



"Your Time is Our Business"

Client Success Story:

BrucePac Meat Product Designers

Food Industry Best Practices: Processor Simplifies Employee Scheduling, Time Tracking, and Record Keeping



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Overview:

When a national food processor tracked employee time and labor with various methods, it was difficult to manage Family Medical Leave Act (FMLA) record keeping. The burden of administering paid time off under FMLA regulation was cumbersome. It was also a challenge for the food processor to easily schedule employees and monitor departmental transfers. The experts at IntegrTime helped implement a new solution that automates these once manual processes. The food processor now accurately tracks employee leave and manages FMLA records for nearly 400 employees. Scheduling, reporting and departmental transfers take less administrative effort, and save the HR office and supervisors a significant amount of manual handling.

About BrucePac Meat Product Designers:

BrucePac is a national supplier of cooked meat products. The Oregon-based meat producer offers consumers a variety of product and packaging options, including certified organic and antibiotic free products. BrucePac is a trusted partner among food manufacturers, food service distributors, and retailers and is committed to producing quality products.

BrucePac operates two plants that are under continuous USDA inspection. 380 workers run the operations, including production staff, warehouse workers, office personnel, shipping and delivery, quality inspectors and other processing professionals.

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Time Tracking Challenges:

Until about a year ago, the company tracked employee time and labor with a combination of automated and manual methods. While the time tracking software handled basic data collection and time keeping, the HR team patched together manual methods to schedule employees, track FMLA record-keeping, manage departmental transfers and manage other time tracking tasks important to the company.



Notes Sally Clipfell, BrucePac's Payroll Administrator, "Many of our employees transfer between departments in a given week. It's not uncommon for workers to switch between the maintenance department and sanitation depending on the work load. It was tricky for our supervisors to allocate those hours to the appropriate department." At the close of payroll, supervisors reviewed individual time cards to manually track the departmental shifts which took an extra step for each worker.



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Another limitation was employee scheduling. Since the timekeeping software didn't offer automated group scheduling features, each supervisor created their team's weekly schedule either using a spreadsheet or word document. This was workable, but over the years became a challenge to manage as the team grew and departments became bigger.

Compliance Reporting:

A key challenge was FMLA reporting. As an employer covered under the Family and Medical Leave Act, or FMLA, BrucePac is required to keep records such as the dates and number of hours of FMLA leave taken by all employees, and whether the leave was considered family or medical leave.

Explains Clipfell, "We were limited because the old time tracking system did not offer this functionality. Our team had to devise standalone systems to keep a handle on FMLA records."

An Automated Approach:

In March 2010, BrucePac turned to the labor experts at IntegrTime Solutions, Inc. (Palmdale, Calif.). IntegrTime worked with the company to implement Attendance Enterprise, a web-enabled time and attendance system offering accurate time tracking and reporting, scheduling, FMLA record keeping and reliable data collection.

IntegrTime installed advanced proximity reader time clocks to collect employee time and attendance data from all the hourly workers. IntegrTime also configured this system to directly interface with the company's payroll processes.



Improved Record Keeping:

Attendance Enterprise easily automates the tracking and calculation of employee labor data. The HR office appreciated the direct support provided by IntegrTime and was quickly up and running on the new system. "We found Attendance Enterprise to be extremely user friendly, especially for supervisors. We were also pleased that IntegrTime was able to help us bring all archived data in from the previous system directly into Attendance Enterprise."

The experts at IntegrTime helped set up the system to automatically handle departmental transfers. This cuts down on the manual handling and saves both time and effort.



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Supervisors save administrative time each week since the new system easily handles group scheduling. Notes Clipfell, "It's a big plus now that each supervisor manages departmental scheduling themselves. A side benefit is that supervisors have a better grasp of staffing requirements. They no longer have to manually create their schedules each week which is a big time saver."

When an employee is assigned a schedule, Attendance Enterprise automatically compares it to worked hours, identifying employees who are tardy or leave early. Supervisors instantly view, create and change schedules for single employees and for groups of employees by the day, week, month or customized time period. They can also create ongoing, repeating schedule patterns for employees who regularly work the same hours.

FMLA Reporting:

One of the most significant advantages is that the new system easily handles FMLA record keeping. Labor data is integrated with time and attendance with leave rules automatically applied throughout the organization. The system automatically tracks FMLA compliance, letting HR and supervisors rely on real-time, accurate reports tracking employee FMLA eligibility.

"We're glad to have automated the tracking of FMLA-related records. It's also a relief that these records are automatically archived if needed for future inspection," said Clipfell.



Bottom Line Benefits:

Easy to read dashboards highlight important information, allowing users to easily drill down to take action. Notes Clipfell, "I appreciate the fact that the dashboard alerts me to issues like missed punches, or other items that need correction before payroll is exported. It's nice having this level of detail in a single screen."

Any data in red flags errors that must be fixed; yellow warns that investigation is needed; green means payroll is ready to go. "With one click I can fix the time cards. It's really fast," adds Clipfell.

All told, these achievements and others, like improved tardy tracking and missed punch reporting, have let BrucePac simplify employee time tracking. Concludes Clipfell, "We were able to take the work out of employee scheduling and record keeping."



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