

Help workers to log time correctly

People can make mistakes and in our busy working lives it is unfortunate when this happens and can have serious consequences on trust and can often cost people their jobs. A small mistake in recording of time worked can be considered as “time theft” and even if it is an honest mistake of a slip of the pen or slip of the mind. Using a web based time sheet can stop this oversight of errors for the benefit of everyone.

Web based time attendance solutions can help honest workers stay that way for a number of reasons. These programs replace paper and pen recording of time and can also offer scheduling support and a number of other features for a cost that is much lower than buying a custom made in-house time and attendance management system or using standard free downloads.

When employee time software is implemented errors of oversight will be reduced and even eliminated because:

- Time recording is easier to perform and decipher – employees don’t have to decipher paper time cards, the time is all logged electronically and based on an internal time register rather than different watch times
- Removal of scheduling conflicts – when a time and attendance system is used in conjunction with scheduling features you can keep track of time, overlaps in schedules along with overtime accrued and days taken off.
- Alerts that matter – system alerts can be set up with some programmes that let people know important information. For example, line managers can be notified if an employee fails to clock in or clock out.

Moving from paper time sheets to online web based time sheets reduces the room for human error in time recording. This can help keep honest workers honest, reduce the number of oversights experienced and lead to trust and security in employment.

