



"Your Time is Our Business"

# Client Success Story:

## Asian Community Center Nursing Home

*A Better Result: Attendance Enterprise Helps Retirement Center Improve Payroll Process*



**Asian Community Center**

***"We are in a better position to comply with the mandated ratio of care givers to residents."***

*Perfecto Bravo, Bookkeeper  
Asian Community Center Nursing Home*



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### Overview:

The labor management experts at IntegrTime Solutions, Inc. recently helped a California-based nursing center significantly reduce the amount of time the administrative staff spent tracking employee hours and preparing payroll. The center is better able to generate State-mandated employee reports, and also eliminated the hassles of supporting and maintaining a stand-alone software system once used just for archiving time cards. The end-result is easier and more efficient methods to prepare bi-weekly payroll.

### About Asian Community Center Nursing Home:

Asian Community Center Nursing Home is a premier care facility serving the Sacramento, California area with high-quality service to all its residents. In addition to providing 24 hour care, the facility provides cultural and socially sensitive services to help meet residents' needs including specialized dietary services, rehabilitation services, physical therapy, occupational therapy, speech pathology, family counseling, and more.

"IntegrTime supported us when we were having all those issues with the outdated system. It was a big plus that they knew our needs when it came time to reporting labor information. They were very familiar with the best ways to track employee hours in a nursing home setting."

Perfecto Bravo, Bookkeeper  
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### Past Challenges:

In previous years, administrators tracked time and prepared payroll for over 100 hourly registered nurses, certified nursing assistants, licensed vocational nurses, housekeeping, food service and other care professionals using an outdated time clock and software package.

The software had limited reporting capability, which meant that administrative staff relied on burdensome manual methods to prepare summaries of employee vacation time, sick time, or time card records. The organization had to use a stand-alone software package to archive time cards which was also a hassle.

Another limitation was that the vendor no longer supported or updated the technology. Explains Perfecto Bravo, ACC Nursing Home bookkeeper, "Essentially, we were left hanging without any new updates from the vendor, or the ability to even upgrade our department's computer operating system. This was a problem since the center already upgraded other business solutions to new operating systems over the years."





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The nursing center was also challenged by the State's requirements to generate staff coverage reporting. In California, special mandates require nursing centers to generate "care giver to resident ratio coverage" reports. The outdated system could not automatically generate such reports, thus administrative staff spent a lot of time manually calculating, generating and preparing the reports for printing.

### **Looking to Improve:**

To address these issues, and to increase the efficiency of preparing bi-weekly payroll, ACC Nursing Home turned to IntegrTime Solutions, Inc, (Sylmar, CA) time and labor management experts, who installed Attendance Enterprise and a biometric hand reader.

Notes Bravo, "IntegrTime supported us when we were having all those issues with the outdated system. It was a big plus that they knew our needs when it came time to reporting labor information. They were very familiar with the best ways to track employee hours in a nursing home setting."

The experts at IntegrTime installed Attendance Enterprise, an easy to use, integrated time and attendance system that automates pay rules to ensure accuracy and regulatory compliance. The system is fully supported by the vendor, and allowed the nursing center to upgrade to the most current operating system.

Employees start their shift by checking in at a hand reader. This eliminates the opportunity for "buddy punching" and accurately verifies employees' identities while protecting their privacy. The system automatically polls the reader, which passes information like accumulated hours, overtime and other labor tracking which in the past were difficult to monitor. At the end of each pay period, the accumulated time is automatically downloaded to the in-house payroll software for check processing.



### **Ease of Reporting:**

One of the biggest benefits since upgrading to the new solution is that the nursing center better meets state regulations related to labor ratios. Explains Perfecto, "We cut out the need for manual calculations when preparing the state-mandated daily reports. That means we are in a better position to comply with the mandated ratio of care givers to residents." IntegrTime helped the center generate this report with the new system. Now, when the nursing director requests this report, it takes just seconds to generate.



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According to the nursing center, another benefit since switching to the new system is the intuitive interface. As an example, instead of scrolling through each and every employee to view time cards as they did in the past, an easy search function makes it a snap to view employee time card data like vacation, sick time and tardies. Customized filters make it easy to locate key labor information needed by human resources, sorting labor hours by individual, by date range, by department or other grouping. In addition, the system is available to multiple users for ease of information sharing.



Another big plus is that the nursing center eliminated the stand-alone archiving solution. Attendance Enterprise archives time cards with just a click of the mouse. Said Bravo, "When a supervisor asks me to print out a nurse's time card for a previous month, it took me multiple steps with the outdated system. Now it takes just a second." It is also easier to track employee exceptions with Attendance Enterprise. Supervisors simply look at the time cards and summary reports to track overtime, tardies and missed punches.

### Time Savings- Final Analysis:

To conclude, ACC Nursing Home has benefited from a more streamlined employee time tracking process. State-mandated reports are easier to generate, and other administrative tasks such as archiving time cards and monitoring missed punches are also accomplished more efficiently. Summarizes Bravo, "By partnering with IntegrTime, my job got easier when it comes to labor tracking. I spend less time on managing time cards, and I'm grateful that I no longer have to customize reports. Useful reports are now automatically generated anytime, which frees me up for other tasks."



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