How to reduce labor costs without compromising quality

Automated timekeeping can help you reduce costs without compromising quality. In fact, it could improve quality. Automated timekeeping makes it possible to know what you are spending on labor and why. It can help you get out in front of the process and prevent unnecessary overtime and supplemental labor. It can even help you avoid compliance audits.

Improve Timekeeping Records

1. Eliminate buddy punching (using biometric clocks)
2. Enable anywhere clock-in (using a combination of physical and app-based clocks)
3. Prevent early clock-in
4. Track and verify hours on a daily basis
5. Require supervisor and worker authorization to make time card changes
6. Record all worker hours regardless of status (exempt/non-exempt) and job code
7. Record job codes and locations with each clock-in

Manage Overtime

1. Set basic starter (template) schedules based on rules for coverage, by job codes and overtime allowances.
2. Set rules for shift swapping that minimize overtime and notify supervisor when worker nears limit.
3. Run reports of scheduled versus actual to determine where overtime can be averted in the future.
4. Give schedulers full view of all resources so they can modify initial template with minimal increase in overtime.
5. Compare overtime costs with supplemental (contract) labor to determine least costly option on case-by-case basis.
6. Prevent early clock-in, which can lead to overtime.
7. Use most current coverage and census data to keep staffing at the right level without unnecessary or unplanned overtime.

Avoid Costly Audits

1. Keep accurate records
2. Provide workers instant access to timecards to reduce potential disputes and complaints
3. Provide accurate, timely reports to governing agencies proving compliance with ACA, PBJ and other rules.
4. Track and report contract labor according to the rules of each agency
5. Assign multiple job codes to workers with multiple skills and have those workers clock0in with the job code for that shift (or partial shift).
6. Keep up with changing rules

Manage Supplemental Labor

1. Track all workers, including contract labor
2. Schedule based on the optimum use of full time, part time and contract labor
3. Provide mobile access for clock-in for workers moving between locations
4. Allow multiple job codes so workers are properly counted in the coverage model and paid properly

Reduce Scheduling Effort

1. Set up scheduling templates to speed basic scheduling
2. Provide easy access to available resources and their certifications/qualifications
3. Allow smart shift swapping, so there is less time involved in achieving proper coverage
4. Reduce time spent by skilled nurses on schedule review and approval

Optimize Coverage

1. Focus skilled nurses on care instead on schedule review
2. Use job codes as part of the scheduling and time tracking system to ensure appropriate coverage
3. Leverage workers across locations and skills
4. Make it easy to manage time-off requests and shift swapping to improve schedule adherence

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