

Using a point system to manage tardiness and other attendance issues is a fair way to handle all employees; however, it seems like it would be a daunting task to manage if using a manual punch card system. What sort/brand of time and attendance systems are in use to automate the process?

1. We use Kronos and it is able to track points based on the schedule of the employee which is input into the system.
2. Our employees log-in to our computer software that is directly related to each job function the employee performs throughout their shift. Any time an employee leaves during their shift a specific code is used to track paid & unpaid personal leave, sick leave, etc.
3. We use a product called Attendance RX <http://www.attendancerx.com/> (which apparently is being replaced by timeQplus). We've had it for about 5 years. It integrates with Quickbooks payroll. It's inexpensive and very reliable.
4. We use a system from Information Controls (Rockford, IL) called Attendance Enterprise and, while we don't currently use it, they do have an Incidents & Points application that you can separately purchase. I currently manage the points system manually from the exceptions noted in the software. I don't have a large number of non-exempt employees so it is easy to manage right now.
5. We use an access database currently, but have now contracted with Kronos for a badge scan timekeeping system. We have not implemented the timekeeping piece, but it will automate the tracking process. Right now, our Bindery and Press Secretaries enter the data for absences, tardiness and call ins manually and the database calculates the points. When they enter the information, they review the attendance to see what the record is and if discipline is needed. The form is generated through the database – Verbal warning for 5 points, written for 6, 1 day suspension for 7, 3 day suspension for 8, 5 day suspension for 9 and termination at 10. We have a programmer in house who built the database for this and it does take some time.
6. I don't have an automated system to track; I have a separate spreadsheet, which I use to track absences. All employees must use the centralized call in line to report an absence. I retrieve the call, document in a log, and then update the attendance and/or FMLA spreadsheets accordingly.
7. We use attendance software called Attendance Enterprise (V2.2) We purchased and get support on this from Information Controls in Northfield. We do not currently use a point system but when we upgraded they mentioned they could track absences, tardies, etc. We'd just have to tell their IT guy how our point system worked. I'm sure other Time & Attendance software can also track and manage point systems.
8. We use an ADP hand scan product that is adequate.

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9. We have a custom time clock solution that we had developed for us. The system uses a bar code wand since some of our employees haven't used a computer before, and works with a mini-laptop. The employees scan their badge, scan their job number, scan their workcode, and they are ready to work. This system is written so that we can review the data (access database) daily for time clock review. Then it allows us to import the data into our accounting software (Peachtree) prior to running payroll.

Since it is a timeclock system we know if someone is tardy or left early. The system does have a 7 minute rounding window, so they get a little buffer.

Also, if an employee does not work their normally scheduled shift for any reason (tardy, left early, appointment, etc) and has not already completed their time off slip, then they are to complete an Exception report and have their supervisor sign it. The supervisor will then mark it as tardy or left early, which notifies HR to document the attendance points. We will also document if an Exception report is not turned in, but they were tardy or left early, once we verify with the supervisor.

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10. On a general basis:

1. We employee over 100 employees and I would have difficulty naming 5 employees with attendance issues - it is more like 1 or 2. So tracking it is not as a daunting task as suggested.
2. The other reality is that more than likely Departmental Managers/Supervisors are production orientated and review timesheets daily for units produced or units produced per hour leaving time cards as someone else's responsibility.
3. Although the frontline Manager/Supervisor ultimately is responsible they also must work through the "people issues" like attendance understanding that the employee they have invested time in may be better than the replacement.
4. The record keeping must be done independently of the Supervisor – Employee relationship removing any appearance of subjectivity.
5. Yes, using a manual punch card or any other system has its drawbacks in tracking attendance unless departmental Managers/Supervisors are reviewing daily time cards. Here is the weakness – does the time card punch ins/outs match the timesheet and who monitors it? In our case, departmental Managers/Supervisors are asked to sign off on differences on a daily basis.

ALTERNATIVES

1. The best method is shop floor data collection but is also the most expensive solution in terms of training, software, and daily review.
2. There are a number of providers for Payroll reporting that have built in Time/Attendance features. Specifically, we use ADP as the provider and use a tool called EZ Labor that requires a hand punch system be installed. What it gives us is a daily "real time" time record and the ability to play back an employee's punch in/out usage. This tool gives a Manager/Supervisor ammunition when coaching an employee on their attendance – there can be no dispute as their hand print AND their Employee number activate the system. From experience, when an employee sees their attendance on paper they are shocked into reality. Other employees discover through "word of mouth" the ability of Managers/Supervisors to get real data resulting in a decline in attendance violations.

BEST PRACTICES

Using a group attendance bonus/point system where the employees having attendance issues is placed with a group of employees without these issues. If the group as a whole does not meet attendance goals, then the collective group is affected. Our Managers/Supervisors have to be more cognizant of fairly dealing with employee issues while a fellow employee is not bound by the same rules – Peer Pressure Works!

11. We use excel to track our point system – it’s very basic. I update the sheet once a week. I have attached a portion for you to see.

Name	6/20/2013	3 mo	2/17/2014	4/21/2014	16-Jun	17-Jun	18-Aug			
4			1	1	0	1	1			
name	2/14/2014	2/17/2014	2/18/2014	4/23/2014	7/3/2014					
4	1	0	0	1	2					
Name	4/7/2014	4/8/2014	31-Jul							
2	1	0	1							
Name	1/14/2013	2/4/2013	2/5/2013	3/18/2013	3/19/2013	6/1/2013	8/19/2013	2/27/2014	2/28/2014	3
3	0	0	0	0	0	0	1	1	0	
Name	1/9/2013	1/16/2013	1/17/2013	2/24/2014	3/7/2014	3/10/2014	4/9/2014	23-Jun	26-Jul	
5	0	0	0	1	1	0	1	1	1	
Name	10/3/2013	12/13/2013	1/24/2014	4/15/2014	6/9/2014	6/17/2014				
5.5	1	1	1	1	0.5	1				
Name										
0										
Name	4/24/2014	9/2/2014								
1.3	1	0.3								
Name	2/12/2013	2/26/2014								
2	1	1								
Name	1/31/2013	10/9/2013	10/17/2013	1/6/2014						
3	0	1	1	1						
Name										
0										
Name	3/13/2013	27-Aug	12/12/2013	1/14/2014	4/3/2014	4/4/2014				
4	0	1	1	1	1	0				
Name	3/25/2013	1/17/2014								
1	0	1								