Dresser & Associates
HR and Payroll Solutions

Time and Attendance Solutions Can Save You Money—And Time

In the news…

Businesses That Do Good - Do Well

Sage announced the results of a study it conducted in July 2015 that reveals that small businesses and their employees are doing much to improve their communities.
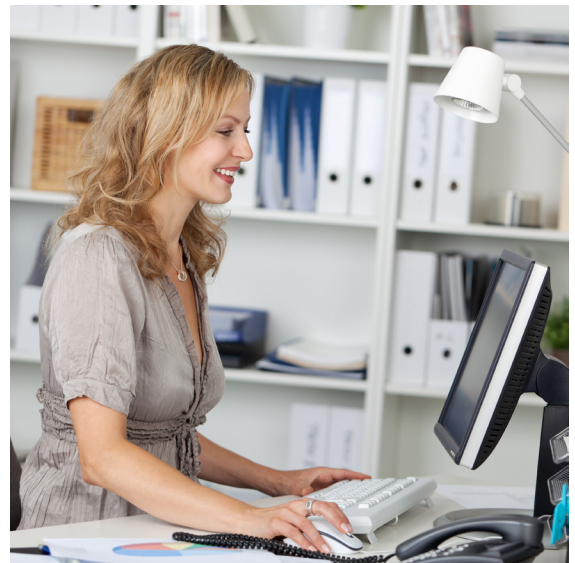
The study found that virtually all (92%) of business owners personally donate to charities and nonprofit organizations. And 53% of small businesses encourage their employees to volunteer their time.

According to the January 2015 Jobs Report, small businesses created nearly 2 million of the approximately 3 million private-sector jobs created in 2014. And those same small businesses funnel more money back into their local economies than other businesses. It appears that doing good helps businesses do well!

Read more here.

Payroll can easily account for 50 percent (or more) of a business's operating costs, and errors can quickly inflate your payroll. Accurate timekeeping can save your organization both time and money—in fact it's been shown that companies using automated time and attendance solutions can save three to seven percent on their labor costs. Sage Time is an automated time management solution that can streamline processes, improve overall accuracy, and save your company money. In this article we review the benefits of timekeeping software in general, and introduce the capabilities of Sage Time.

Benefits Of Timekeeping Software

Increased Accuracy

Electronic data can be collected by employees punching in or out over a secure web browser, from an electronic or biometric time clock, or even through a mobile device, eliminating the estimates and errors associated with manual systems. The data collected is then transferred to the payroll system without the need for rekeying. Supervisors can be alerted to early or late in/out punches as they happen, providing the opportunity to address attendance issues early, before they become larger problems.

Time Savings

You can reduce the time it takes to run payroll while also increasing the data accuracy by automating the transfer of timekeeping information, leading to increases in both productivity and cost savings.

Increased Productivity

Because automated time collection can eliminate the need for manual reentry of timekeeping data, payroll processing time is greatly reduced, improving the productivity of your payroll staff. The ability for employees to review their own

Sage Time

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accruals and schedules without a call to your HR team can further boost productivity.

Ensuring Compliance

Time and attendance systems are also invaluable tools for ensuring compliance with labor regulations regarding proof of attendance.

About Sage Time

Sage Time is a comprehensive, state-of-the-art workforce management solution that enables you to collect, analyze, and take control of your employees' attendance and labor data—online and in real time. It integrates with Sage HRMS Payroll, eliminating the need for duplicate data entry and providing you with a single, comprehensive solution.

Rich Feature Set

Sage Time offers comprehensive functionality and features including:

- Manager self-service (MSS)
- Employee self-service (ESS)
- Timesheet approval workflow
- Company dashboard
- Time off request tool
- Accrual tracking and management
- Notifications module
- Exception tracking
- Virtually unlimited customizable report views
- Saved report settings
- Specialized reporting
- Access control

- GPS tracking
- Geofencing
- Facial recognition (Android only)
- Mileage and tip tracking on mobile devices

Flexible and Modern Technology

Sage Time sports a 100 percent web-based user interface, offering your employees convenience and flexibility in reporting time worked through a variety of data collection options, including the web, time clocks, and mobile devices. The software supports a wide selection of registration devices such as badge terminals which utilize advanced biometrics to avoid "buddy punching."

The mobile functionality of Sage Time can capture data such as GPS, geofencing, picture, group punch, employee messaging, and even facial recognition (Android only). Geofencing enables you to restrict an employee from clocking in outside the radius of a location you define - right down to a tenth of a mile.

Powerful Analysis Tools

Sage Time goes beyond the collection of attendance data; it offers powerful workflow engines that can be configured to support virtually any business scenario. A powerful reporting and analysis module delivers insight into your data, helping you better monitor attendance and spot activity patterns.

Scheduling and Time Off Requests

Supervisors and employees can intelligently manage requests for time off and scheduling. Your attendance policies will be seamlessly enforced, including management of pending accruals and time off requests. Employees and their managers have easy access to accrual balances, schedules, and time sheet notes.

Cloud Deployment

Sage Time is delivered in the cloud as a Software-as-a-Service (SaaS) solution, meaning there's no software to install. This can be a tremendous benefit to distributed organizations where there are few IT resources outside the main office.

Other benefits of a cloud-based solution are that you're always running the most current version of the software and that your data is stored securely and backed up automatically.

Please call us with your questions about automated time and attendance solutions. ☆

Best Tool For The Job: Sage HRMS Garnishment Manager

Properly handling employee garnishments can be a tedious and time consuming task, and if not done correctly, can result in fines for the organization. In addition to calculating the garnishment amount, in the case of multiple garnishments, you'll need to properly prioritize them.

The calculation step alone can be complex, as evidenced by this verbiage from Title III of the Consumer Credit Protection Act (CCPA), *"You may withhold no more than the lesser of 25 percent of the employee's disposable earnings or the amount the disposable income exceeds 30 times the federal minimum hourly wage."*

Compounding the complexity, individual states may have their own, overriding provisions.

Child support, tax levies, student loans, and creditor liens are some of the garnishments you may need to process during your company's payroll cycle, and to reduce the chance of errors, remain in compliance, and save valuable time and effort, you may want to consider a purpose-built tool for handling them. Sage HRMS Garnishment Manager by Delphia Consulting, a Sage Endorsed Solution, is the best tool for the job.

Save Time, Reduce Risk and Improve Accuracy

Sage Garnishment Manager tackles the complexity of garnishment calculation and prioritization, saving your organization time and money and reducing your risk of penalties and errors. Here's how:

- Saves time and money by eliminating the manual calculation and prioritization of garnishments.

- Reduces risk by prioritizing multiple garnishment orders and adhering to applicable state and federal regulations.

- Improves accuracy by calculating the appropriate deduction amount for Child Support, IRS Levies, State Tax Levies, Student Loans, Federal Agencies, and Creditor Garnishments.

Automatically Calculates Disposable Pay

Some garnishments require that you first calculate an employee's disposable pay before determining the garnishment amount. Sage Garnishment Manager can automatically calculate disposable pay for CCPA, child support by state, federal agencies, state levies, IRS take-home pay, and net pay before garnishments.

Remain in Compliance

Sage Garnishment Manager supports all federal regulations and rules of all 50 states, takes into account CCPA wage limit tests, and properly prioritizes and allocates multiple child support orders and garnishments.

It's Simple To Use

Once payroll is calculated in Sage HRMS Payroll (U.S. version), it takes just a few clicks within Sage HRMS Garnishment Manager to calculate the proper deduction amounts and update Sage HRMS Payroll with those amounts. And multiple garnishments are not a problem, as Sage HRMS Garnishment Manager supports an unlimited number of garnishments per employee.

Please contact us with your questions about this solution. ✮

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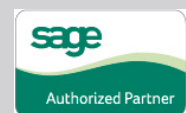(207) 885-0809
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