

QUICK GUIDE

How to use time and attendance data to optimise your workforce

Introduction

Many organisations only make limited use of their Time & Attendance solution. But with more basic systems simply recording hours worked for payroll purposes, businesses are missing a big opportunity. Because time and attendance data has the potential to deliver extremely powerful insights - if collected in enough detail and accuracy, and interpreted in the right way.

These insights can be used to improve every aspect of a workforce - helping streamline costs and improve the efficiency of your teams. This guide explains how organisations can use time and attendance data to truly optimise their workforce, and how the best T&A systems can help them achieve this.



Finding new ways to improve efficiency

The 'bread and butter' functions of time and attendance systems only involve engaging with the data they collect at face value. For instance:

- More accurate recording of hours worked
- Quicker and more accurate payroll processes
- Identifying and [managing absenteeism](#)

However, when it comes to making the big decisions on the shape and structure of your organisation's workforce, this very same data can be used to deliver the right answer. Whether it's analysing the size or composition of the workforce, identifying the most and least effective teams, making improvements to schedules or reviewing the numbers of required agency or locum staff - T&A data can yield vital insights.

But fully harnessing the power of time and attendance data isn't straightforward for organisations without the right system in place. Many businesses still operate with fragmented technology stacks that aren't conducive to proper data analysis. The answer is a solution with its own powerful analytics features, or the ability to easily integrate with third-party solutions as standard.

Take informed action with powerful analytics software

Making workforce decisions that are truly driven by data should be the ultimate goal. The most sophisticated time and attendance systems can make this a reality for your organisation. Here are some of the benefits of T&A systems with integrated analytics and reporting capabilities:

One source of the truth

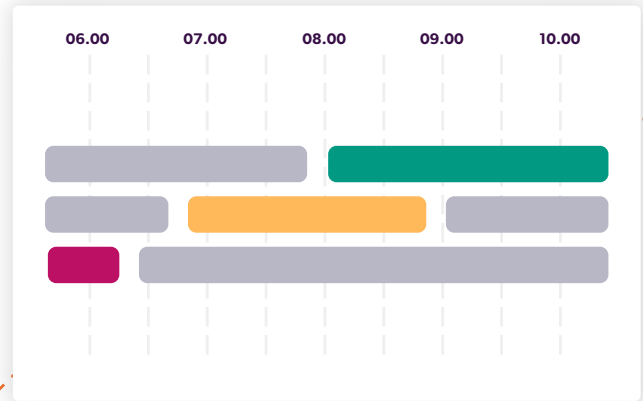
The data collected when staff clock in and clock out flows instantly into the analytics process for real-time reporting. There is no need for duplication of data, or for it to be manually transferred from paper timesheets. Naturally, this brings a number of advantages:

- It eliminates mistakes that often occur with data duplication.
- Digital clocking means a more accurate picture of actual time worked.
- Information is available for analysis instantaneously.
- T&A data can be segmented by activity, production line and a host of other variables

Ensuring the data is accurate, of high quality and available rapidly provides the building blocks for meaningful and actionable analysis.

Build perfectly balanced schedules

One key area where this data is especially useful is when it comes to scheduling efficiency. A time and attendance system with advanced analytics capabilities can balance expected attendance, expected demand as well as information about the skills of individual team members to create the optimum schedule for every shift.



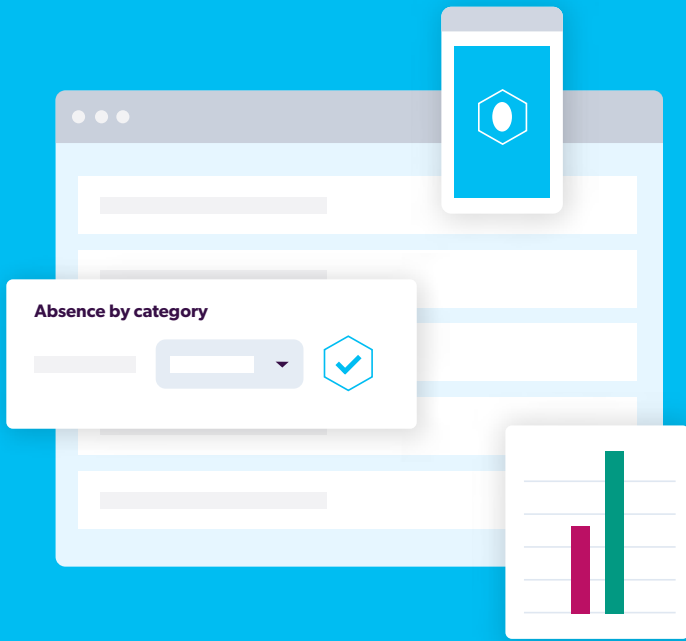
Not only does this ensure the right people are assigned the correct roles, it allows the organisation to staff to precisely the right level; avoiding wastage while minimising the risk of being understaffed. And because T&A data flows through to the analytics process in real time, managers can quickly adjust the operating schedule to adapt to changing circumstances.

Take a complete view of workforce efficiency

However, the most valuable role of your system's analytics suite is to convert T&A data to powerful top-level insights. The best systems will streamline what is a wealth of information into a simple graphical form. This enables decision makers throughout the organisation to attain maximum visibility over workforce performance and efficiency, and to use that visibility to make positive decisions backed by timely and accurate data.

Applications like Crown's Workforce Analytics, which is an integral component of Crown's Workforce Management system, allows users to simply build analytics dashboards providing insightful metrics and performance against company KPI's. These dashboards are intuitive and designed to be easily shared across an organisation.





Raise your organisation's workforce to new levels with Crown Time and Attendance

As the backbone of our workforce management system, Crown Time and Attendance is one of the most intelligent and flexible T&A solutions available. As data is recorded at source, it flows seamlessly to our suite of advanced analytics tools - allowing you to view powerful insights from every level of your organisation. To learn more about how Crown can help you unlock the power of your business' T&A data to make decisions that drive efficiency and growth, speak to one of our specialists today!

[Speak to a specialist](#)