



TIME AND ATTENDANCE COST SAVINGS ASSESMENT QUESTIONNAIRE

Tailored Solutions for the Manufacturing Environment

▽ identify ▽simplify ▽automate

Please fill in all the areas that apply to your company.

Company Name: _____ Your Name: _____
 Address: _____ Your Title: _____
 City/State/Zip: _____ Date: _____
 Phone Number: _____

1. Do you have an automated Time & Attendance system installed? **YES/NO**
 If YES then what system is installed? _____
2. If NO how many minutes does an employee spend recording time for one pay period? _____min
3. Do your supervisors review and approve timecards before they are sent to payroll? **YES/NO**
 If YES then how long does it take to review one timecard? _____min
4. Supervisor's hourly wage? _____
5. Do you enter time cards into a computer? **YES/NO**
6. How long does it take to check and enter a time card? _____min (2.5 min is typical)
7. How many people enter time cards? _____
8. Number of pay periods per year at your business? _____
9. Number of employees at your business? _____
10. Payroll person's hourly wage? _____
11. Average number of hours worked per pay period per employee? _____
12. Average hourly wage of your employees? _____
13. Are there any additional processes or functions within your environment that would benefit as a result of an automated data capturing solution? _____

Employee time savings: $((\#2 * \#8 * \#9) / 60 \text{ min per hr}) * \#12 = \$$ _____ spent per year
 Supervisor review savings: $((\#3 * \#8 * \#9) / 60 \text{ min per hr}) * \#4 = \$$ _____ spent on review/ year
 Supervisor correction time: $((\#2 * \#8 * \#9) / 60 \text{ min/hr}) * 1\% \text{ errors} * \#4 = \$$ _____ spent per year
 Entry time savings: $((\#6 * \#8 * \#9) / 60 \text{ min per hr}) * \#10 = \$$ _____ spent on time entry / year
 Entry correction time: $((\#6 * \#8 * \#9) / 60 \text{ min/hr}) * 1\% \text{ errors} * \#10 = \$$ _____ spent per year
 Entry errors in payroll: $(\#9 * \#11 * \#8 * \#12) * 1\% \text{ errors} = \$$ _____ incorrect annual payroll
 Lost work time recovered: $(\#9 * \#11 * \#8 * \#12) * 0.4\% \text{ errors} = \$$ _____ increase in work time
 Cost of paper time cards saved: $\#8 * \#9 * \$0.07/\text{card} = \$$ _____ saved eliminating paper