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Ebook

Time tracking and attendance management

A simple guide to handling them without the stress

Table of contents

- Introduction 1
- Why track attendance 2
- The main features of time tracking software 3
- Challenges for SMEs: The chaos of manual processes 4
- How Factorial helps 5

Introduction

The purpose of time tracking is to accurately record employees’ working hours.

In general, this involves logging the start and end of the workday, along with the employee's name or ID number, so that their working time can be clearly assigned.

These records are then used for various purposes such as processing payroll or calculating overtime that can be converted into time off. They can also be used to analyze employee productivity and identify ways to improve internal processes.

Today, there are many ways companies can track working hours accurately from Excel spreadsheets to modern time tracking software.

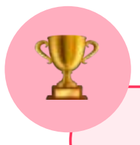
It’s important for businesses to choose the right online time tracking system based on their budget, workforce size, and specific needs.

With this ebook, you'll discover the most common challenges companies face in their day-to-day admin work especially when it comes to tracking hours, viewing attendance and absences, and processing time records.

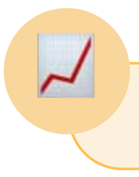
And at the end? You'll also find the solution.



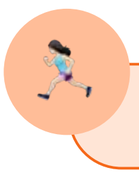
Why track attendance



Compliance with current regulations



Overview of employees’ working hours and productivity



Minimizing absenteeism and unproductive time



Optimization of resources and internal processes

At first glance, it might seem like only employers benefit from tracking employee time but that’s not the case.

Employees also gain advantages from accurate time tracking. It gives them clear proof of the overtime they've worked, which can either be paid out or converted into time off.

Without proper time records, employees wouldn’t be able to verify or claim their extra hours.

Digital attendance tracking also connects directly with clock-ins, shift scheduling, and payroll enabling a fully automated, secure, and legally compliant attendance management process.

The main features of time tracking software *(to help, not add extra work)*

- Easy setup and **intuitive** use.

- **Employee portal** access: Employees can access the software and log their working hours and absences independently.

- Ability to easily **adjust work hours**: Sometimes employees forget to clock in or out. It's important that the time tracking software allows adding or correcting hours without a complicated process involving HR and supervisors.

- Templates and **reports**: A good time tracking software should allow exporting completed attendance sheets in Excel or PDF format. This way, they can be signed manually or electronically and then forwarded to the payroll department for further processing.

- Ability to **approve attendance sheets**: The software should allow supervisors or HR to easily approve or reject employees' digital attendance sheets with just a few clicks.

All these points become key to achieving real, valuable change in everyday work. Digitalizing these processes is far from a given: every company, especially depending on its size, has its own unique way of organizing things.

When choosing software to manage these processes, it's essential to understand whether current needs and habits can be improved or enhanced by the software itself.

From our experience with clients, the most common problem we see is the loss of time spent on manual processes. Those related to attendance tracking and time monitoring are among the most frequent.

Challenges for SMEs: The chaos of manual processes

We gathered exclusive feedback and data from over 40 companies using Factorial, analyzing the main challenges they face in time management. The numbers speak for themselves: on average, ***companies spent more than 3 working days per month just managing attendance, leave and permissions****. With Factorial, the time saved amounts to nearly 2 working days per month.*

Based on the data and feedback gathered, it's clear that:

Manual processes are a common challenge
Using one or more Excel files and manually filling out paper forms takes up valuable time for both those who complete them and those who need to review them time that could be better spent on more strategic activities to improve the team and grow the company. With manual processes and separate documents, it also becomes very easy to lose crucial information.

When working manually, errors are inevitable
An incorrect clock-in, an improperly recorded leave request, or a wrong entry in an Excel sheet — these errors directly affect crucial areas like payroll, shifts, or vacations, causing issues that then require even more time to fix.

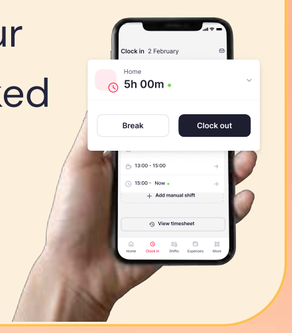
The lack of streamlined processes adds extra burden and inefficiency
Companies reported that leave and permission requests often came in a scattered way via email, WhatsApp, or other tools. Without a centralized system, the risk of losing information increases, further complicating the work of those who need to oversee the entire process.

How Factorial helps

What are the real benefits of managing attendance and time tracking?

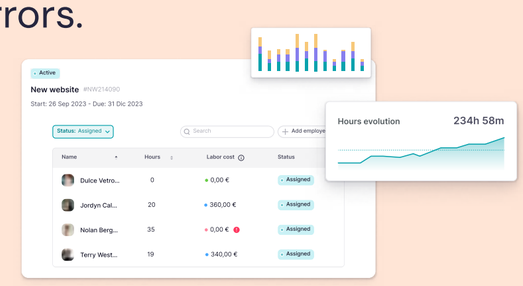
Simple and personalized clock-in/out management

Your team clocks in from desktop or app. You customize company policies and access real-time data on your employees' worked hours..



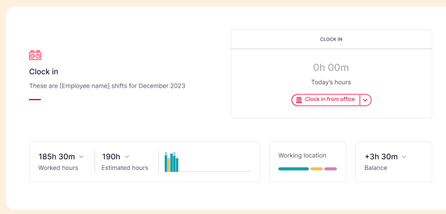
Payroll management without errors

Sync clock-in/out data with payroll to have precise tracking of extra compensation. Save time and reduce manual errors.



Attendance tracking always compliant with the law

Factorial's systems always comply with privacy regulations, ensuring the company avoids potential violations.



Compared to badge-based attendance systems, Factorial lets you customize all the features you need and have them always at your fingertips.

With the **clock-in system**, you can clock in from the **mobile app with geolocation**, via **QR code** or from **desktop**.

Attendance tracking: as an admin, you can **monitor who has clocked in**, access the control panel, and send reminders for clocking in.

View the hours balance: **automatically calculate** the hour balance for all employees, **track** overtime, and **create** specific categories for overtime hours.

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Factorial primarily allows you to automate most processes, reducing manual tasks and the errors that come with them.

Through its attendance tracking feature, Factorial aims to make monitoring employee clock-in and clock-out times efficient, offering various easy-to-access clock-in methods including QR code and geolocation directly from a phone.

Request a demo and discover how Factorial can support your company.


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