



"Your Time is Our Business"

# Client Success Story:

## Woodfeathers, Inc.

*Built-In Savings: Building Supply Company Saves Administrative Effort with Attendance Enterprise*



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Brenda Farnand, Human Resources Manager  
Woodfeathers, Inc.



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### Overview:

Woodfeathers, Inc. has improved the employee Time & Labor Management process for nearly 100 hourly workers at multiple locations. The building supply company now saves six hours each month in administrative effort when preparing Payroll. Substantial savings stem from improved employee time tracking processes, reduced manual processes and enhanced reporting. These and other noteworthy achievements are a result from teaming with the Time & Labor experts at IntegriTime Solutions, Inc. IntegriTime helped Woodfeathers replace their outdated system with a new Attendance Enterprise Time & Labor Management solution.

### About Woodfeathers, Inc.:

Woodfeathers, Inc. is an Oregon-based company that supplies roofing materials to homeowners, builders, architects, and contractors since 1955.

Woodfeathers operates five regional retail and warehouse locations, supplying the residential and commercial construction industry with quality materials and supplies. The company employs delivery crew, sales associates, warehouse, administrative and accounting staff.

*"I was able to cut down the time it took me to assemble and transmit complete payroll for processing from four hours to just one hour each pay period. This time savings comes from knowing all the totals are correct, missed punches are fixed and everything balances out before I transmit over to the payroll processor."*

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### Past Processes:

In past years, the company tracked employee time and attendance data for nearly 100 hourly workers with an outdated software package no longer supported by the manufacturer. A key limitation with the system was that only one staff person could access time and labor data.

Explains Brenda Farnand, Woodfeathers Human Resources Manager, "When a supervisor or manager had a question about employee overtime or tardies, they relied on me to dig up the information and provide the most current reports via email, fax or phone. As we added staff and locations, this became a more time-consuming process for all of us- especially at the close of payroll."

Another challenge was tracking employee vacation and time off. Notes Farnand, "With 100 or so hourly workers, it was an administrative effort for me to manually track time off for each of our staff people. I had to maintain a paper list of vacation and sick day totals and balances for each employee. If I accidentally forgot to record the information, vacation and time off balances were not accurate."

Since the manufacturer no longer updated the outdated technology, Woodfeathers was unable to update to any new features.



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### **The Previous Challenges of Closing Payroll:**

In addition, it was a challenge to upload end-of-payroll data to the payroll service at the close of each period. Manual processing was needed to check for accuracy, correct missed punches and enter the data into the payroll system. This made the close of each pay period a time consuming process, especially tracking missed punches. All told, it took 4 hours each pay period to prepare payroll for processing- just over 8 hours each month.

To overcome these limitations, Woodfeathers teamed with the specialists at Integritime Solutions, Inc. (Palmdale, CA). Integritime implemented Attendance Enterprise Time & Labor Management software for a cost-effective solution.

Integritime also installed badge swipe time clocks throughout the locations for data collection. The clocks installed quickly, easy-to-use and collect attendance data accurately and inexpensively.



### **Ease of Implementation, Ease of Use:**

One of the most obvious benefits since teaming with Integritime was the ease of switching from the outdated WinSTAR system to Attendance Enterprise "I was surprised at how easy & straightforward it was to transition to Attendance Enterprise. Integritime handled the technology and details- it wasn't painful to make the switch" said Farnand.

Monitoring time off and vacations is also much easier. No longer does Farnand maintain a paper list of vacation requests and sick day balances. "Attendance Enterprise automatically tracks and manages remaining vacation and sick day balances for each employee with no manual intervention. Integritime removed the administrative burden once needed to manually track time off balances. Woodfeathers is confident that this process is now managed accurately and quickly".

### **Empowered Managers:**

Attendance Enterprise provides access to Supervisors and Managers. "I don't have to stop what I am doing and run reports or look up missed punches for each of the locations. This keeps me from emailing, faxing and phoning back and forth."



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Supervisors now access the system themselves directly from their offices. Each location stays up to date on employee time and labor reports in real time.

Some of the more useful reports accessed by supervisors include In/Out Reports, Overtime by Location Reports and Missed Punches. Supervisors catch missed punches before the end of payroll which streamlines the entire process.

*"The reliability of Attendance Enterprise is also a key advantage. Woodfeathers no longer is burdened with the poor performance of the past system and enjoys system uptime and reliability"*

Brenda Farnand, Human Resources Manager  
Woodfeathers, Inc.

### Reduced Administrative Effort:

Woodfeathers appreciates a more streamlined close of payroll. "I was able to cut down the time it took me to assemble and transmit complete payroll for processing from four hours to just one hour each pay period. This time savings comes from knowing all the totals are correct, missed punches are fixed and everything balances out before I transmit over to the payroll processor."

Managers see any attendance issues as they happen, and can address any problems immediately. Farnand also notes that since teaming with IntegrTime, system support and updates are easier. "We benefit from the great support provided by IntegrTime. If I have any issues or questions with employee time tracking, they access our system remotely and will quickly make the fix, instead of me trying to troubleshoot myself. I'm a user, not a fixer- so this is a big plus for me."

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### Real Savings:

In all, Woodfeathers significantly cut the time and effort once needed to track workers' labor and wage data across multiple locations. Instead of taking over eight hours each month, the monthly administrative process takes just under two hours. The payroll office is no longer burdened with running reports for each of the locations and no longer manually tracks vacation and sick day balances. Managers throughout the locations instantly review real-time employee regular & overtime hours and can address any time tracking issues in a timely fashion.



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