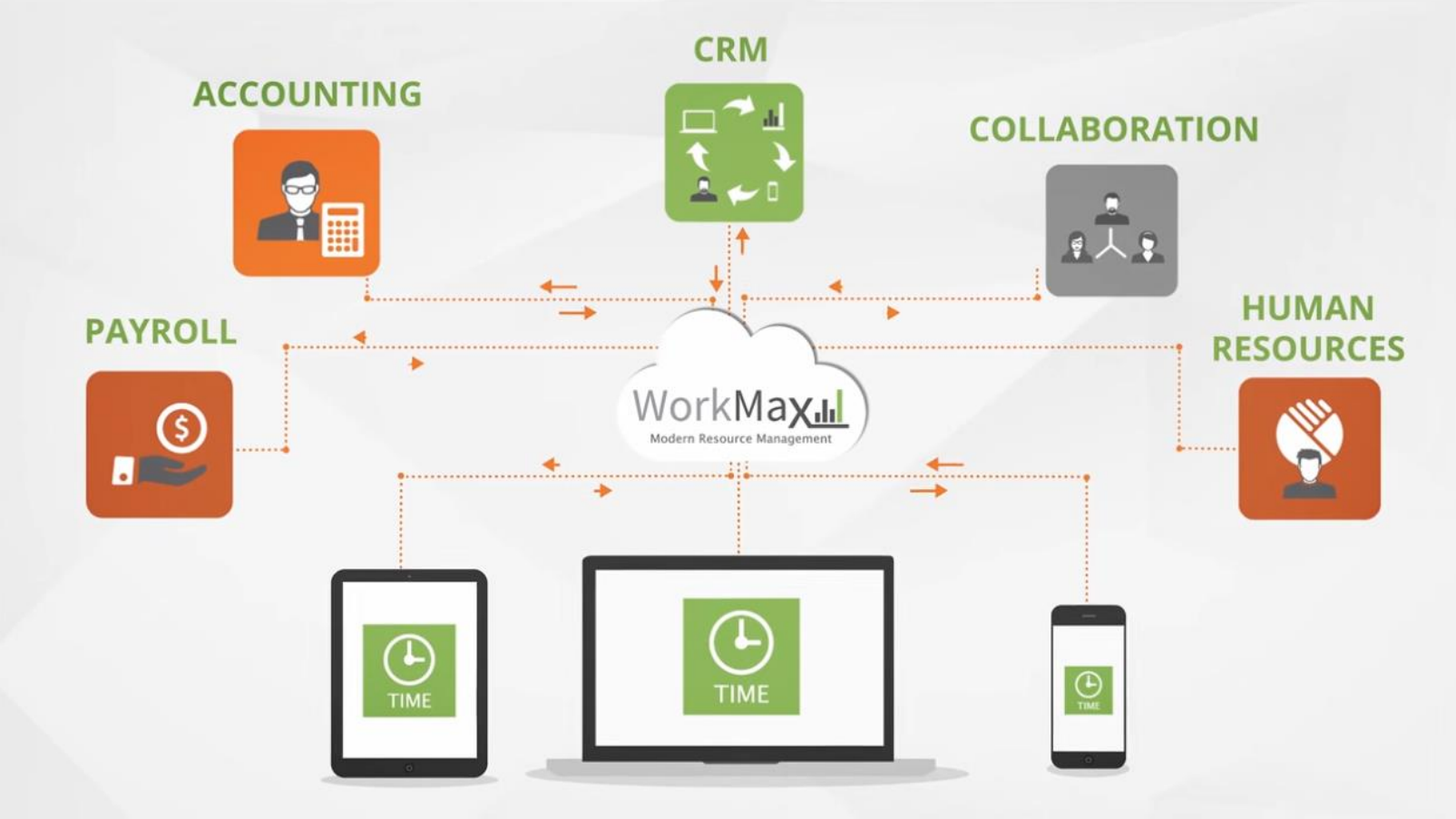
How to Submit Electronically

- Upload CSV file to process
- Transmit data electronically via an API
- Manually enter data into a web form

Source: OSHA https://www.osha.gov/recordkeeping/finalrule/index.html

Integrations Eliminate Duplicate Data Entry



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Expedite Forms and Payroll Processing To Reduce Labor Hours

- Empower employees and supervisors to view time submitted
- Save Supervisor's Time with Group Approvals and Clock IN/OUT
- Mobile forms are accessible on any devices anywhere for employees to complete

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Labor Cost Savings

Time Savings

Examples include: Overestimated clock in or out, lunches, or breaks

According to a Robert Half Survey, 4.5 Hours a week are lost to employers.

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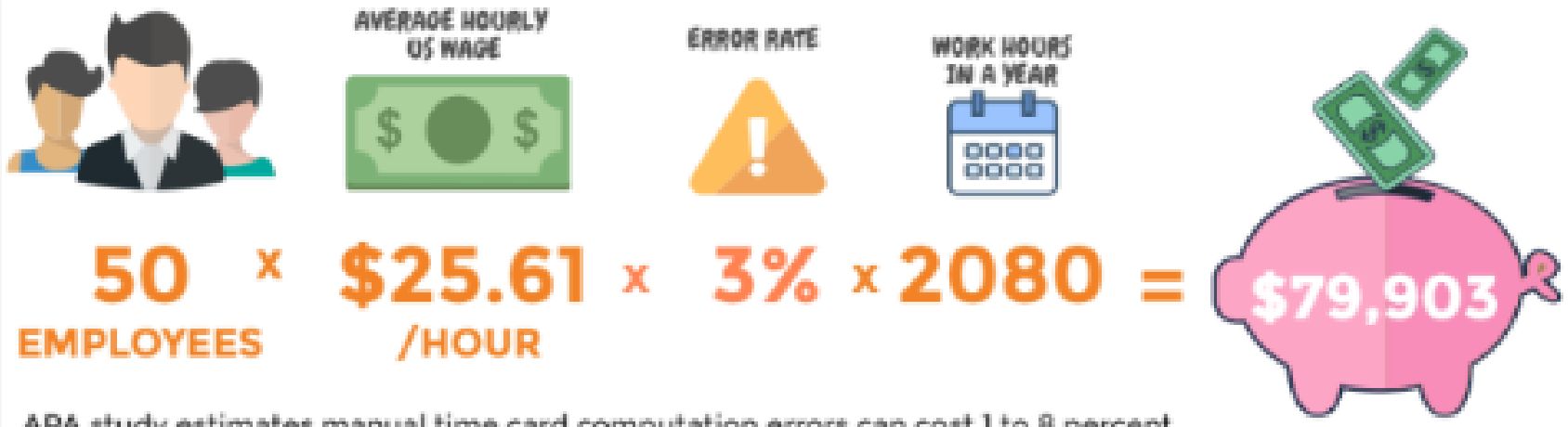
Human Error Cost Savings

Shrink Human Error

Keying errors or misreading handwritten records.



APA study estimates manual time card computation errors can cost 1 to 8 percent of your annual gross payroll. 3% was used in this example.

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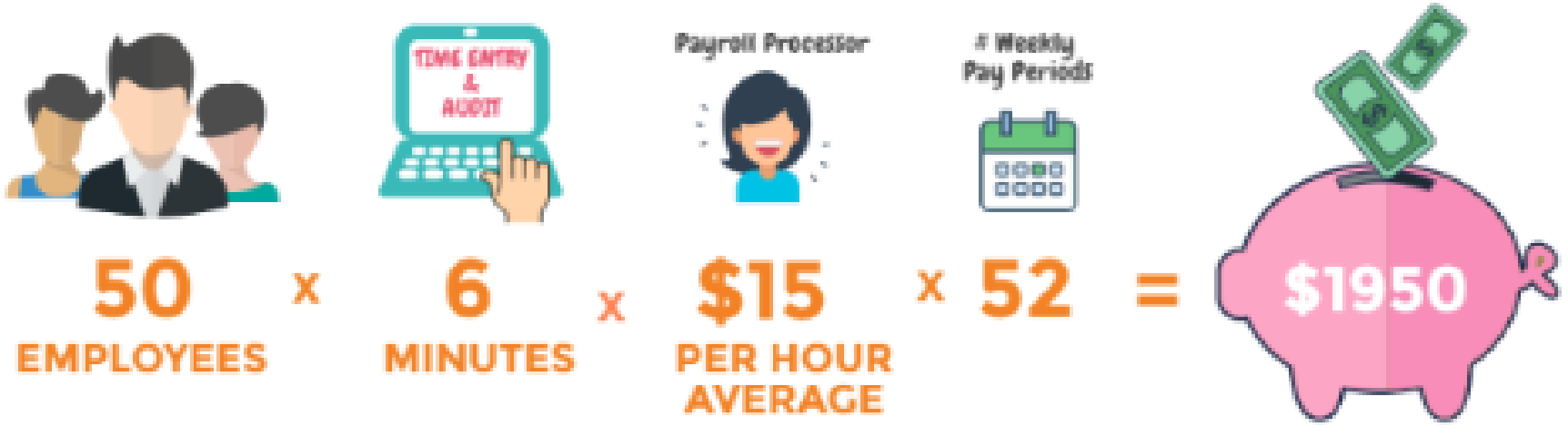
Payroll Labor Savings

Reduced Payroll Time

Manual entry and audit of time sheets



American Payroll Association (APA) study says it takes about five to six minutes to add and audit just one employee's time card.

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Case Study: Phoenix Petroleum

- **About Phoenix Petroleum Ltd.**
- **Industry**: General and Petroleum Contractor
- **Revenue**: $25 million to $100 million
- **Location**: Fredericton, NB
- **Employees**: 110 workers year-round (seasonal high of 135 employees)
- **Business Challenges**
  - Employees working at 15- 20 job sites
  - Difficult to get paper time cards to payroll on time
  - Employees overestimated time due to delayed time recording
  - Amount of time to process payroll
- Outcomes
  - Reduced Total Labor Costs by 20% - 22%
  - Reduced Payroll Processing time by 75%

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Case Study: Eastern Shipbuilding Group

- **Industry**: Marine Construction
- **Revenue**: Over $500 million
- **Location**: Panama City, Florida
- **Employees**: 1800
- Business Challenges:
  - Job cost accounting inaccuracies
  - Amount of time to approve time cards daily
  - 40 Labor hours per week manual data entry
- Outcomes:
  - Reduced labor costs $573,563 for supervisors
  - Eliminated 40 payroll labor hours per week

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Collect & Manage Data

Remote employees

Local office staff

Mobile employees

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Mobile Devices

Connected or Disconnected Mode

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Data Management & Administration

Remote employees

Local office staff

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