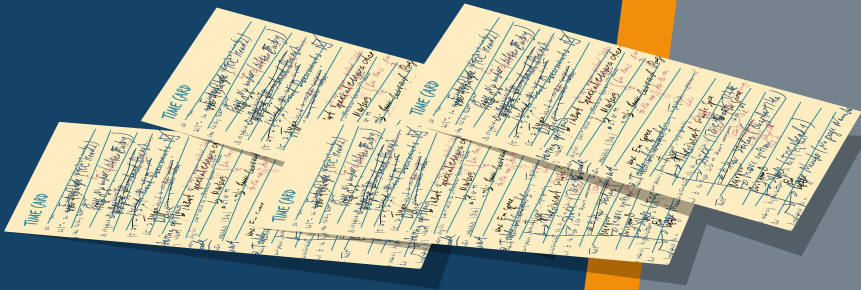# ExakTime
An Arcoro Product

What Are Paper Time Cards Costing You?

Why Digital Time Tracking Software is Key to Construction Company Growth

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Construction companies that use paper time cards are losing money on many fronts. Paper time cards are susceptible to inaccuracies, human error and fraud. And the time they take to process will hurt your back-office productivity.

A digital time tracking solution not only ensures accuracy, but it also allows companies to collect data about their workforce and equipment usage. Companies using these tools can control payroll costs, streamline compliance, make more accurate bids for future projects and more effective executive decisions.

How Are Paper Time Cards Costing You?

Under the **Fair Labor Standards Act,** all employers are required to keep accurate time records of the hours that their nonexempt employees work. Construction companies that use paper time cards to collect this information face three main downsides.

1. Increased risk of errors

When a worker or supervisor fills in a time card, they may add a few minutes here and there. They may be fudging their time intentionally or just not remembering exactly when they clocked in or clocked out. A few minutes here and there add up to hours your company pays for but gets no value from.

Once workers record their time on a paper time card, the office staff has to input the information into a payroll system. When this process is manual, the more data being processed, the greater the chances of entry errors.

According to the **American Payroll Association**, companies that use paper time cards have an error rate of 1-8% of total payroll. A study also revealed that **49% of employees** will leave their job if they experience at least 2 problems with their paychecks. In today's tight labor market, you don't want to lose workers due to a lack of trust.

How Are Paper Time Cards Costing You?

2. Manual Processing Takes Time

Companies that use paper time cards have to dedicate time to collecting the actual time cards and manually transferring information from paper into a payroll system, entering the same data a second time.

In addition, staff has to spend time sorting through paper files to complete compliance reporting, like **certified payroll reporting required by the Davis-Bacon Act.**

How Are Paper Time Cards Costing You?

3. Paper is Costly

Companies that use paper time cards need to maintain a constant supply. The individual cost of time cards often seems insignificant, but it can quickly add up over time, especially for construction companies with many workers on multiple sites.

Add to that time and travel costs associated with distributing and collecting paper time cards. If they are being completed at multiple job sites, getting them to your back office for processing creates an unnecessary additional expense.

Digital Time Tracking Enhances Company Growth

Some of the ways that a digital time tracking solution can contribute to your bottom line are obvious. There are some additional advantages beyond the impact on payroll that should not be overlooked. Here are the primary ways that time tracking software can enhance the growth and profitability of your construction company.
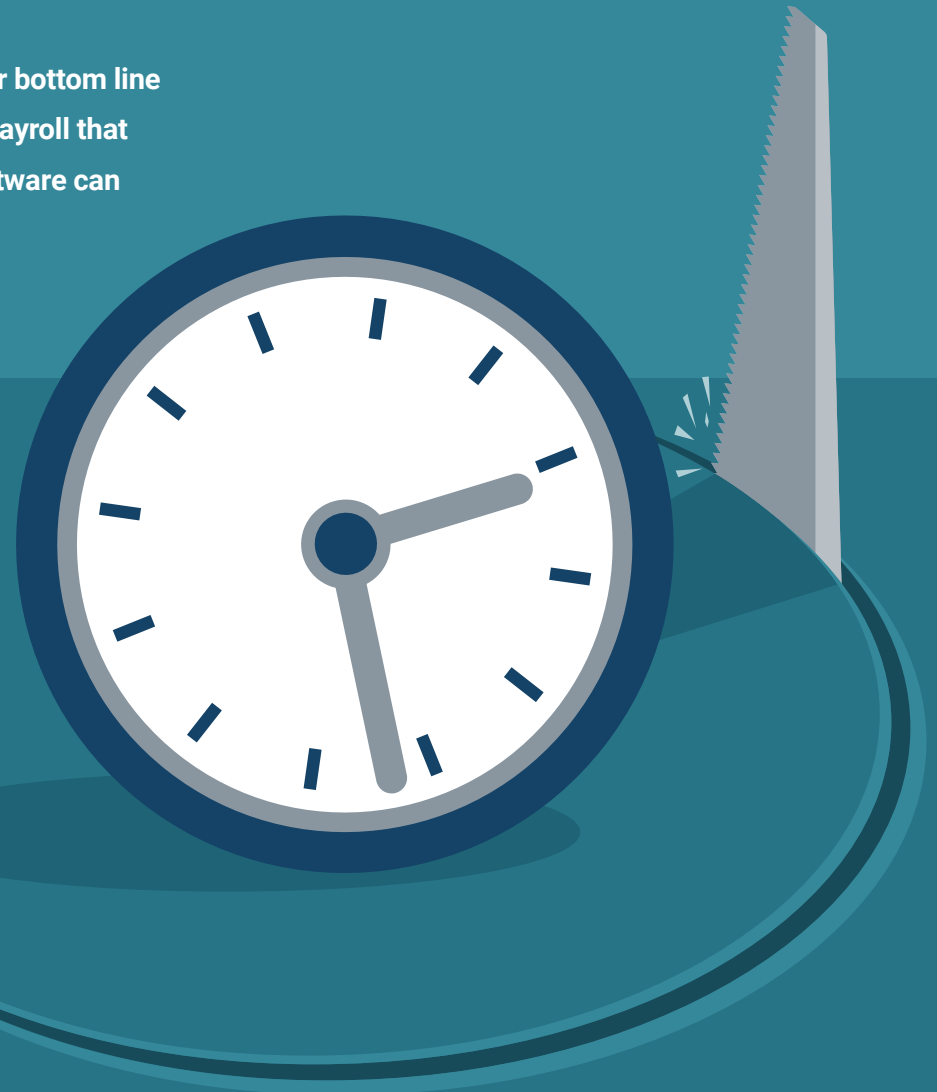
1. Stops Time Theft

Time theft is a major threat to bottom lines in the construction industry. Whether this theft is intentional or the result of carelessness or errors, construction companies are paying employees for work and time that they're not putting in.

On average, time theft costs companies 7% of their total annual payroll. Imagine what you could do with those dollars.

Whether you use a rugged, physical **digital time clock** or a time clock app, you can minimize the dollars lost to errors and inaccurate time reporting. A **time clock app** with a geofencing feature can also help you control buddy punching where a co-worker punches in or out for an employee who is not actually on-site.

A study by the American Payroll Association found that 75% of US businesses lose money due to buddy punching.

Time tracking apps with GPS let you identify your worker's location when they clock in or out. Apps with photo ID verification provide further protection.

Digital Time Tracking Enhances Company Growth

2. Streamlines Payroll and Reduces Risk

Digital time tracking software and connected hardware clocks and apps eliminate the need for manual input of time data, freeing your employees for more important tasks. A time tracking solution that can be integrated with your payroll program further eases payroll processing.

Digital time tracking also eliminates the risks associated with human error when it comes to data entry.

You'll have easy access to documented time and attendance records right at your fingertips when completing required compliance reporting.

3. Provides Powerful Insights

One of the major costs in the construction industry is labor. The number of employee hours recorded on a current project impacts your future project bids, so it's critical that you collect accurate time tracking data.

A digital time and attendance solution puts this data in the cloud where it can be easily accessed and organized into meaningful reports. This adds up to improved efficiency in the present and better data you can use to improve planning for future projects.

Adopt Time Tracking Software for Organizational Success

ExakTime is a time and attendance solution that allows you to accurately track your employee's hours and control time theft.

ExakTime can be **integrated** with over 100 accounting and payroll programs, easing payroll processing.

ExakTime Connect software produces **powerful reports** that lets you review data by employee and location for meaningful business insights.

Talk with our workforce management expert to discover the ways the ExakTime solution can increase operational efficiency and boost your bottom line.
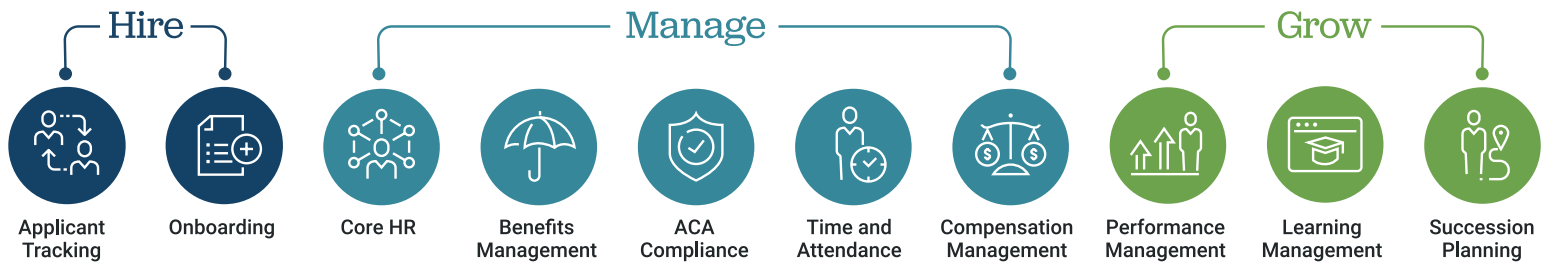
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ExakTime is an Arcoro product. Arcoro delivers modular HR & people management solutions to help companies hire, manage and grow their workforces.

Hire
- Applicant Tracking
- Onboarding

Manage
- Core HR
- Benefits Management
- ACA Compliance
- Time and Attendance
- Compensation Management

Grow
- Performance Management
- Learning Management
- Succession Planning

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