

Time & Attendance

Integrated employee management solutions



Time management in a changing working environment



"Using a manual timesheet method to record our 15 different shift cycles had started to become unmanageable. The new system's improved speed and efficiency has benefited employees and management alike."

Jackie Bridgewood, Payroll
Sunfresh Bakers Ltd



The UK's traditional workplace environment has undergone radical change in recent years. The 'nine to five' culture of most offices and factories has long gone, flexible work patterns are now a feature of many businesses and more and more people are choosing to work remotely or from home as they seek an improved work-life balance.

Add to this increased employment legislation which has transformed the rights and conditions of most employees, and businesses are left facing enormous pressures to remain efficient and competitive whilst maintaining effective administrative control.

That's why a modern, efficient time and attendance system has become such an important management tool. Whether it's in an office, factory or a retail environment, it can deliver accurate, real-time business critical information, however complex a company's work patterns.

Introduction

The landscape of the British workplace is changing forever. In offices and factories across the country, new commercial challenges, increased competition, lifestyle considerations and government legislation have all had a major impact on traditional working practices.

Your business depends on a faster, more flexible, more productive workforce and tracking their movement, activities and efficiencies has never been more critical, or more difficult.

In today's complicated workplace environment the very latest time and attendance technology can become one of your most important management tools.



Immediate Return on Investment



If you're introducing time and attendance technology into your workplace, you want to be confident that it will deliver a quick and significant return on investment. A time and attendance system adds value to a business in many ways, from reducing absenteeism and increasing management efficiency to helping improve staff morale, motivation and retention.

Absenteeism, for example, costs the UK economy millions of pounds each year in lost productivity or redeployment of resources. A time and attendance system which can track and record employees' work records and provide detailed report evidence will genuinely deter repeat absences and lateness.

For management, a system will also eliminate many of the time-consuming manual paperwork processes such as timesheets and payroll calculations, freeing up the HR team to work on more efficient activities with immediate resource and cost benefit.

"The quality of management information provides us with an instant update on attendance records, lateness and absenteeism which is essential when you're planning the manufacturing shift patterns of over 100 employees."

Alan Bowers, IT Manager

Slater Harrison & Co

Changing Work Patterns

Many industries today operate a 24/7 multi-shift system; many companies offer employees flexible working, job-share, remote or even home-working options.

Tracking who is working where within your organisation at any given time can soon become a major administrative headache. Time and attendance systems can:

- Track every type of work pattern and schedule
- Track all hours worked
- Track breaks, overtime, holidays and unauthorised absences
- Calculate fully accurate wages and payroll
- Deliver increased efficiency and 'peace of mind'



Integrated Access Control Security

With business security a growing concern for more and more organisations, time and attendance systems can play their own part in enhanced protection for staff, visitors, business data and assets. They can be successfully integrated with:

- Biometric security – fingerscan and similar technologies
- Stanley® access control products

Linking with access control, for example, you can benefit by providing additional security to staff and visitors whilst saving time and reducing human error with one single point of data entry. This ensures you can trace any individual's movements, restrict access based on their shift patterns, know instantly who is on your premises at any one time and manage staffing levels and labour scheduling all from a single source.

Integration also enables easy management of new employees or leavers and delivers instant and comprehensive reporting, vital in a fire or emergency situation.



"The system is an absolute must for our HR department and without it the process of logging production schedules, hours worked, overtime and absenteeism would be a very long and painstaking process."

Jo Clark, HR Officer - Kerry Sweet Ingredients



Valuable HR Management Support

HR managers can trust Stanley® time & attendance systems to deliver:

- Highly accurate work records
- Full integration with payroll
- Integration with HR's training, appraisals, pensions, vehicles and health and safety processes

The systems also enable employees to 'self-manage' many core HR functions online, such as accessing calendar details, checking their own shift rotas and booking holiday requests, all of which frees up valuable administration time for the central HR team.

Extensive data import and export features for payroll and HR systems means valuable management information can be quickly and easily shared between departments or across multi-site organisations and can be integrated with existing reporting systems such as Excel.

Leading Edge Technology

Ongoing IT developments continue to drive the pace and efficiency of our daily working lives and Stanley's time and attendance systems have stayed at the forefront of technological advancements.

Maximum compatibility with existing IT networks means they can be easily integrated into an organisation with minimum disruption and expense to deliver:

- Real time access through web browser-based systems
- Remote log-on through internet/intranet facility
- Self-service employee access to personal information
- Pay as you go, hosted data services



Employment Law Compliancy

Today's much improved work rights and conditions mean employers now have a legal obligation to accurately report on all their staff's working hours. Stanley® time & attendance systems can help ensure compliance with all current employment legislation including:

- European Working Time Directive
- UK Working Time Regulations
- Work & Families Act 2006

Able to capture reports on an extensive range of work patterns and schedules they provide instant, irrefutable employee time records helping to avoid contention or potential dispute over hours worked and payment owed.



iT-30 terminal and range of ID devices



Partnership Programme

Because Stanley is looking to establish viable, long term relationships with all its customers and help support businesses as they grow, it offers an in-house finance programme that enables you to achieve the time and attendance solution you really need even if it falls outside of your budget.

In fact, despite the enormous business benefits we've outlined, implementing a new Stanley time and attendance system costs a lot less than you might think thanks to our Partnership Programme. In return for agreed, manageable, regular payments, our time and attendance systems offer the following distinct benefits:

- No risk of ownership and no depreciation
- No capital outlay
- Flexible payment terms with full warranty
- Reassurance of dealing with a major global company
- Full installation, integration and system training
- 24 hour nationwide support and maintenance



"In a year the system has effectively freed up an additional 45 days of resource for our finance department. That's a return that goes far beyond the day to day benefits to employees."

Steven Edgar, Financial Controller
PC Henderson Ltd

No matter what size your business, Stanley has a broad range of tailored time and attendance systems to suit your needs - fully scalable solutions that integrate with existing IT networks for easy operation and adapt as your organisation evolves and expands.



Stanley Security Solutions is a wholly owned subsidiary of The Stanley Works, an S&P 500 company with extensive strengths and resources, operating in 131 countries worldwide, with over 15,000 employees, 50,000 products and around \$4 billion annual revenue.

At Stanley, we provide more than a range of products. We provide true peace of mind – through knowing that you have the most advanced and practical technology, the most supportive maintenance, and an affordable source of funding. With a wide range of systems that integrate for easy operation and adapt as your organisation evolves, you will also benefit from a complete sense of satisfaction.

Time & Attendance

Access Control

Door Entry

CCTV

Clocks and Dials

Payroll

Staff Protection



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DECT

Saffire – Emergency Deaf Alarm

Fire Detection

Public Address

Building Evacuation

Digital TV Distribution

On-Site Paging

Nurse Call

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