



"Your Time is Our Business"

# Client Success Story:

## Accent Plastics

*Taking Control: Manufacturer Manages Labor Costs  
with Improved Time Tracking System*



*“Being able to see real-time labor reports has helped us better manage cost of labor. Department supervisors can see daily snapshots of their labor costs while there is still time to make modifications. Plus, we generate reports that separate our workforce into machine operators, technicians, quality, maintenance and other areas to analyze labor hours. We were not able to view data like this in the past.”*

Brian Thompson, HR Administrator & Payroll Coordinator  
Accent Plastics



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### Overview:

An injection molding company recently improved the accuracy of payroll processing. They eliminated the chance for buddy punching—when co-workers punch in for tardy or absent employees—and gained a real-time look at labor by department. Instead of taking nearly a full day to close weekly payroll as it once did, it now takes just under an hour each pay period to prepare time and labor data for payroll processing. Key to these achievements are a new Time & Labor Management system and biometric time clocks installed by the experts at IntegrTime Solutions, Inc.

### About Accent Plastics:

Accent Plastics (Corona, CA) designs, engineers and develops tooling for injection-molded parts. The company produces quality molds for medical and non-medical component manufacturers, specializing in complex parts, over-molding and insert molding processes.

Previously, Accent Plastics used a combination of manual paper time cards and an outdated software package to track employee time and labor for 99 hourly workers located in two facilities.

*"With IntegrTime's help, our payroll costs are true reflections of the hours worked. We trust our labor costs are accurate, and that pay cycles reflect actual hours put in by our workers. The automation means there is less chance for mistakes, and we have a better handle on overtime."*

Brian Thompson, HR Administrator & Payroll Coordinator  
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### The Problem of "Buddy Punching":

With the past methods, workers in shipping, tooling, maintenance, production, customer service, and other areas started and ended their shifts by swiping an id card through a bar code reader.

The company experienced occasional instances of buddy punching with the bar code readers. Buddy punching refers to the practice of workers knowingly punching the time clock for other workers.

Thus employees were being paid for time during which they were not on the job. This had impacted the company's payroll budget.

### Administrative Headaches:

Another challenge was that the time tracking system did not easily generate summary reports for managers and the HR office. For instance, Accent Plastics could not easily monitor missed punches, tardies, absences, or overtime. Explains Brian Thompson, Accent Plastic's HR Administrator & Payroll Coordinator, "Cost of labor is significant in a manufacturing environment like ours, and we were at a disadvantage in that we could not see overtime as it was happening to address any problem behaviors."



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Staff scheduling was also an administrative burden. Adds Thompson, "We were forced to use manual paper and spreadsheets when scheduling employees. Supervisors couldn't easily see ahead of time staffing levels to avoid unnecessary overtime. It took an awful lot of administrative effort for employee scheduling and payroll."

### Seeking a New Way:

To address these and other challenges, Accent Plastics turned to the time and labor management experts at IntegrTime, Inc. (Palmdale, CA), who suggested Attendance Enterprise. Attendance Enterprise is a full-featured time tracking and scheduling software system that automates labor management.



IntegrTime custom fit the software to meet Accent Plastics needs and installed two biometric hand-reader clocks to accurately verify employee identification at the start and end of every shift.

*"We were able to totally eliminate the spreadsheets, paper schedules, in-person time off requests, and other manual processing that was so hard to manage."*

Brian Thompson, HR Administrator & Payroll Coordinator  
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### Verifying Employee Identification:

One of the biggest benefits with the new processes is that the hand reader clocks makes buddy punching impossible. The clocks store the unique geometry of each employee's hand in a template, which is used to accurately verify the identity that employee.

Workers no longer misplace their ID cards or damage the magnetic strip. This reduces the administrative burden, as the HR office no longer stops what they are doing to issue replacement cards.

### Improved Real-time Reporting, Archiving:

Accent Plastics stays informed with real-time reports of essential labor information such as tardiness and absenteeism. They take action quickly to eliminate unapproved overtime; automate time off requests and approvals; correct and approve employee time cards quickly; and reduce redundancy by entering information only once.

Adds Thompson, "Being able to see real-time labor reports has helped us better manage cost of labor. Department supervisors can see daily snapshots of their labor costs while there is still time to make modifications. Plus, we generate reports that separate our workforce into machine operators, technicians, quality, maintenance and other areas to analyze labor hours. We were not able to view data like this in the past."





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"The ability to archive time sheets is also a big plus. We easily call up terminated employee records for unemployment or disability claims. We used to store old time sheets in big boxes, and take time to reprint a whole year at a time. Now archived data is available at the click of a button which makes our lives a lot easier."

### Improved Scheduling:

With Attendance Enterprise, Accent Plastics can instantly view, create and change schedules for single employees or for groups of employees by the day, week, month or customized time period. Supervisors create schedule patterns for employees who regularly work the same hours.

The system automates employee requests for time away from work, and makes it easy for supervisors to grant leave approval based on organization policies.

Noted Thompson, "We were able to totally eliminate the spreadsheets, paper schedules, in-person time off requests, and other manual processing that was so hard to manage."

*"The ability to archive time sheets is also a big plus. We easily call up terminated employee records for unemployment or disability claims. We used to store old time sheets in big boxes, and take time to reprint a whole year at a time. Now archived data is available at the click of a button which makes our lives a lot easier."*

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### Bottom Line Benefits:

Accent Plastics cut out the duplicate data entry once needed to close payroll. A custom interface built by IntegrTime automatically links time and labor with payroll processing

**Instead of taking nearly a full day to close weekly payroll as it once did, it takes under an hour to prepare time and labor data for payroll processing.**

The company no longer chase down employees or supervisors for missed punches, and has confidence that labor costs better reflect the actual hours worked.

Concludes Thompson, "With IntegrTime's help, our payroll costs are true reflections of the hours worked. We trust our labor costs are accurate, and that pay cycles reflect actual hours put in by our workers. The automation means there is less chance for mistakes, and we have a better handle on overtime."



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