

Dealing With Attendance Anomalies Head On

Every company implements its own time and attendance policies that is dependent upon the needs of the organizations. For example, official work hours are from 9am to 5pm, break time is from 12pm to 1pm, tea time is 415pm to 430pm and only 10 minutes allowance is permitted for IN and OUT times.

The screenshot displays the 'Edit' screen for a 'Clocking Schedule' in the TimeTec system. The interface includes a header with 'Schedule No. 111' and 'Description Office Schedule'. Below this is a table with columns for 'Week Day', 'Day Type', 'In', 'Lunch Break', 'Tea Break', 'Break5', 'Out', 'OT', and 'Action'. The table lists days from Saturday to Friday, with Saturday and Sunday marked as 'RESTDAY' and others as 'WORKDAY'. Specific times are entered for 'In' (09:00) and 'Out' (17:00) for weekdays, along with break durations. Below the table, there are settings for 'Round to nearest minutes', 'Rounding', 'Deduct late-in time or early-out time from work time if more than (minutes)', 'Break time duration for fixed-break range in minutes', and 'Deduct actual break time from work time'.

TimeTec supports up to 14-columns of clocking schedules which makes it suitable for all business sizes.

The implementation of the policy however could differ depending on the management style; some companies might treat attendance very strictly where all minutes count while some others have a lax attitude about it so long as the work is done. In the policy, regular work hours, regular break hours, time allowances before and after these defined official times are usually explained and communicated clearly to all employees, and everybody is expected to abide by the policy.

However, regardless of the management style and the attendance policy set forth, companies can't escape from dealing with attendance anomalies when dealing with various types of employees from different backgrounds. Attendance anomaly refers to any time discrepancy apart from the official attendance policy and the degree of attendance anomaly occurrences could impact a company in terms of operations and finances.

By implementing an effective time and attendance system at a company, first and foremost, the management will be able to analyze these anomalies and determine the compliance rate of the employees. The attendance anomalies shouldn't be more than 15% of the attendance, and if it's more than 15%, remedial approaches has to be in place.

If we take 15% of the anomalies, it equates to 1.2 hours per day x USD4.65 = USD5.58 x 100 = USD558 per day of monetary impact, USD16,740 for a medium 50-person sized company.

Attendance software must be able to provide you with details like total of late ins by each employee, total of early outs, total early lunch, total late return from lunch break, early overtime and etc. Having this information will enable a company to calculate the costing and determine the level of seriousness these anomalies have on your company's operation.

From employees' point of view, they are only taking a slight more time to run errands or to have more break time but for a company, work time always comes down to dollars and cents. Having this information also provides a company with ideas on the remedy one has to take to contain these attendance anomalies from occurring frequently.

After analyzing the attendance anomaly situation in your company, perhaps the current policy needs to be adjusted to reduce the occurrences or the implementation needs to be tightened to ensure compliance. By letting the staff know that the management is 'watching' their work time consumption, improvement comes naturally after.

With TimeTec, employers can opt for time allowances according to the company's need.

Take for example a company with a staff strength of 50.

Management	Average Salary = USD2.00/hr	Total Staff = 5
Admin	Average Salary = USD0.80/hr	Total Staff = 5
Managerial	Average Salary = USD1.20/hr	Total Staff = 5
Executive	Average Salary= USD0.50/hr	Total Staff = 15
Other Staff	Average Salary = USD0.15/hr	Total Staff = 15
Total Salary = USD4.65		Total Staff =100

No.	Date	User ID	Name	Day Type	Schedule No.	In	Break	Resume	Out	Work	Overtime	Short Hour	Leave Type	Leave Hour	Remark	Action
1	04/16 Thu	1002	Jayne Constance	Workday	1	08:57 AM	12:36 PM	01:40 PM	06:46 PM	8:00	2:36					
2	04/16 Thu	1003	Arie Alta	Workday	1	08:30 AM	11:43 AM		05:58 PM	7:11	0:02					
3	04/16 Thu	1004	John Cooke	Workday	1	08:45 AM	12:31 PM	01:28 PM	04:48 PM	6:46	1:14					
4	04/16 Thu	1102	Bobby Amond	Workday	1	09:02 AM			06:25 PM	8:00	0:25					
5	04/16 Thu	1103	Kyle Swies	Workday	1	09:10 AM			06:07 PM	7:57	0:03					
6	04/16 Thu	1116	Angela McCaughtan	Workday	1	09:17 AM		01:53 PM	06:32 PM	7:52	0:08					
7	04/16 Thu	1118	Quentin de Jambro	Workday	4											
8	04/16 Thu	1120	Bradd Jade	Workday	4											
Present=80 Absent=14 On Leave=5											518:18	47:01	9:05			

Sample of attendance sheet in TimeTec.